

DISTRICT BYLAWS

Name of District

Location (city/cities, county, school district or area)

Current Number of Councils

Current Number of Associations

Organization Date of District

REVISED JUNE 2017

California State
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BYLAWS

for PARENT-TEACHER DISTRICTS and PARENT-TEACHER-STUDENT DISTRICTS

These bylaws outline the essential structure and specific regulations to govern parent-teacher districts and/or parent-teacher-student districts in the State of California. They may be modified to meet the needs of the district.

Refer to page *i* for procedures to follow for a bylaws review and to pages *ii-iii* for instructions for completing the standard bylaws.

MISSION STATEMENT OF THE CALIFORNIA STATE PTA

*The mission of the California State PTA is
to positively impact the lives of all children and families.*

California State PTA Board of Managers, August 2013

CALIFORNIA STATE PTA

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PROCEDURES FOR BYLAWS REVIEW

Standard bylaws are updated and reprinted at least once a year. The cover sheet color changes at least once during every two-year term. Current bylaws are available for purchase from the **List of PTA Materials** found on the **California State PTA website www.capta.org**. *See Article XIX – Amendments for bylaws amendment requirements.*

REVIEW PROCESS

District PTA bylaws shall be reviewed every two (2) years by the California State PTA parliamentarian in accordance with the schedule included in the **Standing Rules and Procedures of the California State PTA Board of Managers**. District PTAs must send one (1) **original set and one (1) copy** of their district bylaws and standing rules with a district bylaws submittal form (Exhibit O2) to be reviewed by the California State PTA parliamentarian.

AMENDMENT PROCESS

1. The president appoints a bylaws review committee (3-5 people) chaired by the parliamentarian.
2. Using the “Instructions for Completing the Standard Bylaws” (page ii) the committee reviews the bylaws to see if any changes are necessary and then completes a set of the most current edition of **District Bylaws**.
3. The parliamentarian consults with the California State PTA parliamentarian regarding how to complete a section or make a desired change.
4. The committee prepares a detailed list of proposed amendments.
5. The committee presents to the district board the recommendation that no changes be made or the list of proposed amendments to be forwarded to the California State PTA parliamentarian for approval. An update to the most current version of the bylaws with no changes still requires that the bylaws be forwarded to the California State PTA parliamentarian for review and signature.
6. The district board votes and the outcome is recorded in the minutes.
7. The parliamentarian keeps one copy of the bylaws for reference.
8. The parliamentarian submits one (1) original set and one (1) copy of the amended district bylaws and standing rules with a district bylaws submittal form (Exhibit O2) and the detailed list of proposed amendments, if any, to the California State PTA parliamentarian.

WHEN BYLAWS ARE RETURNED

1. The California State PTA parliamentarian returns bylaws and standing rules to the district with instructions for returning a signature page signed by the district secretary after the district has voted to adopt any amendments.
2. Upon receipt of the state-approved bylaws and standing rules, a district meeting is scheduled to adopt the amendments to the bylaws. Member associations and councils must be notified of the meeting at least thirty (30) days in advance and a list of the proposed amendments must be included with the notice.
3. A two-thirds (2/3) vote of the district voting body (see Articles VI and IX) is required to adopt any amendments.
4. **After** the district adopts the amendments, the secretary and president sign and date the master set of the bylaws, which is kept by the secretary. Other copies are signed by the secretary and president and kept by the president and parliamentarian.
5. Additional copies of the bylaws and standing rules are made for the procedure books of each member of the district board. A copy of the bylaws shall be made available to any member of the district upon request.

UNSIGNED BYLAWS

If the bylaws and standing rules are returned by the California State PTA parliamentarian unsigned, the district must make the required changes and resubmit the bylaws and standing rules.

INSTRUCTIONS FOR COMPLETING THE STANDARD BYLAWS

The current standard bylaws MUST be used when submitting bylaws for approval. The California State PTA prints the date on the front cover and at the bottom of each page. USING OUTDATED STANDARD BYLAWS IS CAUSE FOR THE BYLAWS TO BE RETURNED UNSIGNED.

Bylaws and standing rules may be modified to meet the needs of the association. Standard bylaws are available in printed form or fillable pdf. ANY VERSION OTHER THAN THE STANDARD VERSION WILL NOT BE ACCEPTED. The bylaws are a legal document and additions and/or bylaws changes must be written legibly in blue or black ink or typed. Do not use pencil, black marker or any other ink color. All blanks must be completed or lined out. Additional copies of the standard bylaws may be photocopied using the legal double-sided format.

1. DO NOT ALTER, CHANGE, OR ADD TO ANY ARTICLES OR SECTIONS WITH STARS except for completing blank lines. Authority for the articles and sections marked with stars are from the California State PTA bylaws (***) or are required by the Corporation Code of the State of California (***) and shall be included in all bylaws.
2. Several sections refer to information in the **California State PTA Toolkit** and MAY NOT BE ALTERED. These items are policies or procedures of the California State PTA. See **Article XV, Section 5**.
3. Words in *italics* indicate certain optional provisions and SHOULD BE LINED OUT WHEN NOT APPLICABLE.
4. To line out, neatly draw a single straight horizontal line through each word and/or sentence which does not apply. Do not use a slash or an X to strike. Do not use white-out or a wide-tipped marker.
5. Words in brackets [] are for information or directions only. They have been pre-lined out, e.g.: _____ [month], but you must follow the directions given in them.
6. Use the district's full legal PTA or PTSA name on the cover: *Thirty-Ninth District PTA*, not *39th District*.
7. Spell out all words; do not use abbreviations, e.g.; Sept. = September; 2nd = second; VP = vice president. Use the long form for dates – February 7, 2016.
8. Write number as words and place figures in parenthesis, e.g.: one (1); twenty (20), five dollars (\$5.00); twenty-five cents (\$0.25). Do not duplicate words already included in the printed text.
9. The following articles and sections require special attention:
 - a. Article IV, Section 7 (p. 3) – set district deadline early enough to ensure receipt of per capita in the California State PTA office by November 1 for **Ready-Set-Remit** award.
 - b. Article VI, Section 1 (p. 4) – Select the Section 1 that provides the most appropriate voting body for the district. Section 1b may be used by incorporated OR unincorporated districts. The district voting body must be a larger, more representative body than that of the district board (Article X, Section 1, p. 13). The two groups may not be identical.
 - c. Article VII, Section 4 (p. 5) and Section 7 (p. 6) must state a specific month; Section 8 must state an exact date that coincides with the fiscal year if at all possible.
 - d. Article VII, Section 4 (p. 6) and Section 7 (p. 6) must agree with Article IX, Sections 1 and 2 (p. 12) and Article XIII, Section 1 (p. 18). Set the election month early enough to allow the president-elect to attend the California State PTA Convention held in late April/early May (Article VII, Section 9).

