Thirty-Third District P7/4

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Handbook for Unit Presidents



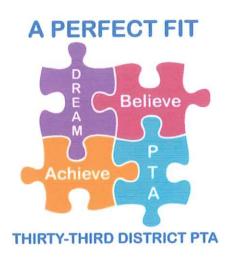
2019-2021

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Welcome to Thirty-Third District PTA



I want to warmly welcome you and thank you for taking on this very valuable leadership role. This *Handbook for Unit Presidents* may be used as a quick reference guide during your term of office. It is a tool that compliments the California State PTA Toolkit (now online) and your unit bylaws. All materials purchased with PTA funds or sent from the California State PTA and the National PTA belong to the PTA and should be passed along to you, the incoming president. Reference materials, file copies of agendas, minutes, financial statements, updated copies of bylaws and job descriptions should also be given to you.

You may receive emails and mailings from Thirty-Third District PTA, California State PTA and National PTA. Please open and read the material and be sure to distribute copies to the appropriate officers and chairmen in a timely manner.

During your term, you will have many opportunities to attend leadership development workshops, collect membership ideas and participate in advocacy programs. All unit presidents are expected to attend the California State PTA convention which provides additional leadership training as well as information on a vast number of topics.

Thank you and may our term together be a success!

Sincerely,

Cindy Ellenberg
President, 2019-2021
THIRTY-THIRD DISTRICT PTA

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SECTION I - YOU ARE THE UNIT PRESIDENT! BE A GOOD LEADER:

INVOLVE MEMBERS --- DELEGATE RESPONSIBILITIES

Tips for Being a Good Leader and Avoiding Burn-Out:

- Make members feel welcome; they are a vital part of the PTA.
- Make members feel needed; they are important to PTA's success.
- Give members a challenging and meaningful responsibility.
- Match personal skills with the job to be accomplished.
- Give guidelines, but let members do the work.
- Let them carry out their responsibilities.
- Give them support materials relating to their responsibilities.
- Share ideas, but don't dictate; be available for guidance.
- Give all members opportunity to express their viewpoints.
- Be positive reduce negative thinking.
- Thank members for their efforts.
- Give credit where credit is due and praise for a job well-done.
- Encourage members to move into other PTA positions and other levels of PTA.

IT IS THE DUTY AND RESPONSIBILITY OF UNIT PRESIDENTS TO:

- Preside at all meetings of the association and of the executive board.
- Serve as ex-officio (by virtue of the office) member of all committees, except the Nominating Committee, as indicated in the bylaws and standing rules.
- Appoint the parliamentarian and chairmen of standing committees, with ratification of the executive board, as outlined in the bylaws and standing rules.
- Sign all authorized requests for payment, with the recording secretary, for the issuance of checks.
- Sign all contracts, with one other elected officer, after the action is approved by the executive board and approved/ratified by the association.
- Complete a facility use permit for all association meetings, executive board meetings, and other PTA activities on campus; have it approved and filed at the school district.
- Attend all council and district meetings including workshops and conferences.
 Inform and encourage members to attend the Thirty-Third District PTA's association meetings which include but are not limited to: Fall Association and Officers Training Meeting, Annual Meeting, and Spring Awards and Association Meeting.
- Be a delegate to the annual California State PTA Convention and give a report at the first association meeting following the event.
- Maintain a procedure book and keep a current file of pertinent information. The book should include board and association meeting agendas and minutes of previous meetings, a current copy of the bylaws, financial reports, and a timeline of events and activities. It would also be helpful to maintain a USB flash drive which contains all important files.
- Notify all newly-elected officers of installation dates, workshops, California State PTA Convention, and the official date they take office as noted in the bylaws. The president-elect chooses the installing officer if there is an installation, unless otherwise noted in the unit standing rules.
- The president-elect shall call a meeting of the officers-elect before the new term begins to discuss goal setting, to make appointments to open positions, and to fill vacancies. All appointments must be ratified at the first official meeting of the year.
- Items of business at the first association meeting of the year are to include: program, calendar, budget approval, and ratification of chairmen and committees.

The president will:

- Put the goals of the organization above personal goals.
- Know and follow at all times PTA policies, bylaws, standing rules, and parliamentary procedure and follow them at all times.

- Ensure that at least one student shall be a member of the executive board and be included in decision-making if the unit is a PTSA.
- Consult with school principal on all matters relating to the school.
- Have all printed materials (i.e. newsletters, flyers, or notices) cleared with the school principal before printing.
- Invite teachers to participate as active members, and chairmen.
- Encourage and coordinate the work of the officers and chairmen, advise or give suggestions when necessary and distribute all materials from National PTA, California State PTA,-Thirty-Third District PTA, and Council immediately after reviewing.
- Contact council president and/or Thirty-Third District PTA for assistance with unit conflict matters. Protocol is for the unit president to contact the council president first.
- Establish a time to receive phone calls, answer phone messages promptly, and keep business calls brief. Check email daily, responding in a timely manner. Take care when responding to issues in an email, keeping in mind that emails are easily distributed.

PTA - PRINCIPAL RELATIONSHIPS

In order for the school and the PTA to operate as members of a team, good working relations between both groups must be established and continued.

The school principal plays a vital role as the administrator in building healthy relationships with parents and teachers.

After you have been elected president, contact the principal and set up a time to meet. At this meeting discuss what you have in mind for programs and fundraisers for the coming year and ask the principal for help in carrying out these plans. At the same time discuss any ideas that the principal might have as to how the PTA can better serve the parents and students of the school.

Please note: Principals have many duties and their time is at a premium. When you need to meet, call to set up an appointment. Do not just drop in. Most principals are used to making decisions, so when you meet, be prepared with an agenda, the subject of the meeting, what help your PTA needs, and what cooperation you expect from the principal. If you are unsure or hesitant, the principal may feel that you want him or her to decide for you.

WHAT IS THE SCHOOL PRINCIPAL'S ROLE?

According to PTA presidents, they appreciate principals who:

Believe in and support the PTA.

- Attend meetings of the executive board as well as the association meetings.
- Cooperate with the PTA in the use of school facilities.
- Make the PTA feel welcome and an important part of the school.
- Encourage cooperation between the PTA and the school working toward joint goals.
- Keep PTA informed about school programs, problems, and needs.
- Are knowledgeable regarding PTA policies and procedures, and encouraging of PTA leaders to carry them out.
- Help with program planning and cooperate in money-raising projects.
- Offer leadership and guidance, but do not dominate the PTA.
- Encourage teachers to join the PTA, to help with program planning, to participate in PTA activities, to attend PTA meetings, to socialize with parents, and to stress the importance of sending PTA notices home with the students.
- Help to promote parent attendance at meetings and activities.
- Relate to parents in an open, friendly way.

WHAT IS THE PTA PRESIDENT'S ROLE?

According to school principals, they appreciate PTA presidents who:

- Plan with and work through the principal, not around him or her.
- Always include the principal (or representative) in meetings.
- Plan a calendar in advance, outlining types of meetings and projects and when they will take place.
- Understand the school's policies and procedures.
- Interpret the school to the community.
- Show thoughtfulness in pre-planning PTA activities.
- Secure a balance between organizational matters and student-oriented activities.
- Respond to requests for help.
- Respect the roles and responsibilities of others.
- Help foster good home-school relationships.
- Provide opportunities for more parent participation in PTA programs and activities.
- Encourage teacher participation in PTA planning.
- Emphasize the usefulness of reports that highlight accomplishments and provide suggestions for future work.
- Make certain that when a job is to be done, the plans are clear and those involved understand what is entailed. Give credit and praise when and where it is due.

SECTION II—PARLIAMENTARY PROCEDURE

PARLIAMENTARY POINTERS FOR PRESIDENTS

Parliamentary procedure is an orderly set of rules for conducting meetings of organized groups and includes the following principles:

- Justice and courtesy to all.
- Rights of the minority.
- Rule of the majority.
- Partiality to none (one member one vote).
- Consideration of one subject at a time.

