

General Association and Business Standards for State Constituent Associations

This document shall be known as the National PTA’s Standards of Affiliation (“SOA” or “Standards”) Policy. 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.

While individuals may be assigned specific Requirements to complete and/or maintain, the responsibility for compliance remains with the governing boards of the state constituent associations.

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 Policy, 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 or as otherwise indicated.

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 copy of the current Procedures is attached as Resource B.

National PTA Standards of Affiliation (SOA) Policy Document

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.

National PTA reserves the right to amend the MOU at its discretion. Upon such amendment, National PTA shall notify the state constituent associations via email, and all state constituent associations shall sign the amended document.

A copy of the current 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, including but not limited to: PTA, PARENT TEACHER ASSOCIATION, PTSA, PARENT TEACHER STUDENT ASSOCIATION, CONGRESS OF PARENTS AND TEACHERS 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.

National PTA Standards of Affiliation (SOA) Policy Document

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 or that could harm the brand of PTA. 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 Oversight 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.

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

	Standard	Required Indicator(s)	Deadline	Information on File	Date Completed
IRS REQUIREMENTS					
1.	The state constituent association shall file the appropriate IRS Form 990 annually.	<p>If 990 filed:</p> <p><input type="checkbox"/> Cover page; <u>or</u></p> <p><input type="checkbox"/> IRS receipt of acceptance of filing</p> <p>If extension filed:</p> <p><input type="checkbox"/> IRS Form 8868 or tax preparer's letter noting requested extension*</p> <p><i>*Note: Submit the 990 cover page or IRS receipt of acceptance when filed.</i></p>	5 months after state constituent association's fiscal year end or until the authorized extension deadline	Date of last filing: _____	Completion date: _____
FINANCIAL REQUIREMENTS					
2.	The state constituent association shall annually complete either an internal review, financial compilation, review, or audit report (state laws may apply).	<p>For an internal review only (no outside CPA confirmation required):</p> <p><input type="checkbox"/> Statement of Financial Position (Balance Sheet) <u>and</u></p> <p><input type="checkbox"/> Statement of Financial Activities (Income Statement)</p> <p>For a financial compilation, review, or audit (CPA required):</p> <p><input type="checkbox"/> Report cover letter <u>or</u></p> <p><input type="checkbox"/> Complete report</p> <p><i>Note: See Annual Financial Compliance Guidance Document and Sample Annual Internal Review Form.</i></p>	5 months after state constituent association's fiscal year end or until the authorized 990 extension deadline	Date of last filing: _____	Completion date: _____
STATE CONSTITUENT REQUIREMENTS					
3.	The state constituent association's name shall incorporate PTA as the name of the association.	<p>Articles of Incorporation</p> <p><input type="checkbox"/> Submit when incorporating <u>and</u></p> <p><input type="checkbox"/> Submit if changed</p>	Within 30 days of completion and/or change	Date of document on file: _____	<input type="checkbox"/> No changes; or <input type="checkbox"/> Date of submission: _____

	Standard	Required Indicator(s)	Deadline	Information on File	Date Completed
NONPROFIT ORGANIZATIONAL REQUIREMENTS					
4.	The state constituent association shall be governed by a governing board (state laws shall apply, where applicable).	<input type="checkbox"/> List of names with full contact information, positions and terms of office for the board members entered via the 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) <input type="checkbox"/> Bylaws <u>and</u> <input type="checkbox"/> Standing rules or other operating procedures/policies, when requested	Submit within 30 days of change When requested	Date of document on file: _____ NA	<input type="checkbox"/> No changes; or <input type="checkbox"/> Date of submission: _____ No submission required unless requested
AFFILIATION REQUIREMENTS					
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 <input type="checkbox"/> President <input type="checkbox"/> Treasurer	One-time signatures and initials, submission by January 12, 2024, and subsequently when SOA policy is updated	Date of document on file: _____	Completion date: _____
7.	The state constituent association shall neither engage nor threaten to engage in any actions that may cause harm to the value and goodwill associated with the PTA Trademarks or brand.	<input type="checkbox"/> Current actions <u>and</u> <input type="checkbox"/> Operating practices	NA	NA	No submission required/ongoing practice

