



*everychild.one voice.*

**MARYLAND PTA**  
**COUNCIL HANDBOOK**

January, 2017

This document is meant to supplement existing National PTA information, Maryland PTA bylaws, policies and procedures, job descriptions and procedures, program materials, state and national resolutions and various other resources which may apply specifically to councils. It is not meant to replace these documents.

One of the keys to leadership is knowledge about the association you are leading. This handbook contains information that will help make your job as a leader much easier. It is imperative that the information contained in this handbook is shared with the council board of directors and includes information specific to certain officers and general information for the entire board of directors.

## **INTRODUCTION FOR COUNCIL PRESIDENTS:**

Your role as President is critical to the success of your council. Your leadership, vision and enthusiasm can make a significant difference in PTA success at a level much larger than the local unit. While local units focus their efforts on local needs and individual schools and understandably are less concerned with overall community, state and national issues, your council can draw from these local units to address issues and problems larger in scope.

If one would define a mission statement for councils it might well be "Provide inspiration, information, instruction and customer service for its PTA units and the community in which they serve."

You as council President are in a unique position to inspire and challenge your local units to vision and action beyond their immediate interests.

You and your council are at the center of a communications network consisting of Maryland PTA, National PTA, local units, school board, district superintendent, administration, parents, children, grandparents, businesses and community members. Through council programs, meetings and publications you can instruct, challenge and influence these groups to action promoting the welfare of children and youth.

By accepting the role as council President you accept the responsibility to perform to the best of your abilities. By realizing the scope of your potential influence you are taking the first step to success as council President.

When a council President leaves office, the Council President Handbook should be given to the incoming President.

Keep what is best for the welfare of all children and youth in mind and you will be a success. Good Luck!

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## MISSION

The overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

We accomplish our mission by:

- Supporting and speaking on behalf of children and youth in the schools, community and before government bodies and other organizations that make decisions affecting children;
- Assisting parents in developing the skills they need to raise their children;
- Encouraging parents and community involvement in the public schools of this nation.

### National PTA Values:

- **Collaboration:** We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.
- **Commitment:** We are dedicated to children's educational success, health and well being through strong family and community engagement, remaining accountable to the principles upon which our association was founded.
- **Diversity:** We acknowledge the potential of everyone without regard, including but not limited to; age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation and work experience.
- **Respect:** We value the individual contributions of members, employees, volunteers and partners as we work collaboratively to achieve our association's goals.
- **Accountability:** All members, employees, volunteers and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

## **HISTORY**

Founded February 17, 1897 as the National Congress of Mothers by Alice McLellan Birney and Phoebe Apperson Hearst when women did not have the right to vote and social activism was not popular.

In 1911 Selena Sloan Butler founded the National Congress of Colored Parents and Teachers.

In 1970 both groups merged to form National PTA in an effort to serve ALL children.

PTA is the oldest and largest child advocacy association in America. Today's PTA is comprised of more than 4 million parents, teachers, grandparents, caregivers, foster parents and other caring adults who share a commitment to improving education, health and safety of all children; Speaking with one voice for every child.

Today the issues that affect our children extend beyond their individual schools. The PTA's nationwide network provides parents with the forum and tools to collectively influence the decisions that affect children not only at their schools but throughout their districts within their states and across the nation. This mission is unique to PTA.

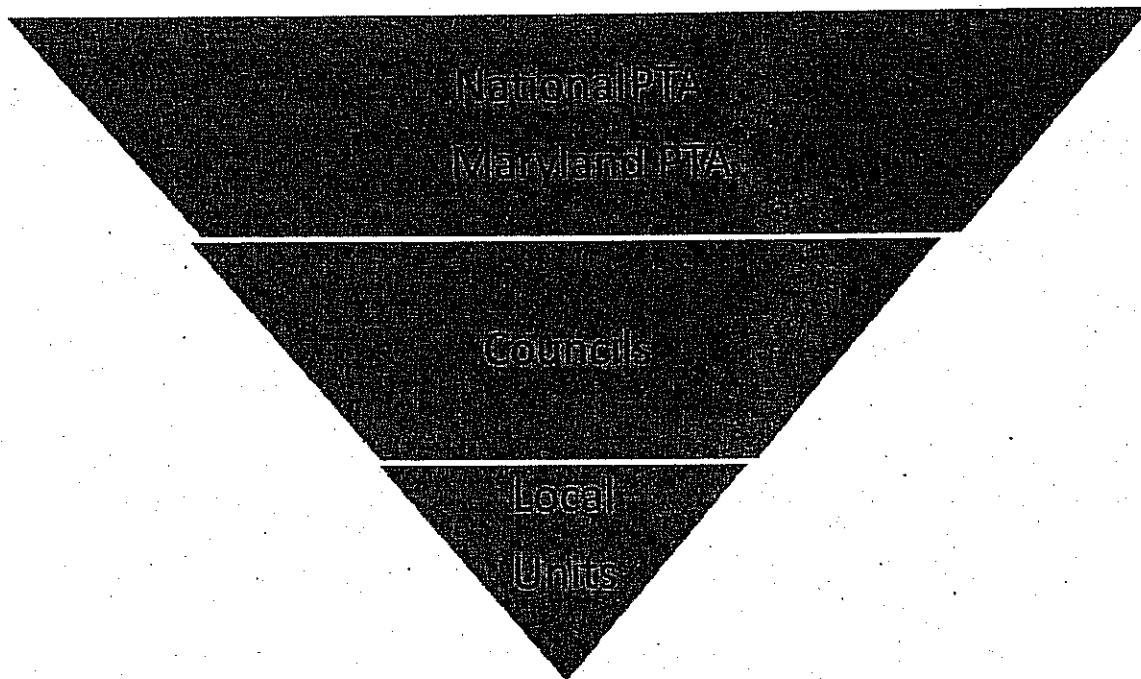
Many of the benefits our children receive today such as universal kindergarten, the National School Lunch Program and the juvenile justice system were accomplished as a result of the PTA mission.

### **What PTA Offers:**

PTA families and members have access to the following:

- National programs and resources
- E-Newsletters, PTA.org, Our Children magazine and a Back to school Kit
- Leadership development through webinars and e-learning courses
- Millions of dollars in grants to help build capacity and skills
- Prestigious National awards
- Cost savings from national retailers and other PTA partners
- Invitations to PTA conventions as well as our conferences for emerging minority leaders, male mentors and advocates
- Support services and staff to help establish and manage your PTA









## **NATIONAL PTA**

National PTA is the first link in a chain to local units. It has a three pronged governance structure.

Its officers are the President, President Elect and Secretary/ Treasurer. The National Congress of States (NCS) is comprised of representatives from the fifty five (55) which may not be the state president. The NCS meets annually to assist with the strategic plan and organizational policy and also identify emerging issues, policies and legislative trends. The Board of Directors consists of the elected officers, sixteen (16) member representatives, six (6) at large members and two (2) youth members. The Board meets four (4) times a year and their purpose is to manage the affairs of the National PTA.

## **MARYLAND PTA**

The Maryland Congress of Parents and Teachers Inc. or Maryland PTA is a branch of the National PTA. It exists for the purpose of accomplishing at the state level the purposes of the National PTA in accordance with its policies.

Maryland PTA is governed by its Board of Directors. The Board of Directors meets four (4) times a year; before and after the MDPTA convention, fall and winter. The members of the Board of Directors are seven state officers ( executive committee), designated council representatives or named alternates, standing committee chairs and two (2) student members.

The Executive Committee acts in emergencies and shall transact all business referred to it by the Board of Directors. Its members are the President, President Elect, Secretary, Treasurer, VP for Leadership, VP for Advocacy, VP for Councils, Bylaws Chair and Policy and Procedures Chair.

## **LOCAL UNITS**

Local Units are chartered by Maryland PTA when they assume the responsibility of carrying out the PTA Purpose and Mission. They are individual PTA members who enroll at the local level and automatically become part of the State and National PTA

## **Local Council**

### **What is a Council?**

- A Council is the key link in the line of communication between the local PTA, Maryland and National PTA.
- A Council is three or more local PTAs/PTSAs organized under the authority of Maryland PTA for the purpose of promoting the welfare of children and youth.

### **Duties of a Council**

- Each Council PTA shall annually designate, according to its bylaws and or standing rules a representative to serve on the MDPTA Board of Directors. The Council President must submit the name and contact information of their representative to the MDPTA President within one (1) week of appointment. The representative is required to attend all meetings during their term of office. Councils are also afforded the opportunity to offer seats to their Board members. The request must be made in writing to the MDPTA President. Courtesy seats do not vote and may not participate in business unless invited by the President. They will not receive BOD materials.
- Each new Council representative is given a Maryland PTA Board binder at the post-convention meeting. The binder contains current Maryland PTA Bylaws, Policies and Procedures, Job Descriptions and other pertinent information. It is the duty of the Council Representative to become familiar with all documents.

### **Council Responsibilities Include:**

- Strengthening local PTAs/PTSAs
- Developing leadership through training
- Promoting membership
- Cooperating with other organizations to achieve common goals within the PTA framework
- Assist local PTAs/PTSAs in their boundaries with the Standards of Affiliation
- Installing local PTA Boards
- Coordinating the efforts of local PTAs/PTSAs
- Being the link through which locals can work on projects or programs beyond the scope of a single PTA/PTSA.
- Be a channel of communication between school administrators, school boards and the general public
- Providing financial training and information
- Alert Maryland PTA when new schools are going to be built or when a

### **Council Provides:**

- An opportunity for local units and their presidents to exchange ideas, plans and to solve mutual problems through meetings and workshops
- Strength to unite planning efforts to solve community wide problems affecting children and youth.
- An opportunity for study groups to work on specific areas of interest
- Provides in depth information on current issues related to the lives and education of children and youth
- Pre and Post convention training

### **Councils help each local PTA to:**

- Learn and use good PTA practices and apply National and Maryland PTA policies
- Translate into action resolutions adopted at Maryland PTA and National PTA conventions
- Be financially sound

### **Councils Do Not:**

- Dictate to local PTAs/PTSAs
- Legislate for the local PTAs/PTSAs including taking action involving member units and should not set rules for them without consent
- Duplicate the work or program of local PTAs/PTSAs
- Compete with local PTAs/PTSAs
- Compel local PTAs to enter into council projects
- Assess local PTAs/PTSAs for funds without their consent

## **Relationships with Locals and Others**

### **Relationships with Maryland PTA**

Councils are organized by the Maryland PTA (MDPTA) and function according to the provisions set forth by Maryland PTA Bylaws and Policies and Procedures.

