

PTA BYLAWS – WHAT’S IN THEM?

Think of Bylaws as your GPS to run and operate your PTA smoothly. They provide direction on PTA policies and practices. Bylaws also contain the main characteristics, rules and operations of our organization as a 501(c)(3) nonprofit organization.

Bylaws tell you about ...

Executive Board and Elections:

- What officers you have and how they are elected
- Officers' duties with brief job descriptions
- Month of annual election and when term begins
- Nominating Committee and when and how it is elected

Membership:

- How to become a member
- How to define who is a member
- Amount of your annual membership dues
- Due dates to submit membership per capita

Meetings:

- When board and association meetings are held
- Quorums needed to approve motions and PTA business

Committees:

- What Standing Committees you have and what they do
- How committees are formed
- How committee chairmen are appointed and what their duties are

Unit Identification Information:

- Official name of your PTA
- Your unit's State PTA and National PTA ID numbers
- Your unit's Employer Identification Number (EIN), Charitable Trust Number (CT#) and Franchise Tax Board Number (FTB#)

Policies, Actions and Procedures:

- Basic policies and purposes of PTA as a nonprofit
- Conditions for units to remain 'In good standing'
- When required actions like Audits and the Annual Report are completed and sent to council/district
- Process for chartering and disbanding a PTA
- Basic Standing Rules for running your PTA
- Bylaws review process and how to complete standard bylaws

AMENDING PTA BYLAWS

Bylaws may be amended only:

- With prior notice to the membership
- When approved by a 2/3 majority of the membership present (no proxy voting)

Please Note: Proposed bylaws amendments must be submitted through channels to the California State PTA for approval *prior* to submission to the membership for adoption.

Learn more: www.capta.org

How Do Bylaws Differ From Standing Rules?

Bylaws

- Identify primary responsibilities of officers

Example – Second Vice President, Membership Chairman

- State when board meetings are held

Example – The executive board shall meet on the second Tuesday of each month during the school year.

Standing Rules

- List the specifics

Example – The Membership Chairman will conduct membership enrollment of the organization annually.

- Supply details on meeting times and place

Example – The executive board will meet monthly from 6pm to 7pm in the Multi-Purpose Room.

Sample Standing Rules

- The first 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 second vice president shall chair the fundraising committee, which is responsible for setting a fundraising goal and organizing and implementing all fundraising activities.
- This PTA owns a 45-cup coffee pot, a popcorn machine, two electric staplers, three calculators, and three locking moneyboxes. 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.
- A minimum balance of \$1,000 shall be carried over in the PTA account for the next school year.