

everychild. one voice. INSTRUCTIONS FOR COMPLETING THE STANDARD BYLAWS

2327 L Street, Sacramento, CA 95816-5014 / (916) 440-1985 / FAX (916) 440-1986 / Email info@capta.org • www.capta.org

INSTRUCTIONS FOR COMPLETING THE STANDARD BYLAWS

- 1. **Do not alter, change, or add to any articles or sections with stars except for completing blank lines.** Authority for the articles and sections marked with stars are from the California State PTA bylaws (***) or are required by the Corporation Code of the State of California (**) and shall be included in all unit bylaws.
- 2. Several sections refer to information in the *California State PTA Toolkit* and may not be altered. These are policies or procedures of California State PTA.
- 3. Words in italics indicate optional provisions and should be lined out when not applicable.
- 4. Fill in or line out all blanks, as applicable.
 - a. To line out, neatly draw a single, straight, horizontal line through each word and/or sentence which does not apply. Do not use a slash, an X, or a strike. Do not use correction tape or fluid, and do not use marker.
- 5. Words in brackets [] are for information or directions only. They have been pre-lined out, e.g.: [month], but the directions provided must be followed.
- 6. Use the association's full legal PTA or PTSA name on the cover: Selena Sloan Butler PTA not Butler PTA; or Phoebe Apperson Hearst High School PTSA, not Hearst High PTSA. The association name is located on the charter. Contact council or district for assistance, if needed.
- 7. Spell out all words; do not use abbreviations, e.g.: Sept September; 2nd second; VP vice president. Use the long form for dates February 7, 2024.
- 8. Write numbers as words with place figures in parentheses, e.g.: one (1); twenty (20), five dollars (\$5.00); twenty-five cents (\$0.25). Do not duplicate words already included in the printed text.
- 9. Consider using inclusive language such as "chair" instead of gender specific "chairman."
- 10. The following articles and sections require special attention:

Article I	Use a unit's full legal name as it appears on the bylaws cover page, e.g.
Name	Selena Sloan Butler PTA not Butler PTA.
	If out-of-council, line out "of the" and insert "out of" in theblank.
	 To update your PTA's name, address, grades, a Change of Status form
	must be submitted; contact your council or district for more information. See Changes in Association Status in the Toolkit.
Article IV, Section 4 Membership & Dues	Line out unused blanks. Line out "dollars and" when only cents are used.
	Special memberships such as faculty, student and/or family memberships or membership/donations are added here. If using eBylaws, this is manually added to the PDF with a PDF editor.
Article V, Section 2	Minimum required officers are president, secretary and treasurer as required by
Officers	California Corporations for Code Nonprofits. Parliamentarian and Historian are also included by California State PTA.
	For non-standard proposed changes, please contact the council, district, or California State PTA parliamentarian.
Article V, Section 4c Nominating Committee	With a nominating committee of three elected members, a majority would be 2 members. Two members would be charting the course for the PTA for the coming PTA term. Consider a larger group (5-7 members) for a more representative committee.
Article V, Section 7	Must agree with Article VII, Section 2 and Standing Rule #6.
Election Month	The election must be held by the second week of April in order to allow the president-elect to attend the California State PTA Convention held in late April/early May (Article V, Section 9) and meet the council/district deadline for directory data (Standing Rules).



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The month selected must agree with a month listed in Standing Rule 6 (list of Association Meeting Dates) and Article VII, Section 2 Article VI, Section 4 Authorized Signers Article VII, Section 4a Special Association Meeting Dates) as an uthorized signer on bank account(s). The additional authorized signers authorized signers. It is recommended that the number of people required to call a special meeting is greater than 2 or 3. Article VII, Section 4a Special Association Meeting Quorum The voting power of the association is equal to all members as stated in Article VII, Section 5b Section 6. The quorum must ensure general member participation beyond that of the executive board. The minimum quorum for an association meeting is the number of officers plus four (4), or eleven (11), whichever is greater. Officers are listed in Article V, Section 2. When there are ten (10) or more standing committee chairs and/or appointed, voting directors or specialists that number is divided by two (2) and added to the association quorum. Article VIII, Section 1 Evaluation (1), These are listed in Standing Rule 17 and their chairs are members of the executive board. Article VIII, Section 2 Broad Reviewer is not elected, ratify the appointment of the Financial Reviewer is not elected, ratify the appointment of the Financial Reviewer is not elected, ratify the appointment of the Financial Reviewer is not elected. Article VIII, Section 6b Executive Board Quorum The minimum quorum for an executive board meeting is based on the number of executive board members, including the principal and teacher representative (majority = more than half) or five (5) whichever is greater. When there are ten (10) or more standing committee chairs and/or appointed, voting directors or specialists that number is divided by two (2) and		
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Additional Standing Rules may not conflict with, supersede or restate bylaws and they should not		



everychild.onevoice. INSTRUCTIONS FOR COMPLETING THE STANDARD BYLAWS

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res	restate Toolkit sections. Attach additional Standing Rules.		
Standing Rule #5 Vice Presidents	Use this section for an executive vice president, or a vice president if there is no executive vice president and only one vice president. If there are no vice presidents, line this section out.		
Standing Rule #6 Association Meeting Dates	Set the first meeting of the fiscal year early enough in the school year to ensure that the PTA program and budget are approved by the association <i>prior to beginning PTA programs or spending PTA funds.</i> (Article VII, Section 3) One of the association meeting months must match the election month stated in		
	Article V, Section 7 and Article VII, Section 2. [4 association meetings minimum recommended annually]		
Standing Rule #10 Executive Board Meeting	There must be 14 days between an executive board meeting and the general association meeting that addresses the business conducted by the executive board		
Date	abboliation modeling that addresses the basiness contacted by the exceptive board		
Standing Rule #12 Authorization for Expenditures	Guidelines for the expenditure of unbudgeted funds is as follows (<i>California State PTA Toolkit</i> , Finance section, Unbudgeted Expenditures): • Eight (8) or more association meetings per year – up to \$500.00 • Five (5) to seven (7) association meetings per year – up to \$750.00 • Four (4) or fewer association meetings per year – up to \$1000.00		
Standing Rule #17	Standing committees are those committees that meet all year long, e.g.		
Standing Committees	Membership, Health and Safety, Hospitality.		