

Unit Bylaws Information Summary

Unit Legal Name (front cover): _____

National ID # (front cover): _____ California ID # (front cover): _____

Organization Date (front cover): _____

Fiscal Year (page 21): _____ EIN (page 21): _____

Date of last bylaws update (page 23): _____

Membership Dues (page 3): \$ _____ Forward: \$ _____

(\$2.25 National; \$1.25 California; \$0.50 District; \$ _____ Council)

Date first remittance due to council/district for awards (page 4, Section 6): _____

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

Officers (pages 5 - 7): List on reverse

Date officers assume duties (page 6): _____

Nominating Committee (page 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 (pages 8 and 9): *Recording* secretary and _____

Checks (page 9): President, treasurer, and _____

Contracts (page 7): President and one other elected officer

Audits (page 11):

Completed (months): _____ and _____

Presented to Board (months): _____ and _____

Presented to Association (months): _____ and _____

Association Meetings (pages 13-14): Quorum: _____

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

Months: _____

Executive Board Meetings (pages 14-16): Quorum: _____

Meets once per month during school year

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

Council Membership (page 18): _____

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

Adopted Budget (page 9): _____

Annual Financial Report (page 10): _____

Insurance Report (page 10): _____

Audits (page 11): _____

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