

Running Your PTA

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Organizational Flow Chart

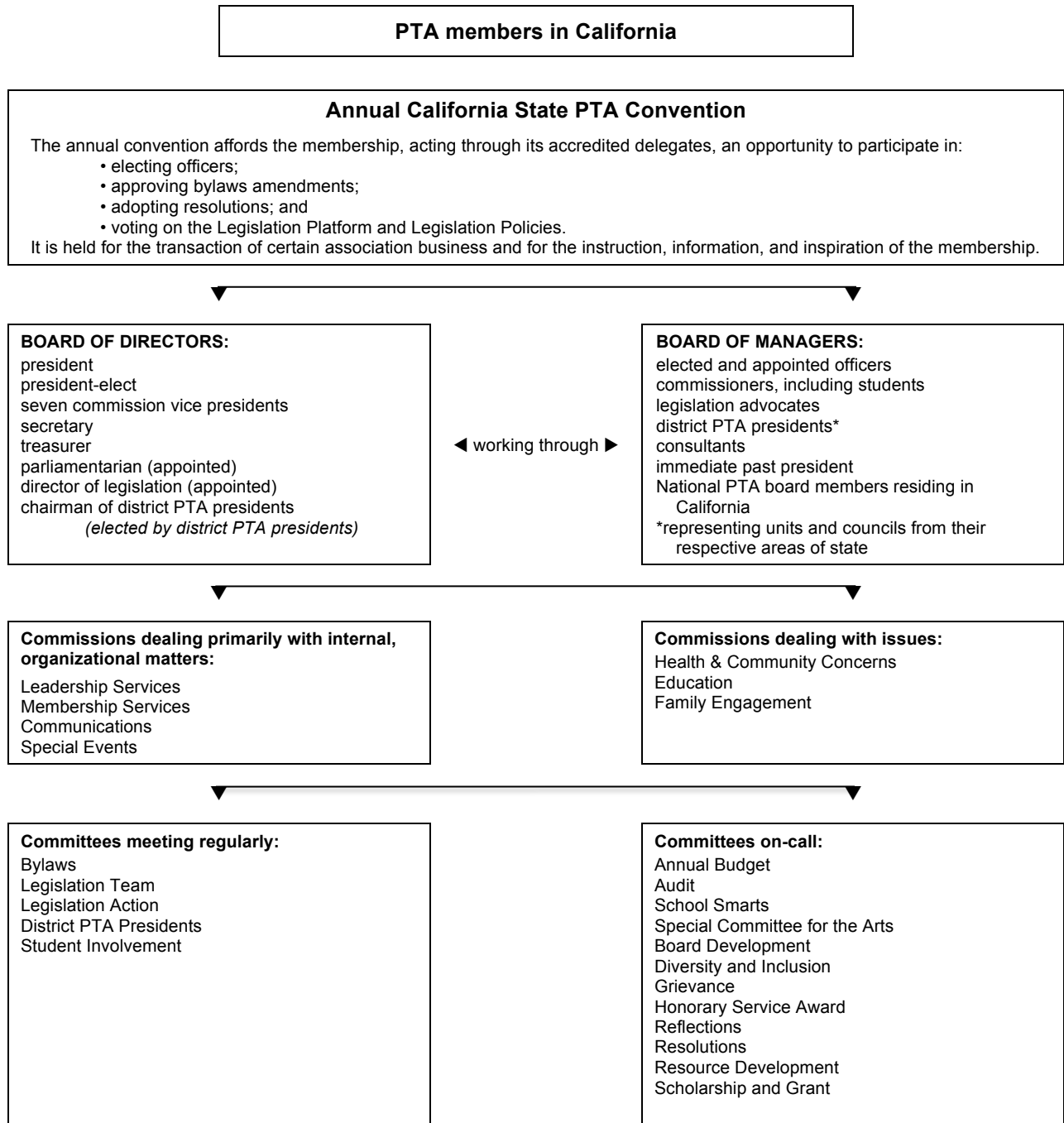


Fig. R-1 Organizational Flow Chart

California State PTA Officers and Commissions

The seven commissions can be classified into two groups: (1) those dealing primarily with internal, organizational matters: special events, leadership services, membership services, and communications; and (2) those dealing with external issues in which PTA has a vital interest: health & community concerns, education, and family engagement.

The commissions are chaired by vice presidents elected biennially by the PTA membership at the annual convention in odd-numbered years. Commissioners are appointed members who serve during the administration. The treasurer serves on the leadership services commission.

California State PTA constantly assesses children's needs to determine where and how PTA action should be initiated or intensified. State resolutions, letters, and results of studies from unit, council, and district PTAs as well as National PTA programs and priorities provide direction to the California State PTA Board of Managers. Each commission develops its plan of action based on the goals and priorities of the association.

The work of the commissions is facilitated through special committee studies and cooperation with statewide allied groups, agencies, and coalitions whose goals are similar to PTAs. Each commission is responsible for providing leadership and education to unit, council, and district PTAs to help implement the projects and activities that fall within its area of concern. Through *PTA in California*, the website - capta.org - and other avenues of communication, unit, council, and district PTAs are kept informed of current projects, the progress of studies, and the initiation of new projects.

Communications Commission

The Communications Commission is responsible for internal and external California State PTA publicity. Its work includes news releases and news conferences; radio and TV appearances by California State PTA Board of Managers members; website maintenance (capta.org); social media outreach; and development, design, and publication of print and digital communications including *PTA in California*, *PTA Connects*, and *SMARTS*. It is responsible for concerns related to mass media and their effects on children, youth, and families.

Health & Community Concerns Commission

The Health and Community Concerns Commission deals with issues related to the support of the whole child within the home, school and community. Topics in this area address the health and welfare of children and their families such as:

- Bullying prevention
- School and Community Safety
- Tobacco and Substance Abuse Prevention
- Chronic Absence and Truancy
- Mental, personal and community health issues
- Homeless and Foster Youth

The Commission supports collaborations among parents, schools, communities, institutions, agencies and organizations, which are essential to the health, wellbeing and academic success of California's children and youth.

Special Events Commission

The Special Events Commission plans, implements and evaluates facilities, vendors, security, transportation and operations of special training events for California State PTA including convention/annual meeting, regional trainings and more.

Education Commission

The Education Commission focuses on policies, pending legislation and education trends affecting public education. Education commissioners represent California State PTA on numerous statewide coalitions and committees to bring the parent perspective to policymakers and the public. The commission provides tools and information to actively engage PTAs throughout California in local and statewide efforts to ensure that every child has the opportunity for an excellent education.

Leadership Services Commission

The Leadership Services Commission is responsible for strengthening and extending the work of PTA. Its activities include providing opportunities for leadership development and training to unit, council, and district PTAs; giving guidance in strengthening, organizing, reorganizing, and disbanding unit, council, and district PTAs; and generally augmenting the influence and public understanding of PTA, its purpose, and work.

Legislation Team

The Legislation Team includes the director of legislation, an advocate for federal issues, and state legislative advocates who specialize in specific issues regarding education, family engagement, community concerns, and health as these affect children, youth and families.

The team works closely with the commissions dealing with external issues. The commissions are responsible for preparing background information and authority for bills in their subject matter area and for recommending appropriate action. Once a position has been adopted, the legislation team is responsible for all further actions on related legislation. This includes relaying information on PTA positions to legislators and communicating PTA action on legislation-related matters to the constituent organizations of California State PTA.

Membership Services Commission

The Membership Services Commission promotes the value of PTA in membership recruitment and retention strategies including marketing outreach and implementation of PTA programs such as National PTA Reflections Art Program, Founders Day, scholarships and grants, awards and more.

Family Engagement Commission

The Family Engagement Commission acknowledges parents as the first teachers of their child and realizes the integral role that parents play in the total development of the child.

The commission supports parents/guardians and family caregivers by strengthening/teaching parenting skills and encouraging involvement in schools and at home, supporting the understanding of childhood development stages, providing resource materials such as the *Family Engagement Pocket Pal* (in English and Spanish), and networking with agencies and groups that focus on parent involvement.

Student State Board Members

Student State Board Members serve as commissioners on the California State PTA Board of Managers. Student Commissioners are members of the Student Involvement Committee, assigned to a commission and included in the planning and presentation of student involvement workshops. Involving youth on the California State PTA Board of Managers is part of California State PTA's commitment to training students as community leaders and advocates by giving students a voice and working with them on their concerns. For information on applying to become a student state board member, contact your district PTA president or go to the Student Involvement web page at www.capta.org (Involving Students).

Service to Unit, Council, and District PTAs

California State PTA provides mailings, subscriptions, publications, and supplies to unit, council, and district PTAs.

Service Mailings

Current California State PTA and National PTA materials are compiled and distributed to unit, council, and district PTAs to support planning and implementing programs and projects. Presidents should become familiar with all materials received and share the contents with the executive board, giving specific items to officers and chairmen for their use.

Service mailings are distributed free to the following: unit, council, and district PTA presidents; council and district PTA counselors; district PTA officers and committee chairmen; district PTA offices; California State PTA Board of Managers and Advisory Board members.

California State PTA Newsletter

As a service of California State PTA, *PTA in California*, the official newsletter of California State PTA, issued six times per year, is sent without charge to: unit and council presidents; council and district PTA counselors who hold no other board position; district PTA board members; California State PTA Board of Managers and Advisory Board members; district PTA offices; California State PTA past presidents; county and district superintendents of schools in California; members of the State Board of Education; National PTA Board members; state PTA newsletter editors; allied agencies; members of the state legislature; and others at the discretion of the California State PTA president. Others may subscribe annually or view the newsletter online at www.capta.org. All subscriptions begin when payment is received and end with the final issue of the year.

Legislation Newsletters and Reports

Sacramento Update, a newsletter prepared and distributed by California State PTA, reports on current state legislation that affects the education, health, safety and protection of children and youth and includes a brief summary of federal legislation. It is published five times annually in July, October, January, February/March, and April/May and is distributed free to the California State PTA Board of Managers. It is also posted on the California State PTA website, www.capta.org.

The California State PTA *Legislative Action Report* is prepared following meetings of the Legislation Action Committee, scheduled January through July, as appropriate. It is distributed through the California State PTA Legislation Alert email listserv and posted electronically on the California State PTA website. Updated information on PTA's positions on proposed legislation can be accessed on the California State PTA website, capta.org, Advocacy, Current Legislation Tabs.

To subscribe to the California State PTA Legislation Alert listserv, e-mail Advocacy@capta.org or call 916.440.1985. The listserv includes members of the California State Board of Managers, district PTA offices and legislation chairmen, council presidents and legislation chairmen, and subscribers.

