

## eBylaws: Simple, Fast, and Easy

California State  
**PTA**  
*everychild.one voice.*

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## PTA Bylaws Articles

- I – Name
- II – Purpose
- III – Basic Policies
- IV – Membership

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## PTA Bylaws Articles

- V – Officers, Nominating Committee
- VI – Officer and Chairperson duties
- VII – Association Meetings
- VIII – Executive Board

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## PTA Bylaws Articles

- IX – Council PTA
- X – PTA charter procedure
- XI – Relationships
- XII – Articles of Organization

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## PTA Bylaws Articles

- XIII – Entity numbers
- XIV – Parliamentary authority
- XV – Amendments, signatures
- Standing Rules

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Getting started **eBylaws** Powered by CSM

California State **PTA** everychild.one voice. ABOUT **PTA LEADERS** PROGRAMS + EVENTS FOCUS AREAS RESOURCES JOIN

Run Your PTA  
Programs  
Services  
PTA store  
Tax Filing  
PTA EZ  
Officer Contact  
**E-Bylaws**  
Insurance

State Budget May Upholds Prop 98 G  
All Students  
INCREASE IN SCHOOL FUNDING IS POSITIVE  
TREND AFTER YEARS OF DAMAGING CUTS  
READ MORE

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<http://capta.org/pta-leaders/services/ebylaws/>

**E-BYLAWS SIMPLIFY UPDATES**

Welcome to California State PTA's e-Bylaws — a new, quicker way for you to revise and update your unit PTA/PTSA bylaws!

**MAKING BYLAWS EASIER FOR YOUR PTA**

**Welcome to e-Bylaws**

To use the e-Bylaws system, you must request a username and password.

**REQUEST USERNAME & PASSWORD**

Once you have your username and password, you can proceed directly to "Build e-Bylaws."

**ACCESS E-BYLAWS**

Please contact your district PTA parliamentarian for assistance. Note that e-Bylaws are available only for local PTA units and only in English.

California State PTA currently is developing automatic submission for the state parliamentarian's review when no handwritten amendments are included.

Join our Mailing List

First Name \*

Last Name \*

Email \*

Zip Code \*

PTA District

I am interested in: ☐ Submit all

Go here for password and to begin building bylaws

[www.capta.org](http://www.capta.org)

**MORE INFORMATION AVAILABLE**

For more information on bylaws, please review these helpful resources:

**Bylaws review procedure**

**ENGLISH** **BILINGUAL**

**Instructions for completing bylaws**

**ENGLISH** **BILINGUAL**

**e-Bylaws worksheet**

**ENGLISH**

**Welcome to e-Bylaws**

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**Bylaws Information is NOT Complete**

Bylaws - Bassett High PTSA

Unit Information

Unit Name: Bassett High PTSA (Article XIV)

Filer/Editor ID: OR15977 (Article XIV)

☐ PTA ☒ PTSA

☐ In Council ☒ Out Of Council

District PTA: First (Article XIV)

Council PTA: Bassett (Article XIV)

School Address: 755 North Arcilla Avenue (Article XIV)

City, Zip Code: La Puente, 91746 (Article XIV)

Organization Date: May 27, 1964 (Article XIV)

**Bylaws Information is NOT Complete**

Your Bylaws information is incomplete or must be corrected. You may only print a DRAFT copy of the Bylaws.

Move your mouse over fields with a RED BORDER to see what changes are needed.

After you have made corrections and saved your changes, you will be able to print the FINAL Bylaws for submission.

