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2327 L Street, Sacramento, CA 95816-5014

916.440.1985 • FAX 916.440.1986 • E-mail info@capta.org • www.capta.org

## 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:
<b>Name:</b>	
<b>PTA Position:</b>	
<b>Street Address:</b>	
<b>City:</b>	
<b>Zip Code:</b>	
<b>Phone:</b>	
<b>Email:</b>	

*Revised: July 2023*