

Governance Policy Manual



Adopted June 2017
Portions amended by National PTA Board of Directors
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PTA VISION, MISSION, VALUES & DEI DEFINITIONS AND BELIEFS

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 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.

DEI DEFINITIONS AND BELIEFS

Diversity: Diversity is representation of, and respect for, people from different backgrounds and identities—including but not limited to race, culture, religion, socio-economic status, age, geographic area, sexual orientation and gender identification, language, learning style and physical appearance. It also involves bringing different ideas, perspectives, lived experiences, talents, values and worldviews to the table to represent the broad variety of children, caregivers, educators and communities within the PTA family.

Inclusion: Inclusion is actions, behaviors and social norms that ensure all people feel they are safe, welcomed, and that they belong. This means putting diversity into action with skill and intentionality to ensure everyone feels respected, supported and valued—and can fully participate with equal voice and right to be heard. This includes actively seeking out voices that have been traditionally underrepresented and/or marginalized.

Equity: Equity provides fairness in resources, opportunities and outcomes so that all communities get what they need to be engaged and successful. This moves beyond an "equal across the board" approach to:

1. Recognize and address bias and privilege.
2. Understand and attend to specific individual and community needs, providing additional resources to those with greater needs.

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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.

1.0 NATIONAL PTA GOVERNANCE

1.00 Diversity, Equity, and Inclusion Statement

We value diversity in our association and embrace the cultural and demographic dimensions of our membership. We work diligently to inspire, recruit, and retain membership and leadership, representing a range of personal and professional backgrounds, experiences, and perspectives that arise from various cultures and communities. This includes persons with differences based on age, thought, religion, political affiliation, ethnicity, gender, disability, geography, race, sexual orientation, gender identity, national origin, socioeconomic and family structure. National PTA endeavors to assess perceived inequalities and work to design and implement change.

To further ensure diversity, equity, and inclusion within our association, we have developed and implemented diversity beliefs and values. The beliefs of the National PTA will be reflected in all governance plans and goals throughout the association. Our commitment to diversity, equity, and inclusion will ensure we sustain progress over time and accountability for results. National PTA commits to provide accountability through transparency in our diversity goals and milestones.

Through respect, understanding, and open communication between and among all our members and leaders, we commit to enhance association practices, policy development, decision making, problem-solving, and program implementation.

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 1.07 Policy for Removal.

1.03 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 Conflict-of-Interest Disclosure Form (Appendix A, Section 1), Statement of Understanding (Contract – Appendix A, Section 2). and Affirmation of Residency Form (Appendix A, Section 3).
 - 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 \$250 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 \$125 must be submitted by January 1st of each fiscal year of the board member's term of office.
 - c. The total amount of \$125 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.

1.04 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 the association's 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.

1.05 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.

1.06 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.

1. 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.

1.07 Disciplinary Actions

All individuals serving in an elected or appointed position within National PTA Governance who do not adhere to the policy of the Governance Policy Manual are subject to the following disciplinary actions:

1. A documented verbal warning from the National PTA President.
2. Will not be permitted to attend events in their official capacity.
3. Will reimburse National PTA for up to 50% of the cost to attend the event where the action occurred.
4. The National PTA President may request a member to submit a voluntary resignation, censured by the board of directors, or be subject to removal from the position as permissible.

1.08 National Constituent Association Advisory Council (NCAAC)

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, except for 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.

Responsibilities of Committee Members

Each member of National PTA's governance structure including committee members: Shall sign a Conflict-of-Interest Disclosure Form (Appendix U) and a Statement of Understanding (Contract – Appendix V).

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 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 that¹ :

- 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
- 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.

¹ **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.

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, 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 because 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 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 or 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.

- 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 Refunding of Membership Dues

Regardless of whether an individual member chooses to terminate their membership in National PTA, or if said membership is terminated by action of the National PTA Board of Directors, no membership dues shall be refunded to said individual member in whole or in part.

2.03 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 email² 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.

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

² If an email address is not provided, members will receive a letter from National PTA requesting their communication preference.

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.

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.

2.04 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.

2.05 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.

2.06 Policy on Permanent Membership Termination

An individual's membership or national supporting membership may be terminated pursuant to the provisions of Article V, Section 6 of the National PTA Bylaws. This Governance Policy sets forth specifics on the implementation of this provision of the Bylaws.

The initiation of a request to remove a member can come from two sources – from within the Board of Directors of National PTA or from the State PTA where the member has their state membership.

National PTA Board Initiated Removal Requests: The Board of Directors may, on its own initiative, consider the permanent termination of a membership in National PTA.

State PTA Initiated Removal Requests: A State PTA may forward a request to National PTA to permanently remove an individual from National membership. However, the National PTA Board of Directors will not consider a request to remove unless the State PTA board has already voted to remove said member from its membership as permitted under their state bylaws.

Making a Request to Remove

Any request to remove must be made in writing indicating the contact information for the individual being accused, the contact information for the entity authorized to make the request to remove, and the substance of the violation that is deemed appropriate for removal per the Bylaws.

Process

1. When a National PTA Board Member or a State PTA requests a permanent termination of membership, a committee consisting of the President, President-Elect, Secretary-Treasurer, Vice-President for Membership and Vice-President for Advocacy (the "Review Committee") under the President-Elect as Chair, shall review the complaint and make a preliminary determination as to whether the alleged conduct meets the standard for termination as set forth in the National PTA Bylaws.
2. The Review Committee may request additional information from the National PTA Board Member or the State PTA initiating the request as needed. The Review Committee may request additional information from the accused after forwarding the complaint. If the Review Committee determines that no further action is warranted, it shall inform both the complainant and the accused.
3. Should the Review Committee determine the Board of Directors should consider the request to remove, the following will happen:
 - The Review Committee shall notify the Board of National PTA that it is submitting a request for the Board to consider a possible permanent termination of membership. In accordance with the Bylaws, the accused shall then be notified in writing within 3 days of the request to consider possible termination.
 - The Board of Directors will schedule an opportunity for the individual to attend the next regularly scheduled or specially called Board of Directors meeting, which may be accomplished through electronic means, and the accused shall be notified of the meeting no less than 30 days prior thereto.
 - If requested, the issuer of the request to remove and the accuser will each be given thirty minutes to present their case.
 - In accordance with the Bylaws, the individual's membership or national supporting membership may be terminated by a two-thirds vote of the National PTA Board of Directors for conduct that may damage the value and good will associated with National PTA or which violates the purposes, policy or bylaws of National PTA or a constituent association.
 - The accused and the complainant will be notified of the board's decision as soon as practical.

- There will be no appeal process for a Board of Directors decision on permanent revocation of National PTA membership.

3.0 POLICY ON RESOLUTIONS

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

National PTA resolutions are official documents approved by the Board of Directors and adopted by the membership at the NPTA annual Convention. Resolutions address an issue that requires action by NPTA delegates. These resolutions 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.

3.01 Adopted Resolutions

All adopted resolutions are kept on file and available to all members, along with other positions of statements adopted by the Board of Directors. The Board of Directors will ratify the adopted resolutions at the board meeting immediately after the convention.

Adopted resolutions 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 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 regarding the standing of the resolutions.

