California State PTA
everychild. onevoice.
2327 L Street, Sacramento, CA 95816-5014 916.440.1985 • FAX 916.440.1986 • E-mail info@capta.org • www.capta.org

BYLAWS SUBMITTAL FORM FOR UNITS, COUNCILS, AND DISTRICTS

INSTRUCTIONS – To submit updated bylaws for review and approval:

- Complete this form, listing proposed bylaws amendments on page 2
- Send form and one (1) electronic copy of updated bylaws and standing rules to the council PTA, if in council, or your district PTA. The district PTA will send bylaws to Cyndi Barton (CBarton@capta.org) for processing and forwarding to the California State PTA Parliamentarian.

1. PTA INFORMATION:

Unit: _____

Council: _____

District PTA: _____

Organization Date: _____

California State PTA ID#: _____

National PTA ID#: _____

Employer Identification #: _____

Franchise Tax Board #: _____

Registry of Charitable Trust #: _____

Incorporation #: _____

Grade Levels: _____

Fiscal Year: _____
Start of End of

2. THE ENCLOSED BYLAWS AND STANDING RULES *(Check all that apply)*:

☐ New Unit ☐ New Council ☐ Organization Date: _____

☐ Update to current standard bylaws with no changes (Unit, Council, or District)

☐ Change of Status/Fiscal Year *(District PTA to attach original COS form signed by district president)*

☐ Proposed amendments as listed on page 2

☐ Additional Standing Rules attached ☐ No additional Standing Rules

☐ **U/C/D employs debit/check card?** **[State PTA Parliamentarian attaches standing rules for debit/check card use]**

FOR OFFICE USE ONLY – DISTRICT PTA OFFICER/CHAIRPERSON TO COMPLETE:	
Name:	
District Position:	☐ **President** ☐ **Parliamentarian** ☐ **Other**
Street Address:	
City:	**Zip Code:**
Email:	**Phone:**
Date Submitted to District PTA:	**Date Submitted to State PTA:**

3. LIST OF AMENDMENTS – For each proposed amendment to the bylaws:

- List the current wording and the proposed change

Bylaws updated with*:* ☐ **No changes** ☐ **Changes as follows:**

Page #	Article #	Section #	Proposed Amendments (Attach additional pages if necessary)

4. BYLAWS SUBMITTED BY *(Please print or type)*:

Unit Officer/Chairperson:	Council Officer/Chairperson:
Name:	
PTA Position:	
Street Address:	
City:	
Zip Code:	
Phone:	
Email:	

BYLAWS
FOR LOCAL PTA/PTSA UNITS

_____ National PTA Identification Number

_____ California State PTA Identification Number

_____ Name of Association

_____ Council PTA

_____ District PTA

_____ Address of School - Street

_____ City _____ Zip Code

_____ Grades in School

_____ Organization Date of This Association

2025

Revised October 2025

California State PTA®

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BYLAWS for PARENT–TEACHER ASSOCIATIONS and PARENT–TEACHER–STUDENT ASSOCIATIONS

These bylaws outline the essential structure and specific regulations to govern parent-teacher associations and/or parent-teacher-student associations in the State of California. Subject to approval of the California State PTA as described herein, the bylaws may be modified to meet the needs of the Association.

MISSION STATEMENT OF THE CALIFORNIA STATE PTA

The mission of the California State PTA is to positively impact the lives of all children and families.

California State PTA Board of Managers, August 2013

BYLAWS FOR LOCAL PTA/PTSA UNITS – TABLE OF CONTENTS:

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CALIFORNIA STATE PTA

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Bylaws

ARTICLE I - NAME

The name of this association is _____,

a Parent Teacher-*Student* Association, hereinafter referred to as the "Association", located in the

city of _____, a local association of the

_____ Council,

_____ District of the

California Congress of Parents, Teachers, and Students, Inc. (California State PTA), a branch of the

National Congress of Parents and Teachers (National PTA).

***ARTICLE II - PURPOSE

SECTION 1.

The purpose of this association, in common with the purposes of National PTA and California State PTA, are:

a. To promote the welfare of children and youth in the home, school, places of worship, and throughout the community;

b. To raise the standards of home life;

c. To advocate for laws that further the education, physical, and mental health, welfare, and safety of children and youth;

d. To promote the collaboration and engagement of families and educators in the education of children and youth;

e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and

f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

SECTION 2.

The purposes of this association are promoted in cooperation with the National PTA and the California State PTA through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

SECTION 3.

This association is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, as amended, or the corresponding Section of any future Federal tax code (hereinafter "Internal Revenue Code").

