

CONNECTICUT PTA STANDARDS OF AFFILIATION 2016-2017

To maintain proper legal and liability status, all PTAs are required to be in “good standing” with the Connecticut PTA. A benefit of affiliation with PTA is a central location for all of your important legal and organizational documents. As a part of our service to you and your members, all of the following information will be kept in your file at the CT PTA office.

Connecticut Parent Teacher Association

540 Washington Avenue
North Haven, CT 06473

membership@ctpta.org

office@ctpta.org

203-691-9585 (office)

203-891-6462 (fax)

www.ctpta.org

Item	Format	Due to CT PTA Office	Date Sent	Rationale
Submit Officer Information	Electronic www.ctpta.org	July 1st (Should be communicated immediately after election of officers)		This is required to allow State & National PTA to communicate with each PTA and the leadership team responsible. A new form is required every year - even if there are no changes to officers.
Membership Fees	Mail with Reporting Form (Unit Treasurer's Report)	Monthly (only in months you have new members to report)		Fees provide State and National PTA with the resources to assist affiliates and advocate for children. Initial membership fees must be received by Oct. 15 th to be eligible for insurance. Fees are \$5.50 per voting member.
Review of Financial Records	Electronic, mail or fax	September 30th		This is required for bonding insurance and is a good practice to ensure your financial process is sound. Refer to Money Matters Guide for specifics.
Copy of IRS Form 990	Electronic, mail or fax	October 31st		All PTAs are mandated by the IRS to complete form 990 to maintain non-profit status. Make 3 copies – one for each - IRS, CT PTA and your PTA files.
Proof of Insurance	If using AIM insurance as your provider, no proof is necessary (AIM reports this information directly to CT PTA)	November 30th		Insurance is needed to protect your officer against lawsuits, guard your treasury for loss or theft and provide liability coverage for your events. Applications and renewals will be sent to you in September.
Bylaws	Electronic, mail or fax	Three years not to exceed 5 years Minutes from the General Membership meeting in which the revised bylaws were approved must be attached. Contact CT PTA to receive Model Bylaws.		Bylaws are your PTAs basic governing document. Bylaws should be reviewed on a regular basis to insure accuracy. If no update is needed, the requirement is to conduct a review and have your General Membership approve. <i>Prior to the General Membership vote, proposed bylaws should be sent to Connecticut PTA office for review.</i>
President and Treasurer Training	Leaders are required to participate in leadership training that has been provided or approved by Connecticut PTA.	Every year before Oct. 15th (or within 60 days of taking office, whichever is longer)		Training allows for the dissemination of the most current regulations, trends and standards in PTA and parent engagement. We provide Leadership Training yearly which you are encouraged to attend. Training may also occur at council or local level. CT PTA offers webinars throughout the year. Council-based training must be approved by Connecticut PTA.