At meetings, the chairman should recognize the privilege of each individual to agree or disagree with the views stated by the speaker. The speaker is stating an opinion and is not asking for a conclusion from the audience, so interruptions are inappropriate. Honest differences of opinion may be discussed at the close of the meeting.

Board members with a good background in parliamentary procedure can aid the president with helpful motions at the opportune time.

While people other than PTA members may be present at the meeting, only members whose dues have been paid in full at least thirty days before the date of the meeting may make motions, debate, or vote.

To place an item of business or announcement on the Executive Board or association meeting agenda, the president must receive written notice at least 24 hours before the meeting.

New items of business or announcements brought to association meetings that have never been considered by the executive board should be referred to a committee or the executive board for study.

Any material that is not PTA related must be reviewed and approved by the executive board prior to the meeting before being distributed at an association meeting.

BYLAWS

BYLAWS ARE LEGAL DOCUMENTS which may be subpoenaed by a court of law. Bylaws are there for your protection. Read them carefully and understand what they say. Make sure that your board members have a copy of the current bylaws. PTA bylaws state that Robert's Rules of Order are to be followed. However, PTA bylaws are the final authority of PTA and take precedence over Robert's Rules of Order. We encourage you to purchase copies of Robert's Rules of Order, Newly Revised in Brief, for you and your parliamentarian.

STANDING RULES

The standing rules outline procedures of the PTA which are not included in the bylaws and which are not in conflict with the bylaws. They are procedural as opposed to parliamentary, and may be amended at any time by a 2/3 vote without previous notice or by majority vote, if appropriate notice has been given.

TO AMEND BYLAWS

- The president appoints a Bylaws Committee which should be chaired by the parliamentarian.
- The parliamentarian provides the committee with copies of the current set of bylaws to work from.
- The committee meets and decides on its recommendations. The committee then presents its recommendations to the executive board for approval.
- Once approved, the revisions are made and the submission procedures to your council parliamentarian (or district PTA if you are out-of-council) are followed.
 The required two-page coversheet, the required Thirty-Third District PTA standing rules (both available on the district website), and the required processing fee must accompany the proposed revised bylaws.
- Council will review and submit to the district parliamentarian who will review and submit to the state parliamentarian. The bylaws will be returned back to the unit through channels.
- Upon return to the unit, the new bylaws shall be presented to the association (with 30-days written notice) for adoption by a 2/3 vote. The several copies of the bylaws and signature pages are dated and signed by the recording secretary and the unit president. Two copies of the signed and dated signature page are then returned to council (one for council and one for district). The recording secretary retains a complete original signed and dated copy of the bylaws for the permanent record.
- Copies of the signed and dated bylaws are then made for board members to be passed on with the procedure book until the next bylaws revision.

SECTION III—CONFLICT MANAGEMENT

Responding to Challenges

Understand the PTA structure, especially channels of communication and representation at state convention.

Be well informed about PTA positions on issues affecting children, youth, and families. PTA positions are developed to promote the well-being and best interests of all children, youth, and families.

Provide information to your membership about PTA positions via your newsletter, website, and at PTA meetings. Contact your PTA council president for assistance.

When faced with a challenge, first seek assistance from your council president.

Controversial Issues in PTA Meetings

Occasionally controversial issues will be brought up and disruptions may occur at PTA meetings. An informed and alert PTA executive board can guard against disruptions. A sense of fair play will help handle most situations.

The president, executive vice president, first vice president, and parliamentarian should possess a good working knowledge of parliamentary procedure and how to apply it effectively.

The president presides during the program presentation as well as during the business meeting with support from the parliamentarian and other executive board members.

Conducting business fairly in PTA meetings

PTA has bylaws, policies, and procedures under which it operates. While PTA respects the rights of individuals, it also has a responsibility to conduct business in a fair and dignified manner.

When dealing with difficult interruptions, allow the "interrupter" to make the statement, listening carefully to see where the subject might fit into the topic under discussion. If the point made is irrelevant or not directly related to the motion on the floor, the chairman should point out that fact. Be courteous in dealing with the interruption. In spite of apparent negative reaction from the audience, the person speaking may have a valid point or a suggestion worth investigating.

RESOLVING CONFLICT QUICK TIPS

Resolving conflict is a process.

Parties must be engaged in and drive the process.

Do not be discouraged if process is slow

May need to start over if no progress, but do not rehash—always move forward.

Do	Do Not				
Be committed to the resolution process	Interrogate—let parties tell story				
Set ground rules	"Solve" the problem for the parties				
Be neutral	Criticize the parties				
Be patient	Give unwanted advice/suggestions				
Listen objectively	Reassure—negates neutrality				
Put aside your opinions/assumptions	Become part of "us vs. them"				
Employ active listening-restate what you hear- "What I'm hearing is"	Show bias through body language- "actions speak louder than words"				
Follow these six (6) steps to resolve conflict	Be insensitive to				
 Parties tell you the situation Brainstorm solutions Parties agree to 3-5 best solutions Parties develop action plan/timeline Parties carry out action plan immediately 	 Different PTA knowledge levels Cultural differences Language differences Parties' lack of trust Differing values—why in PTA 				
Choose criteria for assessing success of plan- parties decide	Hidden reasons for conflict- "peel away the onion" Well-box 1000 One first New 2 Peel Things				

2010 California State PTA Convention

Workshop #209 - Conflict: Not a Bad Thing

Legal Requirements Concerning Disturbances on School Property

The State of California Education Code specifies types of disturbances which must not be tolerated on school property. Use of school facilities by outside groups is governed by Part 23, "School Facilities, "Chapter 6, Article 2, "Use of School Property" (shall be known and may be cited as the Civic Center Act), Sections 40040-40048 of the Education Code. PTA use of school facilities comes under the Civic Center Act (Education Code Sections 40040-40048).

In addition, boards of education have developed rules for community use of buildings, grounds, and equipment. It is advisable to be familiar with the rules in effect at the local schools.

SECTION IV—TOOLS YOU WILL NEED

MATERIALS A PTA UNIT PRESIDENT SHOULD RECEIVE

From the outgoing president:

- Procedure book and/or USB flash drives
- Unit bylaws
- Insurance and Loss Prevention Guide

From Thirty-Third District PTA:

Handbook for Unit Presidents

From California State PTA:

- California State PTA Toolkit (online; hardcopy available to order)
- Special mailings, including the California State PTA newsletter

PROCEDURE BOOKS

A PROCEDURE BOOK IS NOT PERSONAL PROPERTY

PTA leaders need guidance due to regular changes in leadership and volunteer personnel. Each officer and chairman must have a procedure book to ensure continuity and progress. The procedure book, together with all material belonging to the office or chairmanship, should be delivered promptly to one's successor in addition to any electronic forms of documents (USB flash drives).

A procedure book should contain all materials that will be needed to carry out the work of the office or chairmanship plus any additional information which a new volunteer would find helpful. It is recommended that the procedure book be a loose-leaf binder, large enough to hold 8½ " x 11" paper. The president may need an additional loose-leaf binder for the printouts of frequently consulted sections from the *California State PTA Toolkit* and additional support materials available online.

A procedure book should contain:

- · Job description included in California State PTA Toolkit for specific position
- · Bylaws and standing rules
- Agendas and minutes
- Finance section with:
 - o budgets
 - o auditor's reports
 - o financial reports
 - o governmental filings
- Program/calendar of events
- Reports:
 - o from current and previous officers and chairmen
 - o information from conferences, workshops, and correspondence
- Directory or roster

SECTION V—RUNNING YOUR UNIT

Types of Meetings

It helps to know the formal names and descriptions of the different types of meetings you are likely to encounter in PTA.

