

PERALTA DISTRICT PTA

PARLIAMENTARIAN'S  
BYLAWS REVISION  
GUIDE



Revised March 7, 2011

# Peralta District PTA: Parliamentarian's Bylaws Revision Guide

## TABLE OF CONTENTS

<b>I. PARLIAMENTARIAN JOB DESCRIPTION</b>	1
<b>II. WHAT ARE BYLAWS?</b>	2
<b>III. REVIEWING YOUR BYLAWS</b>	3
a. Request Access to eBylaws	4-5
b. The Bylaws Access	6
c. The Bylaws Review	7
<b>IV. REVISING YOUR BYLAWS</b>	8-12
<b>V. SUBMITTING REVISED BYLAWS</b>	13
<b>VI. ASSOCIATION APPROVAL OF BYLAWS</b>	13
<b>VII. ADDENDUMS</b>	
Addendum #1: Peralta eBylaws Information Sheet	14-16
Addendum #2: Peralta Bylaws Cover Sheet	17

# Parliamentarian Job Description

**There are three (3) parts to the role of a parliamentarian:**

1. Serve as Parliamentarian during Executive Board and Association meetings – ensure the Robert's Rules of Orders are followed.
2. Nominating Committee:
  - a. Present the role and procedures at the Association Meeting
  - b. Call to order the first meeting of the Nominating Committee
  - c. Ensure election of a Nominating Committee Chairperson
3. Bylaws:
  - a. Call for a Bylaws review committee
  - b. Chair the Bylaws review committee
  - c. Present Bylaws revisions to executive board for approval
  - d. Submit Bylaws revisions to Council/District
  - e. Present State PTA approved bylaws for approval at an Association meeting.

The purpose of this guide is to provide PTA unit parliamentarians with the step-by-step process to review and/or revise the unit's bylaws.

For assistance with the first two roles mentioned above, please refer to the Peralta District website ([www.peraltadistrictpta.org](http://www.peraltadistrictpta.org)) or contact the Peralta District parliamentarian at [parliamentarian@peraltadistrictpta.org](mailto:parliamentarian@peraltadistrictpta.org).

# What Are Bylaws?

**Bylaws** are designed to help the group function in an orderly manner.

- Following basic parliamentary procedure at PTA meetings provides for order, promptness and fair and impartial treatment for all.
- Bylaws may never be suspended.
- Bylaws form the legally binding document that governs the organization.
- Bylaws should be *reviewed* annually to determine if any amendments are needed.
- Bylaws must be *updated* every 3 years – even if no change is required.

**Standing Rules** outlines the procedures of the organization that are not included in the bylaws and must not conflict with the bylaws. For example:

- *Bylaws* state when the meetings of the association are held.  
*Standing Rules* tell where and what time the meetings are held.
- *Bylaws* give the primary responsibilities of officers and chairmen.  
*Standing Rules* give the specifics.
- *Bylaws* state the first vice president of programs.  
*Standing Rules* list the various chairmen who work with the first vice president, such as Founders Day, Honorary Service Award, Hospitality, etc.

**Bylaws** are hard and fast rules that may be amended only with prior notice to the membership.

**Standing Rules** are the details of monthly PTA work that may be changed from administration to administration or from meeting to meeting. They require a two-thirds (2/3) majority vote without notice and a majority vote with 30 days notice to adopt or amend.

