

Unit Bylaws Worksheet for E-Bylaws

Items in *italics* are filled in by the e-bylaws program using unit, council and district information records.

Unit Legal Name: _____

Name of district: _____

Name of council: _____

School address (front cover): Street: _____

City: _____ *ZIP:* _____

Organization Date (front cover): _____

Fiscal Year begins: _____ *ends:* _____

Grades in school: _____

National ID #: _____ *California ID #:* _____

IRS Federal EIN: _____ *CT No.* _____ *FTB No.* _____

Individually incorporated units: Corporation No.: _____

Membership Dues (p. 3): \$ _____ per member (the program will fill in the rest)

(\$2.25 National; \$2.00 California; \$ _____ District; \$ _____ Council \$ _____ remains in unit)

Officers: President, secretary, treasurer, and (check those you have below):

___ Executive VP

Does the EVP serve notice of a vacancy in the presidency? ___ Yes ___ No, 1st VP does it

___ Vice Presidents - How many? _____

___ Corresponding Secretary

___ Financial Secretary

Is the Auditor an officer? ___ Yes ___ No

Nominating Committee

Number of members: _____ Number of alternates: _____

Date officers assume duties (p. 6): _____

Association Meetings:

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

Months: _____

(must include election month and audit approval months)

Annual meeting month: _____

Special meetings can be called upon the written request of _____ board members
Quorum (the greater of 11 or # of officers +4): _____

Executive Board Meetings:

Meets once per month during school year. Week and day of month: _____

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

Special meetings can be called upon the written request of _____ board members

Quorum (the greater of 5 or majority* of officers + 1): _____ (*majority = more than half)

If your auditor is appointed, appointment is ratified in the month of _____

Committees

Reports of committees filed with ___ president ___ historian [choose one]

Council Membership:

Number of additional delegates for regular meeting: _____

___ Elected ___ Appointed [<< choose one] in _____ [association meeting month]

Length of term: _____ year/s.

Number of additional delegates for annual election meeting: _____

Council assessment (if any) (p. 24): \$_____ due to council on _____

Duties of Officers

Reports of officers filed with ___ president ___ historian [choose one] (p. 12)

___ [First] Vice President also serves as _____

___ Second Vice President also serves as _____

___ Third Vice President also serves as _____

___ Fourth Vice President also serves as _____

___ Fifth Vice President also serves as _____

___ Sixth Vice President also serves as _____

NOTE: Be sure to add chairman, director, coordinator etc to above.

Example: First vice president also serves as programs director

Signature Authority:

Signed by president, treasurer, and _____ [elected officer/s]

[cannot be secretary or auditor; cannot reside in the same household as the president, treasurer, financial secretary, or auditor]

Deposits:

If you have a financial secretary, does the financial secretary remit funds to the treasurer? (I.e., the financial secretary does not make deposits) _____ Yes, remitted to treasurer _____ No

Audits (months):

Midyear Completed: _____ to Board: _____ Adopted: _____

Year-end Completed: _____ to Board: _____ Adopted: _____

If your fiscal year end is different from when your officers take office, you must do a third audit:

Completed: _____ to Board: _____ Adopted: _____

Standing Committees (some typical committees are listed; use/add the ones you have):

___ Membership

___ Ways and Means

___ Hospitality

___ Programs

___ Other (list): _____

NOTES:

1. If you have ten or more standing committees, increase your minimum board and association quorums by half their number (e.g., 10 standing committees: increase quorums by 5).
2. Specialists (e.g., volunteer coordinator, newsletter editor, webmaster) are not committees and should not appear in the list of committees.