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 for 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.

3.02 Review of Resolutions

The Resolutions Committee shall:

Review, in its seventh (7th year), adopted resolutions for possible retention, rescission or amendment (to update).

- 1) Meet with the Legislation Committee to coordinate efforts regarding proposed retained, rescinded, and amended (updated) resolutions for presentation to the National PTA Board of Directors.

- 2) Submit to the National PTA Convention body (membership) at the annual meeting for adoption. (These can be done as a group unless a delegate asks for an individual to pull a resolution amendment to be discussed separately).
- 3) Put a seven (7)-year review date on any newly adopted or amended resolutions.

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 the Legislation Committee 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 Statement

The Legislation Committee shall review and recommend to the appropriate committee's revisions or retirement of position statements.

4.03 Position Statements Status

Adopted 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 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 position statements shall not be used, to avoid confusion as to what the term means regarding the standing of the position statement.

4.04 Review of Position Statements

The Legislation Committee shall:

- 1) Review, in its fifth (5th year), adopted position statements for possible retention, rescission or amendment (to update).

- 2) Meet with the Resolutions Committee to coordinate efforts regarding proposed retained, rescinded, and amended (updated) position statements for presentation to the National PTA Board of Directors.
- 3) Submit to the National PTA Board of Directors for adoption.
- 4) Put a five (5)-year review date on any newly adopted or amended position statement.

5.0 POLICY ON ELECTIONS

Election Policy Purpose

The National PTA Bylaws set forth basic requirements for candidates seeking elective positions. This policy provides all candidates the information needed to understand these requirements and to comply with the election procedures.

5.01 Election Policy Authority

All candidates for an Officer, Board of Directors, or Nominating and Leadership Recruitment Committee (NLRC) position, whether slated or self-nominated, must adhere to this policy. Once the NLRC slate is announced, the listed PTA members automatically become candidates for the positions they have been nominated for. Once the self-nomination period has concluded, the Elections Committee addresses all nominees equally as candidates. The Elections Committee is the sole source for all information governing elections.

Candidate Query

- Candidate queries will be pre-recorded and available on the National PTA website prior to the convention.
- Candidates for Board of Directors – Elected Director at Large and NLRC will respond to at least three (3) questions.
- Candidates for Secretary-Treasurer, Vice President of Membership and Vice President of Advocacy will respond to at least four (4) questions.
- Candidates for President-Elect will respond to a minimum of at least five (5) questions.

The Elections Committee shall develop questions for the candidate query and selection of an impartial moderator who will conduct the query.

Candidate Meet and Greet

All candidates have the option of participating in a scheduled Meet and Greet as designed and scheduled by the Elections Committee.

5.02 Elections Committee

The Elections Committee appointed by the National PTA President and approved by the Board of Directors shall monitor and administer the election process and develop guidelines for campaigning and campaign materials, as needed within the confines of board-approved policy.

A member of the Elections Committee must resign from this committee once they submit a Letter of Interest for any National PTA elected position.

The Elections Committee must perform the following additional duties:

- Provide the Board of Directors with a copy of guidelines for campaigning and campaign materials annually by the January Board of Directors meeting for approval.

- Provide guidelines for campaigning and campaign materials to all candidates within 24 hours of their announcement.
- The Elections Committee Chair is responsible for notifying the National PTA President of all violations as defined within this policy and adhering to their respective roles during the advisement, presentation, hearing, and the disposition of all violations.
- Deliver virtual training for all candidates regarding the election process, campaign rules, and any other relevant information.
- Advise candidates on the election policy and guidelines for campaigning and campaigning materials. Guidelines must be provided to slated candidates after the slate announcement and included with the self-nominated application.
- Conduct a survey with all candidates on the election process to assist with suggested changes and amendments to the policy and procedure after each election cycle.
- Maintain regular communication with the NLRC and Convention Committee to ensure the proper resources, steps, and plans are in place to ensure fair, impartial, and success in administering the election policy.
- Conduct a pre-convention meeting for candidates and/or their campaign proxy to address any questions and for in-person conventions to identify "no campaign" areas from campaign areas.

5.03 Self-Nomination Procedures

Those wishing to self-nominate for an elected position, must first apply to be slated by the NLRC to ensure that all candidates are subject to the same screening processes. Only those candidates whom the NLRC has considered and declined to nominate are eligible for self-nomination.

The NLRC will provide all applicants who are not slated with access to the online **Self-Nomination Form upon notification**. This form must be submitted online by the applicant via the provided link by April 1 at 11:59 PM EDT/EST. Failure to submit this form by the April 1 deadline and via the required format will invalidate the applicant.

The NLRC Chair will notify all impacted slated candidates that the election for their position will be contested.

5.04 Candidate Exposure

To help our constituents make the best decision on the future leaders of our association, the following will be required for all contested elections:

Candidates Speeches

- Candidate speeches that meet the established guidelines will be pre-recorded, unedited and available on our website prior to convention.
- Speech Length:
 - Candidates for the Nominating and Leadership Recruitment Committee shall be allowed two (2) minutes.
 - Candidates for Board of Directors – Director at Large shall be allowed two (2) minutes.
 - Candidates for Secretary-Treasurer, Vice-President of Advocacy, and Vice-President of Membership shall be allowed three (3) minutes.
 - Candidates for President-Elect shall be allowed five (5) minutes.
- Candidate speech videos will be arranged by position.

- The Elections Committee will conduct a drawing with all candidates for officers, elected Directors at Large and NLRC, to determine the order of their video speech. This order will also represent how the candidates' names will appear during balloting.

Candidates Query

- Candidate queries that meet the established guidelines will be pre-recorded, unedited and available on our website prior to convention.
- Candidates for Board of Directors – elected Directors at Large and NLRC will respond to at least three (3) questions.
- Candidates for Secretary-Treasurer, Vice President of Membership and Vice President of Advocacy will respond to at least four (4) questions.
- Candidates for President-Elect will respond to a minimum of at least five (5) questions.
- The Elections Committee shall be responsible for the development of questions for the candidate query and selection of an impartial moderator who will conduct the query.
- All candidates for a given position will be asked the same questions.
- All candidates will have up to 75 seconds to respond to each 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."

Candidate Meet and Greet

Candidates shall have an option to participate in a scheduled Meet and Greet.

5.05 Campaign Materials Procedures

Upon the release of the NLRC slate and receipt of the Declaration of Self Nomination, the NLRC and the Elections Committee will provide candidates with guidelines and templates for all required written submissions to facilitate the production of campaign materials. Candidates must submit all required campaign materials, as directed, via the online line process before the deadline provided. Failure to do so will invalidate the candidate.

- **SLATE CANDIDATES** must submit materials by **March 15 at 11:59 PM EDT/EST.**
- **SELF-NOMINATED CANDIDATES** must submit materials by **April 1 at 11:59 PM EDT/EST.**

The Elections Committee Chair shall notify the National PTA President, the NLRC Chair and the candidate of candidates invalidated during this process.

