

Basic Style Guide for Completing PTA Bylaws

Correct	Incorrect
NAMES, use full names:	
John Doe Elementary PTA Oxnard Council of PTAs Kindergarten to Sixth Grades Twelfth District PTA	John Doe PTA Oxnard Council K-6 Grades 12 th Dist. PTA
DATES	
June 7, 2008 October 1 June 30	6/7/08 October 1 st June 30 th
AMOUNTS	
Fifty cents (\$0.50) Eight dollars and _____cents (\$8.00) _____dollars and fifty cents (\$0.50)	Fifty cents (\$.50) Eight dollars and <u>zero</u> cents (\$8.00) <u>Zero</u> dollars and fifty cents (\$.50)
INSTRUCTIONS	
Line out all instructions in Brackets [Month] Line out all words in italics not used Recording secretary	[Month] <i>Recording</i> secretary