

Reference Sheet for Bylaws

Adopted:

PTA Name _____
Mailing Address _____
Physical Address _____
Organization Date _____
CA ID _____ - Used on State PTA Forms (i.e. Historian)
CA State PTA Number _____ - Used on National PTA Forms (i.e. Reflections and PTA Membership Forms)
EIN _____ - Used to file 990 – 501c3 number is the EIN Number
FTB _____ - Used to file 199 – aka Corporate or Organization Number
CT _____ - Used when you register a raffle or gaming activity with AG
Fiscal Year July 1 to June 30 Other (please specify): _____

Executive Board President, Treasurer, Secretary, _____
 (List all positions)

Standing Committees _____
 (List all)

Meetings: Association Day of Month: _____ (Check meeting months below)
 July August September October
 November December January February
 March April May June

Meetings: Executive Board Day of Month: _____ (Check meeting months below)
 July August September October
 November December January February
 March April May June

Quorum: General _____ constitutes a quorum
Quorum: EB _____ constitutes a quorum

Special Meeting: General _____ Requesting **Days to Notify:** 10 days prior
Special Meeting: EB _____ Requesting **Days to Notify:** 7 days prior
Teleconferencing Yes, allowed in Bylaws No, must suspend Bylaws to meet by teleconferencing

Nominating Committee _____ Total _____ Alternates **Election Meeting Month:** _____
 Additional Information: _____

Audits Mid-year in January EB present in Feb GM present in March
 End-year in July EB present in Sept GM present in October

Check Signers President, Treasurer and _____

Bylaws Review _____ Minimum number _____ Maximum number

Membership Dues 2.25 – National PTA 2.00 – California State PTA 1.00 – Fourth District PTA
 0.50 – OUCPTA _____ – Our PTA **Total Dues:** _____

Standing Rules Adopted by majority vote at Association meeting. Amendments require a 2/3rds vote without previous notice – a majority vote with notice

Council Assessment _____ Due by October Meeting