PTA Vision
Every child’s potential is a reality

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

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

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

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

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

Accountability: All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association’s strategic initiatives.
# NATIONAL PTA® GOVERNANCE POLICY MANUAL

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Amended 1/2017
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.

1.00 National PTA Governance

1.01 Policy for Members of National PTA Governance Structure
Members of the National PTA governance structure include all members of the Board of Directors, standing committees, and special committees.

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

1.03 Responsibilities of the Board – Qualifications and Responsibilities
In addition to National PTA Bylaws, Article VI, and each member of National PTA governance structure:

1. Shall sign a Statement of Understanding (Contract) and Conflict of Interest Disclosure Form (Appendix D).

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 special committee or external review in odd numbered years.

5. Will personally make a monetary contribution at a minimum level of $100 each fiscal year to National PTA, with the exception of the two youth representatives. Contributions can be made in installments throughout the fiscal year and/or through the donation section of a submitted Expense Report Form. The President may waive the contribution requirement on a case by case basis.

In addition to National PTA Bylaws, Article IX, and Statement of Understanding, members of National PTA Board of Directors shall:
1. Approve policies and job description.
2. Review committees’ plans of work.
3. Follow the policy on resolutions and ratify convention resolutions after adoption by delegates at the post-convention board meeting.

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 association goals over personal goals at all times.
6. Conduct all association and operational duties with professional competence, fairness, impartiality, honesty, efficiency, and effectiveness while demonstrating the highest standards of personal integrity.
7. Exercise discretion, sensitivity, and sound judgment in discussing National PTA matters, protecting all privileged or confidential information.
8. Exemplify responsiveness and open communication in fulfilling the duties and responsibilities as assigned.
9. Avoid promotion of or profit from any activity in conflict with the mission and policies of National PTA.
10. Exhibit nonpartisan conduct while serving within the National PTA governance structure.

1.05 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.
I. The following rules which govern activities of members of 501(c)3 associations should be observed:
   A. Except as stated in Section 1.07 II, 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 Article X – National Council of States
A deliberative body, the National Council of States (NCS) contributes to the overall strategy of National PTA. The council will evaluate the marketplace’s wants and needs against key products and services offered by National PTA. By assessing National PTA’s key strategic areas and referring items for action, the council will expose emerging issues and provide feedback for ongoing adjustment and evaluation in National PTA’s strategic plan. The role of the National Council of States’ members is as follows.

1. Strategic Plan
As envisioned by the Strategic Planning Committee’s governance recommendations:

A. NCS members comprise a deliberative body.

B. NCS is a grassroots representation of the membership, which gives input to the Board of Directors

C. Issues, trends, and policies of importance to National PTA are to be identified by NCS, to bring to the attention of the Board of Directors those things that should be considered for action.

D. The issues, trends and policies could address internal (association) concerns and
external (educational, social, political) concerns.

E. These issues, trends and policies are to be considered and discussed by NCS. Priorities in these areas are to be determined by NCS.

F. Recommendations for action (based on these priorities) made by NCS will be taken to the Board of Directors.

G. The Board of Directors will regularly report to NCS on actions taken regarding these recommendations.

2. Qualifications
   A. Member of a local PTA.
   B. Understand the mission, purposes, vision and value of National PTA.
   C. Represent diversity.
   D. Have experience and knowledge of issues.
   E. Skills, ability and willingness to debate, deliberate, and make recommendations on issues affecting the association.

3. Responsibilities
   A. Advice and guide the Board of Directors in regard to board identified concerns.
   B. Identify and prioritize trends to guide the board in setting strategic direction.
   C. Review and recommend issues related to association policy.
   D. Identify and recommend action on
      • emerging issues
      • policies
      • legislative trends

4. Meetings
   A. One meeting in conjunction with National PTA annual convention.
   B. At least one additional meeting during the calendar year.
   C. The President-Elect and Secretary-Treasurer of National PTA shall serve as chair and vice-chair, respectively, of the National Council of States.
   D. Meeting agendas will contain, but not limited to, time to identify and prioritize recommendations to the Board of Directors on issues, trends and policy.

1.08 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 to work closely with the committee chair and its members to facilitate the work and deliberations of the committee.

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

The committee chair is responsible for setting the agenda for each committee meeting, facilitating discussion and deliberations by the committee, and submitting a status report of the committee’s plan of work for each of the board’s regularly scheduled meetings.
The committee chair works closely with the staff liaison to continually monitor progress and productivity in order to carry out duties and charges outlined in the committee’s plan of work.

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

**Standing Committees**  
Amend by inserting “Article XI” after bylaws, to read; Standing committees perform continuing functions as defined in the bylaws, Article XI.

**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.

**1.09 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.

**1.10 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.

(Adopted by NPTA BOD June, 2010)

1.11 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 sake of clarity, inclusion of this provision in this policy is not intended to provide a legal remedy to any Governance Member who alleges such Unfair Conduct. Instead, this provision is included solely to allow the National PTA Secretary/Treasurer to investigate and address such concerns as appropriate. (Nothing in this policy is intended to suppress the right and responsibility of the President to personally address unfair conduct to ensure the effective governance of the Board of Directors and committees.)

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

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

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

(1) Upon receipt of an allegation, the Compliance Officer will determine whether the allegation actually involves Improper Conduct. If the Compliance Officer determines that the allegation does not involve such conduct, the Compliance Officer will notify the individual who made the report and no further action will be taken.
(2) The Compliance Officer, upon receiving an allegation of Improper conduct involving Financial Matters will acknowledge receipt of said allegation and will notify the President of National PTA (unless the President is reasonably believed to be involved) and legal counsel as soon as practicable. Allegations must be filed with the Compliance Officer within 30 days of discovery or knowledge of the alleged occurrence.

(3) The Compliance Officer, upon receiving an allegation of Unfair 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 Finance Policy

2.01 Budget
1. Once the budget is approved, budgeted funds may be reallocated with approval of the Executive Director; reprogramming may take place with: (1) notification of pending reprogramming being provided concurrently to the President and the Finance Committee, (2) approval of the President, and (3) board ratification.
2. National PTA may have unrestricted funds, donor restricted funds, and board designated funds.

2.02 IRS Form 990/990T
The Finance Committee reviews the prepared IRS Form 990/990T each year. A copy of the prepared IRS Form 990/990T is distributed to the Board of Directors in advance of filing for review and consideration. The Board of Directors approves the prepared IRS Form 990/990T prior to submission. National PTA adheres to IRS regulations regarding public inspection during the three year period, beginning with the date the form is due. The IRS Form 990/990T is disclosed to the general public, and made available through the National PTA web site or upon request as outlined in IRS policy. (Adopted by NPTA BOD 3/2011)

2.03 Cash Disbursements
1. Cash disbursements may be made by check or electronically.
2. All disbursements require two signatures or in the case of electronic transfer approval of two authorized signatories.
3. Authorized signers include officers (President, Secretary-Treasurer) and staff (Executive Director, Chief Financial Officer. One of the two signatories must be the Executive Director, or the Chief Financial Officer.

2.04 Credit Card
Credit Card Use Policy
Credit cards may be issued to the following individuals:
• Elected officers
• Staff that do extensive travel on behalf of NPTA
• Executive Director and/or Chief Financial Officer for use as necessary for the regular operations of the National PTA
• Travel agent and/or staff travel coordinator

Before issuance of a National PTA corporate credit card, the card holder must:
• Be trained on the policies and procedures around the card use as well as expense report submission.
• Sign the Credit Card Policy Acknowledgement Form.

Credit cards are to be used for official National PTA business purposes only, and are never, under any circumstances, to be used for personal expenses. In addition, corporate credit cards may not be used for the following:
• Alcoholic beverages
• Tobacco
• Gas for personal automobiles
• Lottery Tickets
• Cash Advances
• ATM withdrawals

Receipts:
A receipt from all uses of a credit card must be included with an expense report. The expense report must detail the purpose of the charge (for example, auto rental, or airport parking). If a meal or any other item is purchased for an individual other than the cardholder, this must be listed on the expense report. Meal expenses must include an itemized receipt. If, at any time, a receipt is not submitted with the expense report, that charge will be considered the personal responsibility of the cardholder. If a receipt is not available within the cardholder’s control, a lost receipt form can be filed and approved by the cardholder’s expense report approver (Exhibit E).

Expense Reporting and Approvals:
Expense reports are due to the accounting department by the 10th of every month. Extensions may be granted in advance at the discretion of the accounting department in consultation with the Secretary-treasurer. Expense reports for cardholders will be reviewed and approved by their supervisor and the Executive Director or Chief Financial Officer. Expense reports for the Executive Director will be reviewed and approved by the Chief Financial Officer and will be reviewed monthly by the President.

Procedures:
• All card holders have access to credit card statements and activity through citicards.com.
• All expense reports with receipts must be submitted through our electronic expense reporting system, springahead.com.
• Holders of a corporate credit card must submit expense reports with receipts attached to accounting no later than the 10th of the month following the month of the statement close.
• If an expense report cannot be submitted by the 10th, an extension must be granted in advance by the accounting department in consultation with the Secretary-Treasurer.
• If a receipt is lost or not available, a lost receipt form can be filed.
• In the case where a credit card is lost or stolen, the credit card holder should immediately contact the credit card company and then the Chief Financial Officer.

The Board Secretary-Treasurer reviews all National PTA Board Officer Expense reports and credit card charges, except his/her own, as secondary review. The National PTA President reviews the National PTA Secretary-Treasurer’s expense reports and credit card charges.

Procedures for Infractions:
The Secretary-Treasurer (or President in the case of Secretary/Treasurer infractions) will be notified of any policy or procedure infraction. In turn, the Secretary-Treasurer will notify the Board of Directors of any and all actions taken in accordance with procedures established for infractions below.
• The first policy or procedure infraction will result in a written warning and a follow up
review of policies and procedures by the Secretary-Treasurer (or President in the case of the Secretary-Treasurer infractions) and reported to the Finance Committee.

- The second infraction will result in review by the Finance Committee with the card being revoked for six (6) months. The board will be notified of this decision via email.
- The third infraction will result in a review by the Finance Committee with the card being permanently revoked. The board will be notified of this decision via email.
- Any intentional use of the corporate card for personal expenses will result in the permanent revocation of the credit card. The board will be notified of this decision via email.

(rev. 10/26/2013)

2.05 Line of Credit
National PTA may borrow funds limited to the approved line of credit based on short term needs to fund operations.

2.06 Signature Authority Policy
Purpose
To define levels of authorization and approval for transactions of the Association and to establish guidelines and state the major principles upon which purchasing functions must operate.

Applicability
- This policy shall apply to all employees of the Association. Employees include regular exempt and non-exempt, full-time and part-time employees.
  - This policy shall apply to the Officers and Board of Directors (“leadership,” “member of leadership”).
- The Board of Directors shall adopt this policy by appropriate resolution.

Rationale
The Association is a not-for-profit organization dedicated to the advancement of knowledge through service, research and education. It is the Association’s policy that its employees and leadership conduct the business of the Association in accordance with the highest legal, ethical, and moral standards. This policy statement is designed to reinforce a standard of conduct that is proper for the Association and that protects the reputation, financial well-being, and legal obligations of the Association.

Objectives
Employees making purchasing transactions should give prime consideration to the Association’s interest while seeking to maintain and further long-term, mutually profitable, ethical supplier relationships. Purchasing responsibilities include:

1. Maintain uninterrupted flow of operations by obtaining and ensuring delivery of acceptable quality goods and services, at the right time and place.
2. Develop reliable alternate sources of supply.
3. Treat all prices and technical information submitted by suppliers as confidential in order to preserve a good business reputation and obtain competitive prices.
4. Comply, in all respects, with the antitrust laws and with all other applicable laws without qualification or evasion.
5. Purchase materials and services for the Association’s use at the maximum end-use value per dollar spent.
Authority to commit Association funds for materials, supplies and services is determined by the Board of Directors. Signature responsibilities include the purchasing responsibilities previously addressed.