Each week while Congress is in session, National PTA publishes *This Week in Washington*, a free electronic newsletter, so that members and non-members can learn about what's happening in Washington, D.C., and about federal legislative issues of interest to child advocates. To subscribe, visit the National PTA website, www.pta.org/ia_newsletters.html.

Publications and Supplies

Both California State PTA and National PTA prepare a great variety of published material for the benefit of PTA leaders and members. Publications are listed by subject area, with a brief description of how they may be helpful in PTA work, in the *List of PTA Materials*, available online at www.capta.org and in the *Toolkit* Introduction section. Costs of PTA publications for use of officers and chairmen should be included in the annual budget.

Order forms with current prices are included in the *List of PTA Materials* in the *Toolkit* Introduction section. All orders are subject to shipping and handling charges. For information on how to order materials or subscribe to PTA publications, refer to the Resources and Subscription page in the Introduction of the *California State PTA Toolkit*.

California State PTA Brief Statements on Current Issues

California State PTA is a nonpartisan association that, in accordance with the third Purpose of PTA, advocates at both the state and local levels "to secure adequate laws for the care and protection of children and youth." PTA takes positions on issues, but never on candidates. Nonpartisan means California State PTA shall not be controlled by, associated with, or in support of the interests of any one political party or individual.

Refer to the *California State PTA Toolkit*, available in English and Spanish, and the *California State PTA Resolutions Book* for more information on these topics and PTA's positions as summarized in these brief statements on current issues. Copies of the resolutions and position statements are available on the California State PTA website, Advocacy Chapter (www.capta.org). Other resources include National PTA's *Quick Reference Guides* and the National PTA website, www.pta.org.

References for each statement are listed in italics. Position statements may be found in the California State PTA Toolkit and Resolutions in the Resolutions Book. While the references listed below are not exhaustive, a complete list of references can be found in the Advocacy Topic Index at the beginning of the Advocacy Chapter of the Toolkit. PTA encourages its members to make a thorough study of the position statements and resolutions on which these brief issue statements are based.

Arts in Education

PTA believes visual and performing arts should be a basic and integral part of a balanced curriculum for all students. PTA supports measures that would guarantee funding for high-quality arts education programs from pre-kindergarten through grade 12.

POSITION STATEMENT:
Arts in Education

RESOLUTIONS:
Education: A 21st Century Vision (2005)
Arts Education (1998)

Legal Notices & Policies

Compliance with Americans with Disabilities Act

The Americans with Disabilities Act requires that disabled persons must be reasonably accommodated by modifying policies, making physical changes, and obtaining equipment to assist their participation in any activity.

For PTA meetings, this could include seating to accommodate an attendant accompanying a member or reserved seating in a location to accommodate a member's special need, providing written handouts to supplement discussion, and/or providing qualified readers or interpreters for members having a hearing or sight impairment.

Conflict of Interest Policy

Definitions

Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and members of the board of a unit, council or district of the California State PTA. Board

means the executive board or executive committee. Officer means an officer of the board of directors, executive board or executive committee. Staff member means a person who receives all or part of her or his income from the payroll of any unit, council or district as well as California State PTA. Members of the board include any officer or chairman of the executive board or executive committee. Supporter means corporations, foundations, individuals, 501(c)(3) nonprofits, and other organizations that contribute to California State PTA.

Policy and Practices

In accordance with the *California State PTA Bylaws, Article IV, Section 6*: A PTA member shall not serve as a voting board member of a constituent organization at the local, council, district PTA, region, state or national level while serving as a paid employee of, or under contract to, that constituent organization.

Related Party Provision. For purposes of this provision, the term "interest" shall include personal interest, Interest as director, officer, member, stockholder, shareholder, partner, manager, trustee or beneficiary of any concern and having an immediate family member related by blood or marriage or member of the same household who holds such an interest in any concern. The term "concern" shall mean any corporation, association, trust, partnership, limited liability entity, firm, person or other entity other than the organization. No officer or board member of the association shall be disqualified from holding any office in the association by reason of being related to any person that has any interest in any concern. An officer or member of the board of the association shall not be disqualified because they are a related party from dealing, either as a vendor, purchaser or otherwise, or contracting or entering into any other transaction with the association or with any entity of which the association is an affiliate. No transaction of the association shall be voidable by reason of the fact that any officer or member of the board of the association is related to a person that has an interest in the supporter with which such transaction is entered into, provided:

- a. The interest of such officer or member of the board is fully disclosed to the executive board.
- b. Such transaction is duly approved by the board of directors not so interested or connected as being in the best interests of the association.
- c. Payments to the related party of the interested officer or the member of the board are reasonable and do not exceed fair market value that shall be determined by a three bid process.
- d. No officer or member of the board may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting at which such transaction may be authorized.
- e. Every officer and member of the board shall complete the annual questionnaire at the beginning of each fiscal year. This document shall be maintained as provided in the document retention policy.

Following full disclosure of a possible conflict of interest, the executive board shall determine whether a conflict of interest exists and if there is a conflict, the Board shall

vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the PTA's best interests. Both votes shall be by a majority vote without counting the vote of any interested board member.

An interested member of the board, officer, or staff member shall not participate in any discussion or debate of the board, or of any committee or subcommittee, in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present member of the board.

Anyone in a position to make decisions about spending the PTA's resources (i.e., transactions such as purchases and contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises or when it becomes apparent; he or she should not participate in any final decisions.

A copy of this policy shall be given to all members of the board, officers, and staff members upon commencement of such person's relationship with the PTA or at the official adoption of this policy. Each board member, officer, and staff member shall sign and date the policy at the beginning of his or her term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

Each member of the board, officer, and staff member shall annually sign a statement which affirms such person (see Conflict/Whistleblower Form, Forms Chapter):

- a. Has received a copy of this conflict of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands that the PTA is a constituent organization of California State PTA as a nonprofit corporation and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Whistleblower Policy

This **Whistleblower Policy** of California State PTA: (1) encourages directors, officers, staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the association; (2) specifies that the association will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** The association encourages complaints, reports or inquiries about illegal practices or serious violations of the association's policies, including illegal or improper conduct by the association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the association has existing complaint mechanisms

should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the association's president or the council/district president. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. **Protection from Retaliation.** The association prohibits retaliation by or on behalf of the association against employees or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The association reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquiries. They should be directed to the association president and the council/district PTA president; if the president is implicated in the complaint, report or inquiry, it should be directed to the only to the council/district PTA president. The association or council/district will conduct a prompt, discreet, and objective review or investigation. Officers, volunteers, and staff must recognize that the association may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

Professional Governance Standards

The bylaws and standing rules for each PTA provide a framework for the organization. In order to operate effectively using this framework, PTA executive boards and individual board members will benefit from adherence to professional standards of governance.

Professional governance standards specify principles involved in governing responsibly and effectively and were developed to support PTA boards in their efforts to enhance their membership's and the community's understanding about the responsibilities of the PTA board.

The Individual Board Member

A PTA board member is a person elected or appointed to serve on a PTA executive board. Individual board members bring unique skills, values and beliefs to the PTA board and in order to function effectively, individual board members must work together for the association.

To be effective, an individual board member

- Recognizes and respects differences of perspective and style among the individual board members;
- Acts with dignity and understands the implications of demeanor and behavior;
- Honors the confidentiality of board discussions;
- Is open to new ideas and suggestions;
- Is familiar with the bylaws in respect to the individual position as well as the organization as a whole;

- Understands that authority rests with the board as a whole and not with individuals;
- Understands that the basis for all authority rests with the membership;
- Participates in opportunities for training;
- Commits the time and energy necessary to be an informed and effective leader;
- Assists those with less experience;
- Understands the distinctions between PTA and the school staff and refrains from performing functions that are the responsibility of the school district;
- Values, supports and advocates for public education;
- Represents the PTA only when authorized to do so.

The PTA Executive Board

The members of the PTA executive board work together as a governance team which assumes collective responsibility for building unity and creating a positive climate during term of office.

To operate effectively, the executive board

- Develops a unity of purpose by involving parents/guardians, students, staff and community;
- Communicates a common vision;
- Operates with trust and integrity;
- Remains responsive to input from the school community;
- Governs in a professional manner, treating everyone with civility and respect;
- Fulfills requirements set within bylaws and standing rules;
- Takes collective responsibility for the board's performance;
- Proposes for adoption by the membership a fiscally responsible budget based on the organization's vision and goals;
- Monitors the fiscal health of the association regularly;
- Ensures that safe and appropriate activities are provided to implement the goals;
- Provides community leadership on issues that affect children and youth;
- Works collaboratively with other groups and agencies that share the same concerns on issues that affect children and youth;
- Encourages individual board members to attend available training opportunities;
- Serves as a communication link between the home, school and community;
- Evaluates the activities and direction of the board on a regular basis.

Procedures for Adoption of Professional Governance Standards

California State PTA has adopted the Professional Governance Standards and encourages all unit, council, and district PTA executive boards to review and adopt the standards at the beginning of their term as an integral part of their team building and orientation process; however adoption of the standards can take place at any time. The *Toolkit* includes the brochure entitled Professional Governance Standards which includes a form that a PTA may complete upon adoption by a vote of the PTA board. The brochure can also be downloaded at www.capta.org/sections/basics/downloads/ProfGovStanBrochure.pdf

Meetings

In both schools and communities, PTA volunteers are recognized as leaders and advocates. PTA includes an ever-changing set of volunteers, and developing leadership skills is an important step toward creating successful activities and programs and managing the business needs of the PTA.

For officers, chairmen, and program coordinators, the PTA provides opportunities for both students and adults to become effective leaders. Within this section, you will find tools designed to train new PTA leaders to serve effectively as officers and chairmen.

Association Meetings

The officers and chairmen of a PTA have the responsibility to plan the PTA meetings and programs and to oversee the operations of the organization. PTA leaders should utilize the standard job descriptions and tools provided in the *Toolkit* as well as updated information as provided by California State PTA and the National PTA.

The PTA membership is the only group with authority to:

- elect the nominating committee;
- elect officers;
- approve/ratify all PTA expenditures;
- approve all contracts for PTA programs, events and projects;
- adopt the budget;
- adopt the audit reports;
- authorize an individual to represent the PTA;
- authorize a position to be taken on an issue after a study; and
- elect convention delegates.

All parents and community members are encouraged to attend association meetings. It is recommended that a program be presented as an addition to the meeting.