Maryland PTA offers a Council Achievement Award with three (3) different levels – Council of Merit, Council of Distinction, and Council of Excellence. The award dates are from July to June. For more information, contact the Maryland PTA office.

Communication between the council and MDPTA is imperative. In order to facilitate communication between these two (2) bodies, council presidents and or council representative will send meeting ( board of directors and general) minutes either by fax, mail or email monthly to the vice president for councils. This enables the vice president for councils to know what issues each council is facing and to ascertain how the council is conducting business. If problems arise, the council president and or council representative is strongly encouraged to bring any difficulties to the attention of the vice president for councils. Again, it is the communication between council president and or council representative and the vice president for councils which provide the link between MDPTA and local PTAs.

The Maryland PTA determines:

- The number of local PTAs required to form a council. (MDPTA requires three (3) local units, who have met the Standards of Affiliation and have Article XII of the local bylaws approved);
- The boundaries of council territory;
- Council responsibilities and limitations.

Maryland PTA services may include, but are not limited to:

- Assistance with leadership development programs such as workshops, conferences, etc.;
- Distribution of Maryland PTA and National PTA information;
- Training as required by IRS.

### **Relationship with the Local PTAs**

The voting body (consisting of delegates from local PTAs who have paid council dues) may act on routine council business without specific instructions from their local PTAs. This may include such matters as election of officers, adopting a budget, and adoption of the programs and projects for the year.

Such actions as changing council bylaws must be referred to the member units.

A council cannot infringe upon the functions nor duplicate the programs of its local PTAs. The council is an association through which member PTAs act together on projects that a single PTA could not accomplish alone. The council should not take advantage of sources of income normally available to local PTAs.

## **Relationship with the School Administration and School Board**

"The association shall work with the schools and communities to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the boards of education, state education authorities and local education authorities." -National PTA Bylaws, Article III, b.

To work out problems that are beyond the scope of a single PTA, the council can bring together local PTA delegates, school principals, superintendent, school board members, and council committee members at planned times.

## **Working with the Schools**

Here are some questions that may help you assess your council's work with schools:

- What efforts are you making to work cooperatively with school administrators? How are they included in council planning?
- What has your council done in the past year to cooperate with the school board to improve the school system? What can be done this year?
- Has your council served as a means of communication among the school board, the administration, and the public? If it has not, how can this be initiated? If it has, can the relationship be strengthened?
- Do you have a representative attending and/or reporting at school board meetings?
- Do you make or otherwise take advantage of opportunities to participate in policy-making groups?
- Do you invite school board members and/or the superintendent/CEO to your council meetings?
- In what way has your council been an agent for change in your school district?

## **Cooperation with School Administrators**

Cooperation does not mean being a rubber stamp. It means working together for tangible benefits for children and youth. Is the activity in keeping with the Purposes of PTA? Does it support a state or national resolution? Legitimate cooperation may be fostered by:

- Monthly meetings between the council executive board and superintendent/CEO.
- Reports by administration at each council meeting.
- Offering to help with publicity and support for county/city projects.
- Doing homework before taking a position.
- Being a barometer for community feeling, and giving feedback to administration in an accurate, objective way.
- Drawing attention to and being an advocate for necessary changes.

### **Council's Role in Educational Decision Making**

A council is a potentially effective agent of change in county/city education. Composed as it is of local PTAs, it can represent a large number of people. How can it influence county/city educational decisions?

- Take the offensive, not the defensive, and don't just react;
- Present programs to local PTAs and the community, which keep them apprised of educational issues;
- Take the Superintendent/ CEO up on his or her "my door is always open" invitation;
- See that a council representative attends school board meetings and reports to the council;
- Invite administrators to attend council meetings, both as presenters and audience;
- Encourage the school board to assign one of its members to attend council meetings;
- Meet regularly with local PTA presidents and the superintendent/CEO to discuss needs, present new ideas, keep an open line of communication;
- Seek positions on school planning committees, advisory boards, and curriculum committees.

### **Council's Role During School Financial Crises**

When state governments cut aid for education, school funding may fall short of projected needs. It is not uncommon for a county/city to be faced with a financial crisis. How can the council provide the best service to the community in such times?

- Be informed about school financial information at all times, not just during a crisis, and institute regular procedures for sharing this information with local PTAs;
- Be continuously involved in the decision-making process as it relates to the county/city budget;
- Encourage school board members and the superintendent/CEO to attend local PTA and council meetings to discuss the county/city financial status;
- Provide opportunities for formal debate or forums for discussion on funding issues;
- Make certain that all sides and all options are discussed so that the best decision can be made by an informed community;
- Be wary of influences and arguments that are based on emotional appeals. Just because the administration says it's best for kids, does not mean that it is.

### **PTA as an Autonomous Organization**

It is necessary to remember that the PTA is an independent association, separate from the school system. Local PTAs may meet in or use school facilities, have meetings noted on a county/city calendar, and utilize school system communication media. But school system/administration cannot determine the content of PTA publications such as a council newsletter, what may or may not be addressed during a PTA meeting, or how PTA funds may be used. (It is suggested that a council may provide funds to schools in the form of a grant rather than purchasing an item directly and donating it to the school.)

Perhaps a more difficult issue to address is the subtle way in which a school system/administration may act, bringing subtle pressures on a local PTA while avoiding direct contact. Only if PTA autonomy is clearly understood by both the local PTA and school system/administration, will relations between the two be most productive.

## **Relationship with Other Organizations and Agencies**

A council has a responsibility to unite the forces of home, school, church, and community on behalf of children and youth. In short, there are guidelines indicating what a council may or may not do with respect to other organizations. The activities should:

- Promote PTA Purposes;
- Conform to PTA Policy.

Cooperation should not include:

- Helping to raise money for other organizations;
- Helping with membership enrollment of other organizations;
- Contributing funds to finance the work of another organization (although a PTA may bear its share of the costs of a cooperative project).

The PTA may work with youth-service organizations and character-building groups under the following guidelines:

- The PTA assumes no obligation (expressly or otherwise), responsibility, or liability for the competence, actions, or omissions of any person or persons who may have been or may become active as a leader, participant, or otherwise in any organization or group sponsored by the PTA;
- No PTA representative may commit the PTA to join any other group or agree to abide by any other group's bylaws or policies.

What is your council planning for community service projects? Questions that may help direct your council leadership include:

- What can your council plan that will meet community needs?
- How can your council stimulate local units toward community-wide activity?
- How can you help discover and develop leadership for community service?
- Are community projects part of your council program?

## **Council Organization**

### **How is a council organized?**

“Each council PTA shall be organized and chartered under the direct authority of the Maryland PTA in the area in which this council PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Maryland PTA may in its bylaws prescribe. The Maryland PTA shall issue to each council PTA an appropriate charter evidencing the due organization and standards of affiliation for the council.”

Maryland PTA Bylaws dated August 2016

Article VI, Section 1

A council meeting the Standards of Affiliation is one that:

- a. Adheres to the purposes and basic policies of the PTA;
- b. Has bylaws approved every three (3) years according to the procedures of Maryland PTA;
- c. Submits the name and contact information including phone number, address and e-mail address of all elected officers to the Maryland PTA office within two (2) weeks after council elections;
- d. Submits the council yearly event calendar, to the Maryland PTA office, within two (2) weeks of setting said calendar;
- e. Has a Employer Identification Number (EIN) from the Internal Revenue Service (IRS) on file with the Maryland PTA;
- f. Maintains its status as a corporation has as required by Maryland nonprofit law, at a minimum a president, secretary and treasurer;
- g. Files the appropriate tax forms, by the required dates with the IRS and submits a copy to the Maryland PTA office within 30 days of filing; and
- h. Submit a copy of its annual financial report, reviewed by and auditing committee, to the Maryland PTA within ninety (90) days following the end of the council's fiscal year.

Maryland PTA Bylaws dated August 2016

Article VI, Section 1

### **Bylaws**

**Councils operate under bylaws that must be approved by the Maryland PTA. Bylaws are available from the Maryland PTA office. The council must work within the framework of the PTA Purposes. The council president will instruct the council bylaws committee to review bylaws and submit them to the state office for approval as required every three years.**

### **Membership**

The local PTAs within the council's boundaries are eligible to be members. Although membership is voluntary, each PTA within the area is urged to belong to the council.

Each local PTA is represented by delegates on the voting body of the council. Council bylaws specify the number of delegates from each local PTA. PTA delegates are selected by the method chosen by their unit's bylaws and vote as instructed by their PTAs, unless authorized to vote according to their own judgment.

While participation in the business of the council may be limited to voting delegates, council meetings are ideally open to all local PTAs that comprise the council.



## Meetings

Typically, a council's board of directors meets monthly. A council planning meeting is a good time to set meeting times, goals, and the year's overall plan.

Council general membership meetings should be scheduled at a time that least conflicts with local PTA meeting times. Experience shows that council meetings can be well attended if they fulfill a need and capture interest. Meetings should be held often enough to accomplish council work, but not so often as to interfere with local PTA meetings or to overburden council and local PTA leaders. The number of general membership meetings will vary from (3) to (4) times a year to monthly as indicated by the council bylaws.

Please check your school system's policy on use of school facilities. Some school policies state that meetings held on school property are open to the public.

If the council needs to tackle a delicate situation, it is highly recommended to move into executive session at the end of the general business meeting. Please refer to *Robert's Rule of Order, Newly Revised* for executive session procedures.