**Delegated Authority**

The Board of Directors has authority to determine execution authority for contracts and other documents. The Board of Directors has retained authority for certain types of transactions and instruments and has delegated authority to the Executive Director, Chief Financial Officer, and staff as follows. Nothing in this delegation authorizes expenditures outside the budget process.

**Board of Directors** – The following are the transactions and instruments that must be approved by the Board of Directors:

- Strategic Policies and Procedures
  - Conflict of Interest
  - Purchasing and Authorization
  - Misconduct
- Human Resource Policies and Procedures
- Debt arrangements (including, but not limited to, loans, mortgages, real property leases, notes, bonds, etc.)
- Establishment of a legal entity
- Appointment of investment managers & investment advisors
- Appointment of general counsel
- Association bylaw changes, general membership has final authority
- Association organizational changes (i.e. policies, standing rules, etc.)
- Capital & Operating budget approval
- Employee and other legal settlements equal to or greater than $100,000
- Budget capital asset additions equal to or greater than $500,000
- Unbudgeted capital asset additions equal to or greater than $25,000
- Additions to or disposal of Association real estate
- Budgeted management or consulting services equal to or greater than $100,000
- Unbudgeted management or consulting services equal to or greater than $40,000
- Contract for unbudgeted services/supplies/equipment equal to or greater than $25,000

**President** – The following are the types of transactions and instruments that the Board of Directors has authorized the President of National PTA to approve: budgeted not-for-profit organization dues, fees, donations or contributions.

**President and Executive Director** – The following are the types of transactions and instruments that the Board of Directors has authorized dual approval authority to the President and Executive Director:

- Employee & other legal settlements less than $100,000
- Budgeted capital asset additions equal to or greater than $100,000 and less than $500,000
- Unbudgeted capital asset additions equal to or greater than $10,000 and less than $25,000
- Budgeted management or consulting services less than $25,000
- Unbudgeted management or consulting services equal to or greater than $10,000 and less than $40,000
• Contracts for unbudgeted services/supplies/equipment equal to or greater than $5,000 and less than $25,000
• Grant Submittal and Acceptance equal to or greater than $100,000

Executive Director – The following are the types of transactions and instruments that the Board of Directors has authorized approval by the Executive Director of National PTA:
• Budgeted capital asset additions less than $100,000
• Unbudgeted capital asset additions less than $10,000
• Revenue Contracts
• Unbudgeted management or consulting services less than $10,000
• Grant Submittal and Acceptance less than $100,000

Executive Director and Chief Financial Officer – The following are the types of transactions and instruments that the Board of Directors has authorized dual authority to the Executive Director and Chief Financial Officer:
• Budgeted not-for-profit organization dues, fees, donations or contributions
• Banking Arrangements

Chief Financial Officer – The following are the types of transactions and instrument that the Board of Directors has authorized approval by the Chief Financial Officer:
• Contract for unbudgeted services/supplies/equipment less than $5,000

Delegation of signature authority as “dual,” means that both parties must sign. If either party declines to sign, the other party may go to the Board of Directors for approval.

2.07 Insurance
National PTA shall obtain insurance to protect its fiscal and human assets.

2.08 National PTA Endowment Fund
1. National PTA shall have an Endowment Fund held and administered by a separate not for profit corporation organized for this purpose under the laws of the State of Illinois.
2. Honoraria, gratuities, or fees received by National PTA representatives for services rendered in the name of the association shall be forwarded to the Endowment Fund.

2.09 National PTA Life Achievement Award
1. National PTA may confer National PTA Life Achievement Awards upon persons who have distinguished themselves in service to children and youth.
2. The Life Achievement Award may be bestowed upon an individual by the President, Board of Directors or any constituent association.  
   (Rev. 3/12/2016)
3. The number awarded by the President or by the Board of Directors shall be determined within the National PTA budget.  
   (Rev. 3/12/2016)
4. All proceeds from these awards shall be transferred to the Endowment Fund.

2.10 Expenses
1. Persons fulfilling assignments and responsibilities approved for reimbursement by National
PTA shall be reimbursed for expenses incurred while performing these duties based on policies in affect at time of event.

2. Travel expenses, to include any applicable registration fees, for convention will be paid based on current travel policies for the following:
   A. Members of the National PTA Board of Directors
   B. Members of National PTA committees that are required and approved to attend
   C. Members of the Nominating and Leadership Development Committee
   D. Staff
   E. Candidates nominated by the Nominating and Leadership Development Committee
   F. Invited guests
   G. Nominees from the floor who are elected shall be reimbursed for expenses from the time election results are announced

2.11 National PTA Investment Policy and Guidelines

INTRODUCTION
In 1897, a handful of women and men organized and formed the National Congress of Parents and Teachers (“National PTA). The association has grown to be the largest and oldest volunteer association working exclusively on behalf of all children and youth. National PTA’s continued growth can justly be attributed to the exceptional vision its Board of Directors has exhibited through the years. Today, National PTA’s mission is far from being completed. Thus, each member of the Board of Directors, together with National PTA staff, must continue to accept the responsibility of leading the association in a manner that will fulfill the mission of the association – including the stewardship of PTA’s investment funds.

CUSTODIAN OF SECURITIES INVESTMENT AND ADVISOR
National PTA has entered into a trust agreement with Citicorp Investment Services to hold, administer, and invest funds until such time as either party severs the agreement. The advisors will provide information on investment results on a regular basis and meet with the Finance Committee at least annually to monitor and re-evaluate investment allocations in reference to the approved asset classes.

INVESTMENT OBJECTIVES
The investment portfolio seeks to provide for the long-term financial needs of the association and to support the association’s operations related to carrying out its mission and strategic plan. The goals of the investment fund are to achieve long-term capital growth through maximizing the investment fund’s total return, while preserving assets.

Long-term growth of capital – To emphasize the long-term growth of principal while avoiding excessive risk. Short-term volatility consistent with the volatility of a comparable market index is anticipated, though management should strive to contain it.

Maximize the investment fund’s total rate of return – To achieve returns in excess of the rate of inflation plus spending over the investment time horizon in order to preserve purchasing power of agency and fund assets. Risk control is an important element in the investment of the fund’s assets.

Investment assets are to be managed in a fashion consistent with a reasonable risk and diversification convention and within the specific, outlined guidelines below.
PORTOFOLIO BENCHMARKS

Total Account: The total account should achieve a rate of return in excess of the rate of inflation, as measured by the Consumer Price Index over a full market cycle (5 years).

Equities: The common stocks held should achieve a rate of 1 percent in excess of the S&P 1500 Index over a full market cycle (5 years).

Fixed Income: The fixed income securities held should achieve a rate of return in excess of the Barclays Capital Aggregate Bond Index over a full market cycle (5 years).

APPROVED EQUITY INVESTMENT VEHICLES

- Equity securities of large, mid, and small capitalization U.S. entities
- Convertible bonds, and preferred stocks
- Listed American Depository Receipt issues
- International equities.

GUIDELINES FOR INVESTMENTS

Equities

- Holdings of any one issue shall be limited to 5% of the equity portfolio, exclusive of mutual funds.
- Holdings in the international market may not exceed 15% of the total portfolio.
- Direct investments in liquor, gambling, firearms, and tobacco companies are prohibited.
- All guidelines shall apply at time of purchase.

Fixed Income

- Holdings of any one issuer shall be limited to 5% of the fixed income portfolio market value with the exceptions of securities of the U.S. Government, its agents or instrumentalities, and mutual funds.
- Direct investments in liquor, gambling, firearms, and tobacco companies are prohibited.
- Securities rated within the “BBB” range cannot exceed 20% of the fixed income portfolio market value.
- Securities of the United States Government, including its agencies and instrumentalities.
- Demand/Master notes rated A2 by Standard and Poor’s and P2 by Moody’s, or higher.
- Domestic Commercial Paper rated A2 by Standard and Poor’s and P2 by Moody’s, or higher.
- Bank Obligations - Direct obligations of banks (e.g., certificates of deposit, time deposits, banker’s acceptances which are organized and operating in the United States and are members of the FDIC). Such issues must have a rating of A2 by Standard and Poor’s and P2 by Moody’s, or higher, for short-term deposits, or BBB+ by Standard and Poor’s and BAA3 by Moody’s, or higher, for longer-term deposits.
- Repurchase agreements collateralized by the securities of the U.S. Government, its agencies, and its instrumentalities.
- Domestic corporate securities (including medium-term notes) rated BBB+ by Standard and Poor’s and BAA3 by Moody’s, or higher.
- Mortgage-backed securities rated BBB+ by Standard and Poor’s and BAA3 by Moody’s or higher, or issued by agencies of the U.S. Government.
- Asset-backed securities rated BBB+ by Standards and Poor’s and BAA3 by Moody’s, or higher.
- Mutual funds rated above average or better by Lipper or Morningstar.
- State or local government (or subdivisions thereof) securities rated A- by Standard and Poor’s and A by Moody’s, or higher.
• All guidelines shall apply at the time of purchase.

Cash & Cash Equivalents
• Treasury Bills
• Money Market Funds
• Domestic Commercial Paper (investment grade, at least BBB rating, or higher)
• Bank Obligations - Direct obligations of banks (e.g. certificates of deposit, time deposits, commercial paper, banker’s acceptances which are organized and operating in the United States and are members of the FDIC). Such issues must be investment grade and have a rating of at least BBB, or higher.
• Repurchase agreements collateralized by the securities of the U.S. Government, its agencies, and its instrumentalities.

DIVERSIFICATION

Acceptable Range of Investments
Fixed income – 30% to 60% of the investment portfolio balance
Equities – 40% to 70% of the investment portfolio balance
Cash & Cash Equivalents – 0% to 100% of the investment portfolio balance

Should the portfolio fall out of compliance within the acceptable range of investments due to the investment advisors professional judgment, the Finance Committee must be notified within 10 business days from the date of non-compliance. A meeting of the Finance Committee will be convened to evaluate the actions of the investment advisor and determine if the Acceptable Range of Investments should be adjusted accordingly.

2.12 Membership Dues Refund
Requests for refund of National PTA membership dues must be made within 90 days from the date the dues are received by National PTA. Requests must be made in writing and include all necessary documentation.

2.13 Record Retention/Destruction Policy
National PTA’s policy is to retain documents for the period of time set forth on the attached schedule and to destroy documents thereafter. The Executive Director or General Counsel of the organization may require that documents retained longer than set forth on the attached schedule, by specific instruction.

This policy applies to all records in any form, including electronic documents. Electronic documents must be retained as if they were paper documents. Therefore, any electronic files, including information received online, that fall into one of the document types on the schedule, must be maintained for the appropriate amount of time. Backup and recovery methods should be conducted on a regular basis.

In the event that any staff member of the organization becomes aware of litigation, the threat of litigation or governmental investigation concerning any documents in his or her possession, the staff member must immediately cease all document destruction activities and seek guidance from the Executive Director.
3.0 **Resource Development and Sponsorship Policy**

National PTA will seek sponsors to provide non-dues revenue or in-kind contributions to support the mission, programs, special events and resources or good work of the association. To do so, National PTA must function in the commercial marketplace and be able to provide meaningful and valuable opportunities and access to our members, parents and constituents in a manner consistent with our mission.

3.01 **General Policies and Guidelines**

1. The director of development together with the resource development staff will be responsible for identifying and developing funding opportunities with all sponsors, member benefits providers and for-profit companies. All additional non-dues revenue opportunities, donations and in-kind contributions shall be provided to the director of development to review and pursue.

2. The resource development staff will present all non-dues revenue funding opportunities in a proposal to the resource development committee chair for consideration, advice and counsel. The proposal includes relevance statement, development costs, potential non-dues revenue recognized, audiences served and implementation timeline. If the resource development chair supports the opportunity, he/she shall present it to the officers for review. Upon final approval by the President, the funding opportunity is formalized in a contract, reviewed by counsel, and signed by the President.