***ARTICLE III BASIC POLICIES AND PRINCIPLES

The following are basic policies and principles of the National PTA, the California State PTA, and this association:

a. The organization shall be non-commercial, non-sectarian, and non-partisan.

b. The organization shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth and shall seek to participate in the decision making process by influencing school policy and advocating for children's issues, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.

c. The organization shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration between parents, schools, and the community at large.

d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in this organization.

e. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

f. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code.

g. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one of more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code, are registered and in good standing with the Internal Revenue Service (IRS), Franchise Tax Board (FTB) and California Attorney General's Registry of Charities and Fundraisers, and whose purposes are in accordance with those of the National PTA.

h. The organization or members in their official capacities shall not - directly or indirectly- participate in or intervene (in any what, including publishing or distributing or statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.

i. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purposes of the organization.

j. The organization shall not enter into membership with other organizations except such international, national, or state organizations as may be approved by the California State PTA. The California State PTA, or any of its divisions, may cooperate with other organizations and agencies concerned with child welfare, but a PTA/PTSA representative shall make no commitments that bind the group the individual represents.

ARTICLE IV - MEMBERSHIP AND DUES

*** **SECTION 1.**

Every individual who is a member of this association is, by virtue of that fact, a member of the National PTA and of the California State PTA by which this local association is chartered and is entitled to all benefits of such membership.

*** **SECTION 2.**

Membership in this Association shall be made available by such local Association, without regard to race, color, creed, or national origin, under such rules and regulations not in conflict the provisions, the bylaws of the National PTA or the bylaws of the California State PTA, as may be prescribed in the bylaws of this local association, to any individual who subscribes to the purposes and basic principles of and policies of the National PTA.

*** **SECTION 3.**

The association shall conduct an annual membership enrollment, but may admit persons to membership at any time.

SECTION 4.

a. Each member of this association shall pay an annual dues of _____ dollars and _____ cents ($ _____) per member (also means per capita) to the association.

b. The annual dues shall be allocated as follows:

*** 1. Three dollars and twenty-five cents ($3.25) of each member's annual dues is payable to the National PTA.

*** 2. Two dollars ($2.00) of each member's annual dues is payable to the California State PTA.

3. _____ dollars and _____ cents ($_____) of each members annual dues is payable to _____ District.

4. _____ dollars and _____ cents ($_____) of each members annual dues is payable to _____ Council.

5. Each association shall remit to the council per capita dues of _____ dollars and _____ cents ($_____) annually.

~~[Out of council associations should substitute the following.]~~

5. ~~Each association shall remit to the district per capita dues of _____ dollars and _____cents ($_____) annually.~~

6. The remainder of each member's annual dues shall constitute the local portion and shall remain with the association.

*** **SECTION 5.**

The National PTA and the California State PTA portions of the dues paid by each member to this association shall be set aside by this association and remitted to the National PTA and the California State PTA in accordance with council, district, and state bylaws.

SECTION 6.

To qualify for state membership awards, a remittance of council, district, California State PTA, and National PTA portions of the dues paid by each member to this Association shall be remitted by the council deadline.

~~*[Out of council associations should substitute the following.]*~~

~~To qualify for state membership awards, a remittance of district, California State PTA, and National PTA portions of the dues paid by each member to this Association shall be remitted by the district deadline.~~

SECTION 7.

To remain in good standing, a remittance of council, district, California State PTA, and National PTA portions of the dues paid by each member to this Association shall be remitted to the council by the deadline.

~~*[Out of council associations should substitute the following.]*~~

~~To remain in good standing, a remittance of district, California State PTA, and National PTA portions of the dues paid by each member to this Association shall be remitted by the district deadline.~~

SECTION 8.

If this association fails to remit that portion of its per capita dues by the district-designated due date, it forfeits representation at *council and* district meetings until that amount has been paid.

ARTICLE V - OFFICERS AND THEIR ELECTION

*** **SECTION 1.**

Each officer or board member of this association shall be a member of the association.

SECTION 2.

The officers of this association shall be a president, *executive vice president,* _____ (_____) *vice presidents,* secretary, treasurer, *financial secretary, financial reviewer*, *and parliamentarian.* These officers shall be elected annually, with the exception of the parliamentarian, who shall be appointed by the president, subject to ratification by the executive board.

*** **SECTION 3.**

The requirements and procedures for the election and conduct of the nominating committee, which are found in the **California State PTA Toolkit**, must be followed by the Association. **(See: California State PTA Toolkit.)**

*** **SECTION 4.**

*** a. Nominations for office shall be made by a nominating committee, which shall be elected by this association.

b. The nominating committee shall be elected at least two months prior to the annual election meeting. The committee shall serve until the annual election meeting.

c. The nominating committee shall be composed of _____ (_____) members, with _____ (_____) alternate (s).

d. Members of the nominating committee shall be members of this association for at least thirty (30) days prior to the nomination. The principal of the school, or a faculty representative appointed by the principal, if not an elected member of the committee, shall serve in an advisory capacity. The president shall not serve ex officio or be elected to the nominating committee. The committee shall elect its own chair.

e. No member shall serve on the nominating committee for two (2) consecutive years.

f. The report of the nominating committee shall be submitted to the membership at least twenty-eight (28) days prior to the annual election meeting. At the annual election meeting, additional nominations must be called from the floor.

