

# Unit Bylaws Summary

**Unit Legal Name** (front cover): \_\_\_\_\_

Organization Date (front cover): \_\_\_\_\_ National ID# (front cover): \_\_\_\_\_

Date of last bylaws update: \_\_\_\_\_ California ID# (front cover): \_\_\_\_\_

Fiscal Year (p. 21): \_\_\_\_\_ EIN (p. 21): \_\_\_\_\_

Charitable Trust #: \_\_\_\_\_

Franchise Tax #: \_\_\_\_\_

**Membership Dues** (p. 3): \$ \_\_\_\_\_ Dues Forward: \$ \_\_\_\_\_

National: \$2.25 California Dues: \$2.00 District: \$ 2.25 Council: \$ n/a

Membership Award eligibility remittance due to council/district for (p. 4, Section 6): Oct. 15

First required remittance due to council/district (p. 4, Section 7): Nov. 15

**Officers** (pp. 5-7): List on reverse

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

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

Number of members: \_\_\_\_\_ / alternates Month of annual election meeting: \_\_\_\_\_

Note: Nominating committee report due to association 30 days prior to election meeting

**Signature Authority:** Authorizations for payment (pp. 7-9): *Recording secretary and president*

Checks (p. 9): President, treasurer, and \_\_\_\_\_

Contracts (p. 7): President and one other elected officer

**Audits** (p. 11)

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

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

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

**Association Meetings** (pp. 13-14): Quorum: \_\_\_\_\_

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

Months:  Jan  Feb  Mar  Apr  May  Jun  Jul  Aug  Sep  Oct  Nov  Dec

**Executive Board Meetings** (pp. 14-16): Quorum: \_\_\_\_\_

Meets once per month during school year

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

Council Membership (p. 18): Out of Council

Reports due to council/district:

Annual Financial Report (p.10): Nov 15 Adopted Budget (p. 9): Nov 15

IRS990, RRF-1, and FTB (p. 19): Nov 15 Audits (p. 11): Nov 15 and Mar 15

Insurance (p. 10): Nov 15 Workers Comp: Jan 10

List of Officers (p. 7): May 15 End of Term Reports (p. 7): May 15