- e. Article VIII, Section 2 (p. 7) – Use this section for an executive vice president or a vice president if there is no executive vice president and only one vice president.
- f. Article VIII, Section 4 (p. 8) and Section 5 (p. 8) – If there is only one secretary, line out corresponding secretary and combine these sections and renumber subsequent sections.
- g. Article VIII, Section 8b (p. 10) – The mid-year audit is required approximately halfway through the fiscal year. The year-end audit must be completed immediately following the end of the fiscal year. (For example, if the fiscal year ends June 30, the year-end audit must be completed in July. The mid-year audit would be completed in December or January.) A third audit is required at the end of the officer term of office when the term of office is different from the fiscal year.
- h. Article VIII, Section 8d (p. 10) must agree with district meeting months in Article IX, Section 1 (p. 12).
- i. Article IX, Section 1 (p. 12) – Set the first meeting of the school year early enough to assure that the PTA program and budget is approved by the district *prior* to beginning PTA programs or expending PTA funds (Article IX, Section 4). Set the election month early enough to allow the president-elect to attend the California State PTA Convention held in late April/early May (Article VII, Section 9.)
- j. Article IX, Section 7b (p. 13) – The minimum quorum for a district meeting is based on the total voting body as defined in Article VI, Section 1 (p. 4) and the total number of associations in the district. The quorum must assure voting body participation beyond that of the executive board.
- k. Article X, Section 1 (p. 13) – Standing committees are those committees that function all year, e.g., hospitality, membership, program, ways and means, fundraising, etc. Standing committees are listed in Standing Rule #10.
- l. Article X, Section 6b (p. 14) – The quorum for a district board meeting may not be less than one fifth (1/5) of the members of the district board. When there is a combination of ten (10) or more appointed standing committee chairmen, appointed voting directors or specialists, and voting advisory board members, that number is divided by two (2) and added into the calculations for the quorum.
- m. Article X, Section 10 (p. 15) – Members of the district board who are unable to attend the face-to-face meeting may attend via teleconference if this section of the bylaws is not lined out. Wherever possible, most of the attendees should be present in person at the meeting. It is highly inadvisable for a board to hold face-to-face meetings where more than ten people are attending via teleconference. Boards with quorums of 21 or more are strongly discouraged from holding teleconference-only meetings.
- n. Article XIII, Section 3b (p. 18) – The quorum for a district annual meeting is based on the number of possible delegates as defined in Section 4 (p. 18).
- o. Article XVI (p. 22) – Attach copy of articles of incorporation, if an incorporated district.
- p. Article XVII, Section 5 (p. 22) – Districts are required by law to have a federal Employer Identification Number (EIN), and a state Franchise Tax Board (FTB) number and Registry of Charitable Trust (CT) number, and are required to file annual reports with the appropriate agency. Enter the assigned numbers, if the district is incorporated and/or has a California State Board of Equalization Seller’s Permit. Contact the state PTA for assistance.
- q. Standing Rules (p. 24 and following) must be attached may not conflict with or supersede bylaws. Do not restate bylaws or **Toolkit** sections in the standing rules.

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DISTRICT BYLAWS

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BYLAWS

ARTICLE I – NAME

The name of this organization is the _____ District of the California Congress of Parents, Teachers, and Students, Inc. (California State PTA), a branch of the National Congress of Parents and Teachers (National PTA).

ARTICLE II – PURPOSES

***SECTION 1.

The purposes of this district, in common with the purposes of the National PTA and the California State PTA, are:

- a. To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- b. To raise the standards of home life;
- c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- d. To promote the collaboration and engagement of families and educators in the education of children and youth;
- e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

***SECTION 2.

The purposes of this district are promoted in cooperation with the National PTA and the California State PTA through an advocacy and educational program directed toward parents and teachers and the general public; developed through conferences, committees, projects and programs; and governed and qualified by the basic policies set forth in Article III.

***SECTION 3.

This district is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal tax code (hereinafter “Internal Revenue Code”).

SECTION 4.

The purposes of this district shall be to:

- a. Promote within the district territory the interests of the National PTA and the California State PTA.
- b. Help coordinate the work of the councils and local associations with the California State PTA and National PTA plans and activities.
- c. Give advisory service to councils and local associations.
- d. Interpret PTA policies, plans, practices and programs.
- e. Be responsible for organizing local associations through efforts of the district leadership officers and chairmen.

- f. Stabilize local associations, where councils exist, by cooperating with council officers and chairmen, conferring with council leaders on local problems and assisting with council workshops; where there is no council, by appointing or recommending an extension committee to work with local associations.
- g. Bring other parent-teacher groups into PTA membership.
- h. Assist in studies of proposed changes in association status.
- i. Compile a roster of district officers and of council and association presidents for the California State PTA office.
- j. Plan and conduct conferences.
- k. Promote the use of PTA publications.
- l. Remit per capita dues and other funds, i.e., insurance, Founders Day Freewill Offering promptly.
- m. Identify allied community organizations and agencies, and promote cooperation whenever feasible.

*****ARTICLE III – BASIC POLICIES**

The following are basic policies of the National PTA, the California State PTA and this District:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan;
- b. The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities;
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools and the community at large;
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof;
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code;
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purpose are in accordance with those of the National PTA;
- g. The organization or members in their official capacities shall not — directly or indirectly — participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise;
- h. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purposes of the organization;
- i. The organization shall not enter into membership with other organizations except such international, national or state organizations as may be approved by the California State PTA. The California State PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTA/PTSA representative shall make no commitments that bind the group he represents.

ARTICLE IV – MEMBERSHIP AND DUES

SECTION 1.

Membership in this district shall consist of members of local associations chartered by the California State PTA as authorized by the National PTA in the *county/counties* ~~[choose one]~~ of _____ which have been approved as part of the _____ District by the California State PTA upon payment of dues as hereinafter provided.

*****SECTION 2.**

Every individual who is a member of a local association is, by virtue of that fact, a member of the National PTA and the California State PTA by which such local association is chartered, and the district, and is entitled to all benefits of such membership.

*****SECTION 3.**

Membership in each local association shall be made available by such local association without regard to race, color, creed or national origin under such rules and regulations not in conflict with the provisions of the Bylaws of the National PTA or the bylaws of the California State PTA as may be prescribed in the bylaws of the local PTA, to any individual who subscribes to the purposes and basic policies of the National PTA.

*****SECTION 4.**

Each local association shall conduct an annual enrollment of members but may admit persons to membership at any time.

SECTION 5.

Each member of a local association shall pay such annual dues to said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to the California State PTA (the “State portion”) and the portion payable to the National PTA (the “National portion”).

SECTION 6.

Each council in this district shall forward to the district a total of _____ *dollar(s) and* _____ *cents* (\$ _____) annually from each member’s dues.
Each out-of-council association shall forward to the district per capita dues of _____ dollar(s) and _____ *cents* (\$ _____) *annually from each member’s dues.*

- ***a. Such annual dues shall include the portion of two dollars and twenty-five cents (\$2.25) per member payable to the National PTA.
- ***b. Such annual dues shall include the portion of two dollars (\$2.00)* per member payable to the California State PTA.
- c. Such annual dues shall include the portion, which shall constitute the district’s portion and shall be retained by this district, of in council association portion of _____ dollars (s) and _____ cents (\$ _____), *and of out-of-council association portion of _____ dollars (s) and _____ cents (\$ _____).*

SECTION 7.

Dues shall be remitted on a timely basis and at least monthly in accordance with state bylaws, rules and procedures.

SECTION 8.

To qualify associations for state membership awards, a qualifying remittance of district, state and national portions of the dues paid by each member of a local association in this district shall be remitted by council financial officers by _____ [~~insert district deadline~~].

*****SECTION 9.**

For associations to remain in good standing, Council financial officers shall make the required remittance of the district, State and National portions of the dues paid by each local association to district financial officers by November 15. Out-of-council associations shall forward dues to the district starting at the same date. For associations to remain in good standing, a remittance of National and State portions of per capita dues shall be remitted by district financial officers to the California State PTA by December 1.

*****SECTION 10.**

Each remittance to the California State PTA shall be accompanied by a statement of the dues received by the _____ District from all local associations within its area for the month covered by the report. Such statement shall show the name and location of each local association, the amount paid by it to the _____ District, and the number of new members in each local association.

SECTION 11.