3. The contract will specify the following:
   A. Description of the terms of the relationship between National PTA and the funding source.
   B. Language to protect the National PTA name, logo, copyright.
   C. Language to protect the National PTA mailing list, if appropriate.
   D. Language to indemnify the National PTA.
   E. Language for National PTA approval of any materials.
   F. Language to define ownership of materials produced.
   G. If appropriate, language to explain third-party involvement and responsibilities.
   H. National PTA shall never enter into sponsorship agreements that involve techniques or marketing approaches that exploit children. This does not preclude the sponsor from using child actors in advertising and promotions.
   I. National PTA shall never enter into sponsorship agreements with partners whose specific commercial interests concern the sale or manufacture of alcohol, tobacco, firearms, or gambling.
   J. The sponsor’s product or service shall be identified as “Proud Sponsor of National PTA.” National PTA shall not endorse any product, service or supplier and the phrase “official product, service or supplier of National PTA” shall not be used.
   K. National PTA may participate in relationships that pay National PTA a fee to share information with local units and council PTAs regarding a program that generates funding for schools or for PTAs.
   L. Resource development committee will review these policies during the first year of the resource development committee chair’s term.
3.02 **Gift Acceptance, Donor Crediting and Gift Income Reporting Policies**

The following policies are set forth: (a) to define the working rules for the acceptance, crediting and reporting of gifts and pledges to National PTA; (b) to inform donors and prospective donors of these policies; (c) to protect National PTA, its Board of Directors, staff and volunteers from inappropriate or undesirable gifts and pledges and (d) to encourage philanthropic support of National PTA.

3.03 **General Policies and Guidelines**

All gift and pledge commitments, regardless of size, designation, or gift type are welcomed. National PTA accepts both restricted as well as unrestricted gifts providing that donor restrictions do not significantly diminish the value of the gift. National PTA will provide all possible staff and volunteer assistance to potential donors to discuss the association’s funding priorities, the donor’s interests, and the various ways to give. However, unrestricted gifts of cash or negotiable securities are the forms of donor commitment that will have the greatest impact on National PTA and its future plans.

Gifts to National PTA should be made in the name of National PTA and will be received, held and administered by National PTA under the direction of the Board of Directors. All gifts to National PTA should be directed to the development department where they will be accepted, acknowledged and administered in accordance with the policies of National PTA.

No solicitation of cash or gifts of real property for the benefit of National PTA shall be made by anyone without the approval of the Director of Development or designated representatives.

Pledges or outright gifts should be made in writing and should commit to a specific dollar amount that will be paid according to a fixed time schedule. The recommended pledge period is through the end of the current year’s annual campaign. Individuals making gifts and pledges that are eligible for matching gifts are encouraged to utilize these programs to maximize the value of their gift or pledge to National PTA, however, a matching gift cannot be used to fulfill a pledge commitment as the donor has no control over whether that match will be made nor can they legally obligate the company or entity to honor that pledge.

Gifts in excess of $250 must be acknowledged in writing. For quid pro quo contributions in excess of $75, National PTA must provide the donor with a written statement that contains a good faith estimate of the value of the goods and services that National PTA has provided to the donor. The statement must also inform the donor that the contribution is deductible only to the extent that the donor’s payment exceeds the value of these goods and services. No written statement is required for contributions of less than $250, if the fair market value of the goods provided by National PTA is less than $82 or 2% of the payment whichever is less. Also no written statement is required if the payment is $41 and the only benefits provided by National PTA are token items bearing the associations name or logo. The cost of these items cannot exceed $82.00.

During any major gift initiative period, prospective donors may be asked to make an unrestricted annual gift commitment and a major gift commitment to National PTA. In some cases prospective donors may also be asked to consider a deferred or planned gift to National PTA.
The ED and Director of Development shall have authority to sign planned giving agreements on behalf of National PTA. Any gift agreement, which does not meet the requirements of the current guidelines, shall require the approval of the Board of Directors.

National PTA reserves the right to accept (or, in cases where absolutely necessary, to decline) any commitment which is offered to them. They also reserve the right to determine how any commitment will be credited and/or how such commitments will be recognized.

National PTA will acknowledge and recognize all gifts appropriately according to its gift acknowledgement and recognition procedures. Transactions with no philanthropic intent will be reviewed by National PTA on a case-by-case basis to determine whether or not they will be credited, counted and recognized as a gift. A donor whose gift is matched by his/her company will be recognized for the total amount of his/her individual gift plus the matching portion on their gift record once the matching gift is received. They will receive the name recognition associated with the appropriate gift club for that total amount once the matching gift is received, and they will receive associated benefits for the amount of their personal gift. National PTA will credit an individual donor for the matching gift associated with their personal gift at the time the matching gift is received. At this time the corporation will also be recognized with the matching gift so that it can be stewarded appropriately.

Matching gifts will be recorded as gift income when the matching gift check is received.

Matching gifts will only be recorded as pledges if and when intent to pay/acknowledgement letter is received from the corporation prior to receiving a matching gift check. Gift income reports for each group of constituents (e.g. Board of Directors) will include personal gifts only. The associated matching gifts will be reported separately in the matching gift category.

National PTA will use the accepted IRS formula (and accounting rules) for determining present value of future planned gifts.

All financial statements prepared by National PTA’s Business Office will be in accordance with Generally Accepted Accounting Principles (GAAP).

National PTA will honor a donor’s request for anonymity. It will also honor any entity’s desire to not be solicited. A written request will be required in both cases.

National PTA will not make available to anyone outside National PTA, listings which include contact information such as mailing addresses, phone numbers, and email addresses of members, donors, potential donors and/or friends of National PTA.

3.04 The Donor Bill of Rights

In accordance with the standards established by the Association of Fundraising Professionals, National PTA adheres to the following donor bill of rights which notes that a donor has the right to:

1. To be informed of the association’s mission, of the way the association intends to use donated resources, and of its capacity to use donations effectively for their intended
2. To be informed of the identity of those serving on the association’s governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the association’s most recent audited financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgement and recognition.
6. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing associations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the association or hired solicitors.
9. To have the opportunity for their names to be deleted from National PTA’s mailing lists.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

3.05 Gift Reporting
All gifts and pledges that fall under the basic principles listed above will be reported to all internal and external constituencies of National PTA on an on-going basis according to the gift acceptance policies herein.
1. The total of outright gifts and written pledges received will be reported at face value. A signed pledge card or letter of intent must be filed with the Development Office before a pledge commitment is reflected on reports except as noted below in item.
2. Verbal pledges made by telephone as part of the annual fund will be allowed. No other verbal pledge commitments will be included in reported totals.
3. The total of deferred (future) irrevocable commitments, discounted to present value, which will be received at an undetermined time in the future.
4. Revocable future gifts will be tracked internally, but they will not be reported, credited or recognized as gift income. Donors of revocable future gifts will be recognized separately from donors of current gifts and irrevocable gifts.
5. The value of any canceled or unfulfilled pledges must be subtracted from totals when it is determined they will not be realized.
6. Gifts shall be valued on the date the donor(s) relinquished control of the assets in favor of National PTA.

3.06 Policies Pertaining to Certain Types of Commitments
In cases where gifts are made with assets other than cash, the decision on when to liquidate, report, credit and recognize these assets will be made on a case-by-case basis. The following guidelines will be observed:
1. All gifts that will, or may, require significant expenditure of funds either at the time of the gift or at some future date (e.g., non-performing assets gifted to fund a charitable trust or charitable gift annuity, bargain sales of property, or outright gifts such as real estate that may impose present obligations on National PTA) shall require the approval of the Board of Directors.
2. Gifts of publicly-traded securities will be reported, credited and recognized at the average of the high and low market value on either: 1) the day of personal delivery of signed certificate and/or stock power; 2) the date the certificate and stock power is mailed; or 3)
the day the electronic transfer is received by National PTA. Such securities will be conveyed to National PTA for immediate sale. Gifts of stock will be conveyed in accordance with National PTA Gifts of Stock Transfer Procedure.

3. Gifts of closely-held stock will be reported, credited and recognized at the per-share cash purchase price of the most recent transaction or current valuation information from the company if there is a pre-arranged buy-back transaction with other co-owners. If no buyback is consummated, a gift of closely-held stock may be credited at the value determined by a qualified independent appraiser. Otherwise the gift receipt will be for XX shares with no value attached. Typically, share of closely held stock will be liquidated as soon as possible.

4. Outright gifts of real estate and/or bargain sales (real estate sold at a discounted price) will be reported, credited, and recognized at the fair market value at the time it is transferred to National PTA, less any encumbrances. A qualified independent appraiser employed by the donor shall determine the fair market value of the property. Gifts of real estate will be conveyed in accordance with National PTA Real Estate Acceptance Procedure. Outright gifts of hard-to-value assets, such as mineral rights or limited partnerships, will be credited at $1 and additional credit will be given as the proceeds are received.

5. Outright gifts of tangible personal property for which donors qualify for a charitable gift deduction under current IRS rules will be reported, credited, and recognized at the appraised value of the property at the time it is transferred to National PTA, less any encumbrances so long as the property has been held by the donor for more than one year and has a use related to the tax-exempt purpose of the institution. If the donor has held the property for less than one year or its use is unrelated to the tax-exempt purpose of the institution, it will be reported, credited and recognized at the level of the original cost basis.

The following are general guidelines or considerations in connection with gifts of tangible personal property:

Generally, National PTA’s acceptance of such gifts cannot involve significant additional expense for their present or future use, display, maintenance, or administration. Generally, no burdensome financial or other obligations can be incurred, directly or indirectly, by National PTA as a result of its acceptance of such gifts. Gifts of real and personal property (land, houses, jewelry, paintings, antiques, rare books, etc.) exceeding $5,000 in value shall be reported at the fair market value placed on them by an independent, expert appraiser employed by the donor at the time the donor relinquished control in favor of National PTA. Gifts of under $5,000 may be reported at the value declared in writing by the donor. National PTA will not accept gifts of tangible personal property (such as books, paintings, etc.) if such gifts are to be made on the condition, understanding, or expectation that the gifted items will be loaned to the donor or to persons designated by the donor for life or for an extended period of time as determined by the donor.

6. Gifts In-Kind, gifts of materials, products or services, will be accepted when the form of the gift is immediately available and is either directly useable for the mission of National PTA or can be used in direct support of an official National PTA event. Donated services must either create or enhance the non-financial assets of National PTA or require skills that would typically need to be purchased if not provided by donation. It is the sole responsibility of the donor to determine the value of the gift for their tax purposes. National PTA will count the
gift the same as cash at the fair-market value which will be determined in consultation with
the donor. The same rules for tax deductibility that apply for gifts of tangible personal
property apply to gifts in-kind of materials or products. However gifts of time (services) are
not deductible by an individual donor.

7. Bequest intentions and other revocable deferred gifts will not be reported but will be
tracked internally as “future” expectancies of National PTA at the value established in
writing by the donor through a Bequest Intention Form, Bequest Commitment Agreement, a
contract to make a will, a letter, or a copy of appropriate sections of the will, etc. Donors of
revocable future gifts will be recognized separately from donors of current gifts and
irrevocable gifts.
   A. Such revocable gift commitments will be reported, credited and recognized, subject to
      the donor’s specific request and intent, only when the funds are irrevocably committed
to National PTA or when the gift matures. Bequests will be reported, credited, and
      recognized at the value established at the time of probate and/or at the fair market
      value on the date of the transfer of asset(s). If any portion of the total amount was
      previously tracked internally as a “future” expectancy, this amount shall be subtracted
      from the total value of these expectancies.
   B. Bequest intentions for which the donor does not indicate a specific gift value and/or
does not provide an estimate of a residuary bequest will be tracked internally as future
      expectancies at a minimum value level of $100.00.

8. Gifts of whole life insurance to National PTA will be made by either designating National PTA as
the beneficiary of the policy or as both owner and beneficiary. Gifts of whole life insurance
policies, where National PTA is both the owner and beneficiary of the policy, are valued for
federal income tax purposes at the cash surrender value of the policy. The cash surrender value
is the amount that must be reported as the value of the contribution in any written
communication to the donor. The discounted present value of the death benefit less the cash
surrender value is not allowed as a deduction for federal income tax purposes. When the gift is
irrevocable because National PTA is the owner and beneficiary, the donor shall receive gift
credit for the cash surrender value. As payments are made to National PTA for the policy
premiums, they will also be credited to the donor. National PTA will report the cash value of the
policy as gift income at the time the policy is transferred. National PTA will report payments
made by the donor for policy premiums as gift income at the time they are received.

