

Easy Steps for Bylaws Review

- President
 - Appoint 3-5 members to the 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
 - Check with council or district PTA for necessary information for Articles IV, VI, and X
 - Contact council or district PTA for Bylaws Submittal Form
 - Bring copies of current bylaws for committee members
- Bylaws Committee Members
 - Read Instructions for Completing the Standard Bylaws (page ii), # 1-8
 - To assist in the process follow #9 (pages ii and iii) while reviewing articles
 - List all proposed amendments on separate paper while reviewing, include page number, article and section
- Executive Board Meeting
 - Parliamentarian presents proposed amendments
 - Executive board votes to approve (outcome recorded in minutes)
- Submitting Bylaws
 - Unit parliamentarian keeps one copy
 - Attach Bylaws Submittal Form including list of proposed amendments
 - Attach current Standing Rules
 - Send one (1) **original** set of bylaws
 - In council, submit to council parliamentarian
 - Out of council; submit to district parliamentarian
 - Make required corrections as detailed by council/district parliamentarian
- Returned Bylaws and Standing Rules
 - Signed by California State PTA Parliamentarian*
 - Make required corrections as detailed 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) affirmative vote of the association membership is required to adopt
 - Adopted bylaws are now the official bylaws of the unit
- After Adoption
 - Secretary signs and dates original bylaws and keeps the original set in the procedure book
 - Secretary gives one (1) copy each to the president and parliamentarian
 - Returned unsigned by California State PTA Parliamentarian*
 - Make required changes
 - Resubmit through channels
- Copies
 - Make a copy for all board members to be kept in procedure books
 - Provide copy to principal
 - Have copies available for *members, upon request*