Local associations and councils failing to forward their first remittance of per capita dues to the district by November 15 shall forfeit representation at district meetings until the amount has been paid.

ARTICLE V – COUNCILS

SECTION 1.

Upon approval of the California State PTA, the district may create or establish councils in counties, cities or other areas designated by its district board for the purpose of counseling, leadership training and coordinating the efforts of the local associations.

SECTION 2.

The local associations that shall be eligible to membership and participation in the work of any council shall be determined by the California State PTA.

SECTION 3.

In the event of dissolution of any association, the council, at the direction of the PTA district president, shall provide information on proper procedures.

ARTICLE VI – DISTRICT VOTING BODY

SECTION 1.

The voting body of _____ District shall consist of all members whose dues are paid in associations within the district and who have been members for thirty (30) days, except at the annual meeting when the voting system outlined in Article XIII, Section 4, shall be used.

~~[Districts that are incorporated should substitute the following for Section 1.
Unincorporated districts may also opt to substitute the following for Section 1.]~~

The voting body of _____ District shall consist of members of the district board, presidents of the member associations in good standing or their alternates, and _____ ~~number~~ delegates or their alternates from each association selected by the association prior to the first meeting of the district. An association in good standing is one whose dues and insurance premiums are paid.

*****SECTION 2.**

Voting by proxy is PROHIBITED.

ARTICLE VII – OFFICERS AND THEIR ELECTION

*****SECTION 1.**

Each officer or board member of this district shall be a member of a local association within this district.

SECTION 2.

The officers of this district shall be a president, *executive vice president*, _____ (_____) vice president(s), *recording secretary*, *corresponding secretary*, treasurer, *financial secretary*, auditor, historian and parliamentarian. These officers shall be elected biennially in the odd-numbered years with the exception of the *corresponding secretary and the parliamentarian*, who shall be appointed biennially by the president subject to the ratification of the board.

SECTION 3.

- ***a. Nominations for office shall be made by a nominating committee which shall be elected.
- b. The nominating committee shall be elected at the district board meeting in _____
~~{month}~~.
- c. Officers shall be nominated by a nominating committee of _____ (_____) ~~{number}~~ members of the district board and one representative from each *council/association* ~~{choose one}~~, with _____ (_____) ~~{number}~~ alternate(s). The president shall not serve ex officio or be elected to the nominating committee. No member shall serve for two (2) consecutive terms on the nominating committee. The committee shall serve until the biennial election meeting. The committee shall elect its own chairman. (See Electing the Nominating Committee, Running Your PTA section, **California State PTA Toolkit**.)
- d. Immediately upon its election the parliamentarian shall meet with the nominating committee to set the date of its first meeting. (See Article VIII, Section 10)
- e. Alternates shall not attend meetings, unless an elected member cannot be present at the first meeting. In that event, the alternate becomes the permanent member, replacing the elected member until such time as the committee is discharged of its duties (at the time of election).

SECTION 4.

The report of the nominating committee shall be submitted to the district at least twenty-eight (28) days prior to the biennial election meeting. At the biennial election meeting in _____ ~~{month}~~ additional nominations must be called for from the floor.

~~{Incorporated districts must also include a Section on Nomination by Petition.
See California State PTA Bylaws, Article XII.}~~

SECTION 5.

- a. Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated for or elected to office.
- b. Nominees for the offices of president, treasurer, *financial secretary*, auditor, or any elected officer authorized to sign checks shall not be related by blood or marriage or reside in the same household.
- c. No member shall serve concurrently in more than one elected or appointed district office.
- d. To be eligible for an elected district office, a person must have served on the district board for one year.

e. During his/her term of office, a council president shall not serve as an elected or appointed district officer.

SECTION 6.

To be eligible for the office of president, a person must:

- a. Be a member of a local association in good standing within the district PTA boundaries at least thirty (30) days prior to election;
- b. Have served an association and/or council as president, or have served on the district board for _____ (_____) ~~number~~ years.

SECTION 7.

Election shall be held by ballot at the biennial election meeting in the odd-numbered years at the district annual meeting in _____ ~~month~~. (See Article XIII, Section 1.) If there is but one nominee for any office, the ballot for that office may be dispensed with and the election held by voice vote.

SECTION 8.

Only accredited delegates as provided in Article XIII, Section 4, and members of the district board and past presidents of the district shall be qualified to vote at the election of district officers. No delegate shall represent more than one association and no person shall have more than one vote.

SECTION 9.

Officers shall serve for a term of two (2) years or until their successors are elected. (In the event that no successor is elected, the position is declared vacant. Vacant positions must be filled by the executive board-elect or executive board, per Article VII, Section 12 and Section 13.) No one shall serve in the same office for two (2) consecutive terms. Officers shall assume their duties on _____ ~~exact date, recommended to coincide with fiscal year~~. No officer shall serve past the start of the next term unless elected to serve in that term. A person who has served in an office for more than twelve (12) months of a full term shall be deemed to have served a full term in such office.

SECTION 10.

In an election year the president-elect shall be entitled to be one of three delegates to the annual California State PTA Convention. Additional delegates or their alternates shall be elected annually prior to convention. (See California State PTA Bylaws, Article XV - Annual Convention, Section 3c)

SECTION 11.

The president-elect may call meetings of the officers-elect as necessary to ratify the appointments of appointed officers and chairmen of committees, to fill vacancies on the board-elect and to make plans for the coming year's work.

SECTION 12.

If an office remains unfilled after election, it shall be considered a vacant office to be filled by the board-elect.

SECTION 13.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the district board. Election to fill a vacancy shall require a majority vote of the district board with at least ten (10) days' previous notice. If notice is not given, the election to fill the vacancy shall require a two-thirds (2/3) vote. The *executive vice president / first vice president* ~~choose one~~ shall serve notice of the election to the executive board in case a vacancy occurs in the office of president. (Refer to Article X, Section 8f)

ARTICLE VIII – DUTIES OF OFFICERS

SECTION 1.

The president shall:

- a. Coordinate the work of officers and committees of the district in order that the purposes may be promoted.
- b. Preside at all meetings of the district association, *and* the district board *and the executive committee/board of directors*.
- c. Be a member ex officio of all committees except the nominating committee.
- d. Appoint *the corresponding secretary*, the parliamentarian, the chairmen and members of committees, subject to ratification of the district board.
- e. Compile a list of district officers, and association and council presidents no later than May 15th for submission to the California State PTA by the deadline.
- f. Sign all authorizations for payment as required by the district board or district. (See Check Request System: Payment Authorization, Finance section, **California State PTA Toolkit**.)
- g. Be responsible for completing the district annual report as required by the California State PTA.
- h. Represent the district at meetings of the State Board of Managers of the California State PTA.
- i. Have all contracts and/or legally binding documents approved by the district prior to signing a contract along with another elected officer. (See Contracts, Finance section, **California State PTA Toolkit**)
- j. Be authorized to sign checks, and not be related by blood or marriage or reside in the same household as the other authorized signers for the district's financial accounts.
- k. Perform such other duties as may be prescribed in these bylaws or assigned by the district.

SECTION 2.

~~[Where there is no executive vice president, line out Section 2 and renumber subsequent sections.]~~

The *executive* vice president shall:

- a. Serve as the primary aide to the president.
- b. Perform the duties of the president in the absence or disability of that officer to act.
- c. Perform such other duties as may be prescribed in these bylaws or assigned by the district.

SECTION 3.

