RUNNING YOUR PTA ... *Made Easy*

California State PTA®

*every*child. *one*voice.

online Toolkit

What's the *Toolkit*?

The California State PTA *Toolkit* provides guidance, instruction and ideas to ensure a successful term as a PTA officer or chairman. The *Toolkit* is available online at capta.org. Look for the *Toolkit* logo in this publication to locate helpful *Toolkit* sections.

Thank you for the time you have chosen to give to your PTA and school community. Being a PTA leader can sometimes feel a little overwhelming and complex. But knowledge is a powerful tool. And the relationships and support you receive from your council, district and state PTA will be invaluable. Seek them out!

This resource provides brief, simplified summaries of the PTA basics that all PTA board members should know. It covers meetings, recruiting volunteers, finance, membership and more. Reading this basic guide will enhance your experience as a PTA leader, and provide you with information on key topics. In addition, throughout your term of office. Familiarize yourself with the *Toolkit*, PTA bylaws and the other resources available to you.

Find job descriptions in the *Toolkit* to help you understand your position, but remember the job is also what you make of it. A positive attitude is everything and can help you achieve success.

Thank you for helping to make a difference for every child, and best of luck in your PTA endeavors.

Why your leadership matters …

Your involvement helps make a real difference in the lives of children and families today and tomorrow.

Speaking up for all children

Decisions that affect our children, youth and families are made every day by local, state and national policymakers. In a democratic society, every citizen has the right and the responsibility to participate in shaping those decisions.

As the largest children's advocacy association in California, PTA is uniquely qualified to work with policymakers to secure laws and policies that place the highest priority on the education, health and safety of all children and youth.

A tradition of making a difference

For more than a century, PTA has reminded our nation of its obligations to children, and provided resources and important information to parents and educators. Whenever the education, health, safety or well-being of young people are threatened, PTA members are on the forefront of working to resolve those challenges. PTA has been instrumental in the passage of important laws and guidelines that we sometimes take for granted today, such as:

- Creating a separate criminal-justice system for juvenile offenders
- Enforcing child-labor laws
- Building kindergarten into the public-school system
- Supplying federally funded hot-lunches – that now feed more than 26 million children a day
- Supporting school-bus safety regulations
- Creating the content-rating system for television programs.

Many of these concerns may not have been addressed if PTA members did not take up the cause!

PTA has never been shy about tackling tough issues – from talking about sex education as early as 1916 to supporting HIV/AIDS education programs in the 1980s.

More recently …

California State PTA's support for changes in how schools are funded and how parents are involved helped contribute to the Local Control Funding Formula (LCFF) law passed by the California State Legislature and signed by the governor in 2013. National PTA honored California State PTA with the Outstanding State Advocacy Award for ensuring parents are part of school budget and decision-making processes.

OUR MISSION

The mission of the California State PTA
is to positively impact the lives of all children and families.

Here is just some of what PTA can do

- **Leverage volunteer power:** PTA organizes hard-working and dedicated volunteers. Parents are ready and willing to help implement school improvement programs if you know how to ask them.
  - **Improve communication:** Frequently, one of a PTA's responsibilities is coordinating the production of a school newsletter and other publications that keep the entire school community informed of current events, issues and accomplishments. PTAs also offer speakers on issues of interest and concern to families.

- **See measurable results:** More than 85 rigorous academic research studies conducted over 30 years prove that children do better academically when parents are involved. Grades are higher. Test scores improve. Attendance increases.
  - **Discover more dollars:** Local PTAs are self-funding. By inviting the entire school community to join, they generate membership fees and organize volunteers to offer programs. Local PTAs also organize fundraising events to support programs and community-building events.
  - **Tap into proven programs:** Local PTAs have access to research-based, ready-made programs with proven success records such as the Reflections Art Program, School Smarts Parent Engagement Program and Elevate [Math]. Additionally, a variety of resources on health and safety topics, family engagement, summer learning and science, technology, engineering and math (STEM) are available online.

- **Boost children's well-being:** PTAs focus on the whole child, including nutrition, health and well-being.
  - **Inform and engage parents:** Involved parents understand the challenges schools face and become part of the solution, inside and outside the classroom, locally and legislatively.
  - **Help all children succeed:** New education reforms such as the Local Control Funding Formula (LCFF), Local Control and Accountability Plan (LCAP), new student assessments as part of the California Assessment of Student Performance and Progress (CAASPP) system, and new Common Core State Standards offer a huge opportunity for parents to shape the vision for their children's education and make it happen. Your voice matters! California State PTA is here to ensure the important voice of parents is heard to help all children succeed!