9. Where National PTA is named as the beneficiary, but the gift is revocable because the donor still
owns the policy, premium payments made directly to the insurance company will be credited
and recognized to the donor if the donor sends evidence to National PTA of the payment via a
cancelled check. The gift will be tracked internally like revocable bequests. No gift income will be
reported.

10. Gifts of term life insurance will be tracked internally like revocable bequests, however no gift
income will be reported, credited or recognized unless the policy is executed. Because of the
time limits on this type of insurance policy, no donor credit will be given unless the policy is
executed.

11. Charitable gift annuities should be funded initially with assets at a minimum of $10,000.
Charitable remainder trusts should be funded initially with assets at a minimum of $50,000.
Trusts may be established for lesser amount if it can be determined that the charitable
remainder portion of the gift is sufficient to handle the administrative costs and provide a
substantial future gift to National PTA. Charitable gift annuities, charitable remainder trusts, and
pooled income funds (whether administered by National PTA or by others on behalf of National

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PTA) will be reported credited and recognized as follows:
A. In the case of charitable remainder trusts, charitable gift annuities or pooled income funds, at the discounted charitable remainder value, or
B. The value of the contribution in the form of a charitable lead trust should be the present value of the anticipated income stream of the term of the trust.
A net income unitrust obligates the trustee to pay only the lower of a specified percent of fair market value or actual income. When such a net income unitrust is used; the Director of Development of National PTA and the donor should sign a separate letter of agreement indicating that the donor understands the income concept of the net income trust. Future gifts that specify National PTA as a contingent beneficiary shall not be counted.

3.07 Administrative Procedures Relating to Certain Planned Gifts
A. For Life Income Agreements
1. Trusts should be limited to one or two income beneficiaries and to beneficiaries over 40 years of age (unless some generous outright gift is combined with the trust, in which case trusts can include younger beneficiaries).
2. The interest rate used in preparing life income agreements will be as follows. For charitable gifts annuities, no higher than the rate established by the national committee on gift annuities. For unitrusts and annuity trusts, the law mandates a rate of at least five percent (5%). Higher rates may be approved by National PTA, based on: (1) the ages of the donor and any beneficiaries; and (2) income needs vs. tax relief.
3. Funds received for annuities and trust agreements can be administered by National PTA. Separate accounting is provided to the donor on each life income agreement. Annuity or trust payments shall be made at the donor’s choice: monthly, quarterly, semi-annually or annually. In order to control the cost of trust and annuity administration, National PTA prefers to make payments quarterly or semi-annually.
B. For Retained Life Estates
The gift of a primary residence, a vacation home, or a farm with retained life interest on the part of the donor shall be arranged without a trust agreement. The donor deeds the property to National PTA immediately. The gift is booked at the appraised value, minus any encumbrances, at the time of the gift agreement.

3.08 VI. Policies Pertaining to Named Endowment Funds
All policies related to named funds will follow National PTA’s Naming Gift Recognition Principles document.
A. For the purposes of this policy statement, “endowment fund” shall refer to any fund, or any part thereof, not wholly expendable by National PTA on a current basis under the terms of the applicable gift instrument. Endowment funds are invested according to National PTA Investment Policy established by the Endowment Committee.
B. Endowment gifts may be used to establish a special endowment fund or may be added to an existing endowment fund.
C. When establishing an endowed fund, either the Endowed Fund Agreement or the General Endowment Agreement should be used to specify the name of the donor(s) and the amount of the gift, the name of the fund and the donor’s purpose for use of the earnings. This Agreement is dated and executed with the signature of the Director of Development of National PTA and the donor(s).
D. In designating an endowment gift for a specific purpose, the donor is encouraged: (a) to describe that purpose as broadly as possible; (b) to avoid detailed limitations and restrictions. In the event the specific purpose is no longer applicable, National PTA will apply the funds in a manner consistent with donor intent and National PTA’s mission.

E. Gifts to establish a named endowment fund for specific purposes must meet the minimum dollar requirement as established in National PTA Naming Gift Recognition Principles and the Endowment Policy. The principal amount of the original gift need not meet the minimum dollar requirement if the donor agrees to fully fund the endowment at the minimum dollar requirement within a specified and reasonable period of time.

The minimum dollar requirements established for a named endowment fund shall not apply to any named endowment fund(s) already established at the time these policies are adopted.

National PTA reserves the right to review the minimum amounts required for named endowments periodically and to amend the minimum amount required so as to ensure that endowment proceeds are sufficient to fund the intended purposes(s) of the endowment. If, and when National PTA acts to increase the minimum amount required to establish a particular named endowment fund, such action shall not be retroactive to funds already established and named.
4.0  Membership – See National PTA Bylaws (Article V, Section 3)

4.01  Dues
National PTA dues are $2.25 annually*.

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

(*Effective June 2011)

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

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

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

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

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

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

In order to protect members’ personal information, National PTA will use technologies and processes, including encryption, access control procedures, network firewalls, physical security, and other measures. Only authorized employees of National PTA or agents carrying out permitted business functions will be allowed to access members’ personal information. Employees who violate National PTA’s privacy access policies may be subject to disciplinary actions, including termination and legal action when appropriate.
All e-commerce transactions conducted on www.pta.org will be secured by appropriate technologies and processes designed to encrypt information submitted to www.pta.org to protect it against disclosure to third parties.

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

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

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

(Adopted by NPTA BOD 6/2010, as amended by NPTA Board 1/17/2016)
5.0 **Policy on Resolutions**

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

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

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

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

(Rev. 11/6/2016)

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

- **Internal operations**: The Board of Directors, with support from staff, shall implement resolutions impacting internal PTA operations, including changes in bylaws and changes in standards of affiliation assignment to 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.

(Adopted NPTA BOD 3/2011)
6.0  **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.

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

6.02  **Existing Position Statements**
The Resolutions Committee shall review and recommend to the appropriate committees revisions or retirement of position statements.

6.03  **Position Statements Status**
Adopted resolutions or position statements are either active (adopted and still in full force) or rescinded (still part of the association’s historical records but without official force behind the resolution or position statement). All resolutions or position statements that have not been rescinded (or amended) continue in force and are the stand of NPTA.

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

(Rev. 11/6/2016)
7.0 **Meeting/Travel Policy**

For the purpose of this policy the following will apply:

National PTA Sponsored Events Defined as:
(i) Any events scheduled, planned and implemented by National PTA, which are attended by members of the governance structure. (ii) Non-PTA Sponsored Events: Defined as any events scheduled, planned or implemented by any association or company other than National PTA, but expenses are covered by National PTA. Attendees are required to request approval from the President or an appropriate staff person, to attend these types of events.

Attendees funded by National PTA to attend sponsored events are required to attend all scheduled activities. If an attendee is unable to attend all scheduled activities, written approval must be obtained from the President or appropriate staff, forty-eight (48) hours prior to the event. Without such approval, the attendee will be invoiced for the cost of the missed activities, or will not be reimbursed the cost of the missed activities.

7.01 **Registration/Housing**

1. Upon selection of the meeting hotel/location, a meeting invitation detailing registration/housing/travel instructions for the event will be forwarded by the Meetings Department to all approved attendees.

2. For National PTA sponsored events where housing will be processed by the Meetings Department, approved attendees are required to complete all appropriate documentation by the department’s established deadline.

3. If an attendee does not complete registration/housing materials by the established deadline, then a reservation will not be made for the attendee and they will be responsible for handling their registration/housing.

4. In the event an attendee must make their own housing arrangements, they will only be reimbursed an amount equal to the contracted room rate plus tax, if applicable.

5. For National PTA sponsored events where housing will be processed by the Meetings Department, a housing confirmation will be sent directly to the attendee’s email address on file with the National PTA.

6. It is an attendee’s responsibility to examine their housing confirmation for accuracy. Any inaccuracies must be communicated to the Meetings Department within forty-eight (48) hours of receiving the confirmation, in order for changes to be effected. Requests received beyond the forty-eight (48) hour timeline cannot be guaranteed.

7. For National PTA sponsored events where housing will be paid for by National PTA, but the responsibility to reserve housing directly with the approved hotel lies with the individual, the deadlines established by National PTA and hotel policies will dictate appropriate procedures. All changes to reservations are the responsibility of the individual and must be communicated directly to the hotel.

8. The National PTA will only cover room and tax expenses for authorized attendees of sponsored events, over the period of their approved length of stay. Any fees related to reservation changes, or additional room nights booked, above approved room and tax charges, will be the sole responsibility of the attendee. Attendees are responsible for all incidentals, late checkout and/or no-show fees charged by the hotel. Such charges will not be reimbursed.
9. Upon approval to attend or participate in a sponsored event not scheduled, planned and implemented by National PTA, the attendee shall complete and submit registration materials directly to the hosting association/company. If a registration fee is required, the attendee shall forward completed registration materials to the Finance Department for payment processing.

10. If housing arrangements are required at an event not scheduled, planned and implemented by National PTA, a payment request should be submitted to the Finance Department with accompanying registration documentation. The attendee is responsible for reserving their housing using the sponsored event housing instructions. Payment will be arranged by an authorized staff member of the National PTA or the attendee may use their own funds for payment, and request reimbursement after the event.

7.02 Air Travel

1. All travelers are required to register and complete an online traveler profile, and make all future airline reservations through the approved travel tool. Reservations not booked through the approved travel tool or the Meetings Department will not be reimbursed by National PTA, unless prior authorization was given in writing.

2. At the time of booking, all travelers will be required to reference the travel code provided by the Meetings Department in the meeting invitation. Reservations will not be made without the appropriate travel code.

3. Upgrades will be processed with an individual’s travel perks upon request, at the time of booking. Travelers are advised to notify the Meetings Department or the authorized booking agent, of any disabilities as defined by the American Disabilities Act (ADA).

4. All travelers will be booked at the most economical round-trip coach airfare available for their approved travel dates. Any fares exceeding $400 (excluding travel to/from Alaska, Hawaii, US Virgin Islands, ECAPTS) will require approval from the Meetings Department prior to ticketing. National PTA Officers and Board of Directors are approved to take direct flights as long as the nonstop airfare and round-trip ground transportation costs combined do not exceed the most economical airfare by more than $200. (Rev. 8/5/2016)

5. Airline reservations must be made a minimum of 21 days in advance of the departure date (except in cases where travel authorization is communicated less than 21 days in advance) or the ticket will not be paid for by the National PTA. Airline reservations made less than 21 days in advance or after the meeting invitation booking deadline may result in higher fares. If this occurs, the additional cost will be the traveler’s responsibility.

6. If there is a savings of $100 or more on flights of a similar schedule form the same airport to those requested by a traveler, that traveler must accept the lower priced itinerary, or purchase their own airline ticket, then request reimbursement in the amount of the lower fare, after the completion of their travel.

7. If there is savings in airfare of at least $200 by extending a traveler’s stay, and the traveler is amenable to the extension, their reservation should be made to include the extension, along with approved expenses.

8. Early arrivals and late departures, if not part of the meeting schedule, must be approved by the Meetings Department prior to a traveler confirming their airline reservation.

9. Reservations including personal travel as part of a ticket to a sponsored meeting, must be paid for in full by the traveler, but only after they receive written approval from the Meetings Department, of the portion of the overall cost that they will be reimbursed by the
National PTA. That approval along with the original ticket receipt must accompany the traveler’s final expense reimbursement request.

10. A traveler is responsible for examining their ticketed itinerary for accuracy, upon receipt. They must contact the Meetings Department or authorized travel arranger within twenty-four (24) hours of receiving their itinerary, to advise of any inaccuracies. The cost of any changes beyond this threshold will be the responsibility of the traveler. This will not apply if the meeting’s sponsor makes changes to the event schedule.

11. The traveler must pay for any schedule or ticketing changes they initiate, which incur penalties or result in higher airfare. This does not apply if the sponsoring association makes changes to the event schedule.