- a. The *additional* vice president(s) shall act as aide(s) to the president *and executive vice president* and shall, *in their designated order*, perform the duties of the president in the absence or disability of that officer to act.
- b. The *executive vice president/first vice president* ~~[choose one]~~ shall serve as alternate on the State Board of Managers in the absence of the president.
- c. *The first vice president shall serve as* _____ .
- d. *The second vice president shall serve as* _____ .
- e. *The third vice president shall serve as* _____ .
- f. *The fourth vice president shall serve as* _____ .

- g. The fifth vice president shall serve as _____.
- h. The sixth vice president shall serve as _____.
- i. The seventh vice president shall serve as _____.
- j. The eighth vice president shall serve as _____.

~~[Additional duties of each vice president shall be placed in the Standing Rules.]~~

SECTION 4.

~~[Where there is but one secretary, combine Sections 4 and 5 and renumber subsequent sections.]~~

The *recording* secretary shall:

- a. Keep an accurate record of the proceedings of all meetings of the district, *and* the district board *and executive committee/board of directors* in a bound book which is the legal record of the district.
- b. Be prepared to refer to minutes of previous meetings.
- c. Prepare a list of all unfinished business for use of the president.
- d. With the *president*, sign all authorizations for payment authorizing the expenditure of funds following approval by the district or the district board in accordance with these bylaws. (See Check Request System: Payment Authorization, Finance section, **California State PTA Toolkit**.)
- e. Record all expenditures in the minutes.
- f. Keep a current signed original set of these bylaws and standing rules.
- g. Perform such other duties as may be delegated to the secretary.

SECTION 5.

The *corresponding* secretary shall:

- a. Conduct all necessary correspondence of the district upon authorization of the president, the district board or the district.
- b. Notify officers of their election and chairmen of their appointments.
- c. Send out notices of district board meetings and executive committee meetings.

SECTION 6.

The treasurer shall:

- *** a. Keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the district, including specifically, the number of members, the dues collected from the members and the amount of dues remitted through channels to the California State PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the California State PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.
- b. Chair the annual budget committee and prepare the budget for presentation to the district board. (See Budgeting and Fundraising, and Sample Financial Calendar of Activities, Finance section, **California State PTA Toolkit**.)
- c. Contact the bank to secure signatures of all authorized signers on all checking and savings account signature cards and file with the bank immediately upon taking office (see h below).

- d. Receive all monies *from the financial secretary* for the district, giving a receipt therefore, and deposit immediately in the name of the district in a bank approved by the district board.
- e. Receive and retain a copy of the deposit slip for any deposit made.
- f. Prepare all authorizations for payment as required by the executive board or the association. (See Check Request System: Payment Authorization, Finance section, **California State PTA Toolkit**.)
- g. Pay all bills as authorized by the district board or the district and on receipt of authorizations for payment signed by the *recording* secretary and the *president*. (See Check Request System: Payment Authorization, Finance Section, **California State PTA Toolkit**.)
- ***h. Secure two signatures on all checks. Any two of the following are authorized to sign: president, treasurer *and* ~~_____ [elected officer other than the secretary, auditor or signer of authorizations for payment]~~. The authorized signers shall not be related by blood or marriage or reside in the same household. (See Banking, Finance section, **California State PTA Toolkit**.)
- ***i. Individuals counting cash/checks shall not be related by blood, marriage, or reside in the same household.
- j. Keep an accurate record of receipts and disbursements in a ledger which is a permanent record of the district. All other financial records must be retained for seven years including the current year.
- k. Keep the district informed of expenditures as they relate to the budget adopted by the district.
- l. Remit all State and National portions of per capita dues monthly to the California State PTA office.
- m. Present a treasurer's report at every meeting of the district, *and* the district board *and the executive committee*, and at other times when requested by the district. (See Financial Officers' Reports and Forms, Finance section, **California State PTA Toolkit**.)
- n. Be responsible for filling out and forwarding all necessary report forms required by the California State PTA for insurance and for filing all tax returns and other forms required by government agencies. This includes employee reporting forms, if this district pays employees; and independent contractor reporting forms, if this district hires independent contractor(s). Forward one (1) copy of all government filings to the California State PTA.
- o. Make an annual financial report to the district which includes gross receipts and disbursements for the year. Forward one (1) copy of the annual financial report to the California State PTA.
- p. Receive and review the budgets, annual financial reports, audits, tax filings and all other government filings as forwarded to the district by councils and out-of-council units.

(See Article XVII – FISCAL YEAR AND IDENTIFICATION NUMBERS)
 NOTE: The dishonesty bonding insurance may require that additional rules be followed.

SECTION 7.

~~[Where there is no financial secretary line out Section 7 entirely and renumber subsequent sections.]~~

The financial secretary shall:

- a. Give a receipt for all monies received for the district and *remit at once to the treasurer or* deposit immediately in a bank approved by the district board and give a copy of the deposit slip to the treasurer.
- b. Keep an accurate record of all receipts for filing with the treasurer's financial records for the district.
- c. Present a monthly report at every meeting of the district, *and* the district board *and the executive committee*, and at other times when requested by the district. (See Financial Officers' Reports and Forms, Finance section, **California State PTA Toolkit**.)
- d. Make an annual report to the district.

- e. Perform such other duties as may be delegated to the financial secretary.

SECTION 8.

The auditor shall:

- ***a. Audit the books and financial records of the district semiannually.
- b. Prepare a mid-year audit to be completed in _____ [~~month half way through fiscal year~~]. Present a written report to the executive board at the _____ [~~month~~] meeting for review and to the association at the _____ [~~month~~; see Article IX, Section 1] meeting for adoption.
- c. Prepare a year-end audit to be completed in _____ [~~month immediately following end of fiscal year~~]. Present a written report to the executive board at the _____ [~~month~~] meeting for review and to the association at the _____ [~~month~~] meeting for adoption. (NOTE: The audit at the end of a term is performed by the outgoing auditor. See Financial Officers' Reports and Forms, Finance section, **California State PTA Toolkit**.)

[Associations whose fiscal year and officer term of office begin in the same month should line out the following and reletter the succeeding subsections.]

- d. ~~Prepare an end of term audit to be completed in _____ [~~month immediately following end of term of office~~]. Present a written report to the executive board at the _____ [~~month~~] meeting for review and to the association at the _____ [~~month~~] meeting for adoption.~~
- e. Audit the books upon resignation of the treasurer, *financial secretary* or any check signer and at any time deemed necessary.
- f. Not be related by blood or marriage or reside in the same household as the financial officers and/or authorized signers of checks.
- g. Be responsible for verifying on the Audit Report Form that all necessary report forms required by the California State PTA for insurance, and tax returns and other forms required by state and federal government agencies have been completed and filed by the due date.
- ***h. Forward one (1) copy of the adopted semiannual district audits to the State PTA.

SECTION 9.

The historian shall:

- a. Assemble and preserve a record of the activities, achievements and volunteer hours of the district.
- b. Act as custodian of records and other material pertinent to the history of the district.
- c. Assist the president with the preparation of the district's annual report as required by the California State PTA.

SECTION 10.

The parliamentarian shall:

- a. Attend all meetings of the district association, *and* the district board *and executive committee/board of directors* and give necessary advice in parliamentary procedure when requested.
- b. Call the first meeting of the nominating committee, conduct the election of a chairman and give instructions in procedure, and may be contacted for additional information, if needed, and shall attend meetings of the nominating committee only if elected to serve as a member of the committee.
- c. Chair the bylaws committee and review bylaws and standing rules each term of office.

- d. Be entitled to all rights and privileges of membership including the right to make motions, debate and vote.
- e. Receive and review all association and council bylaws within the district prior to submitting them through channels to the state parliamentarian for approval. A file shall be kept of all association and council bylaws within the district.

