



## **NDPTA Unit Standards of Affiliation/ “In Good Standing” Policy and Requirements**

A local PTA/PTSA Unit must be in compliance with this policy in order to be considered in good standing and recognized as a PTA. Local unit and council officers should be familiar with their unit bylaws, NDPTA Unit “In Good Standing” Policy and Requirements, 501 (c)(3) guidelines as well as the PTA Mission, Vision and Values.

### **Unit Standards of Affiliation/“In Good Standing Criteria”**

A local PTA/PTSA Unit in good standing is one which:

1. Adheres to the purposes and basic policies of National PTA;
2. Remits membership report with payment of state and national portion of membership dues by monthly deadlines;
3. Has bylaws approved and on file according to the procedures of the NDPTA;
4. Annually files form 990/990EZ or 990N with the IRS;
5. Annually elects unit officers and submits officer’s form ;
6. Annually submits insurance payment to AIM;
7. Maintains minutes of ALL membership meetings;
8. Conducts an annual financial review at end of PTA year.

### **Non-compliance Policy:**

If a unit is found to have missed one of the above requirements, the NDPTA state office and/or membership committee will contact the unit and provide a list of steps needed to remain “In Good Standing”; the unit will have 45 days to complete.

If still not “In Good Standing” at the end of the 45 day period, the unit officers will be required to meet with NDPTA representatives to show that efforts are being made to regain “In Good Standing” status. The NDPTA will assist the unit with a plan and steps towards that goal. If the unit agrees to the plan, the unit may be given a final 45 days to complete all Standards of Affiliation requirements, as well as show a plan for assuring compliance in the future.

If no plan or desire to be a unit “In Good Standing” exists, the unit will be dissolved. Dissolved units will no longer be under the NDPTA 501 (c)(3) status, or considered a PTA unit. The unit must immediately notify its members of its dissolution and cease all business. All remaining funds and assets must be remitted to the NDPTA office within 15 days. The NDPTA has the authority to re-disperse funds and assets to other local units or councils.

## **Standards of Affiliation / *In Good Standing*** **Checklist and Deadlines**

To comply with 501(c)(3) guidelines and to meet the Unit “In Good Standing” criteria listed above, each year **you are required to provide the following to the NDPTA State Office by the designated date:**

- Bylaws:** Copy of current Bylaws on file with State Office. Bylaws should be updated/revised **every 3 years**.
- Membership Reporting Dues Form:** Membership reporting must arrive at State Office by the **30<sup>th</sup> of each month** even when there are no new members
- Financial Review:** Copy of report of prior year **due by October 15<sup>th</sup>**.
- 990/990 EZ or Form 990N (e-Postcard) Filed with IRS:** Copy **due by October 15<sup>th</sup>**.
- Insurance:** Annual payment to AIM **due prior to October 15<sup>th</sup>**. NDPTA requires General Liability Insurance for all units. Other insurance coverage choices are available from AIM should your unit desire to have coverage beyond General Liability.  
**NOTE: Insurance needs to be paid directly to AIM.**
- Officer List:** Form with names/emails **due by June 1, 2017**.
- Officer Training:** Annual training required for **all** unit officers. (All officers required to sign off annually through the State Office on the list of updates for the current year.)  
**All officers required to attend training annually provided by the Local Council or the State Office.** The sentence in ( )'s would be omitted.

***All items to be submitted to the State Office may be sent electronically if desired. Insurance payment must be sent directly to AIM.***

**Send to:**  
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