Membership in PTA is open to everyone. Every PTA is self-governing and sets its own dues, but is also supported by a regional, state and national structure.

Keep your PTA focused by setting goals

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

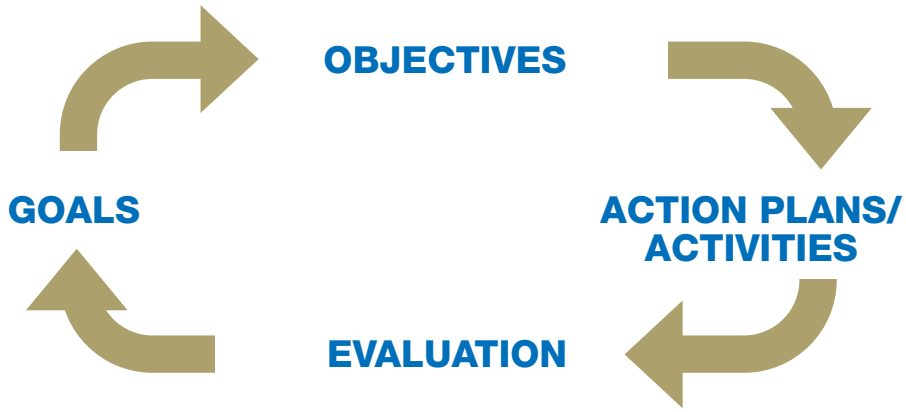
WHO? Goals should have wide appeal. Goal-setting provides opportunities for input that promote feelings of ownership in your school community.

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 offerings programs of interest at each association meeting."

Learn more about goal-setting at capta.org. An Internet search for goal-setting can also lead to helpful tips.



Establish ground rules

In addition to goals, the board should establish GROUND RULES to work together effectively.

These are some examples of ground rules. Review these before each meeting to set a productive tone.

- Use ice breakers or an inspiration to put attendees at ease.
- Respect everyone's comments.
- Speak one at a time.
- Discuss issues, not people.
- Try not to repeat.
- Stay on task.
- Don't take anything personally.
- Agree to disagree.
- Put electronic devices on silent.

Making the most of your meetings

General membership is the "association"

Your PTA members *are* your association. Membership should approve programs and activities, adopt the budget, ratify all expenditures of funds and adopt audits.

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.
- Has no control over the association's money.

Types of meetings

Association – Meeting months are set in the bylaws.

Attendees: Members and guests.

Actions: Approves programs and activities, adopts budget, and ratifies all expenditures of funds, and adopts audits.

- Elect nominating committee and officers.
- Adopt bylaws and standing rules.

NOTE: General association meetings and their agendas must be publicized at least 10 days in advance and provide members an opportunity to speak, no matter how many attend. Only members may make motions, discuss and vote. General meetings are held in the months listed in your bylaws.

online Toolkit For tips on preparing an agenda see the *Toolkit*, online at capta.org and type "Sample Agenda and Meeting Planner" into the search.

Executive board – Meets monthly during the school year.

Attendees: Only officers, principals, teacher representatives, and standing committee chairmen attend this monthly meeting.

Actions: Ratify appointment of committee chairmen and committee members, review and approve committee recommendations, handle assigned duties, recommend action to the association and authorize expenditures.

The executive board plans and carries out activities, programs and expenditures with prior/final approval from the membership. Understand and ask questions about financial reports.

- The board follows PTA protocol at all times and protects the assets of the association.
- The president sets the agenda for each meeting, seeking input from board members.
- 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 as necessary.

Attendees: Chairman, members, president.

Actions: Handle preliminary work and recommend actions to the executive board.

Some notes about votes

- Voice vote is the regular method of voting on motions requiring a majority vote. If the chair believes the vote will be close, he or she may call for the vote by a show of hands.
- A rising (standing) vote is the regular method of voting on motions requiring a two-thirds vote.
- A two-thirds vote is required to change any action previously adopted by the group.
- The president protects the impartiality of the chair by exercising the right to vote (or by abstaining) only when the vote will affect the outcome (to break a tie vote, or when the vote is by ballot).
- Voting by **proxy is prohibited**. This means no absentee voting or voting by mail, email or phone.

online Toolkit

A parliamentarian can help your meetings run smoothly.

