

# NEW E-BYLAWS

## FOLLOW ME FOR HELP

Insert name of PTA Unit

Name	State ID	City	District Name	Council Name	Actions
A. Hamilton Heroes PTA	3523	San Diego	Ninth	San Diego Unified	
Adobe Bluffs Elementary PTA	4727	San Diego	Ninth	Palomar	
Alamosa Park Elementary PTA	3892	Oceanside	Ninth	Vista Unified	
Alice Disney PTA	5050	San Diego	Ninth	San Diego Unified	
Alonzo E. Horton Elementary School PTSA	5777	San Diego	Ninth	San Diego Unified	
Arroyo Vista Charter School PTA	5443	Chula Vista	Ninth	Chula Vista Elementary	
Ashley Falls School PTA	5361	San Diego	Ninth	North Coastal	
Aviara Oaks Elementary PTA	4519	Carlsbad	Ninth	Carlsbad Unified	
Aviara Oaks Middle School PTSA	5553	Carlsbad	Ninth	Carlsbad Unified	
Avocado Elementary PTA	1253	La Mesa	Ninth	Cajon Valley	

Bylaws

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.

First Tab  
Unit Info  
Tab

If any changes are necessary here, Units and Councils should contact the district to fill out the necessary Change of Status (COS) form on their behalf.

Bylaws - Chula Vista Hills Elementary PTA

Unit Info Article IV Article V Article VII Article VIII Article IX Article VI Standing Rules

### Unit Information

Unit Name *	Chula Vista Hills Elementary PTA	Fiscal Year Start *	July 1	(Article XIII)
FileMaker ID	OR20913	Fiscal Year End *	June 30	(Article XIII)
<input checked="" type="radio"/> PTA <input type="radio"/> PTSA <input checked="" type="radio"/> In Council <input type="radio"/> Out of Council		Grades in School *	PreKindergarten-Sixth Grades	
District PTA *	Ninth	National PTA ID *	00003326	
Council PTA *	Chula Vista Elementary	California State PTA ID *	4226	
School Address *	980 Buena Vista Way	IRS Federal EIN *		(Article XIII)
City, Zip Code *	Chula Vista 91910	FTB Entity Number *		(Article XIII)
Organization Date *	11/29/1988	Charitable Trust Number		(Article XIII)
		Corporation Number		(Article XIII)

Bylaws Information is Complete

Save Restore Bylaws Previous Next

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

Second Tab  
Article IV  
Tab

Membership and Dues

Annual Dues	12.00
Unit Dues	6.65
National Dues	2.25
State Dues	2.00
District Dues	1.00
Council Dues	0.10
Per-Capita Dues	5.35

Bylaws Information is Complete

Push save for each change or it will not show.

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. This would only apply to the Annual Dues and Unit Dues. Those below the line are set by National, State, District and Council PTAs

Third Tab  
Article V  
Tab

Officers And Their Election

Executive Vice President?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Nominating Committee Members *	5
Number of Vice Presidents *	2	Nominating Committee Alternates *	2
Corresponding Secretary?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Officers Assume Duties On *	July 1
Financial Secretary	<input type="radio"/> Yes <input checked="" type="radio"/> No	Vacancy Notice Served By	<input type="radio"/> Executive VP <input checked="" type="radio"/> First VP
Auditor is Officer	<input checked="" type="radio"/> Yes <input type="radio"/> No		

Bylaws Information is Complete

Push save for each change or it will not show.

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.

Fourth Tab  
Article VII  
Tab

Bylaws - Chula Vista Hills Elementary PTA

Unit Info Article IV Article V **Article VII** Article VIII Article IX Article VI Standing Rules

Association Meetings

Meetings Held On \* 1st Thursday (Standing Rules)

Or \* August February

And \* March

Annual Election Meeting Month \* March

Board Members to Call a Special Meeting \* 5

Number of Members in a Quorum \* 15

Bylaws Information is Complete

Save Restore Bylaws Previous Next

Push save for each change or it will not show.

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.

Fifth Tab  
Article VIII  
Tab

Bylaws - Chula Vista Hills Elementary PTA

Unit Info Article IV Article V Article VII **Article VIII** Article IX Article VI Standing Rules

Executive Board

Meetings Held On \* First Thursday (Standing Rules)

Maximum Unbudgeted Bills \* 500.00 (Standing Rules)

Board Members to Call a Special Meeting \* 3

Number of Members in a Quorum \* 6

Auditor Appointment Ratified In \*

Board Members may meet via teleconferencing? \* Yes No

Bylaws Information is Complete

Save Restore Bylaws Previous Next

Push save for each change or it will not show.

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.

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Menu

Bylaws

Bylaws - Chula Vista Hills Elementary PTA

Unit Info Article IV Article V Article VII Article VIII Article IX Article VI Standing Rules

### Council Membership

Council Delegates Are ☒ Elected ☐ Appointed

In

Term of Service (Years)

Council Election Delegates Are ☐ Elected ☒ Appointed

Bylaws Information is Complete

[Save](#) [Restore](#) [Bylaws](#) [Previous](#) [Next](#)

Push save for each change or it will not show.

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.

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Menu

Bylaws

Bylaws - Chula Vista Hills Elementary PTA

Unit Info Article IV Article V Article VII Article VIII Article IX Article VI Standing Rules

### Duties Of Officers and Chairpersons

Vice President (Standing Rules)

First VP Shall Serve As

Second VP Shall Serve As

Third VP Shall Serve As

Fourth VP Shall Serve As

Fifth VP Shall Serve As

Sixth VP Shall Serve As

Committee members may meet via teleconferencing? ☐ Yes ☒ No

Additional Check Signers (Any Two) \*

☐ Executive VP ☒ First VP ☒ Second VP

☐ Third VP ☐ Fourth VP

☐ Fifth VP ☐ Sixth VP

☐ Financial Secretary

☐ Historian

Bylaws Information is Complete

[Save](#) [Restore](#) [Bylaws](#) [Previous](#) [Next](#)

Push save for each change or it will not show.

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

The screenshot shows the eBylaws web application interface. At the top, there's a navigation bar with a 'Menu' button and a 'Bylaws' title. Below this, a breadcrumb trail shows 'Bylaws - Chula Vista Hills Elementary PTA'. The main content area has a tabbed interface with tabs for 'Unit Info', 'Article IV', 'Article V', 'Article VII', 'Article VIII', 'Article IX', 'Article VI', and 'Standing Rules'. The 'Standing Rules' tab is selected. Below the tabs, there's a section titled 'Standing Rules' with a sub-section 'Standing Committees'. This section includes an 'Add Row' button and a table with columns 'Committee Name' and 'Actions'. At the bottom of the page, there's a status message 'Bylaws Information is Complete' and a row of buttons: 'Save', 'Restore', 'Bylaws', 'Previous', and 'Next'. A red box with the text 'Push save for each change or it will not show.' points to the 'Save' button.

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](mailto:parlimanetarian@ninthdistrictpta.org)