## Sample Standing Rules

- The executive vice president shall be responsible for purchasing and engraving a past president's pin to present to the president at the end of the term.
- The first vice president shall chair the program committee, which shall be responsible for setting goals for the PTA and planning the general PTA program.
- The second vice president shall chair the membership committee, which is responsible for coordinating the annual membership enrollment campaign, maintaining a current list of PTA members and providing a copy of that list to the secretary.
- The third vice president shall chair the fund raising committee, which is responsible for setting a fund raising goal and organizing and implementing all fund raising activities.
- The president or alternate shall attend all school board meetings.
- All executive board members shall present current membership cards at the executive board meeting in October.
- Delegates to the annual California State PTA convention shall be elected at the January association meeting, per the bylaws, Article V, Section 9. The association shall budget for and pay expenses for registration, hotel, travel, and per diem meals for convention delegates or alternates.
- This PTA owns a 45 cup coffee pot, two electric staplers, 2 battery-operated calculators, and 3 locking money boxes. All PTA owned property is kept in the PTA cabinet in the volunteer room.
- Anyone who wishes to borrow the PTA-owned equipment must request permission from the executive board.
- The installation of officers will be held at the May association meeting. The president-elect may select the installing officer.
- A minimum balance of \$1,000.00 shall be carried over in the PTA account for the next school year.
- Past Honorary Service Award recipients shall be invited to attend the annual association Founders Day celebration.
- The president will meet regularly with the school principal.
- The historian will keep a visual and written record of the PTA's yearly activities.

Source: Adapted from January 2007 Communicator

# Reviewing Your Bylaws

As corporate code and non-profit guidelines change for the State of California and the IRS, State PTA will update sections and terminology of the unit bylaws. Therefore, it's important for unit parliamentarians to review bylaws annually and notify their association of any relevant changes.

Bylaws should be submitted for approval, through Council / District channels, to the California State PTA parliamentarian every three years – whether or not revisions are required.

As incoming parliamentarian, you should have an original version of your unit's bylaws; the signature page has:

- original signature of California State PTA parliamentarian
- original signature of unit secretary
- date bylaws were approved by the association

The California State PTA is in a pilot phase of eBylaws – [Bylaws online!](#) Peralta District PTA is fortunate to be one of a few districts able to utilize this 21<sup>st</sup> Century software in its pilot phase!

Whether your unit is in or out of a council, the steps to revise your bylaws are the same. However, the submission process will be different:

Out-of-Council Unit → Submit directly to Peralta District Parliamentarian

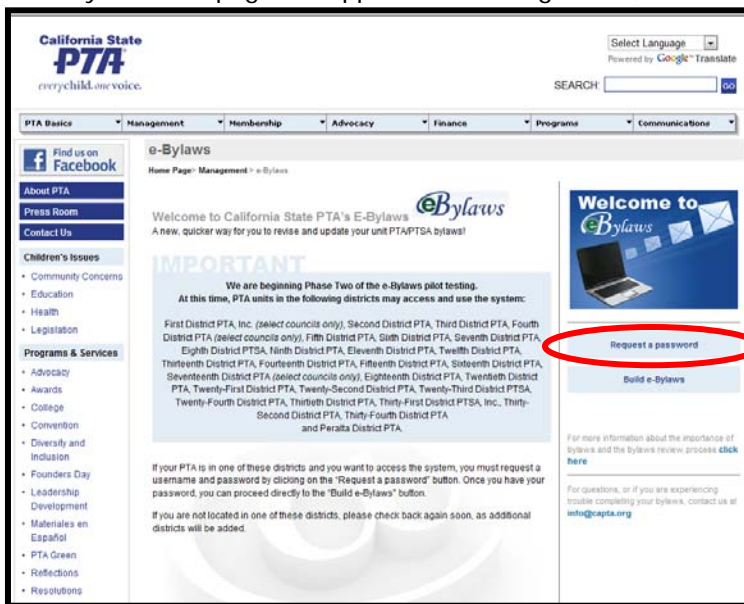
In Council Unit → Submit directly to your council parliamentarian who will then submit to District.

<b>Units in a council:</b>	<b>Units out of a council:</b>
Alameda	Albany
Berkeley	Castro Valley
Fremont	Hayward
Pleasanton	Livermore
San Lorenzo	Newark
	Oakland
	San Leandro

NOTE: If you are not able to access a computer for eBylaws, contact your council or district parliamentarian for the hardcopy process of bylaws review.

