

RESOURCES FOR PTA OFFICERS & LEADERS

Good Standing Requirements for PTA Councils

A PTA council must comply with the following NCPTA requirements in order to maintain its charter and 501(c)(3) tax-exempt status:

1. Adopt and comply with the provisions of NCPTA's [Uniform PTA Council Bylaws](#) by July 1, 2012.
2. Enter PTA council board of director members' names and email address into the NCPTA database by September 1.
3. [Enter local PTA presidents' names and email addresses with membership in the PTA council into the NCPTA database](#) by December 1.
4. File an annual [form 990](#) as required by the IRS. The 990 deadline for organizations with a fiscal year end of June 30 is November 15.
5. Submit [online annual financial review](#) by August 31.
6. Obtain signatures from each board member reflecting agreement to a board approved [code of ethics form](#) and [conflicts of interest form](#).
7. Operate in accordance with policies and positions of National PTA and North Carolina PTA.

Failure to follow any of these requirements will render the PTA council out of compliance. PTA councils may be referred to NCPTA for any appropriate actions due to noncompliance. NCPTA is committed to helping all PTA councils meet these requirements. Should a PTA council become inactive; a \$125 reinstatement fee will be assessed at the time of reinstatement.

Note: Bylaws, financial review, and database reporting must be in compliance prior to any awards, including Reflections, and grant opportunity submission deadlines.

If you have any questions, contact the NCPTA Office at office@ncpta.org