~~*[Incorporated associations must also include a section on Nominations by Petition. See California State PTA bylaws, Article XII]*~~

*** **SECTION 5.**

a. The privilege of holding office shall be limited to members of this association whose dues are paid and who have been members of any PTA or PTSA in good standing for at least thirty (30) days prior to nominations.

b. Individuals who are current members in any PTA or PTSA in good standing must pay dues to this association upon nomination to office in order to qualify as members at the time of election.

c. Individuals who have been convicted of any crime involving the misuse or misappropriation of funds, or any crime involving deception in the operation of a charity, are ineligible to hold or to be elected to office.

SECTION 6.

*** a. Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated for or elected to office.

*** b. Nominees for the offices of president, treasurer, *financial secretary*, financial reviewer, or any elected officer authorized to sign checks shall not be related by blood or marriage or reside in the same household.

SECTION 7.

Election shall be held by ballots at the annual election meeting in _____ [~~month~~]. If there is only one nominee for any office, the ballot for that office may be dispensed with, and the election may be held by voice vote.

*** **SECTION 8.**

a. Officers shall serve for a term of one (1) year.

b. No officer shall be eligible to the same office for more than two (2) consecutive terms or hold more than one (1) elected or appointed office.

c. Officers shall assume their duties on _____ [~~insert exact date~~].

d. No officer shall serve past the start of the next term unless elected to serve in that term. A person who has served in an office for more than six (6) months of a full term shall be deemed to have served a full term in such office.

SECTION 9.

The president-elect shall be entitled to be a delegate to the annual California State PTA convention, an alternate, and all other delegates to which the association is entitled shall be elected at an association meeting prior to conventions. **(See: California State PTA Bylaws, Article XV, Section 5)**

SECTION 10.

The president-elect may call meetings of the officers-elect and the principal of the school or a representative appointed by the principal, as necessary to ratify the appointments of appointed officers and chairs of committees, to fill vacancies on the board-elect, and to make plans for the coming year's work.

SECTION 11.

If an office remains unfilled after the election, it shall be considered a vacant office to be filled by the board-elect.

SECTION 12.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the executive board. Election to fill a vacancy shall require a majority vote of the entire executive board, with at least ten (10) days' prior notice. If notice is not given, the election to fill the vacancy shall require a two-thirds (2/3) vote. The first occupied office position, as per the order of listing in Article V, Section 2, shall notify the executive board when a vacancy occurs in the office of the president.

SECTION 13.

For purposes of these bylaws, all notices shall be in writing and shall be given personally, by mail, or by other means of written communication. If notice is provided by mail (including the U.S. Postal Service, express courier services, and the like), such notice shall be addressed to the recipient at his or her address as it appears on the records of the association, with postage prepaid, and shall be deemed to be delivered when deposited in the mail. If notice is provided by electronic mail, it shall be addressed to the recipient (who has provided unrevoked consent to use this means of transmission for communications) at the electronic mail address as it appears on the records of the association and shall be deemed to be delivered upon receipt by the sender of the delivery notification.

ARTICLE VI - DUTIES OF OFFICERS AND CHAIRS

*** **SECTION 1.**

The officers and chairs of committees of this association must follow and abide by the responsibilities, duties, and procedures for officers and chairs as prescribed in the **California State PTA Toolkit.**

** **SECTION 2.**

(Consult with *the council, ~~if in council,~~ and* the district PTA prior to beginning this process.)

When an officer/chair fails to attend three (3) consecutive meetings without an adequate excuse or when an officer/chair is not fulfilling the responsibilities of the office as prescribed in the bylaws or Standing Rules, or engages in conduct which the unit executive board determines to be injurious to the organization or its purposes, the unit executive board may, by a two-thirds (2/3) affirmative vote of the entire executive board, take such action as it determines appropriate, which may include asking for the resignation of the officer/chair.

The officer/chair, however, cannot be removed from office, unless the unit first conducts a hearing as authorized by the council/~~district [choose one]~~ PTA. If removing the officer/chair from office is a consideration, the unit executive board must make a formal request through channels to the council/~~district [choose one]~~ PTA to determine whether a hearing should be conducted to remove the officer/chair from office before proceeding with any action. If the council/~~district [choose one]~~ PTA hearing panel determines, by a two-thirds (2/3) affirmative vote of the entire council/~~district [choose one]~~ PTA hearing panel, that it is in the best interest of the unit to conduct a hearing, the unit executive board shall follow the Notice and Hearing Procedures set forth below.

