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National PTA® Governance Policy Manual

Adopted – June 2007
Portions amended by National PTA® Board of Directors
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PTA Vision

Every child's potential is a reality

PTA Mission

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PTA Values

Collaboration: We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

Commitment: We are dedicated to children's educational success, health, well-being, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.

Diversity: We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

Respect: We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.

Accountability: All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

NATIONAL PTA® GOVERNANCE POLICY MANUAL

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National PTA Policies

The governance policies are adopted for the purposes of implementing provisions of the bylaws, furnishing procedures for officers, committees and staff in the performance of their respective duties, and providing a policy manual for National PTA.

All policies in this manual are approved by the National PTA Board of Directors.

Upon Board approval of amendments to this manual, it shall be updated within ten (10) business days following said meeting and upon completion of updating shall replace the previous version in the location deemed appropriate for access. The date of the Board meeting at which approval has occurred shall appear on the cover page and as the footer on all pages of the document to identify it as the most current version of the document.

National PTA Governance

1.01 Policy for Members of National PTA Governance Structure

Members of the National PTA governance structure include all members of the Board of Directors, standing committees, and special committees.

1.02 Bylaws, Policies and Procedures Compliance

All governance members are accountable to follow established National PTA bylaws, policies, and procedures. Failure to comply could result in sanctions or removal by the Board of Directors in accordance with 1.03 Policy for Removal.

1.03 Policy for Removal

By the 2/3rd vote of the National PTA Board of Directors, any member of a committee, officer, and Board of Directors who fails to meet the qualifications or to fulfill the responsibilities of the position may be removed.

1.04 Responsibilities of the Board – Qualifications and Responsibilities

In addition to National PTA Bylaws, each member of National PTA's governance structure:

1. Shall sign a Statement of Understanding (Contract) (Appendix 1B) and Conflict of Interest Disclosure Form (Appendix 1A), and Affirmation of Residency Form (Appendix 1C)
 - a. For purposes of National PTA policy there are three questions that determine residency (and for which there is verifiable documentation if requested):
 1. In what state is your primary home located?
 2. In what state are you registered to vote?
 3. From which state is your current driver's license or state ID issued?

If the answers to the three questions are the same, you will be deemed a resident of that state. If you have different answers to the questions, the state with at least two answers for the purpose of residency will be determined to be your primary residence state. The sole exception to this policy is members of the European Congress living in European military communities, who will be deemed residents of Europe if they are living in Europe at the time of their election.

2. Youth members shall be 18 years of age, but not more than 21 years of age on date of appointment.
3. Shall speak on behalf of the adopted positions of National PTA, when acting in their

- capacities as PTA leaders.
4. Ensure that biennial performance assessments to formally evaluate the association's success and impact in fulfilling its mission, goals and objectives will be conducted by means of a special committee or external review in odd-numbered years.
 5. Will personally make a monetary contribution to National PTA and/or the Endowment Fund at a minimum level of \$100 within each fiscal year of term of service (July 1 through June 30).
 - a. Contributions can be made in installments throughout the fiscal year and/or through the donation section of a submitted Expense Report Form.
 - b. At least \$50 must be submitted by January 1st of each fiscal year of the board member's term of office.
 - c. The total amount of \$100 must be paid in full by the start of the convention of each year of the board member's term of office.
 - d. Board members who do not meet the above deadlines will be contacted by the National PTA president and given 30 days to come into compliance.
 - e. The President may waive the contribution requirement on a case by case basis.
 6. In addition to National PTA Bylaws, and Statement of Understanding, members of National PTA Board of Directors shall:
 - a. Review and approve or amend policies, procedures, and job descriptions.
 - b. Review, make recommendations, and approve or amend committees' plans of work.
 - c. Follow the policy on resolutions and ratify convention resolutions after adoption by delegates at the post-convention board meeting.
 - d. Conduct an annual review of the Executive Director and participate in the review process as determined by the Board of Directors upon the recommendation of the Executive Director Performance Review Task Force.

1.05 Ethics/Code of Conduct Policy

The personal conduct of the members of the National PTA governance structure directly affects the image of National PTA. Therefore, each member shall:

1. Recognize that the chief function of National PTA is to serve the best interests of children and youth.
2. Be knowledgeable about National PTA's bylaws, policies, procedures, programs, finances and management.
3. Comply with National PTA's bylaws, policies, and procedures.
4. Abide by and support publicly all positions and decisions of National PTA's Board of Directors.
5. Prioritize association goals over personal goals at all times.
6. Conduct all association and operational duties with professional competence, fairness, impartiality, honesty, efficiency, and effectiveness while demonstrating the highest standards of personal integrity.
7. Exercise discretion, sensitivity, and sound judgment in discussing National PTA matters, protecting all privileged or confidential information.
8. Exemplify responsiveness and open communication in fulfilling the duties and responsibilities as assigned.
9. Avoid promotion of or profit from any activity in conflict with the mission and policies of National PTA.
10. Exhibit nonpartisan conduct while serving within the National PTA governance structure.

1.06 Confidentiality Policy

All members of the National PTA governance structure shall ensure that all:

1. Confidential or privileged information is not disclosed.
2. Nonpublic information about other persons or organizations is treated as confidential and is not disclosed.
3. Confidential documents and papers, regardless of medium, are returned or destroyed at the direction of the President.

1.07 Guidelines for National PTA Board Member Involvement in Political Activity

The PTA represents parents, educators, community leaders and anyone concerned with the welfare of children and youth; PTA has been advocating for their health, safety, education, protection, and general welfare for over 100 years. PTA representatives should conform to the requirements of the law, both in service to the PTA and in their personal affairs. They should observe high standards of conduct so that the integrity, independence, and tax exemption of the PTA may be preserved.

- I. The following rules which govern activities of members of 501(c) 3 associations should be observed:
 - A. Except as stated in Section 1.06 2. an officer, employee, or volunteer of the National, any state or local PTA, acting solely in his or her individual capacity, may participate freely in the partisan political process.
 - B. However, in one's official capacity as an officer, employee, or volunteer of the PTA, an individual may not:
 - i. Make speeches for a partisan political association or candidate or publicly endorse a candidate for public office.
 - ii. Submit funds for or pay an assessment or make a contribution to political gatherings, or purchase tickets for political party dinners or other functions.
 - iii. Endorse a political candidate.
 - C. If a PTA official speaks at a campaign rally supporting a particular candidate, he or she should not be introduced in his or her official capacity. Any written material in which an individual's name appears clearly should state that his or her affiliation with PTA is noted for identification purposes only.
 - D. A PTA official may not use any of the association's resources in support of a partisan political campaign, and must clearly indicate that they are acting in their personal capacity, and not as officials of the association.
2. An elected officer of National PTA may not seek nor hold an elected national partisan political office while serving as an officer of National PTA.
3. In addition, there are general basic responsibilities of nonprofit boards that should be strongly considered:
 - A. Avoid even the appearance of a partisan political activity that might embarrass the board or the association, and disclose any possible conflicts to the board in a timely fashion.
 - B. Maintain independence and objectivity and do what a sense of fairness, ethics and personal integrity dictate, even though not necessarily obliged to do so by law, regulation, or custom.
 - C. The position statements made by National PTA are made only after input and vote by the National Board and/or the delegates at convention. Once the position has been

adopted it is the position of our association. While everyone is not always in agreement with each position, it remains the responsibility of the Board members to not publicly speak against those positions.

These guidelines are designed to serve as a resource for the development of similar guidelines for state and local PTAs. Specific activities may require consultation with your legal counsel.

1.08 National Constituent Association Advisory Council

The National Constituent Association Advisory Council contributes to the overall strategy of National PTA by exposing emerging issues and providing feedback for ongoing adjustment and evaluation in National PTA's strategic plan.

1.09 Committees

Introduction to Committee work

Committees, defined by the National PTA Bylaws, help bring recommendations to the Board of Directors and carry out the work of the association. Each committee will have a purpose, as addressed in the committee job description or charge defined by its plan of work that includes strategic goals or tactics to be addressed by the committee. Each committee is assigned a staff liaison, with the exception of the Executive Director Performance Review Committee, to work closely with the committee chair and its members to facilitate the work and deliberations of the committee. The Executive Director will make all staff liaison assignments.

Role of the Committee Chair

Committee chairs are either appointed by the President or assigned by office per the National PTA Bylaws. Committee chairs will be provided a Committee Chair Manual at the beginning of their term to use as a reference for responsibilities.

The committee chair is responsible for setting the agenda for each committee meeting, facilitating discussion and deliberations by the committee, and submitting a status report of the committee's plan of work for each of the board's regularly scheduled meetings.

The committee chair works closely with the staff liaison to continually monitor progress and productivity in order to carry out duties and charges outlined in the committee's plan of work.

Committee chairs and committee members have the same duties of care, loyalty and fiduciary obligations to the association as that of officers and board members. Standards of honesty and good faith are expected so that committee actions are taken in the best interest of members and the association. The duty of care requires committee chairs to apply reasonable skill and judgment in managing the committee's meetings, to exercise reasonable skill and judgment, and to pay attention to the activities and financial impact of committee decisions on the association.

Standing Committees

Standing committees perform continuing functions as defined in the bylaws.

Special Committees

The Board of Directors may establish special committees to address specific issues or projects. Special committees should be established within the limitations of the budget. The members of the special committees are appointed by the president and approved by the Board of Directors

with a specified charge. Once the special committee has completed the designated term or specific task given, the special committee is discharged.

1.10 Advisory Board

The National PTA advisory board shall be comprised of experts from leading organizations that share a commitment to children and youth.

The advisory board shall provide an external perspective on issues referred to it by the Board of Directors, officers, and Executive director.

The advisory board shall consist of the officers, the Executive Director and no more than fifteen (15) members appointed by the President in odd-numbered years and with approval of the Board of Directors. Appointed members shall serve a term of two (2) years. Reappointment of members shall be at the discretion of the President.

The President-Elect shall be chair of the advisory board.

The advisory board shall meet at least once per fiscal year. Meetings may be held by conference call. Each advisory board member will be responsible for lodging and travel expenses.

1.11 Conflict of Interest

Purpose

The purpose of the Conflict of Interest Policy is to protect the interests of this tax-exempt association, when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the association or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable associations.

Definitions

1. Interested Person

Any officer, employee or volunteer, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- An ownership or investment interest in any entity with which the association has a transaction or arrangement,
- A compensation arrangement with any entity or individual with which the association has a transaction or arrangement, or
- A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the association is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- A conflict arising out of a personal interest can occur in situations that result in inappropriate financial gain to persons in authority and can lead to financial penalties

and violations of IRS regulations. Situations or transactions arising out of a conflict of interest also can result in either inappropriate financial gain or the appearance of a lack of integrity in the decision-making process.

Procedures

- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- The remaining board or committee members shall decide if a conflict of interest exists.
- After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.
- An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

1.12 Human Resources Policy

The Board of Directors desires to create an employment environment where highly qualified individuals will be recruited, engaged and retained to advance the mission of National PTA. To that end, the Board charges the executive director and the leadership team to create human resources practices that*:

- Comply with all relevant local, state and federal laws
- Operate with fairness and equity for all employees
- Embrace the value of diversity and prohibit discrimination
- Measure and reward performance
- Maintain a safe and healthy workplace
- Ensure the mission of the association is met through effective staffing and performance
- Reflect the commitment that PTA has toward creating a family-friendly work environment
- Establish employment policies and procedures that represent the best human resource practice in nonprofits and associations and reviewed by outside legal counsel
- Utilize National PTA assets to ensure National PTA is competitive and able to retain highly qualified employees
- Provide for training to advance the skills and abilities of all employees
- Clearly define the employment process across the employment experience
- Encourage a climate of collaboration between departments and with volunteer leadership
- Discipline, and when necessary, terminate employees fairly and judiciously
- Partner with legal counsel and our employment practices liability insurance partner to minimize the risks inherent in employing individuals

* **DISCLAIMER:** This policy is intended to provide guidance to the Executive Director regarding Human Resources policies. The Board understands that the application of any policy or procedure may vary depending upon the circumstances involved. National PTA reserves the right to revoke, alter or add to this policy at any time, with or without prior notice. Occasions may arise when it is not practical, possible or in the National PTA's best interests to follow these general policy guidelines. As such, National PTA retains complete discretion to handle such occasions, at its sole discretion, as it deems necessary and appropriate. This policy is not intended to constitute or create a contract between the National PTA and any of its employees, and nothing in this policy places any restrictions on National PTA to handle situations as it deems appropriate. All employees remain employees' at-will.

- Provide the opportunity to air grievances and protect employees from retaliation for complaints regarding illegal or improper conduct involving financial matters (“Improper Conduct”, which is defined as fraud or deliberate errors in financial statements or recordkeeping; deficiencies of internal accounting controls; and misrepresentations to company officers, the accounting department or members of Governance (including but not limited to deviation from full reporting of financial conditions)).

The Board of Directors assigns to the executive director and his/her delegates the responsibility for ensuring that this policy is implemented. As such the role of the executive director and his team is to create and implement policies and procedures that reflect the values listed above. The Board from time to time, may at its prerogative, request aggregate documentation that demonstrates the effective implementation of these values.

Notwithstanding this charge, the Board of Directors maintains several obligations:

- The recruitment, compensation, retention, and annual evaluation of the executive director
- The provision of a compliance officer (Secretary/Treasurer) to receive and process complaints that allege illegal conduct by the Executive Director (discrimination or unlawful harassment) or improper conduct.
- The approval of personnel expense through the budgeting process.

1.13 Grievance /Whistleblower Policy Applicable to Members of National PTA Governance

The National PTA Secretary/Treasurer shall act as Compliance Officer and is responsible for investigating and resolving allegations of improper conduct reported in good faith concerning Financial Matters and Unfair Conduct against Governance Members.

