



BYLAWS REVIEW COVER SHEET
Units & Councils – This form must accompany your bylaws.

- **eBylaws is now available.** Visit CA State PTA Website to request a password and begin using: <http://capta.org/pta-leaders/services/ebylaws/>
 If using hardcopy version, use Black ink only, no felt tip pens, and no white-out.
- **Units in Council: Alameda, Berkeley, Fremont, Pleasanton, San Lorenzo –** submit this form with **three copies** (double sided) of your bylaws and 4 signature pages (double sided) to **your Council Parliamentarian**.(DO NOT send directly to District; Council will forward this form and two copies to District.).

Units Out of Council: Albany, Castro Valley, Hayward, Livermore, Newark, New Haven, Oakland, San Leandro – submit this form with **two copies** (double sided) of your bylaws and 4 signature pages (double sided) to **District Parliamentarian**.

Councils: submit this form with **two copies** of your bylaws and 4 signature pages (double sided) to **District Parliamentarian**.
- **MAIL copies** (as noted above) to Alison Wiscombe, 40625 Wolcott Place, Fremont CA94538.

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

PTA Unit Name: Out of Council:				
PTA Council (or Town/City):				
Unit Contact Person, Title				
Address, City, Zip				
Phone				
Email:				
Date bylaws approved by Executive Board:				
These Bylaws have been submitted for approval as (<i>please check one below</i>):				
<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.				