

Torrance Council of PTAs

PTA Bylaws Review Instructions

(Ctrl+Click on the underlined links below)

Unit Bylaws should be reviewed every year and must be revised every 3 years.

(Check the date that the last revision was approved; on the signature page of last version/previous bylaws.)

President:

- Appoint a bylaws review committee (3-5 people).

Parliamentarian:

- Set the meeting date for the bylaws review committee.
- Sign up for e-bylaws: Go to www.capta.org. Click on 'PTA Leaders', then 'Run your PTA', then 'Bylaws and Standing Rules', then scroll down to 'Check out e-bylaws'. Click on '[request a user name and password](#)'. You will receive an email with your username and password in a day or two.

Committee (chaired and directed by the Unit Parliamentarian):

- Review current bylaws
- Fill out the [e-bylaws worksheet](#), following the [Instructions for Completing the Bylaws](#). Familiarize yourself with the parts of the e-bylaws you are filling in by reviewing the bylaws template.
- Make a detailed list of proposed amendments on page 2 of the [Thirty-Third District Bylaws cover sheet](#).
- You can also review your Standing Rules at this time. You should turn in your revised Standing Rules (or original Standing Rules if no revisions) with your bylaws. You do not need to submit a list of Standing Rules amendments, but you should keep a list to present to your association when requesting approval of the revisions.

Executive Board:

- The parliamentarian presents the list of proposed amendments or the recommendation that no changes be made. Proposed amendments need to be approved by the executive board and recorded in the minutes.

Submitting Bylaws (Unit Parliamentarian):

- By now, you should have signed up for e-bylaws: Go to www.capta.org. If not....do it NOW!