12. If a traveler’s flight has been cancelled, they must contact the Meetings Department or the authorized travel arranger as soon as possible, to be re-accommodated. If the National PTA cancels an event, the association will be responsible for all fees associated with the consequential flight cancellations.

13. If travel funded by the National PTA must be cancelled due to a circumstance unique to the traveler, that individual must contact the Meetings Department or the authorized travel arranger immediately, to request the cancellation. Such requests should always be made in writing. In time sensitive situations, the request may be made by phone, but needs to be followed up in writing.

14. If a traveler cancels a ticket and full credit cannot be applied to the National PTA for future use by that individual or the National PTA, the traveler will be responsible for repaying the association all unrecovered costs.

7.03 Travel Advance (for National PTA Staff Only)

1. A request for a travel advance must be made on the National PTA Combined Travel Advance/Expense Form and received by the Finance Department at least two weeks prior to the start of the event for which it is being used. The advance cannot be for less than $100.00. Under no circumstance will a travel advance be approved if the requesting individual has not settled their outstanding expenses and/or invoices with the Finance Department.

2. If the event for which the advance was received is cancelled, the advance cannot be used for a different event, it must be returned in full to the National PTA’s Finance Department within ten (10) business days of notification of the cancellation.

7.04 Expense Statement Reimbursement

In order for a reimbursement of expenses to be issued, a traveler’s expense statement form and accompanying receipts must be postmarked or submitted to the Finance Department no later than thirty (30) days after the completion of the event. If an expense form is not filed within the thirty (30) day timeframe, any funds due the attendee will be forfeited and considered a donation to the National PTA.

Per Diem: All authorized attendees of National PTA approved events will be reimbursed for meals (including tips) up to $50.00 per day ($10.00 breakfast, $15.00 lunch, $25.00 dinner). Pre-planned meal functions included at an event will decrease the per diem accordingly. Per Diem may not exceed $50 per day per person. Alcohol is not reimbursable. Receipts are not required for per diem reimbursements.
For individuals who travel frequently on National PTA business, National PTA will reimburse the cost of meals, provided such cost is reasonable for the situation and appropriate documentation is submitted. Such reimbursement is in lieu of a per diem. In addition to any credit card receipts, itemized receipts must also be attached to the reimbursement request.

Luggage Fees: The National PTA will reimburse authorized travelers to sponsored events, the cost of the first piece of checked luggage in each direction of travel when applicable. Board members or staff whose authorized travel exceeds four (4) nights, will be reimbursed the cost of the first and second pieces of checked luggage in each direction of travel when applicable. Luggage fees related to weight restrictions and/or additional checked luggage above what is approved for reimbursement will be the responsibility of the traveler.

Mileage: Reimbursement for the use of a personal automobile as an alternative to the method of transportation recommended by the Meetings Department, will be calculated at the United States government standard, and cannot exceed the cost of the most economical round-trip coach airfare, booked no less than twenty-one (21) days in advance.

Preferred Method of Transportation: For events sponsored by National PTA, the preferred method of transportation and instructions for travel will be included in the meeting invitation. If an attendee opts for a mode of transportation other than the preferred method, they will only be reimbursed the equivalent cost of the preferred method of transportation.

Rental Car: Cars may be rented when another means of transportation is not viable. This could be when the final destination is more than a cab ride from the airport or when the itinerary includes multiple stops. Car rentals are not allowed as a convenience, or alternative to the mode of transportation recommended by the Meetings Department, such as airport and hotel shuttles.

The National PTA’s liability insurance will cover a traveler when renting a vehicle for official National PTA business. However, all travelers should purchase the rental company’s Physical Damage Waiver, often referenced to as a Collision Damage Waiver (CDW). A traveler must obtain permission in advance from the Meetings Department before renting a car.

(Rev. 6/20/2016)

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

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

(Rev. 6/20/2016)
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.

(8/6/2016)
8.0 **Policy on Election**

All candidates for officer, Board of Directors, or Nominating and Leadership Development Committee positions, whether slated or running from the floor, must adhere to this policy. (rev. 3/12/2016)

Once the NLDC slate is posted and the self-nomination process is complete, the Convention Elections Committee will then address all nominees equally as candidates. The Convention Elections Committee is the source for all information governing elections. (rev. 11/6/2016)

8.01 **Elections Committee**

The Conventions Elections Committee is appointed by the National PTA President, who shall determine the number of members. The Convention Elections Committee shall monitor the election process and will develop guidelines for campaigning and campaign materials. (rev. 10/24/2015)

In the event that there are candidates from the floor, the Convention Elections Committee shall ensure there is an opportunity provided by the Convention General Arrangements Committee for the delegates to meet all candidates. (rev. 10/24/2015)

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

a. He or she becomes a slated candidate for an elected position, or
b. He or she submits notification of intent to run pursuant to Section 8.02. (rev. 1/15/2016)

8.02 **Procedure for Self-Nomination**

Those wishing to self-nominate must fill out an online form located at pta.org/elections and provide their name, mailing address, email address, phone number, and position sought. The form will be available no later than March 1 of each year. See the National PTA Bylaws, Article VII, Section 1, I. (rev. 1/28/2017)

The candidate shall be notified by the national office of receipt of materials.

The National PTA President shall notify the chairs of the Convention Elections and Nominating and Leadership Development Committees of any candidates who have filed intent to run within forty-eight (48) hours of the receipt of the notification of intent to run. (rev. 10/24/2015)

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

8.03 **Required Candidates Materials**

- Upon release of the NLDC slate and receipt of self-nominations, the Convention Elections Committee will provide guidelines and suggested templates to all candidates that facilitate the production of campaign materials. (rev. 11/6/2016)
- All candidates must send the following campaign materials to the attention of elections@pta.org by May 1st. All materials must be received electronically by 5PM EDT. Failure to do so will invalidate the candidacy. (rev. 10/24/2015)
  a. A candidate's biography and a high resolution digital photograph equivalent to one (1) single-sided 81/2" x 11" sheet of paper, in the provided format.
b. An electronic version of campaign poster text, no longer than 300 words, and a high resolution digital photograph to be incorporated by National PTA in public display

c. The signed Verification of Accuracy of Statements Made by Candidates for National PTA Elected Positions Form that states all information included in their campaign materials is true. (rev. 1/15/2016)

The Convention Elections Committee staff liaison shall notify candidates when their campaign materials have been received. (rev. 10/24/2015)

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

After review, all materials will be distributed as submitted.

8.04 Campaign Cautions

Candidates are expected to conduct themselves professionally, guided by truth, accuracy, fairness, respect, and responsibility in all election processes and campaigning. Candidates are expected to self-police their social network accounts by removing offensive or false statements or comments that do not comply with the Elections Policy within 24 hours. Failure to do so shall result in sanctions to be determined by the Board. (rev. 1/15/2016)

Candidates are not permitted to use the National PTA logo and tagline on personal correspondence or communication related to the campaign including biographical information, campaign literature, videos or social media.

Candidates may not use National PTA resources, such as e-mail system, stationary, mailing and phone lists, bulk rate permits, or assignments as a national representative for campaigning. The location of campaign materials at the convention shall be determined by the Convention Elections Committee. The posting of additional campaign literature and other campaign materials on-site at convention is prohibited.

Candidates, or a proxy designated by the candidate, will have a preconvention meeting with the Convention Elections Committee and a walk through prior to the convention to address any questions and to identify “no campaign” areas from campaign areas. Campaigning will be allowed only in the designated areas while in the convention center. (rev. 1/15/2016)

8.05 Candidate Speeches

a) Nominations shall occur during the first general meeting. Candidates who run unopposed will be elected at the first general meeting and will not give a candidate’s speech or participate in the candidate forum. (rev. 11/6/2016)

b) Candidate speeches will occur during a general session at convention at least one full session prior to the session when the election occurs. Each of the candidates shall be allowed two (2) minutes to address the delegate body, with the exception of the candidates for President-Elect, who shall be allowed to speak for five (5) minutes each. Candidates shall draw the order of speaking by office or position, which shall also be the order in which the
candidates’ names will appear on the screen associated with electronic balloting as indicated in Policy 8.08. The drawing will be conducted by the Convention Elections Committee. (rev. 10/24/2015)

8.06 **Candidates’ Forum**
The following are guidelines for the candidates’ forum:
1. The Convention Elections Committee shall be responsible for the development of questions for the candidates’ forum. (rev. 1/15/2016)
2. An impartial moderator shall be obtained to conduct the forum. The moderator shall draw questions for each round of candidates.
3. The order of candidates shall be
   a. President-elect
   b. Vice President for Advocacy
   c. Vice President for Membership (Rev. 6/17/2014)
   d. Secretary-Treasurer
   e. Board of Directors member representatives
   f. Nominating and Leadership Development Committee
4. Each candidate running for the same position shall answer the same question.
5. Candidates shall rotate speaking order. Numbers indicating speaking order shall be drawn prior to the forum. For each round of questions, the starting speaker shall rotate numerically.
6. Candidates shall be given one (1) minute to answer each question.
7. Candidates for the office of President-Elect, Vice President for Advocacy, Vice President for Membership, and Secretary-Treasurer shall be given the opportunity to make a two (2) minute closing statement.
8. The moderator should be the parliamentarian or someone recommended by the Conventions Elections Committee. (Rev. 6/17/2014 & 1/15/2016)

8.07 **Violations**
All candidates are responsible for adherence to the Policy on Election. The Convention Elections Committee shall confiscate all campaign materials distributed inappropriately. Allegations shall be reviewed by the Convention Elections Committee in consultation with the President; alleged violations being forwarded to the Board for disposition. Candidates shall have an opportunity to respond to any allegations made against them. Substantiated violations of this policy may result in a report to the voting delegates, or the disqualification of the candidate by the Board of Directors whose decision shall be final. (rev. 1/15/2016)

8.08 **Voting and Balloting**
All credentialed voting delegates will sign an acknowledgement of receipt of voting card and keypad card prior to leaving the credential desk. Voting cards and keypad cards cannot be replaced.
During the National PTA Convention, the following applies to voting and balloting for elections for office:
1. Once an election for a position is opened, no one will be allowed to enter the convention general session meeting room during voting for that position. (rev. 11/6/2016)
2. Candidates’ names will appear on the screen associated with the electronic voting in the order in which they gave their candidate’s speech as determined in Policy 8.05.
3. Electronic balloting by voting keypad for election shall be initiated on Saturday of convention.
4. In cases in which malfunctioning of the electronic voting keypads prevents successful voting, in whole or in part, by that means, balloting for one or more positions shall be conducted at times and in accordance with instructions established by the President in conjunction with the Executive Director and Convention Elections Committee Chair. (rev. 1/15/2016)

5. In the event that a majority vote is not achieved in the first or second round of balloting, the candidate with the lowest votes will be dropped from the ballot before any subsequent balloting. The remaining candidates shall be allowed one minute for an additional presentation.

6. No electioneering shall take place inside the location of the general meetings. (rev. 4/28/2014; 1/30/2015; 10/24/2015)

8.09 Notification of Results
Prior to making results public to the delegates, the election results will be shared with the candidates by the Convention Elections Committee Chair. (Rev. 10/24/2015)

8.10 Web Based Training
The Convention Elections Committee will deliver a web-based training for all candidates regarding the election process, campaign rules and any other important information. This training will take place no later than April 10. (Rev. 11/6/2016)
9.0 **Diversity and Inclusion**

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

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

PTA values and appreciates diversity, which enriches and strengthens the structure of our society within our state and nation.
Mission: The overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

APPENDICES
NATIONAL PTA
Conflict of Interest Disclosure Form

Date: ____________

Name: ______________________________________________________

Position (employee/volunteer):____________________________________

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

_____ I have no conflict of interest to report

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

1.__________________________________________________________________

2.__________________________________________________________________

3.__________________________________________________________________

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

Signature: _____________________________________________________________

Date: ________________________
Missing Receipt Form

**Purpose:** Use when original receipt cannot be obtained due to extenuating circumstances and after all avenues to provide receipt have been unsuccessful.