## Voting Body

The voting body of the council is defined in its bylaws and may consist of:

- Delegates at large;
- Council officers (executive board);
- Superintendent/CEO of schools or a designated representative;
- Unit delegations;
- Presidents of member PTA local units or their alternates;
- Accredited delegates from local units as specified by each PTA's bylaws;
- Principals from local units.

Members in unit delegations vote as instructed by their local PTAs or may be authorized to vote according to their own judgment. At-large delegates represent all PTAs and vote according to their own judgment.

## Delegates

(Council bylaws specify the number of delegates from each PTA.)

The local PTAs decide on the method of selecting its delegates and the terms of service. (Since continuity of service is valuable, delegates should serve throughout the year.) Alternates are chosen at the same time and by the same method.

Each delegate is entitled to make a motion, discuss motions, and vote at meetings. The council should instruct delegates before the first meeting of the year and should explain their responsibilities.

One delegate from each local PTA is usually named as the reporting delegate. His or her responsibilities include the following:

- Attend all meetings of the council and the PTA he/she represents;
- Keep the council and local PTA informed by acting as a line of communication;

- Keep a procedure book of activities as a guide for future delegates;
- Urge the local PTA to take prompt action on council matters referred to it for approval or suggestions;

Suggested information for reporting on council activities include:

- When was the council meeting?
- Where was the meeting held?
- Were any issues discussed; were they voted on; what were the results of the voting?
- Were any matters referred to the PTA units? If so, what are they?
- What announcements were made?
- What other information was presented at the meeting?

### **Dues**

Local PTAs shall pay annual dues or a service fee to the council. The amount of dues or fees, the basis on which they are collected, and the method of payment are determined by the council and stated in its bylaws. Dues or fees can be defined in the bylaws.

Please note the following methods for determining local PTA dues:

- 1) An amount per local PTA;
- 2) An amount per student in the school; and
- 3) An amount per PTA member.

### **Budgets and Finance**

Dues or fees provide the funds required for the council's regular activities. If additional funds are required for special projects, money must be raised by:

- Special contribution by the local PTAs.
- Fundraising projects or events.

No PTA may be compelled to contribute to a special project or to participate in fundraising.

The fundraising project or event should be council-wide and not duplicate events held by local PTAs, nor interfere with their fundraising ability.

The council should budget funds to send delegates to legislative conference, and Maryland PTA and National PTA conventions.

# **Board of Directors Members**

## **PTA Council Orientation Meetings**

Orientation meetings should be held at the council level. The purpose of the orientation meeting is to train the board regarding their specific responsibilities in each area. At the beginning of the term, it is necessary to become acquainted with those you will be working with for the coming year. This enables the board to develop lines of communication, establish goals and/or theme, formulate a calendar of meetings, determine responsibilities, prepare a budget and formulate plans.

It is important to let officers know what you expect of them. Be specific. Get a commitment from them to do the job you expect them to do. The following are important topics to include in the meeting:

- Bylaws
- Policies and Procedure
- PTA Structure
- Council Structure
- Parliamentary Procedure
- PTA Publications – State and National
- Assignments
- Job descriptions and Letter of Commitment
- Leadership Training
- Team Building
- Needs Assessment
- Questions and Answers
- Important Meetings to Attend
- Procedure Book
- Advocacy/Legislation
- Diversity and Inclusion

## **I am a PTA Board of Directors Member**

As an incorporated organization, Board of Directors members of a nonprofit corporation have important duties to the organization they serve. These duties are imposed by the courts and by state and federal statutes.

Board of Directors members of nonprofit corporations have three (3) basic common law duties to the association:

- Duty of Obedience
- Duty of Care
- Duty of Loyalty

Collectively, these are known as Fiduciary Duties or Fiduciary Responsibilities. A breach of these duties may lead to personal liability, loss of tax-exempt status, or both.

## **Duty of Obedience**

Board of Director Members have a duty of obedience to the nonprofit corporation's stated purpose and to applicable law. This duty requires directors to carry out the association's purposes as set forth in its Articles of Incorporation and Bylaws. It is to ensure that the association conducts its activities in a lawful manner. This duty is an overriding one, and contains as its components the duties of care and loyalty.

### Rationale

The duty of obedience arises because donors, members, and the general public rely on the association to use gifts, funds, image, and influence for the association's stated mission. Tax-exempt status is an important benefit, and carries with it the responsibility of always acting for the public good. Thus, to maintain that status and retain the confidence of donors, members and the general public, nonprofit association must fulfill their purposes as set forth in their organizing documents and in the applicable law.

### Breach

A breach of the duty of obedience may arise from any of the following:

- Failure to monitor legal changes and requirements;
- Failure to monitor activities and employees;
- Failure to monitor use of the association's fund;
- Unauthorized change or expansion of activities.

### Compliance Strategies

Board of Directors members should honor the duty of obedience by doing the following:

- Regularly review the association's articles of incorporation, bylaws and applicable laws.
- Have access to and use professional advisors to monitor changes in the law and to ensure the association's compliance with all legal requirements.

## **Duty of Care**

An important component of the duty of care is the ability and duty to manage carefully and responsibly the financial affairs of the corporation. This involves ensuring that the books and records of the association are accurate and complete, even if this duty is delegated to others. In addition, Board of Directors members have the duty to pay attention to tax deadlines and other reporting requirements. Board of directors members also have a duty of care to the association and have a duty to act in good faith, in a prudent manner, that which furthers the best interest of the association.

Three components define the duty of care:

- **Good Faith:** Board of Directors members must exhibit fair dealings, openness, and honesty of intention;
- **Prudent Person:** The Board of Directors members must act as a hypothetical "average" director would, applying sound practical judgment, with special skills, and without excessive caution; and
- **Attentiveness:** The Board of Directors members must be attentive to the operation of the association and must be alert to potential problems.

### Breach

A breach of the duty of care may arise from any of the following:

- Neglect of directional duties;
- Neglect of the association's legal and financial affairs;
- Careless, frivolous decisions based on the lack of information.

### Compliance Strategies

Board of Directors members should do the following to ensure that they appropriately meet the standard of care:

- Take their position seriously;
- Avoid precipitous action and rash decisions;
- Spend time staying informed and familiar with association matters and make special inquiries if information is lacking;
- Carefully select and monitor those to whom responsibilities have been delegated;
- Manage institutional funds wisely and prudently;
- Understand the relevant statutory provisions regarding nonprofit corporations and ensure the association's compliance with them;
- Ensure that financial books and records and other necessary reports are accurate and complete;
- Know the state and federal reporting requirements and ensure that the association completes them on time;
- Seek expert advice for matters beyond individual expertise.

### **Duty of Loyalty**

Board of Directors members have a duty to give their undivided loyalty to the mission of the association they serve. This duty of loyalty includes the duty to further the association's goals and not the Board of Directors members own best interest. Board of Directors members must not take advantage of corporate opportunities for their own gain. They also must not use "inside" information obtained as a result of their status for their own benefit.

The duty of loyalty does not mean that a Board of Directors member can never benefit from an activity of the nonprofit corporation. There may be situations in which furthering the corporation's best interest has the effect of benefiting a director. To avoid breaching the duty of loyalty, however, Board of Directors members must fully disclose his/her interest to the board and must not participate in board discussions or voting on the issue.

### Rationale

The duty of loyalty has special significance because of the federal prohibition on the "private inurement" from the activities of tax exemption association. One of the key prerequisites to the attainment of tax-exemption status is that no part of the earnings of the tax-exempt association can "inure to the benefit of any private shareholder or individual." A breach could place the association in jeopardy of losing its tax-exempt status.

### Compliance Strategies

Board of Directors members should do the following to ensure that they meet the appropriate duty of loyalty:

- Act only in the best interest of the association;
- Fully disclose any conflict of interest;
- Obtain approval of disinterested directors;
- Excuse themselves from any discussion of or vote on any potential board action in which they have a conflict.

### **Responsibilities of a Council Board of Directors Member**

Serving as a council Board of Directors member is a privilege accompanied by many responsibilities. A Board of Directors member enjoys prestige and status from the position. However, this enhanced status carries with it the expectation that the member will improve in leadership skills, will keep up with current information, and will invest time in the affairs of the council.

As a council Board of Directors member, you (especially the council president) are in the public eye. You represent PTA and must be responsible for what the position requires. Be discrete and tactful. Use your best judgment. Be open to new ideas. Study, research, and plan.

Decisions made by a board are upheld by all Board of Directors members. No matter what way the decision went or what side you voted on, Board of Directors members must take a positive attitude and do their best to abide by the decision.

**ACCEPT** a position only if you can devote sufficient time and energy to do the job thoroughly, can attend board meetings regularly, and keep abreast of PTA affairs so that you can contribute intelligently to board discussions.

**PARTICIPATE** constructively at meetings by being on time, coming prepared with materials and ideas, staying on the topic, and by helping others to participate fully.

**RECOGNIZE** that you have a responsibility to read all publications and other correspondence sent to you.

**KNOW and ADHERE** to PTA philosophy, principles, and policies.

**STUDY** the structure of the PTA association (national, state, council, and local) and know the relationships among them. Know the principles of the committee structure and its relationship to effective committee work.

**BECOME WELL INFORMED** in all areas of PTA programs. Learn where to find information. If you are unsure about how to answer a question, get the answer from someone who is sure. Pass on only complete and accurate information.

**KNOW** state and national publications thoroughly. Your enthusiasm will encourage others to use them.

**FOLLOW** state and national procedures. Confusion results when board members do not follow procedures and go through channels.

**MEET DEADLINES** by submitting reports and materials on time and fulfilling assignments promptly.

**SEND REPORTS** of expenses you incur doing PTA work on the proper forms, with receipts, and within the stipulated time frame. Stay within your budget unless you get council permission to do otherwise.

**SYNCHRONIZE ACTIVITIES** by working within the group, and by correlating your activities with those of other board members.

**DEVELOP and STRENGTHEN** the leadership of the associations' members.

**TAKE INITIATIVE AND RESPONSIBILITY** for your own work. Don't wait for someone to remind you to fulfill your commitments.

