STANDARDS OF AFFILIATION

What is the purpose of the VAPTA Standards of Affiliation agreement (SOA)?

To provide support and guidance to our local PTAs and Councils, VAPTA is providing this Standards of Affiliation (SOA) Agreement Checklist to help navigate legal requirements. Completing this checklist will help local PTA and council leaders ensure their independent nonprofit business remains current with all IRS, state, insurance, and PTA requirements. We encourage you to include your entire executive board in this work and to keep your membership up to date with your progress.

The SOA agreement is in place to ensure local PTAs and councils align with VAPTA's ethics, policies, and principles; maintain good business practices; and comply with applicable federal and state laws. VAPTA has a similar requirement with National PTA.

What are the benefits of the SOA?

The SOA has multiple benefits to local PTAs and councils:

- Clarifies what requirements define a local PTA or council in good standing.
- All requirements are in one place – no need to check multiple resources to know what is expected.
- Consistent expectations across the state.
- Helps local PTAs and councils stay on track with legal requirements.
- Allows for improved service and support from all levels of PTA.

At my local PTA or council, who is responsible for the SOA?

We recommend the SOA agreement checklist be reviewed by the executive board, reported to the membership, and recorded in the meeting minutes. Keep copies of this checklist and all pertinent documentation in your legal documents and/or treasurer binder.

What is the deadline?

There is no deadline for completion of the SOA agreement checklist. Most requirements have their own deadlines or best practice timeframes, and everything should be completed by the end of the fiscal year. It is up to your executive board to monitor the progress towards completion and be able to present the required documentation if requested for periodic review.

How do we submit our completed SOA checklist?

No need to submit the checklist. We recommend you keep a copy of the checklist and copies of all pertinent documentation in your legal documents or treasurer binder.

What is "participation eligibility"?

The SOA requirements may be verified by the VAPTA staff or executive committee throughout the year to confirm local PTA and council eligibility to:

- Receive grants or program participation from VAPTA or NPTA.
- Participate in VAPTA and NPTA awards and other programs, including Reflections Arts Program at the national level.
- Send voting delegates to VAPTA Annual Meeting and NPTA Convention based on VAPTA Uniform Bylaws.
- Bring issues and resolutions to VAPTA for consideration.

Do we need to add the SOA to our local PTA or council standing rules?

Yes! With the suggested wording as follows:

Per Virginia PTA Uniform Bylaws, we will annually review the VAPTA Standards of Affiliation Agreement Checklist in its entirety and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.

Who can answer additional questions about the SOA?

If you need assistance with this checklist, help understanding any of the SOA requirements, or find that a requirement was not completed the previous year, please contact your council – if applicable – or district director. Additional SOA resources are on the website at www.vapta.org. We are here to help!