“Whenever members are required or permitted to take any action at a meeting, a written notice of the meeting shall be given, not less than 10 days nor more than 90 days before the date of the meeting, to each member, who, on the recorded date for the notice of the meeting, is entitled to vote at such meeting.” (See *Bylaws for Local PTA/PTSA Units, Council Bylaws and District Bylaws*.) The written notice must include the date, time, location and proposed business to be considered at the meeting. Written notice for the proposed bylaw amendments and election of officers must be given at least thirty (30) days in advance.

Federal Communications Commission rules require that associations must obtain the signed, written consent of a recipient, even association members, in order to fax meeting notices (Facsimile Consent Form).

Suggested Suggestions for Year-Round Schools

Elect vice presidents from each track or appoint track chairmen who can serve as communicators with members in their respective tracks.

Review and revise job descriptions to meet the needs of a year-round school.

Establish a workable method of communicating timely information to the executive board.

Schedule association meetings so that each track does not miss more than one meeting during the year.

Encourage all families to attend meetings, whether or not they are on a scheduled attendance track.

Hold informational meetings for different tracks in addition to association meetings.

Prepare fliers announcing scheduled events in advance and give to the students going off track.

Program Planning

Programs should be planned in advance to meet the needs and interests of the members in their concern for children and youth. The program plan should be kept flexible in order to meet situations and conditions that may arise during the year. An observance of Founders Day is recommended. The program committee submits the program plan to the executive board for approval. The executive board recommends the program plan to the membership, which must give the final approval (Creating an Event).

Ways to Make PTA Programs More Productive

The PTA meeting must be important and meaningful.

Survey the members in writing, by email, or by phone to find out what they would like presented at the meetings, such as what they want or need to know about the school, the community or their children. Provide presentations on those topics or activities that bring the whole family to the meeting.

Announcements and Materials

Units are frequently asked to schedule announcements of meetings, presentations, or fundraising activities

sponsored by outside organizations, and may need to limit such announcements. This can be done by establishing a policy or standing rule that all announcements from outside groups or individuals be presented in writing to association president at least one day prior to the meeting and that such announcements may be shortened to fit the time available.

Only printed materials that support the Purposes and basic policies of the PTA and are pre-approved by the president and site administrator may be made available or distributed in connection with any PTA activity. (See unit bylaws and standing rules.)

Conducting PTA Meetings

When planning a meeting, consider the goal of the meeting and how the meeting can be structured to accomplish that goal. The president and the executive board plan the meeting ahead of time:

- Prepare the agenda and distribute written notice to members, as required (The Agenda; Sample Agenda Fig. R-2).
- Make the necessary preparations.
- Attend the meeting to demonstrate their commitment.
- Create a way to evaluate the meeting to improve future meetings.
- Productive meetings include information, instruction, and/or inspiration. When developing a program, keep these three “I’s” in mind. The content will meet the group’s needs and provide benefits for participants, their children, school staff, or the community.
- Always keep meetings as brief as possible.
- Conduct committee work in committees well before the meeting. Have chairmen provide written reports unless action is required by the association.
- Give members an opportunity to participate in the decision making.
- Streamline minutes and financial reports. Duplicate and distribute or post, wherever possible.

A National PTA parent survey found the top three things parents say PTA does best.

- PTA is effective in improving my child’s education.
- PTA works to make schools safer for children.
- PTA has positive impact for all children, not just my own.

Begin and end on time!

When conducting business at the meeting, be aware of which individuals are **voting members**. The privilege of making motions, debating, and voting is limited to eligible members. Eligible members are those whose dues are paid and have been members for at least the previous 30 days. Only eligible voting members count toward the **quorum**. It is the responsibility of the secretary to have an updated membership list.

(Your PTA Name)



(Your PTA Address)

(Your PTA telephone and e-mail address)

(Date of Meeting)

(Meeting Location/Time)

I. Call to Order (on time, quorum met)

The president stands, raps the gavel once and calls the meeting to order.

"The meeting will please come to order."

The president will review the meeting's ground rules.

II. Opening Ceremonies

Pledge of Allegiance (if held in public facility).

"_____ will lead us in the Pledge of Allegiance. Will you please rise?"

"Thank you, _____."

Optional: Inspirational message, song, other.

"_____ will present an inspirational song."

III. Reading and Approval of Minutes – Action Items

The secretary addresses the chairman and reads the minutes.

(Or with the approval of the group, the minutes may be posted, distributed in advance or assigned to a committee of three or more for approval or correction, especially for the last association meeting.)

"The secretary will read the minutes of the ___(date) meeting."

OR "The minutes are posted at the entrance/were distributed at the door."

"Are there any corrections?" (Note corrections.)

"The minutes stand approved as read/printed,"

OR "The minutes stand approved as corrected."

IV. Financial Report. (Treasurer's Report; Treasurer's Report Sample)

No motion is needed for adoption of the reports.

"_____ will present the Treasurer's Report."

"You have heard the report. Are there any questions?"

"The report will be filed for the audit."

V. Audit Report (semi-annual) (Audit Report) – Action Items

A motion is needed for adoption of this report.

"It has been moved and seconded that the audit report be adopted" Vote.

(Follow the steps of a motion, Parliamentary Procedure.)

VI. Presentation of Bills

Since the approval of the budget does not authorize the expenditure of funds, bills must be presented, and their payment voted upon. Bills should be itemized as to amount, whom to pay, and what payment covers. Any association bills authorized and paid by the executive board must be ratified and recorded in the association minutes. Ratified bills should be itemized as to amount, who was paid, and what the payment covers (*Payment Authorization/Request for Reimbursement*).

"The treasurer (or the person assigned) will read the bills."

"It has been moved and seconded that we pay the bills. Is there discussion?" Vote.

"It has been moved and seconded that we ratify payment of bills since last meeting"

Vote. (Check Request System: Payment Authorization/Request for Reimbursement)

"It has been moved to authorize the Executive board to pay necessary Summer bills up to the budgeted amounts." Vote.

(Check Request System: Payment Authorization/Request for Reimbursement)

(Follow the steps of a motion, Parliamentary Procedures.)

VII. Reading of Communications

Communications are read by the (corresponding) secretary and may be acted upon as read, if action is required.

"The (corresponding) secretary will read the communications."

This agenda is a guide only, adaptable to meet unit's needs.

The agenda should be made in triplicate. Give copies to the (recording) secretary and to the parliamentarian.

Distribute or post for the membership, the proposed budget and proposed annual programs with the agenda.

Fig. R-2 Sample Agenda and Meeting Planner

Continued

VIII. Report of the Executive Board – Action Items

At association meetings a summary report (not the minutes) is read for the information of the members. Recommendations should be voted on one at a time, the secretary moving the adoption of each one.

“The secretary will present the report of the executive board.”

“You have heard the recommendations such as a motion to approve proposed programs (Preliminary Planning);”
to approve the budget (Approving the Budget; Budget Sample).”
to approve fundraising activities (Standards for PTA Fundraising).”
for the president and one additional elected officer to sign the following contract...” (Contracts).

(Follow the steps of a motion, Parliamentary Procedure.)

A second is not required when a motion comes from a committee/board. Vote.

IX. Reports of Committees (Officers and chairmen, including the principal, faculty representatives, and student representatives on the secondary level) Bylaw Committee, Library Committee – Action Item, Special Events Committee, Fundraising Committee – Action Item

President calls for the report of the committee. The person making the report moves the adoption of any recommendations.

“_____ will present the report of the _____ committee.”

“Are there any questions regarding the report?”

“If not, the report will be filed,” or “You have heard the recommendation such as a motion to release funds up to the budgeted amount for programs through the next meeting (Preliminary Planning):”

(Follow the steps of a motion. Parliamentary Procedure.) Vote(s).

X. Unfinished Business

The president presents each item of unfinished business as indicated in the minutes. He/she should not ask “Is there any unfinished business?”

“The first item of unfinished business is _____.”

Report of school district acceptance of donated funds, goods, or materials.

XI. New Business

A motion is necessary before discussion and vote on any new business. All proposed business to be considered at the meeting must have been properly noticed to be acted upon. (See bylaws.)

“The first item of new business is _____.”

XII. Program (optional)

The president introduces the chairman to present the program.

“_____ will present the program.”

“Madame/Mister President, this concludes the program.”

XIII. Announcements

Date of the next meeting and important activities should be announced. If there is a social time following the meeting, this should be announced.

“The next meeting will be _____.”

“Please join us for refreshments.”

XIV. Adjournment

No motion is necessary to adjourn. President raps the gavel once.

“The meeting is adjourned.”

A newly-elected president may want to write everything out in detail. Check off each item as it is completed and nothing will be forgotten. The presiding officer stands while conducting business and sits (unless unable to be seen by the audience) while others are participating.

You may consider study groups, grade-level gatherings, special information sessions, or work parties (e.g., to prepare materials). The most important consideration is whether or not the planned meeting will increase involvement in the organization and ultimately serve the goals of the PTA.

Meetings must be held to vote on issues. Voting by **proxy** is prohibited. This means no absentee voting or voting by mail, email, or phone.

Voting member: To be **eligible** to vote, a member must have paid annual per capita dues and been a member of the association for at least 30 days.

A **quorum** is specified in the bylaws and is the minimum number of qualified voting members that must be present at a meeting to legally conduct business.

Tips for Chairing a Meeting

The attitude of the president sets the tone for accepting everyone at the meeting. Attitude “messages” are sent in nonverbal ways:

- How the president stands and holds his/her head;
- The tone of voice used; and
- Facial expressions and gestures.

Encourage PTA board members to scatter among the audience.

Look at everyone, not just those who are known to you or who are friends.

Keep a calm voice, even when being questioned or challenged.

Face straight ahead and make sure not to turn away from any part of the audience.

Be careful using humor. What one person may think is funny might offend another. Even innocent teasing between friends might be overheard by others and misunderstood.

Parliamentary Procedure

A parliamentarian can assist the president when questions of procedure arise. If a parliamentarian is not appointed and ratified, the president should appoint one (pro tem) for each meeting to assist the president in conducting an orderly meeting.

Parliamentary law is an orderly set of rules for conducting meetings of organized groups for the purpose of accomplishing their goals fairly.

Principles of parliamentary law are

- Justice and courtesy to all;
- Rights of the minority protected;
- Rule of the majority reflected;
- Partiality to none; and
- Consideration of one subject at a time.

Robert’s Rules of Order Newly Revised is the parliamentary text that governs the PTA where the bylaws do not apply. *Bylaws for Local PTA/PTSA Units* always take precedence over *Robert’s Rules of Order*.

