



INSTRUCTIONS FOR COMPLETING THE STANDARD BYLAWS

The current standard bylaws **MUST** be used when submitting bylaws for approval. The California State PTA prints the date on the front cover and at the bottom of each page. **USING OUTDATED STANDARD BYLAWS MAY BE CAUSE FOR THE BYLAWS TO BE RETURNED UNSIGNED.**

Bylaws may be modified to meet the needs of the unit, but because they are a legal document, additions and/or changes must be written legibly in blue or black ink or typed. Bylaws completed in pencil, black marker or any other color ink will not be accepted. **RETYPE**D OR COMPUTER PRINTOUTS OF BYLAWS **WILL NOT BE ACCEPTED.** The standard bylaws may be photocopied using a double-sided format. All blanks must be completed.

1. **DO NOT ALTER, CHANGE, OR ADD TO ANY ARTICLES OR SECTIONS WITH STARS.** 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.** They are policies or procedures of the California State PTA.
3. Words in *italics* indicate certain optional provisions and **SHOULD BE LINED OUT** when not applicable. 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 or an x to strike. Do not use white-out or a wide-tipped marker.
4. Words in brackets [] are for information or directions only. Line out words following or beneath a blank which give directions, e.g., _____ [month].
5. Use the association's full legal PTA or PTSA name (which is on the charter) on the cover and in **ARTICLE I:** *Selena Sloan Butler PTA* not *Butler PTA*; or *Phoebe Apperson Hearst High School PTSA*, not *Hearst High PTSA*.



6. Spell out all words; do not use abbreviations, e.g., Sept - September; 2nd - second; VP - vice president.
7. Write numbers as words and place figures in parenthesis, e.g., one (1); twenty (20).
8. The following articles and sections require special attention:
 - o Article IV, Section 4 – Consult with council/district parliamentarian regarding family memberships.
 - o Article V, Section 3g and Section 7 must state a specific month; Section 8 must state an exact date.
 - o Article V, Section 3g must agree with Article V, Section 7 and Article VII, Section 1 and 2.
 - o Article VI, Section 4 and Section 5 – If there is only one secretary, line out corresponding secretary and combine these sections and renumber subsequent sections.
 - o Article VI, Section 8d must agree with association meeting months in Article VII, Section 1.
 - o Article VII, Section 2 must agree with Article V, Section 3g and Section 7 and Article VII, Section 1.
 - o Article VII, Section 5b – The minimum quorum for an association meeting is eleven (11).
 - o Article VIII, Section 7b – The quorum for an executive board meeting is based on the number of executive board members (majority = $1/2 + 1$ to the next uneven number).
 - o Article X – Consult with council parliamentarian to verify agreement with council bylaws.