Notice and Hearing Procedures: Following the two-thirds (2/3) affirmative vote by the *council/~~district [choose one]~~* PTA hearing panel recommending that the unit executive board conduct a hearing:

1. The unit executive board must give the officer/chair fifteen (15) days' prior written notice of the hearing to remove the officer/chair from the office;
2. The written notice shall set forth the reasons for the proposed removal, and shall be mailed by certified mail, return receipt requested, to the last address of the officer/chair shown on the association's records. The fifteen (15) day notice period shall commence when the written notice is deposited in the mail.
3. The hearing shall be held before a panel composed of at least a majority of the unit's executive board, as so designated by the unit's executive board. At the unit hearing, the officer/chair or the officer's/chair's representative must be given an opportunity to address the unit hearing panel, either orally or in writing, and the officer/chair must be permitted to offer written evidence, written witness statements, and testimony by a reasonable number of witnesses. The unit hearing panel may make a recording of the hearing.
4. At the close of the hearing, the unit hearing panel shall make a recommendation to the unit executive board as to whether or not the officer/chair should be removed from office. If the unit hearing panel recommends removal from office, the unit executive board shall convene not less than five (5) days following the hearing to vote on whether the officer/chair will be removed from office;
5. A two-thirds (2/3) vote of the entire unit executive board shall be sufficient to remove the officer/chair from the office;
6. The removal vote shall be recorded in the unit executive board minutes and shall specify the number of members voting in favor of and against such removal. The unit executive board shall mail notice of the removal to the officer/chair by certified mail, return receipt requested, to the last address of the officer/chair shown on the association's records. The removal shall be effective immediately upon deposit of the written notice in the mail. A removed officer/chair may file a grievance with the California State PTA, according to its grievance procedures, but such submittal shall not stay the removal; and
7. The *council, ~~if in council,~~ and the* district PTA shall be notified in writing of the action taken by the unit executive board.

SECTION 3.

All officers/chairs shall perform the duties prescribed in the current edition of **Robert's Rules of Order, Newly Revised**, in addition to those outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office, or in case of resignation or termination, each officer/ chair shall turn over to the president or secretary, without delay, all records, books, and other material pertaining to the office and shall return to the treasurer, president, or secretary, without delay, all funds belonging to the association.

SECTION 4.

All disbursements of the association must be signed by two (2) authorized signers. Authorized signers are: President, treasurer, _____, and_____. The authorized signers must be elected officers and shall not be related by blood, marriage, nor reside in the same household, nor serve in the position of secretary or financial reviewer.

SECTION 5.

Individuals counting funds shall be authorized signers, elected/appointed officers, or members of the association, except the financial reviewer. And they may not be related by blood or marriage, nor reside in the same household.

ARTICLE VII - ASSOCIATION MEETINGS

** **SECTION 1.**

Association meetings are meetings of the general membership. Association meeting dates shall be identified in the Standing Rules of this association. With the exception of the annual meeting, notice of any change in time or date of regularly scheduled meetings must be given in writing to the entire membership at least ten (10) days in advance. Whenever members are required or permitted to take any action at a meeting, a written notice of the meeting shall be given not less than ten (10) days nor more than ninety (90) days before the date of the meeting to each member who, on the record date for the notice of the meeting, is entitled to vote at such meeting. The written notice shall contain the place, date, and time of the meeting and the general nature of the business that the board, at the time of the notice, intends to present for action by the members, but any proper matter may be presented at the meeting for action.

Whenever a members' meeting is adjourned to another time or place, notice need not be given of the adjourned meeting if the time and place thereof are announced at the meeting at which the adjournment is taken. No meeting may be adjourned for more than forty-five (45) days. At the adjourned meeting, the Association may transact business which might have been transacted at the original meeting.

** **SECTION 2.**

The association meeting in _____ [~~month~~] shall be the annual election meeting at which time officers shall be elected. At least thirty (30) days' prior written notice of the annual election meeting must be given.

SECTION 3.

The year's proposed program and budget, which includes all programs, projects, and expenditures, requires approval by the membership. The year's proposed programs and budget shall be presented to the association for approval at the first association meeting of the year. This association shall not assume any financial obligation in any one term of office that will be carried over into the succeeding term. All approved programs, projects, and expenditures MUST be recorded in the association minutes, the legal record of this association. **(See: California State PTA Toolkit)**

** **SECTION 4.**

a. Special meetings may be called by the president.

The president must call a special meeting upon the written request of _____ (_____) [~~number~~] ever of the executive board. Special meetings requested by the executive board must be held within fourteen (14) days of receipt of the written request.

