

# Amendments to Local Bylaws Template and Standards of Affiliation

## Special Notice: Bylaws Template amendments effective August 1, 2018

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](http://txpta.org) and request a copy.

- **Throughout:** “**Membership Meeting**” replaced “Association Meeting;” and “**Executive Board**” replaced “Board” for the sake of consistency and clarity.

- **Articles IX. Executive Board.** *now reads*

**Section 2. Eligibility.** Executive Board Members Shall:

- subscribe to, believe in and support the mission and purposes and policies of National PTA and Texas PTA;
- agree to join the association promptly, if not a current member at the time of election or appointment;
- receive no compensation from the association except reimbursement for reasonable expenses as set forth in PTA policies and procedures;
- have served no more than two (2) consecutive terms in the same position; and
- sign a confidentiality agreement on an annual basis.**

**Section 7. Executive Board Member Duties.** The duties of each executive board member shall be to:

- be a graduate of the Texas PTA Leader Orientation or complete the course by October 15 after election or appointment;
- submit a written Plan of Work to the executive board for approval;
- have a current copy of the Local PTA bylaws;
- deliver to successor or the president all official materials within fifteen (15) days following the date on which the successor assumes duties;
- attend all meetings of the association;
- sign the ethics/conflict of interest policy, as adopted;
- refrain from making any slanderous or defamatory statement(s) that will in all likelihood result in harm to the PTA name or brand;**
- publicly present a united front on decisions made as an Executive Board;**
- maintain confidentiality as a member of the Executive Board;**
- abide by the policies and procedures as set forth by Texas PTA; and
- perform the duties outlined in these bylaws, governing documents and those assigned by the president.

**Section 9. Removal and Resignation.** **At least two -thirds (2/3) of all members of the executive board then in office must vote in the affirmative to remove any executive board member with cause.** Any executive board member may resign at any time by delivering a written resignation to the Local PTA president or secretary.

- **Standards of Affiliation** Good Standing Requirements *now reads*

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.

- Maintain Active Status with Texas PTA.<sup>1</sup>
- Report all members and remit all state/national dues to Texas PTA each year.
- Submit to Texas PTA the name and contact information for each executive board member within 15 days of election or appointment.<sup>2</sup>
- Review Local PTA bylaws (and standing rules, if applicable) every three years and submit to Texas PTA for approval.<sup>3</sup>
- Annually file **and have accepted by the IRS** Form 990 Return of Organization Exempt from Income Tax within 60 days of fiscal year end.<sup>4</sup>

**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.

**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.

<sup>1</sup> Active Status is used to determine eligibility in many Texas PTA programs and services. Please reference specific program eligibility requirements to ensure your PTAs participation.

<sup>2</sup> PTAs submit executive board member information to Texas PTA electronically via the Texas PTA website.

<sup>3</sup> Bylaws are submitted via the Bylaws Submission Form found on the Texas PTA website.

<sup>4</sup> To ensure acceptance by the IRS, we recommend that all forms (990N, 990EZ, and 990) be filed electronically.

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.

Each PTA must meet the requirements outlined in the Standards of Affiliation to achieve Active and Good Standing status with Texas PTA, the chartering agent. Achieving Active or Good Standing Status early in the membership year will ensure that your PTA is eligible to participate in Texas and National programs. Not achieving Good Standing could result in Texas PTA restructuring the Local PTAs leadership or withdrawing the Local PTAs charter. As a reminder, the Standards of Affiliation Retention Plan became effective August 2016.

## 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.<sup>1</sup>
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 executive board member within 15 days of election or appointment.<sup>2</sup>
4. Review Local PTA bylaws (and standing rules, if applicable) every three years and submit to Texas PTA for approval.<sup>3</sup>
5. Annually file and have accepted by the IRS Form 990 Return of Organization Exempt from Income Tax within 60 days of fiscal year end.<sup>4</sup>

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## Retention Plan Implementation Timeline

	Sep 2018	Oct 2018	Nov 2018
1. Courtesy Status Reminder			
2. Courtesy Status Reminder			
<b>Official Notification</b>			

Texas PTA will begin to communicate the status of each PTA in October, as a courtesy. In early December, any PTAs not in Good Standing will receive official notification as listed in the Retention Plan above.

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