

## **BYLAWS SUBMISSIONS GUIDELINES**

All updated bylaws are submitted electronically. Councils should review the unit bylaws for completeness and accuracy prior to submission to the district parliamentarian ([parliamentarian@33rdpta.org](mailto:parliamentarian@33rdpta.org)). Out-of-Council unit bylaws may be submitted directly to the district parliamentarian.

The updated bylaws submission documents must include the required:

1. Bylaws Submittal Form (fillable .pdf)
2. List of all bylaws and/or Standing Rules changes
3. All pages of the bylaws saved as a .pdf file

Please follow these guidelines when submitting bylaws:

1. After the appointed/ratified bylaws committee has presented the proposed bylaws changes to the executive board for approval and the executive board has voted to approve the changes, the bylaws submission documents are emailed to the council parliamentarian or council president for review.
2. If complete and accurate, the council parliamentarian or president emails the submission documents to the district parliamentarian at [parliamentarian@33rdpta.org](mailto:parliamentarian@33rdpta.org).
3. The district parliamentarian will review the bylaws for completeness and accuracy and if complete, forward the bylaws to the California State PTA Parliamentarian for review and approval.
4. The district parliamentarian will notify the council president and council parliamentarian/representative when the bylaws have been approved. The approved bylaws will be attached in the email to the council president and parliamentarian/representative with instructions for adopting the updated bylaws.
5. Units and council PTAs are required to adopt the approved bylaws during an Association meeting.
6. Completed signature pages are emailed to the council and district parliamentarians, so that there is a completed set of approved bylaws.