The Executive Board Meeting is when all officers of the association, the chairmen of standing committees, the teacher representative, and the principal of the school or a representative appointed by the principal (or as stated in your bylaws) meet to transact necessary and detailed business between meetings of the association. The board is responsible for accepting and studying recommendations to be presented to the membership at an association meeting for approval, creating committees as needed to assist in the work of the organization, and recognizing that all action taken must be approved or ratified by the association at the next meeting. The executive board is not empowered to make final decisions unless specified in the bylaws.

The association meeting is when all members may make any motions for action and/or vote on action taken, such as adopting bylaws, adopting the budget, and calendar for the year, and approving all monies spent by the organization. There is an annual election association meeting at which the membership elects officers as per the bylaws.

Committee meetings are held on a regular basis by the members appointed by the president subject to ratification by the executive board. Examples of these are the membership committee and the hospitality committee. The president may also appoint special committees to address specific concerns or issues. Special committees serve until their assignments are completed.

The association bylaws specify:

- The frequency of executive board and association meetings
- How and when special meetings may be called
- What constitutes a quorum for each type of meeting

Please note that each meeting body is responsible for fulfilling its own specific functions and approving its own minutes. It is also responsible for all actions taken. Since each meeting body has its own purposes, meetings should not be combined, minutes for each meeting body are to be taken separately and bound separately for the permanent record. Executive Board meetings are held to conduct the business of the executive board and are only attended by members of that board. However, guests may be invited to bring specific information. Guests do not participate in discussions or voting and should leave the meeting after their information is relayed. Allowing non-board members to attend detracts from the privacy of executive board members to speak freely when detailed or confidential matters must be discussed.

ALL ABOUT COMMITTEES

Committees are formed to plan, promote, and implement the activities of the unit. Members are appointed or elected, according to the bylaws. Committees may not make final decisions; they make recommendations to the executive board.

The number of committees needed will depend upon the size of the membership and the programs and activities planned for the year.

The president appoints committees subject to the ratification of the executive board, except the **Nominating Committee**, **which is elected by the membership at an association meeting**. The Nominating Committee chairman is elected by the committee at its first meeting.

The president is an ex officio member of all committees except the Nominating Committee and should be notified of all meetings.

Committees should be representative of the membership and include students at the secondary level, if possible. The quorum for a committee is a simple majority of the members serving on that committee.

- Standing committees perform a specific function throughout the year, subject to the directives of the membership, and have a definite purpose. Your bylaw's standing rules should outline which committees are standing committees.
- Special committees are appointed or elected for a specific purpose and cease to exist when their final report is accepted.

Standing committees essential to a PTA may include:

- Budget and Finance Chaired by the budget and finance officer or chairman (if
 there is one) and otherwise chaired by the treasurer. The committee may include
 all current and incoming financial officers as appropriate. The purpose of the
 committee is to prepare the budget for the year (with the help of the outgoing
 treasurer) and to make recommendations for changes and/or adjustments to the
 adopted budget during the course of the year.
- Communications Chaired by the communications chairman. Responsibilities
 to be shared by the committee may include producing a newsletter, generating
 regular e-bulletins, managing the PTA website, or sending PTA material for the
 school website. This committee may also be responsible for producing the
 parent directory.
- **Fundraising** Chaired by the fundraising chairman or another officer with the responsibility for organizing fundraising activities. The function of this committee is to bring funds into the unit to support the activities and programs decided upon by the membership of the unit.
- Hospitality Chaired by the hospitality chairman or officer. The hospitality committee helps to create a sense of belonging that invites members to become

- involved in PTA activities. This person and/or member(s) of her/his committee will be responsible for arranging refreshments, when needed.
- Membership Chaired by the membership officer or chairman. This committee should meet before school starts to determine the membership theme, prepare any membership promotional materials, and decide what membership awards or rewards will be needed.
- Program Chaired by the program chairman or officer. The committee plans
 association meeting programs and cooperates with other chairmen to plan the
 total "PTA Program," which includes parent education, study groups, special
 events, projects, and other activities. The program(s) for the year must be
 adopted by the membership at an association meeting.
- Room Representative Chaired by the room representative coordinator or chairman. The committee is made up of representatives from each classroom or grade level in the school. The committee should meet at the beginning of the school year for orientation and instruction, including school rules and policies, tips for helping to promote hospitality, and suggestions for contacting and interacting with parents.

Special committees may include:

- **Bylaws** Chaired by the parliamentarian. The committee reviews the bylaws and standing rules and makes recommendations for any proposed changes.
- Nominating The Nominating Committee is elected to nominate qualified individuals to a slate of officers for the forthcoming term. The chairman is elected by the committee at the first meeting. This committee retires after the election of officers. The president is never a member of the Nominating Committee. No one shall serve two (2) consecutive years on the Nominating Committee.
- Founders Day Chaired by the Founders Day chairman. The program officer or chairman should also serve on this committee. The committee plans a program to honor our founders and arranges for a Founders Day collection.
- Honorary Service Awards Chaired by the HSA chairman. It is the
 responsibility of this committee to meet and gather information to select a person
 or persons who the committee feels are worthy of being honored. It is
 recommended that an HSA nominating form be sent to PTA membership
 including all teachers, students, and administrative staff for input.
- Legislation Action PTA legislative advocacy chairs are responsible for demonstrating leadership on children's issues at the local level by educating PTA members, community members, and elected officials about PTA's issues of concern and legislative priorities and goals.

Committee descriptions and job responsibilities may be set out in the unit's standing rules.

AGENDA

An agenda is an outline or roadmap to guide the business of a meeting. A presiding president may want to write everything out in detail in a working agenda. The sample agenda below is a guide only and should be adapted to meet your needs.

The agenda must be distributed ten (10) days in advance to the members of the body which is to meet.

SAMPLE AGENDA

(Date of Meeting) (Meeting Location/Time)

- **1. Call to Order on time.** The president raps the gavel once.
- **2. Opening Ceremonies:** The Pledge of Allegiance (introduce the person who will lead the pledge and/or give the inspirational message).
- **3. Reading and Approval of Minutes:** The secretary will present the minutes (copies available). No motion is needed to approve. Ask for corrections. "The minutes will stand approved as read." Or "The minutes will stand approved as corrected."
- **4. Treasurer's Report:** No motion is needed for adoption of the report. Following the presentation of the Treasurer's Report, the president asks if there are questions. If there are none, "the report will be filed for audit". If needed, there should be a motion to release funds for specific programs or expenses. Second needed. Call for discussion. Follow steps for a motion.
- **5. Financial Secretary's Report (Ratification of Paid Bills):** The financial secretary or treasurer should read the check number of disbursements made between meetings, the total amount, and move that the paid bills be ratified. Second needed. Call for discussion. Follow steps for a motion.

6. Presentation of Bills:

Since the approval of the budget does not authorize the expenditure of funds, bills must be presented by the financial secretary or treasurer in the form of a motion, 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.

7. Audit Report (reported semi-annually) – Action Items:
A motion is needed for adoption of this report. Follow steps for a motion.

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

8. Reading of Communications

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

9. (For Association Meetings) Recommendations of the Executive Board – Action Items:

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

A second is not required when a motion comes from the board. Discussion. Vote.

10. Reports of Committees (Officers and chairmen, including the principal, faculty representatives, and student representatives on the secondary level) Bylaws Committee, Library Committee – Action Item, Convention Committee, Fundraising Committee – Action Item President calls for the report of the committee. The person making the report moves the adoption of any recommendations. Second. Discussion. Vote.

11. Program (optional)

The president introduces the chairman to present the program.

12. 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.)

13. 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.

14. Adjournment

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

(For a more detailed meeting agenda with verbal prompts, please refer to the CAPTA Tool Kit - HTTP://TOOLKIT.CAPTA.ORG/RUNNING-YOUR-PTA/MEETINGS/SAMPLE-AGENDA/)

MINUTES

The minutes are a legal document of the organization. They must contain business brought before the membership, reports, motions, and actions taken. The minutes must be approved by the members (if an association meeting) or by the executive board (if board minutes). The president, as an ex-officio member of all committees (except the Nominating Committee), will receive a copy of all minutes. These should be received **before** the next meeting of the group.