# 1. Request Access to eBylaws

- a. Visit the [www.capta.org](http://www.capta.org) website and click on the e-Bylaws banner or use this link: <http://www.capta.org/sections/management/e-bylaws.cfm>
- b. The eBylaws web page will appear. On the right side, click *Request a Password* button.



- c. The *New e-Bylaws User Request: 1. Information About You* page will display.

- d. Enter the fields as displayed.  
If you are not a parliamentarian, select the applicable user type of *assistant*.
- e. Click the *Next* button to continue.

- f. The *New e-Bylaws User Request: 2. Unit (School) Level Parliamentarians* page will display.

California State PTA<sup>®</sup>  
everychild. onevoice.  
NEW E-Bylaws User Request  
2. Unit (School) Level Parliamentarians

Please complete the following questions for unit-level parliamentary access.

1. What PTA District are you in? Please Select One  
PTA District

2. What PTA Council are you in? Please Select One  
PTA Council

3. PTA School Name

4. City

5. California State PTA Unit ID Number

6. Create a Username (6 to 12 alphanumeric characters, all lowercase)

- g. Enter the fields as displayed. The *California State PTA Unit ID Number* is in your current bylaws. If you do not know this number, contact your council or district PTA parliamentarian.
- h. Click the *Next* button to continue.
- i. The *New e-Bylaws User Request: 3. Thank You!* page will display.

California State PTA<sup>®</sup>  
everychild. onevoice.  
NEW E-Bylaws User Request  
3. Thank you!

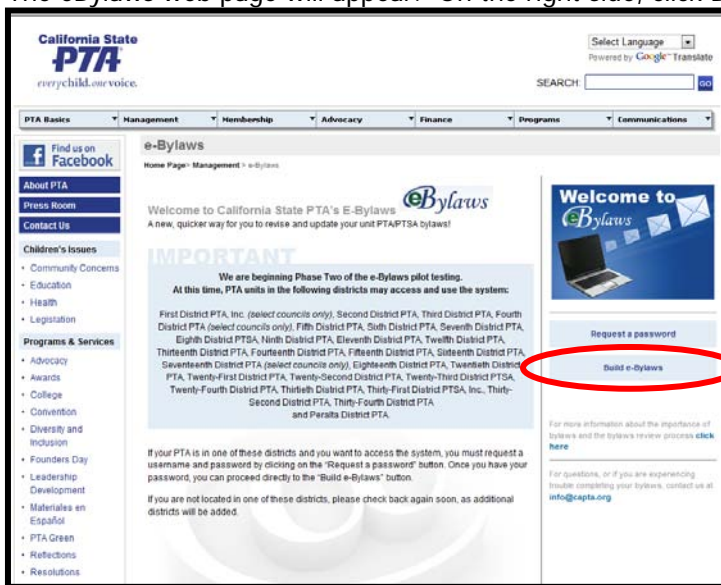
Thank you for completing the E-Bylaws User Request form. Your temporary password will be sent to you within 3 business days. If you have any questions in the meantime, please send an e-mail to e-bylaws@capta.org.

Click "Done" below to submit your form.

- j. Click *Done* and you will be returned to the California State PTA website's homepage.
- k. Your eBylaws password will be emailed to you within 3-5 days.

## 2. The Bylaws Access

- a. Return to the [www.capta.org](http://www.capta.org) website and click on the e-Bylaws banner or use this link: <http://www.capta.org/sections/management/e-bylaws.cfm>
- b. The eBylaws web page will appear. On the right side, click *Build e-Bylaws* button.



- c. Login with username you created and password emailed to you.
- d. The system will load your unit information and display the *Unit Information* page.

This information can only be entered or changed by California State PTA.

- e. Click *Bylaws (Draft)*. The system will generate a "pdf" version of your unit's bylaws.