SECTION 11.

Two (2) copies of officers' reports shall be compiled annually by all officers and filed in the procedure book for the incoming officer, and with the _____ [~~president or historian~~].

****SECTION 12.**

(Consult with the State PTA Leadership prior to beginning this process.)

When an officer fails to attend three (3) consecutive meetings without adequate excuse or when an officer is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules, or engages in conduct which the district board determines to be injurious to the organization or its purposes, the district PTA executive board may by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include asking for the resignation of the officer. The officer, however, cannot be removed from office, unless the district PTA first conducts a hearing as authorized by the State PTA Leadership. If removing the officer from office is a consideration, the district executive board must make a formal request through channels to the State PTA Leadership to determine whether a hearing should be conducted to remove the officer from office before proceeding with any action. If the State PTA hearing panel determines, by a two-thirds (2/3) affirmative vote, that it is in the best interest of the district PTA to conduct a hearing, the district board shall follow the Notice and Hearing Procedures set forth below.

Notice and Hearing Procedures: Following the two-thirds (2/3) affirmative vote by the State PTA Leadership hearing panel recommending that the district PTA board conduct a hearing: 1) The district PTA board must give the officer fifteen (15) days' written notice of the hearing to remove the officer from office; 2) The written notice shall contain the reasons for the proposed removal, and shall be mailed by certified mail, return receipt requested, to the last address of the officer shown on the association's records. The fifteen (15) day notice period shall commence when the written notice is deposited in the mail; 3) The hearing shall be before a panel composed of at least a majority of the district PTA board, as so designated by the district PTA board. At the district PTA hearing, the officer, or the officer's representative, must be given an opportunity to address the district PTA hearing panel, either orally or in writing. At the hearing, the officer shall be permitted to offer written evidence, written witness statements and testimony by a reasonable number of witnesses. The district hearing panel may make a recording of the hearing; 4) At the close of the hearing, the district PTA hearing panel shall make a recommendation to the district PTA board regarding whether or not the officer should be removed from office. If the district PTA hearing panel recommends removal from office, the district PTA board shall convene not less than five (5) days following the hearing and vote whether the officer will be removed from office; 5) A two-thirds (2/3) vote of the district PTA board shall be sufficient to remove the officer from office; 6) The removal vote shall be recorded in the district PTA board minutes and shall specify the number of members voting in favor of and against such removal. The district PTA board shall mail notice of the removal to the officer by certified mail, return receipt requested, to the last address of the officer shown on the association's records. The removal shall be effective immediately upon deposit of the written notice in the mail. A removed officer may submit a grievance with the State PTA according to its grievance procedures, but such submittal shall not stay the removal; 7) The State PTA Leadership shall be notified in writing of the action taken by the district PTA board.

SECTION 13.

All officers shall perform the duties prescribed in the current edition of **ROBERT'S RULES OF ORDER NEWLY REVISED** in addition to those outlined in these bylaws and those assigned from time to time. Upon expiration of the term of office or in case of resignation or termination, each officer shall turn over to the president, without delay, all records, books and other material pertaining to the office and shall return to the treasurer, without delay, all funds belonging to the district.

ARTICLE IX – DISTRICT ASSOCIATION MEETINGS

****SECTION 1.**

This district shall hold _____ (_____) ~~{number}~~ meetings a year in the months of _____, _____, _____, _____, _____, _____, and _____,

unless otherwise ordered by the district board. The biennial election meeting shall be held in _____ ~~{month}~~ in odd-numbered years at the annual meeting. With the exception of the annual and the biennial election meetings, notice of any change in time or date of regularly scheduled meetings must be given in writing to the members of the district board and to the member associations and councils at least ten (10) days in advance. At least thirty (30) days prior written notice of the biennial election meeting must be given. Whenever members are required or permitted to take any action at a meeting, a written notice of the meeting shall be given not less than ten (10) days nor more than ninety (90) days before the date of the meeting to each member who, on the record date for the notice of the meeting, is entitled to vote at such meeting. (Note: If notice is provided by mail and the notice is not mailed by first-class, registered, or certified mail, such notice shall be given not less than twenty (20) days before the meeting.) The notice shall contain the place, date and time of the meeting and the general nature of the business that the board, at the time of the notice, intends to present for action by the members, but any proper matter may be presented at the meeting for action.

Whenever a district association meeting is adjourned to another time or place, notice need not be given of the adjourned meeting if the time and place thereof are announced at the meeting at which the adjournment is taken. No meeting may be adjourned for more than forty-five (45) days. At the adjourned meeting the district may transact business which might have been transacted at the original meeting.

SECTION 2.

The annual association meeting shall be held in _____ ~~{month}~~. (See Article XIII, Section 1)

****SECTION 3.**

a. Special association meetings may be called by the president.

The president must call a special meeting upon the written request of _____ (_____) ~~{number}~~ members of the executive board. Special meetings requested by the executive board must be held within fourteen (14) days of receipt of the written request.

All district members must be notified of any special association meeting at least ten (10) days prior to the meeting. Only business mentioned in the notice of a special meeting can be transacted at that meeting.

b. Upon request in writing for a special association meeting by five (5) percent or more of the members, the president shall, within twenty (20) days of receipt of such request, cause notice to be given to the members entitled to vote that a meeting will be held at a time fixed by the district board, not less than thirty-five (35) nor more than ninety (90) days after the receipt of the request.

c. The notice shall contain the place, date and time of the association meeting and the general nature of the business that the board, at the time of the notice, intends to present for action by the members and no other business may be transacted.

SECTION 4.

The year’s proposed program and budget, which includes all programs, projects, and expenditures, require approval by the district. The year’s proposed programs and budget shall be presented to the district for approval at the first district association meeting of the year. Projects which involve major financial obligations, other than necessary organizational expenses, shall be approved annually or by each new administration. All approved programs, projects, and expenditures **MUST** be recorded in the district minutes, the legal record for this district. (See Guide to Executive Leadership – President, Running Your PTA section; Approving the Budget, Fiduciary Responsibilities, and Contracts, Finance section; **California State PTA Toolkit.**)

SECTION 5.

District association meetings are open to all members of the associations comprising the district voting body as outlined in Article VI – DISTRICT VOTING BODY.

*****SECTION 6.**

The privilege of making motions, debating and voting shall be limited to members of the district who are present and who have been members of a local association for at least the previous thirty (30) days.

SECTION 7.

*****a.** This district shall establish a quorum for the transaction of business in any association meeting of this district.

****b.** _____ (_____) ~~{number}~~ voting members representing _____ (_____) ~~{number}~~ associations shall constitute a quorum, except when the delegate system is used for the election meeting. If this bylaw provision authorizes a quorum of less than one-third (1/3) of the voting power, then only those matters the general nature of which was contained in the notice of the meeting may be voted upon at such meeting. (See p. iii for quorum instructions)

*****SECTION 8.**

Voting by proxy is **PROHIBITED**.

ARTICLE X – DISTRICT BOARD

SECTION 1.

The district board shall consist of officers of the district, presidents of councils, *area counselors*, presidents of out-of-council associations, chairmen of standing committees, the immediate past president (unless elected or appointed to another office), *and all California State PTA and National PTA officers and chairmen residing in the district.* A council first vice president shall be granted the right to vote on the district board when officially representing the council in the absence of the council president.

SECTION 2.

All district board members shall be residents in the district territory or parents of children attending schools in district territory or personnel of schools in the district territory, and shall be members of local associations in the district.

*****SECTION 3.**

A PTA/PTSA member shall not serve as a voting member of the district board while serving as a paid employee of or under contract to the district.

SECTION 4.