The parliamentarian is a consultant to the president. The position is purely advisory as the chair alone has the power to rule on questions of order or to answer parliamentary inquiries. (See job descriptions in the *Toolkit*, online at capta.org.)

Before Meeting

- Verify meeting locations.
- Review previous minutes.
- Review upcoming (and past) calendar.
- Prepare agenda.
- Contact those who should present reports.

During Meeting

- Start on time.
- Agree on ground rules.
- Review agenda and add items if needed.
- Stick to the agenda.
- Use parliamentary procedures.
- Summarize.
- Give everyone a chance to participate.
- Restate decisions/ assignments.
- End on time.

After Meeting

- Distribute minutes promptly.
- Follow up on assignments.

Items to forward to councils and districts

- **Fall** – Annual Financial Report for prior year, current-year budget, year-end audit and copies of all tax returns or confirmation of electronic filing.
- **Mid-Year** – Mid-year audit report
- **Spring** – Historian Report and list of incoming officers (entered into PTAEZ)

Note: Please notify your council and district anytime unit officers change.

Eight steps to making a motion

1. Member raises hand or 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 has been adopted or failed.

Checklist for a healthy PTA

Bylaws

- ❑ Are bylaws reviewed yearly and updated (sent through channels for approval) every three years?
- ❑ Does the PTA understand and follow PTA bylaws, policies and procedures?
- ❑ Is a nominating committee elected each year at least 60 days before the PTA election?

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.)
- ❑ Is membership growing each year?
- ❑ Is membership per capita sent through channels at least monthly and by deadlines?

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 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?
- ❑ Do leaders attend council/district PTA meetings and take advantage of training opportunities?
- ❑ Do leaders communicate effectively with members?

Financial Procedures

- ❑ Are financial procedures in accordance with recommended PTA policies and procedures?
- ❑ 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 preparing 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?

Membership is our strength

Joining PTA is a great way for parents to support their children's education. Active and informed members make positive decisions that affect the welfare and education of children and youth locally, statewide and nationally. The more members in PTA, the more powerful our voice.

PTA is a membership association, and people join each year by paying dues. Only members have voting privileges. When you join a PTA at a school, you also become a member of the California State PTA and the National PTA. This multiplies the resources and benefits of belonging.

Everyone can join. Invite *all* family members, students, grandparents, community members, local business leaders, school staff, school district staff and school board members – and anyone else who is interested in the well-being of children and families. Reach out to alumni and those who have not previously joined.

Each PTA member must get his or her own membership card! One member = one card. Each card can have just one name, and a card should be made for each paid member, not one per family.

Membership monies are broken down and forwarded through PTA channels. Keep your unit's portion of the dues, as listed in your bylaws, then forward the remaining portion (referred to as "per capita" or money not belonging to the unit) to your council (if your PTA is in a council) or to your district PTA. **Make note of your district PTA's (or council's) due dates and meet – or beat – them!**

Remember to forward "per capita" every month. Don't wait for due dates.

Membership campaigns never end! Your membership campaign is not a short-term effort, and people may join at any time throughout the year. Provide the opportunity to join at all events and programs.

Find more information on membership, including tips on involving students, improving outreach, theme ideas and more at capta.org.

A PTA's membership numbers are a way to measure…

- How many people know about PTA
- How many people feel that PTA meets their needs
- How many people value what we do and have to offer
- How strong and relevant we are as an association.

Organizing and running a PTA membership campaign can be fun, and easy! Check out California State PTA's website – capta.org – for easy-to-use tools and resources to help you plan and promote your PTA membership campaign, especially during the back-to-school season.

Volunteer Power: Tips for recruiting and engaging volunteers

- Make sure your board has set goals that have been publicized to your school community. People are more willing to work toward a goal.
- Ask people! Personally. Be honest when describing a position or project, including the time commitment.
- Match skills and interests to the job.
- Approach a new volunteer with a small project that may only take an hour or two.
- Saying no might not mean forever. Try asking again at a later date.
- Ask the principal and teachers if they have encountered any potential volunteers.
- Be diverse and inclusive! Your board and volunteers should reflect your entire school community.
- If you have a list of interested people, call them! Don't just rely on board members. Offer a job to everyone who volunteers.
- Don't micromanage! Empower volunteers to develop their own strategies.
- "Thank you" are the two most important words in PTA.
- Make sure each task is manageable.
- Be open to, and encourage, new ideas.
- Consider "virtual volunteers" – those who can help from home.
- Consider the skill sets of different generations.
- Build a sense of camaraderie and teamwork. *Have fun!*

Understand the difference between recruiting volunteers and recruiting members.