For purposes of this policy:

- Improper conduct involving Financial Matters means fraud or deliberate errors in financial statements or recordkeeping; deficiencies of internal accounting controls; and misrepresentations to company officers, the accounting department or members of Governance (including but not limited to deviation from full reporting of financial conditions).
- Unfair conduct against a National PTA Board or Committee Member (“Governance Member”) means an allegation that a Governance Member has been subjected to disparate treatment because of some personal characteristic, such as race, national origin, gender, sexual orientation, etc. For the sake of clarity, the inclusion of this provision in this policy is not intended to provide a legal remedy to any Governance Member who alleges such Unfair Conduct. Instead, this provision is included solely to allow the National PTA Secretary/Treasurer to investigate and address such concerns as appropriate. (Nothing in this policy is intended to suppress the right and responsibility of the President to personally address unfair conduct to ensure the effective governance of the Board of Directors and committees.)

National PTA is committed to the highest possible standards of ethical, moral and legal business conduct. As Governance Members and representatives of the Association, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. Accordingly, in order to facilitate the reporting of allegations, The National PTA Board of Directors has established the following procedures as a guideline for investigating and addressing allegations involving Improper conduct relating to Financial Matters and/or Unfair Conduct as defined in this policy (collectively Improper Conduct).

This policy is intended to encourage National PTA Governance Members to make good faith reports concerning allegations of Improper Conduct to the National PTA. No individual who in good faith reports an allegation of Improper Conduct shall suffer harassment or retaliation as a consequence of said report. An individual who retaliates against or harasses someone who has reported an allegation of Improper Conduct in good faith is subject to immediate review by the Compliance Officer for further action. Because of the importance of protecting the integrity of National PTA's procedures for addressing such allegations, it is a violation of this policy for any individual to make an intentionally false or bad faith accusation – either in making a report of Improper Conduct or during an investigation regarding an allegation of Improper Conduct. The National PTA policy prohibiting retaliation or reprisal against individuals reporting allegations of Improper Conduct shall not be construed as precluding disciplinary actions against individuals who are found to have made intentionally false or bad faith complaints, or who have intentionally provided false information during any investigation regarding an allegation of Improper Conduct. This policy does not apply to allegations of harassment or discrimination made by an employee of the National PTA. However, if the Compliance Officer (or any Governance Member) receives a report of discrimination or harassment (as defined in the National PTA Employee Handbook) about a National PTA employee, or becomes aware of such conduct, that allegation or knowledge shall be immediately reported to the National PTA Executive Director unless the allegation is about the Executive Director or a Governance member, in which case the allegation will be handled as set forth below.

Compliance Officer upon receipt of an allegation, the Compliance Officer will follow the procedures set forth below as appropriate:

- (1) Upon receipt of an allegation, the Compliance Officer will determine whether the allegation actually involves Improper Conduct. If the Compliance Officer determines that the allegation does not involve such conduct, the Compliance Officer will notify the individual who made the report and no further action will be taken.
- (2) The Compliance Officer, upon receiving an allegation of Improper Conduct involving Financial Matters will acknowledge receipt of said allegation and will notify the President of National PTA (unless the President is reasonably believed to be involved) and legal counsel as soon as practicable. Allegations must be filed with the Compliance Officer within 30 days of discovery or knowledge of the alleged occurrence.
- (3) The Compliance Officer, upon receiving an allegation of Improper Conduct, will acknowledge receipt of said allegation and notify the President of National PTA (unless the President is reasonably believed to be involved) and legal counsel as soon as practicable. Allegations may only be filed concerning current serving Governance Members, up to 60 days from completion of his or her current term.
- (4) The Compliance Officer, in consultation with and at the direction of legal counsel, will investigate the allegation and take appropriate action.

Individuals should report allegations of Improper Conduct to the National PTA Compliance Officer who has specific responsibility to consider such reports.

The Compliance Officer is responsible for investigating and resolving all allegations reported in good faith. Individuals with knowledge of Improper Conduct involving Financial Matters **must** report their concern, complaint or allegation as set forth below. Individuals who want to submit

an allegation of Unfair Treatment **may** submit their concern, complaint or allegations as set forth below:

In Writing:

Compliance Officer/Chair Finance Committee
CONFIDENTIAL TO BE OPENED BY ADDRESSEE ONLY
National PTA
1250 N. Pitt St
Alexandria, VA 22314

Email: Complianceofficer@pta.org

The person submitting a complaint should include a telephone number in the submission at which he or she may be contacted if the person requests contact of if the Compliance Officer determines that contact is appropriate.

Legal counsel will maintain a log of all concerns, complaints and allegations, tracking their receipt, investigation and resolution and shall prepare a periodic summary report listing number of concerns raised and their timely resolution.

In the event of an allegation concerning the Compliance Officer, the President of National PTA shall perform the role of Compliance Officer.

2.0 Membership – See National PTA Bylaws

2.01 Dues

National PTA dues are \$2.25 annually.

2.01 a. Individual memberships may be paid by donations and contributions from private sources, including individual donations, and grants from private industry. If dues are paid from a government source, these funds are not to be used for any lobbying activities.

2.02 Policy on Privacy of Membership Information

National PTA appreciates the privacy concerns of its membership and allows all local members to select what information they shall receive from National PTA, including but not limited to e-newsletters, magazines, convention information, and mailings from companies with which National PTA has partnered to provide member services or benefits.

National PTA will maintain an opt-in program for members to receive information. When National PTA receives a member's contact information, members will receive an email* asking what specific information they would like to receive from National PTA via email or regular mail. National PTA will abide by members' wishes and only share contact information with other associations when given explicit permission to do so. National PTA will send members information only if they have specifically requested to receive it.

*If an email address is not provided, members will receive a letter from National PTA requesting their communication preferences.

National PTA will not sell or rent member information to telemarketers or mailing list brokers.

National PTA may disclose members' personal information when required to do so by law or when such action is necessary or appropriate to comply with legal processes served on National PTA, to protect and defend the rights or property of National PTA, or to protect the personal safety of users of www.pta.org. National PTA reserves the right to contact the appropriate authorities in its discretion when activities appear to be illegal or inconsistent with its policies.

National PTA may sometimes share aggregate statistics and non-personal information with the media, government agencies, advertisers, and other third parties such as statistics on the number of members in various states, or the number of visitors to www.pta.org. These aggregate statistics do not allow anyone to identify member names or other personal information.

In order to protect members' personal information, National PTA will use technologies and processes, including encryption, access control procedures, network firewalls, physical security, and other measures. Only authorized employees of National PTA or agents carrying out permitted business functions will be allowed to access members' personal information. Employees who violate National PTA's privacy access policies may be subject to disciplinary actions, including termination and legal action when appropriate.

All e-commerce transactions conducted on www.pta.org will be secured by appropriate technologies and processes designed to encrypt information submitted to www.pta.org to protect it against disclosure to third parties.

2.03 Commercial E-Mail Policy

When sending commercial e-mails to those addresses held by National PTA, the sender will comply with all aspects of the federal CAN-SPAM Act that became effective January 1, 2004.

Specifically, unsolicited commercial e-mails are allowed when the sender provides a conspicuous return e-mail address or other internet-based mechanism in the e-mail to allow the recipient to opt-out of future commercial e-mails. The sender must stop sending e-mails to a recipient who has exercised the opt-out mechanism. Providing the recipient with the ability to select the types of commercial messages to receive or not receive from a list or menu complies with opt-out requirements. The sender must also conspicuously identify the unsolicited e-mail as an advertisement or solicitation and include the sender's valid postal address.

2.04 Membership Year

The membership year for all PTA memberships will begin on July 1st and end June 30th. All memberships shall be eligible for membership benefits during this period and must be renewed annually. State PTAs must report all membership dues collected monthly. The number of eligible convention delegates and membership awards will be determined by third-quarter local membership dues submitted by March 31st in comparison to total numbers of local membership reported the previous year during that same period.

3.0 Policy on Resolutions

Resolutions adopted by National PTA convention delegates reflect the actions of the voting body at that convention.

All adopted resolutions are kept on file and available to all members, along with other statements of positions adopted by the Board of Directors. The Board of Directors will review the adopted resolutions at the meeting immediately after the convention and in the event, any resolution is deemed in conflict with any PTA governance document or any law or regulation that governs the actions of PTA, such resolution may be referred to a committee or legal counsel for additional study.

Adopted resolutions or position statements are either active (adopted and still in full force) or rescinded (still part of the association's historical records but without official force behind the resolution or position statement). All resolutions or position statements that have not been rescinded (or amended) continue in force and are the stand of National PTA.

The terms "archived," "retired," or "historical" as official tags on resolutions or position statements shall not be used, to avoid confusion as to what the term means in regard to the standing of the resolutions or position statement.

The adopted PTA resolutions generally fall into four main categories for implementation:

- **Internal operations:** The Board of Directors, with support from staff, shall implement resolutions impacting internal PTA operations, including changes in bylaws and changes in standards of affiliation assignment to the appropriate committee.
- **Programs:** Program staff is guided by the officers and board to respond to resolutions identifying specific areas of need or services.
- **Public Policy:** The Legislation Committee and the Public Policy staff shall review adopted resolutions that call for federal legislation or executive rulemaking for inclusion in the committee's plan of work.
- **General statement of purpose or supportive statement for state and local efforts:** Local PTA leaders shall be notified about the resolution so it can be used to support state or local efforts or as a general statement of PTA's positions and principles.

4.0 Policy on Position Statements

National PTA position statements are official documents adopted by the Board of Directors to address an issue that requires immediate action. These statements outline the opinion, will, or intent of the association to address national problems, situations, or concerns affecting children and youth and require unified action to seek resolution on the issue.

4.01 New Position Statements

1. Before a new position statement is presented to the National PTA Board of Directors for consideration, it shall be researched, drafted and edited by or with the assistance of the appropriate National PTA staff and committee(s), as well as any members of the Board of Directors with special knowledge and expertise in the area of concern.
2. A recommendation for adoption of a new position statement shall be sent with substantiating background to all members of the National PTA Board of Directors for study in advance of the board meeting at which it is to be considered. Board members shall receive the following in writing prior to the meeting at which the proposed position motion presented for discussion:
 - a. the proposed position statement;
 - b. the reasons why immediate action is necessary;
 - c. the intended use for such statement;
 - d. background information; and
 - e. alternative proposals and minority reports that may have been made by a committee.

4.02 Existing Position Statements

The Resolutions Committee shall review and recommend the appropriate committees' revisions or retirement of position statements.

4.03 Position Statements Status

Adopted resolutions or position statements are either active (adopted and still in full force) or rescinded (still part of the association's historical records but without official force behind the resolution or position statement). All resolutions or position statements that have not been rescinded (or amended) continue in force and are the stand of National PTA.

The terms "archived," "retired," or "historical" as official tags on resolutions or position statements shall not be used, to avoid confusion as to what the term means in regard to the standing of the resolutions or position statement.

5.0 Policy on Election/Declaration of Candidacy

All candidates for officer, Board of Directors, or Nominating and Leadership Recruitment Committee (NLRC) positions, whether slated or self-nomination, must adhere to this policy.

Once the NLRC slate is posted, the members automatically become candidates for the positions for which they have been nominated. Once self-nomination is completed, the Elections Committee will then address all nominees equally as candidates. The Elections Committee is the sole source for all information governing elections.

5.01 Elections Committee

The Elections Committee is appointed by the National PTA President. The Elections Committee shall monitor the election process and will develop guidelines for campaigning and campaign materials.

In the event that there are candidates from the floor, the Elections Committee shall ensure there is an opportunity provided by the Convention General Arrangements Committee for the delegates to meet all candidates.

A candidate for a position shall not be eligible to serve on any committee overseeing election. An individual must resign from the committee if/when:

- a. He or she becomes a slated candidate for an elected position; or
- b. He or she submits notification of intent to run pursuant to Section 5.02.

5.02 Procedure for Self-Nomination

Those wishing to self-nominate must fill out an online form located at pta.org/elections and provide their name, mailing address, email address, phone number, and position sought. The form will be available no later than March 1 of each year. See the National PTA Bylaws. The Affirmation of Residency form must also be submitted with the self-nomination form.

The candidate shall be notified by the national office of receipt of the self-nomination form.

The National PTA President shall notify the chairs of the Elections and Nominating and Leadership Recruitment Committees of any candidates who have filed a self-nomination within forty-eight (48) hours of the receipt of the notification of intent to run.

The Nominating and Recruitment Committee chair shall notify appropriate slated candidates that the election for said position will be contested.

5.03 Required Candidates Materials

- Upon the release of the NLRC slate and receipt of self-nominations, the Elections Committee will provide guidelines and templates to all candidates that facilitate the production of campaign materials.
- All candidates must send the following campaign materials to the attention of elections@pta.org by May 1st. All materials must be received electronically by 5PM EDT. Failure to do so will invalidate the candidacy.
 - a. A candidate's bio in the provided format in a Word document;
 - b. A high-resolution photograph in JPEG format;

- c. An electronic version of campaign narrative no longer than 300 words in plain text (no bullets, no bold, no italics, no underline) in a Word document to be incorporated by the National PTA in a public display;
- d. A signed Verification Accuracy Statement Made by Candidates for National PTA Elected Positions form in PDF or Word document.
- e. A signed Affirmation of Residency form by the candidates in PDF or Word document. The candidate must provide an amended Affirmation of Residency Form if residency changes between May 1 and the time of the election at convention.

The Elections Committee staff liaison shall notify candidates when their campaign materials have been received.

Campaign materials shall be reviewed by the Elections Committee staff liaison and the Elections Committee chair for compliance with the campaign guidelines, and candidates shall be notified within five (5) business days of the receipt of the materials if there are any corrections that need to be made.

After review, all materials will be distributed as submitted.

