**eBylaws- Cheat Sheet**

After you have received your log in info, you may go ahead and log in to the system. You will see your school and it gives you two options. Pick the one that says “Bylaws”

Page Number on this sheet refers to the questionnaire pages in the eBylaws system, not the physical paper bylaws. These pages automatically fill in the correct sections of the bylaws for you.

Page one: **Unit Information**

1. Do not make any adjustments to this page!
2. If you see something that is incorrect, contact 12th District so they can have it fixed by state. This is all legal paperwork and needs to be changed with the appropriate agencies. There are forms that have to be filled out by the district president, so please do not contact the state PTA, they will just kick it back to us!
3. Click “Next”

Page two: **Article IV -** **Membership Dues**

1. Annual Dues is the exact amount of your dues without deducting anything that moves up to the next level. If your dues are $7.00, that is the amount to put in there. **Your amount is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. Unit Dues is the amount of that total that stays at your school. Subtract the Per-Capita line at the bottom of the page from the Annual Dues line to get the total. If your dues are $7.00 and your per capital dues are $4.75 then your Unit Dues are $2.25. **Your amount is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. Click “Next”

Page three: **Article V – Officers and Their Election**

1. Do you need to change the # of Vice Presidents or add an Executive VP? Add or subtract Corresponding or Financial Secretaries? Is the Auditor an elected officer?

 **Executive** **VP: Y/N Number of VPs: \_\_\_\_\_ Corresponding Sec: Y/N Financial Sec: Y/N Auditor is an officer: Y/N**

1. Nominating Committee members should be an odd number so you don’t end up with any ties. **# Of Committee Members: \_\_\_\_\_\_ Number of Alternates: \_\_\_\_\_\_**
2. All officers in California start on July 1.
3. Vacancy notice means who is in charge of notifying everyone if the president steps down and they run the meeting where you ratify a new president. **Executive VP or First VP?**
4. Click “Next”

Page four: **Article VII (also in Standing Rules) -** **Association Meetings**

1. Which day are your association meetings that all members are allowed to attend? Must be at least 2 weeks after the executive board meeting so that board members have had time to research anything that they need to present to the general association. **First/Second/Third/Fourth Day\_\_\_\_\_\_\_\_\_\_\_\_\_ of the month**
2. Which months are your association meetings? It is recommended that you have one at the beginning of the year to vote on budget and present programs/fundraisers for the year, one right after winter break to elect the nominating committee, one in March (preferred) or April to hold your election, and one in late May or early June to present a preliminary budget and approve bills for the summer. **State months:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Election Meeting: March or April**
4. Board members to call a special meeting? Recommend 3, no more than 5. **# of Members? \_\_\_\_**
5. Number of members in a quorum? Quorum for an association meeting is calculated by adding up the number of elected board members, plus 4. If you have more than 10 standing committee chairs, you must add them up, divide it in half and add that number to the quorum too. There is a minimum of 11 or the total formed by using this formula, whichever is higher. **Quorum: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. Click “Next”

Page five: **Article VIII (also in Standing Rules) – Executive Board**

1. Meetings are held on which day? Must be a minimum of 2 weeks before any general association meetings. This info will show up in the standing rules, rather than the main body of the bylaws. **First/Second/Third/Fourth Day\_\_\_\_\_\_\_\_\_\_\_\_\_ of the month**
2. Maximum amount of unbudgeted bills is determined by how many association meetings you have per year. This is the amount not allocated in the budget that you can spend without calling a special meeting. 3 or 4 association meetings means you can spend up to **$1000.00 in unallocated funds** between meetings and you then ratify the expenditure at your next association meeting. **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. Board members to call a special meeting? Recommend 3, no more than 5. **# of Members? \_\_\_\_**
4. Number of members in a quorum? The quorum for an executive board meeting is the number of elected board members, plus the principal and teacher rep, divided in half plus 1 (a majority) or 5 people, whichever is higher. **Quorum: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. Click “Next”

Page six: **Article IX – Council Membership**

1. Council Election Delegates (in addition to the president) are: **Elected or Appointed**
2. In which month?: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. Term of Service (Years): **All California units are currently 1**
4. Council Election Delegates are: **Elected or Appointed**
5. Click “Next”

Page seven: **Article VI (also in Standing Rules) - Duties of Officers**

1. What are your vice presidents in charge of?

**First VP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Second VP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Third VP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fourth VP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Who are your check signers (the regular secretary is never a check signer and no two check signers can be related by blood, marriage, or reside in the same household)? **EVP\_\_\_\_\_ 1st VP\_\_\_\_\_\_ 2nd VP\_\_\_\_\_ 3rd VP\_\_\_\_\_ Financial Secretary \_\_\_\_\_ Historian \_\_\_\_\_**
2. Click “Next”

Page eight: **Standing Rules**

1. A standing committee is a committee that meets year round. Examples: Hospitality, room moms, art docents, monthly club advisors, etc. These kind of committees should have the chairperson attending the executive board meetings and the chairperson is a voting member of the board (but not the other members of the committee). The chairpeople need to be PTA members just like elected board members are. Non-standing committees only meet for part of the year and their chairpeople only vote at meetings where their committee has business being discussed at. The biggest issue is that if you make every committee a standing committee, it increases your quorum.

**The standing committees for this unit are: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. You may add additional standing rules that are specific to your school by attaching a separate sheet of paper and numbering them following the pattern of the standard standing rules. Your standing rules must not conflict with the bylaws or non-profit laws.
2. Click “Bylaws” so that the system can auto-generate the filled in bylaws.

**Once you click Bylaws, it will pop up a box that asks if you want Bylaws Submission Instructions. Please say NO. It causes the bylaws to print wrong if you try to print them back to back directly from the file. It will then give you a pop up box to save them to your computer. Save them and then refer to our 12th District specific submittal forms for printing.**