Easy Steps for PTA Bylaws Review

☐ PRESIDENT
   ___ Appoint 3-5 members to bylaws committee

☐ PARLIAMENTARIAN
   ___ Set meeting date
   ___ Read detailed instructions (page i): Procedures for Bylaws Review
   ___ Read and review bylaws (current and new standard) prior to meeting
   ___ Obtain necessary information from council or district PTA for Articles IV, VI and X
   ___ Obtain Bylaws Submittal Form from council or district PTA
   ___ Bring copy of current bylaws for each committee member

☐ BYLAWS COMMITTEE
   ___ Read Instructions for Completing the Standard Bylaws (page ii), #1 through #8
   ___ To assist in the process, follow #9 (pages ii and iii) while reviewing articles
   ___ List all proposed amendments on separate paper while reviewing; include article, section and page number.

☐ EXECUTIVE BOARD MEETING
   ___ Parliamentarian presents proposed amendments
   ___ Executive board votes to approve (outcome recorded in minutes)
   ___ Use California State PTA’s e-Bylaws system to update bylaws or fill-in preprinted standard bylaws.

☐ SUBMITTING BYLAWS
   ___ Unit parliamentarian keeps one copy
   ___ Attach Bylaws Submittal Form including list of proposed amendments
   ___ Attach current Standing Rules to each copy.
   ___ Send one (1) original set of bylaws
   ___ Send two (2) full copies and four (4) additional signature pages (verify number with council or district PTA)
   ___ In-council: submit to council parliamentarian
   ___ Out-of-council: submit to district parliamentarian
   ___ Make required corrections as detailed by council/district/state parliamentarian

☐ RETURNED BYLAWS AND STANDING RULES
   Returned unsigned by State parliamentarian
      ___ Make required changes
      ___ Resubmit through channels

   Signed by State parliamentarian
      ___ Schedule association meeting to adopt the amendments to bylaws
      ___ Notify members at least 30 days in advance
      ___ Proposed amendments must be included with notice
      ___ A two-thirds (2/3) vote of the association membership is required to adopt
      ___ Adopted bylaws are now the official bylaws of the unit

☐ AFTER ADOPTION
   ___ Secretary and president sign and date original bylaws. The original set is kept with the Secretary’s procedure files.
   ___ Secretary and president sign additional signature pages and insert in the president’s and parliamentarian’s bylaw copies.
   ___ Secretary mails two signed signature pages to council, if in council, or one to district PTA

☐ COPIES
   ___ Make a copy for all board members to be kept in their procedure files
   ___ Provide copy to principal
   ___ Have copies available for members, upon request.