Required Campaign Materials:

The following forms will be provided by the NLRC and must be submitted together by email to LeadershipRecruitment@pta.org:

- **Verification of Accuracy Statement**
- **Affirmation of Residency**

The following items must be submitted together by the candidate via the online process provided by the Elections Committee:

- **Biography:** following the template provided, this shall be submitted in a Microsoft Word document.
- **High Resolution Portrait Photograph:** in JPEG or PNG format only, the image should be of at least 300 pixels per inch and in vertical orientation.

- **Campaign Narrative:** a maximum of 300 words, this shall be submitted in a Microsoft Word document, composed of only plain text. Plain text is defined as containing none of the following: bullet points, bold italics, or underlining.

The Elections Committee shall incorporate all candidates' campaign narrative in a public display at the National PTA Convention and Expo.

The Elections Committee Staff Liaison will notify a candidate, via email, when campaign materials are received. Campaign materials shall be reviewed by the Elections Committee Staff Liaison and the Elections Committee Chair for policy compliance. Candidates will be notified within five (5) business days if their campaign materials have been accepted, or if corrections are needed. If corrections are needed, a resubmission timeline will be provided to the candidate.

The review of campaign materials does NOT include suggestions or corrections to spelling, grammar, or any editing. All materials, once accepted, are distributed as provided.

Campaign materials are displayed, by position, in random order.

If any slated candidates withdraws or is disqualified, the NLRC may select alternate candidates to fill any vacancies through April 2 at 11:59 PM EDT/EST. Alternate candidates must send all required campaign materials, as designated above, by **April 10 at 11:59 PM EDT/EST**. Failure to do so will invalidate the candidate.

5.06 Campaigning Procedures

For this policy, campaigning is defined as organizing a series of activities to try to achieve their own election or that of someone else, which includes directly or indirectly asking and persuading people to vote for a candidate.

The campaign period shall begin after the 1st announcement of the slated and self-nominated candidates together.

The Elections Committee will develop guidelines for campaigning and campaign materials.

5.07 Campaign Violations

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. Violations are:

- Any non-adherence to written campaign guidelines, provided by the Elections Committee.
- 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.
- Derogatory, demeaning, or insulting remarks about a candidate made by a third party on the candidate's own social media profile.
- Distribution of campaign materials other than those produced and approved by the Elections Committee.

The following procedure will be followed when a potential violation is brought to the attention of the Elections Committee:

- The Elections Committee Chair shall immediately inform the President and members of the Elections Committee. The committee shall deliberate and determine the legitimacy of the violation. The Elections Committee shall categorize a violation in the following manner:
 - Level 1 – The violation is easily curable by notifying the candidate to take the necessary corrective action within 24 hours and has no irreparable harm to other candidates.
 - Level 2 – The violation is not easily curable, and irreparable harm to other candidates is evident and warrants the intervention of the Board of Directors.
 - Level 3 – The violation either blatantly disregards the policy; the previous advice is not followed within the requested time frame, deliberately intended or non-responsive to corrective action and warrants the intervention of the Board of Directors.
- The Elections Committee Chair will prepare a report, including the violation's categorization, and submit it to the President.
- The National President shall inform the Board of Directors of campaign violations as follows:
 - If the violation occurs more than seven (7) days before the convention, the Board of Directors will be notified within 24 hours, and consideration of sanctions will occur within seven (7) days.
 - If the violation occurs within seven (7) days of the start of convention or after the convention is called to order, the Board of Directors will be notified immediately, and consideration of sanctions will occur as soon as possible.
- The National President shall notify the candidate of the violation within 24 hours if the violation occurred prior to the start of the convention. If the violation occurs during convention, the National President must notify the candidate prior to the start of the next general session.

The Board of Directors shall meet and consider sanctions on all Level 2 or 3 violations.

- During the meeting, the National President provide the report of the Elections Committee. The Elections Committee Chair will attend the meeting to respond to questions of board members.
- Following the presentation of the Elections Committee report, the complainant and respondent will each have up to 10 minutes to address the Board of Directors either in-person during convention or virtually before the start of the convention.
- The board shall have the ability to impose the following sanctions:
 - A warning on behalf of the Board of Directors with the advice that should the same, or a similar, violation occur again, the candidate may be disqualified.
 - Disqualification of candidate by a 2/3rds vote of the members present.
- Convention delegates shall be notified of all campaign violations prior to the election.

5.08 Voting and Balloting

The voting and balloting process must be presented to the Board of Directors at the January Board meeting.

During convention, the following applies to officer elections:

- When there are more than two candidates, if a majority vote is not achieved in the second or any subsequent round of balloting, the candidate with the lowest number of votes will be dropped from the ballot before the next vote is taken.

5.09 Notification of Results

Before making election results public, the results will be shared with the candidates by the Elections Committee Chair in writing or by a phone call.

6.0 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.

7.0 National PTA Annual Convention Guest Policy

National PTA Annual Convention Guest Policy Leadership Invited Guests

For the Annual Convention each year, National PTA leadership can 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 of Membership – One (1) Invited Guest Registration; Vice-President of 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.

8.0 National PTA Disaster Relief Fund

National PTA has established a Disaster Relief Fund to provide financial assistance to local PTA units and other school communities that face significant natural or man-made crises that grievously disrupt school or the education system in a region or community. The purpose is to improve the welfare of children disrupted by the event and not supplant other relief support efforts.

The Disaster Relief Fund is dependent on donations from individuals in the National PTA community of supporters. Funds will be awarded as available.

8.01 Policies and Procedures

Available Funding

The Disaster Relief Fund will provide emergency support to State PTAS for the benefit of Local PTA Units as well as school communities not affiliated with PTA. Grants of \$500 are available to Local PTA Units and grants of \$100 are available to school communities not affiliated with PTA. Funds will be immediately released to the State PTA upon authorization by the reviewing task force and the State PTA will ensure distribution to the school beneficiary.

Requirements

1. The Local PTA Unit or school community affected must be facing operating issues due to the emergency.
2. The request must come through the State PTA for the benefit of a local unit PTA or school community³ in the affected region.
3. The State PTA must have an action plan for how the funds will be spent to support the families and school affected.
4. The State PTA must be able to act as the fiduciary of the funds, and have a way to receive the funds by ACH payment.
5. The funds requested must measurably advance the mission of PTA.

³ A Non-PTA beneficiary school must be a unit of government or organized as a 501(c)(3).

Process

1. The State PTA must submit the Application Form (Appendix T, Section 1) describing the need, action plan for funds, and other required information.
2. Requests to the Disaster Relief Fund will be reviewed immediately, and a decision to fund will be made within three to five business days from the time the Application Form is received. Awards will be made within two business days if the application is approved. All disbursements of funds should be sent to the local unit within five business days. Funding decisions are final. Because awards are dependent on the funds available, some requests may not be funded.
3. Within 60 days of receiving funds the state PTA must submit a status and/or summary report to National PTA via Google form which includes a financial accounting for how the awarded funds were used.