Not all members want to volunteer, but everyone should be asked to support their child and their school by joining PTA. Appreciate whatever level of support people are willing to give.

Working together

Here are some tips on meeting the challenge of working effectively as a team when there are different personalities, leadership styles, experience levels, ages and understanding of 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
  - A feeling that members have not been respected
  - 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.

online Toolkit Check capta.org and *Toolkit* for information on team building, collaborating, etc.

online Toolkit More information can be found in the *Toolkit* online at capta.org and type "Conflict Management" or "Controversial Issues" into the search.

Tips for principals and PTAs

Principals describe a good PTA president

- Good organizer
- Has the welfare of children at heart and does not seek personal glory
- Works well with others and gives credit to others
- Friendly, tactful and intelligent
- Knows and upholds school policies
- Delegates responsibility
- Decisive, but not dictatorial
- Presides well.

PTA presidents describe a good principal

- Cares for and is concerned about children
- Cooperative, friendly, intelligent and has a sense of humor
- Knows and understands the work of PTA
- Well-trained in his or her field
- Inspires loyalty and confidence of staff, parents and students
- Willing to listen to parents
- Interested in the community
- Active in the PTA.

Steps to building an inclusive PTA

Gather information

- All groups in your community should be invited and encouraged to participate in the PTA, regardless of gender, race, national origin, religion, sexual orientation and special needs.
- Ask individuals and leaders from a wide range of groups about how you can cooperate with them, or ask them to serve as advisors (on your board, for a joint project, etc.).

Understand the issues

- Invite speakers to hold workshops about cultural, ethnic or religious issues for the PTA board, your membership, parents and students.
- Include current and emerging issues from all communities on your agenda and in your plans.

Build awareness

- Be responsive to the language needs of others; provide assistance as needed.
- Remove physical barriers that discourage participation by those with disabilities.

Make changes

- Plan meetings and activities that avoid conflicts with ethnic and religious holidays and observances or that make it difficult for working or single parents to attend.
- Work to understand and promote respect for the unique contributions of every person and family. Together they make your PTA an effective voice for all children.

Adapted from "Respecting Differences Resources Guide," National PTA

"I have yet to have a parent who has not put kids first…If there is ever a question or concern, it is nice to have our local council, district, state PTA and National PTA as a resource. As a principal, it is also very comforting to know that there is an accountability system in place for the finances. That definitely makes one less thing that I have to worry about. Thanks again for making our schools a better place for our kids!"

~ Rod Federwisch
Principal, Butterfield Ranch Elementary School, Chino Valley, San Bernardino County

Records retention schedule and destruction policy

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 articles of incorporation (for incorporated PTAs) should be readily accessible at all times.

Listed on the next page are items that should be reviewed on a periodic basis and kept in a safe place. Members of the executive board must properly dispose of records by shredding the document within 30 days of the expiration of the holding period.

To assist in this process, it is recommended that upon filing records, note on the outside of the box a "Destroy After" date.

online Toolkit More information can be found in the *Toolkit* online at capta.org and type "Record Retention Schedule" into the search.

Record retention and destruction list

PERMANENT STORAGE

All audit reports

Articles of Incorporation

Canceled checks for important transactions (e.g., taxes, contracts). Checks should be filed with papers pertaining to each transaction.

Corporation exemption documents (if incorporated) Reports filed with the Attorney General

Corporation reports filed with the Secretary of State

Legal correspondence

Insurance records:

- Accident reports
- Claims
- Employee Acknowledgment Forms
- Insurance Incident Reports
- Policies

Ledgers (bound)

Minutes of executive board and association (bound)

PTA Charter

Tax documents:

- Exempt status
- Group exemption letter assigning IRS (Employer Identification Number (EIN)
- State and federal tax forms, as filed

Correspondence with state or federal agencies

Trademark registrations

10 YEARS

Financial statements (year-end) and budgets

Grant award letters of agreement

7 YEARS

Bank statements that contain photocopies of canceled checks

Cash receipt records

Checks (other than those listed for permanent retention)

Expired contracts and leases

Invoices

List of board members and their contact information

Payment authorization and expense forms (receipts attached) for payments to vendors or reimbursement to officers

Purchase orders

Sales records

3 YEARS

General correspondence

Employee records (post-termination); employment applications

Membership lists, including names and full contact information

1 YEAR

Bank reconciliations

Certificates of insurance

Correspondence with vendors if non-contested

Duplicate deposit slips

Inventories of products and materials, updated yearly

Membership envelopes/forms for current membership

NOTE: Financial officers have a fiduciary responsibility to protect sensitive and confidential information. Copies of deposited checks should be shredded after the audit has been completed.