### 3. The Bylaws Review

a. With the draft generated by the eBylaws system and your currently approved bylaws, compare the verbiage to determine if there are any corporation changes (i.e. executive board meetings must be held at least 10 days prior to an association meeting). Your unit should have been notified when these changes are made by California State PTA and an itemized list of changes should have been sent in the summer mailer to the PTA president.

b. Determine if your currently approved bylaws are relevant to your association today.

If the currently approved bylaws were approved within the last three (3) years and you DO NOT need to make revisions...	Report "No Bylaws Changes Required" at your next executive board and association meeting. Your bylaws role as parliamentarian is complete.
If the currently approved bylaws were approved <u>within the last three (3) years</u> and you DO need to make revisions...	Proceed to step 3. c)
If the currently approved bylaws were approved <u>more than three (3) years ago</u> ...	Proceed to step 3. c)

c. At your next Executive Board meeting, ask for members to be a part of the Bylaws Review Committee (as a general guide, we recommend a committee of 3-5 members).

d. Send the eBylaws Information Sheet (see pages 16-19) to your executive board members. Ask for input that the bylaws review committee should consider (i.e. meeting days, elected officers, etc.).

e. Make a copy of the currently approved bylaws and the eBylaws draft for each Bylaws Review Committee member to review prior to the first meeting of the Bylaws Review Committee.

f. The committee reviews the bylaws and prepares a detailed list of the proposed amendments. (Hint: The Bylaws Cover Sheet from your council or district parliamentarian will include the format to present the amendments!)

g. At an executive board meeting, make a motion to approve the list of proposed amendments. As the executive board discusses the motion, note any revisions to the amendments and ensure the vote of final amendments is recorded in the minutes.

h. Proceed to the *Revising Your Bylaws* section.

# Revising Your Bylaws

1. Login to the eBylaws application from the State PTA website.  
<http://www.capta.org/sections/management/e-bylaws.cfm>
2. The system will load your unit information and display the *Unit Information* page.

The screenshot shows the eBylaws application interface. At the top left is the California State PTA logo with the tagline "everychild.onevoice.". In the center is the "eBylaws" logo, powered by CSM. On the right is a "GOOGLE.COM SECURED" badge and a search bar. Below the header is a "Menu" button and a "Good Morning, Dawn" greeting. The main content area is titled "Bylaws - Junction Avenue Middle PTA" and contains a "Unit Information" form. The form fields are as follows:

Unit Information		
Unit Name *	Junction Avenue Middle PTA	
Fiscal Year Start *	July 1 (Article XIV)	
FileMaker ID	OR21542	
Fiscal Year End *	June 30 (Article XIV)	
<input checked="" type="radio"/> PTA <input type="radio"/> PTSA	Grades In School *	Sixth-Eighth Grades
<input type="radio"/> In Council <input checked="" type="radio"/> Out Of Council	National PTA ID *	31316
District PTA *	Peralta	Select
California State PTA ID *	4861	
Council PTA		Select
IRS Federal EIN *	94-6172290	(Article XIV)
School Address *	298 Junction Avenue	
Separately Incorporated?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
City, Zip Code *	Livermore 94551	Corporation Number (Article XIV)
Organization Date *	October 1, 1992	Charitable Trust Number (Article XIV)

At the bottom of the form, there is a red message: "Bylaws Information is NOT Complete". Below the message are buttons for "Save", "Restore", "Bylaws (Draft)", "Previous", "Next", and "Done".

This information can only be entered or changed by California State PTA.

If the information is correct, click *Next*.

If the information is incorrect, document on Bylaws Cover Sheet, then click *Next*.

3. The *Article IV – Membership and Dues* page will display.  
**Annual Dues** Enter the amount that your unit collect's per individual member.  
**Unit Dues** The system will automatically calculate once you enter the annual dues.