Sample PTA/PTSA Minutes

(Source: Thirty-Third District PTA Spring Training 2017 handout)

[Instructional comments are italicized in brackets.]

 The president's agenda should always have the Call to order, the Adoption of the Agenda, and the Approval of the Minutes at the beginning of the meeting. After that, the agenda order will depend upon what the president sets. Because financial matters require a vote, the Financial Reports are sometimes scheduled mid-meeting to be certain of having a quorum.

SELENA SLOAN BUTLER MIDDLE SCHOOL PTSA ASSOCIATION MEETING

February 26, 2013

Present: [All names from the sign-in sheet are listed in alphabetical order by last name.]

Excused absences: [Names were provided by the president and listed in alphabetical order.];

Call to Order: The meeting was called to order at 7:04 p.m. in the school library, President Lily Marlene presiding. [If the recording secretary is absent, the president appoints a secretary pro tem at this point in the meeting. Similarly, if the parliamentarian is absent, the president appoints a parliamentarian pro tem at this point in the meeting.]

Adoption of the Agenda: The agenda was adopted as presented. OR The following changes were made to the agenda order: [List the changes.] The agenda was adopted as corrected. [Note that no motion is needed; the president merely states that the agenda was adopted as presented or as corrected.]

Approval of Minutes: The minutes of January 24, 2013 were approved as presented. OR There were two corrections to the minutes of January 24, 2013: [the corrections are spelled out clearly.] The minutes were approved as corrected.

Financial Reports:

Financial Secretary's Report—Georgia O'Keefe: Georgia made one deposit, all spirit wear, for a total of \$2,650.00. [Some units have a financial secretary; if your unit doesn't, this information is presented by the treasurer.]

Treasurer's Report—Andy Warhol: The opening balance on January 27, 2013 was \$2,672.65; the total income was \$2,650.00; the total expenditures were \$501.31; the ending balance on February 24, 2013 was \$4,821.34. The report was filed for audit. [Note that no motion is needed for the report itself. The president needs to say that the report is filed for audit.]

There must be a motion to ratify all the bills paid by checks since the previous association meeting. The treasurer makes this motion using the following wording.

MOTION: ANDY WARHOL MOVED TO RATIFY BILLS PAID BY CHECKS #3245-3249 INCLUSIVE, DATED FEBRUARY 26, 2013, FOR A TOTAL OF \$501.31. THE MOTION WAS SECONDED AND ADOPTED.

If the treasurer wants to write checks at the end of the meeting, there needs to be a motion to approve payment of specific items.

MOTION: ANDY WARHOL MOVED TO APPROVE THE FOLLOWING BILLS WITH CHECKS DATED MARCH 2, 2013: CHECK # 3250 TO ANDY WARHOL IN THE AMOUNT OF \$45.67 FOR PHOTOCOPYING EXPENSES AND CHECK # 3251 IN THE AMOUNT OF \$37.50 TO FRIEDA KAHLO, THE REFLECTIONS CHAIR, FOR CERTIFICATE EXPENSES, FOR A TOTAL OF \$83.17. THE MOTION WAS SECONDED AND ADOPTED.

Similarly, if a budget item was not sufficient, a motion would be needed to increase the amount available to the treasurer. This type of motion could be made by the treasurer, if s/he knew in advance, or by someone else. In the example below, the treasurer makes the motion, but the Yellow Ribbon Committee chairman could have made the motion instead.

MOTION: ANDY WARHOL MOVED TO CHANGE THE RED RIBBON WEEK EXPENSE BUDGET FROM \$150.00 TO \$130.00 AND TO CHANGE THE YELLOW RIBBON WEEK EXPENSE BUDGET FROM \$150.00 TO \$170.00. THE MOTION WAS SECONDED AND ADOPTED. Before the vote, Andy explained that the YRW chairman forgot to include the shipping cost for pencils; the money left over from RRW last fall will cover the shortage. [The brief explanation is useful to include in the minutes.]

Auditor's Report—Anna Pavlova: Anna read the following statement: "I have examined the financial records of the treasurer of Selena Sloan Butler Middle School PTSA and find them substantially correct. Audit completed February 15, 2013."

MOTION: ANNA PAVLOVA MOVED TO ADOPT THE AUDIT FOR THE PERIOD JULY 1-DECEMBER 31 2012, COMPLETED ON FEBRUARY 12, 2013. THE MOTION WAS SECONDED AND ADOPTED.

The Auditor's Report will be filed for audit.

[Agenda items the president might include are: Principal's Report, Program Presentation, Faculty Representative Report, President's Report, Vice Presidents' reports, Officers' Reports, Committee Reports. The agenda might list each Vice President separately, or have all Vice Presidents' reports as a category, with each Vice President as a sub-group, and all Chairmen Reports as a category, with Standing

Thirty-Third District PTA Handbook for Unit Presidents

Committees first and special committees following. You can format it with indents or using bold, to make the sections easy to follow.]

Unfinished Business: [Note: There is never old business.]

New Business:

Announcements:

Adjournment: The meeting was adjourned at 8:34 p.m.

Sebastian Coe Recording Secretary

BASIC FINANCES FOR PTA PRESIDENTS AND OFFICERS

As PTA president you should be knowledgeable about the state of the unit's finances. You may want to share this section with your board so that everyone is comfortable and familiar with basic financial terms and procedures.

Audits

All PTA financial records **must** be audited twice **a year at a minimum** and performed by an audit committee of at least two officers and signed by two members of the committee, one of whom being the auditor. **All audits must be approved/adopted by the executive board and then by the membership at an association meeting.** All PTA financial records must *also be audited* whenever there is a change of check signers (this may be one of the required audits if the timing works out). Typically, an audit is performed from the beginning of the executive board's term (July 1) through calendar year end (December 31); the second audit covers the period from January 1 through the end of the fiscal year (June 30). The audits are for the protection of the members' money and the officers who are taking over the positions. Your bylaws will specify in what months the audits are to take place. The procedures for an audit are clearly outlined in the *California State PTA Toolkit*.

Annual Financial Reports

An annual financial report from each unit and council is required by Thirty-Third District PTA. The due date is determined by Thirty-Third District PTA. The numbers reported on the report will be useful in filling out the income tax forms and will determine which tax form to use.

Budgets

The budget is prepared by a committee appointed by the incoming president and chaired by the incoming treasurer. The committee may include both incoming and outgoing officers as appropriate. It can meet any time after the election of officers to prepare a budget based on the previous year's income and expenditures and the current year's proposed activities. The budget, as approved by the incoming executive board, must be presented at the first association meeting of the year for the membership's approval. The motion must be recorded in the minutes.

In preparing the budget, include California State PTA insurance, California State PTA Convention, and other district and council functions that your delegates may be expected to attend. All budget items should be in keeping with the PTA purposes which include child welfare and parent education. Expenditures for school equipment, teaching tools, and other items normally contained within a school district budget should not be a part of your PTA budget.

The budget is only a guideline of how your association expects to make and spend money for the coming year. **Approving a budget does not authorize the expenditure of funds.** The association must vote to release each budget category, and each bill must still be approved by the membership at an association meeting and recorded in the minutes. Do not make long range plans that will encumber a future PTA board.

Personal Gifts:

PTA funds should not be used to purchase personal gifts, equipment for staff lounges and lunchrooms or for furnishings for principals' offices. Personal gifts include gift cards and gifts for baby showers, Secretary's Day, bereavements, weddings, or birthdays. If the membership determines that such items are necessary, the individual members can make personal donations to purchase the designated items. These donations should not be commingled with PTA funds. [California State PTA Toolkit –July 2017, F 29]

Commingling of Funds

Do not place any money that does not belong to your PTA into a PTA bank account! This is called "commingling of funds" and is against PTA financial procedures. The IRS considers **all** funds in your PTA account to be PTA funds and you are accountable for their use and for reporting them on any tax forms. This would include any "pass-through" money for field trips or classroom/grade celebrations.