Spotlight on finance

Every PTA board member has a fiduciary responsibility/financial responsibility to:

- Protect the assets of the association – financial assets, volunteers, reputation
- Ensure compliance with federal and state laws, and policies and procedures of the association
- Ensure assets are used to meet the needs of children and PTA members
- Ensure the association remains transparent to all members
- Ensure that the association will continue.

Specific financial duties of the president

- Must sign all authorizations for payment (along with the secretary) and may sign checks as approved by the executive board or association.
- Upon election of officers, appoint a budget committee.
- Have all contracts and other legally binding documents approved by the executive board and the association before signing with another elected officer.
- Make sure all financial due dates are met so that the association remains in good standing with California State PTA.

Budget information

- The budget committee is appointed by the president and chaired by the treasurer (or appointed by the president-elect and chaired by the treasurer-elect if the budget is being developed for the new term in advance of taking office). The committee should include the financial officers, the principal or his/her representative, a teacher, the president-elect and others.
- Goals and programs must be identified before creating a budget. The budget is a guide outlining expected income and expenditures.
- Present proposed budget at the last association meeting of the year to get preliminary approval.
- Present proposed programs, fundraisers and budget at the first association meeting of the year to get association approval.

Adoption of the budget does not authorize the expenditure of money. Release of funds does not authorize expenditures. Plans must be presented to the executive board and authorized before expenditures are made. The association must still ratify all expenditures.

REMEMBER: **For every one fundraiser, there should be at least three non-fundraising projects/activities.**

PTAEZ™

PTAEZ™ Accounting Online is a web-based application that has been tailored to meet the needs of California PTAs. It's available exclusively to PTAs in California at a low annual subscription rate.

- Accessible from any Internet connection.
- Helps you to generate California PTA-specific reports.
- Strengthens financial controls and transparency.
- Allows you to collect memberships and sell online with your own webstore.
- Guides you to filing Form 990.

Learn more at ptaez.org

A financially healthy PTA

- Ensures that only current authorized check signers are on the bank signature card.
- Ensures checks are signed by two authorized check signers.
- Ensures blank checks are never signed.
- Only pays bills that have been authorized by the executive board or association.
- Ensures the budget is approved by the association prior to expending funds.
- Ensures financial reports are current and presented at every association and executive board meeting.
- Ensures all monies are counted by two PTA members, one of whom must be an officer or chairman, and that cash verification forms are signed by everyone who counts.
- Ensures the bank statements are sent to the school address.
- Assigns a non-check signer to review bank statements monthly to ensure there are no irregularities.
- Remits membership funds not belonging to the association monthly.
- Conducts at least two audits per year, in accordance with the bylaws, and presents them to the association for approval.
- Issues a receipt for any cash donation or transaction. A canceled check is considered a receipt.
- Remits California State PTA insurance premium and Workers' Compensation Form in accordance with council/district due dates.
- Files the appropriate IRS, state forms and an RRF-1 form annually by the 15th day of the fifth month following the fiscal year end.

If you receive a letter from the Internal Revenue Service (IRS), the state of California Franchise Tax Board (FTB) or the Attorney General (AG), please contact your PTA district or California State PTA right away and provide a copy of the communication. Please do not call the governmental entities that sent you the letters. They specifically have asked that all help requests start with California State PTA because we have formed working relationships with IRS, FTB and AG and can address your PTA-specific questions

online Toolkit **Refer to the California State PTA *Toolkit, Finance Pocket Pal* and California State PTA website for up-to-date information.**

Tax Filing Support Center
California State PTA
Tools and guidance to help your PTA meet federal and state nonprofit reporting requirements

Tax Filing Support Center for PTAs

With changes in government regulations, PTAs now need support filing taxes more than ever before. Through California State PTA's Tax Filing Support Center, you'll get the tools and guidance you need to help your PTA meet federal and state nonprofit reporting requirements.

The service is available exclusively to PTA leaders and includes:

- Direct assistance for local PTA leaders about what to file and how to file your tax information.
- Help resolving problems when your PTA receives a letter from governmental entities such as the IRS or State Franchise Tax Board.
- Answers to your questions regarding tax filings that are required for all PTAs.
- Guidance to avoid losing non-profit status.

