



Amendments to Local Bylaws Template and Standards of Affiliation

July 21, 2017

Special Notice: Bylaws Template amendments effective August 1, 2017

As the chartering agent, Texas PTA provides a bylaws template, including required language. The Texas PTA Board of Directors approves template amendments, which are automatically incorporated into the Local and Council Bylaws, and do not require the approval of membership. To ensure your PTA Bylaws are on the most current template, go txpta.org and request a copy.

Local Bylaws Template amendments:

- **Articles IV. Relationship with Texas PTA, Section 3. Harm to Brand or Name** now reads: *“Texas PTA may withdraw the charter or remove an officer of a Local PTA with notice given to the Local PTA leadership if, in the opinion of Texas PTA, the Local PTA is jeopardizing or endangering the good will or good name of Texas PTA.”*
- **Article VII. Nominations and Elections, Section 1. Nominating Committee, B. Election of Committee** now reads: *“The nominating committee shall be elected by plurality vote at a regular association meeting prior to the election meeting. The election shall be by ballot. When the number of nominees is less than or equal to the number of positions on the committee, the election may be by acclamation. The nominating committee shall elect its chair.*

Election of Alternates. *Alternates shall serve in order of rank, when there is a vacancy or absence on the nominating committee. When the nominating committee is elected by ballot, those nominees not elected to the committee shall be alternates, ranked according to the number of votes received. When the nominating committee is elected by acclamation, nominations for alternate shall be taken from the floor and each person nominated shall serve as an alternate, ranked in the order nominated.”*

- **ARTICLE VII. Meetings, Section 1. Regular Meetings** now reads: *“Meetings of the association shall be held in the months of (list of months) time and date to be established by executive board.”*
- **Article XV. Amendment of Bylaws, Section 2. Review**, now reads: *“This Local PTA shall submit bylaws (and standing rules if applicable) to the Texas PTA for review every three (3) years.”*

In addition to Bylaws, each PTA must meet the requirements outlined in the Standards of Affiliation to achieve Active or Good Standing status with Texas PTA, the chartering agent. As a reminder, the Standards of Affiliation Retention Plan became effective August 2016. *Please see the standards, retention plan and implementation timeline on page two.*

Standards of Affiliation Amendments:

- **Good Standing Requirement 4** of the Standards of Affiliation now reads *‘Annually file Form 990 Return of Organization Exempt from Income Tax with the IRS within 60 days of fiscal year end.’*
- **Good Standing Requirement 5** of the Standards of Affiliation now reads *‘Review Local PTA bylaws and standing rules (if applicable) every three years and submit to Texas PTA for approval.’*

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.



As a reminder, the Standards of Affiliation Retention Plan became effective August 2016. Each PTA must meet the requirements outlined in the Standards of Affiliation to achieve Active or Good Standing status with Texas PTA, the chartering agent.

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

	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018
First snapshot						
Second snapshot						
Official snapshot						

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.

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