5.04 Candidate Speeches

- a) Nominations shall occur during the first general meeting. Candidates who run unopposed will be elected at the first general meeting and will not give a candidate's speech or participate in the candidate's query.
- b) Candidate speeches will occur during a general session at the convention prior to the session when the election occurs. Each of the candidates for the Nominating and Leadership Recruitment Committee and for Board of Directors Member Representative shall be allowed two (2) minutes to address the delegate body. Each of the candidates for Secretary-Treasurer, Vice-President of Advocacy and Vice-President of Membership shall be allowed to speak for three (3) minutes. Each of the candidates for President-Elect shall be allowed to speak for five (5) minutes. Each of the candidates shall draw the order of speaking by office or position which shall be the order in which the candidates' name will appear on the screen associated with electronic balloting as indicated in Policy 5.07. The drawing will be conducted by the Elections Committee. Following each candidate's speech, the candidate will respond to one (1) candidate query question, with the exception of the candidates for officer's positions who will respond to two (2) questions.

5.05 Candidate Query

The following are guidelines for the candidate query:

- 1. The Elections Committee shall be responsible for the development of questions for the candidate query. Once a question is responded to by a candidate, the question shall be discarded by the moderator.
- 2. An impartial moderator shall be obtained to conduct the query. At the conclusion of each candidate's speech, the candidate will respond to one query/question drawn by the moderator. The moderator shall randomly draw a single question for each candidate for the Board of Directors Member Representatives and Nominating and Leadership Recruitment Committee and two questions for all officer positions. The candidate will have up to 75 seconds to respond to the question. The candidate may ask the moderator to repeat the

question one time. The 75 seconds will start immediately after the moderator states, "You may now respond."

3. The order of candidates shall be
 - a. President-Elect
 - b. Vice President for Advocacy
 - c. Vice President for Membership
 - d. Secretary-Treasurer
 - e. Board of Directors member representatives
 - f. Nominating and Leadership Recruitment Committee
4. The moderator should be the parliamentarian, or someone recommended by the Elections Committee.

5.06 Campaign Guidelines and Violations

The campaigning period begins when a candidate is announced as part of the proposed slate or submits a self-nomination. Campaigning is defined as asking and persuading people to vote for a candidate.

Once the campaign period begins, campaigning is allowed prior to and at the National PTA convention within specific parameters, noted below. The Elections Committee monitors campaigning and campaign violations.

Candidates are expected to conduct themselves professionally, guided by truth, accuracy, fairness, respect, and responsibility in all election process and campaigning. Candidates must refrain from derogatory, demeaning and insulting remarks.

Candidates are expected to self-police their social network accounts by removing offensive or false statements or comments that do not comply with the Elections Policy within 24 hours.

Candidates, or proxy designated by the candidate, will have a pre-convention meeting with the Elections Committee and walk through prior to the convention to address any questions and to identify "no campaign" areas from the campaign areas. Campaigning will be allowed only in designated areas while in the convention center.

Candidates are not permitted to use the National PTA logo and tagline as part of their campaign. This includes, but not limited to, personal correspondence or communication related to the campaign including biographical information, campaign literature, social media, speeches, or candidate query.

Candidates may not use National PTA resources or any visual aids when campaigning or during the candidate speech or candidate query. This includes, but is not limited to, resources such as the PTA e-mail systems and PTA-specific email addresses, stationary, mailing and phone lists, printed materials, and bulk rate permits. Candidates who are representing National PTA in an official manner may not campaign while attending PTA-sponsored events, except while attending the National PTA Convention. Candidates in such situations may acknowledge a candidacy and provide personal contact information, but must refrain from any form of campaigning.

The location of National PTA-produced campaign materials at the convention shall be determined by the Elections Committee. The distribution of any additional campaign literature

and campaign materials on-site at the convention is prohibited and will be confiscated by the Elections Committee.

Failure to comply with the campaign guidelines could result in a potential violation. Allegations of potential violations shall be reviewed by the Elections Committee in consultation with the President, and Candidates shall have an opportunity to respond to any allegations made against them.

All potential election policy violations must be submitted in writing to the Chair of the Elections Committee either in person or via email at Elections@PTA.org. The following procedure will be followed when a potential violation is brought to the attention of the Elections Committee:

- The President calls a meeting of the Board of Directors for discussion and determination of potential sanctions per the following timeline:
 - If the potential violation occurs prior to convention, the board will be notified within 24 hours and consideration of sanctions will occur within approximately two weeks.
 - If the potential violation occurs within two weeks of the start of convention or after the convention is called to order, the board will be notified immediately and consideration of sanctions will occur as soon as possible.
- During the meeting:
 - The President will share the report of the potential violation.
 - Both the complainant and the respondent will be given 15 minutes each to address the board and tell his/her side of the story (*via phone pre-Convention, in person at Convention*).
 - The Board of Directors will discuss the situation and determine the validity of the report and what, if any sanctions will be imposed (warning, disqualification, etc.).
 - The Board of Directors may ask follow-up questions of the complainant and/or the respondent as needed.
- After the meeting:
 - The President will share the results (*if any*) with the accused candidate.
 - If a violation has occurred, the President will share the violation and sanctions with delegates/other candidates.

Sanctions may include disqualification of a candidate. The board has the final say in violations and sanctions and the President will report back to the convention delegates if sanctions have been imposed. The complainant, the respondent, and any board members who are also candidates for the same position must recuse themselves from both discussion and voting on any potential violation and sanctions relating to the position that they are running for in order to avoid a potential conflict of interest.

Campaign Violations may include, but are not limited to:

- Campaigning outside of designated campaign areas at convention
- Campaigning while at a National PTA-sponsored event or as a National PTA representative
- Derogatory, demeaning, or insulting remarks about a candidate from another candidate
- Derogatory, demeaning, or insulting remarks about a candidate on another candidate's social media profile by a third party that aren't removed by the candidate within 24 hours
- Distribution of campaign materials other than those produced and approved by National PTA

- Failure to comply with campaign guidelines
- Use of PTA resources or visual aids when campaigning

The Board of Directors will determine the sanctions imposed based on the severity, and frequency, of the campaign violation in question. Possible sanctions for any campaign violations include:

- Warning from National PTA president/Board of Directors
- Disqualification of candidate

If the alleged violation occurs prior to convention, the board will be notified within 24 hours and consideration of sanctions will occur within two weeks. If the violation occurs within two weeks of the start of convention or after the convention is called to order, the board will be notified immediately and consideration of sanctions will occur as soon as possible. Candidates shall have an opportunity to respond to any allegations made against them.

5.07 Voting and Balloting

All credentialed voting delegates will sign an acknowledgment of receipt of voting card and keypad card prior to leaving the credential desk. Voting cards and keypad cards cannot be replaced. During the National PTA Convention, the following applies to voting and balloting for elections for office:

1. Once an election for a position is opened, no one will be allowed to enter the convention general session meeting room during voting for that position.
2. Candidates' names will appear on the screen associated with the electronic voting in the order in which they gave their candidate's speech as determined in Policy 5.05.
3. Electronic balloting by voting keypad for election shall be initiated as provided in the Convention program.
4. In cases in which malfunctioning of the electronic voting keypads prevents successful voting, in whole or in part, by that means, balloting for one or more positions shall be conducted at times and in accordance with instructions established by the President in conjunction with the Executive Director and Elections Committee Chair.
5. In the event that a majority vote is not achieved in the first or second round of balloting, the candidate with the lowest votes will be dropped from the ballot before any subsequent balloting. The remaining candidates may be allowed one minute for an additional presentation.
6. No electioneering shall take place inside the location of the general meetings.

5.08 Notification of Results

Prior to making results public to the delegates, the election results will be shared with the candidates by the Elections Committee Chair.

5.09 Web-Based Training

The Elections Committee will deliver a web-based training for all candidates regarding the election process, campaign rules and any other important information. This training will take place no later than April 10.

6.0 Diversity, Inclusion and Outreach

The recognition of diversity within associations is valuing differences and similarities in people through actions and accountability. These differences and similarities include age, ethnicity, language and culture, economic status, educational background, gender, geographic location, marital status, mental ability, national origin, association position and tenure, parental status, physical ability, political philosophy, race, legal status, religion, sexual orientation, and work experience. Therefore, PTAs at every level must:

- Openly assess beliefs and practices to assure inclusiveness and guard against discrimination;
- Make every effort to create a PTA board and membership that is inclusive and reflective of its community;
- Encourage that all PTA activities at the school be planned by a committee which is representative of the population;
- Foster programs and practices that eliminate bias, prejudice, and misunderstanding within their communities;
- Become acquainted with the leaders of the many diverse groups in the community and collaborate with them to increase parent, family, and community involvement;
- Educate its leaders and members to the needs, cultural beliefs, traditions, and family structures of the population they serve; and
- Propose change wherever discriminatory practices are perceived.

PTA values and appreciates diversity, which enriches and strengthens the structure of our society within our state and nation.

7.0 Credentialing of Delegates to the Voting Body of the National PTA Convention

As defined in the National PTA bylaws, individuals accredited by a state constituent association who wish to serve as a delegate must be a PTA member and must hold an appropriate convention registration, full or one-day, either purchased or complimentary, according to National PTA policies, that provides access to general meetings.

The credentialing process shall be implemented as specified in the bylaws and Governance Policy by the National PTA Staff in consultation with the National PTA officers.

8.0 National PTA Annual Convention Guest Policy

National PTA Annual Convention Guest Policy Leadership Invited Guests:

For the Annual Convention each year, National PTA leadership has the opportunity to extend a select number of complimentary Convention registrations to their invited guests such as family members, mentors, education contacts, etc.

Invited Guest Registrations are available for the following leadership: President: Five (5) Invited Guest Registrations President-Elect: Five (5) Invited Guest Registrations Executive Director: Five (5) Invited Guest Registrations Secretary-Treasurer: One (1) Invited Guest Registration Vice-President for Membership: One (1) Invited Guest Registration Vice-President for Advocacy: One (1) Invited Guest Registration.

The Invited Guest Registration is a complimentary, full registration that allows the guest to attend the entire Convention. National PTA will not provide travel, hotel accommodations, or per diem reimbursement for the Invited Guest. The Invited Guest is required to pay for any ticketed event that has an additional cost outside of registration (i.e., Endowment Fund Luncheon, Diversity & Inclusion breakfast, etc.). If the Invited Guest is a PTA member, the guest is entitled to receive voting delegate status from their State PTA if selected. The National PTA President must approve the name of each Invited Guest in advance.

One Event Guest Pass: National PTA Board members, Officers, and the Executive Director are entitled to offer a One Event Guest Pass to an individual to attend one General Meeting at Convention, with the written approval of the National PTA President. The General Meeting must be determined at the time of the request. This Guest Pass entitles the holder to attend one General Meeting session only and does not include access to the Expo Hall, workshops, or ticketed events unless tickets are purchased for such events. National PTA will not provide travel, hotel accommodations, or per diem reimbursement for the One Event Pass holder and the pass does not provide the opportunity to vote at Convention. The Event Guest Passes are limited to three (3) per National PTA Officer and Executive Director, and one (1) per Board member.

The President and President-elect may invite additional guests to attend one additional event.

General Meeting Passes for Officer, Board, and NLRC Candidates:

Candidates running for positions at National PTA as an Officer, Board member, or NLRC member are entitled to a total of Two Event Guest Passes for Convention, with the written approval of the National PTA President. The two Guest Passes entitle their guest to attend the General Meeting where the candidate will be giving a speech, and if elected, the General Meeting where the candidate is installed into office. Or the candidate can opt to provide the passes to two different individuals to attend just one General Meeting. The Guest Pass entitles the holder to attend a General Meeting session only and does not include access to the Expo Hall, workshops, or ticketed events unless tickets are purchased for such events. National PTA will not provide travel, hotel accommodations, or per diem reimbursement for the Event Pass holder and the pass does not provide the opportunity to vote at Convention.

APPENDICES

**NATIONAL PTA
Conflict of Interest Disclosure Form**

Date: _____

Name: _____

Position (employee/volunteer): _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Conflict of Interest Policy. I will submit an updated form if there is any change in my Conflict of Interest status.

Signature: _____

Date: _____

National PTA

Board of Directors Statement of Understanding (Contract)

National PTA agrees to provide each member of the board with the following:

I will immediately notify the president or committee chair in writing should an actual or potential conflict of interest arise with respect to any subject requiring action by the board of directors of the National PTA, any of its committees, or task forces. Additionally, I shall not participate in the deliberations, shall not vote on the subject with which I have an actual or potential conflict of interest, shall not use my personal influence, and in those cases where the quorum of the meeting called for the purpose of voting on the subject has not yet been established, I understand that I shall be counted.

If I am excluded from voting because of an actual or potential conflict of interest, I will briefly state the nature of the conflict to the board and will answer pertinent question of other directors. I will also leave the meeting temporarily if so requested by the board while the subject is debated and voted upon. I understand that the minutes of the meeting shall reflect that a disclosure was made, that I abstained from voting.

I will complete the annual evaluation of the Executive Director.

By signing this document, I understand if I am not able to meet my obligations as a member of the National PTA Board of Directors, I will offer my resignation either voluntarily or at the request of the president.

Signed: _____
National PTA President

Date: _____

Signed: _____
Board Member

Date: _____

Reviewed by legal counsel – 5/02, 4/18
Adopted – 6/02
Amended – 12/02, 11/03, 6/18

Affirmation of Residency

Date: _____

Name: _____

For the purposes of National PTA elections to the Board of Directors and the Nominating and Leadership Recruitment Committee, there are three questions that determine residency (and for which there is verifiable documentation if requested):

1. In what state is your primary home located? _____
2. In what state are you registered to vote? _____
3. From which state is your current driver's license or state ID issued? _____

If the answers to three questions are the same, you are a resident of that state. *

If you have different answers, the state with at least two answers will be determined to be your primary residence state.