Learn more online at capta.org.

A new resource from PTAEZ: Tax worksheets can be uploaded into PTAEZ to safeguard their storage.

Insurance information

High quality, group-rate insurance for all PTAs available at an exclusively low rate is one of the greatest advantages of being a PTA. It protects your association from risk, and saves hundreds of dollars annually.

PTA boards should review and familiarize themselves with insurance practices. You may also want to share the information with the school district in your area.

Please contact Knight Insurance Services, at (800) 733-3036 or email ptaca@KnightIns.net with questions regarding insurance coverage or activities and event. Some PTAs require additional bonding insurance, which can be purchased directly from Knight Insurance.

Knight Insurance has a special website for PTA members. Answers to frequently asked questions, application for increased bonding coverage and events planning pages from the *Insurance and Loss Prevention Guide* can be found at www.knightinsurance.net, or you may access the site directly through the California State PTA website link. The PTA members-only site may be accessed with the username "**ptausers**" and password "**member**."

The *Insurance and Loss Prevention Guide* is available online at www.knightinsurance.net, or through the California State PTA website, capta.org.

The guide is also updated each year and mailed to all PTA presidents each November.

Know your

RED YELLOW GREEN Lights!

RED Light – *prohibited activities/events*

YELLOW Light – *has conditions*

GREEN Light – *approved*

The policy is designed to cover allowable PTA events. Before planning any activities, it is critical that the red, yellow and green pages be reviewed. Certain activities and events are prohibited because they are excluded by the insurance policy or because they are dangerous or jeopardize the safety of our children and youth. If the PTA sponsors a RED page event and someone is injured because of PTA negligence, the individual PTA officers could be held personally liable.

Bylaws and Standing Rules make it easier to run your PTA

All PTAs chartered in California are governed by three key elements – bylaws, standing rules and procedures.

Bylaws define the primary characteristics of the association and how it will function. Unit, council and PTA district bylaws all contain shared characteristics: name, the Purposes of the association, how to become a member, officers required and their duties, meetings to be held, committees and how they function, parliamentary authority and amendment procedures. Bylaws cannot be suspended.

See the inside back cover, page 23, for a handy **Unit Bylaws Information Summary** ready to fill out for easy reference.

Bylaws should be reviewed every year and updated at least every three years.

Standing Rules provide details and policies for administering the business of the association. For example, the bylaws state that the executive board will meet monthly during the school year, and a standing rule provides details as to the day of the month for that meeting. A standing rule may not contain any directions or procedures contrary to any provision in the bylaws or the California State PTA *Toolkit*.

Procedures provide guidelines and instructions for handling specific functions of the association. All officers and committee chairmen should maintain procedure books that detail instructions for their particular positions, and the instructions should be updated annually. Procedures may be changed without membership approval, but they must not conflict with either bylaws or standing rules.

eBylaws is a free service that allows units to easily update bylaws online. Available at capta.org

Nominating Committees

Check your bylaws to determine in which month the nominating committee is elected for your unit. The committee must be selected at least two months prior to the election meeting. This should give the committee enough time to find a slate of officers and post the slate 28 days prior to the annual election.

online Toolkit See the *Toolkit* online at capta.org and type "Nominations and Elections" in the search.

Tip: Beginning the year by reviewing the bylaws – page by page – with your board will help everyone understand the PTA's responsibilities, individual roles, the due dates a PTA must keep and result in everyone being on the same page. Then make sure every board member has a copy.

Transition and succession

The smooth transition of outgoing and incoming board members and officers is of vital importance and can determine your PTA's leadership success for years to come. The transition process is the responsibility of both incoming and outgoing officers and board members. It gives closure to those leaving their positions and allows those coming in to be properly prepared. It also provides an opportunity for outgoing members to evaluate their work and efforts while giving suggestions to those new board members on what they wish they had done differently.

Transition in a nutshell

- Finish *your* term and complete *all* responsibilities. Then step away and let your successor lead.
- Invite president-elect to board meetings, council and district meetings as appropriate.
- Send new board contact information to your council or district.
- Plan to have all board members meet with their successors.
- Turn over *all* PTA materials in a timely manner.
- Meet with the president-elect and orient him/her to the unit PTA.
- Introduce him/her to school staff and principal.

Procedure books are the property of the position and not the person holding the position.