Disaster Relief Fundraising by National PTA

1. PTA Local Units and school communities selected for Disaster Relief Funds may be featured on the National PTA homepage and other communication channels following the award to raise awareness of the crisis, and to encourage continued support of the Disaster Relief Fund. Monies raised through such efforts will be added to the Disaster Relief Fund to replenish the Fund and ensure its sustainability.
2. National PTA will not accept contributions to the Disaster Relief Fund that are designated to a specific crisis, disaster, or PTA/school. All contributions to the Disaster Relief Fund will be restricted to the Disaster Relief Fund for current and future disaster response.
3. Ninety percent (90%) of each contribution to the Disaster Relief Fund will be re-granted to the beneficiary PTA Local Units/school communities selected to receive funding. The remaining portion will be retained by National PTA to offset the costs of administering the Fund.

Appendices

Appendix A – Responsibilities of the Board – Required Documentation

Section 1 Conflict of Interest Disclosure Form

NATIONAL PTA Conflict of Interest Disclosure Form

Name: _____

Position: _____

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. _____

(Please use the back of this form, if needed)

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: _____

Section 2 Statement of Understanding (contract)

National PTA

Board of Directors Statement of Understanding (Contract)

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

- Access to the officers and staff of National PTA as needed for proper operation of the board.
- Ample notice of all meetings.
- Minutes of all board meetings.
- Relevant information to conduct his or her job as a board member.
- Access to review all National PTA business documents (agreements, contracts, etc.) at National PTA headquarters.
- Indemnification from liability for a board member's reasonable and necessary actions, which do not result from negligence or misconduct.
- Reimbursement for expenses per National PTA travel policy for authorized travel when conducting and tending to National PTA business.

As a board member of National PTA, I am fully committed and dedicated to the mission and purposes of National PTA and have pledged to carry out such. In addition to the provisions in Article VI and IX of the National PTA bylaws, I understand that my duties and responsibilities include the following:

- I am legally responsible for this association. I will become knowledgeable about and adhere to National PTA's bylaws and policies.
- I will maintain a working knowledge of National PTA programs, finances, and management and am responsible for overseeing the implementation of policies, programs, and the strategic plan.
- I am fiscally responsible for this association. I will monitor the association's finances and take an active part in reviewing, approving, and tracking the budget and fundraising efforts to meet it.
- I am morally responsible for the health and well-being of this association.
- I will contribute at least \$250 each year to National PTA's annual giving campaign--which may be given as a one-time donation, as a donation against expense reimbursement, or in other prescribed ways except for the youth representatives who will donate \$100.
- I will actively participate in the fundraising efforts of National PTA.
- I will encourage and support the National PTA staff.
- I will consider the recommendations of the National Constituent Association Advisory Council (NCAAC).
- I will regularly check and respond to email, if necessary, within 48 hours.
- At the President's request, I will serve on at least one National PTA committee, task force, or liaison to another group.
- I will attend board, committee, and task force meetings and/or conference calls. I will participate in all such meetings using fair and independent judgment and due care in conducting the business of National PTA.
- I will exercise discretion and sound judgment in discussing all National PTA matters.
- I will not hold an elected national partisan political office while serving as a National PTA board member.
- I will adhere to the Conflict-of-Interest Policy.
- I will complete the annual evaluation of the Executive Director.
- I will adhere to the Attendance at State Events by those in Elected Positions and Governance Committee Chairpersons Policy.

- I will work as an ambassador for National PTA at all National PTA events and where my attendance is requested.

By signing this document, I understand if I cannot meet my obligations as a member of the National PTA Board of Directors, I will offer my resignation either voluntarily or at the President's request.

Signed: _____ Date: _____
National PTA President

Signed: _____ Date: _____
Board Member

Reviewed by legal counsel – 5/02, 4/18

Adopted – 6/02

Amended – 12/02, 11/03, 6/18, 3/21, 6/22

Section 3 Affirmation of Residency

**National PTA
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.⁴

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: _____

⁴ The sole exception to this policy is members of the European Congress living in European military communities, who will be deemed residents of Europe.

Appendix B – Leadership Job Descriptions

Officers. The officers of National PTA are a president, president-elect, vice president of advocacy, vice president of 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.

Transition Between President and President-Elect

National PTA will create and maintain a transition guide to facilitate the smooth transition between National Presidents. The guide will outline useful expectations for the President, President-Elect and supporting staff in the twelve months prior to the President-Elect entering the office of the Presidency. Staff under the direction of the Executive Director will seek feedback from current President and Presidents-Elect to devise and revise the guide and provide updates that are operational in nature. This guide is intended to serve as a tool and will not mandate the only ways in which a President-Elect may choose to receive support. The guide will be housed with staff, the President and the President-Elect and will be updated as needed or at least every twelve months.

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.

Convention Committee

The Convention Committee creates a learning environment that encourages building skills and competencies, facilitates networking, and holds elections. The committee shall:

1. Conduct a needs assessment and collaborate with other committees to ensure a successful convention.
2. Ensure that the event embraces diversity, inclusion, and outreach.
3. Share the launch of Call for Workshop Proposals and registration.
4. Collaborate with the Leadership Development committee to review the workshop proposals.
5. Increase youth participation through outreach. Collaborate with the Youth Engagement Committee to cultivate youth and student engagement.
6. Engage volunteers by collaborating with the host state and other PTA leaders.
7. Welcome newcomers and give them a sense of belonging. Plan and conduct a first-timer's session.
8. Develop the standing rules for adoption by the Board.
9. Collaborate with the Elections Committee to create an environment that facilitates a fair election process.
10. Amplify and broaden our reach using social media and traditional channels.

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.
13. Create, implement, and optimize programs that support the success of and create a welcoming environment for all underrepresented.
14. Compliment and cooperate with committees within the National PTA governance structure, to ensure that matters pertaining to diversity, inclusion, and outreach are addressed with intent as plans of work are created and implemented and as policy is written and/or amended.

Elections Committee

The Elections Committee shall:

1. Administer the election process and develop guidelines for campaigning and campaign materials.
2. Monitor and administer the campaign process.
3. Promote awareness of the election process.
4. Review and approve candidate materials.
5. Organize and monitor campaign events and activities.

Executive Director Performance Evaluation Committee

The Executive Director Performance Evaluation Committee shall:

6. Recommend to the board of directors the executive director's performance evaluation process.
7. Facilitate the executive director's annual evaluation review.
8. Review and recommend the executive director's compensation to the board of directors.
9. Communicate to the board of directors industry-relevant best practices to evaluate an executive director.
10. Create training materials to communicate the executive director evaluation process, evaluation instrument, and supporting documents.

Family Engagement Committee

The Family Engagement Committee shall:

1. Review and evaluate, transformative family engagement resources and training opportunities state PTAs have and make available to their respective Local Units.
2. Working with state PTAs, evaluate effectiveness of family engagement strategies in increasing membership and / or advocacy activity.
3. Promote National Standards for Family-School Partnerships and national family engagement observances, such as National Parent Involvement Day and Take Your Family to School Week.
4. Develop and/or update (as needed) workshops and materials on transformative family engagement and standards for family engagement and align state resources to national messaging.
5. Work in collaboration with other committees to raise the visibilities of Family Engagement opportunities.