Eight Steps to Making a Motion

A motion to take action is introduced by a member, seconded, discussed, and is voted upon. Only persons who have been members for at least 30 days are legally qualified to make motions, discuss, and vote. The steps are:

1. Member stands and waits to be recognized.
2. Chairman recognizes the member.
3. The member presents the motion by stating, “I move...”
4. The motion is seconded by another member. This shows that more than one person is interested in bringing the business before the group for discussion.
5. The chairman restates the motion. This ensures all members understand what is to be discussed.
6. Discussion is held on the motion. During discussion, all members participate fully.
7. The chairman puts the motion to a vote by stating, “All those in favor say ‘aye.’” (Pause for vote.) “Those opposed say ‘no.’”
8. The chairman announces the result of the vote to assure all members know whether the motion carried or failed.

Amendments

An amendment is a way to change a motion already on the floor before the vote is taken on a motion. It may be amended by:

- Inserting or adding words.
- Striking words.
- Striking words and inserting words.
- Substituting one paragraph or resolution for another.

Amending Examples

Main motion: “I move we have a parenting program at the park.”

Inserting: “I move we have a parenting program in October at the park.”

Striking: “I move we have a parenting program in October.” (striking “at the park.”)

Striking and inserting: “I move that we have a parenting program in November on the school grounds.” (striking “October” and inserting “November on the school grounds.”)

Substituting: “I move we have an ice cream social.”

The Agenda

The president is responsible for conducting meetings effectively. A delicate balance is often required to follow the agenda and remain sensitive to members' needs (Sample Agenda and Meeting Planner Fig. R-2).

"Model" agendas are available as resources, but the agenda is determined by the president. Be creative and plan it to achieve an orderly process for conducting the meeting.

The president should consult with officers and committee chairmen before the agenda is prepared to determine which reports need to be made (Association Meetings). The (corresponding) secretary distributes the agenda in writing to the membership in accordance with the bylaws, a minimum of ten (10) days prior to the meeting. Written notice must include the date, time, location, and proposed business to be considered at the meeting. Written notice for proposed bylaw amendments and election of officers must be given at least thirty (30) days in advance.

A PTA meeting should be managed in a manner that allows the business of the organization to be completed in a speedy and effective way.

agenda: written outline specifying the order of items to be addressed in a meeting.

Evaluation

To make future meetings successful, it is helpful to evaluate each meeting. Following the meeting, either verbally or in writing, the president should ask the board, or those attending questions such as:

Did this program help meet the needs of the school community? How?

Was the information presented in an interesting manner, and will it prove useful to the members? In what way?

Did it help parents to understand the issue and related concerns?

Was there some follow-up action to take? (Evaluation Form, Forms Chapter).

Attending Convention and Conferences

Attendees should:

- Share the training received to help strengthen their unit, council &/or district;
- Attend all sessions, representing their association with honor;
- Know how to report their expenses and the information received;
- Use PTA funds for purposes specifically authorized by their association.

State Convention

The California State PTA Convention is held annually for certain business transactions. It is also an opportunity to provide training in many areas of interest to our members, and provide a forum for attendees to speak directly with exhibitors who may be of assistance to our associations.

Delegates to determine the direction of the state association through:

- Electing officers;
- Approving amendments to the California State PTA Bylaws;
- Voting on the California State PTA Legislation Platform and the California State PTA Legislation Policies and Procedures; and
- Adopting resolutions.

Purpose

According to the California State PTA Bylaws, each association in good standing is represented at the California State PTA Convention by the president-elect or president and all other elected delegates to which the association is entitled, as well as elected delegates representing the council and district PTAs.

Planning for the convention and providing an opportunity for delegates to attend is a priority. California State PTA strongly encourages its unit, council, and district PTAs to budget for and send as many delegates as entitled to each annual convention. The convention is an authorized expense to cover registration, housing, meal allowance, and transportation for each delegate. Convention expenses should be a line item in the unit, council, and district PTA annual budgets (Budget; Recommended Budget Line Items, Forms).

Delegates

Representation at the convention is outlined in the California State PTA Bylaws, Article XV, Section 5.

Call

The CALL (invitation) to the convention must be mailed by California State PTA at least 30 days prior to the convention.

Registration

Registration fees help defray convention expenses. Registration fees are non-refundable; name transfers may be made if the original registrant has not checked in for convention.

Nonvoting registrants include PTA members who are not elected delegates, school personnel, school board members, and/or representatives of allied agencies. Nonvoting registrants will receive convention materials and may attend all meetings, conferences, and workshops; however, they may not introduce motions, participate in debate, vote or speak during general sessions.

Registration is performed online. Notifications will be mailed out to all units providing the web address and relevant dates for registering. Confirmation letters and

additional information will be mailed or emailed to each person registering.

For additional information on registration, contact the California State PTA Registration Chairman at registration@capta.org or 916.440.1985 ext. 321

For additional information, contact the California State PTA Vice President for Special Events at specialevents@capta.org or 916.440.1985 ext. 332

National PTA Convention

The state is entitled to one delegate for every 1,000 members statewide. The California State PTA Board of Managers selects delegates and alternates.

The convention purposes are to:

- Inform and give a nationwide view of PTA;
- Provide an opportunity to network with other delegates from throughout the nation; and
- Consider resolutions and bylaw amendments and elect officers. Delegates are not involved in other business of the National PTA.

Attending the National PTA convention is not intended to create a financial hardship on units or councils. If the expense is not in the PTA budget, a special fundraising event may be held.

Outside Conferences

The PTA cooperates with other organizations and agencies concerned with child welfare. PTAs often receive invitations to attend conferences sponsored by allied organization(s) and governmental agencies.

Officers and chairmen attending the various events help build and strengthen association leadership.

In determining conference attendance, consider:

- How it will benefit the association
- Budget and fundraising activities necessary to cover expenses
- Who best to represent the association
- If it meets the Purposes of the PTA

Special consideration should also be given to the following:

- A special fundraising event may provide part or all of the necessary funds, so already budgeted funds are not jeopardized.
- Ensure the time and energy expended in raising funds is limited, so these activities do not impact other PTA purposes and projects

Nominations and Elections

The purpose of the nominating committee is to recognize and seek eligible nominees for the elected leadership of the PTA. The members of the committee have a tremendous influence on the future of the PTA and should be selected carefully.

Serving on a nominating committee is an honor and a privilege. This committee is the PTA's most influential internal body.

Nominating committee members should have a broad acquaintance with the membership and an understanding of the organization's functions and its purposes. The committee should include both experienced leadership as well as newer members.

Electing the Nominating Committee

The *Bylaws for Local PTA/PTSA Units* state that the nominating committee is elected by the membership at an association meeting at least two months prior to the annual election meeting. The bylaws also specify how many members and alternates are elected and who is eligible to serve on the committee. No member shall serve on the nominating committee for two consecutive years.

Consider including at least one student to serve as a member of the nominating committee if there are student members in the PTA/PTSA. When considering a person for any office, assure the person understands all of the duties of the position. The unit bylaws, standing rules and procedure books should be consulted for further information. It is the responsibility of the nominating committee chairman to fully explain the duties of a position to a prospective nominee.

Qualities of Nominating Committee Members

Nominating committee members should be:

- Elected on merit and ability.
- Willing to devote adequate time to the responsibilities involved.
- Knowledgeable regarding the eligibility requirements and the skills necessary for the offices to be filled as well as the responsibility of each office.
- Aware of the skills and abilities of potential nominees.
- Able to give objective consideration to nominees.
- Able to use sound judgment and skill in evaluating nominees.
- Tactful, discreet with integrity.
- Able to keep all deliberations confidential.

Responsibilities of the Committee

The *Bylaws for Local PTA/PTSA Units* indicate which officers are elected at the annual election meeting of the PTA. It is not the responsibility of the nominating committee to appoint chairmen for the upcoming term. The president appoints committee chairmen, subject to ratification by the executive board (board-elect).

The nominating committee elects its' own chairman. The chairman and the committee should review requirements for nominees and duties of each elected officer as outlined in the *Bylaws for Local PTA/PTSA Units*, Article VI, Sections 1-9. A membership list from the association should be provided to the committee. Only those persons who are eligible and who have given their consent to serve, if elected, shall be nominated for office.

The chairman should ensure that nominating committee meetings are scheduled to provide sufficient time to identify and consider all recommendations and suggestions. Alternates should be advised of these dates and be reminded that, should an elected member be unable to serve at the initial meeting, an alternate will be asked to replace that member.

Selection of nominees for office should be an orderly procedure. Open and frank discussion must be held among members of the committee.

Every effort should be made to provide the PTA with a slate of officers that is balanced in terms of new as well as experienced officers, represents the school attendance area, and reflects the diversity of the school population.

The committee is not obligated to nominate the president or any current officer eligible to serve a second term or to nominate automatically the executive/first vice president for president. Each nominee must be evaluated independently and by the same criteria as all other nominees. The committee is obligated to seek out those eligible members who would best serve in a particular office.

Members of the committee are not excluded from becoming nominees for elected office. During nominating committee meetings, if a committee member is being considered, the member should be excused from the meeting during the discussion regarding that office but may return for the vote which shall be by ballot.

The nominating committee continues to serve until the annual election meeting.

Responsibilities of Chairman

Contact potential nominees, unless this responsibility is delegated to another committee member. Inform committee members of the results of the contacts (Contacting Nominees).

Submit the names of nominees to the membership 28 days prior to the election. This may be done at an association meeting or through a flier or newsletter.

Reconvene the committee in the event a nominee withdraws before the election is held.

Read the nominating committee report to the membership at the annual election meeting.

Advise the nominees to attend the election meeting and the installation of officers.

Give a written report of the nominees' names to the recording secretary, signed by the members of the nominating committee.

Be discharged of committee responsibilities at the time of the election.

Alternates to the Nominating Committee

Alternates, also elected by the membership, do not attend nominating committee meetings unless notified to fill a vacancy on the committee, but should be advised of the date and time of the first meeting.

If an elected member of the committee cannot attend the first meeting, the first alternate is asked to replace that person and the alternate then serves as a permanent member of the committee.

Any elected members who cannot attend the first meeting must immediately notify the parliamentarian and/or the chairman of the nominating committee to ensure that the first alternate is contacted to replace the committee member for that and all future nominating committee meetings.

The Role of the Parliamentarian

At the meeting to elect the nominating committee, the parliamentarian reads aloud Article V, Section 3, of the *Bylaws for Local PTA/PTSA Units*.

The parliamentarian may be elected to the nominating committee. The president never serves on the nominating committee.

The parliamentarian sets the date for the first nominating committee meeting immediately following the election.

