Presidents & Parliamentarians Workshop

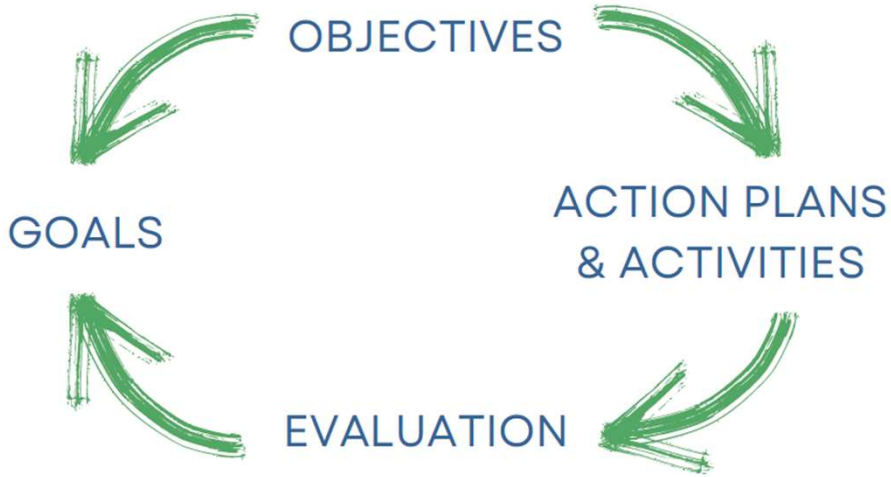
Monday, October 3, 2022

2022-2023

Running Your PTA

...Made Easy

Stay Focused and Set Goals



Setting goals for your unit helps you work smarter in planning and organizing the PTA year. It supplies a road map for board members to stay on track as a team:

Why? Goals set direction, and provide focus purpose and accountability. Goals help groups to be more efficient and more effective.

Who? Goals should have wide appeal. Goal-setting provides opportunities for input that promote feelings of ownership in your school community.

What? A goal is a destination. It should be a written, relevant, attainable, observable, broad statement of a desired end.

When? Goals should be established early, reviewed often and updated if needed.

A sample goal might be “Sunshine PTA will increase parent engagement by offering programs of interest at each association meeting.”

Make the Most of Your Meetings

GENERAL MEMBERSHIP IS THE "ASSOCIATION"

Your PTA members should approve programs and activities, adopt the budget, ratify all expenditures of funds, and adopt audits. This happens at association meetings, the "A" in PTA.

YOUR PRINCIPAL IS AN ESSENTIAL PARTNER

The principal:

- Serves as an advisor to the nominating committee and the executive board.
- Has prior approval on PTA information shared at school and sent home with students.
- Works with the president and board on programs and activities.
- Is a voting member of the board.

TYPES OF MEETINGS

ASSOCIATION MEETINGS
Meetings are set in the standing rules

Attendees: PTA members and guests.

Actions:

- Approves programs and activities, adopts budget, ratifies all expenditures of funds, and adopts audits.
- Elect nominating committee and officers.
- Adopt bylaws and standing rules.

EXECUTIVE BOARD MEETINGS

Typically m*eets monthly during the school year.*

Attendees: Officers, principal, teacher representatives, and standing committee chairs.

Actions:

- Ratify the appointment of committee chairs and committee members.
- Review and approve committee recommendations.
- Recommend action and authorize expenditures to the association.
- The board follows PTA protocol at all times and protects the assets of the association
- All board members may make motions (including the principal and teacher representative if they are members of the executive board)
- All members of the executive board must be members of the association.

COMMITTEE MEETINGS

Meet as necessary

Attendees: Chairs, members, president.

Actions:

- Handle preliminary planning and work and recommend actions to the executive board.

Notes About Meetings

- Meetings and agendas must be publicized at least 10 days in advance and provide members an opportunity to speak.
- The president sets the agenda for each meeting, seeking input from board members.
- The president chairs the association and executive board meetings. The committee chair preside over the committee meeting
- Only members may make motions, discuss and vote (including the principal and teacher representative if they are members of the body that is meeting).
- All members of the executive board must be members of the association.
- Our bylaws allow for meetings to be held via teleconferencing as long as all of the members are able to communicate with each other. The language is permissive using the verb "may." This authorizes but does not require teleconference meetings.

Checklist for a Healthy PTA

Each board member is responsible for ensuring that a PTA stays healthy and remains in good standing. If the answer is 'yes' to the items on the checklist, your PTA will continue to thrive!