*Use one form per missing receipt.*

<table>
<thead>
<tr>
<th>Name of Cardholder</th>
<th>Name of Vendor/Merchant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transaction Date of Rept</strong></td>
<td><strong>Transaction Amt</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Expense</th>
<th>Business Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________</td>
<td>____________________</td>
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<tr>
<td>______________________</td>
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<td>____________________</td>
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<tr>
<td>______________________</td>
<td>____________________</td>
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</tbody>
</table>

I incurred the expense as described above and have lost, misplaced, or did not receive the receipt. I am submitting this affidavit in lieu of the missing receipt.

I certify that this is an accurate and proper charge for costs incurred while on official National PTA business and that I have not previously requested nor will I again request reimbursement for these expenses from any other source.

**PRINT FORM AND SIGN**

Cardholder’s Name (Please Print): ____________________________________________
Cardholder’s Signature: ___________________________ Date: ________________
Expense Report Reviewer Signature: ___________________________ Date: ________________
Mission: The overall purpose of PTA is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.

Appendix Section 2B

### Volunteer Expense/Travel Form

**Instructions:** Please complete and submit this form. You may submit this form and enclosed materials electronically to national pta office. Alternatively, you may mail the form and/or materials to the PTA office. (2916 N. 22nd St., Suite 401A, Washington, DC 20089)

**Appendix Section 2B**

#### Transfer Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Top Origin (City, state)</th>
<th>Amount (Date)</th>
</tr>
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<tbody>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Top Destination (City, state)</th>
<th>Amount (Date)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>City/State</th>
<th>Zip</th>
<th>Phone</th>
</tr>
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</table>

#### Reason for Travel (Please see "I Requested")

<table>
<thead>
<tr>
<th>National Office</th>
<th>National Board Member</th>
<th>National Committee Chair</th>
<th>National Committee Member</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**Please list all expenses for each line below.** Actual expenses for meals may be reimbursed up to per diem amounts ($50 for lunch, $75 for dinner, and $25 for dinner). Expenses are necessary only for: Hotel/Leisure, Baggage Fees, Parking and Tolls, Mileage reimbursement, such as a mapquest printout showing total distance and reimbursement required for mileage reimbursement. Mileage is reimbursed at $0.54 per mile. Receipts are necessary for hotel, air, tolls, or meals provided by National PTA.

<table>
<thead>
<tr>
<th>Event</th>
<th>Mileage</th>
<th>Parking and Tolls</th>
<th>Other (Explain)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**Total Expenses Claimed from Above**

<table>
<thead>
<tr>
<th>Event Name</th>
<th>National PTA Use Only</th>
<th>Total Expense Claimed From Above</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Project Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A111-01 (change)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A111-02 (change)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total of all expenses incurred in connection with authorized National PTA Travel, and were not otherwise reimbursed to me.**

Signature: Amended 1/2017
**Record Retention Schedule**

<table>
<thead>
<tr>
<th>TYPE OF RECORD</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounting</strong></td>
<td></td>
</tr>
<tr>
<td>Accounts receivable reports</td>
<td>3 years</td>
</tr>
<tr>
<td>Accounts payable reports</td>
<td>3 years</td>
</tr>
<tr>
<td>Auditor’s reports/work papers</td>
<td></td>
</tr>
<tr>
<td>Bank deposit slips</td>
<td>3 years</td>
</tr>
<tr>
<td>Bank statements, reconciliations</td>
<td>7 years</td>
</tr>
<tr>
<td>Budgets</td>
<td>3 years</td>
</tr>
<tr>
<td>Cancelled checks</td>
<td>7 years</td>
</tr>
<tr>
<td>Cash disbursements journal</td>
<td>7 years</td>
</tr>
<tr>
<td>Cash receipts journal</td>
<td>7 years</td>
</tr>
<tr>
<td>Depreciation records</td>
<td>Permanent</td>
</tr>
<tr>
<td>Employee expense reports</td>
<td>3 years</td>
</tr>
<tr>
<td>Volunteer expense reports</td>
<td>3 years</td>
</tr>
<tr>
<td>Independent contractor expense reports</td>
<td>3 years</td>
</tr>
<tr>
<td>Employee payroll records (W-2, W-4, annual earnings records, etc.)</td>
<td>4 years*</td>
</tr>
<tr>
<td>Financial statements (annual)</td>
<td>Permanent</td>
</tr>
<tr>
<td>Financial statements (interim/internal)</td>
<td>Permanent</td>
</tr>
<tr>
<td>General journal or ledger</td>
<td>7 years</td>
</tr>
<tr>
<td>Inventory lists</td>
<td>7 years</td>
</tr>
<tr>
<td>Invoices</td>
<td>3 years</td>
</tr>
<tr>
<td>Payroll journal</td>
<td>4 years</td>
</tr>
<tr>
<td>Petty cash vouchers</td>
<td>3 years</td>
</tr>
<tr>
<td><strong>Corporate Records</strong></td>
<td></td>
</tr>
<tr>
<td>Annual Report (State of Illinois)</td>
<td>Permanent</td>
</tr>
<tr>
<td>Bylaws</td>
<td>Permanent</td>
</tr>
<tr>
<td>IRS Determination Letter</td>
<td>Permanent</td>
</tr>
<tr>
<td>Contracts, sales (UCC)</td>
<td>4 years</td>
</tr>
<tr>
<td>Contracts, generally</td>
<td>10 years*</td>
</tr>
<tr>
<td>Contract, government</td>
<td>4 years*</td>
</tr>
<tr>
<td>Minutes (board executive session)</td>
<td>Permanent</td>
</tr>
<tr>
<td>Minutes (board and committees with board authority)</td>
<td>Permanent*</td>
</tr>
<tr>
<td>Minutes (committees without board authority)</td>
<td>5 years</td>
</tr>
<tr>
<td>Qualifications to do business</td>
<td>Permanent</td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td></td>
</tr>
<tr>
<td>Accident reports</td>
<td>6 years</td>
</tr>
<tr>
<td>Insurance claims</td>
<td>6 years*</td>
</tr>
</tbody>
</table>

*Amended 1/2017*
**Mission:** The overall purpose of PTA is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.

<table>
<thead>
<tr>
<th>TYPE OF RECORD</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance policies</td>
<td>Permanent</td>
</tr>
<tr>
<td><strong>Contracts</strong></td>
<td></td>
</tr>
<tr>
<td>Claims and litigation files</td>
<td>10 years*</td>
</tr>
<tr>
<td>Copyright, patent and trademark registrations</td>
<td>Permanent</td>
</tr>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
</tr>
<tr>
<td>Applications</td>
<td>1 year</td>
</tr>
<tr>
<td>Employee earnings/payroll records</td>
<td>6 years*</td>
</tr>
<tr>
<td>Employee files</td>
<td></td>
</tr>
<tr>
<td>Employee pension records, including service, eligibility, personal information, pensions paid</td>
<td>6 years*</td>
</tr>
<tr>
<td>Employment contracts</td>
<td>10 years</td>
</tr>
<tr>
<td>Garnishments</td>
<td>10 years</td>
</tr>
<tr>
<td>Government reports</td>
<td>6 years</td>
</tr>
<tr>
<td>Pension, profit-sharing plans</td>
<td>Permanent</td>
</tr>
<tr>
<td>Time cards/sheets</td>
<td>4 years</td>
</tr>
<tr>
<td><strong>Taxes</strong></td>
<td></td>
</tr>
<tr>
<td>Income tax returns and cancelled checks (federal, state and local)</td>
<td>7 years</td>
</tr>
<tr>
<td>Payroll tax returns</td>
<td>4 years</td>
</tr>
<tr>
<td>Sales and use tax returns</td>
<td>10 years</td>
</tr>
<tr>
<td><strong>General</strong></td>
<td></td>
</tr>
<tr>
<td>Supporting correspondence and notes re patents, copyrights, licenses, agreements, bills of sale, permits, liabilities, etc.</td>
<td>Greater of “life of principal document which it supports” or 3 years</td>
</tr>
</tbody>
</table>

*An asterisk (”*“) following a number signifies that the retention period begins after final payment, settlement expiration, termination, sale, etc.

(Adopted by NPTA BOD June, 2010)
Mission: The overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

Appendix A

Job Descriptions

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

Article VIII – Duties of Officers

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

President-elect Job Description

1. Be a member of a local PTA,
2. Serve as a member of the Board of Directors,
Mission: The overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

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

Vice President for Advocacy Job Description
1. Serve as a member of the board 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 for 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 Council of States,
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
Mission: The overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

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, (rev. 6/22/2014)

9. Minutes of the Board of Directors meetings (regular (6/17/2014) and special) shall be approved by the Minute Approval Committee. Executive Session minutes will be approved within the Executive session, (rev. 3/10/2014)

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

Article XIII – Bylaws and Policy Committee
In addition to National PTA Bylaws, article XIII, the Bylaws and Policy Committee shall:
1. Have an understanding of association charters, constitution, bylaws and policy.
2. Develop, evaluate and adjust plan of work annually.
3. Make recommendations to the next committee on areas of concern.
4. Review proposed amendments to the National PTA bylaws and make recommendations to the Board of Directors.

Article XX – Diversity
In addition to National PTA Bylaws, Article XX, 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 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. Develop & assess a plan of work.
8. Coordinate with other committees so that diversity is considered in their plans of work
9. Participate in diversity and minority conventions, events, and other activities.
10. Recommend new tools/resources on diversity and inclusion to be used at all levels of PTA.
11. Recommend that all PTA reports include diversity information when appropriate.
12. Work with the Legislative Staff/Committee to identify and recommend changes to laws and policies that hinder diversity in PTA.
13. Develop positions that promote excellent public schools as a civil right for all children.

Article XVI – Field Services Committee
In addition to National PTA Bylaws, article XVI, the Field Service Committee shall:
1. Assess capability/capacity levels of state associations to service units.
Mission: The overall purpose of PTA is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.

2. Work collaboratively with field service staff and other national.
3. Review, assess and recommend change to national PTA services to the field to insure they meet the needs and strategic initiatives of the association.
4. Develop, evaluate and adjust annual field service committee plan of work.

Article XIV – 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 insure that the entire board understands the association’s financial condition.

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

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

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

Article XVII – Membership Committee
In addition to National PTA Bylaws, Article XVII, the Membership Committee shall:
1. Provide professional expertise in membership development and marketing.
2. Identify overall membership development strategies for National PTA.
3. Recommend new tools and resources on membership recruitment & retention to be used at all levels of the association.
4. Assess member benefits as part of overall membership development plan.
5. Be an active recruiter of PTA membership. (Be a campaigner!)
6. Be available for presentations on PTA membership development topics.
7. Develop, evaluate and adjust plan of work annually.
8. To coordinate male engagement strategies and activities, including the National PTA MORE alliance and other state and local male involvement and fatherhood initiatives, with dedicated staff support responsible for all male engagement programs and practices at all levels of the association. (Adopted June 2010).

**Article XII – Nominating and Leadership Development Committee**

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. Perform gap analysis of Board of Directors’ needs (current vs. future).
   c. Ensure diversity is part of the gap analysis.
   d. Provide input into the development of job descriptions, qualifications, and criteria.
   e. 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. Develop a process to recommend nominees with the following qualities:
      i. Vision and Leadership: the ability to see the big picture and the courage to set direction to achieve National PTA’s mission.
      ii. Stewardship: the integrity to serve the interests and pursue the goals of the association.
      iii. Knowledge: knowledge of PTA’s constituents, its operations, and association.
      iv. Diligence: dedication and commitment to the association’s goals.
      v. Collegiality: possessing a sincere and respectful attitude toward colleagues and their views.
   b. Communicate with all stakeholders within the association to identify a diverse but representative group of potential leaders.
   c. Continue to establish the pool of potential leaders.
   d. Create a pipeline for future leaders by being forward-thinking.
   e. Be well-versed in the responsibilities and skill sets required for all positions on the ballot
3. Screen, evaluate, and select potential leaders.
   a. Screen and interview potential leaders.
   b. Determine the slate.
   c. Inform all applicants who submitted letters of interest of results and other opportunities.
Mission: The overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

d. Advise and mentor our slated nominees.
4. Recommend continuing education that enhances leadership development for the association.
5. Advise the President on committee/task force member selection.
6. Advise appropriate entities on matters related to governance structure and operations.
In order to create a proper flow of information and understanding, members of the nominating and leadership development committee should have the ability to access the intranet, and other means of electronic communication and periodically attend Board of Directors and National Council of States meetings, and other meetings and activities as needed. This link between groups will enable the committee to carry out its job more effectively, while functioning as autonomously as possible.

