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BYLAWS SUBMITTAL FORM FOR UNITS AND COUNCILS

PLEASE COMPLETE THIS FORM AND SEND WITH BYLAWS SUBMITTED FOR APPROVAL

Units: Submit one (1) original and two (2) copies of your bylaws including standing rules to your council parliamentarian for review and they will forward them through channels. Make additional copies of the signature page as needed for your unit for submittal to the state Parliamentarian . These will be signed by the State Parliamentarian after the bylaw review and returned.

Council Parliamentarians: Send one (1) original set of bylaws (including standing rules) and one (1) complete copies (including standing rules), together with this completed form (both pages) along with any additional pages th to the district parliamentarian for review.

TO: Julie Redmond
Fourth District Parliamentarian
27965 Gallina
Mission Viejo, CA 92692

BYLAWS FROM:

Unit _____

Council _____

District Fourth District PTA

Organization Date _____

California State ID # _____

National PTA ID # _____

EIN _____

Incorporation # _____

Registry of Charitable Trust # (councils only) _____

Fiscal Year _____

Date Submitted to District _____

Date Submitted to State _____

New Unit New Council Organization Date _____

Update to most current edition without changes

Change of Status/Name Change - 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
Council _____, Parliamentarian, _____ **Council**

Address: _____

Telephone: (with Area Code) _____

Email: _____

From _____, Parliamentarian, _____ **Unit**
Unit

Address: _____

Telephone: (with Area Code) _____

Email: _____

Page #	Article #	Section #	Proposed changes (Please attach additional pages if necessary.)