Bylaws
- Are bylaws reviewed yearly and updated (sent through channels for approval) at least every five years?
- Does the PTA understand and follow PTA bylaws, policies, and procedures?
- Is a nominating committee elected each year at least two months before the annual election meeting?

Membership Enrollment
- Is an initial membership campaign held toward the beginning of the school year?
- Are continuing opportunities provided for parents and staff to join? (Membership is year-round.)
- Are you reaching outside your school community to elected officials, business owners and more?
- Is membership growing each year?
- Is membership per capita sent through channels at least monthly and by deadlines?
- Are you using electronic membership (so members have 24/7/365 access to join)?

Minutes
- Are minutes and an attendance record kept for all meetings?
- Are all action items recorded as motions, including approval of the proposed programs for the year, the budget, all fundraising activities, and all expenses?

Annual Reports
- Are volunteer hours being recorded? At meetings? At events?
- Are annual historian reports, with the number of volunteer hours for the year, filed by the deadline?

Leadership
- Do members of the executive board work well together?
- Does the PTA attract qualified candidates and encourage/mentor new leaders? Including diverse members of your school community?
- Do leaders attend council/district PTA meetings and take advantage of training opportunities?
- Do leaders communicate effectively with all members? In the languages represented in your school community? Using a variety of communication tools?

Financial Procedures
- Are financial procedures in accordance with recommended PTA policies and procedures?
- Is a member, who is not a check signer, appointed to review the monthly bank reconciliation?
- Are blank checks never signed and two people always count cash?
- Is the budget approved and actual revenues and expenditures compared at least quarterly?
- Is the insurance premium and the workers' comp form/remittance sent in by deadline?
- Are all checks signed by two authorized officers? And are all expenditures properly authorized?
- Is a Year-End Financial Report prepared after the end of the fiscal year to assist in preparation of tax filings?
- Are tax filings – an RRF-1 and some form of a 990 and a 199 – submitted in a timely manner?

Treasurer's Reports
- Are written reports presented/filed monthly? Are balances, receipts, and disbursements recorded in the minutes each month? Are questions welcomed and replied to with sufficient detail to assure transparency?
- Are receipts provided for each check before the expense is approved/ratified and listed?
- Are the reports presented at both executive board and association meetings?

Audits
- Are audits conducted at least twice a year? And whenever there is a change in check signers?
- Are audits prepared and adopted in accordance with the bylaws and PTA financial procedures?
- Is the audit report, the audit checklist, and any recommendations/findings submitted to the district PTA?

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Running an Event

Event Planning

- Outline Plans
- Consider budget
- Prepare Event Plan Worksheet
- Approved by Board prior to the event
- Revised plans approved by the board

TUSD Requirements

- Use of facilities
- Sign/banner permit
- Food truck procedure
- Wellness Policy
- Volunteers – Raptor approved
- Flyer approval

PTA Insurance

- Check Insurance Guide (CAPTA) Red/Green Light
- Do not sign hold harmless without consulting insurance
- Participant waiver form
- Incident Report (if needed)

Vendors/ Service Providers

- Check vendor requirements
- Workers Comp Insurance
- Comprehensive General Liability/ certificate of insurance
- Hold harmless agreement

Contracts

- Authorization from Board required before negotiating
- Approval by Association required before signing
- Signed by president and another elected officer
- Limited to current year

TUSD/TCPTA Forms

- Media Release Form
- Student Participation Permission form
- TUSD exceptions to insurance guidelines
- Fiduciary agreement

Other Legal Aspects

Fiduciary Agreement

- Donation checks written to TUSD
- Specify terms of agreement
- PTAs may pay for school staff via donation to TUSD earmarked for identified school staff

Raffles

- Complete raffle registry required
- Submitted by September 1st or 60 days before your raffle
- Raffle Report must be completed for all raffles conducted

Alcohol & PTA Events

- Approval & permission must be given by Supt. Or designee on campus
- PTAs may not sell alcohol
- Donated alcohol may be used as auction items
- Serving alcohol at PTA events is strongly discouraged.