At the first nominating committee meeting the parliamentarian

- Provides instruction in nominating procedures;
- Conducts the election of a chairman;
- Explains the chairman's responsibilities;
- Provides a copy of the bylaws, the standing rules, and a membership list for the committee's use; and
- Provides a telephone number where he/she can be reached to answer questions on procedure.

The parliamentarian attends meetings of the nominating committee only if elected to serve as a member of the committee.

The parliamentarian shall notify the first alternate if an elected member of the nominating committee cannot attend the first nominating committee meeting.

The Role of the Principal

The principal of the school, if not an elected member of the nominating committee, may serve in an advisory capacity.

Suggestions for Year-Round Schools

Include representatives from all tracks on the nominating committee.

Encourage the nominating committee to present a slate of officers representing all tracks.

Request that the president and first vice president be from different tracks.

Selecting Nominees

The responsibility of the nominating committee is to select the best-qualified available person for each office. Submitting more than one nominee for an office is not advisable. If the committee should select two names for the same office, each nominee for that particular office must be advised and informed of the name of the other nominee.

Students who are willing and have the time may serve as officers in the PTA/PTSA. According to California's Corporations Code and civil law, a student may serve in any PTA/PTSA office. All officers, adults and students alike, must perform duties of the office as outlined in the bylaws.

Nominee Requirements

Nominee:

- Must be a PTA member for at least 30 days at the time of the election;
- Must support the Purposes and basic policies of the PTA and recognize that PTA is an effective organization working for all children and youth;
- Should have effectively carried out previous PTA and/or other organizational responsibilities;
- Should have knowledge of the organization and its role in the school and community;
- Should be willing to give PTA priority and commitment including attendance at meetings;
- Must be fair and objective and concerned for the well-being and best interests of the PTA; and
- Must understand the importance of effective teamwork.

No member shall be eligible for the same office for more than two consecutive one-year terms or hold more than one elected or appointed office.

Contacting Nominees

It is not advisable to talk a reluctant individual into accepting a nomination.

Consent of each nominee should be obtained, while the committee is in session, in order to place the name in nomination. If consent cannot be obtained during the meeting, the chairman will inform the committee members of the results of contacts made outside of the committee meetings.

Nominees should be given a clear indication of the responsibilities of the office and how much time may be involved. If requested, a printed job description can be provided (Recommended Officers). Individuals considering accepting nomination to an elected office should be advised that responsibilities of the office includes attendance at leadership training meetings, workshops, and/or the California State PTA annual convention.

In the event that no qualified candidate can be found for a particular office, it is better to leave the office vacant than to fill it with a person not able to do the job. After

the election, the board-elect fills any vacant positions according to the unit bylaws.

The Election

1. The election of officers for the ensuing year shall be conducted no later than the second week of April. This will afford the president-elect an opportunity to register and attend convention representing the association. Additionally, the transition process for all officers can begin and required reports can be submitted in accordance with due dates established by councils, PTA districts and California State PTA.
2. Thirty (30) days' advance written notice of the election meeting must be provided to the membership (Association Meetings).
3. The president presides at the election meeting.
4. The privilege of voting shall be limited to members of the association who are present, whose dues are paid, and who have been members of the association for at least thirty (30) days.
5. Election of officers is held at the annual meeting and will come under "new business" on the agenda. The president calls upon the parliamentarian to read the sections of the bylaws pertaining to nominations and elections. (Article V, Sections 1, 2, 3a, 3b, 3c, 3d, 3g, 4, 5, 6, 7, and 11)
6. After the parliamentarian has finished, the president calls upon the chairman of the nominating committee to read the report of the committee. If a nominee has withdrawn prior to the election and another nominee has been selected, the chairman will read a revised report to inform the membership of the new nominee.
7. The president restates the slate of nominees and asks each one to stand. The president conducts the election of officers even if he/she is nominated for an office. The president thanks the nominating committee for its report and states:

"According to our bylaws, nominations from the floor are now in order."

The privilege of nominating from the floor is extended to members of the association who are present, whose dues are paid, and who have been members of the association for at least 30 days. An eligible member may nominate him- or herself.

Nominations do not require a second, only the nominee's consent.

The president can:

- a. Ask for additional nominations for all positions in the order in which they are listed in the *Bylaws for Local PTA/PTSA Units*, Article V, Section 2, before closing nominations for all elected offices and then proceed with the election; or
- b. Ask for additional nominations for each position, one at a time, in the order in which they are listed in the *Bylaws for Local PTA/PTSA Units*, Article V, Section 2, and then proceed to elect the officer after nominations are closed on each position.

The president says,

“_____ has been nominated for president, are there further nominations for president?” (Pause.)

“_____ has been nominated for vice president, are there further nominations for vice president?” (Pause.) This procedure is used for each office.

The president then says,

“Are there further nominations for any of these offices?” (Pause.) “Hearing none, I declare the nominations closed. The bylaws state that where there is but one nominee for an office, the ballot may be dispensed with, and the election held by voice. Is there any objection to this procedure?” (Pause.) “Hearing none, the following are presented for election: _____ for president, _____ for vice president, etc.” After all offices have been presented say the following: “All those in favor say ‘aye,’ those opposed say ‘no.’”

The president says,

“The ayes have it, and you have elected the following officers.” (The president restates names and offices.)

If only one candidate has been nominated for an office, the president may declare the nominees elected by acclamation.

Officers are elected by a majority vote of those present and eligible to vote, providing the **quorum** as stated in the bylaws has been met.

Voice Vote

If there is but one nominee for any office, the ballot vote for that office may be dispensed with, and the election held by voice vote, as described above.

A member who wishes to vote by ballot for any office may move that the vote be taken by ballot. The motion to vote by ballot must be recognized and voted upon immediately without debate. A majority vote is required for adoption of the motion to vote by ballot.

Two or More Nominees for Office

When there are two or more nominees for an office, the election shall be held by ballot, as stated in the bylaws. The secretary should have ballot slips available. Even if the nominating committee presents only one name for each office, there is the possibility that nominations will be presented from the floor.

Ballot Vote

1. When there are two or more nominees for an office, the election is held by ballot. To verify eligibility to vote, the membership list must be checked before ballots are distributed. The secretary has the official membership list. If a membership list is not available, all adults present will be allowed to vote. If it is known prior to the election meeting that there will be two or more nominees for any office, ballots may be distributed at a registration table as members arrive for the meeting and present their membership cards.
2. The president appoints a tellers committee, including a chairman and at least two (2) tellers, whose duties are to distribute, collect, and count the ballots. Ballots may also be collected in a ballot box.

3. The president requests all members eligible to vote to rise and be counted. This count will determine the number of ballots to be tallied.
4. A nominee for an office cannot be involved in the election procedure as a teller who collects ballots and counts votes.
5. Blank ballots are not counted.
6. Illegal ballots are counted to determine the number of votes cast, but are not applied as a vote for or against any nominee. Ballots are considered illegal if:
 - They are unintelligible;
 - They contain the name of a nominee who is not a member; or
 - Two or more filled out ballots are folded together. These are recorded as one illegal vote.
7. In a contested election, each nominee may designate a person as an observer at the time the ballots are counted.
8. If another vote is necessary, the voting members must be recounted to establish the number of ballots to be tallied. If a member eligible to vote was not present when the original ballot was cast but arrives in time for another vote, the member is entitled to vote.
9. The results of the voting are reported by the chairman of the tellers, in writing to the president, as follows:
Number of members eligible to vote _____
Number of votes cast _____
Number needed to elect _____
(Nominee) _____ *Received* _____
(Nominee) _____ *Received* _____

10. This procedure is repeated for each contested office. The president announces who has been elected to office. Unless requested, the president does not have to announce the number of votes cast for each nominee, but the complete Tellers' Report must be recorded in the minutes. Following the announcement of the vote, the chairman of the tellers moves that the ballots be destroyed.
11. It is permissible to use these two procedures in one election by using voice vote for uncontested offices and a ballot for those that have two or more nominees.
12. With few exceptions, a challenge to the election procedure or outcome must be made during the election meeting. An election must be declared “null and void” whenever discovery is made that the individual elected did not meet the qualifications for office as stated in the bylaws. Refer to *Roberts Rules of Order Newly Revised, latest edition, Contesting the Announced Results of an Election* and *Point of Order* sections. For assistance contact the district PTA.

Voting Rights of Officers

All PTA officers, including the parliamentarian, have the same voting privileges as other members. The president's impartiality is protected by voting only when the vote is by ballot.

Previous Nominating Committee Members

Make a list of nominating committee members and the year(s) in which they served. This will serve as a written reference for the PTA. The names of the nominating committee members must be placed in the PTA minutes as the official record.

Questions and Answers

Q. *Can the nominating committee fill one position with two people who are willing to share the duties of the office?*

A. No. A position may be filled by only one person. If unusual circumstances exist that require more than one person to handle the duties of a particular position, then an assistant or deputy position may be created.

Caution: If the assistant or deputy position is included by amending the bylaws, that position will then be required on all future boards. Alternatively, an assistant or deputy position with a clear description of the job duties may be added to the standing rules to allow for the position without requiring it on all future boards.

Q. *Can one person be nominated for more than one office?*

A. Yes. However, a member can serve in only one capacity at a time. In such a case, if the person elected to two or more offices is present, he/she can choose which office he/she will accept. If he/she is absent, the assembly should decide by vote the office to be assigned, and then elect others to fill the other office(s).

Q. *Can a vacant position on the proposed nominating committee report be filled after the report has been submitted and posted?*

A. Yes. If a nominee withdraws before the election, the committee must reconvene as soon as possible to agree upon another nominee. If an office is vacant after the election because an officer-elect resigns or because no one was elected to fill the office, it shall be considered a vacant office to be filled by the board-elect according to the bylaws.

Q. *How does the nominating committee handle the acceptance of the nomination for a position after the report has been submitted?*

A. If someone accepts a nomination after the report has been submitted (at least 30 days prior to the election meeting), the nominating committee chairman will read a revised report that includes the new nominee for office to the executive board and to the membership at the annual election meeting.

Q. *Can an association member be nominated to serve a third consecutive one-year term for any office?*

A. No. An individual who has already served two consecutive one-year terms in any elected or appointed association office is not eligible to be nominated, elected or appointed to serve an additional consecutive term in the same officer position. The individual may serve in a different officer position. (See *Bylaws for Local PTA/PTA Units*, Article V, Section 8.) An individual serving as an officer of a council or district for one two-year term is not eligible to be nominated, elected or appointed to serve an additional consecutive term in the same officer position. At least one full term must elapse before an officer who has served the maximum number of terms is eligible for nomination and election or appointment to the same office.