Contracts

All contracts must be approved by the executive board and then approved/ratified by the membership at an association meeting and recorded in the minutes **before** they are **signed by two elected officers, one of whom must be the president.** Read every contract very carefully before you sign it. Do not sign a contract with blank spaces and be sure you know the total cost or how the cost will be calculated (in writing) before you sign.

It is recommended that you "...clearly identify that it is the PTA entering into the contract and not the president and other elected officer as individuals. The signatures on a written contract should read, "ABC PTA by Jane Smith, President and (name), officer." [California State PTA Toolkit –July 2017, F8]

A copy of the contract should be provided to the recording secretary for the permanent record of the Executive Board meeting minutes; a copy of the signed and dated copy of the contract should be provided to the recording secretary for the permanent record of the association meeting minutes.

Due Dates/Deadlines

Please adhere to the due dates and deadlines set by your council, Thirty-Third District PTA, and California State PTA. It makes life much easier for all concerned!

EIN Number

This is the Employer Identification Number which is issued by the IRS for reporting purposes (similar to your Social Security Number). Check for it in your bylaws.

Entity Number/FTB Number

This is the number assigned by the Franchise Tax Board (the California tax authority) to be used on all correspondence. It should be listed in your bylaws.

Charitable Trust Number

This is the number assigned by the California State Attorney General to 501(c)(3) groups. All PTA units and councils are required to have this number which should be

listed in your bylaws. The Charitable Trust must be renewed annually using Form RRF-1 (the Annual Registration Renewal Fee Report).

Corporation Number

If this is applicable, it will be included in your bylaws.

Financial Records

The treasurer's ledger, financial secretary's ledger (if there is a financial secretary), and the recording secretary's minutes are permanent records and MUST be kept as long as the PTA is active. These are the legal records of your PTA. Any other financial records (bank statements, check stubs, warrants, etc.) must be kept for seven years, including the current year.

If, for any reason, the PTA is disbanded, all records must be given to Thirty-Third District PTA to file. Any funds left in the PTA account will be held in trust by Thirty-Third District PTA until a final appropriate distribution is determined as per the bylaws.

Fiscal Year

The fiscal year is the financial accounting period used by IRS and Thirty-Third District PTA. For all units, councils, and district, the fiscal year runs from July 1 to June 30.

Fundraising

The membership at an association meeting **must** approve any and all events and the approval must be recorded in the minutes. Limit your fundraising activities to the needs of your unit adhering to the 3-to-1 Rule guidelines. On-going, year-round fund raising is hard on the unit's officers and membership and **may open the unit to Unrelated Business Income Tax**.

Gifts to Schools

If PTAs, after completion of their programs of student assistance and parent education for the year, have excess funds, then, upon a vote of the membership at an association meeting, a gift may be given to the school. The motion to make the gift must be recorded in the minutes and a Fiduciary Agreement must be completed (see the *California State PTA Toolkit*). Check with your principal for any restrictions that may apply and for the procedure to follow to gift an item.

Insurance/Workers' Compensation Annual Payroll Report

The State PTA-mandated insurance premium and the Workers' Compensation Annual Payroll Report are due in December. The insurance amounts are announced in the fall and may be paid immediately. Late fees will be imposed by California State PTA and your charter may be pulled by them if the insurance premium is not paid on time.

A Workers' Compensation Annual Payroll Report must be completed by every unit PTA even if your PTA doesn't employ anyone. Consult the California State PTA Toolkit for guidelines when filling out the forms to ensure accurate reporting.

Legal Address

The school address is the legal address of your PTA. Bank mailings, including bank statements, must be mailed to the school address. In all cases, **mail should be**

addressed to the PTA and is not to be opened by the school or the school district personnel.

Payment of Bills

Fill out a "Payment Authorization Form/Request for Reimbursement Form," attach original receipts or invoice, have it signed by the president and secretary.

Authorization of bill payments can be obtained from the membership in two ways:

- Permission to pay: This is done prior to payment being made. Usually, a bill is
 presented for payment and the membership votes to pay the bill; or, in
 anticipation of an upcoming cost, you might get permission to pay the bill when it
 comes in.
- Ratification of payment already made: This is done by the membership after it has been necessary to pay a bill between association meetings. All payments (even those authorized in advanced) shall be ratified, but there is a limit to unbudgeted amounts (the limit for unbudgeted amounts is set in your bylaws).

Pre-Signing Checks

Never sign a blank check! Any check signed must have the name of the payee and the reason for payment written in ink on the check.

Reports

All written reports should be given to the recording secretary to become a part of the permanent record. The president should also receive a copy of all written reports. Written financial reports may be presented orally or posted at the meeting and filed for audit after any discussion.

- Fundraising should report on the cost and profit of any fundraising.
- o The membership chairman should report on the total membership to date.
- o The financial secretary will report on all income for this period.
- The keeper of the budget or the treasurer must report on all checks written since the previous meeting and request that their payment be ratified. Also, the keeper of the budget or the treasurer must present all current bills due and payable and ask for permission to pay them.
- The treasurer must state the balance on hand as of the last reporting period, the total receipts, the total disbursements, and the balance on hand for the end of the reporting period. The reporting period can run from meeting to meeting or from the first and end of the month. Additionally, the unit president must turn in a copy of the unit's Treasurer's Report and the minutes to the council president each month.
- The auditor reports if an audit has been conducted either in accordance with the bylaws or because of a financial officer leaving.

Signatures

All PTA bank accounts require **two** signatures on all checks. The signers, not related by blood or marriage, nor residing at the same address, must be elected officers as listed in your unit bylaws and the president or treasurer must be at least one of the signers on each check. It is recommended to have three check signers. Your bylaws will outline who should be a signer.

Tax Returns and Other Important Papers

Mail all tax filings by certified mail, return receipt requested, or file the e-postcard, if appropriate, in a timely manner and keep evidence of acceptance on file. ALL COPIES OF TAX FILINGS MUST BE FORWARDED TO COUNCIL PTA (OUT OF COUNCIL UNITS FORWARD TO THIRTY-THIRD DISTRICT PTA).

DO NOT ignore any correspondence you might receive from the bank, the IRS or the State of California Franchise Tax Board. In this instance, the unit PTA should contact the Thirty-Third District PTA treasurer directly and without delay BEFORE taking any action at all on the correspondence.

A unit in good standing is one that adheres to the purposes and basic policies of the PTA; remits per capita dues for district, California State, and National PTA; remits insurance premiums; is composed of not less than fifteen (15) members of whom at least three (3) shall serve in the offices of president, secretary, and treasurer; files all required state and federal tax returns and other governmental forms; and is conducting business in accordance with the bylaws. Failure to do any of these things will result in the charter of the unit being pulled by the California State PTA, the unit's bank account being closed, and notification to the IRS, FTB, and the PTA insurance company. At the very least, participation in programs like Reflections are immediately jeopardized.

For further information please consult:

- The bylaws of your PTA association
- California State PTA Toolkit

RECORDS RETENTION SCHEDULE

CONSULT THE CALIFORNIA STATE PTA TOOLKIT FOR THE CURRENT RETENTION SCHEDULE (THE REQUIREMENTS CHANGE FREQUENTLY).

THE LEGAL DOCUMENTS OF YOUR PTA

California Corporate Code and the California State PTA require each PTA to have:

Charter:

Issued by the California State PTA at the time the PTA was organized. If your PTA cannot locate its charter, the charter can be replaced for a fee of \$2.00 from the California State PTA office.

Minutes:

These are the permanent legal record of all business and financial reports of PTA meetings. The minutes are kept by the secretary and filed at the end of the PTA year along with a current copy of the PTA bylaws.

Bylaws:

They are the rules of your organization, as approved and signed by the California State PTA parliamentarian and voted upon by your members. Bylaws should be reviewed annually and updated every five years.

Books of Account:

All financial records should be kept for seven years, which includes the current year. Ledger books are kept permanently.