**KEEP RECORDS AND NOTES** concerning the work you do. Keep this material in a notebook to pass on to the next person who assumes your position. Offer to have a meeting with your successor, then relinquish the job. Remain available for assistance upon request.

**LEARN TO DELGATE WORK** to appropriate people instead of doing it all yourself. This requires the ability to encourage and inspire others. You will generally be most successful in delegation if you ask someone in person to do some well-defined task, providing him or her with an honest estimate of how much work it will take, and clearly define the deadline.

**WELCOME BEGINNERS' QUESTIONS** to help new board of directors members gain self-confidence so that they can feel secure in their new situation.

**UNDERSTAND THE VALUE** of attending conferences and training. Help others to understand this and to participate. Travel and accommodations for conferences and training, especially Maryland PTA and National PTA conventions, are valid and encouraged budget items.

**HELP THOSE YOU COUNSEL** to understand policy as enabling and proactive, rather than limiting and restrictive. Look to state and national leaders for guidance and interpretation of policy.

## General Information for PTA Councils

All meetings are presided over and conducted by the council president. The president also conducts any business. As president, he/she does not vote except in a tie. He/she must temporarily hand the gavel to someone else (vice-president), if he/she speaks to or makes a motion.

Council presidents will receive correspondence throughout the year. It is very important that the council president looks over all correspondence and deals with it appropriately. Many items come through the council president/designated representative for other board members. The council president/designated representative should give the information, or copies of it, to those persons. It is important that the council president/designated representative pass this information along since he/she is the only person that receives it for the council. The President should always note meetings or assignments and take care of anything that should be returned. Appropriate articles in *Our Children* should be identified, copied and distributed at council Board of Directors meetings.

Every officer of the council should keep a procedure book to give to his/her successor. This information is vital for every position.

Every council board should conduct a needs assessment of its body and set goals from the results. Each officer or appointee should set personal goals of what they want to accomplish during the year. The council president may want to meet with his/her board members individually to help them set their goals.



## PTA Council Procedure Book

A procedure book serves as a permanent record of activities and ensures an ongoing PTA program of work. It should contain all material and information needed for each position. The book is passed on to a successor. A loose-leaf binder makes it easy to add or remove materials so the contents are up-to-date.

The procedures book should contain the following:

- List of board members with addresses and phone numbers
- Resources
- Bylaws
- Standing Rules
- Council Newsletters
- Maryland PTA E-Newsletter
- Job descriptions for all members of the board
- Approved plan of work, which should include the following:
  - Goals/Areas of interest
  - Possible projects and/or programs
  - Council Budget
  - Budget allocated to your position
- Reports of predecessors, which should include evaluations and recommendations
- Reports of committee meetings and other meetings attended.
- Reports of programs or events provided by chairmen/committees
  - Type of meeting
  - Expenses of each meeting or event
  - People contacted and dates
  - Evaluation of each meeting
- Copies of the following:
  - Letters
  - Fliers
  - Articles
  - Publicity
  - Press clippings
- Year-end report, which includes the following:
  - Goals
  - Activities
  - Expenses
  - Evaluations of year's activities
  - Recommendations

## Worksheet for Council President

The council president is an elected officer and serves as a vital link between Maryland PTA and the member units.

### WHAT TO DO

#### Prior to Beginning the Term

- Review responsibilities as outlined in council bylaws/standing rules.
- Review responsibilities as outlined in Maryland PTA's bylaws and standing rules.
- Meet with liaison from school district and/or Superintendent/ CEO's office. Request agenda time to be introduced at a meeting of the district principals. Prepare an overview of the council goals for the upcoming year.
- Meet with council program and budget committees.
- Work with the other incoming council officers to prepare the council calendar for the upcoming year and prepare any required facility use forms. A council may meet in a central school district location or may rotate the council meetings among the member unit's sites.
- Read and become familiar with council bylaws and standing rules. Note date when new officers and chairs assume office. Fill appointed offices as specified in the council bylaws.
- Attend workshops offered by Maryland PTA and urge incoming board members to attend as well. Notify incoming unit officers of the workshops scheduled.
- Coordinate with the council treasurer to have signature cards for the council's bank account updated with the new officers.
- Ask for the council president's procedure book and review it and all material received from the previous president.

#### Ongoing

- Prepare meeting agendas (check with the council secretary and/or minutes for any unfinished business to be included). Provide copies for the secretary and parliamentarian.
- Ensure that the council is represented at all meetings of the Maryland PTA by either you or your representative, in accordance with council bylaws. (Annual Convention, Fall Boards, Winter Boards).
- Attend all trainings given by Maryland PTA.
- Prepare a written report of activities and meetings for both general membership and executive board meetings.
- Keep membership up-to-date on calendar of activities.
- Review all service mailings received from Maryland PTA and National PTA promptly. Be alert for any deadlines that affect the council and/or the member units.
- Be alert for all deadlines that affect the member units. Set reasonable dates for deadlines for items to reach the council and to be processed and forwarded to the state office. Items with deadlines to watch include:
  - Membership Dues
  - Reflection Program entries
  - Council Awards Applications
  - Annual report forms
  - Convention Registration
- Plan workshops for the member units. Ask for any needed assistance from Maryland PTA.
- Review the Outstanding Council Award application, complete as required, and submit to the Maryland PTA.

- Work with program chairs to complete plans for Founders' Day and other special events.
- Remind member units of the deadline for final remittance of dues. (March 31<sup>st</sup>)
- Check bylaws for date and procedures to elect the nominating committee and delegates who will attend the annual state PTA convention.
- Conduct election of new officers at the annual meeting as specified in the by-laws. Immediately following the election, send names and addresses of new officers to the state office.
- Encourage emerging leaders to attend Maryland PTA meetings.

### **End of Term**

- Give helpful materials to the president-elect or successor immediately following election. Complete procedure book and give to new president when office is assumed.
- Check with other council officers to be sure their procedure books are up-to-date.
- Encourage cooperation and sharing of materials between outgoing and incoming officers.
- Invite incoming president to attend meetings of Maryland PTA and meetings of community groups.
- Schedule a time to introduce the incoming president to the superintendent/CEO.
- Be sure outstanding bills have been paid, committee reports have been filed, projects have been completed, and that financial books are scheduled for audit.
- At the last council meeting of the year, a motion should be made authorizing the executive committee/board to pay necessary summer bills. A motion can also be made to appoint a committee to read the minutes and report at the next council meeting.
- **WHEN YOUR TERM AS COUNCIL PRESIDENT IS COMPLETED, STAY INVOLVED, BUT NOT IN CHARGE. BE AVAILABLE FOR ADVICE, WHEN ASKED.**

## Worksheet for Council PTA Secretaries

### Recording Secretary

The recording secretary is an elected officer and one of three required for a council. The secretarial responsibilities in a PTA council may be assigned to one person or divided between a recording secretary and a corresponding secretary as specified in the council bylaws. In addition to the bylaws, the duties of a secretary are discussed in *Robert's Rules of Order, Newly Revised*.

### What to Do

- Obtain Secretary's Minute Book with minutes of previous meetings and other materials from your predecessor, including the master copy of the council bylaws; list of member local PTAs, and other official documents and records of the council.
- Attend any workshop or training event being given by the council and Maryland PTA.
- Keep an accurate, concise, permanent record of the proceedings of all meetings of the executive committee/board of the council. These minutes are the legal record of the council.
  - Minutes contain a record of what the group did, with action recorded in the order it took place. Personal opinion and discussion are omitted.
  - Minutes are entered in a bound book, hand written in permanent ink or typed, and the original copy placed into the permanent records of the council.
- Prepare a list of unfinished business items for the president, and assist with preparation of the agenda, if requested.
- Notify executive committee/board members of meetings (if there is no corresponding secretary).
- Notify delegates of council meetings (if there is no corresponding secretary).
- In the absence of the president and vice-president, call the meeting to order and preside until the election of a chair pro-tem.
- Have on hand, for reference at each meeting, a copy of the bylaws and standing rules, minutes of previous meetings, a list of all committees and a list of all unit representatives to the council.
- Read the minutes of any previous meeting when called upon to do so.
  - If directed by the council, copies of the minutes may be distributed in advance to each member to expedite the meeting, or minutes may be published in the newsletter. With approval of the council, reading of the minutes may be postponed to a succeeding meeting, or a committee may be appointed by the president to read the minutes and report.
- Prepare and read a report (not the full minutes) of each executive committee/board of directors meeting at each council meeting, and move the adoption of committee recommendations.
- Have on hand motion slips, forms, or ballots at each council meeting.
- Sign, with the president, disbursement forms or vouchers for disbursement of funds after the council votes to pay a bill. This should be done immediately. Record all expenditures in the minutes.
- Read the correspondence, reply as directed by the council, and keep a file of letters received and written (if there is no corresponding secretary).
- Be prepared to help count a rising vote when requested and to have available blank paper for voting by ballot.
- Enter all amendments to the bylaws in the master copy, which should be kept in the Minute Book. Amendments should also be entered in the minutes when a vote is taken.
- Prepare the minutes and give a copy to the president soon after each meeting. When minutes are corrected, the president and the secretary enter corrections. Corrections may be made at any subsequent meeting when errors are discovered. All corrections should be entered in the margin of the bound book with a red pen, dated, and initialed.

- Be responsible for all council records, documents, and papers (except those assigned to others).

## **Minutes**

### **Minutes should contain:**

- The name of the council and type of meeting (regular, executive committee/board, special).
- The date, time, and place of meeting.
- The disposition of minutes of previous meeting – whether read and approved/corrected or if the reading was postponed, including how and when minutes are to be approved.
- The treasurer's report as given and list of bills approved for payment.
- A summarized report of other officers (important reports, such as budget, should be attached in full to the minutes).
- A record of each motion voted on, the name of the member who made the motion, and whether the motion was adopted or defeated. The name of seconded is not recorded.
- A copy of any resolutions adopted.
- The record of results of any election and votes cast.
- Brief notations of the program: topic, names of participants, and method of presentation.
- The time of adjournment.
- List of people in attendance or excused absences.
- The signature of secretary using given name, not nickname.