My State of Residency is _____

Candidates seeking election to any position will be required to submit this signed document by May 1 with their candidate materials. It will be the responsibility of the candidate to provide an amended form if their residency changes between May 1 and the time of election at convention. Failure to do so could result in removal from position following board review.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the answers I have provided.

Signature: _____

Date: _____

* The sole exception to this policy is members of the European Congress living in European military communities, who will be deemed residents of Europe.

Job Descriptions

Officers. The officers of National PTA are a president, president-elect, vice president for advocacy, vice president for membership, and a secretary/treasurer.

Duties of Officers

President Job Description

1. Be a member of a local PTA,
2. Have served as President-Elect,
3. Serve as chair of the Board of Directors,
4. Serve as an ex-officio member of all committees except the Nominating and Leadership Recruitment Committee,
5. Serve as an officer and signatory of the corporation,
6. Serve as the official spokesperson of the association, but may use designees as appropriate,
7. Represent the association before government bodies, at meetings and conferences of associations, at media events, and at other events as requested; or delegate these responsibilities,
8. Appoint with board approval chairs and member of any board-approved committee or task force, and appoint official National PTA representatives,
9. Move the association to achieve the outcomes as defined by the strategic plan,
10. Lead and facilitate the vision and leadership functions of the Board of Directors,
11. Communicate regularly with the Executive Director and President-Elect in governing the association,
12. Communicate regularly with the Board of Directors,
13. Facilitate the resolution of issues,
14. Delegate responsibility to members of the Board of Directors and build a team
15. Lead board development activities,
16. Establish performance objectives with the Executive Director and ensure that an annual evaluation of the executive director is accomplished,
17. Facilitate the transition of President-Elect to President,
18. Demonstrate/embody the values of National PTA,
19. Ensure the Board of Directors conducts an annual evaluation of its own performance,
20. Preside at all annual conventions,
21. Coordinate the orientation of board members,
22. Actively participate in the annual giving campaign,
23. Be available for extensive travel.

President-elect Job Description

1. Be a member of a local PTA,
2. Serve as a member of the Board of Directors,
3. Serve as a member of the Finance Committee,
4. Serve as chair of the National Constituent Association Advisory Council,

5. Perform the duties of the office of President in the President's absence or when the President is unable to perform these duties,
6. Perform other duties as assigned by the President or the Board of Directors,
7. Be prepared to conduct media interviews as assigned by the President,
8. As assigned, represent the association before constituent bodies and other associations,
9. Communicate regularly with the Executive Director and President in governing National PTA,
10. Support the President in moving the association to achieve outcomes defined by the strategic plan,
11. Demonstrate/embody the values of National PTA,
12. Undertake the necessary leadership development to fulfill the role of President,
13. Actively participate in the annual giving campaign,
14. Be available for extensive travel.

Vice President of Advocacy Job Description

1. Serve as a member of the Board of Directors,
2. Serve as chair of the Legislation Committee,
3. As legislation chair, facilitate and coordinate the work of the committee to promote, interpret, and implement the national advocacy and legislative programs and activities,
4. Oversee planning and implementation of the legislative conference/training
5. Consult and/or collaborate with the Resolutions Committee,
6. Perform other duties as assigned by the President or the Board of Directors.

Vice President of Membership Job Description

1. Serve as a member of the Board of Directors,
2. Serve as chair of the Membership Committee,
3. Consult and/ or collaborate with the Field Services Committee,
4. Develop, implement and coordinate an annual membership initiative focused on recruitment, retention and diversification,
5. Perform other duties as assigned by the President or the Board of Directors.

Secretary/Treasurer Job Description

1. Be a member of a local PTA,
2. Serve as a member of the Board of Directors,
3. Serve as financial officer and secretary for the corporation,
4. Serve as chair of the Finance Committee,
5. Serve as vice-chair of National Constituent Association Advisory Council,
6. Report the financial status of National PTA to the Board of Directors and annual convention body,
7. Give notice of each meeting as provided for in the National PTA bylaws.
8. Distribute or cause distribution of minutes of the Board of Directors meetings, excluding Executive Session minutes, to the board within thirty (30) business days of said meeting. Minutes from the pre-and post-convention Board of Directors meetings shall be distributed within forty-five (45) business days of said meetings,
9. Minutes of the Board of Directors meetings (regular and special) shall be approved by the Minute Approval Committee. Executive Session minutes will be approved within the Executive session,
10. Serve as chair of the Endowment Fund of National PTA,

11. Perform other duties as assigned by the President or the Board of Directors,
12. Actively participate in the annual giving campaign.

Committees

All standing and special committees are required to submit plans of work and any proposed revisions to policies and procedures for approval by the Board of Directors in accordance with Governance Policy 1.03.

Bylaws Committee

In addition to National PTA Bylaws, the Bylaws Committee shall:

1. Have an understanding of association charters, constitution, bylaws, and policy.
2. Make recommendations to the next committee on areas of concern.
3. Review proposed amendments to the National PTA bylaws and make recommendations to the Board of Directors.

Diversity, Inclusion and Outreach Committee

In addition to National PTA Bylaws, and the Strategic Plan, the Committee on Diversity shall:

1. Review, measure and evaluate systems and progress of PTA diversity programs.
2. Educate PTA leadership on cultural competence to improve the association's ability to address issues of diversity.
3. Identify and partner with outside organizations to assist with identifying ethnic leaders.
4. Consider all aspects of diversity and focus on identified priorities.
5. Review the structure of the organization to ensure that PTA eliminates barriers to ethnic and minority leadership.
6. Advocate the inclusion of diversity in association structure, mission, goals, objectives, action plans, programs, and other initiatives.
7. Coordinate with other committees so that diversity is considered in their plans of work
8. Participate in diversity and minority conventions, events, and other activities.
9. Recommend new tools/resources on diversity and inclusion to be used at all levels of PTA.
10. Recommend that all PTA reports include diversity information when appropriate.
11. Work with the Legislative Staff/Committee to identify and recommend changes to laws and policies that hinder diversity in PTA.
12. Develop positions that promote excellent public schools as a civil right for all children.

Field Services Committee

In addition to the National PTA Bylaws, the Field Service Committee shall:

1. Assess capability/capacity levels of state associations to service units.
2. Work collaboratively with field service staff and other national.
3. Review, assess and recommend change to national PTA services to the field to ensure they meet the needs and strategic initiatives of the association.

Finance Committee

The Finance Committee works to ensure the association is in good financial health: that its assets are protected and its resources are used appropriately. A key task is to ensure that the entire board understands the association's financial condition.

In addition to National PTA Bylaws, the Finance Committee shall:

1. Review guidelines for preparing the annual budget at the beginning of each new administration.
2. Submit a balanced budget to the Board of Directors for approval with a goal of fifteen (15) days prior to the meeting at which it will be presented.
3. Review the budget accountability process at the beginning of each new administration.
4. Reaffirm or recommend auditing firm at the beginning of each new administration.
5. Review investment guidelines at the beginning of each new administration.
6. Participate in planning and delivering financial workshops/training.
7. Review monthly financial statements and report to the board at each meeting

Historical Preservation Committee

1. The historical preservation committee shall be composed of the Past National Presidents.
2. The Immediate Past National President shall serve as chair. If the Immediate Past President chooses not to serve or is unable to serve, the committee shall select the chair.
3. The historical preservation committee shall:
 - a. Serve as the association's primary resource on historical and cultural preservation,
 - b. Make recommendations concerning archival maintenance to the Board of Directors, and Provide guidance and assistance in securing sustainable funding for archival acquisition and maintenance.

Legislation Committee

In addition to National PTA Bylaws, the Legislation Committee shall:

1. Participate in the Legislative Conference and training opportunities.
2. Provide input on legislative documents and activities designed for the membership.
3. Assist staff with promoting increased participation of the membership in advocacy opportunities.
4. Advise national leaders and staff regarding member interests.
5. Share expertise and skills at local, state and national forums.
6. Be available to advocate for National PTA positions in Washington and in local communities.
7. Identify associations and other resources that complement the work of National PTA.
8. Report back to National PTA advocacy staff on federal policymaker contracts and other matters when appropriate.
9. Be available to perform other duties as assigned.

Membership Committee

In addition to National PTA Bylaws, the Membership Committee shall:

1. Provide professional expertise in membership development and marketing.
2. Identify overall membership development strategies for National PTA.
3. Recommend new tools and resources on membership recruitment & retention to be used at all levels of the association.
4. Assess member benefits as part of an overall membership development plan.
5. Be an active recruiter of PTA membership. (Be a campaigner!)
6. Be available for presentations on PTA membership development topics.
7. To coordinate male engagement strategies and activities, including the National PTA MORE alliance and other state and local male involvement and fatherhood initiatives, with dedicated staff support responsible for all male engagement programs and practices at all

levels of the association.

Nominating and Leadership Recruitment Committee

In addition to National PTA Bylaws, The Nominating and Leadership Recruitment Committee shall:

1. Discern characteristics and skill sets of potential National PTA leaders to meet the needs of the Strategic Plan.
 - a. Interact with various membership levels to identify needs and potential leaders.
 - b. Ensure inclusiveness is incorporated in the selection process of all candidates.
 - c. Provide input into the development of job descriptions, qualifications, and criteria.
 - d. Establish that applicants for elected positions have qualifications as outlined in the bylaws.
2. Find the best, qualified people for leading National PTA toward its vision and strategic plan.
 - a. Recommend board member representative nominees with the following competencies:
 1. Integrity: Discretion, professionalism and credibility.
 2. Strategic: Creative, forward-thinking and critical.
 3. Financial Knowledge: Financial experience, risk management and understanding non-profit finances.
 4. Communication: Effective communication as an ambassador and representative of National PTA.
 5. Knowledge of National PTA Values and Apply Relevance: Knowledgeable of National PTA's values, mission and purposes and their relevance to today's reality.
 6. Education Knowledge: Understands all levels of educational systems and demonstrate commitment to the value of education.
 7. Collaboration and Consensus Building: Actively listens and promotes good working relationships, breaks down barriers, resolves conflict and builds cooperation and cohesiveness.
 8. Diversity and Inclusion: Welcomes and values inclusion in principle and practice with the intentional pursuit of demographic and cognitive diversities.
 9. Governance Expertise: Board, business, non-profit, problem-solving and/or legal experience.
 10. Advocacy: Focused on every child. Serve as child advocates and speak up for the health and well-being of all children.
 11. Results-Oriented: Accountability to advance PTA's mission and vision.
 12. Inspiring Leadership: Motivates and energizes others to act on behalf of all children.
 - b. Recommend nominating and leadership recruitment committee nominees with the following competencies:
 1. Integrity: Discretion, professionalism, and credibility.
 2. Strategic/Visionary: Conveys analytical and big-picture perspectives.
 3. Communication: Effectively communicates and utilizes interpersonal skills
 4. Governance Knowledge: Proficient knowledge and understanding of National PTA governance, association management, or other related fields of expertise such as human resources, legal, or leadership.
 5. Talent Cultivation: Identifies and engages leaders that exhibit PTA core values and necessary skill sets.
 6. Collaboration and Consensus Building: Actively listens and promotes good working relationships, breaks down barriers, resolves conflict and builds cooperation and cohesiveness.

7. Diversity and Inclusion: Welcomes and values inclusion in principle and practice with the intentional pursuit of demographic and cognitive diversities.
 8. Results-Oriented: Committed and accountable to a process-driven and data-informed approach that meets the evolving needs of our association.
 - c. Communicate with all stakeholders within the association to identify a diverse and representative group of potential leaders.
 - d. Continue to establish, expand and encourage the pool of potential leaders.
 - e. Create a pipeline for future leaders by being forward-thinking.
 - f. Understand and effectively communicate the responsibilities and skill sets required for all positions on the ballot.
3. NLRC will announce deadline dates for Letter of Interest applications and Affirmation of Residency forms annually by August 1st.
 4. Identify, screen, evaluate, and select potential leaders.
 - . Officers – Identify, screen, and interview via face to face, phone, Skype, and/or similar programs for interviews.
 - a. Board of Directors – Identify, screen, and interview via phone and/or similar programs for interviews.
 - b. NLRC – Identify, screen, and interview via phone and/or similar programs for interviews.
 - c. Committees – Identify, screen, and interview via phone and/or similar programs for interviews.
 - d. Determine the slate.
 - e. Inform all applicants who submitted letters of interest of results and other opportunities.
 5. Advise the President on committees/task force member selection.
 6. Advise appropriate entities on matters related to governance structure and operations.
 7. Notify the State and National President at least 14 days prior to attendance at an event and adhere to the National PTA Financial Policy & Procedure and National PTA Governance Policy Manual.
 8. Receive any information collected from the National Representative or National Service Representative for consideration in the selection of potential leaders. This information will be shared with NLRC and will be filed in a determined location accessible to NLRC and National PTA Executive Director, President, and President-Elect.

In order to create proper flow of information and understanding, members of the Nominating and Leadership Recruitment Committee should have the ability to access the intranet, and other means of electronic communication and periodically attend Board of Directors and other meetings and activities as needed within the approved budget.

Resolutions Committee

In addition to National PTA Bylaws, the Resolutions Committee shall:

1. Develop the criteria for submission of proposed resolutions on nationwide issues by local constituent associations and committees of the National PTA and have that process available through the Website and office of National PTA.
2. Have committee members available to provide assistance to local PTA leaders working to submit a resolution for consideration.
3. Provide opportunities for members to review and discuss proposed resolutions.
4. Secure the posting of resolutions adopted by the annual convention.