	Standard	Required Indicator(s)	Deadline	Information on File	Date Completed
AFFILIATION REQUIREMENTS (cont.)					
8.	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.	<input type="checkbox"/> Current actions <u>and</u> <input type="checkbox"/> Operating practices	NA	NA	No submission required/ongoing practice
9.	The state constituent association shall utilize, display and incorporate the PTA Trademarks, vision statement, mission statement, and values in conformity with National PTA guidelines.	<input type="checkbox"/> Website <u>and</u> <input type="checkbox"/> Newsletters <u>and</u> <input type="checkbox"/> Social media <u>and</u> <input type="checkbox"/> Communications	NA	NA	No submission required/ongoing practice
10.	The state constituent association shall prioritize membership recruitment, retention, and growth and assign these responsibilities to a member of the governing board.	<input type="checkbox"/> Submission of a membership plan with goals for the July 1- June 30 membership year, <u>and</u> <input type="checkbox"/> Submission of the name, full contact information and term of office for the assigned board member entered via the National PTA database system using the position title "Membership Lead"	Submit annually by August 31 Submit within 30 days of any change	Date of document on file: _____ Date of document on file: _____	Completion date: _____ Completion date(s): _____ <i>Enter any changes to this position as soon as possible via the National PTA database system.</i>
11.	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.	<input type="checkbox"/> Submit via the National PTA database	Monthly (by 11:59 pm EST on the 5 th business day)		Submission required as indicated

	Standard	Required Indicator(s)	Deadline	Information on File	Date Completed
AFFILIATION REQUIREMENTS (cont.)					
12.	The state constituent association shall prioritize diversity, inclusion, and outreach and assign these responsibilities to a member of the governing board.	<input type="checkbox"/> Submission of a diversity plan with goals for the July 1-June 30 membership year, <u>and</u> <input type="checkbox"/> Submission of the name, full contact information and term of office for the assigned board member entered via the National PTA database system using the position title "DIO Lead"	Submit annually by August 31 Submit within 30 days of any change	Date of document on file: _____ Date of document on file: _____	Completion date: _____ Completion date(s): _____ <i>Enter any changes to this position as soon as possible via the National PTA database system.</i>
13.	The state constituent association shall submit a list of all constituent associations with their officers' information.	<input type="checkbox"/> List of all constituent associations with their officers' names, full contact information, positions, and terms of office submitted as directed by National PTA <i>Note: In the event that the spring/summer reporting deadline occurs prior to the state constituent association's receipt of updated information, an initial submission of "no change" will be accepted. Any state constituent association that reports "no change" is required to submit an updated list within 45 days of the reporting deadline.</i>	As requested by National PTA but at least twice—in the spring/summer and fall/winter—of each fiscal year of National PTA	Date of last submission: _____	Submission required as indicated

	Standard	Required Indicator(s)	Deadline	Information on File	Date Completed
AFFILIATION REQUIREMENTS (cont.)					
14.	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): <input type="checkbox"/> Electronically <u>or</u> <input type="checkbox"/> In person <u>and</u> <input type="checkbox"/> 100% of executive committee and 2/3 of board in attendance	Within six months of the beginning of the president's term and at least every two years <i>Note: If a vacancy in the office of president occurs, training must be held if more than half the term remains and/or a majority of the board members did not attend the last training.</i>	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”) Policy. 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.

General Communication Provisions

In situations where notification to the state constituent association is regarding the Probation Phase, Oversight Phase, and Revocation, National PTA shall notify via email all members of the board of directors as entered into the National PTA database by the state constituent association. A copy of the notification shall also be sent via U.S. mail to the street address of the state constituent association. Other notifications shall be by email only unless otherwise stated.

If no state constituent association leadership exists to whom notice can be sent, National PTA shall send notification to all local constituent associations within the state constituent association for whom information is available in the National PTA database via email.

Cooperation by State Constituent Association Representatives

In order to ensure that the joint mission of the National PTA and the state constituent associations is carried out while these procedures are in effect, the cooperation of the state constituent association is required. All officers and board members of the state constituent association must work with, listen to and adhere to directions from the National PTA support team and National PTA representatives during all phases of these Non-Compliance Procedures.