Contact your council PTA or district PTA if you don't receive materials from your predecessor, if you have any questions or are in need of any support.

What's in a procedure book?

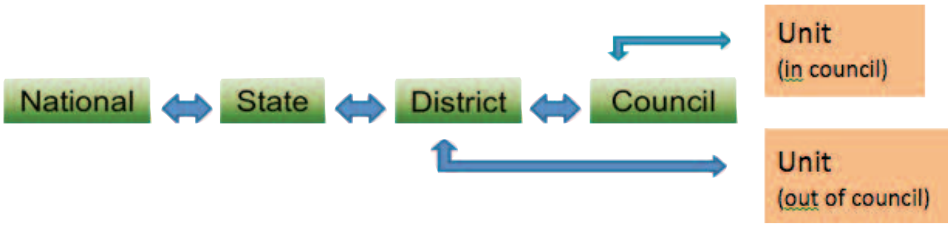
If you don't get a procedure book from your predecessor, start one that you can pass on at the end of your term.

- Minutes
- Agendas
- Rosters and contact information
- Publications and fliers
- *All* State and National PTA resources and publications, training manuals
- All reports (including committee) and financial reports (including tax filings, budgets, etc.)
- Bylaws
- Membership totals
- Calendar information
- CDs/handouts from convention and trainings
- *Insurance and Loss Prevention Guide*
- Programs and activities sponsored by the unit/council
- Job descriptions
- Council/District roster and contact info
- Correspondence received and sent during term
- Policy and procedure documents
- Mission statements and goals
- Information specific to positions to make successors' jobs easier.

Resources to get you started – and stay on track

District PTA 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

- **Website:** capta.org
- ***Toolkit:*** A comprehensive manual in English or Spanish available online at capta.org and in hard copy by request. This is the go-to guide for all things PTA.
- **Bylaws:** Each unit, council and district has its own bylaws that include due dates, job responsibilities, meeting requirements and quorums.
- **e-Bylaws:** Free online service that allows units to easily update bylaws online. Available at capta.org.
- **PTAEZ™ Accounting Online:** A web-based program that enables PTAs to manage their finances and prepare customized reports and tax forms – all online for a low annual subscription fee. Find out more at www.ptaez.com.
- **Tax filing:** There are new tax filing requirements for each unit, council and district. Please refer to capta.org, under "Tax Filing Support Center" for the latest information.
- **Insurance:** For information regarding insurance, go to the PTA insurance website at www.knightinsurance.net. User name – *ptausers*; password – *member*. If you have additional questions, call the insurance carrier at (800) 733-3036 or e-mail ptaca@knightIns.net.
- **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.
- **Materials, brochures and awards:** Many materials and brochures are available year-round online at capta.org and can be downloaded anytime. Order forms for select printed brochures and awards are also available in the *Toolkit*.

Leadership Essentials **is just for PTA leaders**. The e-newsletter includes timely information and reminders about issues, tasks and responsibilities of PTA leaders at any level. Plus, you'll find helpful tips and news to help strengthen your PTA and leadership skills. Be sure to sign up online at capta.org.

Resources for leaders: Whether you're looking for tools to build membership or tips to create welcoming environments, capta.org has a variety of resources just for leaders.

Electronic communication updates: From legislative alerts on specific areas of interested to convention details and training, California State PTA works to keep you up-to-date with the latest information, news and resources on the issues that matter most to parents and PTAs. As a PTA leader, you'll automatically receive our FREE monthly e-newsletters and updates to share with your members, parents, teachers and school communities. PTA members, officers and chairman may also sign up for various e-newsletters online at capta.org/join/join-our-mailing-list.

National PTA

Website: pta.org

Various mailings throughout the year are sent to PTA presidents, including:

- **Back To School Kit:** Request as soon as possible from National PTA
- ***Our Children***: National PTA magazine, also available by subscription.
- **Awards, programs and training:** Visit pta.org to access a variety of awards, programs and training opportunities to help your local PTA.

Unit Bylaws Information Summary

(Use your bylaws to fill in the blanks and create your own quick reference guide.)

