

Bylaws Information Summary

INSTRUCTIONS: Use your bylaws to fill in the blanks and create your own quick reference guide.

PTA legal name: Corona-Norco Council of PTAs

PTA Council name: Corona-Norco Council of PTAs PTA District Name: 23rd District

PTA Organization date: January 1, 1929 Fiscal Year starts: July 1 Fiscal Year ends: June 30

National PTA ID #: 00051385 California PTA ID #: 00051385 EI #: 23-7024702

FTB #: 9780752 CT #: CT 0135772 Incorporated Units - Corporation #: _____

Membership dues: \$ _____ per member | \$2.25 National PTA | \$2.00 California State PTA
\$.50 District | \$.50 Council | \$ _____ (this amount remains in unit)

Officers: (check all your board positions) President Secretary Treasurer Parliamentarian Historian
 Executive Vice President | EVP serves notice of president's vacancy? Yes No

VPs - How many? 3 Corresponding Secretary Financial Secretary Auditor

Nominating Committee: # of members: 5 # of alternates: 2

Date officers assume duties (month/day - e.g. July 1): July 1

Association Meetings (week/day - e.g. 3rd Monday): Second Tuesday - 9:30am

Months: September, November, March, May

Annual Meeting/Election Month: Biennial - March | Quorum: 55

Special Meetings called at written request of 3 (number) of board members

Board Meetings (week/day - e.g. 1st Tuesday): Fourth Tuesday

Amount authorized for unbudgeted items between association meetings: \$ 1,000.00

Special Meetings called at written request of 3 (number) of board members | Quorum: 5

Council Membership: Council Assessment (if any): \$200 EI/\$100 Sec Due to council on: September Meeting

additional delegates for regular meeting: None Elected or Appointed in (month): _____

Length of term: _____ year(s) | # of additional delegates for Annual Meeting: None

Vice Presidents: (Add title/role for VPs- e.g. 'Programs Chairperson')

1st Vice President serves as Leadership

2nd Vice President serves as Membership

3rd Vice President serves as Advocacy

4th Vice President serves as _____

5th Vice President serves as _____

6th Vice President serves as _____

Due Dates - Send to council/district:

Board Roster June 1

Annual Budget August Meeting

PTA Insurance December/January

Annual Financial Report August Meeting

Adopted Audits August Meeting

Government Filings:

IRS 990 November 15

FTB 199 November 15

AG RRF-1 November 15

Additional Check Signer: (Elected officer not residing in the same household as president, secretary, treasurer, or auditor. Also, cannot be the secretary or auditor): President, Treasurer and EVP and Leadership

Standing Committees (List committees that function all year):

Membership	Programs	Fundraising	Safety	Hospitality	Family Engagement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> No Chair	<input checked="" type="checkbox"/> No Chair
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>