5. To review adopted resolutions to amend, update, mark accomplished or rescind.

Youth Involvement Committee

In addition to the National PTA Bylaws, the Youth Involvement Committee shall:

1. Increase youth participation and visibility at National, State, and Local PTA events.
2. Work in collaboration with other committees to increase and retain membership.
3. Aid in education of adults in youth issues.
4. Support building partnerships with outside associations focused on youth.
5. Create opportunities to foster future leaders.
6. Provide resources on youth involvement and development.

Guidelines for Leaders Seeking and Holding Public Office

It should be noted that National PTA cannot and will not dictate to any member whether or not he may serve on a school board or in other public office. * The decision to serve is solely up to the individual. However, this decision can and does have implications for, and reflects on, the PTA. It is in this spirit that the following points are enumerated for consideration by any PTA leader seeking public office.

1. PTA leader, for purpose of this information piece, shall be considered as the President, legislative chair and any other officer and board member who speaks regularly for the public record on behalf of the unit, council, district, region, state or national PTA.
2. If a political campaign is involved, the PTA leader should not use his position as a speaking platform; in other words, when speaking for PTA the candidacy should not be referred to, and when speaking as a candidate, reference to PTA should not be included in the speech. PTA paper, equipment, or personnel should never be used in developing or carrying out a campaign for public office.
3. During the political campaign the PTA leader should not wear or distribute campaign material while presiding, presenting or attending any PTA meeting or event. ** While presiding, the PTA leader should not allow members to wear or distribute campaign material on the candidate's behalf. **
4. There should be serious consideration given to possible conflicts of interest if the PTA official becomes a public official. A decision which finds the PTA on one side and the school district/board on the other presents great difficulty to the PTA leader who is also a school board member. To vote with PTA loses faith with school board voters who want the district interests represented. If the PTA leader/school board member votes with the school district, then the members of PTA who have given the opposite direction are misrepresented. An abstaining vote represents no one. This situation can lead to serious ethical problems which only the PTA/school board member can resolve. There are many times when school boards (and other public bodies) and PTA have disagreed, contrary to the popular opinion that both are always on the same side.
5. This decision will be and has been difficult for PTA leaders because those individuals schooled in PTA often make outstanding and informed public servants. The question that must be answered is why do both leadership roles have to be served simultaneously. One might feel that because the PTA position offers great exposure to ensure election or appointment, and if the PTA leadership role were not current, the chance of winning the seat would be lessened. If this is the rationale for seeking election, the case for "using" the PTA is proven.

There are thousands of PTA leaders who are qualified to serve the public; the ability to serve should not be limited to those currently serving as elected officers and directors of PTA. Persons retiring from PTA, upon completion of highly visible offices, are ideal candidates and their candidacies pose no legal or ethical threat to the PTA at the local, state or national level.

Again, the National PTA does not limit the right of PTA leaders to seek public positions*, but it does ask that each PTA member consider the risks to all PTAs if misinterpretation of campaign

or performance in the office causes local, state or even the national association to pay the consequences.

*National PTA reserves the right to limit the national partisan political activity of its elected officers.

**A PTA leader must check with state laws to verify that not being allowed to wear campaign buttons is in violation of the freedom of speech within a particular state, e.g., at a PTA sponsored event in a public park.

National PTA Standards of Affiliation (SOA) Policy Document

This document shall be known as the National PTA’s Standards of Affiliation (“SOA” or “Standards”). National PTA has adopted these Standards in recognition of its responsibility to preserve the value and goodwill associated with the PTA Trademarks (as defined below) and brand, and also to support its constituent associations from state to local. The Standards set forth the requirements with which state constituent associations must comply to remain in compliance with the Standards of Affiliation, which allows them to enjoy the privileges of affiliation with the National PTA.

[Requirements to Remain in Compliance](#)

To remain in compliance with the Standards of Affiliation, state constituent associations must: timely and fully comply with each of the requirements, and the applicable required indicators, contained in the Standards of Affiliation Requirements (“Requirements”); comply with and agree to be bound by each of the Procedures Regarding State Constituent Associations in Non-Compliance with the SOA (“Procedures”); timely and fully comply with any policies, procedures or directives related to use of the National PTA Trademarks; and sign and agree to be bound by each of the agreements contained in the Memorandum of Understanding (“MOU”), which sets forth the agreement between the National PTA and applicable state constituent Association.

[Standards of Affiliation Requirements – Resource A](#)

The Standards of Affiliation Requirements (“Requirements”) identifies certain requirements with which state constituent associations must comply.

These requirements have been provided as a SOA Requirements Chart (“Chart”) for the state constituent association’s internal use only. To remain in compliance with the SOA, state constituent associations must comply with each requirement on the Chart by timely completing each of the required indicators by the applicable deadline and submitting the required documentation to soa@pta.org.

National PTA reserves the right to amend the Requirements at its discretion. Upon such amendment, National PTA shall notify the State Constituent Associations via email.

A copy of the current SOA Requirements Chart is attached as Resource A.

[Procedures Regarding Non-Compliance – Resource B](#)

The National PTA also has adopted Procedures Regarding State Constituent Associations in Non-Compliance with the SOA (“Procedures”).

National PTA reserves the right to amend the Procedures at its discretion. Upon such amendment, National PTA shall notify the State Constituent Associations via email.

A current copy of the Procedures is attached as Resource B.

Memorandum of Understanding – Resource C

Each state constituent association is required to sign a Memorandum of Understanding (“MOU”), which sets forth the agreement between National PTA and the state constituent association.

A copy of the Memorandum of Understanding is attached as Resource C.

Privileges of Affiliation

State constituent associations who remain in compliance with the Standards of Affiliation, the Requirements, and the Procedures enjoy the following privileges of affiliation:

- Affiliation with National PTA – Status as a Chartered Congress;
- License to use the National PTA trademarks: PTA, PARENT TEACHER ASSOCIATION, PTSA, PARENT TEACHER STUDENT ASSOCIATION and the related logos in conjunction with the name of the state constituent association; license to use the above marks as well as other National PTA marks (the “PTA Trademarks”) as permitted by the National PTA policies, procedures and directives;
- Access to appropriate membership data within National PTA database;
- Authority to collect dues for the association;
- Authority to charter new units and/or other constituent associations;
- Representation at National PTA’s Annual Convention by the state constituent association’s voting delegates;
- Access to exclusive National PTA resources, training, technical assistance and other services;
- Ability to bring resolutions to National PTA for consideration;
- Funding to attend National PTA meetings and events as may be specified in the National PTA bylaws and/or budget;
- Benefits from sponsored gifts or rewards and participation in sponsorship/members-only programs;
- Eligibility for grants and/or program participation/incentive funds;
- Official representation by National PTA at state constituent association’s annual meeting/convention or other statewide event once every two years; and
- Participation in National PTA awards and other programs, including the Reflections program.

Trademarks

National PTA is the sole and exclusive owner of the PTA Trademarks. Pursuant to these Standards of Affiliation, state constituent associations are granted a license to use the PTA Trademarks as part of their own names subject to the terms specified in the Standards of Affiliation, the Procedures, the MOU, and any other policies, procedures or directives related to the use of the National PTA Trademarks. State constituent associations will take no action that will diminish the value and goodwill associated with the PTA Trademarks. State constituent associations will not register with any governmental authority any name or mark which incorporates the PTA Trademarks or any confusing similar marks. If a state constituent association receives notice from the National PTA that it has entered into the Restructuring Phase under the Procedures, the state constituent association shall not issue any communications using PTA Trademarks without prior written approval of National PTA, shall not issue any other communication that might diminish the value and goodwill associated with the PTA Trademarks, and shall take such other steps as directed by the National PTA. If a state constituent association receives notice from the National PTA that its charter has been revoked, the state constituent association shall immediately cease to identify itself as affiliated with PTA, shall cease all use of the PTA Trademarks, and shall take such other steps as directed by the National PTA.

* * *

These Standards of Affiliation may be amended by the National PTA at its discretion. Additional information regarding the SOA is available on the National PTA website or by contacting the National PTA Field Service Committee.

1.	The state constituent association shall file the appropriate IRS Form 990 annually.	Extension requested (if applicable) <u>and</u> Cover page; <u>or</u> IRS receipt of acceptance of filing	5 months after end of state constituent association's fiscal year	Date of last filing: _____	Completion date: _____
2.	The state constituent association shall annually complete either an internal review, financial compilation, review, or audit report (state laws may apply).	For a financial compilation, review, or audit: Report cover letter <u>or</u> Complete report Or; for an internal review only: Statement of Financial Position (Balance Sheet) Statement of Activities (Income Statement) <i>*Note: see Guidance document to determine which level of service is recommended.</i>	5 months after end of state constituent association's fiscal year	Date of last filing: _____	Completion date: _____
3.	The state constituent association's name shall incorporate PTA as the name of the association.	Articles of Incorporation Submit when incorporating <u>and</u> Submit if changed	Within 30 days of completion and/or change	Date of document on file: _____	No changes; or Date of submission: _____
4.	The state constituent association shall be governed by a governing board.	List of names with full contact information and terms of office for the board members entered via National PTA database system	Submit within 30 days of any change	Date of document on file: _____	Completion date(s): _____ <i>Any changes to the governing board will be updated as soon as possible in National PTA database system.</i>
5.	The state constituent association shall adopt, revise, and adhere to bylaws that reflect correctly the current rules and practices of this association.	Governing document(s) Bylaws <u>and</u> Standing rules (if adopted by membership)	Submit within 30 days of change	Date of document on file: _____	No changes; or Date of submission: _____

6.	The state constituent association shall confirm agreement with all requirements of compliance of the National PTA Standards of Affiliation, including the Requirements and the Procedures.	Signatures on Memorandum of Understanding President Treasurer	One-time signature and submission by March 1, 2020 and subsequently when SOA policy is updated	Date of document on file: _____	Completion date: _____
7.	The state constituent association shall operate according to the vision, mission, values, and policies of National PTA as well as the National PTA legislative and advocacy priorities and adopted positions and resolutions.	Current actions <u>and</u> Operating practices	NA	NA	No submission required/ongoing practice
8.	The state constituent association shall utilize, display and incorporate the PTA Trademarks, vision statement, mission statement, and values in conformity with National PTA guidelines.	Website <u>and</u> Newsletters <u>and</u> Communications	NA	NA	No submission required/ongoing practice
9.	The state constituent association shall prioritize membership recruitment, retention, and growth and assign these responsibilities to a member of the governance team.	Submission of a membership plan with goals <u>and</u> Submission of assigned individual's name with full contact information and term of office entered via National PTA database system, <u>and</u> Amendment(s) to governing document(s), if appropriate	Submit annually by August 31 Submit within 30 days of any change Submit within 30 days of any change	Date of document on file: _____ Date of document on file: _____ Date of document on file: _____	Completion date: _____ Completion date(s): _____ Completion date: _____

		Required Indicator(s)	Deadline	Information on File	Date Completed
10.	The state constituent association shall submit a monthly membership dues report and pay any outstanding amounts due using the Automated Clearing House (ACH) payment system also known as Electronic Fund Transfers.	National PTA database system submissions	Monthly (by 11:59 pm EST on the 5 th business day)		Submission required as indicated
11.	The state constituent association shall submit a list of all constituent associations and their officers.	National PTA database system submissions	Monthly		Submission required as indicated
12.	The state constituent association's board shall participate in National PTA-facilitated training at the start of each president's term/year.	Training(s) facilitated by National PTA-assigned or -approved individual(s): Electronically <u>or</u> In person <u>and</u> 100% of executive committee and 2/3 of board in attendance	Within six months of taking office and at least every two years	Date of last training: _____	Training date(s):

Resource B Non-Compliance Procedures

The following Non-Compliance Procedures have been adopted by National PTA as a guideline to be followed when there is a determination that a state constituent association is not in compliance with the Standards of Affiliation (“SOA” or “Standards”). While National PTA recognizes its responsibility to preserve the value and goodwill associated with the PTA Trademarks (as defined in the SOA) and brand, it is also committed to supporting and working collaboratively with its local and state constituent associations. For more details, contact the National PTA Field Service Committee or email soa@pta.org.

Notification Phase

- A. *If it has been determined that a state constituent association has not complied with any portion of the SOA, the National PTA President shall notify the state constituent association of such determination (“Notice of Non-Compliance”).*
- B. *The Notice of Non-Compliance shall:*
 - 1. Be sent to the state constituent association via email (to all members of the board of directors on file) and by receipted overnight courier (to the agent of record);
 - 2. Specify the particular standard or standards with which the state constituent association has not complied;
 - 3. Specify the date by which the state constituent association must comply with each standard with which it has not complied; and
 - 4. Inform the state constituent association that if it does not comply with the standard(s) by the date(s) specified in the Notice of Non-Compliance, it will be moved to the Intervention Phase, the Probation Phase, the Restructuring Phase, and/or Revocation as determined by the National PTA.
- C. *If at any point during a period of non-compliance, National PTA becomes aware of additional or different instances of non-compliance with the SOA, notice of such additional or different non-compliance shall be given as specified in Section I.B.*

Failure to Comply with Notice of Non-Compliance

- A. *If it has been determined that the state constituent association has not complied with one or more of the identified standards by the date specified in the Notice of Non-Compliance, the National PTA President shall notify the state constituent association of such determination (“Notice of Determination”).*
- B. *The Notice of Determination shall:*
 - 1. Be sent to the state constituent association via email and by receipted overnight courier;
 - 2. Specify the particular standard or standards with which the state constituent association remains in non-compliance;
 - 3. Inform the state constituent association as to whether it is being placed in the Intervention Phase, the Probation Phase, the Restructuring Phase, or Revocation; and
 - 4. Include such additional information as specified in Sections III, IV, V, or VI below, as applicable.
- C. *National PTA reserves the right to, at any time, bypass the Intervention Phase and/or the Probation Phase and move directly into the Restructuring Phase if the National PTA Board of Directors determines that:*

1. The state constituent association members and/or officers in accordance with state law; lacks sufficient leadership to meet the applicable requirements for board composition;
2. The state constituent association is unable to fill an officer seat with an eligible leader as defined in its bylaws or other governing documents (such as board-approved policies or procedures);
3. The state constituent association's leadership is no longer functioning, and/or is unable to provide effective service to its local constituent associations;
4. The state constituent association is unable to conduct elections or business, as per bylaws, at an annual meeting;
5. The state constituent association has been in the Intervention Phase or Probation Phase at least once in the last five years; or
6. The state constituent association is engaging in conduct that the National PTA determines may justify skipping a phase after weighing the potential harm to the value and goodwill associated with the PTA Trademarks and brand as compared to the state constituent association's interest in the benefits of affiliation.