All nonprofit organizations are required by California State law to have these documents and to produce them upon request.

SECTION VI—COMMUNICATIONS PUBLICATION GUIDELINES

Purposes of PTA publications:

- Encourage involvement with the child in the home and in the school.
- Inform every family in the school of the goals and accomplishments of the unit.
- Encourage attendance at PTA meetings and parent involvement in PTA projects and activities.
- Foster cooperation with the school to keep parents informed about school functions.
- Inform the community about PTA activities and school functions.

Guidelines for PTA publications:

- Adhere to PTA noncommercial, nonpartisan, and nonsectarian policies.
- PTAs are encouraged to communicate with PTA members and the school community. Each unit must determine what publication will best meet the needs and budget of its members and community.
- Publications may include a website, newsletters, e-newsletters, and email.
- All material is to be cleared with the PTA president and school principal before printing. The principal is responsible for the accuracy of school information and compliance with the State Education Code and school district policy.
- The PTA president is responsible for the accuracy of PTA information and compliance with PTA policies.
- Never present material critical of any individual or group as this may very well expose the PTA to a libel suit.
- The bylaws, minutes, and treasurer's reports may not be published or posted on the website. You may compose and publish or post a summary of actions taken from the PTA association meeting. See the California State PTA Toolkit for a sample summary of minutes.
- Do not publish, without written permission, personal information about students or adults. This includes: photographs of students or adults (with or without first or full names); home addresses or telephone numbers of students or adults; email addresses of students or adults; and students or adults class schedules (e.g. art work by John I., 3rd grade).

PTA PROGRAM/DIRECTORY

Your PTA's program/directory is a very important link with your membership and school community. It includes valuable information that will be helpful throughout the school year.

This directory can be as simple as one sheet of paper - a tri-fold or quarter-fold. It can include the following information: the name and type of unit (elementary, middle or high, PTA or PTSA), the PTA emblem or seal, the name of your council, the Purposes of PTA, the date, time and place of PTA meetings, a list of officers and chairmen, the school address, and theme for the year.

The program/directory also may be done in a booklet form and include more information such as a school calendar, school rules, a map of the school with classroom directories, a list of teachers and administrators, school district information, PTA membership form, and any other information to assist parents and family members. This should be put together in collaboration with the school administration.

The program/directory **shall not include** any advertising. Consult the *California State PTA Toolkit* for the guidelines on Sponsorships versus Endorsements.

The program/directory must include a disclaimer such as the following:

The directory has been compiled for the sole use and convenience of the (name of school) staff and PTA. All names, addresses. and phone numbers are for PTA use only. **Please guard against its unauthorized use by others.**

FLYERS AND BROCHURES

Flyers are a good way to publicize upcoming events and brochures can tell prospective members about the PTA. When creating either, remember that less is more. Keep the text short and straightforward, and keep the design clean and simple.

Select graphics for both carefully. When designing a print publication, reduce clutter as much as possible. Do not feel that you need to fill the page. The most compelling graphic that can be added is "white space." It adds both interest and readability - and your readers will thank you for it!

If you are using a flyer to publicize an event, be sure to include:

- Header with the name of the PTA sponsored event.
- · Name and address of the location.
- · Host, co-sponsors, and important attendees.
- Brief description of the purpose of the event.
- Phone number or e-mail address to RSVP.
- Date of the event.

WEBSITE

Website Design

- When designing a website, remember that less is more. Think strategically about the
 content and design of the site. The most important step in site development is
 navigational design and planning. How you structure your site will determine whether
 users can access the information that they need.
- Plan for maintenance. If you have funds allocated for your website, do not spend your entire budget on the initial development.
- Every page should have a purpose. The quality of each page is determined by how well it serves its purpose.
- Determine if the website will be hosted through a county office of education, your school district, or paid for by your PTA. Obtain bids from at least three service providers.

Website Construction

Whether the website construction will be done commercially or by a volunteer:

- Forward your edited copy (preferably on computer disk) by the expected date.
- Make a sample hard copy so your instructions are clear.
- Keep a duplicate disk back-up of the copy submitted.
- Beta test before the pages are posted publicly.

Important Factors to Consider in Designing, Constructing, and Maintaining a Website

- Links to California State PTA and National PTA website information are typically more cost and time effective than repeating the same material.
- There are important IRS stipulations when linking from your PTA website to a fundraising website. Consult the *California State PTA Toolkit* on Sponsorship versus Endorsement particularly the portion on e-commerce.
- It is recommended that you never post any name, photograph, home phone number, or private email address on a website.
- PTA minutes, bylaws and financial materials are never posted on the website.

EMAIL

Consider obtaining a PTA unit email address. User names might include the PTA unit president, secretary, publication editor, and a vice president. Establish a policy on whether or how email addresses are passed from one officer to the next.

One volunteer could forward messages to other officers or school staff. A service used in this manner can avoid the publication of PTA officers and chairmen's private email addresses, phone numbers, and home addresses.

In order to keep personal email addresses private, these volunteers would need to remember to initiate email replies from the PTA email address.

Follow California State PTA guidelines on social media. Check the website frequently as this is a dynamic area.

SECTION VII--ADVOCACY

"The necessity for securing adequate legislation was apparent from the start." While studying how to best raise their own children, the association's founders discovered that other children had serious unmet needs. "They saw sickly children, insufficiently clad children, hungry children. And something had to be done about it." (Excerpted from *History of the California Congress of Parent and Teachers, Inc., 1900-1944*, edited by M.H. Strong.)

Today, PTA advocacy is needed more than ever.

Decisions that affect our children, youth, and families are made every day by local, state, and national policy makers. In a democratic society, every citizen has the right and the responsibility to participate in shaping those decisions. These advocacy tools have been developed to assist you in your efforts to influence policy makers at the local, state, and national levels.

As the oldest and largest advocacy organization in California, PTA is uniquely qualified to influence policy makers. By working collaboratively on issues, PTAs in California and throughout the nation can form a powerful force in securing adequate laws and public policy that is best for the care and protection of children and youth.

MAKING A DIFFERENCE ON THE UNIT LEVEL

- Appoint a unit legislation chairman and committee to address local, state, and national issues as needed.
- 2. Attend Thirty-Third District PTA Legislation Conference.
- 3. Participate in Sacramento Safari and encourage others to attend.
- 4. Join the California State PTA legislation team's monthly conference call (currently the 4th Monday of the month). Check capta.org for more information.
- 5. Keep PTA members informed of legislation activities via reports, newsletter articles, email. etc.
- 6. Attend the California State PTA Legislation Conference.

BASIC POLITICAL POLICIES

The basic IRS rule is that any political intervention at all is prohibited under the Internal Revenue Code (IRC) Section 501(c)(3). Non-profits get and keep their tax exemption only if they do not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office. If a charitable organization engages in a political campaign activity, it becomes classified as an action organization and may be disqualified for tax-exempt status.

Both the IRS and other federal agencies take the prohibition against intervening in partisan political campaigns very seriously. Violation of it can lead to retroactive revocation of the organization's 501(c)(3) status (temporarily or permanently) with the organization becoming liable for any resultant taxes. Additional penalties include a 10 percent fine on any political expenditures and a 25 percent tax levied against the managers approving such expenditures. There are times when conforming conduct to federal tax law while exercising First Amendment rights is not easy. For PTAs, federal tax laws concerning political activities should take precedence.

Following are some activities permitted and some prohibited by 501(c)(3) nonprofit organizations. Even the permitted activities should be undertaken only with extreme caution. The IRS takes this very seriously and says it has "zero tolerance" for political activity on the part of section 501(c)(3) organizations.

VOTER REGISTRATION AND "GET OUT THE VOTE" DRIVES

A 501(c)(3) nonprofit can run nonpartisan voter registration or "get out the vote" drives. To be nonpartisan, such efforts:

- must be designed solely to educate the public about the importance of voting.
- must not show any bias for or against any candidate or party.