Field Service Committee

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

1. Build positive, working relationships with state association leadership to foster goodwill between National PTA and those state associations.
2. Assess capability/capacity levels of state associations to service units their constituent associations and provide training and support to assist in that service delivery.
3. Work collaboratively with National PTA staff and other national governance members to educate and empower state leaders to maintain compliance with the Standards of Affiliation (SOA) Policy and evaluate the policy's effectiveness and efficiency in promoting our association's mission.
4. Review, assess and recommend changes to National PTA's services to the field to ensure they meet the needs and align with the 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. Review the budget accountability process at the beginning of each new administration.
3. Review investment guidelines at the beginning of each new administration.
4. Participate in planning and delivering financial workshops/training.
5. Review monthly financial statements and report to the board at each meeting.

Governance Committee

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

1. Provide guidance to all levels of PTA leadership regarding matters related to bylaws, policies, and procedures.
2. Provide guidance to leaders at all levels on best practices in governance matters.

Leadership Committee

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

1. Work to implement the leadership development goals and strategies as listed in the Strategic Plan.
2. Work with staff and PTA leaders to determine the needs of PTA leaders at all levels.
3. Educate PTA leaders on best practices in leadership and provide them tools to accomplish their PTA roles.
4. Review, measure, and evaluate the training resources available through National PTA for all levels of PTA leadership.
5. Work collaboratively with National PTA committees to design, review and improve resources available through National PTA.
6. Promote the use of training resources by PTA leaders at all levels.
7. Work to provide state PTA leaders with data around training participation within their states.

8. Develop and define pathways to leadership at all levels of PTA and provide leadership development training, including inclusive practices to expand leadership and membership as included in the Strategic Plan.
9. Identify potential PTA trainers and develop, with staff, Train the Trainer programs to expand capacity and reach.
10. Work with staff, National PTA leadership, and the Convention Committee to provide quality training experiences at National PTA events.

Legislation Committee Description

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

1. Act as the key link between National PTA and the State PTAs to promote advocacy and awareness of PTA's federal public policy platform and legislative issues.
2. Participate in the Annual Legislative Conference including hill day preparation, training opportunities, webinars, and the review and selection of advocacy awards recipients.
3. Provide input on legislative documents including the public policy platform, the FLC handbook, and activities designed for the membership.
4. Work alongside staff with promoting increased participation of our members in advocacy opportunities and the promotion of action alerts.
5. Advise national leaders, the board of directors, and staff regarding member interests and goals on issues.
6. Share expertise and skills at local, state, and national forums and platforms.
7. Be available to advocate for National PTA positions and resolutions to members of congress, state representatives, and local communities.
8. Identify associations, partners, and other resources that complement the work of the National PTA.
9. Report back to the Vice President of Advocacy and National PTA Government Affairs staff on federal policymakers' positions and other matters when appropriate.
10. Participate in the creation of workshops for Convention and the Annual Legislative Conference.
11. Assist in the creation of new position statements and resolutions and the amendment of current position statements.
12. Participate in the review of positions to rescind, amend, and retain.
13. Assist in the planning of the bimonthly Federal Legislative Chair (FLC) webinars along with the chair including attending the event.
14. Provide support and outreach to the assigned states on legislative issues and the NPTA Public Policy Platform.
15. Recommend expert guest speakers for FLC meetings and the annual legislative committee
16. Assist in monitoring the social media platforms for FLCs
17. Be available to perform other duties as assigned by the chair and by the National PTA President.

Membership Committee

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

1. Cultivate relationships and two-way communication with state membership leaders to:
 - a. Support state membership plans and growth, and
 - b. Promote membership strategies and resources from National PTA and among all state associations.

2. Collaborate with the National PTA Membership and Field Service Department to
 - a. Develop and promote membership resources,
 - b. Analyze state membership data for discussion with states, and
 - c. Coordinate communication and support to state membership leaders.
3. Actively promote PTA membership, emphasizing the value of PTA in every community and the benefits of PTA membership to every population, including outreach to those historically under-represented within National PTA membership.
4. Provide presentations as needed on PTA membership development topics.

Nominating and Leadership Recruitment Committee (NLRC)

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:
 - i. Integrity: Discretion, professionalism, and credibility.
 - ii. Strategic: Creative, forward-thinking, and critical.
 - iii. Financial Knowledge: Financial experience, risk management and understanding non-profit finances.
 - iv. Communication: Effective communication as an ambassador and representative of National PTA.
 - v. Knowledge of National PTA Values and Apply Relevance: Knowledgeable of National PTA's values, mission and purposes and their relevance to today's reality.
 - vi. Education Knowledge: Understands all levels of educational systems and demonstrates commitment to the value of education.
 - vii. Collaboration and Consensus Building: Actively listens and promotes good working relationships, breaks down barriers, resolves conflict and builds cooperation and cohesiveness.
 - viii. Diversity and Inclusion: Welcomes and values inclusion in principle and practice with the intentional pursuit of demographic and cognitive diversities.
 - ix. Governance Expertise: Board, business, non-profit, problem-solving and/or legal experience.
 - x. Advocacy: Focused on every child. Serve as child advocates and speak up for the health and well-being of all children.
 - xi. Results-Oriented: Accountability to advance PTA's mission and vision.
 - xii. 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:
 - i. Integrity: Discretion, professionalism, and credibility.

- ii. Strategic/Visionary: Conveys analytical and big-picture perspectives.
- iii. Communication: Effectively communicates and utilizes interpersonal skills.
- iv. 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.
- v. Talent Cultivation: Identifies and engages leaders that exhibit PTA core values and necessary skill sets.
- vi. Collaboration and Consensus Building: Actively listens and promotes good working relationships, breaks down barriers, resolves conflict and builds cooperation and cohesiveness.
- vii. Diversity and Inclusion: Welcomes and values inclusion in principle and practice with the intentional pursuit of demographic and cognitive diversities.
- viii. 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 the end of the annual National Governance Retreat.
- 4. Identify, screen, evaluate, and select potential leaders.
 - a. Officers – Identify, screen, and interview via face to face, phone, and/or video conferencing programs for interviews.
 - b. Board of Directors – Identify, screen, and interview via phone and/or similar programs for interviews.
 - c. NLRC – Identify, screen, and interview via phone and/or similar programs for interviews.
 - d. Committees – Identify, screen, and interview via phone and/or similar programs for interviews.
 - e. Determine the slate.
 - f. 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. 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.

Programs Committee

The Programs Committee shall:

1. Work in collaboration with other committees to raise the visibility of NPTA program opportunities.
2. Create opportunities, through Subcommittee participation, to develop future NPTA leaders.
3. Be an ambassador of NPTA Programs.
4. Review, assess and recommend changes to current materials and assist Staff in the updating of Program materials as required.
5. Participate in grant reading opportunities and workshop presentations as necessary.

Strategic Vision Committee

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

1. Review plans of work of all committees.
2. Identify Board goals for Board approval; ensure compliance of the Board goals.
3. Observe all committees to make certain that the work of the association is in alignment with the strategic plan.
4. Revisit and revise board evaluation as needed.
5. Report progress of the strategic plan to the Board.

Youth Engagement Committee

1. Increase youth engagement and membership at national, state, and local PTA/PTSA events.
2. Provide an informed youth viewpoint to the work of the PTA/PTSAs on the national, state, and local levels, including working collaboratively with national committees.
3. Build collaborative relationships with external youth-centered and youth-advocacy organizations.
4. Develop opportunities for youth leadership development, as well as youth civic engagement and civic education.

