

## 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 one (1) electronic copy of updated Bylaws and Standing Rules to the 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

FOR OFFICE USE ONLY – DISTRICT PTA OFFICER/CHAIRPERSON TO COMPLETE:	
Name:	_____
District Position:	<input type="checkbox"/> President <input type="checkbox"/> Parliamentarian <input type="checkbox"/> Other
Street Address:	_____
City:	_____ Zip Code: _____
Email:	_____ Phone: _____
Date Submitted to District PTA:	Date Submitted to State PTA:

**3. LIST OF AMENDMENTS – For each proposed amendment to the bylaws:**

- List the current wording and the proposed change

Bylaws updated with: ☐ No changes ☐ Changes as follows:

Page #	Article #	Section #	Proposed Amendments (Attach additional pages if necessary)

**4. BYLAWS SUBMITTED BY** *(Please print or type):*

Unit Officer/Chairperson:	Council Officer/Chairperson:
Name:	
PTA Position:	
Street Address:	
City:	
Zip Code:	
Phone:	
Email:	

*Revised: July 2023*