



## Instructions for submitting bylaws

Council Parliamentarians are responsible for collecting bylaws from each unit in their council and forwarding them to the 12<sup>th</sup> District Parliamentarian, who will then forward them to the State PTA Parliamentarian.

### **Unit - Steps for submitting bylaw changes:**

- : Submit Three (3) copies of the bylaws to the Council Parliamentarian
- : 2 copies should be front to back (double-sided) and 1 copy single-sided
- : Four (4) double-sided copies of the signature page should be included
- : Submit cover letter and change form with each copy
- : Make sure address and contact information is put on the cover letter
- : Make sure change form is complete with changes

### **Council – Steps for submitting bylaw changes:**

- : Keep one copy of the bylaws, one cover letter and one change form
- : Submit two copies of bylaws (one single-sided), cover letters & change forms and the 4 copies of the signature page to the District Parliamentarian
- : Make sure the Contact information for the Council and Unit is on the cover letter

### **District Parliamentarian**

- : Keep one copy of the bylaws (single-sided), cover letter and change form
  - : Submit bylaws (back to back/double-sided copy), change form and 4 signature pages with a District Cover Letter to the State Parliamentarian
  - : State approves bylaws and sends back notated bylaws and signature pages back to District
  - : District mails back to Council notated bylaws and 4 signed signature pages to be forwarded to Unit for adoption by Unit Association
  - : Unit forwards two copies of signed (President & Secretary) signature page to Council and Council forwards one to District
  - : Unit should keep two copies
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# BYLAWS SUBMITTAL FORM FOR UNITS AND COUNCILS

**ATTACH THIS FORM TO EACH SET OF BYLAWS SUBMITTED FOR APPROVAL**

This form may be duplicated as needed.

**TO:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BYLAWS FROM:** Unit \_\_\_\_\_  
Council \_\_\_\_\_  
District \_\_\_\_\_  
Organization Date \_\_\_\_\_  
California State PTA ID # \_\_\_\_\_  
National PTA ID # \_\_\_\_\_  
EIN \_\_\_\_\_  
Incorporation # \_\_\_\_\_  
Registry of Charitable Trust # \_\_\_\_\_  
Franchise Tax Board # \_\_\_\_\_  
Fiscal Year \_\_\_\_\_  
Date Submitted to District \_\_\_\_\_  
Date Submitted to State \_\_\_\_\_

**ENCLOSED IS ONE (1) ORIGINAL SET OF BYLAWS WITH STANDING RULES AND FOUR (4) SIGNATURE PAGES FOR:**

- New Unit       New Council      Organization Date \_\_\_\_\_
- Update to current standard bylaws without changes
- Change of Status/Fiscal Year – Original form signed by district president attached
- Mandatory update required to reinstate charter/recognition
- Proposed amendments as listed on page 2
- Additional standing rules attached as required     Unit/council has no additional standing rules

From: \_\_\_\_\_ Unit Parliamentarian  
Council Parliamentarian \_\_\_\_\_  
Return Address for bylaws and signed signature pages  
Address: \_\_\_\_\_  
Contact Telephone: Unit \_\_\_\_\_ Council \_\_\_\_\_  
Contact E-mail: Unit \_\_\_\_\_ Council \_\_\_\_\_

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