

The Standards of Affiliation Outline Requirements

The Standards of Affiliation list requirements for Local PTAs to be considered Active and in Good Standing with Texas PTA. The Standards ensure that Local PTAs align all communications and actions with Texas PTA's vision, mission, values, and policies and to comply with applicable federal laws.

Standards of Affiliation:

Each membership year, Local PTAs must meet both of the following requirements to attain **Active Status** with Texas PTA. The membership year begins on August 1.

1. Remit to Texas PTA state/national membership dues for at least 20 members.
2. Submit to Texas PTA the name and contact information (mailing address, phone number, and email address) of at least one current board member, preferably the President.

Local PTAs must comply with all of the following standards to remain in **Good Standing** with Texas PTA. Local PTAs that do not maintain Good Standing will be subject to a Local PTA Retention Plan as described below.

1. Maintain Active Status with Texas PTA. (see requirements above)
2. Report all members and remit all state/national dues to Texas PTA each year.
3. Submit to Texas PTA the name and contact information for each board member within 15 days of election or appointment.
4. Annually file Form 990 tax return with the IRS within 60 days of fiscal year end.
5. Review Local PTA bylaws and standing rules (if applicable) every three years and submit to Texas PTA for approval.

Local PTA Retention Plan: (initiated when a Local PTA does not maintain Good Standing)

- Notification: Texas PTA will notify the Local PTA of the action(s) required and allow the Local PTA 60 days, from the date of the notification, to attain Good Standing.
- Restriction: A Local PTA that does not attain Good Standing within 60 days of the original notification will enter a restriction period. While in this restriction period, the Local PTA is not eligible for awards, programs or grants administered by Texas PTA or National PTA.
- Intervention: If the Local PTA remains non-compliant after 45 days in the restriction period, Texas PTA will assign a Support Team to assist them, including the development of a written action plan to attain Good Standing. Restrictions will remain in place until an action plan is approved.
- Restructure: For Local PTAs that do not attain Good Standing following the notification, restriction and intervention periods, Texas PTA will begin the process of restructuring the leadership of the Local PTA or revoking the Local PTA's charter.

Retention Plan Implementation Timeline

	August 2017	Sept. 2017	Oct. 2017	Nov. 2017	Dec. 2017	Jan. 2018
First snapshot						
Second snapshot						
Official snapshot						

If you have any questions about Bylaws or Standards of Affiliation, contact your Council President or Field Service Representative. If you need contact information for your Council President or Field Service Representative, call 1-800-TALK-PTA.