California State PTA everychild.one voice. eBylaws Powered by CSM

SEARCH: [ ] GO

Menu

Good Morning, Dawn Saturday, October 23, 2010, 9:25:28 AM

Bylaws - Junction Avenue Middle PTA

**Article IV - Membership and Dues**

Annual Dues	10.00
Unit Dues	6.50
<hr/>	
National Dues	1.75
State Dues	1.25
District Dues	0.50
Council Dues	0.00
Per-Capita Dues	3.50

Bylaws Information is NOT Complete

Save Restore Bylaws (Draft) Previous Next Done

**REMEMBER: CLICK *Save* OFTEN! Click *Next* to continue.**

4. The *Article V – Officers and Elections* page will display.  
**Nominating Committee Members:**  
 With a nominating committee of three elected members, a majority would be 2 members. Two members would be charting the course of the PTA for the coming term. Consider a larger group (5-7) for a more representative committee.

California State PTA everychild.one voice. eBylaws Powered by CSM

SEARCH: [ ] GO

Menu

Good Morning, Dawn Saturday, October 23, 2010, 9:25:58 AM

Bylaws - Junction Avenue Middle PTA

**Article V - Officers And Their Election**

Executive Vice President?  Yes  No

Number of Vice Presidents: 3

Corresponding Secretary?  Yes  No

Financial Secretary?  Yes  No

Auditor is Officer?  Yes  No

Auditor is Elected?  Yes  No

Nominating Committee Members: 3

Nominating Committee Alternates: 1

Officers Assume Duties On: July 1

Vacancy Notice Served By:  Executive VP  First VP

Bylaws Information is NOT Complete

Save Restore Bylaws (Draft) Previous Next Done

**Click *Save*, click *Next* to continue.**

5. The *Article VII – Association Meetings* page will display.

**Meeting Months**

Be sure they coincide with the election meeting and audit reporting meetings.

**Members in a Quorum**

Minimum quorum for an association meeting is the number of officers plus four (4) or eleven (11), whichever is greater.

Click *Save*, click *Next* to continue.

6. The *Article VIII – Executive Board* page will display.

**Maximum Unbudgeted Bills**

The State PTA recommends the following guidelines of unbudgeted funds between meetings:

- 4 or less association meetings: \$1,000
- 5 – 7 association meetings: \$750
- 8+ association meetings: \$500

**Executive Board Quorum**

Quorum for an executive board meeting is based on the number of executive board members, including the principal and teacher representative (majority = 1/2 rounding up to the next whole number) or five (5) whichever is greater.

Click *Save*, click *Next* to continue.

7. The *Article IX – Committees Article X – Council Membership* page will display.  
**Council Membership** Consult with council parliamentarian to ensure Article X of the unit bylaws coincides with council bylaws.  
 (The example shown below is an out-of-council unit, therefore the Article X section is grayed out.)

The screenshot shows the eBylaws interface for 'Bylaws - Junction Avenue Middle PTA'. The top navigation bar includes the California State PTA logo, the eBylaws logo (Powered by CSM), a search bar, and a 'SECURED' badge. The main content area is divided into two sections: 'Article IX - Committees' and 'Article X - Council Membership'. Under 'Article IX - Committees', there are radio buttons for 'Chairmen's Reports Filed With' with 'President' and 'Historian' options. Under 'Article X - Council Membership', there are radio buttons for 'Council Delegates Are' and 'Council Election Delegates Are', both with 'Elected' and 'Appointed' options. There are also dropdown menus for 'In' and 'Term of Service (Years)'. At the bottom, there are buttons for 'Save', 'Restore', 'Bylaws (Draft)', 'Previous', 'Next', and 'Done'. A red message at the bottom left states 'Bylaws Information is NOT Complete'.

Click *Save*, click *Next* to continue.

8. The *Article VI – Duties of Officers* page 1 will display.  
**Additional Check Signers** The president and treasurer are automatically designated as signers.  
 You can choose up to two more elected officers; cannot be secretary or auditor and cannot reside in the same household as the president, treasurer, financial secretary, or auditor.

