It's the California State PTA
Electronic Bylaws program!

Unit PTAs all over California are discovering the fun, fast, easy way to do their bylaws. The e-bylaws program is now available to all but a few units as a service from California State PTA.

Your first steps are outlined in "Easy Steps for Bylaws Review." Follow these steps to get online with the e-bylaws.

1. Obtain a user name and password.

Before you can use the e-bylaws program, you will need to obtain a user name and password.

a. Visit the **www.capta.org** website and click on **e-Bylaws** on the homepage left-hand column.

b. On the e-bylaws page, click on the **Request a Password** button in the right-hand column.

c. On the form that opens, enter your first and last name, email address, and phone number. Select your user type. If you are not the unit parliamentarian, select *unit assistant* as the user type. Click *Next*.

d. Select your PTA district number/name and your PTA council name. Type in your school name, city, and your California State PTA unit ID number. This number can be found on your current bylaws. If you can't find it, contact your council or district for this number.

e. Enter a user name, all lower case, and write it down. Click *Next*, then *Done* to submit your request. You will be emailed your password in three to five days.

2. Begin using the e-bylaws program.

Once you have your password, go back to the e-bylaws page on the capta.org website and click on the **Build e-Bylaws** button.

When the login page opens, type in your user name and password. Your unit information will appear.

If this is your first time entering information into the e-bylaws program, you will get a message that bylaws information is incomplete. Click on **OK** to dismiss this message.

- The first screen is the *Unit Information Record.* This information can only be entered or changed by California State PTA office staff. If the information is complete and correct, click *Next*. If the information is incorrect, contact your PTA district for assistance.

- Proceed through the each input screen and complete each blank by entering information or clicking on the "radio buttons."

- **Remember to save often so your data is not lost.**

- When finished, click on *Save* one final time, then click on *Bylaws*.

- A PDF file will be generated. Review your entries at this time.

  If you see a *DRAFT* watermark across the pages, an error or missing information must be corrected. Work your way through each page, looking for a red outline on the information boxes. Move your cursor over each red box to receive directions for correcting the problem.

3. Complete the process.

Once you have your PDF file, make sure to review each page. Pay special attention to dues, to audit months in the bylaws and to standing committees in the standing rules.

When the bylaws are satisfactory,
- print out four back-to-back copies,
- plus an additional four back-to-back copies of the signature sheet. (Consult your council or district on the exact number of copies required.)

Keep one bylaws copy for reference, and send the remaining copies and signature sheets, along with a **Bylaws Submittal Form** available from PTA council or district.