

## Council Bylaws Review Checklist

- Confirm bylaws are an original set using the current standard bylaws template.
- Confirm bylaws have been completed using black or blue ink or a typewriter.
- Using Council Information Report, confirm ID numbers, complete legal name of council and district, and organization date. Note any discrepancies for follow-up and correction and complete Change of Status form for name or address change, when necessary.
- Review list of proposed amendments for appropriateness.
- Confirm general compliance with instructions on page(s) i – iii. No amendments are permitted to starred articles and/or sections except as noted by italicized words. Review for completion of all blanks, line-outs as appropriate, no use of white-out, bracketed instructions lined out, words spelled out, article and section agreement as appropriate.
- Article I - Name
  - Use of complete legal name of council
  - District number spelled out
- Article IV – Membership and Dues
  - Amounts spelled out and stated as numbers
  - Council deadlines set prior to district deadlines
  - District dues amount agrees with district bylaws
- Article V – Council Voting Body
  - Confirm council definition of voting body in Section 1. Unless council is very small, the first Section 1 is recommended to best accommodate the quorum requirements imposed by California Corporations Code. Council voting body MAY NOT be identical to the executive board defined in Article IX, Section 1.
  - Section 2 has been completed; it may not be lined out, per instructions at beginning of Article V
- Article VI – Officers and Their Election
  - Officers listed or lined out as appropriate; Section 2 agrees with sections in Article VII
  - Election meeting references in Sections 2, 3, 4, and 6 and Article VIII, Section 2 correspond with term of office in Section 8
  - Section 4 agrees with Section 6 and Article VIII, Sections 1 and 2; election month allows president-elect to attend state PTA convention per Article VI, Section 9
  - Appropriate officers lined out in Section 5(b)
  - Term of office in Section 8 corresponds with fiscal year in Article XV to simplify financial reporting (when possible)

- Line out Section 8 that is not used
  - Appropriate words lined out in Section 12
  - Section on nomination by petition inserted for incorporated councils (contact state parliamentarian for assistance)
- Article VII – Duties of Officers
- Appropriate sections lined out if not listed in Article VI, Section 2
  - Date in Section 1(e) earlier than district deadline to allow time to compile and forward to district
  - Vice president titles appropriate and spelled out
  - Recording, corresponding, and financial secretary sections combined and subsequent sections renumbered, as appropriate
  - Section 4d and Section 6e agree
  - Check signatures are elected officers other than secretary, auditor, or signer of authorizations for payment
  - Audit months correspond appropriately with term of office and fiscal year, audit reports correspond with association meeting months (for any special circumstance, contact state parliamentarian before submission)
  - Sections renumbered appropriately
- Article VIII – Council Meetings
- Specific week, day of month, and months stated in Section 1
  - First meeting should be early in school year to approve budget and program
  - Election month listed in Section 2 allows president-elect to attend state PTA convention
  - No changes made to established wording in Sections 1, 2, 4, 5, 7, or 8
  - Minimum quorum is based on voting body, number of member associations, and California Corporations Code requirements (contact state parliamentarian prior to submission for any questions).
- Article IX – Executive Board
- Definition of board in Section 1 differs from voting body defined in Article V, Section 1
  - Amount for unbudgeted bills meets following guidelines:
    - Eight or more council meetings per year – up to \$500.00
    - Five to seven council meetings per year – up to \$750.00
    - Four or less council meetings per year – up to \$1000.00
  - Section 5 left intact
  - Minimum quorum guideline of 1/5 of executive board as defined in Section 1 met or exceeded (correct or contact state parliamentarian prior to submission for any exception to guideline)
  - Unincorporated councils line out Section 2(h)
- Article X – Executive Committee
- May be lined out and subsequent articles renumbered
  - Minimum quorum guideline of 1/5 of executive committee met or exceeded (no exceptions)

- Article XI – Committees
  - Term of office in Section 3 completed appropriately
- Article XIV – Articles of Organization
  - Line out paragraph that does not apply
  - Incorporated councils have attached Articles of Incorporation along with cover sheet
- Article XV – Fiscal Year and Identification Numbers
  - Fiscal year remains constant; any change requires notification of state PTA treasurer and IRS
  - ID number and EIN correspond with cover and Council Information Report; resolve EIN discrepancies with council treasurer and report to state membership clerk
  - CT number entered and confirmed (see [www.ag.ca.gov/charities/index.htm](http://www.ag.ca.gov/charities/index.htm))
  - Corporation number entered and confirmed, when appropriate (see [www.ss.ca.gov](http://www.ss.ca.gov))
  - Board of Equalization Seller's Permit number entered (only required if council sells anything)
- Signature page
  - Complete legal name of council must agree with Article I, Section 1 and cover page
  - Council secretary signed and dated for newly organized councils only
- Standing Rules
  - Submitted
  - Do not conflict with or restate bylaws
  - Do not conflict with PTA procedures in *California State PTA Toolkit*
  - SR 10 completed with list of member associations
- Separate signature pages from copies of submitted bylaws. Be sure both sides of page (pp.27-28) have been copied. Keep one copy of the submitted bylaws for reference in the event the state parliamentarian contacts you with questions. Paperclip signature pages and completed bylaws submittal form (January 2005) to original set of bylaws. Mail to state parliamentarian.