



NCPTA Council Good Standing Requirements

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

1. Comply with the provisions of NCPTA's Uniform Council Bylaws.
2. Enter PTA council officers names and email address into MemberHub by July 31.
3. By August 31, confirm in MemberHub that your Council PTA's Annual Financial Review has been completed and the results reported to your Board of Directors.
4. Confirm the PTAs that are members of your council along with the names and contact information of the PTA presidents by November 1.
5. File an annual Form 990 with the IRS as required by the IRS and confirm filing date in MemberHub. The 990 deadline for organizations with a fiscal year end of June 30 is November 15.
6. Adopt a code of ethics for Board members and obtain signatures from each board member reflecting agreement to a board approved 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 Council PTA out of compliance. Councils may be referred to NCPTA for any appropriate actions due to noncompliance. NCPTA is committed to helping all councils meet these requirements. Should a council become inactive, a \$125 reinstatement fee will be assessed at the time of reinstatement.

Note: Bylaws, financial review, 990 filing with the IRS and reporting of affiliated local units 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.

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