Intervention Phase

- A. *If the National PTA has issued a Notice of Determination to the state constituent association and has determined that the state constituent association shall be placed in the Intervention Phase, the National PTA shall assign either a representative or a support team to offer solutions, guidance, and oversee the state constituent association's activities and progress towards compliance. This representative or support team may include at least one member of the National PTA Board of Directors. The representative's contact information or the support team lead's contact information shall be provided.*
- B. *In addition to the information identified in Section II.B. above, the Notice of Determination issued to the state constituent association entering the Intervention Phase also may:*
 1. Inform the state constituent association that, in consultation with the representative or the support team, whichever is assigned, it is responsible for developing and submitting to the representative or support team lead and to soa@pta.org a written action plan ("Action Plan") by the deadline specified in the Notice of Determination; and
 2. Inform the state constituent association's board of directors that the failure to successfully complete the Intervention Phase may result in further corrective measures and the forfeiture of certain privileges of affiliation.
- C. *If an Action Plan is identified in the Notice of Determination, it may include milestones, with dates, or other requirements as detailed in the notice for the state constituent association to come into compliance. The state constituent association may consult the representative or support team lead as the state constituent association develops their Action Plan.*
 1. *The state constituent association shall submit an Action Plan to the representative or support team lead and to soa@pta.org for review by the deadline specified in the Notice of Determination.*
 2. *The National PTA may approve the Action Plan as submitted or return identifying those items the State Constituent Association shall modify prior to resubmitting for approval, and shall inform the state constituent association of such decision via email and by receipted overnight courier.*
 3. *If the state constituent association is unable to meet the deadline(s) specified in the Action Plan, the state constituent association may request an extension of time by submitting a*

written request for such extension to the representative or support team lead and to soa@pta.org. Such request must be received by the representative or support team lead and to soa@pta.org in advance of the deadline and must include the amount of additional time requested for each milestone in the Action Plan.

4. After deciding whether to approve an extension, the National PTA shall inform the state constituent association of such decision via email and by receipted overnight courier.
- D. At the conclusion of the Intervention Phase, the National PTA shall inform the state constituent association that the Intervention Phase has ended. Such notice shall also inform the state constituent association of its status (e.g. in compliance with SOA or continued non-compliance with the SOA), shall include such other information as the National PTA deems appropriate, and shall be sent to the state constituent association via email and by receipted overnight courier.
- E. National PTA reserves the right to end the Intervention Phase, at any time, and move the state constituent association to the Probation Phase, the Restructuring Phase, or Revocation if the National PTA Board of Directors determines that the actions of the state constituent association may diminish the value and goodwill associated with the PTA Trademarks and brand.

During the Intervention Phase, the state constituent association and its local constituent associations shall be entitled to all the privileges of affiliation with National PTA.

Probation Phase

- A. The state constituent association shall enter the Probation Phase when the National PTA has determined that:
 1. The state constituent association has failed to comply with the SOA by the deadline specified in the Action Plan approved by the National PTA during the Intervention Phase, including any approved extensions; or
 2. The state constituent association has received a Notice of Determination indicating it has been placed in the Probation Phase as a first step.
- B. If it has been determined that the state constituent association is entering the Probation Phase, the National PTA President shall notify the state constituent association of such probation ("Notice of Probation").
- C. The Notice of Probation shall:
 1. Be sent to the state constituent association via email and by receipted overnight courier;
 2. Stipulate that probation includes the forfeiture of the following privileges and any additional privileges the National PTA determines should be forfeited:
 - a. Funding to attend National PTA meetings and events as may be specified in the National PTA bylaws and/or budget;
 - b. Eligibility to receive benefits from sponsored gifts or rewards and to participate in sponsorship/members-only programs;
 - c. Eligibility to receive grants or program participation/incentive funds from National PTA;
 - d. Eligibility to request and receive official representation assigned by National PTA at the state constituent association's annual meeting/convention or other statewide event once every two years; and
 - e. Eligibility to participate in National PTA awards and other programs, including the PTA Reflections program at the national level.

3. If the state constituent association is entering the Probation Phase from the Intervention Phase, the Notice of Probation also may:
 - a. Provide that the representative or support team shall continue to offer solutions, guidance, and oversee the state constituent association's activities and progress towards compliance; and
 - b. Inform the state constituent association that, in consultation with the representative or the support team, whichever is assigned, it is responsible for modifying and submitting to the representative or support team lead and to soa@pta.org a revised written Action Plan by the deadline specified in the Notice of Determination.
 - c. The National PTA may approve the Action Plan as submitted or return identifying those items the state constituent association shall modify prior to resubmitting for approval and shall inform the state constituent association of such decision via email and by receipted overnight courier.
 4. If the state constituent association is placed in the Probation Phase as a first step, the National PTA shall assign either a representative or a support team to offer solutions, guidance, and oversee the state constituent association's activities and progress towards compliance. This representative or support team may include at least one member of the National PTA Board of Directors. The representative's contact information or the support team lead's contact information shall be provided. In addition to the information identified in Section IV.C.1 and 2 above, the Notice of Determination issued to the state constituent association entering the Probation Phase as a first step also may:
 - a. Inform the state constituent association that, in consultation with the representative or the support team, whichever is assigned, it is responsible for developing and submitting to the representative or the support team lead and to soa@pta.org an Action Plan by the deadline specified in the Notice of Determination; and
 - b. Inform the state constituent association's board of directors that the failure to successfully complete the Probation Phase may result in further corrective measures and the forfeiture of certain privileges of affiliation.
 5. Identify probation requirements, including a timeline for completion and potential additional training requirements relevant to the situation for the state constituent's board of directors.
 6. Notify the state constituent association that failure to comply with probation requirements or lack of cooperation and communication with the assigned representative or support team or causing damage to the value and goodwill associated with the PTA Trademark and brand may result in the National PTA terminating the Probation Phase, and directing that the state constituent association be moved to the Restructuring or Revocation Phase. This notification may be made at any time, regardless of whether any specified time period has passed.
- D. *If the state constituent association is placed in the Probation Phase as a first step and if an Action Plan is identified in the Notice of Probation, it may include milestones, with dates, or other requirements as detailed in the notice for the state constituent association to come into compliance. The state constituent association shall consult the representative or support team lead as they develop their Action Plan.*

1. *The state constituent association shall submit an Action Plan to the representative or support team lead and to soa@pta.org for review by the deadline specified in the Notice of Determination.*
2. *The National PTA shall approve the Action Plan as submitted or return identifying those items the state constituent association shall modify prior to resubmitting for approval, and shall inform the state constituent association of such decision via email and by receipted overnight courier.*
3. *If the state constituent association is unable to meet the deadline(s) specified in the Action Plan, the state constituent association may request an extension of time by submitting a written request for such extension to the representative or support team lead and to soa@pta.org. Such request must be received by the representative or support team lead and to soa@pta.org in advance of the deadline and must include the amount of additional time requested for each milestone in the Action Plan.*
4. *After deciding whether to approve an extension, the National PTA shall inform the state constituent association of such decision via email and by receipted overnight courier.*
- E. *A state constituent association shall remain on probation until the National PTA determines that the probation period should end.*
- F. *While on probation, the National PTA may restore the state constituent association's benefits of affiliation, in whole or in part, at its discretion.*
- G. *The state constituent association may request an extension of the Probation Phase by submitting a written request for such extension to the representative or support team lead and to soa@pta.org. Such request must be received by the representative or support team lead and to soa@pta.org in advance of the deadline, and must include the amount of additional time requested for each milestone in the Action Plan.*
- H. *After deciding whether to approve an extension, the National PTA shall inform the state constituent association of such decision via email and by receipted overnight courier.*
- I. *National PTA reserves the right to end the Probation Phase, at any time, if the National PTA Board of Directors determines that the actions of the state constituent association may diminish the value and goodwill associated with the PTA Trademarks and brand.*
- J. *At the conclusion of the Probation Phase, for any reason, the National PTA shall inform the state constituent association that the Probation Phase has ended. Such notice shall inform the state constituent association of its status (e.g. in compliance with SOA or continued non-compliance with SOA), shall include such other information as the National PTA deems appropriate, and shall be sent to the state constituent association via email and by receipted overnight courier.*

During the Probation Phase, the state constituent association's local constituent associations shall be entitled to all benefits of their membership with National PTA.

Restructuring Phase

- A. *The state constituent association shall enter the Restructuring Phase when:*
 1. *The state constituent association has failed to comply with the requirements of the Probation Phase; or*
 2. *The state constituent association has received a Notice of Determination indicating it has been placed in the Restructuring Phase.*

- B. *If it has been determined that the state constituent association is entering the Restructuring Phase, the National PTA President shall notify the state constituent association of such restructuring (“Notice of Restructuring”).*
- C. *Such Notice of Restructuring shall be sent to the state constituent association via email and by receipted overnight courier.*
- D. *During the Restructuring Phase, the state constituent association shall not take any of the following actions without prior written approval by the National PTA:*
 - 1. *Communicate with the state constituent association’s local constituent associations regarding the Restructuring Phase;*
 - 2. *Issue any communications using the PTA Trademarks or brand;*
 - 3. *Issue any other communication that might diminish the value and goodwill associated with the PTA Trademarks or brand; or*
 - 4. *Expend any funds.*
- E. *During the Restructuring Phase, the state constituent associate shall:*
 - 1. *Turn over to the National PTA access to the state constituent association’s funds and National PTA shall establish temporary account(s) when requested;*
 - 2. *Turnover to the National PTA all PTA assets and records including but not limited to physical property, contracts, financial records and instruments, historical records, minutes, access to technology accounts (website, Facebook, etc.); and*
 - 3. *Take such other reasonable actions as directed by the National PTA.*
- F. *National PTA reserves the right to end the Restructuring Phase, at any time, if the National PTA Board of Directors determines that the action of the state constituent association may diminish the value and goodwill associated with the PTA Trademarks and brand.*
- G. *At the conclusion of the Restructuring Phase, for any reason, the National PTA shall inform the state constituent association that the Restructuring Phase has ended. Such notice shall also inform the state constituent association of its status (e.g. in compliance with the SOA or continued non-compliance with the SOA), shall include such other information as the National PTA deems appropriate, and shall be sent to the state constituent association via email and by receipted overnight courier.*

During the Restructuring Phase, the National PTA will notify the state constituent association’s local constituent associations of the extent to which National PTA will provide services.

Revocation

- A. *The National PTA Board of Directors may, at any time, regardless of other actions taken under these Procedures, revoke a state constituent association’s charter if the National PTA determines that the state constituent association has engaged, or has threatened to engage, in any conduct or activities that may cause material harm to the value and goodwill associated with the PTA Trademarks or brand.*
- B. *Such Notice of Revocation shall be sent to the state constituent association via email and by receipted overnight courier.*
- C. *Immediately upon receipt of Notice of Revocation from the National PTA, the state constituent association (1) shall cease to identify itself as affiliated with PTA; (2) cease all use of the PTA Trademarks, (3) take such other steps as directed by the National PTA.*

Termination of Support Team

- A. *The National PTA may, at any time, terminate the support team. National PTA may or may not assign a new support team.*
- B. *Upon such termination, the National PTA shall notify the state constituent association of such termination (the "Notice of Termination")*
- C. *The Notice of Termination shall be sent to the state constituent association via email and by receipted overnight courier.*

Resource C

Memorandum of Understanding

Purpose and Scope:

The purpose of this Memorandum of Understanding (“MOU”) is to set forth the agreement between the National Congress of Parents and Teachers (“National PTA”) and the _____
_____ (the “State Constituent Association”) (collectively the “Parties”).

