

## Unit Bylaws Information Summary

NOTE: Page numbers and section numbers refer to June 2011 revision of the bylaws.

Unit Legal Name (front cover, p. 1 & p. 23): \_\_\_\_\_

National ID # (front cover & p. 21): \_\_\_\_\_ California ID # (front cover & p. 21): \_\_\_\_\_

Name of council (front cover, p. 1 & p. 23): \_\_\_\_\_

Name of district (front cover, p. 1 & p. 23): \_\_\_\_\_

School address (front cover): Street: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Grades in school (front cover): \_\_\_\_\_

Organization Date (front cover): \_\_\_\_\_

EIN (p. 21): \_\_\_\_\_ CT No. \_\_\_\_\_ FTB No. \_\_\_\_\_

Individually incorporated units (p. 21): Corporation No.: \_\_\_\_\_

Fiscal Year (p. 21) begins: \_\_\_\_\_ ends: \_\_\_\_\_

Date of last bylaws update (p. 23: date signed by State Parliamentarian): \_\_\_\_\_

**Membership Dues** (p. 3): \$ \_\_\_\_\_ per member \$ \_\_\_\_\_ family \$ \_\_\_\_\_ student

Forward to council per member: \$ \_\_\_\_\_

(\$2.25 National; \$1.25 California; \$ \_\_\_\_\_ District; \$ \_\_\_\_\_ Council)

Date first remittance due to council for award eligibility (p. 4, Section 7): \_\_\_\_\_

Date first required remittance due to council (p. 4, Section 8): \_\_\_\_\_

**Officers** (pp. 5 - 7): **President, treasurer**, and (check those you have below):

\_\_\_ Executive VP (If you have an EVP, does this officer notify the board of a vacancy in the president's office, or does the First VP do this? \_\_\_ EVP \_\_\_ 1st VP)

\_\_\_ [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 \_\_\_\_\_

\_\_\_ [Recording] secretary [**mandatory officer**]

\_\_\_ Corresponding Secretary (\_\_\_ elected \_\_\_ appointed << choose one)

\_\_\_ Financial Secretary (Does your financial secretary make the deposits? \_\_\_ yes \_\_\_ no)

\_\_\_ Auditor  
\_\_\_ Historian  
\_\_\_ Parliamentarian (appointed)

Date officers assume duties (p. 6): \_\_\_\_\_

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

**Nominating Committee** (p. 5): Elected by association in (month): \_\_\_\_\_

Number of members: \_\_\_\_\_ Number of alternates: \_\_\_\_\_

Month of annual election meeting (pp. 5, 6, 13): \_\_\_\_\_

Note: Nominating Committee report must go to association at least 30 days before election meeting

**Signature Authority:**

Authorizations for Payment (pp. 7 – 9): Prepared by \_\_\_\_\_, signed by secretary and president

Checks (p. 9): 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]

Contracts (p. 7): Signed by president and one other **elected** officer upon association approval.

**Audits** (p. 11):

Completed (months): \_\_\_\_\_ and \_\_\_\_\_

Presented to Board (months): \_\_\_\_\_ and \_\_\_\_\_

Approved by Association (months): \_\_\_\_\_ and \_\_\_\_\_ (must be in list below)

**Association Meetings** (pp. 13-14): Quorum (the greater of 11 or # of officers +4): \_\_\_\_\_

Week and Day of Month (e.g., second Tuesday): \_\_\_\_\_

Months: \_\_\_\_\_

(must include election month and audit approval months)

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

**Executive Board Meetings:**

Quorum (the greater of 5 or majority of # of officers) (p. 16): \_\_\_\_\_

Meets once per month during school year at least 14 days before any association meeting.

Week and day of month (p. 24): \_\_\_\_\_

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

Amount authorized for unbudgeted items between association meetings (p. 15): \$ \_\_\_\_\_

**Standing Committees** (p. 24):

\_\_\_ Membership

\_\_\_ Ways and Means

\_\_\_ Hospitality

\_\_\_ Programs

\_\_\_ Other (list): \_\_\_\_\_

Reports of committees filed with \_\_\_ president \_\_\_ historian [choose one] (p. 17)

**Council Membership** (p. 18):

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: \_\_\_\_\_ who are

\_\_\_ elected \_\_\_ appointed [choose one] at an association meeting at least 30 days before annual meeting.

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

**Reports Due through channels:**

List of officers/chairs [roster] (p. 7) due on: \_\_\_\_\_

Insurance (Workers Comp) Report (p. 10): \_\_\_\_\_

**The following are due timely upon adoption:**

Adopted Budget (p. 9)

Annual Financial Report (p. 10)

Audits (p. 11)

**Due upon filing** (must be filed w/government within 4 months and 15 days of fiscal year end):

Government Filings (taxes, etc.) (p. 10)