



Amendments to Local Bylaws Template and Standards of Affiliation

Special Notice: Bylaws Template amendments effective August 1, 2019

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 on the new template.

- **Duplicate Numbering:** All duplicate number references have been replaced by a single reference, as outlined by Texas PTA parliamentarian. *Where? Throughout.*
- **Basic Principals and Policies:** Basic Principals were updated to reflect National PTA's. The Basic Policies Article was added to maintain language regarding 501©(3) requirements. *Where? Article II and III.*
- **Filling Vacancies of Officers:** Language added to ensure the Executive Board knows the method to fill a vacancy in any officer position. *Where? Article VII. Officers Section 4. Vacancy in Office.*
- **Training Requirements:** Training language updated to include both components of FOUNDATIONS Leader Orientation as a duty of each officer, except the Principal (newly added to list of Executive Board Members), who has their own training requirement. *Where? Article VII. Officers. Section 5. Duties of Officers; and, Article X. Executive Board. Section 7. Executive Board Member Duties.*
- **Special Meeting Notice:** Language added to clarify special meeting notice requirements. *Where? ARTICLE IX Membership Meetings Section 4. Special Meetings; and, ARTICLE X Executive Board Section 8. Meetings. B. Special Meetings*
- **Financial Reconciliation Committee Appointment:** Requirement moved to final membership meeting. *Where? ARTICLE IX Fiscal Accountability Section 3. Financial Reconciliation C.*
- **Co-Chairs are Prohibited:** Language added to clarify that people cannot share a position. *Where? ARTICLE XI. Executive Board. Section 6; and, throughout at reference of committee chairs.*
- **Phases of Retention Plan:** Language added to clarify length of each Retention Plan Phase. *Where? Standards of Continuing Affiliation Retention Plan.*

If you have any questions about Bylaws or Standards of Continuing 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.

Standards of Affiliation for Local PTAs

The Standards of Continuing Affiliation are minimum standards every PTA must meet annually to achieve Good Standing status with Texas PTA, the chartering agent. They can be found on the last page of your Bylaws. 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.

Standards of Continuing 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.¹
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.²
4. Review Local PTA bylaws (and standing rules, if applicable) every three years and submit to Texas PTA for approval.³
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.⁴

1. *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.*
2. *PTAs submit executive board member information to Texas PTA electronically via the Texas PTA website.*
3. *Bylaws are submitted via the Bylaws Submission Form found on the Texas PTA website.*
4. *To ensure acceptance by the IRS, all forms (990N, 990EZ, and 990) should be filed electronically.*

What can you do now?

- ✓ Contact last year's President or Treasurer to make sure the Form 990 was filed electronically with the IRS for 2018-19.
- ✓ Check the date on your Bylaws and Standing Rules. Are they more than 3 years old? If so, follow the directions at txpta.org/bylaws to amend or update them.
- ✓ Mail in Membership Rosters and Dues at least monthly!
- ✓ Report Officer information online immediately, if you haven't already.

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

Notification: Texas PTA will notify the PTA of the action(s) required to attain Good Standing. The Local PTA will have 60 days, from the date of the notification, to meet all Good Standing requirements to avoid moving into the Restriction Phase.

Restriction: While in the Restriction Phase, the Local PTA is not eligible for awards, programs or grants administered by Texas PTA or National PTA. The Local PTA will have 45 days to meet all Good Standing requirements to avoid moving into the Intervention Phase.

Intervention: Once in the Intervention Phase, Texas PTA will assign a Support Team to assist the Local PTA, including the development of a written action plan to attain Good Standing. The Local PTA will continue to be ineligible for awards, programs and grants administered by Texas PTA and National PTA until Good Standing is achieved. **With cause, Texas PTA may place a Local PTA that has not met all Good Standing Requirements into the Intervention Phase early.*

Restructure: For Local PTAs that do not attain Good Standing following the Notification, Restriction and Intervention Phases, Texas PTA may begin the process of restructuring the leadership of the Local PTA or revoking the Local PTA charter.

Dates to Remember

Texas PTA will begin to communicate the status of each PTA in September and again in October, as a courtesy. In November, any PTAs not in Good Standing will receive official notification.

- November 13, 2019, Notification Phase begins
- January 13, 2020, Restriction Phase begins
- February 27, 2020, Intervention Phase begins
- March 13, 2020, Restructure Phase begins

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

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