## **Corresponding Secretary**

Responsibilities of the corresponding secretary are defined in the council bylaws and include other related duties that the president or executive committee/board may assign.

### **What to Do**

- Send notice of meetings to unit representatives and council board of directors' members as directed.
- Read correspondence at meetings as requested by president.
- Check with the president about letters to be written immediately following the meeting.
  - Some letters will be written for the president to sign and will contain specific wording as directed by the executive committee/board or council action.
  - Other correspondence may be written and signed by the corresponding secretary following general instructions.
- Write authorized letters promptly.
  - Be accurate; check names and titles carefully.
  - Give precise information, attaching a copy of recommendations, resolutions or motions, and reasons for any action taken.
  - Refer to a reference book on writing business letters for suggestions as to form and style.
- Keep a file of all letters received and copies of replies written.
  - Important correspondence should be passed along to your successor or placed with the official records of the council.
- Unless the bylaws specify otherwise, notify officers and committee members of their election or appointment, and send names of newly elected officers to Maryland PTA promptly.

## Worksheet for the Council PTA Treasurer

The treasurer is an elected officer and the authorized custodian of all funds of the PTA council. Some responsibilities of the office are specified in the council bylaws and others are established by state PTA procedures. The treasurer's duties also include keeping records and preparing reports to comply with state and federal laws.

### What to Do

- Obtain financial records and materials from predecessor. These should include a standardized PTA treasurer's book (ledger) and disbursement forms.
- The outgoing treasurer cannot sign checks after his/her term expires for that year.
- The incoming treasurer may not write checks until the budget is approved, unless a motion has been approved at the last general membership of the prior year meeting approving a specific amount for summer expenses.
- File signature cards for the PTA account at the bank approved by the executive committee/board. Require two signatures on all checks.
- Contact the council president for copies of financial resource information (these may include *Cash Encounters*, a publication of Maryland PTA).
- Serve on and meet with the budget and finance committee. (The treasurer is frequently designated committee chair.)
- A carefully considered budget is an essential financial guide for the year.
- The budget income includes only the council portion of membership dues.
- The proposed budget is presented to the executive committee/board for suggestions; the Executive committee/board recommends adoption of the budget to the council at the first regular meeting of the year; the council may amend it before voting on its adoption. (Procedures vary, consult bylaws)
- Attend training workshops given by Maryland PTA. The council treasurer may be called on to assist local PTA units with financial matters.
- Issue a receipt for all money received, and deposit it all promptly in the PTA bank account.
- Pay by check all bills duly authorized. The disbursement form is strongly recommended. The budget is not a blank check. Bills must be presented to the council for payment or ratification according to the procedures specified in the bylaws.
- Keep in ink an accurate and detailed account in the permanent treasurer's book of all money received and disbursed, including the number of members credited to each unit, and the amount of dues collected from each unit.
- Keep a treasurer's book (ledger) and checkbook up-to-date, with the current balance shown in the checkbook at all times.
- Reconcile the monthly bank statement immediately upon receipt. Have the president sign the monthly bank statements.
- Watch for checks that do not clear within a reasonable time and investigate.
- Submit written budget reports at general and board of directors meetings of the council. Include in each report the total balance on hand at the beginning of the period covered by the report, with separate amounts credited to the general fund and any special fund, receipts and disbursement, and the total balance on hand as of the date of the report.
- Submit an annual financial report which includes total gross receipts and disbursements for the year signed by auditor or financial review committee. Send a copy to Maryland PTA.
- Check amount of gross receipts to determine if a tax return is required. Refer to the Maryland PTA guidelines for current regulations and instructions concerning tax-reporting requirements.

- Determine if a sales tax form is to be completed for the state. Refer to the Maryland PTA guidelines for current regulations and instructions concerning tax-reporting requirements.
- Make all financial records available for audit at the times specified in the council bylaws.

### **Responsibilities**

- Receive all money from local PTAs, check amounts for accuracy and issue a numbered receipt for each transaction. All receipts should be accounted for and numbered.
- Record all receipts by unit name in a bound ledger book, indicating the date of receipt, number of receipt issued, amount, from whom received, and for what account.
- Note any refunds or disbursements that need to be made. For amounts received for membership from the member units, prepare a list of the units submitting the payments and the number of membership for each unit. Distribute the list to the council membership chair.
- Attend all events where money may need to be counted. Two (2) people must be involved in the counting of money.
- Prepare all state and federal and local reporting forms (i.e. 990; charitable solicitation act; personal property and sales tax)

### **Deposits**

Deposit all funds received immediately in the appropriate checking or savings account in accordance with the PTA council bylaws. All accounts should be FDIC approved.

## **Council Delegates**

Council delegates are the connecting link between the local unit and the council. The specific number of delegates from each unit is determined by council bylaws. Unit bylaws must conform to their council bylaws. The unit decides the method of selecting delegates and their term of office.

### **Delegates**

- Are chosen according to local PTA and council bylaws.
- May be presidents, vice presidents, immediate past presidents, principals, or other members of the local PTA, as stipulated by unit and council bylaws.
- Must be members of their local PTA.

### **Delegates' Responsibilities**

- Attend all council and local unit meetings.
- Represent their local PTA in the council voting body.
- Make motions, discuss motions, and vote.
- Report to the council any local PTA decisions based on its vote.
- Keep a procedure book of their activities as a guide for future delegates.
- Take accurate and complete notes for reporting back to the board of directors and general membership.
- Encourage members to attend council programs, publicize council activities, and notify PTA members of upcoming council meetings.
- Keep lines of communication open between council and the local PTA.
- Publicize council activities in the local PTA newsletter.
- Be familiar with local PTA, council, state, and National PTA bylaws, policies, and procedures.



## Maryland PTA Protocol

Invitations to state officers for special events being held by councils should be sent as soon as possible to avoid conflict in schedules. Maryland PTA officers will pay for dinners when the invitation is received. The Maryland PTA president should be an invited guest (paid for by the council) if at all possible. An invitation should be made by phone and followed up in writing at a later date. Always follow up with a written confirmation letter to an invitation to attend an event.

Inform the invited officer or board of directors member of the council's expectation for the evening. Is the guest to bring greetings, to make a 15-minute keynote address, install new officers, or simply wave? This information should be included in the confirmation letter sent to the guest allowing everyone to be prepared.

At an official PTA event, such as Founders' Day or a Council meeting, a Maryland PTA officer or Board of Directors member who has been invited to your event should be introduced before non-PTA guests. National PTA guest should be introduced first, then state officers, Board of Directors, followed by Council guests. This is, after all, a PTA event and PTA guests should be the most important.

If a PTA officer is present, that officer (in order of "rank") should be included in the presentation of all PTA awards. For instance, if a Maryland PTA Life Membership is presented, the guest should be invited to the lectern and participate with the presentation. This could be as simple as shaking hands and picture taking.

Remember to thank everyone for coming to the event and include the Maryland PTA attendees. If a workshop or other lengthy duty had been performed a small gift is appropriate, but not required. Always send a thank you note to an officer who has given a speech or performed another service for your council during a meeting.

## **Dissolution of PTA Affiliation Checklist**

Review the following process with the local PTA:

- In the event that the council hears rumors of a possible dissolution of a local PTA, immediate contact with the president of the PTA is necessary;
- Verify the rumor;
- Explain the process for dissolution of a local PTA according to local bylaws;
- Inform Maryland PTA in writing, of intention to dissolve PTA affiliation;
- Inform all local PTA members by mail of this intention and announce the date of the general membership meeting where a vote to dissolve will be taken (allow (30) days notice);
- At the meeting, present the proposal and allow for discussion of the entire issue (pros and cons);
- A vote of 2/3 by ballot of the members attending (with quorum met) is required to decide this issue. **ONLY MEMBERS MAY VOTE;**
- A letter must be sent to the Maryland PTA informing them of the results of the vote taken. Attach a copy of the notice of the meeting date and the minutes from the meeting;
- If the organization has voted to dissolve their PTA affiliation, the following process begins.
  - All funds and the financial records of the association are frozen and turned over to a representative of the Maryland PTA for audit;
  - All outstanding obligations will be honored and met;
  - Any remaining funds will be turned over to Maryland PTA;
  - Funds may NOT be donated to the newly formed Parent Organization, as this is not a non-profit organization.
- Maryland PTA will notify IRS of the charter removal and dissolution of the Federal ID number;
- Maryland PTA will notify National PTA to remove local unit from roster and cancel all mailings;
- Maryland PTA revokes the Articles of Incorporation since Maryland PTA is listed as the designated agent.

## Advocacy and Legislation

“To secure adequate laws for the care and protection of children and youth”  
PTA Purpose

Local PTAs and councils must follow Maryland and National PTA positions. Local PTAs and councils may not work in opposition to Maryland and/ or National PTA positions. Local PTAs and councils may make their own decisions on an issue providing Maryland and National has not taken a position on that issue and that the issue is aligned with the Purposes of PTA.

PTA is a nonprofit organization. PTAs take positions on legislative issues, but is nonpartisan and endorses no candidate for public office.

### Advocacy

National PTA has defined advocacy as the *act of mobilizing individuals and local PTAs to work with Maryland PTA and National PTA to make changes and improvements in programs and policies that benefit children and youth.*

For more than one hundred years, PTA members have communicated with lawmakers and policy-makers about the needs of children and youth. The goal of PTAs and their members is to be actively advocating for the well being of children and families and for excellent public schools from the local level to the federal level. PTAs are to be informed on issues, to be committed to the advocating for the educational opportunities for all children, and to advocate on behalf of all children and youth.

**Under federal tax laws, PTA members may engage in legislative activities on behalf of children and education and may inform the public and the policy makers about officially adopted PTA positions and resolutions.**

### National PTA Legislation

National PTA's priorities complement PTA's mission of advocating for services and policies that benefit children, educating parents to be advocates for their children, and engaging community members in support of public education.

### Parent Involvement

Studies continue to show that regardless of the economic, ethnic, or cultural background, parent involvement in a child's education is a major factor in determining success in school.