Planning and Organizing Guide to Executive Leadership

In order to remain in "good standing," an association must be composed of not less than fifteen (15) members, of whom at least three (3) must serve in the offices of president, secretary, and treasurer (Recommended Officers). Other items constitute "good standing." Refer to unit bylaws.

Depending upon the size of the unit, committees may be helpful to the board in conducting its work (Committee Development and Guidelines).

True leadership isn't about leading followers; it's really about building new leaders.

Responsibilities of a leader:

- Listen
- Participate
- Allow others to participate
- Be enthusiastic
- Develop a team spirit
- Be positive
- Be a problem solver
- Treat all people fairly
- Reward efforts

"With strong leadership, PTA will have the competent, committed members necessary to be effective advocates for children and youth."

Executive Board

The executive board meets monthly as specified in the bylaws. The executive board should meet no less than two weeks prior to each association meeting so that members receive advance written notice according to the bylaws of all recommendations to be considered at the association meeting. None of its acts shall conflict with action taken by the association.

Unit bylaws specify members of the executive board and may include:

- officers of the association;

- chairmen of standing committees;
- school principal or representative(s);
- faculty representatives; and/or
- student representative(s).

A unit with a small membership may reduce the number of members on its executive board by following California State PTA procedures for amending the bylaws. While each association is required to include certain positions in the bylaws, the district PTA leadership can provide assistance by making recommendations regarding the positions so that the executive board reflects the needs of the particular PTA.

Executive board meetings and minutes are confidential and attendance is limited to those individuals specifically listed in the bylaws. The president may grant a courtesy seat to a guest for the purpose of bringing information to be shared with the group. Guests do not participate in discussion or voting and should leave the meeting after the information is relayed.

A summary of actions taken by the executive board must be reported to the association at the next association meeting and usually requires further approval or ratification by the association. Actions requiring association approval are stated in the bylaws.

Brainstorming

Brainstorming is a widely used problem-solving tool. It encourages participants to use their imaginations and be creative. It helps elicit many solutions to any given problem or task. When the membership buys into the decision of the group and participates in the decision-making process, a successful PTA year is more likely.

A good brainstorming session should last 15-20 minutes. Have plenty of large paper, marking pens, and masking tape on hand. Divide into small groups — no more than 11 to a group. One person should serve as recorder.

The brainstorming “task” or “problem” should be listed at the top of the paper for each small group. Based on the Purposes of the PTA, list the goals and objectives for unit, council, and district PTA for the coming year.

Rules

Everyone participates—including the president.

Participants throw out their ideas to accomplish the task or goal.

Recorder lists all ideas.

Do not discuss. Do not pre-judge.

Repetition is okay.

Encourage participation by all members.

Enjoy silences. It means everyone is thinking.

Consensus

After the group has generated a list of ideas, reorganize those ideas that are similar or related. Have the group go over the list, applying critical and careful judgments to arrive at the group goal. Is the goal feasible and within

available resources? Does it fit within the Purposes and basic policies of the PTA?

To help arrive at consensus, the members indicate their top three choices: 3 points for 1st choice; 2 points for 2nd choice; 1 point for 3rd choice. Tally points for each category. The idea with the most points becomes the group's choice.

Remember, achievement of a goal (a desired outcome to be achieved) often requires the completion of several objectives (Develop an Action Plan).

Goal Setting

Setting goals for an organization provides a road map that gives a target to strive for, plans for needed change, and something to look back on and measure. Goals allow a PTA to stay focused and on track, especially during conflict or challenges.

Short-range goals: Can be accomplished now (starting today and within two weeks).

Intermediate goals: Can be accomplished in the interim between short- and long-range goals.

Long-range goals: Can be accomplished by the end of the term.

Planning

It is better to set one or two goals with ten ways to accomplish each one than to set ten goals with only one or two ways to get there.

When beginning to plan, ask what the members think. Here are some methods:

- Circulate a survey.
- Make phone calls or personal contacts.
- Use “brainstorming” techniques.
- Seek out new ideas.

Officers Should Consider

Is the concern within the framework of the Purposes and basic policies of the PTA?

Does the plan address a real need in the community, or is another organization already working on the problem? Don't re-invent the wheel. Consider joining an existing coalition (Joining, Building, and Making Coalitions Work).

Assess the costs—in terms of time investment, financial resources, PTA member ability—and determine if the goal is cost effective.

Planning Questions

What do the members need or want? (Research.)

What does the unit want to accomplish? (The unit's goal.)

What will it take to achieve that goal? (Objectives.)

Who will assume responsibility for what action, and

How will it be accomplished? (Plan of Action.)

How will the unit know if it has succeeded? (Evaluate Success of the Plan.)

Potential Goals for the Year

Implement a California State PTA or National PTA program or a convention resolution.

Increase unit membership.

Publicize PTA activities through newsletters, fliers, personal contacts.

Involve each school family in at least one school PTA activity during the year.

Promote cross-cultural understanding through effective programs and projects.

Set up a telephone or email communication tree to promote advocacy.

Create a website for the membership.

Procedure Book

Because of regular changes in leadership and volunteer personnel, each officer and chairman must have a process to transfer relevant information to ensure continuity and progress. All material belonging to the officer or chairman should be delivered promptly to one's successor.

This relevant information should include all materials needed to accomplish the work of the office or chairmanship, plus any additional information that a new volunteer would find helpful.

These materials may be kept in a loose-leaf binder, on a flash drive, or any electronic storage medium.

These materials should include:

1. Information regarding:
 - Name of office or chairmanship;
 - Name of association, council (if in council) and district PTA;
 - Previous officer/chairman and dates served; and
 - This statement: "This procedure book belongs to the PTA unit and not the individual."
2. Job description including the summary included in the *California State PTA Toolkit* for the specific position (if applicable) (Recommended Officers; Committee Development and Guidelines and Officer and Chairman Job Descriptions in the *California State PTA Toolkit*).
3. Current bylaws and standing rules.
4. Agendas and minutes.
5. Finance Chapter that includes budget, financial reports, and audit report.
6. Calendar of events and/or responsibilities for each month.
7. Reports from current and previous officers/chairmen.
8. Information from conferences, workshops, and correspondence.
9. Newsletters and other unit communications.

10. Executive board roster.

These materials are not personal property.

RECORDS RETENTION AND DESTRUCTION POLICY

Model Practices for Districts, Councils and Units

It is very important that certain records be retained. The current IRS letter of determination, the current bylaws and standing rules approved by the state parliamentarian and the articles of incorporation (for incorporated PTAs) should be readily acceptable at all times.

A policy was adopted by the State Board of Directors and Board of Managers November 2016 and meets all applicable state and federal statutes as it relates to document retention and non profit organizations. This policy is intended as a guide for model practices at the local district, council and unit level.

Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of local PTA as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Directors (the "Board"), officers, and other constituencies with respect to their responsibilities concerning document retention and destruction.

Please refer to the *Toolkit* online at toolkit.capta.org for the complete policy recommended for all districts, councils and units.

RETENTION SCHEDULE

Permanent Storage

Accounting & Finance

- Annual Financial Statements & Audit Reports
- Cancelled Checks – special, such as loan repayment
- General Ledger

Contributions/Gifts/Grants

- Contribution Records
- Documents Evidencing Terms of Gifts

Governance

- Articles of Incorporation & Amendments
- Bylaws & Amendments
- Minute Books, including Association, Board & Committee Minutes
- Annual Reports & Returns to State & Federal Agencies
 - IRS 990N, 990EZ or 990
 - Franchise Tax Board 199N or Form 199
 - Attorney General –
 - RRF-1
 - Raffle Reports (if applicable)
- Secretary of State SI-100 (if incorporated, filed biennially)
- IRS Rulings
- Licenses and Permits
- Employer Identification (EIN) Designation

- Any other correspondence with State or Federal Agencies

Electronic Mail (Email)

- Emails considered important or of lasting significance

Retirement & Pension Records

Insurance

- Property, D&O, Workers' Compensation & General Liability Insurance Policies
- Insurance Claims Records

Legal Correspondence

10 Years

- Personnel Records
- Employee Contracts
- Personal Property Leases

7 Years

- Accounts Payable
- Accounts Receivable
- Bank Statements, Reconciliations & Deposit Slips
- Cancelled Checks – routine
- Credit Card receipts
- Employee/Business Expense Reports/Documents
- Interim Financial Statements
- Grant Records

2 Years

- Hard copy correspondence and internal memoranda – routine matters
- Electronically stored documents – routine matters

12 Months

- Emails - routine

Responsibilities of Officers and Chairmen

To ensure a successful term of office, certain responsibilities begin as soon as officers are elected. All board members and chairmen are expected to:

- Accept office or position only when willing to uphold the policies and procedures of the State and National PTA;
- Accept office only when willing to prepare oneself to fulfill the responsibilities of the office;
- Study and follow unit bylaws and standing rules;
- Attend and participate in meetings;
- Abide by the will of the majority;
- Respect the privacy of the business of the executive board;
- Protect members' privacy by allowing no distribution of membership lists to outside interests;
- Meet due dates and fulfill assignments promptly;
- Give accurate and detailed account of all monies entrusted to them;
- Delegate instead of doing everything;

- Develop and strengthen leadership;
- Attend conferences, workshops and conventions;
- Maintain a procedure book to pass on to one's successor; and
- Resign if unable to perform the required duties of the office.

California State PTA does not recognize co-officers. "Co-officer" implies two people of equal rank sharing one position. In PTA, only one name may be listed for each office, and only one individual may vote. Bylaws may be amended to include additional officers to share the workload.

The bylaws provide the month for the annual election and the date when the term begins. All officers and chairmen are obligated to study and follow PTA bylaws and standing rules. They are also responsible for reviewing, as well as maintaining while they are in office, the procedure book (Procedure Book) specific to their office.

Officers and chairmen are referred to the following professional governance standards to help in understanding individual and board roles for effective PTA work. See also the Professional Governance Standards in brochure format in the Forms Chapter.

Recommended Officers and Chairmen

All PTAs are required to have a president, secretary, and treasurer. Other officers may vary at the unit, council, and district PTA levels. All officers are listed in the bylaws. The president, as an effective leader, will see that officers receive their respective job guidelines promptly.

Recommended Officers

- Vice President(s)
- Financial Secretary
- Corresponding Secretary
- Historian
- Auditor
- Parliamentarian

Job Descriptions for Officers and Chairmen

The president should provide the officers and chairmen with their respective job descriptions as soon as possible.

Basic job descriptions for all elected and appointed officers are included in PTA bylaws.

