



## Local PTA Standards of Continuing Affiliation

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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.
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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> (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.<sup>2</sup>
  4. Annually file Return of Form 990 Organization Exempt from Income Tax 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.<sup>3</sup>
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### **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.

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 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.