

BYLAWS COVERSHEET FOR UNITS AND COUNCILS

PLEASE ATTACH THIS FORM TO EACH SET OF BYLAWS SUBMITTED FOR APPROVAL

**In-council units SUBMIT TO: Torrance Council parliamentarian:
Terry Ragins. See contact information below.**

BYLAWS FOR: Unit _____
Council Torrance Council _____
District PTA Thirty-Third District PTA, Inc. _____
Organization Date _____
California State PTA ID _____
National PTA ID # _____
EIN # _____ FTB # _____
Incorporation # (if applicable) _____
Registry of Charitable Trust # _____
Fiscal Year July 1st to June 30th _____
Date Submitted to Council (for unit use only) _____
Date Submitted to District (for council use only) _____

ENCLOSED IS ONE (1) ORIGINAL DOUBLE-SIDED SET OF BYLAWS WITH STANDING RULES AND FOUR (4) DOUBLE-SIDED COPIES OF THE SIGNATURE PAGES AND A \$5.00 CHECK PAYABLE TO “THIRTY-THIRD DISTRICT PTA” (bylaws copying charge) FOR (check all that apply):

- 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 of this form
- Additional standing rules attached as required ___Unit/council has no additional standing rules

FROM: Unit parliamentarian’s name: _____
Address: _____
Phone: (_____) _____ Email: _____

SEND TO: Torrance Council parliamentarian: Terry Ragins
Address: 3321 W. 180th St., Torrance, CA 90504
Phone: (310) 408-4482 Email: Ragins@socal.rr.com

For District Use only: Date district parliamentarian received the bylaws _____ Date submitted to State _____
Date bylaws came back from State _____ Date bylaws returned to council _____
Date of next association meeting _____ Date for signature page return to district _____

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