

**BYLAWS SUBMITTAL FORM FOR UNITS AND COUNCILS**

**INSTRUCTIONS – To submit updated bylaws for review and approval:**

- Complete this form, listing proposed bylaws amendments on page 2
- Send form and three (3) double-sided copies of updated Bylaws and Standing Rules plus four (4) extra Signature Pages to your council PTA, if in council, or your district PTA

**1. PTA INFORMATION:**

**Unit:** \_\_\_\_\_

**Council:** \_\_\_\_\_

**District PTA:** \_\_\_\_\_

**Organization Date:** \_\_\_\_\_

**California State PTA ID#:** \_\_\_\_\_

**National PTA ID#:** \_\_\_\_\_

**Employer Identification #:** \_\_\_\_\_

**Franchise Tax Board #:** \_\_\_\_\_

**Registry of Charitable Trust #:** \_\_\_\_\_

**Incorporation #:** \_\_\_\_\_

**Grade Levels:** \_\_\_\_\_

**Fiscal Year:** \_\_\_\_\_

**2. THE ENCLOSED BYLAWS AND STANDING RULES (Check all that apply):**

- New Unit       New Council       Organization Date: \_\_\_\_\_
- Update to current standard bylaws with no changes
- Change of Status/Fiscal Year (*District PTA to attach original COS form signed by district president*)
- Proposed amendments as listed on page 2
- Additional Standing Rules attached       No additional Standing Rules

<b>FOR OFFICE USE ONLY – DISTRICT PTA OFFICER/CHAIRPERSON TO COMPLETE:</b>	
<b>Name:</b>	Michelle Dearman
<b>District Position:</b>	<input type="checkbox"/> President <input checked="" type="checkbox"/> Parliamentarian <input type="checkbox"/> Other
<b>Street Address:</b>	1676 Agnew Street
<b>City:</b>	Simi Valley
<b>Zip Code:</b>	93065
<b>Email:</b>	mdearmanpta@gmail.com
<b>Phone:</b>	805-404-3801
<b>Date Submitted to District PTA:</b>	<b>Date Submitted to State PTA:</b>