Appendix C – Guidelines for Leaders Seeking and Holding Public Office

Guidelines for Leaders Seeking and Holding Public Office

It should be noted that National PTA cannot and will not dictate to any member whether he may serve on a school board or in other public office.⁵ 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.⁶ While presiding, the PTA leader should not allow members to wear or distribute campaign material on the candidate's behalf.⁷
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.

⁵ National PTA reserves the right to limit the national partisan political activity of its elected officers.

⁶ 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.

⁷ 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.

Again, the National PTA does not limit the right of PTA leaders to seek public positions⁸, 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.

⁸ National PTA reserves the right to limit the national partisan political activity of its elected officers.

Appendix D – Mentor Policy

Resource A – Overview: Request for a State PTA Mentor

A mentor may be assigned to a specific leader (state PTA president, president-elect, or other elected leader) to provide support, guidance and advice. A mentor may attend meetings, but the intent is to provide one-on-one coaching and leadership development.

A request for a mentor may be granted by the National PTA President after receipt of a written request that has followed these procedures. All mentor requests shall be at the discretion of the National PTA President.

Request for Mentor Procedures

Follow these procedures.

- A. Complete a Request for Mentor Form. This form may be downloaded from the State Resource Bank. Each request must be signed by:
 - the state PTA president, or
 - the state PTA leader requesting support.
- B. Submit the completed Request for Mentor Form to the National PTA President via email and the Field Service Committee Chair at info.fieldservice@pta.org. A confirmation of receipt will be sent to the state PTA leader requesting support.

After receipt of the request form:

- A. The National PTA President shall review the form, and the state PTA leader who completed the form may be contacted for information.
- B. Requests may be evaluated based on:
 - Information provided;
 - Previous attempts to seek assistance;
 - Need for experienced guidance; and/or
 - Willingness to accept assistance.

Mentor

- A. The National PTA President may appoint a mentor to support the state PTA based on the receipt of the Request for Mentor Form or knowledge of the current situation.
- B. The mentor shall provide reports at least quarterly or more often, if requested, to the National PTA President and the Field Service Committee Chair.
- C. The mentor shall serve until the National PTA President notifies the state PTA leader that the mentorship has ended.

Resource C – Form: State PTA Mentor Checklist

	ACTION	STATUS
<input type="checkbox"/>	Receive assignment from National PTA President.	Click or tap here to enter text.
<input type="checkbox"/>	Confirm details of assignment with National PTA President and Field Service Committee Chair.	Click or tap here to enter text.
<input type="checkbox"/>	Contact state PTA officer to which you have been assigned (state president, president-elect, or other elected leader) to introduce yourself, explain the process, identify needs, and begin building a relationship.	Click or tap here to enter text.
<input type="checkbox"/>	Determine the best means of communicating.	Click or tap here to enter text.
<input type="checkbox"/>	Schedule regular calls/virtual meetings with the state PTA officer.	Click or tap here to enter text.
<input type="checkbox"/>	Begin completing the Mentor Status Report Form. (Regular reports are required at least quarterly or more often, if requested.)	Click or tap here to enter text.
<input type="checkbox"/>	Meet with Field Service Committee liaison for this state PTA with agreement of mentee, as needed.	Click or tap here to enter text.
When needed:		
<input type="checkbox"/>	Determine expectations.	Click or tap here to enter text.
<input type="checkbox"/>	Build relationship.	Click or tap here to enter text.
<input type="checkbox"/>	Define goals.	Click or tap here to enter text.
<input type="checkbox"/>	Provide guidance.	Click or tap here to enter text.
<input type="checkbox"/>	Share resources.	Click or tap here to enter text.
In all cases:		
<input type="checkbox"/>	Encourage transition preparation and planning throughout the year.	Click or tap here to enter text.
<input type="checkbox"/>	Provide accolades, encouragement, and recognition regularly.	Click or tap here to enter text.

Sample mentor resources can be found here:

<https://www.washington.edu/doit/what-role-mentor>

<https://hbr.org/2017/03/6-things-every-mentor-should-do>

<https://www.td.org/insights/7-tips-about-how-to-mentor-someone>

<https://www.maguiretraining.co.uk/blog/how-to-be-an-effective-mentor-8-dos-and-donts/>

Resource D – Form: State PTA Mentor Status Report

State PTA	Click or tap here to enter text.	Report Date	Click or tap here to enter text.
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Assignment

Assigned Mentor	Click or tap here to enter text.	Email	Click or tap here to enter text.
Assigned to	Click or tap here to enter text.	Date Assigned	Click or tap here to enter text.
Position	Click or tap here to enter text.	Term Dates	Click or tap here to enter text.

Report *(Please include any recommendations.)*

Frequency of Contact	Click or tap here to enter text.
<div style="height: 450px; border: 1px solid black;"></div>	

Submit quarterly or as requested to the National PTA President and the Field Service Committee Chair.

Appendix E – National PTA Standards of Affiliation (SOA) Policy Document as of October 2021

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.

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.

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.

* * *

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.

Resource A – Standards of Affiliation Requirements

	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
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 and <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.)					
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
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>

	Standard	Required Indicator(s)	Deadline	Information on File	Date Completed
AFFILIATION REQUIREMENTS (cont.)					
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
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

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

President's Signature

Print Name

Treasurer's Signature

Print Name

Date: _____

NATIONAL CONGRESS OF PARENTS AND TEACHERS

President's Signature

Print Name

Secretary-Treasurer's Signature

Print Name

Date: _____

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

Appendix F – Communications Protocol

1. PTA Email Address: General Guidelines
 - a. National PTA shall provide a PTA domain-based email address for:
 - i. Current members of the Board of Directors;
 - ii. Current members of the Field Service Committee and Subcommittee; and
 - iii. Other members of Governance as recommended by the President and/or legal counsel.
 - b. Any individual receiving a PTA domain-based email address is required to use said address for all National PTA electronic communications.
 - c. National PTA retains the ownership of said email address and shall revoke access as may be required if/when an individual ceases their status related to item “a.” in this section.
 - d. The communications generated by or sent to this email address may be subject to review as required by legal counsel.
2. PTA Email Address: Signature Guidelines
 - a. The signature area of a PTA domain-based email shall contain the following:
 - i. The first and last name of the user along with any post-nominals, and
 - ii. The National PTA position, or positions, of the user.
 - b. The signature area may also contain one National PTA-created graphic.
 - c. The signature area shall NOT contain any of the following:
 - i. Reference to the user’s local or state PTA positions;
 - ii. Reference to the user’s non-PTA work or other personal information/positions; or
 - iii. Additional language, such as quotations, including those by National PTA founders or other notable members.
3. PTA Email Address: Communication Guidelines
 - a. When emailing an individual or individuals from whom you are expecting a response, list all names in the “to” line.
 - b. When emailing more than one person and including individuals from whom you do not expect a response, include those names in the “cc” line. Members copied on an email are free to respond but not expected to.
 - c. When emailing individuals using personal, not PTA, email addresses in 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.
4. Communicating with Governance⁹
 - a. As a courtesy all mission-critical communications should be sent to the President and President-Elect before distribution.
 - b. When sending an email to all Officers, please include the Executive Director (ED).
 - c. Mission-critical mass distribution emails to state presidents and presidents-elect should include National Board members unless otherwise directed.
 - d. Mass distribution emails to federal legislation chairs or any state chair or counterpart should also include state presidents, state presidents-elect, state staff, and National Board members unless otherwise directed.
 - e. When sending an email regarding National PTA business to the chair of a committee you are not a member of, copy the president and committee’s staff liaison.

