6401 Linda Vista Road, Annex A San Diego, CA 92111-7319 (858) 268-8077 Fax (858) 268-8017 office@ninthdistrictpta.org

**Bylaws Review Report**

**One copy of this form must be attached to all bylaws submitted**

Date State ID# I.R.S. E.I. #

PTA Name Council

Contact Person Phone No. e-mail

1. Bylaws should be reviewed annually and updated at least every three years.
2. Use blank bylaws dated *JUNE 2016 or later,* ***OR*** *the California State PTA e-Bylaws system (highly recommended and strongly encouraged)*. Contact Ninth District PTA office for latest blank bylaws, if needed, at 858-268-8077.
3. Read pages (i) and (ii) of the bylaws ~ *Procedures for Bylaws Review* *and* *Instructions for Completing the Standard Bylaws*, and follow all instructions listed.
4. Use black or blue ink to complete any blanks. Visit www.capta.org and choose the “e-Bylaws” tab to create the bylaws using the online format. An original, double-sided document must be printed and sent through channels following the rest of these instructions. If the e-Bylaws print with “DRAFT” on the pages, it is **NOT** complete. Contact the council parliamentarian or district parliamentarian for assistance.
5. **Include a list of the desired amendments. This is very important! Use the attached second page, if you wish.**
6. **Send one** **original** completed standard bylaws with this *Review Report* form to your council parliamentarian. Out-of-council units should send directly to Ninth District PTA office.
7. **Include at least five (5) copies of the signature page (~page 23-25) to be signed after CAPTA approval.**
8. **Include a check for $4.00** for printing costs, made payable to ***Ninth District PTA***.
9. After the council parliamentarian review, bylaws are sent to Ninth District PTA for parliamentarian review.
10. After the California State PTA parliamentarian signs the bylaws, Ninth District PTA will return to the council president or the contact person noted.
11. The bylaws are **then** adopted by your association or council, if submitting council bylaws, and signed and dated by the secretary and president. A 2/3 vote must approve the bylaws at an association/council meeting.
12. **Return** one signature page, with signatures and date of adoption, to the Ninth District PTA office, after adoption.

**🞏 Reviewed by Council Parliamentarian** (name) (date)

 (sign)

**Check all items that apply:**

**🞏** Newly organized unit: date of organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Name change: former name

 new name

🞏 PTA to PTSA 🞏 PTSA to PTA 🞏 Address Change 🞏 Grade Change 🞏 Combined 🞏 Divided

🞏 Fiscal year change: current year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Council change: from to

**🞏** Updated to most current edition WITH / WITHOUT (circle one) changes. **Remember to include a list of changes.**

**🞏** Other

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| **Page #** | **Article #** | **Section #** | **Proposed changes** (Please attach additional pages if necessary.) |
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