Advertising

- Do not advertise or endorse any product or service
- Donors can be thanked
- TUSD Wellness policy limits publicizing food-related fundraisers at school sites

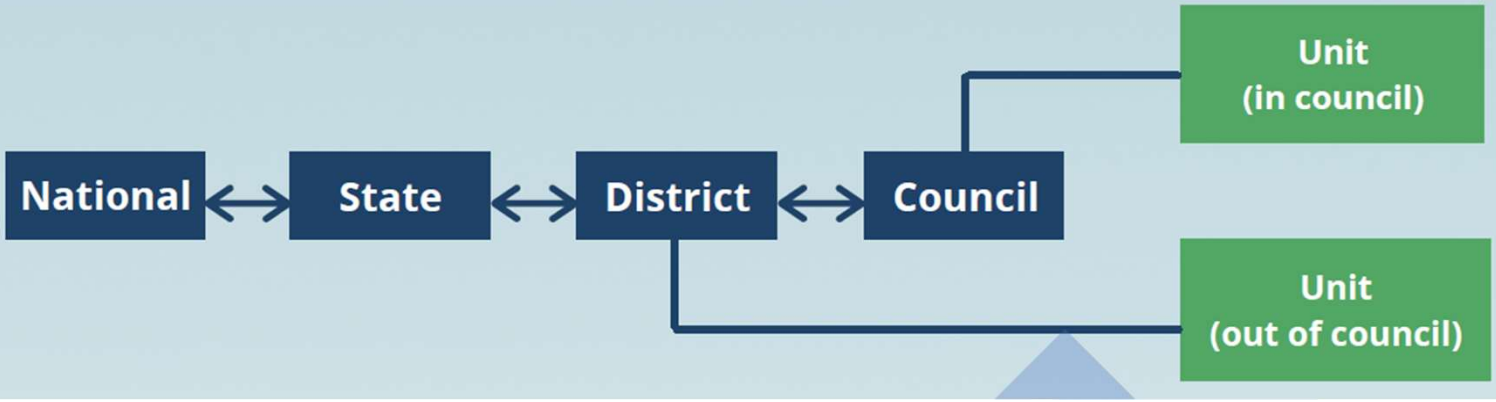
Contributions

- Donations MAY qualify as charitable donations for tax purposes, but be careful NOT to say that they definitely are

Resources to Get You Started –
and Help You Stay on Track

DISTRICT AND COUNCIL PTAs

District and council PTAs are available to support the PTA units in their area. Know how to reach them and use them for information and assistance.



CALIFORNIA STATE PTA

Websites: www.capta.org and leaders.capta.org

- **Toolkit**: A comprehensive manual in English or Spanish is available online at toolkit.capta.org. One free hard copy is available until October 1, 2022. Copies can also be purchased on leaders.capta.org.
- **Bylaws**: Each unit, council, and district has its own bylaws that include due dates, board responsibilities, meeting requirements, and quorums
  - Hard copy English/Spanish bylaws are available free, by request, year-round.
- **e-Bylaws**: Free online service that allows units to easily update English bylaws online. Available at leaders.capta.org
- **Tax filing**: There are tax filing requirements for each unit, council, and district. Please refer to leaders.capta.org, under Finance/Tax Filing Support Center for the latest information. Questions? Contact taxinfo@capta.org or call 916) 440-1985 x118
- I**nsurance:** For information on PTA insurance, visit the California State PTA website – leaders.capta.org. For questions regarding insurance coverage or activities and events, contact Association Insurance Management, Inc. (AIM) at (800) 876-4044 or (214) 360-0801 or email capta@aim-companies.com
- **Letter of Determination (501c3 letter):** The letter of determination is normally required for grant and donation requests. The president should contact California State PTA at LOD@capta.org for a copy when the letter is requested

What do Parliamentarian's do?

Advise President on Parliamentary Procedure

- Know the bylaws
- Understand parliamentary procedure
- Familiarize yourself with PTA policies and procedures
- Provide advice on the above as requested

Assist President to Manage Meetings

- Help president maintain order at meetings
- Keep track of speakers
- Encourage participants to focus discussion on topic
- Remind of time limits
- Help set ground rules for meetings

Chair Bylaws Committee

- Provide bylaws to board members
- Review bylaws annually
- Chair the bylaws committee
- Recommend changes to bylaws & standing rules
- Submit bylaws updates through channels for approval
- Update bylaws at least every 5 years

Arrange 1st Meeting of Nominating Committee

- Assist as needed in the election of the nom. committee
- Call 1st meeting of the committee; call alternates as necessary
- Give instructions to the committee & provide guidance
- Ensure that slate is posted 28 days prior to annual election

A quick word on Parliamentary Procedure

Purpose is to promote:

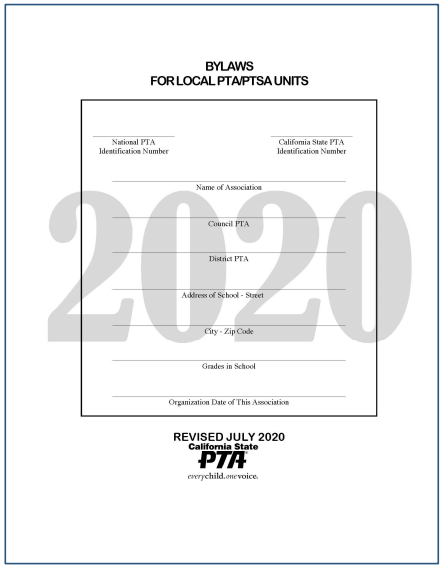
- Order
- Equal Opportunity
- Justice
- Right of MINORITY to be HEARD
- Right of MAJORITY to DECIDE

Eight Steps to a Motion	
Obtain the Floor	
Chair Recognizes	
Make Motion:	**"I move…"**
Motion Seconded	**"Is there a second?"**
Chair Restates Motion	**"It's been moved and seconded to…"**
Asks for Discussion	**"Is there any discussion?"**
Motion can be amended	
Chair Calls for a Vote	**"All those in favor say aye. Any opposed?"**
Chair Announces Result	**Motion carried/approved or denied**

Bylaws & Procedures

What's New?

- Quorum is not affected by Standing Committee chairs, unless you have 10 or more
- Elections must be before mid-April
- If Executive Board and Association meetings are on the same day, the Executive Board must meet AFTER the association


BYLAWS
FOR LOCAL PTA/PTSA UNITS

National PTA Identification Number

California State PTA Identification Number

Name of Association

Council PTA

District PTA

Address of School - Street

City - Zip Code

Grades in School

Organization Date of This Association

2020

REVISED JULY 2020
California State PTA
everychild.onevoice.

Bylaws

- Governing rules of your organization
- Must be followed
- Use ebylaws on CAPTA.org to create updated form
- Must be updated through channels

Standing Rules

- Provides procedures and details of the work
- Determined by your unit but cannot conflict with bylaws or toolkit
- Can be updated by vote of board and Association

CAPTA Toolkit

- Procedures and guidelines not found in the bylaws
- Must be followed
- CAPTA.org
- Roberts Rules of Order

Nominating Committee

Timeline

- Elected by Association at least 2 months prior to annual election meeting (date in bylaws)

Choosing Members

- Number of members & alternates in bylaws (Article V)
- Principal is advisor (unless elected as a member)
- Parliamentarian can serve if elected
- Nominations taken from the floor

Qualifications of Nominees:

- Must be PTA member
- Cannot serve 2 consecutive years
- Should be knowledgeable about PTA & qualified potential officers

President Role

- President does not serve on nominating committee
- President conducts election under New Business at Association Meeting on Agenda

Straw Ballot

Gives Members a voice in choosing nominees

Can help identify people who want to serve

Confidential

Distribute to your members before Nominating Committee meets

Parliamentarian collects straw ballots and provides results to the nominating committee

Use is Optional

Link for google form: https://docs.google.com/forms/d/1ZH6yO-XreaSESesN5NGVGN2C55t7P8Gg5WQukqaX5Yc/edit?usp=sharing

Instructions to the Nominating Committee

Arrange 1st Meeting

- Set date
- Call alternate if member cannot make 1st meeting

Give Instructions

- Purpose is to choose best candidates for each office - Confidentiality
- Job descriptions
- Term limits: elected for 1 year, can serve up to 2 years in one office
- Give list of current officers & those termed out
- One nominee per office. One person per office (NO co-officers)
- Appointed officers are NOT on the slate
- Consider Balancing the Board
- Vote to choose nominees
- Continue working until the Election meeting to fill vacancies

Elect Chair

- Chair leads discussions, schedules follow up meetings
- Ensure slate is created and posted 28 days before election
- Prepares report and has committee sign

Qualified candidates:

- Member of the Association for 30 days before nomination
- Must have skills to do the job
- Supports the mission/purpose of the PTA
- Will commit adequate time and effort to the duties
- Will be a team player
- Appreciates the value of training
- Must agree to serve

Still have Questions???

Terry Ragins	TCPTA President
	president@torrancecouncilofptas.org
	310-408-4482
Diane Wang	Parliamentarian
	parliamentarian@torrancecouncilofptas.org
	310-292-4727

We value your time and your feeback. Please take a moment to fill out our evaluation so we can serve you better. Thanks!