Article XV – Resource Development Committee
In addition to National PTA Bylaws, Article XV, the Resource Development Committee shall:
1. Develop proposed policies, procedures and schedules for fundraising.
2. Set guidelines and implementation schedule for governance contributions
3. Identify prospective donors, make fundraising contacts and support special fundraising events to include cultivating and approaching major donors.
4. Report the status of the association’s fundraising activities and the fundraising climate in general to the board.
5. Educate all stakeholders about the association’s need for non-dues revenue and the plan and resources needed to realize those plans.
6. Provide guidelines, training and resources for constituents in support of their resource development and sponsorship efforts.
7. Familiarize Board of Directors with techniques and skills necessary for effective fundraising.
8. Develop guidelines and resources for state leaders in support of their sponsorship efforts.
9. Create a resource development rationale statement and review at the beginning of each term.
10. Develop, evaluate and adjust plan of work annually.

Article XIX – Resolutions Committee
In addition to National PTA Bylaws, Article XIX, the Resolutions Committee shall:
1. Develop the criteria for submission of proposed resolutions on nationwide issues by local constituent associations and committees of the National PTA and have that process available through the Website and office of National PTA.
2. Have committee members available to provide assistance to local PTA leaders working to submit a resolution for consideration.
3. Provide opportunities for members to review and discuss proposed resolutions.
4. Secure the posting of resolutions adopted by the annual convention.
5. To review adopted resolutions to amend, update, mark accomplished or rescind.

(Amended NPTA BOD, March, 2011)

Article XX – Youth Involvement Committee
In addition to the National PTA Bylaws, Article XXI, the Youth Involvement Committee shall:
1. Increase youth participation and visibility at National, State, and Local PTA events.
2. Work in collaboration with other committees to increase and retain membership.

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3. Aid in education of adults in youth issues.
4. Support building partnerships with outside associations focused on youth.
5. Create opportunities to foster future leaders.
6. Provide resources on youth involvement and development.
Guidelines for Leaders Seeking and Holding Public Office

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

1. PTA leader, for purpose of this information piece, shall be considered as the President, legislative chair and any other officer and board member who speaks regularly for the public record on behalf of the unit, council, district, region, state or national PTA.

2. If a political campaign is involved, the PTA leader should not use his position as a speaking platform; in other words, when speaking for PTA the candidacy should not be referred to, and when speaking as a candidate, reference to PTA should not be included in the speech. PTA paper, equipment, or personnel should never be used in developing or carrying out a campaign for public office.

3. During the political campaign the PTA leader should not wear or distribute campaign material while presiding, presenting or attending any PTA meeting or event. ** While presiding, the PTA leader should not allow members to wear or distribute campaign material on the candidate’s behalf. **

4. There should be serious consideration given to possible conflicts of interest if the PTA official becomes a public official. A decision which finds the PTA on one side and the school district/board on the other presents great difficulty to the PTA leader who is also a school board member. To vote with PTA loses faith with school board voters who want the district interests represented. If the PTA leader/school board member votes with the school district, then the members of PTA who have given the opposite direction are misrepresented. An abstaining vote represents no one. This situation can lead to serious ethical problems which only the PTA/school board member can resolve. There are many times when school boards (and other public bodies) and PTA have disagreed, contrary to the popular opinion that both are always on the same side.

5. This decision will be and has been difficult for PTA leaders because those individuals schooled in PTA often make outstanding and informed public servants. The question that must be answered is why do both leadership roles have to be served simultaneously. One might feel that because the PTA position offers great exposure to ensure election or appointment, and if the PTA leadership role were not current, the chance of winning the seat would be lessened. If this is the rationale for seeking election, the case for “using” the PTA is proven.

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

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Again, the National PTA does not limit the right of PTA leaders to seek public positions*, but it does ask that each PTA member consider the risks to all PTAs if misinterpretation of campaign or performance in office causes local, state or even the national association to pay the consequences.

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

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

**National PTA Standards of Affiliation (SOA)**

**Policy and Documentation**

*General Association and Business Standards for Chartered Congresses*

Constituent associations chartered by the National PTA are required to reaffirm the affiliation by completing all requirements of the Standards of Affiliation (SOA). The SOA is in place to ensure PTA affiliates* align all communications and actions with National PTA’s vision, mission, values, and policies and to comply with applicable federal laws. In addition, PTA affiliates shall support the current National PTA legislative and advocacy priorities and only take public positions which are consistent with adopted National PTA positions and resolutions. National PTA recognizes its responsibility to preserve the reputation and trust of the PTA brand through support of its PTA affiliates from local to state.

Five key pieces of information are included in this document:

- **Memorandum of Understanding** *(sign and return)*
- **Standards of Affiliation Requirements chart** *(for PTA affiliate’s internal use)*
- **Privileges of PTA Affiliates in Good Standing**
- **Procedures Regarding PTA Affiliates in Non-Compliance with the SOA**
- **Supplemental Business Checklist**

Additional information regarding the SOA will soon be made available on the National PTA website and through your National Service Representative (NSR).

The Memorandum of Understanding (MOU) confirms understanding of the requirements, the process and agreement to complete the items detailed in the Standards of Affiliation Requirements chart. By signing the memorandum, the PTA affiliate acknowledges that the leadership has received and read the document in its entirety and that the PTA affiliate’s entire board of directors understands the expectations set by the SOA. In subsequent years, the PTA affiliate’s board of directors shall remain informed and accountable for the SOA requirements by completing the training portion of the SOA.

The Memorandum of Understanding signatories, on behalf of the PTA affiliate, agree to provide the information required by the SOA as listed on the following pages and other items required may be subject to periodic review. The memorandum must be signed by two officers, the president and the treasurer, and submitted via email to soa@pta.org by December 31, 2016. The requirements chart details the deadline dates for the various requirements and should be kept as a reference.

*PTA affiliates refers to the Congresses chartered by National PTA*
Mission: The overall purpose of PTA is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.

Memorandum of Understanding
National PTA Standards of Affiliation
(approved by the Board of Directors on July 3, 2016)

Purpose and Scope:
National PTA intends for this Memorandum of Understanding to provide the cornerstone and structure for requirements as they relate to the Standards of Affiliation (SOA) agreement. The SOA is in place to ensure PTA affiliates align all communications and actions with National PTA’s vision, mission, values, and policies and to comply with applicable federal laws. In addition, PTA affiliates shall support the current National PTA legislative and advocacy priorities and only take public positions which are consistent with adopted National PTA positions and resolutions.

National PTA recognizes its responsibility to preserve the reputation and trust of the PTA brand through support of its PTA affiliates from local to state.

Acknowledgement:
By signing this document, the ___________ PTA Board of Directors reaffirms our affiliation with National PTA. With the signatures of the officers below, the leadership of the ___________ PTA agrees to align all communications and actions with National PTA’s vision, mission, values, and policies and to comply with applicable federal laws. We also agree to support the current National PTA legislative and advocacy priorities and only take public positions which are consistent with adopted National PTA positions and resolutions.

The requirements of the National PTA Standards of Affiliation have been presented and explained to the ___________ PTA Board of Directors, and we, the leadership as signed below, have read and understand the requirements as listed in the chart and shall submit the required indicators by the deadline date(s).

President’s Initials

1. We shall file the appropriate IRS Form 990 annually. __________
2. We shall complete an annual financial compilation, review or audit. __________
3. We shall incorporate PTA as the name of our association. __________
4. 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. __________
5. We shall adopt, revise, and adhere to bylaws that reflect correctly the current rules and practices of this association. __________
6. We shall sign this Memorandum of Understanding (MOU) to confirm agreement with all requirements of compliance of the National PTA Standards of Affiliation. __________

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Mission: The overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

7. 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.

8. We shall utilize, display and incorporate the PTA official logo, tag line, vision statement, mission statement, and values in conformity with National PTA guidelines.
   (Note: A periodic review may be conducted to confirm compliance.)

9. We shall submit a monthly membership dues report and pay any outstanding amounts due.

10. We shall submit a list of all constituent associations and their officers.

11. We shall, as a board, participate in National PTA-facilitated training at the start of each president’s term/year.

President’s Signature ____________________________________________

Print name: _________________________________

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.
## Standards of Affiliation Requirements
*(for PTA affiliate’s internal use only)*

<table>
<thead>
<tr>
<th>Required Indicator(s)</th>
<th>Deadline</th>
<th>Information on File</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IRS REQUIREMENTS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. PTA affiliate shall file the appropriate IRS Form 990 annually.</td>
<td>☐ Extension requested (if applicable) and ☐ Cover page; or ☐ IRS receipt of acceptance of filing</td>
<td>5 months after end of PTA affiliate’s fiscal year</td>
<td>Date of last filing: __________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>FINANCIAL REQUIREMENTS</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>2. PTA affiliate shall complete an annual financial compilation, review or audit (state laws may apply).</td>
<td>☐ Report cover letter or ☐ Complete report</td>
<td>5 months after end of PTA affiliate’s fiscal year</td>
<td>Date of last filing: __________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>AFFILIATE REQUIREMENTS</strong></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3. PTA affiliate’s name shall incorporate PTA as the name of the association.</td>
<td>Articles of Incorporation ☐ Submit when incorporating _____ ☐ Submit if changed</td>
<td>Within 30 days of completion and/or change</td>
<td>Date of document on file: __________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>NONPROFIT ORGANIZATIONAL REQUIREMENTS</strong></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4. PTA affiliate shall be governed by a governing board.</td>
<td>List of names with full contact information and terms of office for the board members entered via National PTA database system</td>
<td>Submit within 30 days of any change</td>
<td>Date of document on file: __________</td>
</tr>
<tr>
<td>5. PTA affiliate shall adopt, revise, and adhere to bylaws that reflect correctly the current rules and practices of this association.</td>
<td>Governing document(s) ☐ Bylaws and ☐ Standing rules (if adopted by membership)</td>
<td>Submit within 30 days of change</td>
<td>Date of document on file: __________</td>
</tr>
</tbody>
</table>
**Mission:** The overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

<table>
<thead>
<tr>
<th>AFFILIATION REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PTA affiliate shall confirm agreement with all requirements of compliance of the National PTA Standards of Affiliation.</strong></td>
</tr>
<tr>
<td><strong>Required Indicator(s):</strong> Signatures on Memorandum of Understanding  □ President  □ Treasurer</td>
</tr>
<tr>
<td><strong>Deadline:</strong> One-time Signature and Submission by 12/31/16 and subsequently when SOA policy is updated</td>
</tr>
<tr>
<td><strong>Information on File:</strong> Date of document on file: ____________</td>
</tr>
<tr>
<td><strong>Date Completed:</strong> Completion date: _______________</td>
</tr>
<tr>
<td><strong>PTA affiliate 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.</strong></td>
</tr>
<tr>
<td><strong>Required Indicator(s):</strong> Current actions and Operating practices</td>
</tr>
<tr>
<td><strong>Deadline:</strong> NA</td>
</tr>
<tr>
<td><strong>Information on File:</strong> NA</td>
</tr>
<tr>
<td><strong>Date Completed:</strong> No submission required/ongoing practice</td>
</tr>
<tr>
<td><strong>PTA affiliate shall utilize, display and incorporate the PTA official logo, tag line, vision statement, mission statement, and values in conformity with National PTA guidelines.</strong></td>
</tr>
<tr>
<td><strong>Required Indicator(s):</strong> Website and Newsletters and Communications</td>
</tr>
<tr>
<td><strong>Deadline:</strong> NA</td>
</tr>
<tr>
<td><strong>Information on File:</strong> NA</td>
</tr>
<tr>
<td><strong>Date Completed:</strong> No submission required/ongoing practice</td>
</tr>
<tr>
<td><strong>PTA affiliate shall submit a monthly membership and pay outstanding amounts due.</strong></td>
</tr>
<tr>
<td><strong>Required Indicator(s):</strong> National PTA database system submissions</td>
</tr>
<tr>
<td><strong>Deadline:</strong> Monthly (5th of every month)</td>
</tr>
<tr>
<td><strong>Information on File:</strong> Submission required as indicated</td>
</tr>
<tr>
<td><strong>Date Completed:</strong></td>
</tr>
<tr>
<td><strong>PTA affiliate shall submit a list of all constituent associations and their officers.</strong></td>
</tr>
<tr>
<td><strong>Required Indicator(s):</strong> National PTA database system submissions</td>
</tr>
<tr>
<td><strong>Deadline:</strong> Monthly</td>
</tr>
<tr>
<td><strong>Information on File:</strong> Submission required as indicated</td>
</tr>
<tr>
<td><strong>Date Completed:</strong></td>
</tr>
<tr>
<td><strong>PTA affiliate board shall participate in National PTA-facilitated training at the start of each president’s term/year.</strong></td>
</tr>
<tr>
<td><strong>Required Indicator(s):</strong> Training(s) facilitated by NSR or a National PTA-approved person: In person or Electronically and 100% of executive committee and 2/3 of board in attendance</td>
</tr>
<tr>
<td><strong>Deadline:</strong> Within six months of taking office and at least every two years</td>
</tr>
<tr>
<td><strong>Information on File:</strong> Date of last training: ____________</td>
</tr>
<tr>
<td><strong>Date Completed:</strong> Training date(s): _______________</td>
</tr>
</tbody>
</table>

