

PTA STANDARDS OF AFFILIATION

Bylaws - Article IV: Relationship with National PTA and Maryland PTA

This local PTA/PTSA shall be organized and chartered under the authority of Maryland PTA in the area in which this local PTA/PTSA functions, in conformity with such rules and regulation, not in conflict with National PTA bylaws, as Maryland PTA may in its bylaws prescribe. Maryland PTA shall issue to this local PTA/PTSA an appropriate charter evidencing the due organization and good standing of this local PTA/PTSA.

A local PTA/PTSA in order to meet the standards of affiliation shall:

a) Adhere to the purposes and basic policies of the National and Maryland PTA;
b) Remit the national and state dues to the Maryland PTA office by dates designated; <i>(preferably remit dues collected monthly to MD PTA)</i>
c) Have bylaws approved every three (3) years according to the procedures of Maryland PTA; <i>(question about your bylaws, contact the Council office-office@ptachc.org)</i>
d) Have a minimum of twenty-five (25) members;
e) Shall submit the names and contact information including phone number, address and email address of all elected officers to the Maryland PTA office within two (2) weeks of election; <i>(and please send to Council too - office@ptachc.org)</i>
f) Remit bonding, liability and directors and officers insurance premiums by the date designated; <i>(this is July 1)</i>
g) Have an EIN (Employer Identification Number) from the Internal Revenue Service (IRS) on file with the Maryland PTA; <i>(every PTA has one already)</i>
h) Maintain its status as a corporation, have as required by MD Non-Profit law, at a minimum a president, secretary and treasurer;
i) <i>Files the appropriate tax forms, by the required dates,</i> with the IRS AND submit a copy to the Maryland PTA office within 30 (thirty) days of filing. <i>(this 990N or 990EZ due no later than Nov 15 - form found at IRS.gov)</i>
j) Each local PTA shall submit a copy of its annual financial review, to Maryland PTA within one hundred twenty (120) days <i>(this is Oct. 30)</i> following the end of the local's fiscal year.
k) <i>Files all appropriate state forms with the appropriate state authorities by the required date</i> AND submit a copy to the Maryland PTA office within 30 days of filing; <i>(Personal Property Return due by April 15 of each year-http://www.dat.state.md.u/sdatweb/personal.html)</i>
l) <i>Sends at a minimum 2 board members,</i> one of which is the treasurer, to be trained by the Council, Maryland PTA or National PTA within 180 days of taking office. Training must include financial training regarding the required Maryland and IRS tax forms.