

## **ORGANIZING DOCUMENT CHECKLIST:**

- Has your unit applied for your Federal EIN Tax ID Number? You can apply on-line at [www.irs.gov.Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov.Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online).
- Has your unit enclosed \$3.50 along with a dues transmittal form for each member? (\$1.25 for Mississippi PTA dues and \$2.25 for National PTA dues.) Make check payable to Mississippi PTA. Mississippi PTA will forward the national dues portion to National PTA.
- Has your unit attach a list of chartering members to this application?
- Has your unit enclosed three (3) copies of bylaws as adopted by the general membership?
- Has your unit completed the officer information?

Thank you, upon receipt of application, bylaws will be sent to the Bylaws Approval Committee. When bylaws are approved, a charter certificate will be issued to your PTA/PTSA.

**IMPORTANT!**

**A minimum of 25 members are required for organization!!!**



501(c) 3 Application: Organizing Document

NEW UNITS or Units Applying for Nonprofit, 501(c) 3 Status Complete this form.

PTA/PTSA
Address of PTA/PTSA City, State, Zip

Federal EIN Tax ID Number County

Articles of Association of the Mississippi Congress of Parents and Teachers dba PTA/PTSA.

The undersigned, a majority of whom are citizens of the United States, desiring to form a Non-Profit Association under the Non-Profit Association Law of Mississippi, do hereby certify:

First: The name of the Association shall be PTA/PTSA.

Second: The place in this state where the principal office of the Association is to be located is the City of in County.

Third: Said Association is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Fourth: No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the Association shall be the carrying on of propoganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by an Association exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an Association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

(If reference to federal law in articles of Association imposes a limitation that is invalid in your state, you may wish to substitute the following for the last sentence of the preceding paragraph:

"Notwithstanding any other provision of these articles, this Association shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this Association.")

Fifth: Upon the dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes. In witness whereof, we have hereunto subscribed our names this day of.

**Sixth:** The names and addresses of the persons who are the initial trustees of the Association are as follows: (List ALL board members, their positions and their home addresses. Use additional paper, if necessary.)

Name \_\_\_\_\_ President  
Home Address \_\_\_\_\_ City, State Zip \_\_\_\_\_  
Best Phone: \_\_\_\_\_ ( ) \_\_\_\_\_  Cell  Work  Home  
E-Mail: \_\_\_\_\_

Name \_\_\_\_\_ Vice President(s)  
Home Address \_\_\_\_\_ City, State Zip \_\_\_\_\_  
Best Phone: \_\_\_\_\_ ( ) \_\_\_\_\_  Cell  Work  Home  
E-Mail: \_\_\_\_\_

Name \_\_\_\_\_ Secretary  
Home Address \_\_\_\_\_ City, State Zip \_\_\_\_\_  
Best Phone: \_\_\_\_\_ ( ) \_\_\_\_\_  Cell  Work  Home  
E-Mail: \_\_\_\_\_

Name \_\_\_\_\_ Treasurer  
Home Address \_\_\_\_\_ City, State Zip \_\_\_\_\_  
Best Phone: \_\_\_\_\_ ( ) \_\_\_\_\_  Cell  Work  Home  
E-Mail: \_\_\_\_\_

**Seventh:** No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by a Association exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an Association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

(If reference to federal law in articles of Association imposes a limitation that is invalid in your state, you may wish to substitute the following for the last sentence of the preceding paragraph:

"Notwithstanding any other provision of these articles, this Association shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this Association.")

**Eighth:** Upon the dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

In witness whereof, we have hereunto subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_.  
(date) (month, year)

**All board members must print their names and sign below.**

Printed Name

Signatures

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Date Applied for EIN: \_\_\_\_\_

Date Checking Account Opened: \_\_\_\_\_

**Mail this document to:  
MS PTA  
P. O. Box 1937  
Jackson, MS 39215-1937**