

Proposed Bylaw Amendment #1 – Local Unit Requirements

Current Bylaw Revised June 2009:

Oregon PTA Bylaws

Article VII, Section 2, Paragraph (a) Local PTA/PTSA Units

SECTION 2. Oregon PTA requirements of a local PTA/PTSA unit:

a. Each local PTA/PTSA unit must have current copies of the following items on file at Oregon PTA office annually

1. Current officers list due by Nov. 1st
2. Standing rules due by Nov. 1st
3. Approved annual budget due by Nov. 1st
4. Membership lists first list due by Nov. 1st there after monthly
5. Federal Employer Identification Number (EIN) new units only
6. Year-end financial statement due by Nov. 1st
7. Copy of Annual Audit Report due by November 1st
8. Copy of IRS 990 (if required to file) due by Nov. 30th
9. Copy of CT-12 (if required to file) due by Nov. 30th
10. National PTA identification number (new units only)
11. Local PTA/PTSA units are required to purchase general liability and bonding insurance through

Oregon PTA or provide proof of equivalent coverage annually by November 30th.

Proposed Change:

Oregon PTA Bylaws

Article VII, Section 2, Paragraph (a) Local PTA/PTSA Units

Add by November 30th, at the end of paragraph.

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a. Each local PTA/PTSA unit must have current copies of the following items on file at Oregon PTA office annually, by November 30th.

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Rationale:

* This gives local units one (1) unified deadline for required documents to be filed with Oregon PTA.