I. 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;
 - 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 Oversight Phase, and/or Revocation as determined by 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.
- D. National PTA reserves the right to, at any time, bypass this notification and move directly into the Oversight Phase or Revocation if no state constituent association leadership exists to whom notice can be sent. National PTA shall notify the state constituent association's local constituent associations of the extent to which National PTA will provide services.

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

II. 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;
 - 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 Oversight 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 bypass the Intervention Phase and/or the Probation Phase, at any time, and move directly into the Oversight Phase if the National PTA Board of Directors determines that:
 - 1. The state constituent association 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 state law and 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 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.

- D. National PTA may choose to appoint acting officers or facilitators to govern or operate the state constituent association when no leadership has existed for a period exceeding two months. These officers or facilitators shall serve until an election can be conducted successfully or until another action takes place.

III. Intervention Phase

- A. If 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, 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 one or more members of the National PTA Board of Directors. The contact information of the representative or the support team's lead, whichever is assigned, 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 shall 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. National PTA may approve the Action Plan as submitted or return it, identifying those items the state constituent association must modify prior to resubmitting for approval, and shall inform the state constituent association of such decision via email.
 - 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, National PTA shall inform the state constituent association of such decision via email.
- D. At the conclusion of the Intervention Phase, 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 National PTA deems appropriate, and shall be sent to the state constituent association via email.

- E. National PTA reserves the right to end the Intervention Phase, at any time, and move the state constituent association directly to the Probation Phase, the Oversight 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.
- F. If National PTA moves state constituent association to the Probation Phase or Oversight Phase after failure to successfully complete the Intervention Phase, the measures identified for completion may continue into the next phase.

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.

IV. Probation Phase

- A. The state constituent association shall enter the Probation Phase when 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 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 U.S. mail;
 - 2. Stipulate that probation includes the state constituent association's forfeiture of the following privileges and any additional privileges 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;
 - b. Provide that the state constituent association continue completion of the corrective measures identified in the previous phase(s); **and**
 - c. 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.

National PTA may approve the Action Plan as submitted or return it, identifying those items the state constituent association must modify prior to resubmitting for approval, and shall inform the state constituent association of such decision via email and U.S. mail.
 4. If the state constituent association is placed in the Probation Phase as a first step, 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 one or more members of the National PTA Board of Directors. The contact information of the representative or the support team's lead, whichever is assigned, 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 National PTA terminating the Probation Phase and directing that the state constituent association be moved to the Oversight Phase or Revocation. 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. National PTA shall approve the Action Plan as submitted or return it, identifying those items the state constituent association must modify prior to resubmitting for approval, and shall inform the state constituent association of such decision via email and U.S. mail.
 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, National PTA shall inform the state constituent association of such decision via email and U.S. mail.
- E. A state constituent association shall remain on probation until National PTA determines that the probation period should end.
- F. While on probation, 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, National PTA shall inform the state constituent association of such decision via email and U.S. mail.
- I. National PTA reserves the right to end the Probation Phase, at any time, and move the state constituent association directly to the Oversight 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.
- J. If National PTA moves state constituent association to the Oversight Phase after failure to successfully complete the Probation Phase, the measures identified for completion may continue into the next phase.
- K. At the conclusion of the Probation Phase, for any reason, 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 National PTA deems appropriate, and shall be sent to the state constituent association via email and U.S. mail.

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

V. Oversight Phase

- A. The state constituent association shall enter the Oversight Phase when:
1. The state constituent association has failed to comply with the requirements of the Probation Phase;
 2. The state constituent association has received a Notice of Determination indicating it has been placed in the Oversight Phase as a first step; **or**
 3. No state constituent association leadership exists or commits to continuing to serve.
- B. If it has been determined that the state constituent association is entering the Oversight Phase and state constituent association leadership exists, the National PTA President shall notify the state constituent association of such oversight ("Notice of Oversight").
1. Such Notice of Oversight shall be sent to the state constituent association via email and U.S. mail.
 2. During the Oversight Phase, the state constituent association shall not take any of the following actions without prior written approval by National PTA:
 - a. Communicate with the state constituent association's local constituent associations regarding the Oversight Phase;
 - b. Issue any communications using the PTA Trademarks or brand;
 - c. Issue any other communication that might diminish the value and goodwill associated with the PTA Trademarks or brand; **or**
 - d. Expend any funds.
 3. During the Oversight Phase, the state constituent associate shall:
 - a. Turn over to National PTA access to the state constituent association's funds and all current accounts (National PTA shall establish temporary account[s] when it deems necessary);
 - b. Turnover to 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.) when deemed necessary by National PTA; **and**
 - c. Take such other reasonable actions as directed by National PTA.
- C. If it has been determined that the state constituent association is entering the Oversight Phase and no state constituent association leadership exists or commits to continuing to serve, the National PTA President shall notify via email the local constituent associations within the state constituent association of such oversight ("Notice of Oversight").