The screenshot shows the eBylaws interface for 'Bylaws - Junction Avenue Middle PTA' on the 'Article VI - Duties Of Officers' page. The top navigation bar is identical to the previous screenshot. The main content area is titled 'Article VI - Duties Of Officers' and includes a radio button for 'Officers' Reports Filed With' with 'President' and 'Historian' options. Below this, there are two columns: 'Vice President' and 'Treasurer'. The 'Vice President' column has six rows for 'First VP Shall Serve As' through 'Sixth VP Shall Serve As', with the first three rows containing 'Eighth Grade Volunteers', 'Seventh Grade Volunteers', and 'Sixth Grade Volunteers' respectively. The 'Treasurer' column has a section for 'Additional Check Signers (Any Two)' with a checked box for 'Executive VP' and unchecked boxes for 'First VP', 'Second VP', 'Third VP', 'Fourth VP', 'Fifth VP', 'Sixth VP', 'Financial Secretary', and 'Historian'. Below this is a 'Financial Secretary' label and a radio button for 'Remit Monies Received to Treasurer?' with 'Yes' and 'No' options. At the bottom, there are buttons for 'Save', 'Restore', 'Bylaws (Draft)', 'Previous', 'Next', and 'Done'. A red message at the bottom left states 'Bylaws Information is NOT Complete'.

Click *Save*, click *Next* to continue.

9. The *Article VI – Duties of Officers* page 2 will display.  
**Third Audit** If the fiscal year is different from when the officers assume office (usually July 1), you must do a third audit at the time the officers assume duties.

Click **Save**, click **Next** to continue.

10. The *Standing Rules* page will display.  
 Some typical committees are listed. Remember that a “Standing Committee” is a committee whose work is ongoing throughout the year.

Click **Save**.

11. Click *Bylaws (Draft)*.
12. A “pdf” will be generated. Review your bylaws.  
 If a *DRAFT* watermark is across the pages, an error or missing information must be corrected. Work your way through each page looking for a red outline on the information boxes. Move your cursor over each red box to receive directions for correcting the problem.  
 REMEMBER: If corrections are required on the *Unit Information* page, you will not be able to correct and will submit bylaws with “Draft” watermark.

# Submitting Revised Bylaws

1. Once you've confirmed that the information entered in eBylaws is as accurate as possible, generate a final "pdf" version.
2. Complete the Bylaws Review Cover Sheet (this could be done if you used it as the document for approval at the Executive Board meeting – see page 7).
3. Submit to the next level of PTA as required:

<b>Units in a council:</b> <b>Alameda</b> <b>Berkeley</b> <b>Fremont</b> <b>Pleasanton</b> <b>San Lorenzo</b>	Submit bylaws per your Council Parliamentarian's instructions.
<b>Units out of a council:</b> <b>Albany</b> <b>Castro Valley</b> <b>Hayward</b> <b>Livermore</b> <b>Newark</b> <b>Oakland</b> <b>San Leandro</b>	Email the Bylaws and Bylaws Review Cover Sheet directly to the District Parliamentarian: parliamentarian@peraltadistrictpta.org  Mail the Bylaws and Bylaws Review Cover Sheet to the District Parliamentarian: Dawn Whalen, Peralta Parliamentarian 5567 Helga Court Livermore, CA 94550-8142

# Association Approval of Bylaws

1. The District Parliamentarian will review your proposed changes.  
 If there are inconsistencies, you will be contacted to revise.  
 If the revisions are acceptable, the bylaws will be submitted to State PTA for approval.
2. The State approved bylaws will be returned to the unit via the channels it was received:  
 State – District – Out-of-Council Unit  
 State – District – Council – Unit
3. Once the unit receives the bylaws with the State PTA parliamentarian's signature, a motion is made at the next Association meeting stating changes.  
 Be sure the approved changes are captured in the minutes.
4. The PTA secretary signs the bylaws.
5. A copy of the revised bylaws is given to all executive board members for their procedure book.