The PTA can encourage people to participate by mentioning key issues in the election as long as its presentation of the issues does not take advantage of any differences between the candidates' positions on the issues. The PTA must present enough relevant facts to permit the public to form its own opinion or conclusion concerning the candidates.

SPONSORING DEBATES OR CANDIDATES' NIGHTS

IRS rules approve a public forum sponsored by a 501(c)(3) nonprofit in which:

- · all qualified candidates were invited;
- questions were prepared by an independent panel;
- topics covered a broad range of issues;
- all candidates had an equal chance to present their views; and
- the moderator acted in an unbiased manner.

Under FEC (Federal Election Commission) rules, which the IRS is likely to follow, at least two candidates must participate to qualify the debate as nonpartisan.

ISSUING CANDIDATE QUESTIONNAIRES OR VOTER GUIDES

A PTA may not advance its own agenda by presenting one candidate more favorably than another. The only legal way to pay for or distribute materials about the positions of candidates is if the purpose is to impartially educate voters.

According to the IRS, a nonprofit organization is allowed to:

- give candidates a questionnaire that solicits brief statements of each candidate's position on a wide range of issues
- select the issues solely on the basis of their importance and interest to the electorate as a whole
- publish all responses in a voter's guide generally made available to the public, and have the content and structure of both the questionnaire and voter's guide show no bias or preference regarding any candidate's views

Doing any of the following can place a PTA at risk:

- not printing a candidate's answers completely
- paraphrasing a candidate's answers
- getting the candidate's views from anywhere other than the questionnaire
- summarizing a candidate's position on issues

ADVOCACY OF CANDIDATES

The IRS prohibits 501(c)(3) organizations from engaging in either expressed or implied advocacy of particular candidates.

Expressed advocacy exists when a statement or publication clearly advocates the election or defeat of a clearly identified candidate. Implied advocacy exists when a communication about what type of candidate to vote for or against is made such as "remember, vote conservative."

PTAs are allowed to work to get their positions on issues included in political party platforms. While nonprofit organizations are free to publicize their issues, they are not allowed to directly solicit candidates to support such issues.

While the IRS says it will allow 501(c)(3) organizations to deal with social or economic issues during election years, such nonprofit organizations are not allowed to engage in political intention by using "code words" (e.g., conservative, liberal, anti-gun) in communications that are timed to help or harm the election chances of any candidate.

CHALLENGES TO PTA POSITION STATEMENTS ON ISSUES

California State PTA position statements on issues are developed within a framework consisting of state convention resolutions, and the California State PTA legislation platform. At annual statewide conventions, unit, council, and district delegates adopt these framework components. From time to time, after careful and thorough study, the California State PTA Board of Managers adopts position statements that are developed within this same framework.

The individual PTA member may not agree with every position taken, but the position statements are binding upon each constituent body – the units, councils, and districts. If a constituent body is in disagreement with a position, it may use established procedures to communicate the extent of and reasons for disagreement to the California State PTA Board of Managers. Such communications are given serious, respectful consideration. If, after careful review, the position remains in place, and the constituent body is still in disagreement, the body is not obligated to promote that position, but may not take any public action against it.

SECTION VIII—MONTH-BY-MONTH PRESIDENT'S CALENDAR

What to Do Prior to Taking Office

— Bec	ome fam	iliar with	the	unit b	vlaws	and	standing	rules.
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- Attend California State PTA Convention as a unit delegate.
- Work with the current unit president to become familiar with the duties of the presidency and review procedures.
- Meet with the board-elect to ratify appointment of officers, chairmen and committee members and to set goals for the coming year.
- Submit a complete list of unit officers to your council PTA before May 1. Send a list of select chairmen (legislative representative, membership and Reflections Program) as soon as possible.
- Develop a proposed budget with the budget committee.
- Meet with the principal to discuss plans and goals and to define PTA's role in the school's parent involvement policy.
- Develop a calendar and set programs with officers and program committee.
- Work with the membership committee to plan the fall membership "kick-off" for the unit.
- Encourage board-elect members to attend the Spring Officers Training workshops provided by Thirty-Third District PTA and workshops provided by California State PTA at its annual convention.

July - August

- · Set goals!
- Be sure officers and chairmen have received procedure books from predecessors. If anyone has not received a book, help him/her make one.
- Be sure that a new signature card has been signed at the bank (see bylaws) along with a copy of the minutes of the election meeting. Make sure that the correct required bank protocol is followed.
- Be sure that your PTA council has the name, address, and account number of the unit's bank.
- Ensure that the year-end unit audit is being performed by the outgoing auditor.
- Ensure that the Annual Financial Report and governmental filings (taxes and RRF-1) are performed by the outgoing treasurer.
- Review and ensure observation of all financial deadlines (your council financial team may issue a separate calendar).
- Work with committees in charge of activities scheduled before school opens, such as student registration and welcome for teachers, new students, and parents.
- Be sure that the executive board fills any vacant offices as per the bylaws and ratifies additional chairmen and committee members.
- Work with the membership chair or VP to implement the membership campaign early by reviewing procedures in the California State PTA Toolkit and obtaining membership cards and envelopes as directed by council PTA. Make certain that membership enrollment activities are approved by the principal and do not interfere with school activities.
- In consultation with the treasurer and Budget Committee, finalize the budget for the year to be adopted by the membership at the first association meeting.
- In conjunction with the principal, prepare a master calendar that includes executive board and association meetings, and council and Thirty-Third District PTA events and association meetings.
- Complete a facility use permit for all association meetings, executive board meetings, and all other PTA activities on campus; have it approved and filed at the school district.
- Encourage and assist all officers and chairmen in developing and maintaining procedure books.
- Encourage officers to attend the California PTA regional training in Southern California, usually in September.

September

- At the beginning of the school year, initiate membership enrollment with the membership chairman; remember that membership is a year-round process.
- Check on the progress of your PTA/school Program Directory and if possible add a membership application to this document. Remind the directory chairman of the due dates.
- Remind the treasurer to send monthly, to council, the treasurer's report and the per capita portion of dues for council, Thirty-Third District PTA, State, and National PTA.
- Meet with the room representative coordinator and principal to plan an orientation meeting for room representatives and/or grade level representatives.
- Encourage your board members to attend the Thirty-Third District PTA Fall Association Meeting and Officers Training in October.
- Attend the council PTA meeting. Prior to the meeting, be sure to check with your board about any items to hand-deliver (including remit forms and checks).
- Continue to work with officers and chairmen regarding plans for the year.
 Encourage attendance at Thirty-Third District PTA trainings and events.
- Contact your principal about the Presidents and Administrators Conference in November.
- Prepare a meeting agenda and distribute at least ten (10) days in advance of the meeting. Provide copies of the agenda for members present at the executive board meeting. (This should be done for all meetings during the year.)
- In consultation with the parliamentarian, appoint a committee to review and/or revise the bylaws. If your unit has only one association meeting in the fall, review unit procedures for election of Nominating Committee with the parliamentarian.
- Check in with your financial team about membership remits, insurance premiums, Workers compensation forms, audits, and governmental filings, etc.
- Prepare for the first association meeting. Check with program and hospitality chairmen about all arrangements, meeting notices, publicity, and parent contacts. Remind the historian to have volunteer hour tally sheets at all meetings. The agenda should include adoption of the budget, calendar, programs (including fundraisers), audit, and Annual Financial Report as well as ratification of all appointed officers and chairmen. Your agenda should also include election of the Nominating Committee if your association will not meet again in the fall. Be sure to recruit volunteers for all events at the first association meeting.
- Determine who will send association meeting minutes to council (you, your recording secretary, your treasurer).
- Collect Conflict/Whistleblower Forms (found in the California State PTA Toolkit) from all executive board members. Completed forms are kept by the treasurer.
- Review bylaws regarding your council assessment.

- Review bylaws regarding voting delegates to council meetings.
- Forward any proposed resolutions for the California State PTA Convention in time for council or Thirty-Third District PTA action.