OK

Bylaws Information is NOT Complete

[Back](#) [Previous](#) [Bylaws \(Draft\)](#) [Previous](#) [Next](#) [Done](#)

Incomplete warning

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**Unit information record**

Bylaws - Bassett High PTSA

Unit Information

Unit Name: Bassett High PTSA (Article XIV)

Filer/Editor ID: OR15977 (Article XIV)

Fiscal Year Start: July 1 (Article XIV)

Fiscal Year End: June 30 (Article XIV)

Grades In School: Ninth-Twelfth Grades

National PTA ID: 00006981

California State PTA ID: 35 (Article XIV)

IRS Federal EIN: (Article XIV)

PTA Entry Number: (Article XIV)

Charitable Trust Number: (Article XIV)

Corporation Number: (Article XIV)

Organization Date: May 27, 1964

**Bylaws Information is NOT Complete**

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Not modifiable

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**Electronic bylaws**

**Article IV - Membership and Dues**

Annual Dues	5.00
Unit Dues	0.25
National Dues	2.25
State Dues	2.00
District Dues	0.50
Council Dues	0.00
Per-Capita Due:	4.75

First modifiable bylaws screen — Membership and Dues

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**Electronic bylaws**

**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

Nominating Committee Members: 5

Nominating Committee Alternates: 1

Officers Assume Duties On: July 1

Vacancy Notice Served By: ☐ Executive VP ☒ First VP

Second bylaws screen — Officers and Their Election

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## Electronic bylaws

**Article VII - Association Meetings**

Meetings Held On \* **Second Thursday** ▼ (Standing Rules)

Of \* **October** ▼ **January** ▼ ▼

▼ ▼ ▼

And \* **April** ▼

Annual Election Meeting Month \* **April** ▼

Board Members to Call a Special Meeting \* **5** ▼

Number of Members in a Quorum \* **13** ▼

Third bylaws screen — Association Meetings

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## Electronic bylaws

**Article VIII - Executive Board**

Meetings Held On \* **Second Tuesday** ▼ (Standing Rules)

Maximum Unbudgeted Bills \* **500.00** (Standing Rules)

Board Members to Call a Special Meeting **3** ▼

Number of Members in a Quorum **7** ▼

Board members may meet via teleconferencing? ☐ Yes ☒ No

Fourth bylaws screen — Executive Board

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## Electronic bylaws

**Article IX - Council Membership**

Council Delegates Are ☐ Elected ☒ Appointed

In \* **September** ▼

Term of Service (Years) \* **1** ▼

Council Election Delegates Are ☐ Elected ☒ Appointed

Fifth bylaws screen — Committees & Council Membership

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## Electronic bylaws

**Article VI - Duties Of Officers and Chairpersons**

Vice President (Standing Rules)

First VP Shall Serve As \* **Chairman of Programmes**

Second VP Shall Serve As \* **Chairman of Ways and Means**

Third VP Shall Serve As \* **Chairman of Membership**

Fourth VP Shall Serve As

Fifth VP Shall Serve As

Sixth VP Shall Serve As

Committee members may meet via teleconferencing? ☐ Yes ☒ No

(Standing Rules)

Additional Check Signers (Any Two)

☒ Executive VP ☒ First VP ☒ Second VP

☐ Third VP ☐ Fourth VP

☐ Fifth VP ☐ Sixth VP

☐ Financial Secretary

☐ Historian

Sixth bylaws screen — Duties of Officers

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## Electronic bylaws

**Standing Rules**

Standing Committees:

Committee Name
Membership
Programs
Ways and Means

Final bylaws screen — Standing Rules/Standing Committees

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## Electronic bylaws — Incomplete

**Article VIII - Executive Board**

Meetings Held On \* **First Tuesday** ▼ (Standing Rules)

Maximum Unbudgeted Bills \* **1,000.00**

Board Members to Call a Special Meeting **5** ▼

Number of Members in a Quorum **7** ▼

Auditor Appointment Ratified In ▼

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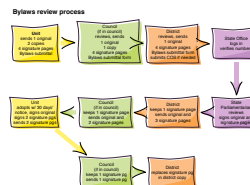
## Additional Standing Rules

Additional Standing Rules may include things like:

- Specific job descriptions above the standard ones from the toolkit
- Specific rules for your school district
- Key holders for things like storage or a PO Box
- List of equipment that is owned by the PTA, not the school
- Standing committee information

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## Print, Executive Board vote, and submit.



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## QUESTIONS?



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## THANK YOU FOR ATTENDING!

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