### Safe and Nurturing Environments

National PTA supports initiatives that foster a safe and supportive school climate, including violence prevention measures, delinquency prevention initiatives, class-size reduction efforts, counseling programs, disciplinary strategies, approaches to adequately teach students with learning disabilities or limited English proficiency and health and welfare reforms that meet the needs of underserved children and families.

### Support for Public Education

Strengthen public education for our nation's children through advocacy, promotion and engaging community members in support of public education.

National PTA's website ([www.pta.org/ia\\_issues.html](http://www.pta.org/ia_issues.html)) has clickable links when online for the following categories:

- Parent Involvement
- Alcohol and Other Drugs
- Before- and After-School Care
- Block Grants for Education
- Charter Schools
- Child Nutrition and Wellness
- Citizenship and Equality of Opportunity
- Commercialism in the Classroom
- Cooperative Role of Parents and Education Professional
- Cultural Arts
- Desegregation
- Discipline
- Early Childhood Education
- Education Emphasis
- Environment
- Funding for Education and Child-Related Programs
- Health and Nutrition
- Language Acquisition
- Legislative
- Libraries and Educational Materials
- Mass Media
- National PTA Organizational Decisions
- Every Student Succeeds Act
- Parent Information and Resource Centers (PIRCs)
- Public Funds for Public Schools
- Safe and Nurturing Environments
- Safety and Protection
- School Modernization and Environmental Health
- Spiritual Education
- Support for Public Education
- Support Services to Children and Families in Need
- Teacher Quality
- The Individuals with Disabilities Education Act (IDEA)
- Title I of Every Student Succeeds Act

## **Summary of the Maryland PTA Legislative Agenda**

The Maryland PTA Legislative Agenda is the basis for any action taken on public policy, legislation and regulations affecting the health, education and general welfare of children and youth by Maryland PTA, the PTA Councils or the local PTAs.

The Maryland PTA Legislative Agenda conforms to the policies and resolutions of National PTA. The Maryland PTA Legislative Agenda is first approved by the Advocacy Committee, then the Executive Committee and finally by the Maryland PTA Board of Directors.

### **General Assembly Legislative Initiatives**

Maryland PTA establishes legislative initiatives to pursue during the 90 day General Assembly session as well as during the interim. Councils, local PTAs, and individual members can suggest initiatives to the Vice President for Advocacy.

### **Maryland PTA and The Maryland Education Coalition (MEC)**

A coalition is a group of organizations and individuals working together for a common purpose, usually involving "one issue" or event. A coalition is dissolved when the issue has been solved or the event has been completed. Maryland PTA supports coalitions that deal with issues in which PTA has a vital interest involving children and youth and supports the purposes of PTA. These coalitions with the Maryland PTA serve as strong partnerships and collaborate on common interests.

### **Maryland PTA Advocacy Committee**

The Maryland PTA Advocacy Committee meets weekly while the Maryland General Assembly is in session to review and discuss bills and the positions of the Maryland PTA. The committee continues to work together during the summer months to develop the Public Policy and Legislative Agenda, discuss proposed resolutions and consider any other actions under its governance. The Advocacy committee is composed of 9 members appointed by the president, including the chair. The VP for Advocacy shall serve as chair. The President-Elect and Federal Legislative Chair are also members of the committee. The committee is open to include council level vice presidents for legislation and/or legislative committee chairs from active councils as well as members from any local PTA/PTSA. Voting is limited to the 9 active members. Also the Advocacy committee is welcome to have a youth member serve on the committee.

### **Why Should PTAs and Their Members Care About Legislation?**

Dedication to a task is more important than expertise in the advocacy process. One of the most important attributes of an effective legislative advocate is persistence; results will not happen overnight. However, when the case is well crafted, legislators will ultimately pay attention. Legislation not only includes bills but also considers budget allocations that fund the interests and goals of a local, council or state PTA. All PTA members are encouraged to attend hearings as well as briefings, serve on local workgroups or state task forces and report back information within PTA meetings.

### **Federal Focus**

Maryland PTA Legislative Agenda also includes a component that addresses legislative positions at the Federal level of which the National PTA focuses. Members of the Advocacy Committee may use these positions along with National PTA resolutions and position statements to frame bill testimony or speaking points. Advocacy Committee members are also encouraged to attend the

National PTA Legislative Conference at which time the Maryland PTA federal Legislative Liaison and other attendees receive training on the National PTA Legislative Focus and lobby the federal legislators on Capitol Hill in Washington, D.C.

### **Choosing an Issue**

Often there are more child related issues than a PTA can effectively address. So, how do we decide where we will focus our advocacy efforts? First, we focus on an issue, not a problem. For example, crowded classrooms are a problem; the larger issue could be inadequate facilities or lack of staff.

After determining the issue, the following concerns need to be addressed:

- Does the issue fit with the PTA's Purposes and Mission?
- How does the issue concern children and youth in the school and/or the community?
- What is the desired outcome?
- Can the issue be made understandable to those within and outside of PTA?
- Is the issue a winner?
- Do our members want to make this effort a priority?
- Is the outcome achievable in the short-term or over time?

### **Researching the Issue**

Know as much as possible about the background of the issues.

#### **Has National PTA or Maryland PTA taken a position on the issue?**

- Find as many sources of information about the issue as possible.
- Research the arguments both for and against.
- Know who supports and opposes the issue.
- Conduct surveys and opinion polls in the community.
- Use data from credible sources

### **Creating an Effective Campaign**

An effective campaign is built on activities and events that "keep it on the radar screen." The following actions are key to an advocacy campaign:

- Design a strong, understandable message;
- Reach out to your members. Survey them to find out how they feel, target newsletters and membership meetings to get out the message;
- Reach out to the community. Establish coalitions for broader support;
- Utilize the media to promote your cause
- Persist.

### **Advocating Role at the annual Maryland Convention**

The Advocacy Committee members or Chair of the committee should seek to have a core role in training how to advocate at the local, council or state PTA levels. Those local or council PTAs who have an Advocacy officer are encouraged to work closely with the Membership Chair to promote the advocacy focus of the local, council or state PTA

## IRS Rules On Lobbying By Nonprofit Organizations

PTA is a 501 (c)3 organization, and such enjoys tax-exempt charity status. PTA cannot work on behalf of or against candidates, including those running for school boards, even on non-partisan slates, since the IRS makes no distinction between partisan and nonpartisan elections for public office. There are a number of other voter education activities in which the PTA can participate.

**Candidates' Statements:** It is entirely proper to inform candidates of the PTA position on particular issues and to urge them to go on record (all candidates for a particular office, not just a select few). PTAs may not publish or distribute statements by candidates except as nonpartisan "questionnaires".

**Questionnaires:** The questions must cover a broad range of subjects, be framed without bias and be given to all candidates for office.

**Voting Records:** There is no problem in following the practice of informing PTA members how each member of the legislature has voted on a key issue. There is no legal problem with this provided that the information is presented and disseminated during the campaign in the same manner as it has done at other times. A problem arises if an organization waits to disseminate voting records until a campaign is under way. If the PTA has followed the practice of disseminating voting records throughout the year, then it is safe in publishing voting records. If, however, the PTA has not published voting records throughout the previous year, it may not during the campaign.

**Public Forums:** PTAs may conduct candidate forums. The invitation for the forum must be extended to all "serious candidates." It is not necessary that all candidates attend. It is imperative that even-handedness be maintained in promoting and holding a candidate forum. A nonpartisan moderator should be in charge, and fair procedures must be established and agreed to in advance.

**Get Out the Vote:** PTAs can campaign for or against referendum issues that would fall within the Purpose and Mission of the PTA. The PTA may educate the public as to its position on a referendum issue, and encourage voters to support the PTA position.

Specific laws also apply to the association's lobbying activities.

As permissible under federal tax laws, PTA members may engage in legislative activities on behalf of children and youth, and may educate the general public and the policy makers about officially adopted PTA positions and resolutions.

# Resolutions

## What Is A Resolution?

A resolution is an original motion that, because of its importance, length, or complexity, is submitted in writing. A resolution usually consists of two main parts:

- a preamble--the "whereas" clauses
- a request for action -- the "resolved" clauses.

The "whereas" clauses contains the background information and the reasons for the resolution. The "resolved" clauses contain the request for action. Each action requested should have its own "resolved" clause.

All resolutions must be received in the Maryland PTA office by May 15 for review by the legislative committee.

## Resolution Criteria

Each resolution submitted to Maryland PTA must meet the following criteria:

- Concern a field of interest to Maryland PTA.
- Be in harmony with the mission, purposes, and basic policies of Maryland PTA.
- State a position not previously adopted, or improve a position already adopted by Maryland PTA
- Be written in language appropriate for statewide consideration.
- Give background material which substantiates each "whereas" and "resolved" clause of the resolution and which indicates the subject of the resolution was well researched by the submitting group. It should include PTA related information, dated copies of documented research, dated copies of pertinent laws, dated copies of surveys or statistics documenting the problem, and copies of relevant pamphlets or articles from publications. The background material must be sufficient to give a person with no previous knowledge of the subject enough information to make an intelligent decision. To enable committee members and voting delegates to make a decision on the merits of the proposed resolution, unbiased and well-balanced information must be included in the resolution.

## Emergency Resolutions

Emergency resolution may only be submitted if the urgency of the subject matter has arisen after the established deadlines. To be considered, emergency resolutions must conform to all established criteria, be approved by the Legislative Committee, and receive a two-thirds (2/3) affirmative vote by the delegates.



## Working with the Media

### What is the Goal?

- To offer a clear, focused message
- To know where the association stands, what you want, and what you expect

### Ten Ways to keep the media on your side during a crisis:

- Seize control
- Identify a spokesperson (the president)
- Be accessible
- Be honest
- Do not give "off the record" comments
- Do not be intimidated
- Prepare statements
- Develop talking points
- Rehearse
- Create media materials

### Ten factors to consider for all Public Statements:

(All of your statements should pass the following public perception test)

- Are they both honest in content and compassionate by response?
- Do they communicate a thoughtful, intelligent content?
- Do they really show your genuine concern?
- Are they solution-based?
- Are they presenting the "image" of PTA in a good light?
- Are you going to be viewed as not only a reliable PTA, but also a responsible one?
- Will they show your PTA as one with good "core values"?
- After watching and hearing you, will your various stakeholders view you as being in control?
- Have you "communicated from the heart" and not just from the "head"?
- Will your audience remember having "liked" you and the PTA?