In addition, Officer and Chairman Job Descriptions found in the *California State PTA Toolkit*, Job Descriptions, Chapter 8, have been developed by California State PTA for use by unit, council and district PTAs. These guidelines are meant to assist officers and chairmen in their duties throughout the term of office. The list

includes the required president, secretary, and treasurer officer Job Descriptions and numerous others.

The job descriptions typically are distributed to members of the board-elect following election and are used with the updated procedure books forwarded by the outgoing officers and chairmen. PTAs are encouraged to develop job descriptions and procedure books for all PTA positions to provide continuity and sound leadership practices.

Human Relations

The six most important words: "I admit I made a mistake."

The five most important words: "You did a good job."

The four most important words: "What is your opinion?"

The three most important words: "If you please."

The two most important words: "Thank you."

The one most important word: "We"

The least most important word: "I"

Administrators Serving as Officers/Check Signers

California State PTA does not recommend or encourage the practice of administrators serving as officers or check signers. This is because a unit that elects the administrator to any office:

- Forfeits the administrator's important role of advisor
- Misses an opportunity to develop new leadership from the general membership

In addition, each member elected to a PTA position must be prepared to carry out all duties of the position. And, administrators, by virtue of their position, already serve as members with voting privileges of an executive board member (see Bylaws for Local PTA/PTSA Units, Article VIII, Section 1).

School Staff Serving as Primary PTA Officers

There are a number of important reasons, relating to conflict of interest, that underscore why school staff should not serve as the primary PTA officers:

- PTA is a private membership association that is independent of the school and school district.
- PTAs that consistently elect school staff to serve in the primary officer positions of president, secretary, and/or treasurer or to a majority of the PTA officer positions risk becoming a school-related organization.
- School-related organizations are subject to school district financial audits and inspection of records.
- While school staff members are an important part of the PTA, care must be taken that they are not dictating or unduly influencing the decisions of the PTA membership, especially relating to fundraising and financial support of the school or school district.

Committee Development and Guidelines

Committees are formed to plan, promote, and implement the activities of the PTA. The **quorum** for a committee is a simple majority of the members serving on that committee. A standing committee is established to perform a continuing function and remains in existence permanently for the life of the assembly that established it. A special committee should have a definite purpose and is subject to the directives of the membership. It remains in existence until the duty assigned to it is accomplished, unless discharged sooner, and it ceases to exist as soon as the association receives its final report.

All unit, council, and district PTAs are required to elect a nominating committee (Nominations and Elections).

Committee Creation

PTAs are encouraged to explore areas of local concern not listed in these guidelines, as long as these concerns fall within the scope of PTA activities. PTAs should share their successful programs and ideas for new committees with their councils and districts, so that other units with similar concerns may benefit from these successful experiences.

special committee: may be appointed by the president or elected by the association for a specific purpose. It ceases to exist when its final report is submitted.

The number of committees needed to carry on the work of the unit will depend upon the size of the membership and the program and activities (goals) for the year (Goal Setting) and may include:

Audit
Community Concerns
Disaster Preparedness/Crisis Response
Education
Environmental
Family Engagement
Financial Committee
Founders Day
Fundraising
Graduation/Prom Night
Health
Historian
Honorary Service Award
Hospitality
Legislation
Membership
Outreach
Program
Public Relations
Publications Coordinator
Reflections Program
Room Representative Coordinator
Safety
Student Involvement
Volunteer Coordinator
Website
Others as needed

The responsibilities and goals of the committee must be clearly defined. The committee members should know if

funds have been allocated for the committee's use and what records or resources are available to them. A timeline must be established for scheduled meetings, the completion of specific tasks, and the presentation of the final report to the president and executive board.

Committee members must understand that:

- Committees do not function as separate groups but are part of the association and must operate within the framework of PTA bylaws, policies, and procedures;
- Committees make recommendations, not decisions;
- All projects and activities must have the approval of the executive board and the association in advance; and
- All money raised or derived from the activities of a committee is deposited in the unit treasury and shall not be expended by any chairman or committee without the approval of the executive board and association.

Committee Member Selection

The president appoints the chairman and members of all committees, with the exception of the nominating committee. All appointments are subject to ratification by the executive board. The president should seek recommendations from the chairmen. Committees should be representative of the membership and include students at the secondary level, if possible. The president is an ex-officio member of all committees except the nominating committee.

The nominating committee is elected by the membership (Nominations and Elections).

Considerations for Member Selection

Do they have a special interest in the subject?

Do they have the background needed to address the issue?

Will they attend committee meetings and make a positive contribution?

Do they have access to special resources?

Would serving on the committee enhance their skills?

Would student input be appropriate and helpful?

Do they represent the needs of a diverse membership?

Are the members representative of the community?

The principal can be a valuable resource on a variety of issues and may be asked to serve in an advisory capacity on any committee.

Guidelines for Chairmen

The president should provide the chairmen with their respective job descriptions as soon as possible. The job descriptions for all recommended chairmen can be found under Job Descriptions in the *California State PTA Toolkit*.

Committee Meetings

Well-planned and efficiently managed committee meetings can be a source of pleasure as well as productivity. A chairman can be an efficient meeting manager by planning ahead.

Before the Meeting

1. Determine the necessity and relevance of the meeting.
2. Since all voting must be handled in person, if there are a couple of items of business to take care of, plan to shorten the meeting. Effective meetings do not need to be lengthy. Meet briefly to vote officially and record the committees' decisions.
3. Whenever possible, send or email an agenda in advance to committee members—or at least provide one when committee members arrive. Indicate a starting and ending time. Be specific about topics to be discussed and decisions to be made.
4. Organize thoughts and materials—and come prepared!

During the Meeting

Since committee meetings are usually conducted in an informal manner, the rules of parliamentary procedure for motions, seconds, and voting, can be replaced by the use of general consent or consensus. A good working relationship is established when the leader acts as a facilitator and provides a relaxed and supportive atmosphere.

1. Begin on time. If the leader will be conducting business and the group is short of a **quorum**, wait to discuss action items until a quorum is present.
2. Briefly review the agenda and the purpose of the meeting.
3. When necessary, pause, reflect, and summarize, so everyone is aware of what is being accomplished.
4. Encourage each committee member to participate. Courteously discourage those who monopolize the floor and encourage the shy ones to speak. Reinforce the fact that the committee needs to hear from everyone in order to combine all good ideas and suggestions.
5. Before adjourning, sum up what decisions were made and what future assignments designated. Does everyone know who is to do what and by when? If practical, set the date of the next meeting; otherwise, assure members the leader will notify them later.
6. As chairman, set the tone by being optimistic and enthusiastic about the committee's tasks. Members will share that excitement.

Meetings must be held to vote on issues. Voting by proxy is prohibited. This also means no absentee voting or voting by mail, email, or phone.

quorum for committee: a simple majority of the members sitting on a committee (Committee Development and Guidelines). See *Bylaws for Local PTA/PTSA Units*, Article IX, Section I.

Bylaws for PTAs in California

Delegating

A good leader delegates to:

- Share the responsibility of getting the job done;
- Develop mutual trust and self-confidence in co-workers; and
- Help build future leadership for the organization.

Delegating well depends on recognizing that the leader cannot do everything alone because:

- There are not enough hours in the day;
- Everyone has personal priorities; and
- Delegating builds new leadership.

Tips for Success

Try to match the abilities of the individual with the requirements of the task.

Assign (with courteous determination) a relatively small task that guarantees the potential for success.

Define a “reachable goal,” the attainment of which can be shared with others.

Be generous in praise and acknowledgment. Expressing appreciation helps pave the way for delegating future responsibilities.

Avoid overwhelming association and committee members.

Communicate clearly. Be clear about the assignment and what is expected. If the leader appoints someone to cover a meeting, upon returning from the meeting, the person should do one or more of the following at the president’s direction:

- Write and submit a written report.
- Report orally to the group.
- Write a newsletter article, if asked by the president or chairman.

Follow-up. This is the most important part of delegation. Make the request for periodic reports part of the project. If time passes and the leader has not been informed directly, use direct contact.

Due Dates. Be realistic in setting the dates for action required. Remember that people work at different paces. Establish expectations—and make them apparent; however, do recognize that PTA is not the top priority in everyone’s life.

Share the concept that those who neglect meeting due dates create a “domino effect” upon everyone down the line. Gently emphasize the personal responsibility involved.

Bylaws are designed to help the group function in an orderly manner. The president shall assure that a copy of *Bylaws for Local PTA/PTSA Units and California State PTA Bylaws* is provided to all officers and board members at the beginning of the term of office. Each member is responsible for making a thorough study of them. A copy of the bylaws must be made available to any member of the association upon request. Do not post PTA bylaws on any website.

If a unit cannot locate the bylaws, a committee should be appointed by the president and chaired by the parliamentarian. Standard bylaws should be obtained from the state office for a nominal fee. Standard bylaws are pre-printed and provide blank spaces to fill in according to a unit’s needs and must be used. Computer printouts or retyped bylaws will not be accepted.

Reviewing Bylaws

Bylaws and standing rules must be reviewed every year and submitted through channels for approval every three years (please note: Bylaws prepared with e-Bylaws must be printed and submitted in hard copy to through channels for approval).

Appoint a small committee with the parliamentarian as chairman to study them, make recommendations, and forward through channels to the California State PTA parliamentarian. After receiving approval for amendments from the California State PTA parliamentarian, give 30 days’ written notice of proposed amendments to association members. A two-thirds (2/3rd) vote is required to amend the bylaws. (See Association Meetings for meeting notification requirements.)

Standing Rules

Standing rules outline the procedures of the organization that are not included in the bylaws and must not restate or conflict with the bylaws. Some examples of the differences are:

- *Bylaws* state when the meetings of the association and executive board are held.
- *Standing Rules* tell where and what time these meetings are held.
- *Bylaws* give the primary responsibilities of officers and chairmen.
- *Standing Rules* give the specifics.

For example, if the *Bylaws* state that the first vice president is responsible for the program, then the *Standing Rules* should list the specific responsibilities of each committee and the various chairmen, who work with the vice president under the first vice president’s title.

If the organization has supplies and/or equipment, the *Standing Rules* should state who is responsible for them and where they would be kept.

Standing Rules might also list:

- Who has the responsibility for securing the retiring president's pin and its inscription.
- If there is to be an installation of officers, who is responsible for selecting the installing officers and when the installation should take place.
- Assets of the association; popcorn machine, computer equipment; cell phone; office supplies.

In short, *Bylaws* are hard and fast rules that may be amended only with thirty days' prior written notice to the membership.