Unit legal name (front cover and other places): _____

Organization date (front cover): _____ Date of last bylaws update (Art. XVI, end): _____

California ID # (Art. XIV, Sec. 1):_____ National ID # (Art. XIV, Sec. 2):_____

EIN (Art. XIV, Sec. 3): _____ Franchise Tax Board # (Art. XIV, Sec. 4):_____

Charitable Trust # (Art. XIV, Sec. 5):_____ *Corporation #, if incorporated* _____

Fiscal year (Art. XIV, Sec. 7): _____ to _____

Membership dues (Art. IV, Sec. 4): $ _____ Forward: $ _____

($2.25 National; $2.00 California; $_____ District; $_____ Council)

Date first remittance due to council/district for awards (Art. IV, Sec. 7):_____

Date first required remittance due to council/district (Art. IV, Sec. 8): _____

Officers (Art. V, Sec. 2): _____

Date officers assume duties (Art. V, Sec. 8): _____

Nominating Committee (Art. V, Sec. 3): Elected by association in (month) _____

Number of members: _____ Alternates _____ Month of annual election meeting: _____

Note: Nominating Committee report is due to the association 28 days prior to the election meeting.

Signature authority:

Authorizations for payment (Art. VI, Sec. 1.f & Sec. 4.d): Recording secretary and president

Checks (Art. VI, Sec. 6.g): President, treasurer, and _____

Contracts (Art. VI, Sec. 1.j): President and one other elected officer with approval from association

Audits (Art. VI, Sec. 8):	Midyear audit (months)	Year-End audit (months)	End of term audit, if required (months)
Auditor review	_____	_____	_____
Executive board review	_____	_____	_____
Presented to association for adoption	_____	_____	_____

Association meetings (Art. VII): Quorum: _____

Week and day of month (i.e., fourth Tuesday): _____

Months: _____

Executive board meetings (Art. VIII): Quorum: _____ Meets once per month during school year.

Week and day of month (i.e., fourth Tuesday): _____

Amount authorized for unbudgeted items between association meetings: $ _____

Council membership (Art. X): _____

Reports due to _____ **Council, if in Council, or** _____ **District:**

List of officers/chairmen (Art. VI, Sec. 1.e): _____

Adopted budget (Art. VI, Sec. 6.b): _____ PTA insurance report (Art. VI, Sec. 6.n): _____

Annual financial report (Art. VI, Sec. 6.o): _____

Audits, months of adoption (Art. VI, Sec. 8.b, c, *d*): _____, _____, _____

Government filings (taxes, employer/independent contractor, etc.) (Art. VI. Sec. 6.n) (month/day):

IRS 990 _____ FTB 199 _____ AG RRF-1 _____

Employer (DE88ALL, DE9, DE9C, 941)_____ Independent contractor (1099-MISC and DE-542) _____

California State PTA

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Calendar

July 1 – Term Begins
- Attend training opportunities and begin a back-to-school membership campaign
- Review bylaws and procedures
- Prepare audit
- Change bank signature cards
- Start promoting the Reflections Art Program. Set deadline dates

August
- Finalize dates, calendar, activities and programs
- Forward budget, term-end audits and Annual Financial Report to council/district
- Continue membership campaign

September
- Monthly membership dues to council/district
- Continue membership campaign

October
- Ready, Set … Remit! Award (30 members by 10/30)
- Continue membership campaign
- Red Ribbon Week
- Proposed Resolutions due
- Reflections entries due to councils
- Scholarship & Grant applications due 10/15
  Parent Education, Cultural Arts, Outreach, Healthy Lifestyles
  Continuing Education – Nurses, Teachers, Counselors, Volunteers

November
- Membership dues to district
- Reflections entries due to districts
- National Reflections Theme Search Entries due 11/1
- IRS Tax Form, California State Franchise Tax Board Form and Attorney General's Office RRF-1 Form deadline is 11/15
- Forward copies of all fillings to your council/district

December
- Membership – Last day minimum per capita can be received in state office for unit to remain in good standing
- Insurance premiums due in state office by 12/20

January
- Kick off mid-year membership campaign
- Workers' Compensation Annual Payroll Report due by 1/31

February
- Spotlight Award applications due on 2/1
- Graduating High School Senior Scholarship applications due on 2/1
- Founders Day is 2/17

March
- Begin ordering Honorary Service Awards (HSAs)

April/May
- California State PTA Annual Convention
- Teacher Appreciation Week

June
- Roster of officers – units, councils, districts due 6/1
- Freewill Offering Remittance due

Except as noted, these deadlines are in the state office. Be sure to check with your council and/or district PTA for their due dates.

SAVE THE DATES

California State PTA Annual Convention

April 28-30, 2017—San Jose
April 27-29, 2018—Ontario

RUNNING YOUR PTA … MADE EASY

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