The district board shall meet on the _____ [~~insert week and day in the month, e.g., second Tuesday~~] of each month and a minimum of fourteen (14) days prior to district association meetings, unless otherwise ordered by the board. At the first meeting of each term of office, the schedule of meetings and place shall be determined by the district board. (See Executive Board, Running Your PTA section, **California State PTA Toolkit.**)

SECTION 5.

Special meetings of the board may be called by the president. The president must call a special meeting upon the written request of _____ (_____) [~~number~~] members. Special meetings must be held within fourteen (14) days of receipt of a written request. All district board members must be notified of special meetings at least seven (7) days prior to the meeting. Only business mentioned in the notice of the special meeting may be transacted at the meeting.

SECTION 6.

***a. This district shall establish a quorum for the transaction of business in any meeting of the district board.

b. _____ (_____) [~~number~~] members shall constitute a quorum.
[~~The quorum may not be less than either one-fifth (1/5) of the members of the district board or two (2) members, whichever is larger.~~]

*****SECTION 7.**

Voting by proxy is PROHIBITED.

SECTION 8.

The district board shall:

- a. Transact necessary business between district association meetings, and such other business as may be referred to it by the district association.
- b. Authorize the payment of district bills within the limits of the budget adopted by the district association. Such action must be ratified at the next district association meeting and must be recorded in the district association minutes.
- c. Authorize line item amendments to the adopted budget, not to exceed a cumulative total of _____ dollars (\$ _____) or _____ percent (_____%) of the budgeted expenditures, whichever is greater, between district association meetings and authorize payments up to the amended line item budget amount. Such actions must be ratified at the next district association meeting and must be recorded in the district association minutes. (See Authorization Procedure and Amending the Budget, Finance section, **California State PTA Toolkit.**)
- d. Receive a written financial report from the treasurer *and financial secretary* at each district board and district meeting.
- e. Create committees deemed necessary to promote the purposes, to carry on the work of _____ District, the California State PTA and the National PTA. The district board may grant such committees the authority of the board, except with respect to:
 - (1) The approval of any action for which the approval of the members or a majority of the members is required;
 - (2) The filling of vacancies on the district board or in any committee which has the authority of the executive board;
 - (3) The amendment or repeal of bylaws or the adoption of new bylaws;

- (4) The amendment or repeal of any resolution of the board which by its express terms is not so amendable or repealable;
- (5) The appointment of committees of the board or members thereof;
- (6) The approval of any self-dealing transaction.
- f. Fill all vacancies in office, including that of president. (Refer to Article VII, Section 13)
- g. Provide for district conferences.
- h. Present a report at the meetings of the district.
- i. Call such other meetings as seem necessary to carry on the work of the district.

~~{Districts that are not incorporated should line out the following.}~~

- j. *Shall act as the Board of Directors of the corporation, as defined by the California Corporation Code.*

SECTION 9.

The district board is subject to the orders of the district association and none of its acts shall conflict with action taken by the district association.

SECTION 10.

There may be an advisory board *with voting privileges*, consisting of not more than _____ (_____) ~~{number}~~ members, appointed annually by the president with approval of the district board.

SECTION 11.

Members of the executive board may participate in and act at any meeting of the executive board via teleconferencing using equipment with which all board members participating in the meeting can communicate with each other at the same time. Participation in such meetings shall constitute attendance and presence in person at the meeting. Quorum shall be established by roll call and identification of individual executive board members.

ARTICLE XI – EXECUTIVE COMMITTEE/BOARD OF DIRECTORS

SECTION 1.

There shall be an executive committee/board of directors composed of all the elected and appointed officers of the district as stated in Article VII, Section 2.

SECTION 2.

The executive committee/board of directors shall perform the duties of the district board between meetings, provided the action of the executive committee/board of directors shall not conflict with that of the district board and shall be ratified at the next district board meeting.

SECTION 3.

The executive committee/board of directors shall meet at least once a month during the school year, unless otherwise ordered by the executive committee/board of directors. Special meetings of the executive committee/board of directors may be called by the president. The president must call a special meeting upon the written request of five (5) percent or more of the members. Special meetings must be held within fourteen (14) days of receipt of a written request. All executive committee/board of directors members must be notified of special meetings at least seven (7) days prior to that meeting. Only business mentioned in the notice of a special meeting can be transacted at that meeting.

SECTION 4.

***a. The district shall establish a quorum for the transaction of business in any meeting of this executive committee/board of directors.

b. _____ (_____) ~~number~~ members shall constitute a quorum.
~~[The quorum must be at least one fifth (1/5) of the members of the district executive committee or two (2), whichever is larger.]~~

*****SECTION 5.**

Voting by proxy is *PROHIBITED*.

SECTION 6.

Members of the executive committee/board of directors may participate in and act at any meeting of the executive committee/board of directors via teleconferencing using equipment with which all executive committee/board members participating in the meeting can communicate with each other at the same time. Participation in such meetings shall constitute attendance and presence in person at the meeting. Quorum shall be established by roll call and identification of individual members of the executive committee/board of directors.

ARTICLE XII – COMMITTEES

SECTION 1.

The district board shall create committees as required to carry on the work of _____ District, the California State PTA and the National PTA. The quorum for a committee meeting shall be a majority of its members. The authority of these committees shall be subject to the limitations listed above in Article X, Section 8(e).

Members of committees may participate in and act at any meeting of the committee via teleconferencing using equipment with which all committee members participating in the meeting can communicate with each other at the same time. Participation in such meetings shall constitute attendance and presence in person at the meeting. Quorum shall be established by roll call and identification of individual committee members.

SECTION 2.

Chairmen and members of committees, all of whom shall be members of local associations in this district, shall be appointed by the president subject to the ratification of the district board. (See Committee Member Selection, Running Your PTA section, **California State PTA Toolkit**.)

SECTION 3.

The term of office for chairmen shall be _____ (_____) ~~number~~ year(s) or until their successors have been appointed. A chairman may serve *an* additional term(s) if appointed by the president, approved by the district board and ratified by the district.

SECTION 4.

The chairmen shall present plans of work to the district board for approval. No work shall be undertaken without the consent of the district board. (See Committee Development and Guidelines, Running Your PTA section, **California State PTA Toolkit**.)

SECTION 5.

Two (2) copies of chairmen's reports shall be compiled annually by all chairmen and filed in the procedure book for the committee, and with the _____ ~~[president or historian]~~.

**SECTION 6.

(Consult with the State PTA Leadership prior to beginning this process.)

When a chairman fails to attend three (3) consecutive meetings without adequate excuse or when a chairman is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules, or engages in conduct which the district PTA board determines to be injurious to the organization or its purposes, the district PTA board may by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include asking for the resignation of the chairman. The chairman, however, cannot be removed from office, unless the district PTA first conducts a hearing as authorized by the State PTA Leadership. If removing the chairman from office is a consideration, the district PTA board must make a formal request through channels to the State PTA Leadership to determine whether a hearing should be conducted to remove the chairman from office before proceeding with any action. If the State PTA Leadership hearing panel determines, by a two-thirds (2/3) affirmative vote, that it is in the best interest of the district PTA to conduct a hearing to make a final determination as to the removal of the chairman, the district PTA board shall follow the Notice and Hearing Procedures set forth below.

