

Unit Bylaws Information Summary

Unit Legal Name (front cover): _____
National ID # (front cover): _____ California ID # (front cover): _____
Organization Date (front cover): _____
Fiscal Year (p. 21): _____ EIN (p. 21): _____
Date of last bylaws update (p. 23): _____

Membership Dues (p. 3): \$ _____ Forward: \$ _____
(\$2.25 National; \$1.25 California; \$ _____ District; \$ _____ Council)

Date first remittance due to council/district for award eligibility (p. 4, Section 6): _____

Date first required remittance due to council/district (p. 4, Section 7): _____

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: _____ 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 or Financial Secretary* and President

Checks (p. 9): President, treasurer, and _____

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

Audits (p. 11):

Completed (months): _____ and _____ and _____

Presented to Board (months): _____ and _____ and _____

Presented to Association (months): _____ and _____ and _____

A third audit is required for units who's term of office and fiscal year don't coincide.

Association Meetings (pp. 13-14): Quorum: _____

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

Months: _____

Executive Board Meetings (pp. 14-16): Quorum: _____

Meets once per month during school year, week and day of month (Must be 14 days before the Association Meeting) _____

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

Council Membership (p. 18): _____

Reports Due To Council/District: List of officers/chairs (p. 7): _____

Adopted Budget (p. 9): _____

Annual Financial Report (p. 10): _____

Insurance Report (p. 10): _____

Audits (p. 11): _____

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