

REVIEWING AND AMENDING PTA BYLAWS OVERVIEW

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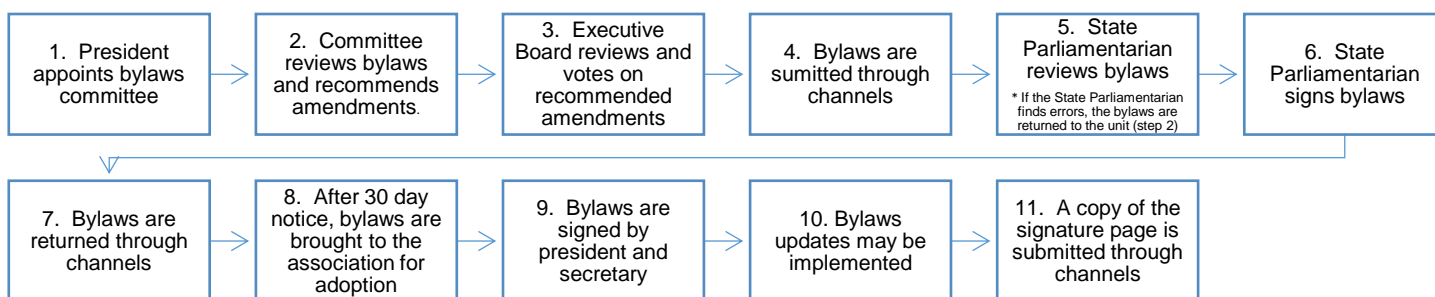
California State PTA provides up-to-date, standardized bylaws, which are compliant with law and corporate code, to be customized by each unit, council and district PTA. Every PTA is responsible for keeping its bylaws current and complying with its bylaws.

California State PTA issues a new edition of the standard bylaws annually. When submitting bylaws for approval, use only the current edition, as indicated by the date on the front cover. California State PTA issues a new edition of the standard bylaws near the start of its fiscal year (generally October).

- PTA councils and districts need to review and submit bylaws through channels at least every two years.
- PTA unit bylaws must be reviewed and submitted at least every five years, though they should be examined annually and may be amended more frequently.

Bylaws and standing rules may be modified to meet the needs of the association. Use of the [eBylaws system](#) is encouraged and preferred. Standard bylaws are available in printed form or fillable PDF. **Any version other than the standard version will not be accepted.** The bylaws are a legal document and additions and/or bylaws changes must be written legibly in blue or black ink or typed. Additional copies of the eBylaws or standard bylaws may be photocopied using the legally required double-sided format.

BYLAWS UPDATE AND SUBMITTAL PROCESS



1. A bylaw review committee (generally 3-5 people) is appointed by the president and chaired by the parliamentarian.
2. The committee reviews the existing bylaws and standing rules and suggests amendments or recommends no changes. Amendments may include meeting date changes, the addition or reduction of officers, or ensuring the use of inclusive language. Even if no changes are recommended, the content should be transferred to the most recent version of the bylaws (see **Methods for Updating Bylaws** below).
3. The executive board considers any changes recommended by the committee. If the board votes to approve, the bylaws are prepared for submission through channels.
4. The updated bylaws and standing rules are sent through channels (unit to council, council to district, district to state).
 - a. Complete a **Bylaws Submittal Form**. A fillable Bylaws Submittal Form is available on the California State PTA [Leaders website](#) under Quick Links/Forms/RunningYourPTA/BylawsSubmittalFormforUnitsCouncilsandDistricts (Fillable).
 - b. Detail all proposed changes on page 2 of the submittal form. Create a PDF of the Bylaws Submittal Form.
 - c. Once changes have been verified and bylaws are complete, attach the saved bylaws PDF document and Bylaws Submittal Form to an email to submit through channels for approval.
 - If in council, email the downloaded bylaws document and submittal form to the council parliamentarian or other representative as designated by the council.
 - If out of council, email the downloaded bylaws document and submittal form to the district parliamentarian or other representative as designated by the district.
 - The district parliamentarian or other representative as designated by district will review and forward the bylaws document and submittal form to California State PTA.
5. The California State PTA parliamentarian will review the proposed bylaws. If bylaws are not approved by the California State PTA parliamentarian, the bylaws will be returned through channels unsigned, and must be resubmitted once changes are made.

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6. If the California State PTA parliamentary approves the updated bylaws, the new bylaws are signed.
7. The bylaws are returned through channels to the PTA for adoption.
8. At a duly noticed meeting, the association votes to adopt the new bylaws, requiring a 2/3 vote. The notice must be provided at least 30 days in advance, and a list of proposed amendments must be included.
9. Following adoption by the association the president *and* secretary sign and date the master set of bylaws, which is kept by the secretary. Copies should also be kept by the president and parliamentary.
10. A copy of the signature page (usually an electronic scan) shall be sent through channels.
11. Once the adoption process is completed, the newly adopted bylaws become the current legal governing document of the association.

*** **NOTE:** Changes to the bylaws may not be implemented until the association adopts the changes.

Additional copies of the bylaws and standing rules are made for each member of the executive board, including the principal, and a copy of these bylaws shall be made available to any member of this association upon request.

Throughout the update process, the council or district should be contacted for assistance if needed.

Standing Rules Update Process

Standing Rules should be procedural rather than parliamentary and may not conflict with or supersede the bylaws.

1. Standing Rules may be adopted by a majority vote of the members present at any Association meeting. Amendments to Standing Rules require a two-thirds (2/3) vote of the members present without prior written notice, and a majority vote of the members present with such notice.
2. After Standing Rules have been adopted by the Association, a copy (usually an electronic scan) shall be sent through channels. Standing Rules updates do not require approval by the California State PTA parliamentary.

Standing rules must be attached to the bylaws document. **Although standing rule changes may be made without the signature approval of the state parliamentary, the changes may not conflict with or override any other bylaws sections, requirements, or clauses. Do not restate bylaws or *Toolkit* sections in the standing rules.**