Notice and Hearing Procedures: Following the two-thirds (2/3) affirmative vote by the State PTA Leadership hearing panel recommending that the district board conduct a hearing: 1) The district PTA board must give the chairman fifteen (15) days' written notice of the hearing to remove the chairman from office. The fifteen (15) day notice period shall commence when the written notice is deposited in the mail; 2) The written notice shall contain the reasons for the proposed removal, and shall be mailed by certified mail, return receipt requested, to the last address of the chairman shown on the association's records; 3) The hearing shall be before a panel composed of at least a majority of the district PTA board, as so designated by the district PTA board. At the district hearing, the chairman must be given an opportunity to address the hearing panel, either orally or in writing. At the hearing, the chairman shall be permitted to offer written evidence, written witness statements and testimony by a reasonable number of witnesses. The district hearing panel may make a recording of the hearing; 4) At the close of the hearing, the district PTA hearing panel shall make a recommendation to the district PTA board regarding whether or not the chairman should be removed from office. If the district hearing panel recommends removal from office, the district PTA board shall convene not less than five (5) days following the hearing and vote whether the chairman will be removed from office; 5) A two-thirds (2/3) vote of the district PTA board shall be sufficient to remove the chairman from office; 6) The removal vote shall be recorded in the district PTA board minutes and shall specify the number of members voting in favor of and against such removal. The district PTA board shall mail notice of the removal to the chairman by certified mail, return receipt requested, to the last address of the chairman shown on the association's records. The removal shall be effective immediately upon deposit of the written notice in the mail. A removed chairman may submit a grievance with the State PTA according to its grievance procedures, but such submittal shall not stay the removal; 7) The State PTA Leadership shall be notified in writing of the action taken by the district board.

SECTION 7.

Each chairman, upon expiration of his term of office or in case of resignation or termination, shall turn over to his successor, without delay, all records, books and other material pertaining to the chairmanship, and shall return to the treasurer, without delay, all funds belonging to the district.

SECTION 8.

The district board has the power to create special committees in order to carry out specific programs and projects, subject to the limitations listed in Article X, Section 8(e).

SECTION 9.

The chairmen and members of special committees shall serve until their assignments have been completed.

ARTICLE XIII – DISTRICT ANNUAL MEETING

SECTION 1.

There shall be an annual meeting of the district in _____ ~~{month}~~. See Article IX, Section 2.

SECTION 2.

All local associations *and councils* comprising the district shall be notified of the exact time and place at least thirty (30) days prior to the annual meeting.

SECTION 3.

***a. This district shall establish a quorum for the transaction of business in any meeting of the district.

**b. _____ (_____) ~~{number}~~ delegates representing _____
(_____) ~~{number}~~ local associations shall constitute a quorum.

If this bylaw provision authorizes a quorum of less than one-third (1/3) of the voting power, then the only matters that may be voted upon at any regular meeting actually attended by less than one-third (1/3) of the voting power are matters the general nature of which was contained in the notice of the meeting.

SECTION 4.

a. The privilege of making motions, debating and voting at the district annual meeting shall be limited to official delegates having a current membership card and/or credential card and who have been members for at least thirty (30) days in a local association within the district territory.

~~—OR—~~

SECTION 4.

- a. *Each association in good standing shall be entitled to be represented at the district annual meeting by the president or his representative and one delegate or alternate for every _____ (_____) ~~{number}~~ members. Said delegate must have been a member at least thirty (30) days prior to the annual meeting.*
- b. *Members of the district board and past presidents of this district shall, upon presentation of current membership cards, be granted credential cards for the district annual meeting.*
- c. *A delegate shall not be allowed to represent more than one association and no person shall have more than one vote.*
- d. *The number of delegates allowed from newly-organized associations shall be based on the charter membership.*

SECTION 5.

Representation at the district annual meeting shall be based on the membership report of the treasurer as of _____ ~~{date}~~.

*****SECTION 6.**

Voting by proxy is PROHIBITED.

**ARTICLE XIV – CHARTER PROCEDURE
FOR LOCAL ASSOCIATIONS IN THIS DISTRICT**

*****SECTION 1.**

Local associations shall be organized and chartered under the authority of the California State PTA in the area in which this district functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the California State PTA may in its bylaws prescribe. The California State PTA shall issue to each local association in its area an appropriate charter evidencing the organization is in good standing.

A local association in good standing is one which:

- a. Adheres to the purposes and basic policies of the PTA;
- b. Remits the national portion of the dues through the California State PTA to reach the national office by dates designated by the National PTA;
- c. Has bylaws approved according to the procedures of the California State PTA; and
- d. Meets other criteria as may be prescribed by the California State PTA.

*****SECTION 2.**

A local association in good standing in California is one which also:

- a. Pays dues to and actively supports all branches of the National and California State PTA;
- b. Pays insurance premiums to the California State PTA; and
- c. Is composed of not less than fifteen (15) members of whom at least three (3) shall serve in the offices of president, secretary and treasurer, respectively. Files all required state and federal tax returns and other government forms.
- d. Complies with the legal filing requirements of state and federal government agencies.

*****SECTION 3.**

A local association shall receive a charter as a constituent organization of the National PTA:

- a. After its bylaws have been approved by the California State PTA parliamentarian;
- b. After the California State PTA office has received the “Application for Acceptance As A Unit” of the California State PTA with the charter membership dues;
- c. After an application for an Employer Identification Number (EIN) as a “subordinate” (constituent organization) (exempt letter dated November 18, 1943) under the name “PTA California Congress of Parents, Teachers, and Students, Inc.” has been submitted to the Internal Revenue Service; and
- d. Upon a majority vote of the California State PTA Board of Managers.

*****SECTION 4.**

The charter of a local association shall be subject to withdrawal and the status of such organization as a PTA/PTSA shall be subject to termination by a two thirds (2/3) vote of the Board of Managers, in the manner and under the circumstances provided in the bylaws of the California State PTA.

*****SECTION 5.**

A local association is obligated, upon withdrawal of its charter by the California State PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the California State PTA or to another PTA or PTSA organized under the authority of the California State PTA;

- b. To cease and desist from further use of any name that implies or connotes association with the National PTA or the California State PTA or status as a constituent organization of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the California State PTA, all proceedings necessary or desirable for the purpose of dissolving this association.

SECTION 6.

Upon withdrawal of an association's charter, the California State PTA shall have the right to collect and transfer any funds, including funds deposited by this association with a financial institution, over which the association or its officers have or had signature authority or control. (See Changes in Association Status, "Charter Withdrawal," Know Your PTA section, **California State PTA Toolkit**.)

*****SECTION 7.**

Each local association shall upon withdrawal of its charter by the California State PTA immediately cease and desist from any further use of the association's Internal Revenue Service Employer Identification Number (EIN) as a constituent organization under the group exemption number issued to the California State PTA.

SECTION 8.

THE COUNCIL AND DISTRICT SHALL BE CONSULTED AT LEAST SIXTY (60) DAYS PRIOR TO ANY VOTE BEING TAKEN TO DISBAND an association within this district's boundaries. (See Changes in Association Status, "Charter Withdrawal," Know Your PTA section, **California State PTA Toolkit**.)

ARTICLE XV – RELATIONSHIP WITH NATIONAL PTA AND CALIFORNIA STATE PTA

SECTION 1.

This district is a constituent organization of the National PTA. It is organized under the authority of the California State PTA as empowered by the bylaws of the National PTA.

*****SECTION 2.**

This district upon its organization shall submit a copy of its bylaws to the California State PTA parliamentarian for approval.

An application for an Employer Identification Number (EIN) as a "subordinate" (constituent organization) (exempt letter dated November 18, 1943) under the name "PTA California Congress of Parents, Teachers, and Students, Inc.," shall be submitted to the Internal Revenue Service.

*****SECTION 3.**

The bylaws of this district shall not be in conflict with the bylaws of the National PTA or with those of the California State PTA.