All association members must be notified of any special meetings at least ten (10) days prior to the meeting. Only business mentioned in the notice of a special meeting can be transacted at that meeting.

b. Upon request in writing for a special meeting by five (5) percent or more of the members, the president shall, within twenty (20) days of receipt of such request, cause notice to be given to the members entitled to vote that a meeting will be held at a time fixed by the executive board, not less than thirty-five (35) not more than ninety (90) days after the president's receipt of the request.

c. The notice shall contain the place, date, and time of the meeting and the general nature of the business that the executive board, at the time of the notice, intends to present for action by the members, and no other business may be transacted.

SECTION 5.

*** a. This association shall establish a quorum for the transition of business in any meeting of this association.

** b. _____ (_____) [~~number~~] members shall constitute a quorum. If this bylaw provision authorizes a quorum of less than one-third (1/3) of the voting power, then only those matters, the general nature of which was contained in the notice of the meeting, may be voted upon at such meeting.

*** **SECTION 6.**

The privilege of making motions, debating, and voting shall be limited to members of the association who are present and whose dues are paid, and who have been members of the association for at least the previous thirty (30) days.

*** **SECTION 7.**

Voting by proxy is PROHIBITED.

SECTION 8.

Members of the association may participate in and act at any meeting of this association via teleconferencing using equipment with which all association members participating in the meeting can communicate with each other at the same time. Participation in such meetings shall constitute attendance and presence in person at the meeting. Quorum shall be established by roll call and/or identification of individual members.

ARTICLE VIII - EXECUTIVE BOARD

SECTION 1.

The executive board shall consist of officers of this association, the chairs of standing committees, the teacher representative, and the principal of the school, or a representative appointed by the principal, all of whom shall be members of this association. The principal of the school or designated representative and the teacher representative, although not elected officers, serve in an advisory capacity with full voting privileges.

*** **SECTION 2.**

The executive board is subject to the orders of this association, and none of its acts shall conflict with action taken by the association. Members of the executive board shall:

a. Transact necessary business between meetings of the association and such other business as may be referred by the association.

b. Authorize the payment of association bills within the limits of the budget adopted by the association. Such action must be ratified at the next association meeting and must be recorded in the association minutes.

c. Be responsible for keeping such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the association, including specifically: the number of members, the dues collected from the members, and the amount of dues remitted to the California State PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the California State PTA.

d. Forward copies of the adopted budget to the *council/~~district [choose one~~]* PTA.

e. Be responsible for filling out and forwarding all necessary report forms required by the California State PTA for insurance, and for filing all tax returns and other forms required by government agencies. This includes employee reporting forms, if this association pays employees, and independent contractor reporting forms, if this association hires independent contractor(s). Copies of all government filings shall be submitted to the *council/~~district [choose one~~]* PTA.

f. Be responsible for reviews of the financial records of the association to be conducted at the end of each fiscal year and at the resignation of any financial officer or authorized check signer. These financial reviews must be examined by the executive board and considered, approved, and adopted by a vote of the general membership at an association meeting. Copies of adopted financial reviews shall be submitted to the *council/~~district [choose one]~~* PTA.

g. *Appoint a financial reviewer, to be approved by the association, at the _____ [~~month~~] meeting. The financial reviewer shall not be an officer of the association or a member of the executive board. [For use by units that do not include a financial reviewer among the elected officers in ARTICLE V, Section*

h. Appoint a financial review committee, ratified by the association, to examine the completed reviews of the financial records as required. The financial review committee shall be composed of the financial reviewer and at least one other member of the unit, council, or district PTA. The majority of the financial review committee members may not be check signers.
Financial reviews may be conducted by an elected financial reviewer, an appointed financial reviewer, or the *council/~~district [choose one]~~* PTA. Alternatively, the board may authorize, subject to the ratification of the association, that required financial reviews be conducted by a qualified accountant (paid or volunteer). If the financial review is conducted by a qualified accountant (paid or volunteer), the requirement of appointing a financial review committee does not apply.

i. Appoint a member or members of the unit, ratified by the association, who is/are not a check signer to review the monthly bank statements and reconciliations.

j. Create committees as are deemed necessary to promote the purposes and to carry on the work of the association, the California State PTA, and the National PTA, and to approve a committee's plan of work.

k. Fill all vacancies in office, including that of the president.

~~[Associations that are not incorporated should line out the following.]~~

l. Act as the Board of Directors of a nonprofit public benefit corporation, as defined by the California Corporations Code.

*** **SECTION 3.**

An association member shall not serve as a voting member of this executive board while serving as a paid employee of or under contract to this association.

** **SECTION 4.**

The executive board shall meet at least once a month during the school year, and a minimum of fourteen (14) days prior to association meetings, unless otherwise ordered by the executive board. No later than the first month of the school year, the executive board shall schedule the day, week, and place for the monthly executive board meetings. **(See: California State PTA Toolkit)**

SECTION 5.

