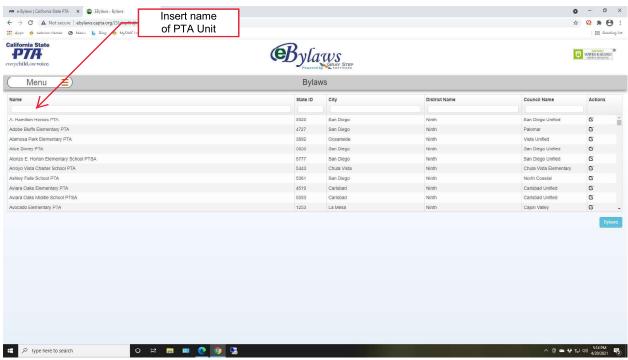
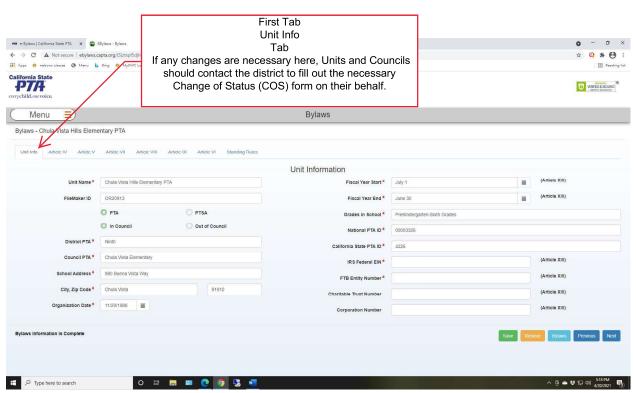
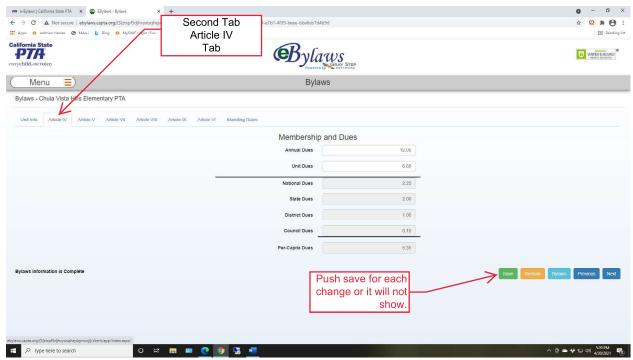
NEW E-BYLAWS FOLLOW ME FOR HELP



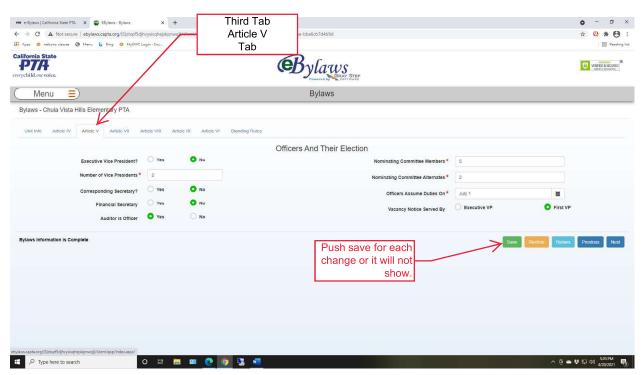
Once you have accessed the E-Bylaws page, you will need to enter the name of the PTA Unit. If you have higher levels of access you can search for Councils and Districts by searching the Menu drop down.



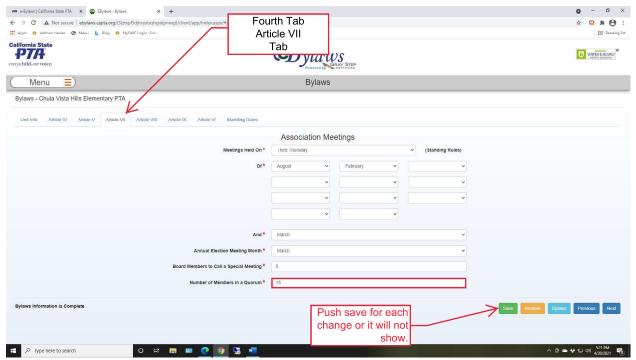
In this tab, Only CAPTA will be able to make the necessary changes to General Information Items.