October

- Re-contact your principal about the Presidents and Administrators Conference in November.
- Attend the council PTA meeting. Prior to the meeting, be sure to check with your board about any items to hand-deliver (including remit forms and checks).
- Make sure that the Reflections program is on track.
- Attend Fall Association Meeting and Officers Training (the first district association meeting of the year).
- Check with membership and the treasurer that monthly remits to council are being made.
- With the parliamentarian, review unit procedures for election of Nominating Committee.

November

- Appoint an Honorary Service Award Committee to select recipient(s) for award(s).
- Attend the Presidents and Administrators Conference.
- Attend the council PTA meeting. Prior to the meeting, be sure to check with your board about any items to hand-deliver (including remit forms and checks).
- Be sure that the unit Nominating Committee is elected at the November or December association meeting (as per your bylaws).
- Work with the program committee to complete plans for a Founders Day celebration.
- Promote Sacramento Safari.
- Make sure that the Reflections submission to council PTA is on schedule. Out of council units adhere to the Thirty-Third District PTA deadline.
- Check with membership and the treasurer that monthly remits to council are being made.
- Make sure that the directory is ready to be submitted to council PTA by the due date.
- All taxes and renewal of the Charitable Trust must be filed on or before November 15 or an extension MUST be filed.

December

- Attend the council PTA meeting. Prior to the meeting, be sure to check with your board about any items to hand-deliver (including remit forms and checks).
- Continue to monitor Sacramento Safari application progress.
- Disseminate California State Convention information as it comes along.
- Make sure that your insurance premium is paid and reaches council before the council deadline. Out of council units adhere to the Thirty-Third District PTA deadline.
- Make sure that your Workers' Compensation Annual Payroll Report is completed and reaches council before the council deadline. Out of council units adhere to the Thirty-Third District PTA deadline.

January

- At an association meeting conduct the election of the Nominating Committee if not already formed.
- Attend the council PTA meeting. Prior to the meeting, be sure to check with your board about any items to hand-deliver (including remit forms and checks).
- · Review and/or revise association goals.
- Have the financial officer(s) prepare a budget update for the association.
- Make sure that the auditor and treasurer are cooperating for the mid-year audit.
- Promote California State PTA Convention.
- Confirm that the Nominating Committee has made its nominations for the next year's board and that those nominations are announced 30 days prior to your election. Refer to your bylaws for the specific timeframes. Follow up in February if need be.
- Encourage board attendance at Thirty-Third District PTA Annual Meeting in February (this is the second district association meeting of the year).
- Promote the district's Diversity & Inclusion Conference in early March.
- Review bylaws for guidance on sending unit delegates to the council annual election meeting.

February

- Attend the Thirty-Third District PTA Annual Meeting.
- Attend the council PTA meeting. Prior to the meeting, be sure to check with your board about any items to hand-deliver (including remit forms and checks).
- Promote California State PTA Convention for training and inspiration.
- Determine who will be attending Convention and who will be voting delegates, if the number of attendees is greater than the number of allocated votes.
- Conduct election of delegates to the California State PTA Convention prior to convention. The total number of delegates is determined by unit membership (consult the Thirty-Third District PTA Convention Handbook). Per your bylaws, the president-elect is entitled to be one of the unit's delegates.
- Prepare for early registration for the California State PTA Convention online or by mail.
- Remind the treasurer to remit the Founders Day freewill offering promptly to council. (Out-of-council units remit directly to Thirty-Third District PTA).
- Promote the district's Diversity & Inclusion Conference in early March.
- Promote attendance at Spring Awards and Association Meeting in April (the district's third association meeting of the year).

March

- Promote California State PTA Convention for training and inspiration. Ensure that reservations are made.
- Attend the Thirty-Third District PTA Reflections Recognition & Reception Tea.
 Support your students who will be honored.
- Attend the district's Diversity & Inclusion Conference.
- All per capita membership dues must reach council before the council deadline.
 Out of council units adhere to the Thirty-Third District PTA deadline.
- Conduct election of new officers at the annual association election meeting as specified in your bylaws.
- Immediately following the election, send names, addresses, emails, and phone numbers of new officers to council (or Thirty-Third District PTA if out of council).
- Work with the historian to compile the Annual Historian Report and ensure that this report reaches council before council's deadline. Out of council units adhere to the Thirty-Third District PTA deadline.
- Share materials and information with the president-elect immediately following the election.
- Attend the council PTA meeting. Prior to the meeting, be sure to check with your

- board about any items to hand-deliver (including remit forms and checks).
- Promote attendance at Spring Awards and Association Meeting in April (the district's third association meeting of the year).
- Work with your historian to create an exhibit board to be shown and possibly judged at the Spring Awards and Association Meeting in April.

April

- Continue president's responsibilities until new officers assume office.
- Encourage cooperation and sharing of materials between outgoing and incoming board members.
- Invite incoming president to attend meetings of council or Thirty-Third District PTA and meetings of community groups.
- Be available to answer questions about the responsibilities of various officers and chairmen.
- Attend the Council PTA meeting. Prior to the meeting, be sure to check with your board about any items to hand-deliver (including remit forms and checks).
- Promote the Thirty-Third District PTA Spring Officers Training and any council leadership training workshops available to your unit.
- Send names, addresses, emails and phone numbers of new officers to council (or Thirty-Third District PTA if out of council), if not done already.
- Attend the Thirty-Third District PTA Spring Awards and Association Meeting.
 Ensure that your unit's exhibit board is brought to the meeting by the specified hour for display and possible judging.
- Attend the Convention Orientation meeting.
- Notify all newly elected officers of installation dates, workshops, California State PTA Convention, and the official date they take office as noted in the bylaws. The president-elect chooses the installing officer if there is an installation.
- Remind the president-elect to appoint a Budget Committee with the incoming treasurer to be chairman.

May

- Work with the president-elect to plan the installation, if there is to be one.
- If money is to be spent over the summer and before the first association meeting
 of the year, approve a proposed budget at the last association meeting of the
 year (May or June). After the proposed budget is approved, at the same
 meeting, a motion may be made authorizing the executive board to pay
 necessary summer bills and, if desired, a separate motion is made to appoint a

- committee to read the minutes of the last association meeting of the year and report at the next association meeting.
- At the last association meeting (May or June), make sure that the necessary
 motions are made concerning removing and adding signers to the bank
 accounts. A copy of this set of minutes will be needed by the new signers.
- Promote the Thirty-Third District PTA Spring Officer Training (usually in early June) and council leadership training workshops. Be sure to promote to both the incoming and outgoing boards as well as any interested potential committee chairmen.
- Attend the council PTA meeting. Prior to the meeting, be sure to check with your board about any items to hand-deliver (including remit forms and checks).
- The president-elect shall call a meeting of the officers-elect before the new term begins to discuss goal setting, to make appointments to open positions, and to fill vacancies. All business is to be ratified at the first official meeting. Items of business are to include: program, calendar, budget approval, and ratification of chairmen and committees.

June

- Attend the council PTA meeting. Prior to the meeting, be sure to check with your board about any items to hand-deliver (including remit forms and checks).
- Attend Thirty-Third District PTA Spring Officers Training.
- At the last association meeting (May or June), make sure that the necessary
 motions are made concerning removing and adding signers to the bank
 accounts. A copy of this set of minutes will be needed by the new signers.
- Complete a procedure book and USB flash drive and give it to the new president.
 Check with other executive board members to be sure their procedure books are up-to-date and give them to the new president.
- See that outstanding bills have been paid, committee reports have been filed, projects have been completed and financial books are scheduled for audit. Be certain that any correspondence, including thank you notes and acknowledgments, have been sent.
- Ensure that the outgoing treasurer knows to complete the PTA's Annual Financial Report and the governmental filings (taxes and RRF-1).

July

- Ensure that the outgoing auditor knows to perform the end of fiscal year audit.
- When your term as president is complete, stay involved, but not in charge!