

BYLAWS REVIEW COVER SHEET
For Units & Councils – to submit for approval from CAPTA

Online by-laws editing/building tool (eBylaws) is available at <http://capta.org/pta-leaders/services/ebylaws/>

If using paper copy version to mark changes: use black ink only, do not use felt tip pens or white-out.

Councils:	Units in Council:	Units Out of Council:
Submit to Peralta District PTA 1. This form 2. 2 copies of your bylaws 3. 4 copies of signature pages	Submit to Council Parliamentarian 1. This form 2. 3 copies of your bylaws 3. 4 copies of signature pages	Submit to District Parliamentarian 1. This form 2. 2 copies of your bylaws 3. 4 copies of signature pages
Print an extra copy of the by-laws for your binder. Print on front and back side of the page, also known as duplex printing or double sided.		

MAIL to: Ujjwala Gadgil 45121, Cougar Circle, Fremont CA 94539

QUESTIONS? Contact Parliamentarian at Peralta District PTA: parliamentarian@peraltadistrictpta.org

PTA Name: _____	Council/City: _____
Contact Person: _____	PTA Position: _____
Email: _____	Phone: _____
Address: _____	
Date of the executive board meeting at which these bylaws were approved:: _____	

Select reason for submitting by-laws for approval (please check one below):

<input type="checkbox"/> New Unit: Organization Date: _____	<input type="checkbox"/> New Council: Organization Date: _____
<input type="checkbox"/> Update to current edition without changes	<input type="checkbox"/> Update required to reinstate charter
<input type="checkbox"/> Change of status / name	<input type="checkbox"/> Amendments proposed as follows

Item	Page #	Article #	Section #	Explanation of proposed amendment(s) - Attach additional pages if necessary
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				