Agreement:

1. By signing this MOU, National PTA agrees that, in exchange for State Constituent Association’s acknowledgments and agreements contained herein, State Constituent Association shall enjoy the following privileges of affiliation with the National PTA and each of its obligations contained herein:
 - a. Affiliation with National PTA – Status as a Chartered Congress;
 - b. License to use the National PTA trademarks: PTA, PARENT TEACHER ASSOCIATION, PTSA, PARENT TEACHER STUDENT ASSOCIATION and the related logos in conjunction with the name of the State Constituent Association; license to use the above marks as well as other National PTA marks (the “PTA Trademarks”) as permitted by the National PTA policies, procedures and directives;
 - c. Access to appropriate membership data within National PTA database;
 - d. Authority to collect dues for the association;
 - e. Authority to charter new units and/or other constituent associations;
 - f. Representation at National PTA’s Annual Convention by the state constituent association’s voting delegates;
 - g. Access to exclusive National PTA resources, training, technical assistance and other services;
 - h. Ability to bring resolutions to National PTA for consideration;
 - i. Funding to attend National PTA meetings and events as may be specified in the National PTA bylaws and/or budget;
 - j. Benefits from sponsored gifts or rewards and participation in sponsorship/members-only programs;
 - k. Eligibility for grants and/or program participation/incentive funds;
 - l. Official representation assigned by National PTA at the state constituent association’s annual meeting/convention or other statewide event once every two years; and
 - m. Participation in National PTA awards and other programs, including the Reflections program.
2. By signing this MOU, the State Constituent Association:
 - a. Reaffirms its affiliation with National PTA;

- b. Acknowledges that the State Constituent Association’s board of directors has received, read, understands and agrees to be bound by, and/or comply with, the Standards of Affiliation (“SOA” or “Standards”) including the applicable required indicators contained in the Standards of Affiliation Requirements (“Requirements”), and the Noncompliance Procedures (the “Procedures”);
 - c. Agrees that the State Constituent Association shall timely and fully comply with the Requirements;
 - d. Agrees that the State Constituent Association shall timely and fully comply with, and be bound by each of the Procedures;
 - e. Acknowledges that National PTA is the sole and exclusive owner of the PTA Trademarks;
 - f. Acknowledges that National PTA grants state constituent associations a license to use the PTA Trademarks as part of their own names pursuant to the Standards of Affiliation;
 - g. Agrees to comply with any additional policies, procedures or directives related to use of the National PTA Trademarks;
 - h. Agrees it will not take any action that diminishes the value and goodwill associated with the PTA Trademarks;
 - i. Agrees it will not register with any governmental authority any name or mark which incorporates the PTA Trademarks or any confusing similar marks;
 - j. Acknowledges and agrees that if at any time the State Constituent Association enters into noncompliance it will follow the directives laid out in the Procedures for the phase(s) identified.
3. By initialing below, and without limiting the above acknowledgements and agreements, the State Constituent Association specifically agrees as follows:

- | | <i>State
Constituent
Association
President’s
Initials</i> |
|--|--|
| a. We shall file the appropriate IRS Form 990 annually. | _____ |
| b. We shall comply with the Standards of Affiliation Requirements for financial reporting. | _____ |
| c. We shall incorporate PTA as the name of our association. | _____ |
| d. We shall be governed by a governing board and understand that any changes to the governing board shall be submitted to National PTA in the required manner. | _____ |
| e. We shall adopt, revise, and adhere to bylaws that reflect correctly the current rules and practices of this association. | _____ |

- f. We shall sign this Memorandum of Understanding (MOU) to confirm agreement with all requirements of compliance of the National PTA Standards of Affiliation, including the Requirements and the Procedures. _____
- g. We shall operate according to the vision, mission, values, and policies of National PTA as well as the National PTA legislative and advocacy priorities and adopted positions and resolutions. _____
- h. We shall utilize, display and incorporate the PTA Trademarks, vision statement, mission statement, and values in conformity with National PTA guidelines. *(Note: A periodic review may be conducted to confirm compliance.)* _____
- i. We shall prioritize membership recruitment, retention, and growth and assign these responsibilities to a member of the governance team. _____
- j. We shall submit a monthly membership dues report and pay any outstanding amounts due in the manner prescribed by National PTA. _____
- k. We shall submit a list of all local constituent associations and their officers. _____
- l. We shall, as a board, participate in training facilitated by National PTA-assigned or -approved individual(s) at the start of each president's term/year. _____

STATE CONSTITUENT ASSOCIATION

NATIONAL CONGRESS OF PARENTS
AND TEACHERS

President's Signature

President's Signature

Print Name

Print Name

Treasurer's Signature

Secretary-Treasurer's Signature

Print Name

Print Name

Date: _____

Date: _____

Keep a copy for your records, and submit the initialed and signed Memorandum of Understanding to soa@pta.org.

Communications Protocol

1. E-Mail Guidelines

- a. When e-mailing an individual or individuals from whom you are expecting a response, list all names in the “to” line.
- b. When e-mailing more than one person, and if you are including individuals from whom you do not expect a response, include those names in the “copy” line. Members copied on an e-mail are free to respond but not expected to.
- c. When using personal email addresses for a group email use the bcc line to prevent unintentionally sharing someone’s email address with people they do not know and/or when you do not want recipients to reply all to limit email responses.

2. Communicating with Governance **

- a. When sending an e-mail to all the Officers, please include the Executive Director (ED).
- b. Mass distribution e-mails to state presidents and presidents-elect should include National Board members unless otherwise directed
- c. Mass distribution e-mails to federal legislation chairs or any state chair or counterpart should also include state presidents, state presidents-elect and National Board members unless otherwise directed.
- d. Six months before the transition of new officers, copy the president-elect on all emails to the president, unless the e-mail is confidential.

3. Communicating with Staff **

- a. If sending an e-mail to a director, copy the Executive Director (ED).
- b. If sending an e-mail to a staff member, copy his or her director.
- c. If sending an e-mail to a committee chair, copy the President and staff liaison for that committee.
- d. Sending an e-mail to an officer and/or ED, copy the Governance Manager.

4. Important reminders

- a. Always include the topic of the e-mail in the subject line
- b. If in doubt about who should receive an e-mail consult the Governance Manager.
- c. If your e-mail is confidential, please note that in the subject line or the body of the email
- d. When replying to a listserv or group e-mail, reply or reply all will send your response to all parties in the e-mail. Do not use the reply all option unless the email indicates that is desired or appropriate. This guidance is not intended to limit communication but to avoid cluttering inboxes with simple feedback responses.
- e. Before hitting send on an email thread, double-check the thread and trim, to shorten, if appropriate
- f. When replying be mindful of who has been included and the reply is relevant to all. If adding or removing someone from an email reply, please note that at the beginning of your message
- g. Stay on the topic on an email thread to make sure the email response is relevant to the original topic. If it is not relevant to the original topic or on a different topic, please send as a new email with the new topic in the subject line.
- h. Caution—it is very easy to forward or reply to emails that go to people for whom they are not intended. Please use discretion in what you choose to put into an e-mail.

**Sections still under review for updating

Committee Report Form

Insert Name of Committee
Insert the Month/Year of PTA Board Meeting for
which this report is being submitted

Submitted By: *(Name, Chair)*

Committee Members: *(List committee members, etc.)*

Meeting Dates: *(List committee meeting dates)*

Motion(s) to be brought to the Board of Directors: *(Indicate NONE or list all motions that the board should take action on. Motions for the board must also be submitted on an action item form.)*

Committee's Action Items: *(List motions adopted by the committee)*

Discussion Items: *(List key items discussed that did not result in a motion or action item)*

Next Steps: *(List upcoming items for the committee)*

Action Item Form

ACTION ITEM FORM

Motion: The _____ committee (or other group/individual), recommends that the PTA Board adopt the following:

Rationale: [Insert detailed rationale here]

Signature of Committee Chair/Board Member **Date**

The following information must be provided when submitting a proposed action item. The committee's staff liaison can assist with the necessary information below.

Budget Impact: _____

Staff Impact: _____

Impact to States: _____

Media Protocol

National PTA often receives requests from the media to comment on emerging issues that impact education. All speaking requests and/or general requests for comment are immediately routed to the Director of Strategic Communications and Media Relations Manager to assess urgency. If it is determined that a response is warranted, National PTA Communications staff, along with the National PTA Executive Director, will work with the National PTA President to determine the appropriate respondent.

The Media Relations Manager will work alongside staff subject matter experts to draft the relevant content and talking points after requests are received and pitches are made. Both the Executive Director and the National PTA President review and approve the content including, but not limited to, quotes for inclusion in media articles and National PTA press releases and statements. The National PTA Communications staff will prepare, support and staff the appropriate respondent accordingly. All final media releases and statements will be sent to the Board of Directors, State Presidents, State President-Elects, State offices, all governance committees, and past National Presidents.

Legal Services Protocol

The risk management of an association as complex as National PTA requires the legal counsel of a full-service law firm with expertise and experience advising large associations in a comprehensive and cohesive manner with association governance and management, human resources, contracting, licensing, taxes and accounting, public policy, litigation, bylaws, merchandising, copyright protection, intellectual property, and real estate. The engagement of such a firm is a decision authorized to the Board of Directors.

The elected officers of the association and the executive director of the association are charged with making recommendations to the Board of Directors regarding a change in legal counsel. Only under the guidance of the Board of Directors should a bid for legal services be executed. Once the bids are complete, the officers and the executive director will review the bids and submit their recommendations to the Board of Directors for consideration. A motion will come before the board from an officer with a recommendation for consideration. If the Board votes to approve the legal counsel, the executive director will complete the contractual relationship with the legal counsel as adopted by the Board of Directors.

The points of access for legal services are the association's president and/or his designees, the compliance officer, and the executive director and/or his designees. The designees may be appointed by the President or the Executive Director to serve as the point of contact for such issues as require direct participation with legal counsel's staff.

Legal counsel may be requested from time to time by the Board of Directors to speak with the directors about the counsel that has been provided to the points of access of the association to have a more complete picture of the risk management strategies of the association. At no time is the point of access intended to prevent the Board from having its own access as a collective group to converse with the association's attorneys.

Parliamentarian Protocol

National PTA engages a parliamentarian to provide counsel to the association for its Board of Directors meetings and the annual convention of the association to make sure National PTA is providing fair and equitable access and leadership of our meetings through the effective use of parliamentary procedure. The association is the primary customer of the parliamentarian with the President as the most common point of contact. As such, the President is authorized to extend the contract of the current parliamentarian or to identify a new Parliamentarian through a Request for Proposal (RFP) and interview process to assist him/her for the term of his/her leadership. The fee for services of the parliamentarian must conform to the dollar amount provided by the Board of Directors in the budget process. Any overage in this expense must be detailed to the Board for approval.

Board, President and Executive Director Relations

Background

A nonprofit's Board of Directors has very specific duties that are distinct from those of the president or the executive director. The Board has fiduciary responsibilities, but its members do not have power or authority individually. A board's decision-making ability lies in its group structure. Boards generally have the duties of selecting and working with the executive director, amending bylaws, approving the annual budget and long-term strategic plans, and ensuring its own succession.

The president's job is to see to it that the board gets its job done. The executive director's job is to see to it that staff gets its job done and ensure that the goals and objectives are met.

An executive director is the single point of staff delegation for the board. The executive director oversees the operations and supervises staff. This position is accountable for meeting the board's expectations for organizational performance.

By delegating the operation of the association to the executive director, the board can concentrate on its own duties of governance.

Purpose

This policy is intended to define the roles and responsibilities of the Board of Directors of National Congress of the Parents and Teachers (National PTA), herein referred to as the Board, and the executive director.

The Powers and Duties of the Board of Directors

- A. Determine the Organization's Mission and Purpose
One of the National PTA Board of Director's fundamental responsibilities is to establish the mission of the organization. In addition, the board should review the mission periodically and revise it if necessary. The mission statement should be clear and concise, and each member of the board should understand and support it.
- B. Engage in Strategic Planning
One of the major contributions that the National PTA Board can make is to establish the organization's direction and major goals. At least every three to five years, the board should engage in a formal planning process. Changes in the environment may present new opportunities and may require changes in the way the association works or in its mission. Changes in organizational leadership or other internal factors may also affect what the association will seek to accomplish.
- C. Approve and Monitor the Organization's Programs and Services
National PTA carries out its mission by offering specific programs and services for its members. The Board is responsible for deciding which programs, among the many that National PTA could offer, most effectively support the mission. In addition, the board is responsible for keeping track of progress toward goals established during strategic and annual planning.
- D. Provide Effective Fiscal Oversight
National PTA's Board is responsible for preserving National PTA's resources and assets. Ensuring that income is managed wisely is especially important because, as a tax-exempt nonprofit, it operates in the public trust. The board should establish budget guidelines and approve an annual operating budget, and then monitor the organization's adherence to the budget throughout the year. In addition, the board should require an audit once a year by an independent accountant for

verification to itself and to the public that the association is accurately reporting the sources and uses of its funds. The board must also ensure that organizational funds are responsibly invested in order to safeguard the organization's future.

E. Select and Support the Executive Director and Review His or Her Performance

One of the most significant decisions the National PTA Board will make is who to select as executive director. The National PTA Board should draft a clear job description that outlines the duties of the executive director and will undertake a carefully planned search whenever the position is vacant. In addition, the board will support its executive director by providing him or her with frequent and constructive feedback and by periodically conducting an evaluation to help the executive director strengthen his or her performance.

F. Enhance the Organization's Public Image

Board members, coming from various parts of the community or nation, can do much to develop National PTA's image. If an association is successful but its achievements are kept secret, it will not succeed in raising money, attracting new leaders for positions of responsibility on the board and staff, or, most important, serving a broad range of diverse people. Accordingly, the board should ensure the development by staff of a marketing and public relations strategy.

G. Carefully Select and Orient New Board Members

The National PTA Board is made up of individuals who can contribute critically needed skills, experience, perspective, wisdom, time and other resources to the organization. Because no one person can provide all of these qualities, and because the needs of an association continually change, the association should have a well-conceived plan to identify and recruit the most appropriate people to be on the board and nominated for the Board. The President should use a similar strategy to identify appointed members of the board. Once new members are selected, a board should orient new members to their responsibilities and to the activities of the association.

H. Organize Itself So That the Board Operates Efficiently

The National PTA Board will carry out much of their work in meetings. To make board meetings productive, board members need to receive and review agendas and background materials prior to the meetings. Meeting agendas will focus on important issues, allow for discussion and lead to action. Since boards are required to operate in accordance with their by-laws and governance policies, board members need to know what those important documents say. From time to time bylaws and governance policies must be reviewed and, if necessary, amended.

Because meetings of the full board cannot always accommodate in-depth discussion and analysis of key issues, much of the National PTA Board work should be accomplished through committees and task forces. To operate effectively, such groups need a written statement of purpose, an annual work plan approved by the board and capable leadership.

I. Understand the Relationship Between Board and Service Volunteers

Volunteers are often as significant a resource for the delivery of programs and services as funding or paid staff. National PTA volunteers will play a significant role in the success of National PTA and the Board needs to understand and appreciate their role and support policies and practices that help recruit and retain their involvement.²

J. Engage legal counsel and other professionals.

Every board of directors' work is enhanced when they routinely engage the expertise of association professionals to train the board, such as legal counsel, to facilitate important meetings.