Standing Rules are the details of monthly PTA work that may be changed from administration to administration or from meeting to meeting. They require a two-thirds (2/3) majority vote without notice and a majority vote with 30 days notice to adopt or amend. Standing Rules must accompany bylaws when submitted to the California State PTA parliamentarian for approval.

Working Together & Conflict Management

Here are some tips on meeting the challenge of working effectively together as a team when there are different personalities, leadership styles, experience levels, ages and understanding the association.

- Set goals and discuss expectations.
- Agree to ground rules.
- Agree to respect differences of opinion.
- Build relationships with your board

Recognize conflict. Assumptions and perceptions are often at the center of a conflict.

Possible causes:

- Strong differences of opinion
- Failure to communicate
- Misunderstanding about goals
- Unfamiliar with policies, procedures or bylaws
- Disagreement as to what has taken place
- Personality differences

Manage conflict. Do not fear. Conflict can be healthy. How you deal with it makes the difference.

Conflict resolution is a process that often results in positive change and growth for individuals and the association. The key to successful conflict resolution is keeping the focus on the process and desired outcomes, not the personalities.

To manage conflict, protect your neutrality so that you will be seen as a fair and credible facilitator for resolution.

Control conflict. Work to contain the conflict. Maintain confidentiality and don't involve others who are not a part of the solution. Be sure to notify your PTA council or

district of situations that are not resolved promptly or appear to be escalating.

Changes in Association Status

To ensure all requirements of a 501(c)(3) nonprofit organization are met, a unit must notify the district PTA president of any proposed change in association status at least 60 days before the unit votes to make such change. Inasmuch as a change of status represents amending the association bylaws, a 30-day written advance notice is required to all PTA members. The proposed change of status requires a two-thirds (2/3) vote of its members recorded in the minutes. It is the responsibility of the district PTA president to know the status of every unit within the district PTA and give information and advice on the procedures to be followed. Specific PTA procedures are outlined in the California State PTA Advanced Leadership Tools, which is available to council and district PTAs.

Changing Name: When an association votes to change its name or the school district changes the school's name, the district PTA must send a Change of Status Form and an amended set of bylaws to the California State PTA parliamentarian for approval. Upon approval, the Change of Status Form will be sent to the state office. At the next meeting of the California State PTA Board of Managers, the change will be presented for approval. A charter with the new name will be sent without charge.

Becoming a PTA/PTSA: When a PTA votes to become a PTSA, the district PTA must send a Change of Status Form and an amended set of bylaws to the California State PTA parliamentarian for approval. Upon approval, the Change of Status Form will be sent to the state office. At the next meeting of the California State PTA Board of Managers, the change will be presented for approval. A charter with the new name will be sent without charge.

When the bylaws are changed making the unit a PTSA, California State PTA recommends that provision be made for at least one position on the executive board to be filled by a student.

The unit bylaws should be reviewed for further information – amendments, officers, election of the nominating committee, and elections. It is strongly recommended that the entire set of bylaws – each article and section – be reviewed.

roster of officers: A listing of all unit, council, and district PTA officers' names and contact information that is submitted through channels to California State PTA.

The district PTA is responsible for postmarking or delivering unit and council PTA official paperwork by the California State PTA due dates.

Dividing: When one PTA is serving two or more public schools and wishes to organize a unit in each school, the members may vote to divide into two or more associations. Consideration of a division should be undertaken only in consultation with the principals of the schools involved, the council president (if in council), and the district PTA president. Decisions need to be made regarding unit names, division of assets, chartering, etc.

The district PTA must send the Change of Status Form and an amended set of bylaws to the California State PTA parliamentarian for approval. Upon approval, the Change of Status Form will be sent to the state office.

Combining: There may be a number of reasons for combining associations, such as the closing of one school or duplication of activities. Consideration should occur only in consultation with the principals of the schools involved, the council president (if in council), and the district PTA president. Decisions will need to be made on name of the unit, funds in unit treasuries, bylaws, officers, etc. The district PTA must send the Change of Status Form and an amended set of bylaws to the California State PTA parliamentarian for approval. Upon approval, the Change of Status Form will be sent to the state office.

Transferring: When a school district reorganization or boundary change has become effective, it may be necessary for a PTA to transfer from one district PTA to another. The unit should report this change in writing to its present council (if in council) and district PTA, with a copy to the state office. The district PTAs involved will use procedures outlined in the Advanced Leadership Tools to complete the transfer. Other reasons for transferring should be considered in consultation with the council president (if in council) and the district PTA president. The district PTA must send the Change of Status Form and an amended set of bylaws to the California State PTA parliamentarian for approval. Upon approval, the Change of Status Form will be sent to the state office.

Disbanding: Disbanding a unit PTA is of concern to all its members and the community; therefore, steps should be taken to ensure that all will have an opportunity to express their opinions and to allow members to vote whether or not to disband. The district and council PTA president must be notified immediately of any proposal to disband at least 60 days before the vote to disband is taken. Many times, outside help and guidance will give necessary assistance and new direction. Should disbanding be the only alternative, certain procedures must be followed to protect the members and comply with federal nonprofit 501(c)(3) regulations, including meeting notice requirements.

The district PTA is responsible for organizing and disbanding units and must be included in disbanding deliberations.

The decision to disband is significant and requires at least two meetings. All concerns should be discussed at a regular or special PTA meeting with a quorum present. All members, including administrators and teachers, must be notified at least thirty (30) days in advance, following the notice requirements of the bylaws, and district PTA representatives shall be present for counseling and guidance and to address the association immediately preceding any vote to answer final questions or concerns.

After discussion, a committee should be appointed which includes representatives of the district PTA to carry out necessary procedures. These would include preparation of recommendations to be brought to a subsequent meeting of the membership for vote. Members must vote

on proper disposition of property and funds of the organization prior to the vote to disband as a constituent organization. If the vote to disband is adopted by the membership, the disbursement of all assets must be handled to comply with the 501(c)(3) requirements as detailed in the bylaws.

Each PTA's bylaws, as a basic policy, provide that the assets of the PTA be used for one or more of the educational purposes for which they were collected and not be given to individuals.

When a unit votes to disband the unit shall surrender immediately all legal documents, financial and historical records, and all assets, including property to California State PTA or other PTA organized under the authority of the California State PTA bylaws. The district PTA may hold funds and property of the disbanded unit in trust for a period not to exceed two years. The district PTA will file the change of Status-Disband Form with the state office.

Your PTA was a separate, legal entity with no affiliation to any new or existing group that may form or exist at your site. Therefore upon disbanding, the following came in effect:

- All necessary documents and communication materials via website (PTA or school), newsgroup, etc. must be updated to remove reference to the name PTA. For example, the PTA End of the Year party needs to be announced as the End of the Year party.
- Any events, activities, functions from the moment of the vote to disband and going forward are no longer covered under the PTA insurance, even those which may be funded from the PTA proceeds.
- The PTA's tax ID number (EIN) may no longer be used.
- Activity with the former PTA's bank account must cease. No checks should be issued and signed or cash withdrawals be made from the PTA account. Deposits may be made for any checks issued to the PTA.

Charter Withdrawal: The bylaws of the California State PTA provide for the withdrawal of the charter of a PTA for nonpayment of dues and/or insurance premiums. The unit will be notified in writing by January 15 if these required payments are delinquent. If dues and/or insurance premiums are still not paid by March 31, the unit charter will be withdrawn by vote of the California State PTA Board of Managers at its next meeting.

The bylaws also provide for the withdrawal of the unit charter if that unit is not in good standing for other reasons, such as: (a) fewer than 15 members; (b) vacant president, secretary, or treasurer positions; (c) violations of policies, procedures or other sections of the bylaws; and (d) failure to comply with the legal filing requirements of federal or state government agencies for three consecutive filing periods.

Failure to comply with the legal filing requirements of federal and/or state government agencies for a third consecutive filing period results in automatic revocation of tax-exempt status and automatic withdrawal of the unit/council/district charter.

When there are alleged violations that may be subjective in nature, such as those involving policy and/or not following proper financial procedures, the district PTA or the California State PTA grievance committee may be charged with determining the facts and recommending a solution that may include withdrawing the PTA's charter.

Upon the withdrawal of the charter, California State PTA has the right to collect and transfer funds, including funds deposited by the unit with a financial institution over which the unit or its officers have or had signature authority or control. The unit shall immediately surrender all records, assets, and property to the district PTA. Property will be held in suspense for a period of two years. Each local association shall, upon withdrawal of its charter by California State PTA, immediately cease and desist from any further use of the association's Internal Revenue Service Employer Identification Number (EIN) as a constituent organization under the group exemption number issued to California State PTA. California State PTA will file notice with the IRS that the unit is no longer a constituent organization.

In all cases, the unit shall be notified in writing at least 15 days before the charter withdrawal is to come before the California State PTA Board of Managers for action.

reports to be received by the district PTA, in order that all hours may be tallied and totals submitted on the district PTA report.

Councils should attach one copy of each unit's submitted report and send them to the district PTA, with the Annual Council Historian Report. Out-of-district units or out-of-council units should submit their reports through channels. District PTAs should send the collected information to meet the state due date and continue to collect any reports outstanding from as many units and councils as possible.

Council and district PTA Annual Historian Report Forms are available from the PTA District President.

For more information on Annual Historian Reports, contact the California State PTA Historian at historian@capta.org or 916.440.1985 ext. 326

Annual Historian Reports

Every PTA is required to prepare an Annual Historian Report. Information from these reports is compiled and forwarded to California State PTA. Design and distribution of forms for the Annual Historian Report shall be the responsibility of California State PTA.

Each historian, or someone designated by the president, shall prepare the Annual Historian Report. However, final responsibility remains with each president to see that the report is completed and submitted in accordance with due dates established by California State PTA. Contact your council or district PTA for the due dates for reports.

Annual Unit Historian Report Forms

The Annual Unit Historian Report Form (Forms Chapter) includes instructions to document pertinent information, volunteer hour totals, and brief descriptions about successful PTA program activities from *July 1 and projected through June 30 of the following year*. The California State PTA commissions and committees use the information as guidelines for review and revision of programs, publications, projects, and leadership training. The volunteer hour numbers are used to raise the awareness of legislators, school, and community personnel.

The volunteer hours must be totaled before the end of most school or PTA terms in order for the state office to process the information. Unit and council volunteers should be asked to project ahead and estimate as closely as possible the number of hours they will spend in PTA activities through June 30.

The district PTA report is due in the California State PTA office no later than June 1 each year. Councils and units must set due dates to allow for adequate time for their

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