Special meetings of the executive board may be called by the president. The president must call a special meeting upon the written request of _____ (_____) [~~number~~] members. Special meetings must be held within fourteen (14) days of receipt of a written request. All executive board members must be notified of special meetings at least seven (7) days prior to the meeting. Only business mentioned in the notice of a special meeting can be transacted at that meeting.

SECTION 6.

*** a. This association shall establish a quorum for the transaction of business in any meeting of the executive board.

b. _____ (_____) [~~number~~] members shall constitute a quorum.

*** **SECTION 7.**

Voting by proxy is PROHIBITED.

SECTION 8.

Members of the executive board may participate in and act at any meeting of the executive board via teleconferencing using equipment with which all board members participating in the meeting can communicate with each other at the same time. Participation in such meetings shall constitute attendance and presence in person at the meeting. Quorum shall be established by roll call and/or identification of individual executive board members.

ARTICLE IX - COUNCIL MEMBERSHIP

~~[Applies only to associations holding membership in a council of PTAs]~~

SECTION 1.

a. This association shall be represented in meetings of the _____ Council of Parent-Teacher-*Student* Associations by its president or alternate, *the principal or alternate and by _____ (_____) ~~[number]~~ delegates or alternates selected by the association prior to the first meeting of the council.*

b. Such delegates and their alternates shall be Appointed [~~state method, elected, or appointed~~] by this association at the first association meeting of the year.

SECTION 2.

Council Assessment *- Each local association in this council shall pay an annual assessment fee of _____ dollars and _____ cents ($_____) and shall be remitted to the council by _____ ~~[insert date of council deadline]~~.*

ARTICLE X - CHARTER PROCEDURE

*** **SECTION 1.**

Local PTAs shall be organized and chartered under the authority of the California State PTA, in the geographic area in which this association functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, and as the California State PTA may in its bylaws prescribe. California State PTA shall issue to each local association in its geographic area an appropriate charter evidencing that the organization is in good standing.

A local association in good standing is one that:

a. Adheres to the purposes and basic policies of the National PTA and the California State PTA;

b. Remits the national portion of the dues through the California State PTA to reach the national office by dates designated by the National PTA;

c. Has bylaws approved according to the procedures of the California State PTA; and

d. Meets other criteria as may be prescribed by the California State PTA.

*** **SECTION 2.**

A local association in good standing in California is one that also:

a. Pays dues to and actively supports all branches of the National PTA and the California State PTA;

b. Pays insurance premiums to the California State PTA insurance broker;

c. Is composed of not less than fifteen (15) members of whom at least three (3) shall serve in the offices of president, secretary, and treasurer, respectively; and

d. Complies with the legal filing requirements of state and federal government agencies.

*** **SECTION 3.**

This association shall receive a charter as a constituent organization of the National PTA:

a. After the California State PTA parliamentarian has approved its bylaws;

b. After the California State PTA office has received the "Application for Acceptance As A Unit" of the California State PTA;

c. After the California State PTA office has received the "Request for Insurance Information Form," with the charter membership dues, within seven (7) days of the organization meeting;

d. After an application for an Employer Identification Number (EIN) as a "subordinate" (constituent organization) (Exempt letter dated November 18, 1943) under the name "PTA California Congress of Parents, Teachers, and Students, Inc.," has been submitted to the Internal Revenue Service, and

e. Upon a majority vote of the California State PTA Board of Managers.

*** **SECTION 4.**

The charter of this association shall be subject to withdrawal, and the status of such organization as a PTA/PTSA shall be subject to termination by a two-thirds (2/3) vote of the California State PTA Board of Managers, in the manner and under the circumstances provided in the bylaws of California State PTA.

*** **SECTION 5.**

This association is obligated, upon withdrawal of its charter by the California State PTA:

a. To surrender all of its books and records and all of its assets and property to California State PTA or to another PTA or PTSA selected by California State PTA that is organized under the authority of California State PTA;

b. To cease and desist from further use of any name that implies or connotes association with the National PTA or the California State PTA or status as a constituent organization of the National PTA; and

c. To carry out promptly, under the supervision and direction of the California State PTA, all proceedings necessary or desirable for the purpose of dissolving this association.

*** **SECTION 6.**

Upon the withdrawal of this association's charter, the California State PTA shall have the right to collect and transfer any funds, including funds deposited by this association with a financial institution, over which this association or its officers have or had signature authority or control. **(See: California State PTA Toolkit)**

*** **SECTION 7.**

Each association shall, upon withdrawal of its charter by the California State PTA, immediately cease and desist from any further use of this association's Internal Revenue Service Employer Identification Number (EIN) as a constituent organization under the group exemption number issued to the California State PTA.

SECTION 8.