⁹ See Volunteers Communicating with Staff in this appendix.

- f. Twelve months before the transition, copy the president-elect on all emails to the President, unless the e-mail is confidential.
5. Volunteers Communicating with staff¹⁰
- a. Communication with staff members should be through NPTA email accounts. The association then has a record of all communication. Other methods of communication may expose the senders' and receivers' devices and email systems to be discoverable in the unlikely case of litigation, which considerably decreases privacy for volunteers and employees.
 - b. When necessary, text messaging should only be used for short messages and only during work hours unless it is an emergency.
 - c. Staff will respond to after hours or weekend; emails on the next workday unless the email is noted as an emergency. Staff is notified by email, or a voicemail left on their office phone and will respond to the message on the next business day.
 - d. Calls to staff cell phones should not be made after 7:00 PM ET or before 9:00 AM ET except in the case of an emergency. This includes calls to "just leave a message."
 - e. If sending an email request (except routine business) to any staff member, copy their Deputy Executive Director, who is responsible for managing incoming work requests.
6. Important reminders
- a. Always include the topic of the email in the subject line.
 - b. If in doubt about who should receive an email, consult the Governance Manager.
 - c. If your email is confidential, please note that in the subject line or the body of the email.
 - d. When replying to a listserv or group email, reply or reply all will send your response to all parties in the email. Please do not use the reply all option unless the email indicates that it 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, trim the thread as possible.
 - 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 email.

¹⁰ See Communicating with Governance in this appendix.

Appendix G – Officer Report Form



Name:

Officer Position:

Time Period Covered:

Date Submitted:

Directions: Describe 3-5 key activities that you participated in in your role as an officer. Include officer responsibilities that are applicable specifically with your role. (i.e.- President, President Elect, Secretary Treasurer, NCACC, Membership, Advocacy). Please summarize any additional information that you would like to share with the Board of Directors.

Key Activity: Event, speaking engagement and/or meeting you participated in.

Key Takeaway(s): List 1-3 Reflections on the activity. What did you observe and learn?

Next Step(s): What follow up if any is needed? What should we look for next?

Expected Completion Date (if applicable):

Key Activity:

Key Takeaways:

Next Step(s):

Key Activity:

Key Takeaways:

Next Step(s):

Key Activity:

Key Takeaways:

Next Step(s):

Key Activity:

Key Takeaways:

Next Step(s):

Key Activity:

Key Takeaways:

Next Step(s):

Any other additional information you want to share:

Appendix H – Committee Report Form

National PTA Committee Report

Committee Chair:

Committee Members (please list):

Committee Name:

Committee Meeting Dates:

Reporting Period:

Keeping your plan of work in mind please give an update on where your committee is:
(you may add more than three if relevant)

1. Objective

Action Items (if applicable)

Status

Next Steps

2. Objective

Action Items (if applicable)

Status

Next Steps

3. Objective

Action Items (if applicable)

Status

Next Steps

Please share any activities, actions, and/or deliverables below. (this is where you can share with the NPTA Board of Directors what your committee is working on or has completed)

Appendix I – Action Item Form

ACTION ITEM FORM

Motion:

The _____ Committee (or other group/individual) recommends that the National PTA Board of Directors 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: _____

Appendix J – 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.

Appendix K – 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.

Appendix L – Parliamentary 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.

Appendix M – 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.¹¹

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

¹¹ 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, Appendix 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

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 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 to meet the fiscal needs of National PTA and increasing membership).
- L. Delegate responsibilities to other staff as appropriate.¹²
- 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.

¹² Virginia Board for People with Disabilities. www.vaboard.org

Appendix N – 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 meeting or event through National PTA’s Convention registration process. The State Presidents’ Club is responsible for planning the meeting or event and covering costs such as speakers, AV, and any materials for the meeting. To help offset the cost of the meeting or event ticket price, National PTA staff will seek sponsorship for the event 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.

Appendix O – 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

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 six (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 can 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.

Appendix P – National PTA Representative and State Expectations for Attendance at State Events

The role of a National PTA Representative 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 the Nat Rep visit and other National PTA staff member(s) 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)

Appendix Q – Attendance at State Events by those in Elected Positions and 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.

Appendix R – New Board Member Orientation

National PTA has the responsibility of providing new board members with a strong foundation of the work of the board to ensure they are ready to carry out the mission, values, and purposes.

Board Resources

New board members will be provided the following documents within 10 business days of their election or appointment:

1. Bylaws
2. Governance Policy Manual
3. Staff Organizational Chart
4. Board Roles and Responsibilities
5. List of Board Committees, Charge and Members
6. Meeting Schedule
7. Strategic Plan
8. Current Budget
9. Most Recent Monthly Financials
10. Most Recent Audited Financial Statement
11. Minutes from the last three board meetings
12. Any board reports and/or studies completed or commissioned in the past 6 months

Orientation Meeting

This meeting will be for new board members only. This meeting will be preparatory in nature and provide a space for questions and answers. This meeting should occur within 45 days of their election and/or appointment. This meeting should review at least the following topics:

1. General Expectations of Board Members
2. Board Contribution
3. Communications Protocol
4. Duties of the Executive Director
5. Board Policies
6. Board Norms

Additional items and topics deemed necessary will be added by the Board Chair.

Appendix S – National PTA Facebook Group Policy

Guidelines, Protocols and Aids for National PTA Facebook Groups

What is a Facebook Group?

Facebook groups are spaces on the social media network for friends, acquaintances, or people with similar interests to connect, discuss and share. Groups provide an arena for organic discussion and help foster a sense of community. Privacy settings can be customized for groups depending on who you want to be able to join and see your group.

Facebook groups have been created through National PTA for local PTA leaders across the country; state PTA presidents; state PTA presidents-elect; federal legislative chairs; state PTA membership chairs; and diversity, inclusion, and outreach.

How to Establish a New National PTA Facebook Group

- National PTA's president can request a new Facebook group with National PTA's communications team.
 - National PTA's president will select the administrators and moderators for each group (volunteers).
 - Volunteers cannot establish National PTA groups on their own.
- National PTA staff will create the requested Facebook group and remain as admins.
 - Staff will include rules of conduct in each group established.
 - Staff will provide guidelines for moderation to volunteers.
 - Volunteers will be responsible for sharing content, answering questions, and ensuring the guidelines are adhered to in the group.
- No more than 10 groups will exist per presidential term.

Authority and Admins for FB Groups

There are two roles for people who manage groups: admins and moderators.

