



**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://www.capta.org/sections/management/e-bylaws.cfm>  
 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 **two copies** of your bylaws to **your Council Parliamentarian**. (DO NOT send directly to District; Council will forward this form and one copy to District.)
- **Units Out of Council: Albany, Castro Valley, Hayward, Livermore, Newark, New Haven, Oakland, San Leandro –** submit this form with **one copy** of your bylaws to **District Parliamentarian**. Emailing this form and the *DRAFT* bylaws generated from eBylaws is acceptable.
- **Councils:** submit this form with **one copy** of your bylaws to **District Parliamentarian**. Emailing this form and the *DRAFT* bylaws generated from eBylaws is acceptable.

**QUESTIONS? Contact:**

**Dawn Whalen**  
 Parliamentarian - Peralta District PTA  
 5567 Helga Court  
 Livermore, CA 94550-8142  
 (925) 373-4898  
[parliamentarian@peraltadistrictpta.org](mailto:parliamentarian@peraltadistrictpta.org)

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