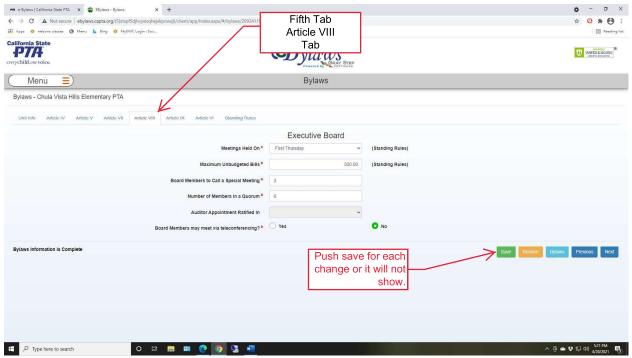
In this tab, you will be able to make the necessary changes to the Dues as they may change each year if the incoming Board see it necessary. All changes to the Bylaws must be made under a Bylaws Committee or under the recommendation of the Executive Board. Tis would only apply to the Annual Dues and Unit Dues. Those bellow the line are set by National, State, District and Council PTAs



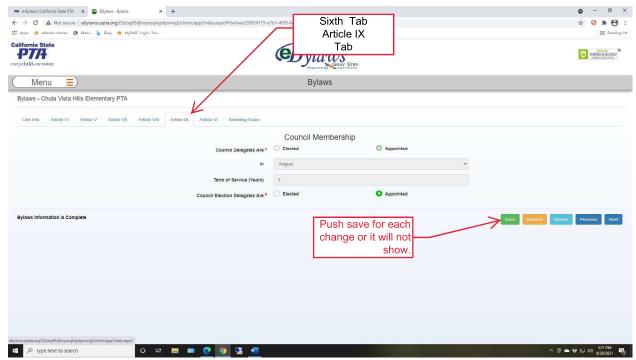
In this tab, you will be able to make the necessary changes to the Officers and Their Elections. Click and select those options that apply. If they do not apply, Click and select No. you must select one or the other. By clicking and selecting No, it will automatically strike through on the printed set and show un-stricken when selected Yes.



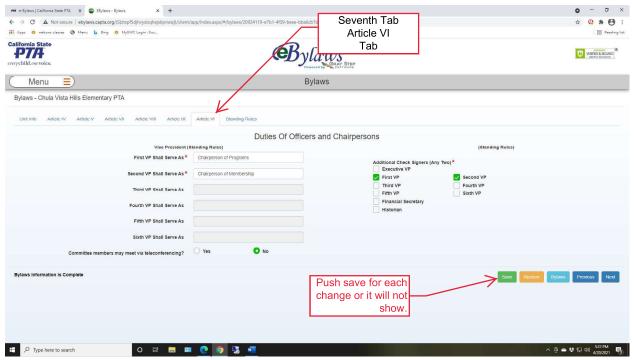
In this tab, you will be able to make the necessary changes to the months as to when a meeting will be held and how many to call for a special meeting and the number required for having a quorum to conduct the business of the organization. Should you see a red box around any of the boxes, Example: Quorum, reduce by one and save, if not clearing, increase by one and save. If red box goes away, that is the minimum number required for a quorum.



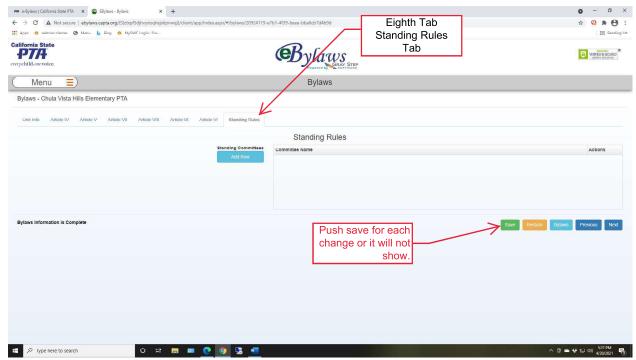
In this tab, you will be able to make the necessary changes to the Executive Board and its meeting dates. Here you will also determine if Teleconferencing will be stricken or not stricken. A No as shown above will show stricken, a Yes will show with no lines through section or wording. Again a RED Box will indicate if you need to make any adjustments.



In this tab, you will be able to make the necessary changes to the Council Members and their appointments or elections. Click and select which to use. Select the Month. Term Limits can be found in the Bylaws themselves and your PTA Toolkit.



In this tab, you will be able to make the necessary changes to the Duties of Officers and Chairpersons.



In this tab, you will be able to make the necessary changes to the Standing Rules regarding Committees. If you have none. no changes necessary. If adding clearly select the Add now button and add the necessary information.

Once complete, review revise and review again. it may take a second set of eyes to be sure everything has been entered correctly.

Please contact your Council Parliamentarian should you have any questions.

For any additional information please contact the Ninth District Parliamentarian at parlimanetarian@ninthdistrictpta.org