



## 2018-19 Standards for Continued Affiliation with Nevada PTA

**Purpose:** Provide standards for continued affiliation with Nevada PTA and to provide the process to be used when working with a PTA affiliate that is not in compliance with the Standards for Continued Affiliation. PTA affiliates refer to all chartered in Nevada.

**Background:** Local PTAs fall under the corporation of Nevada PTA and as such, must abide by the outlined standards to maintain their affiliation with Nevada PTA and National PTA. As a 501(c)(3), there are many requirements placed on the association by the IRS; therefore, Nevada PTA has a duty of care and responsibility to ensure local PTAs adhere to those requirements.

Nevada PTA's staff and the Leadership Vice President shall be responsible for monitoring compliance of all PTAs.

### Units in Good Standing:

1. Adhere to the purposes and basic policies of PTA
2. **Officers' Roster:** Submit names and contact information of newly elected officers within 10 days of the election, but no later than July 15<sup>th</sup>.  
[Link to Submit Officers Electronically](#)
3. **Dues:** Send membership dues and dues remittance forms to Nevada PTA on a monthly basis (PTAs must have at least 10 members to operate) the first submission is due no later than September 30<sup>th</sup>.
4. **Budget:** Submit a copy of the current membership approved PTA budget to Nevada PTA by September 30<sup>th</sup>
5. **Insurance:** Must maintain coverage through AIM Companies and pay bill in timely manner.
6. **Training:** Have the president, treasurer and secretary will attend training every year by October 31<sup>st</sup> – president's treasurers and secretaries elected after October 31<sup>st</sup> must be trained within 30 days. All PTA members are invited to training.
7. **Financial Review:** Submit a copy of the completed PTA financial review report form and final treasurer's report to Nevada PTA by January 1<sup>st</sup>
8. **Taxes:** Submit a copy of IRS form 990, 990 EZ or 990-N e-postcard to Nevada PTA by January 1<sup>st</sup>.
9. **Bylaws:** Have bylaws updated to most recent template, reviewed and approved by Nevada PTA at least every five (5) years.
10. Comply with IRS regulations governing 501(c)(3) organizations
11. Make all records of the local PTA available to a Nevada PTA representative upon request

### Benefits of Compliance with Standards

1. Access to State and National PTA Programs
2. Maintain the PTA's 501(c)(3) designation
3. Help to ensure that the PTA is in compliance with insurance requirements
4. Use PTA materials and attend PTA events at rates charged to PTAs
5. Participation in awards programs at state and national levels
6. Use of official PTA and PTSA logo
7. Use of service marks (including PTA® and PTSA® in conjunction with the name of the local PTA
8. Send voting delegates to Nevada PTA's and National PTA's annual conventions
9. Submit resolutions, amendments to Nevada PTA bylaws, and nominations for Nevada PTA offices for consideration by Nevada PTA
10. Eligible for grants and program participations funds

### Process for Compliance with Standards

The Region Director or councils shall do a monthly review of the unit status and make monthly contact with local PTAs that are not in good standing and offer assistance for bringing them into good standing.

In the event that a local PTA fails to meet the minimum standards for units in good standing, that PTA will be notified in writing of the intent to revoke the PTA's charter with Nevada PTA by Nevada PTA. If the local PTA is affiliated with a school, that school's administration will be copied on the written notice of revocation.

All requirements, except dues, submitted via email. Please do not mail budgets, bylaws or Financial Reviews via USPS. We are a paper free association.

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