### Six steps for an effective news conference appearance:

- Be prepared
- Listen
- Clarify
- Offer a short, direct reply
- Provide fact sheets whenever possible
- End it!

### Techniques for dealing with the media:

- Know the facts: don't guess
- Rehearse your message
- Help set the "ground rules"
- Prepare for the worst
- Answer questions. Stay Alert. Listen.

- Say it in 12 seconds
- Admit mistakes
- Relate to the viewer, not the interviewer
- Humanize yourself and the PTA
- Think like the media
- Know journalist's language
- Be politely persistent, but don't get angry
- Localize your story
- Stick to the subject, don't ramble
- Never go "off the record"
- Keep it on a one-on-one basis
- Never say "no comment"
- Avoid arguments and hostility
- Provide advance biographical/background data
- Be direct and friendly
- Suggest talking points before the interview
- Always have at least two "themes" going into each interview
- Bridge potential adverse, negative stories into positive responses
- Anticipate questions to be asked
- Know the reporter
- Never guess, and never, never lie
- Advance work – do it
- Edit yourself as you speak

Additionally for a face to face interview:

- Lean forward slightly projecting positive body language
- Tell it like it is and look at the interviewer – maintain solid eye contact
- Use the news conference sparingly
- Dress for the occasion
- Do not fold your arms – defensive body language
- Ask for make up if in a studio
- Do not squint at the lights
- Arrive early for questions and pre-talk with the interviewer
- Set a 15 second timer and practice answers in that format time frame
- Talk to the interviewer and not the camera

## APPENDIX



USING

THE

PTA

NAME



## Correct Usage of the PTA Name

PTA and PTSA (Parent, Teacher, Student Association) are registered service marks of the National Congress of Parents and Teachers and are registered in the U.S. Patent Office.

National Parent Teacher Association is also a registered name, as are the National PTA and Maryland PTA. Only organizations chartered by the PTA may use its name.

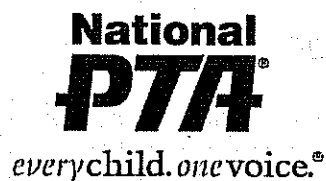




# **COMMUNICATIONS GUIDELINES**

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## **Communications Guidelines for PTA Leaders**

### **Unaffiliated Parent Groups**

The following Key Messages (page 1), Communications "Do's & Do Not's" (page 2), Frequently Asked Questions resource (pages 3-5), and Sample Web Copy (page 6) are provided to assist PTA leaders in responding to inquiries regarding the differences between PTA and unaffiliated parent groups.

If you have related questions, please contact LaWanda Toney, National PTA Director of Strategic Communications, at [ltoney@pta.org](mailto:ltoney@pta.org) or (703) 518-1242.

### **Key Messages**

- While there are many differences between PTAs and other parent groups, the most fundamental is our mission. PTA is a nationwide network of families and educators advocating for children at all levels of decision making, and other parent groups are comprised of families working only at an individual school.
- As a nationwide network of more than 22,000 schools and four million families, PTA provides parents, educators, and other concerned adults with an organized way to improve education, health, and safety conditions for America's children. In addition to involvement at the school, PTA parents have a voice with district, state, and even national level conversations.
- Other parent groups not affiliated with PTA are sometimes referred to by the generic acronym PTO. These groups focus exclusively on issues at their school and are not part of a larger, organized network. PTA encourages these groups to join us because we believe we are stronger together, but we also understand their decision not to be part of PTA and support their localized efforts to enhance family engagement.

## **Communications Do's & Do Not's**

- **Do** be positive when describing the work of other parent groups. We believe membership in a nationwide network is the best way to make a difference for our children, but we applaud and support all efforts to improve family engagement.
- **Do Not** use the acronym PTO as if it is in the same category as PTA. Many people believe PTO is a brand name like PTA (as opposed to a generic term for unaffiliated parent groups) and our frequent use of this acronym has reinforced this notion.
- **Do** use "other parent groups" or "unaffiliated parent groups" as the generic term instead.
- **Do Not** use comparison charts listing the convenience and administrative benefits of PTA, such as the cost of insurance. People join PTA for our mission, and not because of these business features.
- **Do** utilize the Sample Web Copy (page 6) on your website and in other communications describing "The PTA Advantage" and include state-specific examples to help illustrate PTA's mission in action.
- **Do Not** make statements about the PTO Today website, magazine, or other materials. They are products of School Family Media, Inc., a for-profit media and advertising company that offers services to all parent groups, including PTAs. School Family Media, Inc., is one of hundreds of individuals and groups that provide services to PTAs.

## **Frequently Asked Questions**

**Q. How should I answer the question "What's the difference between PTA and another parent group"?**

**A.** PTA is the oldest and largest child advocacy association in America comprised of 22,000 schools and four million families. As part of this nationwide network, parents have a voice in decisions that impact their children, not only in their individual schools, but also at the district, state and national levels. This mission is unique to PTA. Other parent groups work on behalf of children within their school yard, but have no organized way to impact decisions beyond the fence.

Sometimes people refer to these unaffiliated groups as a parent teacher organization or PTO. This is only a generic acronym for groups not affiliated with PTA.

The differences between PTAs and other parent groups are many, but we have one similarity. All parent-school groups form to support children's education. We commend all of the caring adults who join a parent group to support student learning and develop positive partnerships with their school's officials. PTA believes, however, that the issues that affect our children today extend beyond their individual schools.

Many of the benefits our children receive today, such as universal kindergarten, the National School Lunch Program and a juvenile justice system, were accomplished as a result of PTA's advocacy; a parent group working alone would likely not be able to impact issues like these.

**Q. What sets PTA apart from other parent groups?**

**A.** PTA is a thriving child advocacy association. Our four million members form a nationwide network of families united in their commitment to improving the education, health, and safety of all children. We speak with one voice for every child.

PTA is more connected, dedicated, and advocacy-minded than ever before. We do not limit ourselves to bake sales; we strive for meaningful policy changes and educational improvements. The results of our mission benefit all children nationwide, even those who do not attend a PTA school.

PTAs working to bring healthy options to their school cafeterias band together to help influence the national nutrition standards for school breakfasts and lunches. PTAs worried about school safety pool their ideas and take their shared concerns to the school board to secure systemic improvements. And PTAs facing school budget cuts rally to preserve state and federal appropriations for education.

Moreover, PTAs have access to several benefits, including dozens of national programs, experts, and turnkey resources. PTAs also are provided regular updates and advice in the form of e-newsletters, e-blasts, social media, PTA.org, *Our Children* magazine, a robust back-to-school kit of resources, webinars and e-learning courses. Additionally, PTAs are eligible for prestigious national awards and millions of dollars in grants to help build their capacity and skills and make a difference in their school community. Partners and sponsors, like LifeLock, Lifetouch, Healthy Weight Commitment Foundation and Amazon Kindle, make their benefits and cost savings available to PTAs nationwide as well. All members are invited to participate in PTA conventions (national and state) as well as our legislative conferences.

Administrative factors also set PTA apart from other parent groups. PTA offers a national and state infrastructure with staff to assist PTAs in securing nonprofit status, filing government paperwork, creating bylaws, purchasing low-cost insurance and training leaders. These support services are available at no additional cost after membership.

**Q. Some parents just want to help their child at school, so why should they form a PTA at their school?**

**A.** Many of the decisions that impact children's education are not made by educators at their schools. These decisions frequently come from district or state officials. PTA gives parents a united and powerful voice, a seat at the table where decisions are made, and the tools to influence. Below are two illustrations of PTA's mission in action. *[Note: each PTA should develop several state-specific examples.]*

- Washington State PTA worked to secure the passage of major state education reforms, sweeping changes that an independent parent group could not have accomplished alone.
- Florida PTA, on behalf of all parents, helped to defeat a piece of state legislation that held the potential for for-profit management companies and other corporate interests to take over public schools.

**Q. What is the best way to present "The PTA Advantage" online and through PTA communications?**

**A.** National PTA has four preferences for communicating about "The PTA Advantage."

1. Avoid using the PTO acronym as if it were a brand name. We prefer for you to use "unaffiliated parent groups" as a generic category.
2. Focus more on the difference in mission between PTA and unaffiliated parent groups.
3. Focus less on the convenience and administrative benefits of PTA membership. While practical considerations, these attributes are not as inspiring as our mission.
4. Avoid comparison charts.

We recommend that you review and revise your website and membership materials as soon as possible to reflect this guidance.

**Q. Can other parent groups use the PTA name? What about companies that use the name in their marketing or promotions?**

**A.** Groups cannot use the PTA name without our prior written approval. While PTA has become a part of American vocabulary, in the same way that people might call any soft drink "Coke" or any facial tissue "Kleenex." Like these brands, PTA is protected with a number of federal trademarks and has been so for more than 100 years.

Companies cannot use the PTA name in any manner that claims or could reasonably be inferred to suggest a relationship that does not exist. Companies may, however, reference PTA in statements of fact; for example, Company X can state that it offers services to PTAs.

**Q. What should I do if I see other people and groups using the PTA name?**

**A.** If you see the PTA name used in an inappropriate way or have related questions, please contact LaWanda Toney, National PTA Director of Strategic Communications, at [ltoney@pta.org](mailto:ltoney@pta.org) or (703) 518-1242. Please attach a screen shot or link to the PTA name in use.