K. Set Human Resource Policy

National PTA Board of Directors have the responsibility to set the human resources philosophy that guides the employment practice executed by the association's executive director and human

² Board Source

resources office. The board may request consolidated data and reports that demonstrate adherence to the human resources philosophy.

Power and Duties of the President (See also President’s Job Description, Appendices A)

- A. Serves as Chair of the Board of Directors.
- B. Presides at all association annual meetings and during all conventions.
- C. Serves as the chief volunteer officer for the association with primary responsibility for the selection and supervision of the national governance team as specified in the bylaws.
- D. Proposes special committees, at-large Board members, committee chairs and committee members to the Board of Directors for ratification in accordance with the bylaws of the association.
- E. Serves as the primary association contact for congresses, district & local level volunteers for resolutions of issues impacting volunteer relations and leadership.
- F. Facilitates communication between the Board of the association and its elected officers, executive director, committee chairs/members and elected state constituent association leadership.
- G. Serves as ex-officio of all committees of the association (except the Nominating Committee) and the National Constituent Association Advisory Committee.
- H. Represent National PTA and serve as an official spokesperson for the Board to its constituents, the public, and other organized groups as is necessary.
- I. Determines Board agenda, meeting dates, times and location and authorizes meeting attendees.
- J. In consultation with the executive director and elected officers determines convention and national governance meeting times. Plans and executes the general business meetings of the association. Moderates (or approves a delegate to moderate) all association business meetings.
- K. Engages a contracted association parliamentarian.
- L. Approves travel for all governance volunteer and association representatives.

Powers and Duties of the Executive Director (See also Appendices - Executive Director Job Description)

The executive director is responsible for the effective and efficient administration of the National PTA, in accordance with the approved Strategic Plan. Specifically, the executive director shall:

- A. Select, hire, organize, evaluate, and direct staff, consistent with the policies of National PTA, within the approved budget, and to establish the job descriptions, duties, and responsibilities of all staff:
 - 1. The executive director shall ensure National PTA has sufficient staff to conduct its work.
 - 2. The executive director shall have the authority to hire temporary staff and/or consultants when needed to accomplish the work of National PTA.
- B. Manage the daily operations of National PTA and serve as primary liaison to Board members.
- C. Represent National PTA for the Board to its constituents, the public, and other organized groups as is necessary.
- D. Recommend to the Board, policy positions and programmatic and budgetary activities to implement.
- E. Prepare quarterly budget status reports and quarterly progress reports towards meeting the objectives of the business plan and the strategic plan.
- F. Establish the operating budget for the association subject to Finance Committee and Board approval, and ensure programs and projects are conducted within approved budget. The financial authority of the executive director is limited by the controls found in National PTA’s Financial Policy & Procedures Manual.
- G. Approve expenditures of funds within the approved budget in accordance with policy and in accordance with state and federal laws and regulations.
- H. Ensure that all state and federal reporting, audit, prompt payment and other compliance requirements are met.

- I. Report in a timely manner all critical and pertinent information first to the President and subsequently to all members of the Board in such a manner that the members are equally well informed on matters that concern the Board.
- J. Enter into select contractual agreements with other agencies and organizations within signature authority as defined by National PTA financial policies and procedures.
- K. Accountable for meeting organizational performance in accordance with the business plan and strategic plan (including fundraising in order to meet the fiscal needs of National PTA and increasing membership).
- L. Delegate responsibilities to other staff as appropriate.³
- M. Propose convention, conference and national event dates, locations and hotels for Board approval.
- N. Based on established board of governance human resource philosophy, the executive director is accountable to execute human resource practices and procedures that reflect those priorities.
- O. Approves Association representation and travel for all staff.

Evaluation

- A. The Board of Directors will evaluate its own performance annually. From this evaluation process, the President will determine annual priorities for Board development and training and set objectives for performance improvement.
- B. Initially, the Board of Directors will formally evaluate the performance of the executive director at six months and 12 months and then, annually thereafter. From this evaluation, the President of the Board and the executive director will establish annual priorities for the development and future performance of the executive director.

³ Virginia Board for People with Disabilities. www.vaboard.org

State Presidents' Club

The State Presidents' Club is an entity within National PTA that is led by volunteers and governed by bylaws established and maintained by the State Presidents' Club. The State Presidents' Club was established for individuals who have served or are currently serving as a state president and pay annual dues. The State Presidents' Club annual meeting is held in conjunction with the National PTA Convention and the annual meeting includes the election of three officers in accordance with the State Presidents' Club bylaws. The duties of the officers of the State Presidents' Club, as well as the dues amount for membership, are outlined in the State Presidents' Club bylaws. There is no National PTA staff representation on the leadership of the State Presidents' Club. However, two staff liaisons are appointed by the National PTA Executive Director to provide support to the State Presidents' Club. The State Presidents' Club has a financial account that is maintained at National PTA and the State Presidents' Club officers have access to the funds through National PTA's Chief Financial Officer. The State Presidents' Club maintains a database of members and the State Presidents' Club is responsible for sending their own mailings and newsletters.

State Presidents' Club members may purchase tickets for the annual State Presidents' Club breakfast through National PTA's Convention registration process. The State Presidents' Club is responsible for planning the meeting and covering costs such as speakers, AV, and any materials for the meeting. To help offset the cost of the breakfast ticket price, National PTA staff will seek sponsorship for the breakfast – however, sponsorship is not guaranteed. If a sponsor is not secured, funding from the State Presidents' Club will cover the gap between the cost of the meal and the ticket price. Any sponsorship leads identified by the State Presidents' Club should be referred to National PTA staff for follow-up and the State Presidents' Club may not independently secure sponsors for the event.

If the State Presidents' Club seeks to conduct a fundraiser to benefit a local or state PTA or another external organization, the fundraiser must be approved by the National PTA President in advance. All fundraising materials and activities should be developed by the State Presidents' Club and approved by the National PTA President.

**Emergency Executive Succession Plan
(Procedure for the Appointment of an Acting Executive Director in the Event of an Unplanned Absence of the Executive Director)**

A. Rationale

In order to ensure the continuous coverage of executive duties critical to the ongoing operations of the National Parent Teacher Association (National PTA) and its services to its members, the Board of Directors is adopting policies and procedures for the temporary appointment of an Acting Executive Director in the event of an unplanned and extended absence of the Executive Director. While the Board acknowledges that such an absence is highly improbable and certainly undesirable, it also believes that due diligence in exercising its governance functions requires that it have an emergency executive succession plan in place. It is expected that this plan will ensure continuity in external relationships and in staff functioning.

B. Priority functions of the Executive Director position at National PTA

The key functions of the Executive Director to be covered by an acting director:

1. Support the Board of Directors.
 - a) Ensure integrity and strength of Board leadership and address issues around clarity of role, governance, bylaws/policies, corporate structure, and membership.
 - b) Assist with the recruitment and orientation of new Board members.
 - c) Prepare Executive reports to the Board of Directors and National PTA Officers.
 - d) Plan and attend Board meetings and various Committee meetings.
2. Maintain accountability for the current year operating budget and financial controls.
3. Convene and lead the deputy executive director leadership team.
4. Participate in recruitment, interview, selection and evaluation process for directly supervised staff.
5. Implement the association's existing short-range and long-range program and project goals.
6. Monitor overall resource development goals and fundraising plans.
7. Establish, maintain, and cultivate relations with donors, foundations and other resources to support organizational programs and activities.
8. As requested, serve as the organization's spokesperson to the greater community.

C. Succession plan in event of a temporary, unplanned absence -- SHORT-TERM

A temporary absence is one in which it is expected that the Executive Director will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical. A short-term absence is a term of 6 months or less.

In the event of an unplanned absence of the Executive Director, the Executive Director or Executive Assistant to the Executive Director shall immediately inform the National PTA President of the absence. As soon as is feasible, the President shall convene a meeting of the National PTA Board of Directors to affirm the procedures prescribed in this plan. The Deputy Executive Directors shall facilitate communications between staff and the President, the Officers and the Board of Directors during the transition period.

If he or she is able to do so, the Executive Director will maintain responsibility for identifying to the President which of the Deputy Executive Directors is best prepared to serve as Acting Executive Director in the absence of the Executive Director, as well as a secondary choice in case the first identified individual is unable to serve for any reason. The choice of an Acting Executive Director and a secondary choice rests with the National PTA Board of Directors. The National PTA Board of Directors may also consider the option of splitting executive duties among the designated appointees.

The Executive Director shall develop a mentoring plan for training the identified Deputy Executive Director in each of the priority functions of the Executive Director which are listed above (*section B*). The Executive Director shall

also maintain a detailed set of instructions in a secure place, setting forth "everything my successor would need to know if I were not here to tell him."

The person appointed as Acting Executive Director shall have the full authority for decision making and independent action as the regular Executive Director. The Acting Executive Director shall receive a temporary salary increase up to 20% above his/her current salary at the discretion of the Board of Directors.

As with an Executive Director, the National PTA Board of Directors will be responsible for supporting and evaluating the work of the Acting Executive Director. The National PTA Officers will also be alert to the special support needs of the executive in this temporary leadership role.

As soon as possible after the Acting Executive Director has begun covering an unplanned absence, Board members and the Acting Executive Director shall communicate the temporary leadership structure to key internal and external points of contact via the National PTA Communications Department:

- Members of National PTA Governance
- State PTA Leadership (*State Presidents, State President-Elects, and State Offices*)
- Education Department Partners
- Learning First Alliance Partners

D. Succession plan in event of a temporary, unplanned absence -- LONG-TERM.

A long-term absence is one that is expected to last more than 6 months. The procedures and conditions to be followed shall be the same as for a short-term absence with one addition -- the National PTA Board of Directors will convene for a special meeting within 30 days to consider whether National PTA should engage an acting Executive Director from outside the organization or from within. The identified Deputy Executive Director from the Short-Term Succession Plan will fill the role of Acting Executive Director during the determination period.

If the identified staff member serves as the Acting Executive Director in a long-term capacity, the National PTA Board of Directors and the Acting Executive Director should evaluate the potential need to temporarily backfill the management position left vacant by the Acting Executive Director. This is in recognition of the fact that, for a term of more than 6 months, it may not be reasonable to expect the Acting Executive Director to carry the duties of both positions. The position description of a Temporary Director would focus on covering the priority areas in which the Acting Executive Director needs assistance. The Acting Executive Director would maintain sole authority for identifying the Temporary Director.

E. Succession plan in event of a PERMANENT unplanned absence.

A permanent absence is one in which it is firmly determined that the Executive Director will not be returning to the position. The procedures and conditions shall be the same as for a long-term absence with one addition -- The Board of Directors shall appoint a Transition and Search Committee to plan and carry out a transition to a new permanent executive director.

National Representatives and Staff Expectations for Attendance at State Events

The role of a National PTA Representative (Nat Rep) is to provide an opportunity for state PTA members to meet leadership at the National level, better understand National PTA benefits and services, and be exposed to leadership opportunities that they may not get inside of their state. The following are the basic expectations for both the host state and National PTA during Nat Rep, National Service Representative (NSR) and other National PTA staff member participation at state PTA events:

The STATE is responsible for:

- Inviting the Nat Rep and National PTA staff members who are there at the invitation of the state to pre- and post-event State Board Meetings (if scheduled)
- Covering the cost of event registration for the Nat Rep and National PTA staff members who are there at the invitation of the state
- Inviting the Nat Rep and National PTA staff members who are there at the invitation of the state to attend all sessions, award ceremonies, and special events related to the event
- Providing meals for the Nat Rep and National PTA staff members who are there at the invitation of the state when they're offered as part of the event, including ticketed events
- Providing a minimum of ten (10) minutes for the Nat Rep keynote speech
- Providing copies of required the Nat Rep workshop handouts
- Providing A/V requirements for Nat Rep workshops
- Providing a table for National PTA information and Nat Rep networking
- (Optional) Scheduling school visits, local media opportunities, and meetings with local and state officials

NATIONAL PTA is responsible for:

- Booking hotel and airfare for the Nat Rep and National PTA staff members who are there at the invitation of the state
- Paying for the Nat Rep and National PTA staff members who are there at the invitation of the state's flight/travel and hotel
- Paying for transportation to and from airports
- Paying per diem for travelers outside of convention meals as described above
- Attending pre and post-event State Board Meetings (if scheduled)
- Delivering a keynote address to the general convention membership (a minimum of 10 minutes)
- Developing and providing high quality Nat Rep workshop materials
- Presenting at least one Nat Rep Workshop
- (Optional) Meeting the Nat Rep and National PTA staff members who are there at the invitation of the state during an 'Ask PTA' Forum
- (Optional) Installing New State Officers
- Providing gifts for installations and closing terms of office
- Donation of volunteer time (currently valued at +\$24/hour)

Attendance at State Events by those in Elected Positions and the Governance Committee Chairpersons

It shall be the policy of National PTA that individuals serving in an elected position (Board Members and members of the Nominating & Leadership Recruitment Committee) and Governance Committee Chairpersons adhere to the following policy when attending State events, meetings, and Conventions outside of their official National PTA capacity.

The individual shall adhere to the following:

- a. Give reasonable notice by email (at least 72 hours) to the National President of their intent to attend a State Event.
- b. Ensure that it is communicated to the State Leadership that their attendance is not in a National PTA capacity.
- c. Shall not expect or request any preferential treatment that is customarily afforded to those officially representing National PTA.

Once the National PTA President or their designee is notified of the individual's request, the National PTA President or their designee shall ensure the following:

- a. The State President or their designee is informed of what the National PTA policy is, and those boundaries are set and respected.
- b. The individual attending the state event is provided with the expectations of the association as set forth by policy and their role.

Exemptions from this policy shall be under the following conditions:

- a. The individual is a member of the governing structure of the State PTA, where attendance will take place.