#ARTICLE IV Relationship with National PTA and Maryland PTA

Section 1. This local PTA/PTSA shall be organized and chartered under the authority of Maryland PTA in the area in which this local PTA/PTSA functions, in conformity with such rules and regulations, not in conflict with National PTA bylaws, as Maryland PTA may in its bylaws prescribe. Maryland PTA shall issue to this local PTA/PTSA an appropriate charter evidencing the due organization and good standing of this local PTA/PTSA.

A local PTA/PTSA in order to meet the standards of affiliation shall:

a. adhere to the purposes and basic policies of the National and Maryland PTA;
b. remit the national and state dues to the Maryland PTA office by dates designated;
c. have bylaws approved every three (3) years according to the procedures of Maryland PTA;
d. have a minimum of twenty-five (25) members;
e. submit the name and contact information including phone number, address and e-mail address of all elected officers to the MDPTA office within two (2) weeks of their election.
f. remit bonding, liability and directors and officers insurance premiums by the date designated;
g. have an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) on file with Maryland PTA;
h. maintain its status as a corporation and have as required by MD Non-Profit law at a minimum a president, a secretary and treasurer;
i. file the appropriate 990 tax forms by the required date with the IRS and submit a copy to the Maryland PTA office within thirty (30) days of filing; and
j. submit a copy of its annual financial review to Maryland PTA before October 31 each year.
k . Files all appropriate state forms with the appropriate state authorities by the required date and submit a copy to the Maryland PTA office within 30 days of filing.
l. Sends at minimum 2 board members, one of which is the treasurer, to be trained by a Council, Maryland PTA or National PTA within 180 days of taking office. Training must include financial training regarding the required Maryland and IRS tax forms.

Section 2. The articles of organization of this local PTA/PTSA include:

a. the bylaws of such association and
b. the certificate of incorporation or articles of incorporation of such association.

Section 3. This local PTA/PTSA shall adopt such bylaws for the government of the association as may be approved by Maryland PTA. Such bylaws shall not be in conflict with National PTA bylaws or the bylaws of Maryland PTA.

Section 4. Bylaws of this local PTA/PTSA shall include an article on amendments.

Section 5. Bylaws of this local PTA/PTSA shall include a provision establishing a quorum.

Section 6. Each officer or board member of this local PTA/PTSA shall be a member of this local PTA/PTSA.

Section 7. The bylaws of this local PTA/PTSA shall prohibit voting by proxy, mail (including electronic communications), or absentee.

Section 8. A PTA/PTSA member shall not serve as a voting member of this local PTA/PTSAs board while serving as a paid employee of, or under contract to, this local PTA/PTSA.

Section 9. Only members of this local PTA/PTSA who have paid dues for the current membership year may participate in the business of this local PTA/PTSA.

Section 10. This local PTA/PTSA shall collect dues from its members and shall remit a portion of such dues to Maryland PTA as provided in Article V hereof.

Section 11. The members of the nominating committee for officers of this local PTA/PTSA shall be elected by the general membership, board of directors, or executive committee (Article VI Section 3a).

Section 12. This local PTA/PTSA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the association, including, specifically, the number of its members, the