National PTA shall take the appropriate actions to:

1. Establish temporary account(s) and maintain financial reporting;
2. Attempt to obtain and/or gain access to 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.);
3. Provide services to the local constituent associations; **and**

4. Conduct elections according to the existing governance documents.

National PTA may choose to appoint acting officers or facilitators to govern or operate the state constituent association when no leadership has existed for a period exceeding two months. These officers or facilitators shall serve until an election can be conducted successfully or until another action takes place.

- D. National PTA reserves the right to end the Oversight Phase, at any time, and revoke the state constituent association's charter, 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.
- E. At the conclusion of the Oversight Phase, for any reason, National PTA shall inform the state constituent association that the Oversight 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 National PTA deems appropriate, and shall be sent to the state constituent association via email and U.S. mail.

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

VI. 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 National PTA determines that the state constituent association has:
 1. Been unable to sustain leadership, or
 2. Engaged, or has threatened to engage, in any conduct or activities that may cause 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 U.S. mail.
- C. Immediately upon receipt of Notice of Revocation from National PTA, the state constituent association shall (1) be deemed to have relinquished its status as a state constituent association; (2) cease to identify itself as affiliated with PTA; (3) cease all use of the PTA Trademarks; (4) distribute all remaining assets to National PTA, which may be used to establish a new entity or governance model to provide service to the constituents and members within the state; and (5) take such other steps as directed by National PTA.

VII. Termination of Support Team

- A. 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, 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.

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, including but not limited to: PTA, PARENT TEACHER ASSOCIATION, PTSA, PARENT TEACHER STUDENT ASSOCIATION, CONGRESS OF PARENTS AND TEACHERS 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 according to the current, adopted National PTA budget; 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") Policy, 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. Agrees that all State Constituent Association officers and board members shall work with, listen to and adhere to directions from the National PTA support team and National PTA representatives during all phases of Non-Compliance Procedures.
 - f. Acknowledges that National PTA is the sole and exclusive owner of the PTA Trademarks;
 - g. 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;
 - h. Agrees to comply with any additional policies, procedures or directives related to use of the National PTA Trademarks;
 - i. Agrees it will not take any action that diminishes the value and goodwill associated with the PTA Trademarks;
 - j. Agrees that any litigation against the National PTA shall be filed exclusively in the federal or state courts seated in the city of Alexandria, Virginia;
 - k. Agrees it will not register with any governmental authority any name or mark which incorporates the PTA Trademarks or any confusing similar marks;
 - l. 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:

*State
Constituent
Association
President's
Initials*

- | | |
|---|-------|
| 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 our 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 neither engage nor threaten to engage in any actions that may cause harm to the value and goodwill associated with the PTA Trademarks or brand. | _____ |
| h. 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. | _____ |
| i. We shall utilize, display and incorporate the PTA Trademarks, vision statement, mission statement, and values in conformity with National PTA guidelines. <i>(Note: A periodic review may be conducted to confirm compliance.)</i> | _____ |
| j. We shall prioritize membership recruitment, retention, and growth and assign these responsibilities to a member of the governing board. | _____ |
| k. We shall submit a monthly membership dues report and pay any outstanding amounts due in the manner prescribed by National PTA. | _____ |
| l. We shall prioritize membership diversity, inclusion, and outreach and assign these responsibilities to a member of the governing board. | _____ |
| m. We shall submit a list of all local constituent associations with their officers' information. | _____ |

- n. 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.