Electronic Bylaws

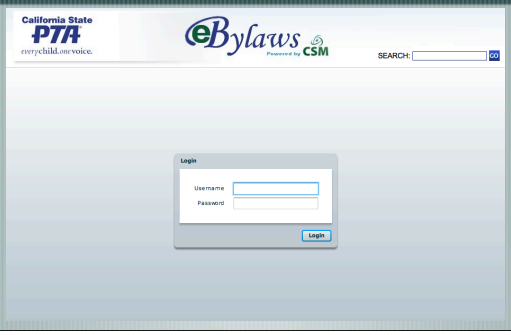
A quick look

http://www.capta.org/sections/management/e-bylaws.cfm

Go here to get a password and begin building bylaws

California State PTA – 2011

Log-in page



Scary Message

Bylaws - Bassett High PTSA

Bylaws Information is NOT Complete

Your Bylaws information is incomplete or must be corrected.
You may only print a DRAFT copy of the Bylaws.

Move your mouse over fields with a RED BORDER
to see what changes are needed.

After you have made corrections and saved your changes,
you will be able to print the FINAL Bylaws for submission.

OK

Unit Name * Bass (Article XIV)
FileMaker ID OR16 (Article XIV)
District PTA * First
Council PTA * Bass (Article XIV)
School Address * 755 (Article XIV)
City, Zip Code * La Pu (Article XIV)
Organization Date * May 27, 1964
Corporation Number (Article XIV)

Bylaws Information is NOT Complete | Save | Restore | Bylaws (Draft) | Previous | Next | Done

Incomplete warning

California State PTA – 2011

Unit Information Record

Bylaws - Bassett High PTSA

Unit Information

Unit Name * Bassett High PTSA
FileMaker ID OR16977
PTA / PTSA
In Council / Out Of Council
District PTA * First Select
Council PTA * Bassett Select
School Address * 755 North Ardilla Avenue
City, Zip Code * La Puente 91746
Organization Date * May 27, 1964

Fiscal Year Start * July 1 (Article XIV)
Fiscal Year End * June 30 (Article XIV)
Grades In School * Ninth-Twelfth Grades
National PTA ID * 6981
California State PTA ID * 35
IRS Federal EIN * [redacted] (Article XIV)
FTB Entity Number * [redacted] (Article XIV)
Charitable Trust Number (Article XIV)
Corporation Number (Article XIV)

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Not modifiable

California State PTA – 2011

Electronic Bylaws

Bylaws - Bassett High PTSA

Article IV - Membership and Dues

Annual Dues	6.50
Unit Dues	2.00
National Dues	1.75
State Dues	1.25
District Dues	0.50
Council Dues	1.00
Per-Capita Dues	4.50

Save | Build | Previous | Next | Cancel

First modifiable bylaws screen – Membership and Dues

California State PTA – 2011

Electronic Bylaws

Bylaws - Bassett High PTSA

Article V - Officers And Their Election

Executive Vice President? ○ Yes ◉ No
Number of Vice Presidents * 3
Corresponding Secretary? ○ Yes ◉ No
Financial Secretary? ○ Yes ◉ No
Auditor is Officer? ◉ Yes ○ No
Auditor is Elected? ◉ Yes ○ No

Nominating Committee Members * 5
Nominating Committee Alternates * 1
Officers Assume Duties On * July 1
Vacancy Notice Served By ○ Executive VP ◉ First VP

Save | Build | Previous | Next | Cancel

Second bylaws screen – Officers and Their Election

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Electronic Bylaws

Bylaws - Bassett High PTSA

Article VII - Association Meetings

Meetings Held On * Second Thursday
Of * October | January
And * April
Annual Election Meeting Month * April
Board Members to Call a Special Meeting * 5
Number of Members in a Quorum * 13

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Third bylaws screen: Association Meetings

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Electronic Bylaws

Bylaws - Bassett High PTSA

Article VIII - Executive Board

Meetings Held On * First Tuesday (Standing Rules)
Maximum Unbudgeted Bills * 1000.00
Board Members to Call a Special Meeting 5
Number of Members in a Quorum 7
Auditor Appointment Ratified In

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Fourth bylaws screen – Executive Board

California State PTA – 2011

Electronic Bylaws

Bylaws - Bassett High PTSA

Article IX - Committees

Chairmen's Reports Filed With ○ President ◉ Historian

Article X - Council Membership

Council Delegates? ○ Yes ◉ No

Number of Delegates 0

Delegates Are ○ Elected ◉ Appointed

In

Term of Service (Years) 0

Council Officer Election Delegates? ◉ Yes ○ No

Members per Delegate * 20

Save | Build | Previous | Next | Cancel

Fifth bylaws screen – Committees & Council Membership

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Electronic Bylaws

Bylaws - Bassett High PTSA

Article VI - Duties Of Officers

Officers' Reports Filed With ○ President ◉ Historian

Vice President

First VP Shall Serve As * Programs Chairman

Second VP Shall Serve As * Membership Chairman

Third VP Shall Serve As * Ways and Means Chairman

Fourth VP Shall Serve As

Fifth VP Shall Serve As

Sixth VP Shall Serve As

Treasurer

Additional Check Signers (Any Two) *
- ☐ Executive VP
- ☑ First VP
- ☐ Second VP
- ☐ Third VP
- ☐ Fourth VP
- ☐ Fifth VP
- ☐ Sixth VP
- ☐ Financial Secretary
- ☐ Historian

Financial Secretary

Remit Monies Received to Treasurer? ○ Yes ◉ No

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Sixth bylaws screen – Duties of Officers

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Electronic Bylaws

Bylaws - Bassett High PTSA

Article VI - Duties Of Officers

Auditor

Mid-Year Audit Completed In * January

Written Report to Executive Board In * February

Adoption Report to Association In * April

Year-End Audit Completed In * July

Written Report to Executive Board In * September

Adoption Report to Association In * October

Fiscal Year-End Audit Completed In

Written Report to Executive Board In

Adoption Report to Association In

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Seventh bylaws screen – Duties of Officers (continued)

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Electronic Bylaws

Bylaws - Bassett High PTSA

Standing Rules

Standing Committees:

Committee Name
Membership
Programs
Ways and Means

Save | Build | Previous | Next | Cancel

Final bylaws screen – Standing Rules/Standing Committees

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Electronic Bylaws

Bylaws - Bassett High PTSA

Article VIII - Executive Board

Meetings Held On * First Tuesday

Executive Board Meeting must be at least 14 days before Association Meeting.

Maximum Unbudgeted Bills * 1,000.00

Board Members to Call a Special Meeting 5

Number of Members in a Quorum 7

Auditor Appointment Ratified In

Bylaws Information is NOT Complete

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Example of an error

California State PTA – 2011

Electronic Bylaws

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Questions

parliamentarian@capta.org

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