



## UNIT AND COUNCIL - GOOD STANDING CHECKLIST

To participate in PTA programs, qualify for awards, and be eligible for donations and grants, units and councils must be in “Good Standing” with the Mississippi PTA. The following items should be sent to Mississippi PTA by email to [misspta@ymail.com](mailto:misspta@ymail.com) or mail to P. O. Box 1937 Jackson, MS 39215.

Item	Format Sent	Due to MSPTA	Notes
Board Officers Form	Electronic or mail	September <b>30<sup>th</sup></b>	Officer information is submitted every year even if there are no officer changes
Membership Dues (for local units only)/Membership List	Mail, w/Dues Remittance Form	Monthly by the <b>25<sup>th</sup></b>	Submission thru Givebacks (formerly Memberhub). Please Note: A membership list must accompany dues submitted either electronically or by mail. A template can be found on the website; <a href="http://www.misspta.org">www.misspta.org</a>
Audit/Financial Review	Electronic or mail	<b>October 31<sup>st</sup></b> - or once approved by general membership	Refer to Mississippi PTA website for forms. <a href="http://www.misspta.org">www.misspta.org</a>
Copy of IRS 990 Due November 15	Electronic or mail	Within 30 days of filing.	990N-forward email receipt to misspta@ymail.com 990-EZ and 990, send full copy.
Bylaws	Mail/email with signatures	Every <b>five (5%)</b> years from date of last approval	Bylaws are reviewed, utilizing the most current template, and updated with new requirements. For a copy of your current PTA Bylaws contact <a href="mailto:mississippi.ptabylaws@gmail.com">mississippi.ptabylaws@gmail.com</a>
Registration with Miss Secretary of State			All Local PTA/PTSA's must file Articles of Incorporation and register as a Charity with the Secretary of States' Office - <b>601-359-1599</b> <a href="https://www.sos.ms.gov/charities">https://www.sos.ms.gov/charities</a>