

Unit Bylaws Information Summary for E-Bylaws

Unit Legal Name: _____
Name of district: Peralta District PTA
Name of council: _____
School address (front cover): Street: _____
City: _____ ZIP: _____
Organization Date (front cover): _____
Fiscal Year begins: _____ ends: _____
Grades in school: _____
National ID #: _____ California ID #: _____
IRS Federal EIN: _____
Individually incorporated units: Corporation No.: _____ CT No. _____

Membership Dues (p. 3): \$ _____ per member (the program will fill in the rest)
(\$1.75 National; \$1.25 California; \$0.50 District; \$ _____ Council \$ _____ remains in unit)

Officers: President, treasurer, and (check those you have below):

Executive VP (EVP)
Does the EVP serve notice of a vacancy in the presidency? Yes No, 1st VP does it
 Vice Presidents - How many? _____
 Corresponding Secretary
 Financial Secretary
 Auditor (Elected? Yes No)

Nominating Committee

Number of members: _____ Number of alternates: _____
Date officers assume duties (p. 6): _____

Association Meetings:

Week and Day of Month (e.g., second Tuesday): _____
Months: _____
(must include election month and audit approval months)

Annual meeting month: _____

Special meetings can be called upon the written request of _____ board members

Quorum (the greater of 11 or # of officers +4): _____

Executive Board Meetings:

Meets once per month during school year. Week and day of month: _____

Amount authorized for unbudgeted items between association meetings: \$ _____

(8+ assoc meetings: up to \$500

5-7 assoc meetings: up to \$750

4 or less assoc meetings: up to \$1,000)

Special meetings can be called upon the written request of _____ board members

Quorum (the greater of 5 or (majority of # of officers)+1): _____

If your auditor is appointed, appointment is ratified in the month of _____

Committees

Reports of committees filed with ___ president ___ historian [choose one]

Council Membership (SKIP IF NOT IN COUNCIL):

Number of additional delegates for regular meeting: _____

___ Elected ___ Appointed [<< choose one] in _____ [association meeting month]

Length of term: _____ year/s.

Number of additional delegates for annual election meeting: _____

Council assessment (if any) (p. 24): \$ _____ due to council on _____

Duties of Officers

Reports of officers filed with ___ president ___ historian [choose one] (p. 12)

- ___ [First] Vice President also serves as _____
- ___ Second Vice President also serves as _____
- ___ Third Vice President also serves as _____
- ___ Fourth Vice President also serves as _____
- ___ Fifth Vice President also serves as _____
- ___ Sixth Vice President also serves as _____
- ___ Seventh Vice President also serves as _____
- ___ Eighth Vice President also serves as _____

Signature Authority:

Signed by president, treasurer, and _____ [elected officer/s]
[cannot be secretary or auditor; cannot reside in the same household as the president, treasurer, financial secretary, or auditor]]

If you have a financial secretary, does the financial secretary remit funds to the treasurer?
(I.e., the financial secretary does not make deposits) _____ Yes, remitted to treasurer _____ No

Audits:

- Completed (months): _____ and _____
- Presented to Board (months): _____ and _____
- Approved by Association (months): _____ and _____

If your fiscal year end is different from when your officers take office, you must do a third audit:
Completed in _____, to Board in _____ adopted in _____

Standing Committees (some typical committees are listed; use/add the ones you have):

- ___ Membership
- ___ Ways and Means
- ___ Hospitality
- ___ Programs
- ___ Other (list): _____