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Privileges of PTA Affiliates in Good Standing

Affiliation with National PTA – Status as a Chartered Congress

- Use of National PTA service marks (including PTA® and PTSA®) in conjunction with the name of the PTA affiliate
- Use of official PTA and PTSA logo
- Access to appropriate membership data within National PTA database
- Authority to collect dues for the association
- Chartering of new units and/or other constituent associations
- Representation at National PTA’s Annual Convention by the PTA affiliate’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/member benefit programs
- Eligibility for grants and/or program participation funds
- National PTA representation at PTA affiliate annual meetings/conventions or other events
- Participation in National PTA awards and other programs, including the Reflections program
Procedures Regarding PTA Affiliates in Non-Compliance with the SOA

The information in this section details the processes to be used when working with a PTA affiliate that is not in compliance with the National PTA Standards of Affiliation (SOA). **PTA affiliates refers to the Congresses chartered by National PTA.**

National PTA staff shall be responsible for monitoring the compliance of all PTA affiliates.

National PTA shall implement the following procedures if a PTA affiliate does not meet the requirements of the SOA.

I. Notification Phase (Non-Compliance)

   A. Any PTA affiliate **failing to comply** with the SOA shall receive notification via email from National PTA and shall be given 60 days from the date of the notification to come into compliance.

      The notification shall be sent to all members of the PTA affiliate’s board of directors on file and shall specify the standard(s) with which the PTA affiliate has not complied.

   B. However, any PTA affiliate that **knowingly and willfully fails to comply** with the SOA shall be given 30 days from the notification date to come into compliance.

      The notification shall be sent by National PTA to all members of the PTA affiliate’s board of directors on file and shall include the standard(s) with which the PTA affiliate has not complied.

      If the PTA affiliate has not complied within 30 days, the National PTA President shall be notified and, if approved by the National PTA Board of Directors, the PTA affiliate shall move directly to the Probation Phase as outlined in section III. below.

II. Intervention Phase

If the PTA affiliate fails to come into compliance within the time allotted in the Notification Phase:

   A. The National PTA President shall be notified and assign a support team, in consultation with the field service department, to advise and oversee the PTA affiliate’s progress regarding compliance. This team shall include at least one member of the National PTA Board of Directors.

   B. The support team shall work with the PTA affiliate leadership to develop a written action plan not to exceed 90 days, which shall include milestones with dates, for the PTA affiliate to come into compliance. The National PTA President shall approve this action plan and any associated funding, as the budget allows.

   C. A notification shall be sent via email from National PTA to the PTA affiliate’s board of directors on file outlining the action plan and timeline and the following:

      1. Specify the standard(s) with which the PTA affiliate has not complied and the date of the original notification as specified in Section I. Notification Phase.

      2. Inform the PTA affiliate leadership that the next phase (III. Probation Phase) includes the forfeiture of the PTA affiliate’s rights.

      3. Identify the members of the support team and provide their contact information.
D. The support team may recommend to the National PTA President that the PTA affiliate requires more time to comply.

NOTE: During the Intervention Phase, the PTA affiliate and its constituent associations shall be entitled to all rights and benefits of their membership with National PTA.

III. Probation Phase

PTA affiliates failing to comply with the SOA by the last date specified in their written action plan, or after the 30-day Notification Phase for those knowingly and willfully failing to comply, shall receive a written probation notice from National PTA. This notice shall be sent after consultation with the support team.

When a PTA affiliate is placed on probation, National PTA shall notify the PTA affiliate’s board of directors on file via email. In addition, one copy shall be sent to the PTA affiliate’s president by registered, first class mail – return receipt required.

The notice shall:

A. Specify the standard(s) with which the PTA affiliate has not complied.

B. Stipulate that probation includes the forfeiture of the PTA affiliate’s rights to the following:

1. Funding to attend National PTA meetings and events as may be specified in the National PTA bylaws and/or budget.

2. Eligibility to receive grants or program participation funds from National PTA.

3. Eligibility to participate in National PTA awards and other programs, including the PTA Reflections program at the national level.

4. Eligibility to receive National PTA representation at the PTA affiliate’s annual meeting/convention or other events.

5. Eligibility to receive benefits of sponsored gifts or rewards and to participate in sponsorship/member benefit programs.

6. Eligibility to receive benefits from any partner-related incentive type program.

C. Verify that support shall continue to be provided by the support team.

D. Identify probation requirements, including a timeline for completion.

E. Notify that failure to comply with probation requirements by the end of the Probation Phase may result in the restructuring of the Congress and/or the revocation of the PTA affiliate’s charter.

A PTA affiliate shall remain on probation until all requirements have been met or for a period not to exceed six months. While on probation, the PTA affiliate’s rights and benefits, in whole or in part, may be restored by the National PTA President. The assigned support team shall continue to work with the PTA affiliate’s leadership to ensure the necessary support for success. The National PTA staff and/or support team may, at any time, recommend to the National PTA President that the Probation Phase be either extended or ended. If no progress has been made at the end of the six-month Probation Phase, the National PTA President may direct that the PTA affiliate be moved to the Restructuring Phase.
Mission: The overall purpose of PTA is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.

National PTA reserves the right to bypass the Probation Phase and move directly into the Restructuring Phase in the following circumstances:

A. The PTA affiliate has no eligible leadership in office as defined in its bylaws or policies;
B. The PTA affiliate lacks sufficient leadership to meet the state nonprofit board member and/or officer requirements; or
C. The PTA affiliate’s leadership is no longer functioning.

NOTE: During the Probation Phase, the PTA affiliate’s constituent associations shall be entitled to all rights and benefits of their membership with National PTA.

IV. Restructuring Phase

PTA affiliates failing to comply with the requirements of the Probation Phase shall move into the Restructuring Phase. During this phase, the National PTA staff, in consultation with the National PTA President and the support team, shall be empowered to:

A. Communicate with the PTA affiliate’s constituent associations regarding the Restructuring Phase.
B. Accept membership funds.
C. Acquire access to the PTA affiliate’s funds and establish temporary account(s) when necessary.
D. Identify leaders to support the constituent associations.
E. Identify leaders to establish bylaws, if necessary.
F. Oversee a financial review/audit.
G. Schedule and chair a reorganizational meeting.
H. Assist in the election and training of officers.

During this phase, all of the PTA affiliate’s constituent associations shall be notified and assured that National PTA shall continue to provide services. Under no circumstances shall any constituent association’s rights and benefits be denied due to the absence of an established and/or functioning PTA affiliate association.

V. Revocation

The National PTA Board of Directors reserves the right to revoke a PTA affiliate’s charter, with notice given to the PTA affiliate’s board of directors on file, if the PTA affiliate violates the ethics, policies, or principles of PTA or in any way jeopardizes the tax exempt status or endangers the good name/good will of National PTA.
Communications Protocol

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

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

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

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

**Sections still under review for updating
Mission: The overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

Committee Report Form

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

Submitted By: (Name, Chair)

Committee Members: (List committee members, etc.)

Meeting Dates: (List committee meeting dates)

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

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

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

Next Steps: (List upcoming items for the committee)
Mission: The overall purpose of PTA is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.

Appendix F

Action Item Form

Board Action Item #:  

ACTION ITEM FORM

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

Rationale: [Insert detailed rationale here]

______________________________  ______________
Signature of Committee Chair/Board Member        Date

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

Budget Impact: _________________________________

Staff Impact: _________________________________

Impact to States: _______________________________
Mission: The overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

Appendix H

Media Protocol

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

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

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

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

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

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

National PTA engages a parliamentarian to provide counsel to the association for its Board of Directors meetings and the annual convention of the association to make sure NPTA 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 J

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 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.

1Minnesota Council of Nonprofits

Mission: The overall purpose of PTA is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.

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.

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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.3

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

Power and Duties of the President (See also President’s Job Description, Appendices A)
A. Serves as Chair of the Board of Directors.

B. Presides at all association annual meetings and during all conventions.

C. Serves as the chief volunteer officer for the association with primary responsibility for the selection and supervision of the national governance team as specified in the bylaws.

D. Proposes special committees, at-large Board members, committee chairs and committee members to the Board of Directors for ratification in accordance with the bylaws of the association.

3 BoardSource
Mission: The overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

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 official spokesperson for the Board to its constituents, the public, and other organized groups as is necessary.

I. Determines Board agenda, meeting dates, times and location and authorizes meeting attendees.

J. In consultation with the executive director and elected officers, determines convention and national governance meeting times. Plans and executes the general business meetings of the association. Moderates (or approves a delegate to moderate) all association business meetings.

K. Engages a contracted association parliamentarian.

L. Approves travel for all governance volunteer and association representatives.

Powers and Duties of the Executive Director (See also Appendices - Executive Director Job Description)
The executive director is responsible for the effective and efficient administration of the National PTA, in accordance with the approved Strategic Plan. Specifically, the executive director shall:

A. Select, hire, organize, evaluate, and direct staff, consistent with the policies of National PTA, within the approved budget, and to establish the job descriptions, duties, and responsibilities of all staff:
   1. The executive director shall ensure National PTA has sufficient staff to conduct its work.
   2. The executive director shall have the authority to hire temporary staff and/or consultants when needed to accomplish the work of National PTA.

B. Manage the daily operations of National PTA and serve as primary liaison to Board members.

C. Represent National PTA for the Board to its constituents, the public, and other organized groups as is necessary.

D. Recommend to the Board, policy positions and programmatic and budgetary activities to implement.

E. Prepare quarterly budget status reports and quarterly progress reports towards meeting the objectives of the business plan and the strategic plan.

F. Establish the operating budget for the association subject to Finance Committee and Board approval, and ensure programs and projects are conducted within approved budget. The financial authority of the executive director is limited by the controls found in National PTA’s Financial Policy & Procedures Manual.
Mission: The overall purpose of PTA is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.

G. Approve expenditures of funds within the approved budget in accordance with policy and in accordance with state and federal laws and regulations.

H. Ensure that all state and federal reporting, audit, prompt payment and other compliance requirements are met.

I. Report in a timely manner all critical and pertinent information first to the President and subsequently to all members of the Board in such a manner that the members are equally well informed on matters that concern the Board.

J. Enter into select contractual agreements with other agencies and organizations within signature authority as defined by National PTA financial policies and procedures.

K. Accountable for meeting organizational performance in accordance with the business plan and strategic plan (including fundraising in order to meet the fiscal needs of National PTA and increasing membership).

L. Delegate responsibilities to other staff as appropriate.4

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.

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