The table below outlines the roles and what they're able to do:

	Admin	Moderator
Make another member an admin or moderator	✓	
Remove an admin or moderator	✓	
Manage group settings (ex: change the group name, cover photo or privacy settings)	✓	
Approve or deny membership requests	✓	✓
Approve or deny posts in the group	✓	✓
Remove posts and comments on posts	✓	✓
Remove and block people from the group	✓	✓
Pin or unpin a post	✓	✓

Privacy Settings

National PTA staff will work with the president to determine which of the following privacy settings is appropriate for the groups created:

- **Public** – Public groups are open for anyone to join and anyone on or off Facebook can see who is in the group and the content that is posted in the group.
- **Private** – With private or closed groups, only members of the group can see who is in the group and what they post. Closed groups are useful when you want a more exclusive gathering.

Facebook Group Rules/Guidelines

1. **PTA Civility Pledge Agreement**
Please take a moment to acquaint yourself with the important community guidelines listed below. By joining this community, you agree that you have read and will follow these rules and guidelines.
2. **Be Kind and Courteous**
We're all in this together to create a welcoming environment. Let's treat everyone with respect. Healthy debates are natural, but kindness is required.
3. **No Hate Speech or Bullying**
Make sure everyone feels safe. Bullying of any kind isn't allowed, and degrading comments about things like race, religion, culture, sexual orientation, gender, or identity will not be tolerated.
4. **No Promotions, Solicitations or Spam**
Give more than you take to this group. Self-promotion, spam, and irrelevant links aren't allowed. This includes recruiting other PTA members or promoting fundraisers.
5. **Respect Everyone's Privacy**
Being part of this group requires mutual trust. Authentic, expressive discussions make groups great, but may also be sensitive and private. What's shared in the group should stay in the group.
6. **PTA Reserves Right to Remove Participants**
Defamatory, abusive, profane, threatening, offensive, or illegal posts are strictly prohibited. Posts and participants will be removed immediately.
7. **Members Should Report Concerns to Admin**
If you see defamatory, abusive, vulgar or destructive posts, please report to Admin immediately and we will evaluate situation.

Appendix T – Disaster Relief Fund Application Form

Section 1 Application Form

Disaster Relief Fund Grant Application Form

Application ID # (to be assigned by National PTA): _____

1. Submitting this application indicates that the requester has reviewed, understands, and agrees to abide by National PTA's Disaster Relief Fund Policies & Procedures.
2. Email this completed application to DisasterReliefFund@pta.org.
3. Applications will be reviewed immediately upon receipt.
4. National PTA will notify you of the decision to approve or decline funding within three (3) to five (5) business days.
5. If approved for funding, payment will be made within two (2) business days via ACH to your state PTA.

We know this is difficult for you and wish to make this as seamless as possible. If you have questions about this application or the process, please contact DisasterReliefFund@pta.org.

STATE PTA INFORMATION

State PTA Name: _____

If this application is approved for funding, payment will be made via ACH to the state PTA account on file with National PTA, and the state will distribute funds to the beneficiary PTA/school noted below.

STATE PTA PRIMARY CONTACT INFORMATION

PRIMARY CONTACT NAME: _____

PTA ROLE: _____

ADDRESS: _____

MOBILE PHONE NUMBER: _____

EMAIL ADDRESS: _____

STATE PTA SECONDARY CONTACT INFORMATION

SECONDARY CONTACT NAME: _____

PTA ROLE: _____

ADDRESS: _____

MOBILE PHONE NUMBER: _____

EMAIL ADDRESS: _____

BENEFICIARY INFORMATION

NAME OF LOCAL UNIT PTA/PTSA, SCHOOL(S) AND/OR COMMUNITY TO BE SUPPORTED VIA THESE DISASTER RELIEF FUNDS:

ESTIMATED NUMBER OF STUDENTS ENROLLED IN BENEFICIARY SCHOOL(S): _____
GRADES SERVED: _____

NARRATIVE

STATEMENT OF NEED. DESCRIBE THE NATURE OF THE DISASTER. WHAT IS THE IMPACT ON CHILDREN?

Box will expand to accommodate text as needed

HOW WILL THE DISASTER FUNDS WILL BE USED (i.e., purchase books for school library, purchase playground equipment, etc.):

Box will expand to accommodate text as needed

ARE THERE OTHER POSSIBLE SOURCES OF FUNDS TO HELP HANDLE THIS DISASTER? ☐ Yes ☐ No
IF YES, THEN INDICATE THE SOURCE OF FUNDS BELOW.

Box will expand to accommodate text as needed

Please have the State PTA President sign the application below to indicate his/her review and authorization.

Name (printed): _____

Signature: _____ Date: _____

Section 2 Disaster Relief Fund Grant Processing Timeline

Task	Responsible	Timeline
Upon receipt of application, verify all submission requirements met and notify Disaster Relief Task Force to expect application.	Staff Lead	ASAP, no later than one business day
Circulate application to Task Force members with scoring tool.	Staff Lead	No later than one business day
Score application and email completed score sheets to PTA Staff Lead (at least three approvals required for funding)	Assigned Reviewers	Within three business days of receipt

Calculate scores to determine if funding will be awarded or not. Notify reviewers of outcome based on scoring. Notify requester of approval or rejection of funding request.	Staff Lead	Within four business days of application receipt
Facilitate ACH payment process from National PTA to state PTA for the beneficiary PTA/school.	Staff Lead	Within two business days of approval
Collect status or summary report (to include financial accounting) from the State PTA.	Staff Lead	Within 60 days of award date

Appendix U – Conflict of Interest Form for National PTA Committee Members

Conflict of Interest Disclosure Form for National Committee, Subcommittee and Task Force Members

Name: _____

Position: _____

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. _____

4. _____

5. _____

(Please use the back of this form if needed)

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: _____

Appendix V – Statement of Understanding for National PTA Committee Members

Committee Member Statement of Understanding (Contract)

National PTA agrees to provide each committee member with the following:

- Access to the officers and staff of National PTA as needed for proper operation of the committee.
- Ample notice of all committee meetings as applicable.
- Minutes of all committee meetings as applicable.
- Relevant information to conduct his or her job as a committee member.
- Reimbursement for expenses per National PTA travel policy for authorized travel when conducting and tending to National PTA business.

As a committee member of National PTA, I am fully committed and dedicated to the mission and purposes of National PTA and have pledged to carry out such. I understand that my duties and responsibilities include the following:

- I will actively participate in the fund-raising efforts of National PTA.
- I will actively promote the work of the committee and work collaboratively with staff.
- I will have access to email and will check and respond to it on a regular basis.
- I will personally contribute an amount significant to me each year to National PTA annual giving campaign – which may be given as a one-time donation each year, as a donation on my expense reimbursement form, or in ways that may be developed in the future.
- I will attend committee meetings and be available for virtual and in person meetings as needed. I will participate in all such meetings using fair and independent judgment and due care in conducting the business of National PTA.
- I will exercise discretion, sensitivity, and sound judgment in discussing all National PTA matters.
- I will immediately notify the committee chair in writing should an actual or potential conflict of interest arise with respect to any subject requiring action by the committee. 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.

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

Signed: _____ Date: _____
National PTA President

Signed: _____ Date: _____
Committee Member



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