THE COUNCIL AND DISTRICT SHALL BE CONSULTED AT LEAST SIXTY (60) DAYS PRIOR TO ANY VOTE BEING TAKEN TO DISBAND THIS ASSOCIATION. **(See: California State PTA Toolkit)**

ARTICLE XI - RELATIONSHIP WITH THE NATIONAL PTA AND THE CALIFORNIA STATE PTA

*** **SECTION 1.**

The bylaws of this association shall not conflict with the bylaws of the National PTA and the California State PTA. These bylaws shall be approved by the California State PTA parliamentarian when this association is organized and when there is a change in its association status.

*** **SECTION 2.**

This association shall include in its bylaws provisions corresponding to the provisions of the bylaws of the California State PTA, identified by a triple star.

*** **SECTION 3.**

The **California State PTA Toolkit**, published by the California State PTA, contains policy statements of the PTA not found in the bylaws or standing rules. As a local association of the California State PTA, this association is obligated to follow those policy statements.

***ARTICLE XII - ARTICLES OF ORGANIZATION

The "Articles of Organization" of this association comprise these bylaws, as from time to time amended, and the "Articles of Association," if any. In the absence of separate Articles of Association, these bylaws shall be deemed to be the Articles of Association. In the event of any conflict between these bylaws and the Articles of Association, these bylaws shall govern.

~~*[Associations that are incorporated should substitute the following.]*~~

This association is a nonprofit public benefit corporation organized under the laws of the State of California. Its "Articles of Organization" comprise the Articles of Incorporation and these bylaws, as from time to time amended. In the event of any conflict between the Articles of Incorporation and these bylaws, this association shall take prompt action to amend the Articles of Incorporation to conform to the provisions of these bylaws. The Articles of Incorporation for this association shall be submitted to the California State PTA as part of the organizational papers and at other times as requested by the California State PTA, in accordance with Article VI, Section 12 of the California State PTA bylaws.

ARTICLE XIII - IDENTIFICATION NUMBERS AND FISCAL YEAR

SECTION 1.

The California State PTA Identification (ID) Number for this association is

_____ ~~[number]~~.

SECTION 2.

The National PTA Identification (ID) Number for this association is

_____ ~~[number]~~.

SECTION 3.

The Internal Revenue Service Employer Identification Number (EIN) for this association is

_____ ~~[number]~~.

SECTION 4.

The Franchise Tax Board (FTB) entity number for this association is

_____ ~~[number]~~.

SECTION 5.

The Registry of Charities and Fundraisers number for this association is

_____ ~~[number]~~.

SECTION 6.

If incorporated, the corporation number for this association, as assigned by the Secretary of State, is

_____ ~~[number]~~.

SECTION 7.

The fiscal year of this association shall begin _____ ~~[month and day]~~ and end _____ ~~[month and day]~~. (Once a fiscal year has been established and on file with the Internal Revenue Service, consult with the California State PTA Treasurer for the procedure required to change the fiscal year.)

***ARTICLE XIV - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of **Robert's Rules of Order, Newly Revised** shall govern the National PTA and this association in all cases in which they are applicable and in which they are not in conflict with these bylaws, the bylaws of the California State PTA and the National PTA, *the Articles of Incorporation of the* _____ [~~If incorporated, insert the name of the PTA unit~~] and the California Nonprofit Corporation Law.

ARTICLE XV - AMENDMENTS

*** **SECTION 1.**

Bylaws for this association shall be reviewed annually and updated at least every five (5) years by the bylaws committee of this association.

*** **SECTION 2.**

Before adoption, all proposed amendments accompanied by the bylaws shall be submitted through channels to the California State PTA parliamentarian for approval. The bylaws must also be approved by the California State PTA Parliamentarian when there is a change of status (e.g., PTA changing to PTSA or when combining/dividing).

SECTION 3.

After the California State PTA Parliamentarian has approved and signed the amended bylaws, the process of adoption by this association must be completed. This association shall, by a two-thirds (2/3) vote of the members present, adopt amended bylaws at any association meeting provided written notice of the meeting was given at least thirty (30) days prior to the date of the meeting to each member who, on the record date for the notice of the meeting, is entitled to vote at such meeting. (Note: If notice is provided by mail and the notice is not mailed by first-class, registered, or certified mail, such notice shall be given not less than twenty (20) days before the meeting.) The notice shall contain the place, date, and time of the meeting and the general nature of the business that the board, at the time of the notice, intends to present for action by the members, but any proper matter may be presented at the meeting for action.

*** **SECTION 4.**

The adoption of an amendment to any provision of the bylaws of the California State PTA identified by a triple star (***) shall serve automatically and without the requirement of further action by this association to amend correspondingly the bylaws of this association. Notwithstanding the automatic character of the amending process, this association shall promptly incorporate such amendments in its bylaws.