## Addendum #1: Peralta eBylaws Information Sheet

### UNIT INFORMATION

<b>Unit Legal Name</b>	
<b>Name of District</b>	Peralta District PTA
<b>Name of Council</b>	
<b>School Address (Front Cover)</b>	
<b>Street</b>	
<b>City</b>	
<b>Zip</b>	
<b>Organization Date</b>	
<b>Fiscal Year Begins</b>	July 1
<b>Fiscal Year Ends</b>	June 30
<b>Grades in School</b>	
<b>National ID</b>	
<b>California ID</b>	
<b>IRS Federal EIN</b>	
<b>Corporation #</b>	n/a
<b>CT #</b>	

### MEMBERSHIP DUES (Pg 3)

	<b>Per Member</b>
	<b>National</b> \$1.75
	<b>CAPTA</b> \$1.25
	<b>District</b> \$0.50
	<b>Council</b>
	<b>Remains in Unit</b>
<b>1st Membership Due Date</b>	October 15th

### OFFICERS:

<b>President</b>	
<b>Executive Vice President (EVP)</b>	
<b>Serves notice of Pres vacancy?</b>	
<b>Vice Presidents (quantity)</b>	
<b>1VP serves notice of Pres vacancy?</b>	
<b>Recording Secretary</b>	
<b>Corresponding Secretary</b>	
<b>Treasurer</b>	
<b>Financial Secretary</b>	
<b>Auditor: Elected? (If appointed, see EB)</b>	
<b>Parliamentarian: Elected?</b>	

### NOMINATING COMMITTEE:

<b>Number of Members</b>	
<b>Number of Alternates</b>	
<b>Date Officers Assume Duties</b>	

# Addendum #1: Peralta eBylaws Information Sheet

## ASSOCIATION MEETINGS:

**Week & Day of Month (e.g., 2nd Tues)** \_\_\_\_\_  
**Months\*** \_\_\_\_\_  
\*Must include election & audit approval months.  
**Annual Meeting Month** \_\_\_\_\_  
**# of Bd Members to call special meetings** \_\_\_\_\_  
**Quorum\*** \_\_\_\_\_  
\*The GREATER of 11 or (# of officers + 4)

## EXECUTIVE BOARD MEETINGS:

**Week & Day of Month (e.g., 1st Mon)** \_\_\_\_\_  
**\$ for unbudgeted items between meetings** \_\_\_\_\_  
8+ Association Meetings: Up to \$500  
5-7 Association Meetings: Up to \$750  
4 or less Association Meetings: Up to \$1,000  
**# of Bd Members to call special meetings** \_\_\_\_\_  
**Quorum\*** \_\_\_\_\_  
\* The GREATER of 5 or (# of officers +1)  
**If Auditor is appointed, month ratified** \_\_\_\_\_

## COMMITTEES:

**Reports of committees filed with** \_\_\_\_\_

## COUNCIL MEMBERSHIP (SKIP IF NOT IN COUNCIL):

**# of additional delegates to regular mtg** \_\_\_\_\_  
**Delegates are (select one)** \_\_\_\_\_  
**Association Meeting Month Elected/Appoint** \_\_\_\_\_  
**Length of term as delegates to council** \_\_\_\_\_  
**# of additional delegates to council election** \_\_\_\_\_  
**Council Assessment (if any)** \$ \_\_\_\_\_  
**Due date of council assessment** \_\_\_\_\_

## DUTIES OF OFFICERS:

**Reports of committees filed with** \_\_\_\_\_  
**1st Vice President Serves As** \_\_\_\_\_  
**2nd Vice President Serves As** \_\_\_\_\_  
**3rd Vice President Serves As** \_\_\_\_\_  
**4th Vice President Serves As** \_\_\_\_\_  
**5th Vice President Serves As** \_\_\_\_\_  
**6th Vice President Serves As** \_\_\_\_\_  
**7th Vice President Serves As** \_\_\_\_\_  
**8th Vice President Serves As** \_\_\_\_\_

