

## e-Bylaws – PTA's 21<sup>st</sup> century bylaws tool



Are you tired of handwriting bylaw amendments and using your ruler to line out unnecessary information? The California State PTA is excited to offer a 21<sup>st</sup> century approach to bylaws. While still in the software pilot phase, most PTAs find the new e-Bylaws brilliant.

### First steps

Requesting a password and creating a username are the first steps.

- Visit the [capta.org](http://capta.org) website and click on the e-Bylaws banner.
- After the e-Bylaws web page opens, click on the *Request a Password* button.
- On the *New e-Bylaws User Request* page enter your first and last name, e-mail address to receive the password, telephone number and user type. **If you are not a parliamentarian, enter the user type: unit assistant.** Click the *Next* button to proceed to the Unit Level Parliamentarian's page.
- Select your PTA district number/name and your PTA council name. Type in your school name, city, and your California State PTA Unit ID Number. **If you don't know your California State PTA Unit ID Number, contact your council or district PTA for the information.**
- Finally, create and enter a username, all in lower case, and write it down. Click *Next*, then *Done* to submit your request. Your e-Bylaws password will appear in your e-mail inbox in three to five days.

## Next steps

Password received!

- Return to the [capta.org](http://capta.org) website and click on the e-Bylaws banner.
- After the e-Bylaws page opens, click on the *Build e-Bylaws* button.
- When the *login* page opens, type your username and password.
- This step loads your unit information into the program.
  - Page one is *Unit Information*. This information can only be entered or changed by California State PTA office staff. If the information is complete and correct, click *Next*. If the information is incorrect, contact your PTA district for assistance.
  - Proceed through the web pages and complete each blank by entering information or clicking on the “radio buttons.”
  - **Remember to save often so your data is not lost.**
  - When finished, click on *Bylaws*.
  - A PDF will be generated. Review your entries at this time. If you see a *DRAFT* watermark across the pages, an error or missing information must be corrected. Work your way through each page, looking for a red outline on the information boxes. Move your cursor over each red box to receive directions for correcting the problem.

## Final steps

- Print a two-sided document and submit through channels – from your association to the council, if in council, or directly to the district PTA. The district will forward your bylaws to the California State PTA office for review. Bylaws return on a similar reverse path with the parliamentarian’s signature.
- Complete the process by presenting the bylaws to the association for adoption.

For more information about PTA bylaws refer to the California State PTA Toolkit and the webpage: <http://www.capta.org/sections/management/bylaws.cfm>

PTA’s ultimate goal is to enable users to submit the association’s electronic bylaws directly to the state parliamentarian. When the software program is complete, PTA’s throughout California will be notified.