



## Standards for Continued Affiliation with Nevada PTA

**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. 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. If the local PTA is affiliated with a school, that school's administration will be copied on the written notice of revocation.

Units in Good Standing:

1. Adhere to the purposes and basic policies of PTA.

[PTA's mission](#) is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

2. **Submit required records electronically using unit Memberhub by September 30**

- **Officers' Roster:** Submit names and addresses of newly elected officers within 10 days of the election, but no later than July 15. [Submit Roster HERE Electronically](#) Officer info must be in MemberHub also.
- **Dues:** Enter membership and remit dues and dues remittance forms to Nevada PTA on a monthly basis in [Memberhub](#) (PTAs must have at least 10 members to operate) the first submission is due no later than September 30
- **Insurance:** Must maintain coverage through AIM Companies and pay bill in timely manner.
  - Policies run November 1 – November 1. Look for invoice in email the first week of September.
  - Renew online at [AIM](#)
- **Financial Review:** Complete at end of fiscal year (6/30) and if transitioning Treasurer. [Instructions](#)
- **Budget:** Submit a copy of the current approved PTA Budget to Nevada PTA by September 30
- **Taxes:** Submit a copy of IRS Form 990, 990 EZ or 990-N e-postcard to Nevada PTA by September 30. We suggest you complete your taxes as part of your Financial Review.
- **Bylaws:** Have bylaws updated to most recent template, reviewed and approved by Nevada PTA at least every three (3) years

3. **Training:** Have the president, secretary and treasurer attend training every year by October 31, Presidents, secretaries and treasurers who are elected after October 31 must be trained within 30 days of taking office.

- Sign up at PTA.org for the [Local Leader Kit](#)
- All officers complete [eLearning](#) required courses listed [here](#)
- Sign Up for the [PTA Boot Camp](#)

4. Comply with IRS regulations governing 501(c)(3) organizations
5. Make all records of the local PTA available to a Nevada PTA representative upon request

Benefits of Compliance with Standards

1. Access to Nevada PTA and National PTA programs; use of PTA materials and attendance at PTA events,
2. Maintain the PTA's 501(c)(3) designation
3. Use of service marks (including PTA® and PTSA® in conjunction with the name of the local PTA
4. Participation in awards programs at state and national levels. Eligible for grants and program participation funds
5. Send voting delegates to Nevada PTA and National PTA annual conventions; submit resolutions, amendments to Nevada PTA bylaws,