# Addendum #1: Peralta eBylaws Information Sheet

## SIGNATURE AUTHORITY:

**Signed by President, Treasurer, and\*** \_\_\_\_\_

\*elected officer(s); cannot be secretary or auditor; cannot reside in same household as president, treasurer, financial secretary, or auditor

**If a Financial Secretary, Remit \$ to treasurer\*** \_\_\_\_\_

\*YES: prepares deposits and gives funds to treasurer. NO: Financial Secretary makes deposits.

## AUDITS:

### MID YEAR AUDITS:

**Completed:** \_\_\_\_\_ January

**Presented to Board:** \_\_\_\_\_ February

**Adopted by Association:** \_\_\_\_\_ February

### END OF YEAR AUDITS:

**Completed:** \_\_\_\_\_ August

**Presented to Board:** \_\_\_\_\_ September

**Adopted by Association:** \_\_\_\_\_ September

**Fiscal Yearend is different than when officers assume office, 3rd audit:** \_\_\_\_\_

**Completed:** \_\_\_\_\_

**Presented to Board:** \_\_\_\_\_

**Adopted by Association:** \_\_\_\_\_

## STANDING COMMITTEES:

Some typical committees are listed, use/add the ones that are applicable:

**Membership** \_\_\_\_\_

**Ways and Means** \_\_\_\_\_

**Hospitality** \_\_\_\_\_

**Programs** \_\_\_\_\_

**Other (List):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Addendum #2: Peralta District Bylaws Cover Sheet BYLAWS REVIEW COVER SHEET

### Units & Councils – This form must accompany your bylaws.

- **eBylaws is now available.** Visit CA State PTA Website to request a password and begin using: <http://www.capta.org/sections/management/e-bylaws.cfm>  
If using hardcopy version, use Black ink only, no felt tip pens, and no white-out.
- **Units Out of Council:**  
**Albany, Castro Valley, Hayward, Livermore, Newark, New Haven, Oakland, San Leandro** – submit this form with **one copy** of your bylaws to **District Parliamentarian**.  
Emailing this form and the *DRAFT* bylaws generated from eBylaws is acceptable.
- **Units in Council: Alameda, Berkeley, Fremont, Pleasanton, San Lorenzo** – submit this form with **two copies** of your bylaws to **your Council Parliamentarian**.  
(DO NOT send directly to District; Council will forward this form and one copy to District.)
- **Councils:** submit this form with **one copy** of your bylaws to **District Parliamentarian**.  
Emailing this form and the *DRAFT* bylaws generated from eBylaws is acceptable.

#### QUESTIONS? Contact:

**Dawn Whalen**

Parliamentarian - Peralta District PTA

5567 Helga Court

Livermore, CA 94550-8142

(925) 373-4898

[parliamentarian@peraltadistrictpta.org](mailto:parliamentarian@peraltadistrictpta.org)

PTA Unit Name: Out of Council:				
PTA Council (or Town/City):				
Unit Contact Person, Title				
Address, City, Zip				
Phone				
Email:				
<b>Date bylaws approved by Executive Board:</b>				
<b>These Bylaws have been submitted for approval as (<i>please check one below</i>):</b>				
<input type="checkbox"/> New Unit: Organization Date: _____		<input type="checkbox"/> New Council: Organization Date: _____		
<input type="checkbox"/> Update to current edition without changes		<input type="checkbox"/> Update required to reinstate charter		
<input type="checkbox"/> Change of status / name		<input type="checkbox"/> Amendments proposed as follows:		
Item	Page #	Article #	Section #	Explanation of proposed amendment(s) - Attach additional pages if necessary
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				