*****SECTION 4.**

This district shall include in its bylaws provisions corresponding to the provisions of the bylaws of the California State PTA identified by a triple star.

SECTION 5.

The **California State PTA Toolkit** published by the California State PTA contains policy statements of the PTA not found in the bylaws or standing rules. As a recognized district of the California State PTA, this district is obligated to follow those policy statements.

SECTION 6.

This district shall be subject to termination in the manner and under the circumstances provided by the California State PTA.

SECTION 7.

A district in good standing is one which complies with National PTA bylaws and California State PTA guidelines including:

- ***a. Adheres to the purposes and basic policies of the PTA;
- ***b. Adheres to the California State PTA policies and bylaws;
- ***c. Has bylaws approved according to the procedures of the California State PTA;
- ***d. Has at least three (3) elected officers: president, secretary and treasurer;
- ***e. Forwards the national and state portion of per capita dues to the California State PTA by the deadline date;
- ***f. Pays insurance premiums to the California State PTA;
- ***g. Forwards all insurance premiums received from associations by the deadline date;
- ***h. Complies with the legal filing requirements of state and federal government agencies;
 - i. Submits the names and addresses of association and council officers to the California State PTA according to established procedures and deadline dates; and
 - j. Meets other criteria as may be prescribed by the California State PTA.

*****SECTION 8.**

A district not in good standing shall be notified in writing by March 1. If the district is still not in good standing by March 31, its recognition shall be withdrawn in accordance with procedures established by the California State PTA Board of Managers.

*****SECTION 9.**

This district is obligated, upon withdrawal of recognition by the California State PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the California State PTA or to such agency as may be designated by the California State PTA, to be held for the benefit of another constituent organization established by the California State PTA;
- b. To cease and desist from further use of any name that implies or connotes association with the National PTA or the California State PTA or status as a constituent organization of the National PTA; and
- c. To carry out promptly, under the supervision of the California State PTA, all proceedings necessary or desirable for the purpose of dissolving such district.

*****SECTION 10.**

This district shall, upon withdrawal of its recognition by the California State PTA immediately cease and desist from any further use of the district's Internal Revenue Service Employer Identification Number (EIN) as a constituent organization under the group exemption number issued to the California State PTA.

*****ARTICLE XVI – ARTICLES OF ORGANIZATION**

The “articles of organization” of this district comprise these bylaws, as from time to time amended, and the “articles of association,” if any. In the absence of separate articles of association, these bylaws shall be deemed to be the articles of association. In the event of any conflict between these bylaws and the articles of association, these bylaws shall govern.

~~[Districts that are incorporated should substitute the following.]~~

This district is a nonprofit corporation organized under the laws of the State of California. Its “articles of organization” comprise the articles of incorporation and these bylaws as from time to time amended. In the event of any conflict between the articles of incorporation and these bylaws, the district shall take prompt action to amend the articles of incorporation to conform to the provisions of these bylaws. The articles of incorporation for the district shall be submitted to the California State PTA as part of the organizational papers and at other times as requested by the California State PTA, in accordance with Article VI, Section 12 of California State PTA Bylaws.

ARTICLE XVII – IDENTIFICATION NUMBERS AND FISCAL YEAR

SECTION 1.

The National PTA Identification (ID) number and California State PTA Identification (ID) number for this district is _____ ~~[number]~~.

SECTION 2.

The Internal Revenue Service Employer Identification Number (EIN) for this district is _____ - _____ ~~[number]~~.

SECTION 3.

The entity number for this PTA district assigned by the Franchise Tax Board is _____ ~~[number]~~.

SECTION 4.

The Registry of Charitable Trust number, as assigned by the California State Office of the Attorney General, is _____ ~~[number]~~.

SECTION 5.

If incorporated, the corporation number for this PTA district, as assigned by the Secretary of State, is _____ ~~[number]~~.

SECTION 6.

The California State Board of Equalization Sellers Permit number is _____ ~~[number]~~.

SECTION 7.

The fiscal year of this district shall begin _____ ~~[month and day]~~ and end _____ ~~[month and day]~~. (Once a fiscal year has been established and on file with the Internal Revenue Service, consult with the California State PTA treasurer for the procedure to change the fiscal year.)

*****ARTICLE XVIII – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of **ROBERT’S RULES OF ORDER NEWLY REVISED** shall govern the National PTA and this district in all cases in which they are applicable and in which they are not in conflict with these bylaws, those of the California State PTA, the National PTA, the articles of incorporation and the California Nonprofit Corporation Law.

ARTICLE XIX – AMENDMENTS

*****SECTION 1.**

Bylaws for this district shall be reviewed annually and updated biennially by the bylaws committee of this district.

*****SECTION 2.**

Before adoption, all proposed amendments, accompanied by the bylaws shall be submitted to the California State PTA parliamentarian for approval. They also shall be approved by the California State PTA parliamentarian when there is a change of status (e.g., when combining or dividing the district).

SECTION 3.

After the California State PTA parliamentarian has approved and signed amended bylaws, the process of adoption by the district must be completed. The district shall by a two-thirds (2/3) vote adopt amended bylaws at any meeting of the district provided notice has been given at the previous meeting OR thirty (30) days’ written notice has been given to the membership.

*****SECTION 4.**

The adoption of an amendment to any provision of the bylaws of the California State PTA identified by a triple star (***) shall serve automatically and without the requirement of further action by this district to amend correspondingly the bylaws of this district. Notwithstanding the automatic character of the amending process, this district shall promptly incorporate such amendments in its bylaws.

*****SECTION 5.**

The adoption of an amendment to any provision of the bylaws required by California Corporations Code and identified by a double star (**) by the California State PTA shall serve automatically and without the requirement of further action by this district to amend correspondingly the bylaws of this district. Notwithstanding the automatic character of the amending process, this district shall promptly incorporate such amendments in its bylaws.

BYLAWS OF: _____ **DISTRICT PTA**

APPROVED BY:

California State PTA Parliamentarian

Date

ADOPTED BY DISTRICT:

District Secretary

Date of Adoption by District

District President

STANDING RULES

1. At the beginning of his term of office, each member of the district board shall be given a copy of these bylaws and shall be responsible for making a thorough study of them.
2. A copy of these bylaws shall be made available to any member of the district upon request.
3. The membership list/directory of this district shall be for the exclusive use of the organization and shall not be available for distribution or purchase by any other organization or commercial entity.
- **4. At least fourteen (14) days' notice, in writing, must be given to the president in order to have an item of business or an announcement placed on the district agenda. (This allows the president time to prepare the agenda and provide written notice to the district at least ten (10) days prior to the meeting, in accordance with Article IX, Section 1.)
5. When a recommendation for an item of business or an announcement that has not had prior consideration by the district board is brought to a district meeting, it shall be referred to a committee and/or the district board for study.
6. Any non-PTA material to be distributed at a district meeting must be approved by the district board prior to the meeting.
7. At least twenty-four (24) hours' notice, in writing, must be given to the president in order to have an item of business or an announcement placed on the district board agenda.
8. Each officer and chairman shall be responsible for keeping an up-to-date procedure book and for turning it over to the incoming officer or chairman at the end of the term of office.
9. The president, subject to ratification of the district board, may appoint an assistant to any of the chairmen.
10. The standing committees of this district include ~~[list all committees that function all year]:~~

NOTE: Standing rules may be adopted by a majority vote at any district board meeting.* **Amendments** to standing rules require a two-thirds (2/3) vote without previous notice, a majority vote with such notice. Standing rules should be procedural rather than parliamentary and may not conflict with or supersede the bylaws.

*See Article X, Section 6.