

## BYLAWS SUBMITTAL FORM FOR UNITS AND COUNCILS

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

This form may be duplicated as needed.

**TO: Beverly Berryman, Fourth District PTA Parliamentarian**  
**c/o Brenda Tettemer**  
Saddleback Valley Council PTA Parliamentarian  
21801 Sweet Grass Circle  
Lake Forest, CA 92630

**BYLAWS FROM:** Unit: \_\_\_\_\_  
Council: Saddleback Valley Council of PTAs  
District: Fourth District PTA  
Organization Date: \_\_\_\_\_  
California State ID #: \_\_\_\_\_  
National PTA ID #: \_\_\_\_\_  
EIN: \_\_\_\_\_  
Incorporation #: \_\_\_\_\_  
Registry of Charitable Trust #: \_\_\_\_\_  
Franchise Tax Board #: \_\_\_\_\_  
Fiscal Year: 2011-2012  
Date Submitted to Council: \_\_\_\_\_  
Date Submitted to District: \_\_\_\_\_  
Date Submitted to State: \_\_\_\_\_

**ENCLOSED IS ONE ORIGINAL AND THREE (3) COPIES OF BYLAWS WITH STANDING RULES AND FOUR (4) SIGNATURE PAGES (BOTH SIDES) FOR:**

- New Unit  New Council Organization Date \_\_\_\_\_
- Update to current standard bylaws without changes
- Change of Status/Fiscal Year - Original form signed by district president attached
- Mandatory update required to reinstate charter/recognition
- Proposed amendments as listed on page 2
- Additional standing rules attached as required  Unit/council has no additional standing rules

**FROM: Brenda Tettemer, Saddleback Valley Council PTA Parliamentarian**  
Address: 21801 Sweet Grass Circle, Lake Forest, CA 92630  
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**Unit Contact:**  
Email:

Title: Telephone:

