

## **Standards of Affiliation for a Local PTA/PTSA**

1. Adhere to the purposes and basic policies of the National PTA and Free State PTA.
2. Have a minimum of ten (10) members.
3. Remit the national and state dues to the Free State PTA by the dates designated.
4. Remit by the required date the bonding, liability, and directors' and officers' insurance premiums to the carrier designated by Free State PTA.
5. Submit the names and contact information, including the phone number and email, for all elected officers to Free State PTA within two (2) weeks of election or appointment.
6. Submit a copy of the approved annual financial review to Free State PTA by October 31<sup>st</sup> of each year.
7. Submit updated and approved bylaws for review by Free State PTA every three (3) years.
8. Have an employer ID Number (EIN) from the Internal Revenue Service (IRS) on file with Free State PTA.
9. File the appropriate tax forms with the IRS by the required date and submit a copy to the Free State PTA within thirty (30) days of filing.
10. Maintain status as a corporation and have, as required by Maryland non-profit law, at a minimum a president, secretary and treasurer.
11. File all appropriate Maryland state forms with the appropriate state authorities by the required dates and submit a copy to the Free State PTA within thirty (30) days of filing.
12. Two officers, one of whom must be the treasurer, must attend annual financial training provided by Free State PTA or County/City Council PTA.