*** **SECTION 5.**

The adoption of an amendment to any provision of the bylaws required by the California Corporations Code and identified by a double star (**) by the California State PTA shall serve automatically and without the requirement of further action by this association to amend correspondingly the bylaws of this association. Notwithstanding the automatic character of the amending process, this association shall promptly incorporate such amendments in its bylaws.

SIGNATURES

BYLAWS OF: _____

(Full Legal Name of the Association)

_____Council of PTAs/PTSAs

_____District PTA/PTSA

APPROVED BY:

_____ _____

California State Parliamentarian Date

_____ _____

Association Secretary Date of Adoption by the Association

_____

Association President

STANDING RULES

1. **Bylaws** – At the beginning of the term of office, each member of the executive board shall be given a copy of these bylaws and shall be responsible for making a thorough study of them. A copy of these bylaws shall be made available to any member of this Association upon request.

2. **Membership List** – The membership list/directory of this association shall be for the exclusive use of the organization and shall not be available for distribution or purchase by any other organization or commercial entity.

3. **Board Roster** – The president shall prepare the list of association officers and chairs required for directory data and submit as directed by the council/district ~~[choose one]. The~~ deadline for directory data to the council/ ~~district [choose one]~~ is _____ ~~[council deadline, if in council, district deadline, if out of council]~~.

4. **Vice Presidents** – The *executive vice president/first vice president* [choose one] shall serve as the primary aide to the president and perform the duties of the president in the absence or disability of that officer to act.

   The *additional* vice president(s) shall act as aide(s) to the president *and the executive vice president* and shall, *in their designated order*, perform the duties of the president *and executive vice president* in the absence or disability of that officer to act.

   The first vice president shall serve as _____.

   The second vice president shall serve as _____.

   The third vice president shall serve as _____.

   The fourth vice president shall serve as _____.

   The fifth vice president shall serve as _____.

   The sixth vice president shall serve as _____.

5. ** Association Meeting Dates - Association meetings are meetings of the general membership. They shall be held on the 3rd Monday [~~insert week and day in the month, e.g., second Tuesday~~] of _____, _____, _____, _____, _____, _____, _____, _____, _____, and _____, _____, _____, of the school year unless otherwise ordered by the association or the executive board. (Minimum of three (3) meetings, suggested five (5) or more per year)

6. ****Association Meeting Agenda** – At least fourteen (14) days' notice, in writing, must be given to the president in order to have an item of business or an announcement placed on the association meeting agenda.(This allows the president time to prepare the agenda and provide written notice to the members at least ten (10) days prior to the meeting.)

7. **Association Meeting Business Items** – When a recommendation for an item of business or an announcement that has not had prior consideration by the executive board is brought to an association meeting, it shall be referred to a committee and/or the executive board for study.

8. **Approving Material for Association Meetings** – Any non-PTA material to be distributed at an association meeting must be approved by the executive board prior to the meeting.

9. **Executive Board Meeting Date** – Executive board meetings shall be held on th _1st Monday_ [~~insert week and day in the month, e.g., second Tuesday]~~ of each month during the school year.

10. **Executive Board Meeting Agenda** – At least twenty-four (24) hours' notice, in writing, must be given to the president, in order to have an item of business or an announcement placed on the executive board meeting agenda.

11. **Authorization for Expenditures** – The executive board shall perform the duties and responsibilities prescribed in the **California State PTA Toolkit**. It is authorized to pay bills for budgeted expenditures and other unbudgeted association bills not to exceed a cumulative total of _____ dollars ($ _____) between meetings of this association. Ratification for payment of these bills must occur at the next association meeting and must be recorded in the association minutes.

12. **Procedure Records** – Each officer and chair shall be responsible for keeping a procedure book and/or digital files to pass on to the incoming officer or chair at the end of the term of office.

13. *****Committees** – The executive board may establish committees as required to carry on the work of this association, the California State PTA, and the National PTA. The quorum for a committee meeting shall be a majority of its members present at the committee meeting, all of whom must be members of the association.

14. *Members of committees may participate in and act at any meeting of the committee via teleconferencing using equipment with which all committee members participating in the meeting can communicate with each other at the same time. Participation in such meetings shall constitute attendance and presence in person at the meeting. A quorum shall be established by roll call and/or the identification of individual committee members.*

15. **Committee Chairs** – The president shall appoint each chair of a committee and may appoint an assistant to any of the chairs, subject to the ratification of the executive board. All committees shall follow the rules and procedures prescribed in the **California State PTA Toolkit**.

    The term of office for a chair shall be one year. A chair may serve an additional term if appointed by the president, subject to the ratification of the executive board. No chair shall be eligible to be appointed to the same committee position for more than two consecutive years.

16. **Standing Committees -** The standing committees of this association include [~~list all committees that function all year~~]:

    _____

    _____

    _____

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