

**Unit Bylaws Information Summary**

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

National ID # (front cover): \_\_\_\_\_ California ID # (front cover): \_\_\_\_\_

Organization Date (front cover): \_\_\_\_\_

red remittance due to council/district (page 4, Section 7): \_\_\_\_\_

Date first requi

List on reverse  
assume duties (page 6): \_\_\_\_\_

**Officers** (pages 5 - 7):  
Date officers as

ee (page 5): Elected by association in (month) \_\_\_\_\_

**Nominating Committe**

members: \_\_\_\_\_ Month of annual election meeting: \_\_\_\_\_

Number of me

ting Committee report due to association 30 days prior to election meeting

Note: Nomina

ment (pages 8 and 9): *Recording* secretary and \_\_\_\_\_

**Signature Authority:**  
Authorizations for Pay

sident, treasurer, and \_\_\_\_\_

Checks (page 9): Pres

resident and one other elected officer

Contracts (page 7): P

\_\_\_\_\_ and \_\_\_\_\_

**Audits** (page 11):  
Completed (months):

months): \_\_\_\_\_ and \_\_\_\_\_

Presented to Board (m

on (months): \_\_\_\_\_ and \_\_\_\_\_

Presented to Associati

s (pages 13-14): Quorum: \_\_\_\_\_

**Association Meetings**

th (i.e. second Tuesday): \_\_\_\_\_

Week and Day of Mon

\_\_\_\_\_

Months: \_\_\_\_\_

etings (pages 14-16): Quorum: \_\_\_\_\_

**Executive Board Mee**

during school year

Meets once per month

unbudgeted items between association meetings: \$ \_\_\_\_\_

Amount authorized for

page 18): \_\_\_\_\_

Council Membership (p

cil/District: List of officers/chairs (page 7): \_\_\_\_\_

Reports Due To Coun

et (page 9): \_\_\_\_\_

Adopted Budge

al Report (page 10): \_\_\_\_\_

Annual Financi

ort (page 10): \_\_\_\_\_

Insurance Rep

1): \_\_\_\_\_

Audits (page 1

lings (taxes, etc.) (page 10): \_\_\_\_\_

Government Fi