## **Sample Web Copy**

### ***The PTA Advantage***

*PTA is the oldest and largest child advocacy association in America. PTA is comprised of four million parents, teachers, grandparents, caregivers, foster parents and other caring adults who share a commitment to improving the education, health, and safety of all children. We speak with one voice for every child.*

*Today, the issues that affect our children extend beyond their individual schools. PTA's nationwide network provides parents with the forum and tools to collectively influence the decisions that affect children not only at their schools, but also throughout their districts, within their states, and across the nation. This mission is unique to PTA.*

*Many of the benefits our children receive today, such as universal kindergarten, the National School Lunch Program, and a juvenile justice system, were accomplished as a result of PTA's mission.*

*In [Insert state], PTA has achieved several notable improvements for children, including:  
[Insert short bulleted list]*

*With PTA, families also have access to important benefits, including:*

- Dozens of national programs, experts, and turnkey resources*
- Regular updates and advice in the form of e-newsletters, PTA.org, Our Children magazine, and a robust back-to-school kit of resources*
- [Insert state-level benefits]*
- Leadership development through webinars and e-learning courses*
- Millions of dollars in grants to help build PTA capacity and skills and make a difference in their school community*
- Prestigious national awards*
- Cost savings from national retailers and other PTA partners*
- Invitations to PTA conventions as well as our conferences for emerging minority leaders, male mentors, and advocates*
- Support services and staff to help establish and manage your PTA*

*To join PTA or discuss how to bring PTA to your school, please contact [Insert name and contact information].*



**NATIONAL  
STANDARDS  
FOR  
FAMILY / SCHOOL  
PARTNERSHIPS**

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# What Are The National Standards?

The National Standards for Family-School Partnerships are voluntary guidelines to strengthen parent and family involvement on behalf of children in schools and other programs. The six standards and their quality indicators provide PTAs, schools, and communities with the components that are needed for highly effective family-school involvement programs.

PTA leaders and all those interested in more effective family/school/community connections will find the National Standards for Family-School Partnerships to be a valuable resource and catalyst for action.

## STANDARD 1 Welcoming All Families Into The School Community

Families are active participants in the life of the school and feel welcomed, valued and connected to each other, to school staff and to what students are learning and doing in class.

## STANDARD 2 Communicating Effectively

Families and school staff engage in regular, two-way and meaningful communication about student learning.

## STANDARD 3 Supporting Student Success

Families and school staff continuously collaborate to support students' learning and healthy development, both at home and at school and have regular opportunities that will support their success.

## STANDARD 4 Speaking Up For Every Child

Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

## STANDARD 5 Sharing Power

Families and school staff are equal partners in decisions that affect children and families and together inform, influence and create policies, practices and programs.

## STANDARD 6 Collaborating With Community

Families and school staff collaborate with community members to connect students, families and staff to expand learning opportunities, community services and civic participation.

### Background

Our nation acknowledged the important role of parent involvement through its enactment of the 8th National Education Goal:

Every school will promote partnerships that will increase parental involvement and participation in promoting the social, emotional and academic growth of children.

MD PTA supports this goal. The standards were designed to raise the level of expectation about how family-school involvement programs can improve student achievement and life success by engaging families in true partnership with educators and community leaders.

### How Were the Standards Developed?

The standards were developed by the National PTA in collaboration with parent involvement researchers and other national leaders. They are endorsed by more than 30 professional education and family-school involvement organizations. The standards clearly delineate those practices that have been shown to lead to success and high-quality parent involvement programs.

The standards were developed to be a practical tool for meeting the threefold purpose of the national standards:

1. To promote meaningful parent and family participation
2. To raise awareness regarding the components of effective programs
3. To provide guidelines for schools that wish to improve their programs



# TRAINING



# Training

One of the most important services Councils can provide to their locals is Training.

Most Council training usually includes PTA Basics to include Financial Training, Working with the Board of Directors ,Ethics and Conflict Resolution.

Maryland PTA also offers training thru Summer Leadership Conference, Webinars, Regional Trainings and the Maryland PTA Convention. Mandatory Financial Training is offered to include Cash Encounters, Forms & Instructions, Sample Reports and also provides a Treasurer's Timeline.

E- Learning courses are offered thru National PTA. Log onto National PTA E-Learning. You must create an account with National PTA to access the training.





# **PROCEDURE BOOK SAMPLES**

2000

2001

2002

## **What Do You Put In A Procedure Book?**

Your name, address, telephone number, e-mail address and your term of service.

Names, address', telephone number, and e-mail addresses and the terms of service for your board of directors and committee chairs, including any other important contacts.

A current membership roster with name, address, telephone number, e-mail address. The executive committee should have the list for PTA use only.

Unit bylaws, standing rules, and current budget. Make sure all officers have copies.

A copy of the Council and State bylaws if you deem necessary.

National PTA Quick Reference Guides, also available online.

Maryland PTA Resource Guides.

All correspondence and information pertaining to your office.

School calendar and PTA calendar.

Plan of work from all committees.

Copy of approved budget.

Notes from workshops, conferences, and convention you have attended.

Copies of any reports sent to Council, State PTA or National PTA.

Correspondence from your Council, Maryland PTA and National PTA

School/PTA/Council newsletters.

Any other resource material you have found to be helpful.

Remember to pass your procedure book on to your successor.



## The Mission and Purpose of PTA

English	Spanish
<b>PTA Vision</b> <i>Every child's potential is a reality.</i>	<b>La Visión de la PTA</b> <i>El potencial de cada niño es una realidad.</i>
<b>PTA Mission</b> <i>To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.</i>	<b>La Misión de la PTA</b> <i>Hacer una realidad el potencial de cada niño al comprometer y apoderar las familias y comunidades para que intercedan por todos los niños.</i>
<b>PTA Values</b> <b>Collaboration:</b> We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families. <b>Commitment:</b> We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded. <b>Diversity:</b> We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience. <b>Respect:</b> We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals. <b>Accountability:</b> All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.	<b>Los Valores de la PTA</b> <b>Colaboración:</b> Trabajaremos en asociación con una amplia variedad de individuos y organizaciones para expandir y mejorar nuestra habilidad de servir e interceder a favor de todos los niños y las familias. <b>Compromiso:</b> Estamos dedicados al éxito educativo, la salud, y el bienestar de los niños a través de un fuerte compromiso de las familias y las comunidades mientras nos mantenemos responsables por cumplir con los principios sobre los cuales fue fundada nuestra asociación. <b>Diversidad:</b> Reconocemos el potencial de cada individuo sin importar, incluyendo y sin limitarnos a: edad, cultura, estatus económico, antecedentes educativos, etnicidad, género, lugar geográfico, estatus legal, estatus matrimonial, habilidad mental, origen nacional, posición en la organización, estatus de paternidad, habilidad física, filosofía política, raza, religión, orientación sexual, y experiencia de trabajo. <b>Respeto:</b> Valoramos las contribuciones individuales de los socios, empleados, voluntarios y asociados mientras trabajamos en colaboración para alcanzar las metas de nuestra asociación. <b>Responsabilidad de dar cuentas:</b> Todos los socios, empleados, voluntarios y asociados tienen la responsabilidad compartida de alinear sus esfuerzos hacia el logro de las iniciativas estratégicas de nuestra asociación.
<b>PTA Strategic Initiatives</b> 1. We will build a comprehensive research	<b>Iniciativas Estratégicas de la PTA</b> 1. Nosotros construiremos una plataforma de

<p>development platform</p> <ol style="list-style-type: none"> <li>2. We will implement a focused, research based, public policy and advocacy plan</li> <li>3. We will grow and steward our resources.</li> <li>4. We will enhance the internal and external awareness of the association</li> <li>5. We will enhance organizational efficiency and effectiveness</li> <li>6. We will recruit, train, and support effective leaders</li> <li>7. We will diversify our membership, and engage and serve communities</li> </ol>	<p>desarrollo de investigaciones exhaustivas.</p> <ol style="list-style-type: none"> <li>2. Nosotros implementaremos un plan de política pública e intercesión de manera enfocada y basado en investigaciones.</li> <li>3. Nosotros aumentaremos y cuidaremos nuestros recursos.</li> <li>4. Nosotros mejoraremos la conciencia interna y externa de la asociación.</li> <li>5. Nosotros mejoraremos la eficiencia y la efectividad organizativa.</li> <li>6. Nosotros reclutaremos, capacitaremos, y apoyaremos líderes efectivos.</li> <li>7. Nosotros diversificaremos nuestra membresía, y comprometemos y serviremos las comunidades.</li> </ol>
<p><b>The Purposes of the PTA</b></p> <ol style="list-style-type: none"> <li>a. To promote the welfare of children and youth in home, school, community, and place of worship.</li> <li>b. To raise the standards of home life.</li> <li>c. To secure adequate laws for the care and protection of children and youth.</li> <li>d. To bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the education of children and youth.</li> <li>e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.</li> </ol>	<p><b>Los propósitos de la PTA</b></p> <ol style="list-style-type: none"> <li>a. Promover el bienestar de los niños y jóvenes en el hogar, la escuela, la comunidad y el lugar de culto.</li> <li>b. Mejorar los estándares de la vida familiar.</li> <li>c. Asegurar leyes adecuadas para el cuidado y la protección de niños y jóvenes.</li> <li>d. Establecer una relación estrecha entre la escuela y el hogar; que los padres y los maestros cooperen inteligentemente en la educación de los niños y jóvenes.</li> <li>e. Desarrollar entre los educadores y el público en general esfuerzos conjuntos que aseguren las mejores ventajas físicas, mentales, sociales y espirituales en la educación de todos los niños y jóvenes.</li> </ol>

## Why Presidents Succeed

They:

- Make each member feel welcome.
- Lead by example and allow others to participate in the association.
- Are inclusive.
- Open and honest with the board of directors and members.
- Help each member understand the association and its purpose
- Take the time to read all information received.
- Take time for adequate preparation (agenda).
- Arrange activities in which all members can participate.
- Delegate the work.
- Distribute material to appropriate officer or chairperson.
- Always refer to the association as "Your PTA."
- Remember they are only the "CHAIR", never the BOSS.
- Never forget to praise.
- Remember to say "Thank you, you did a great job."

## Important Contact Information

### National PTA

Information Center – (800) 307-4PTA (4782)

E-mail – [info@pta.org](mailto:info@pta.org)

Website – [www.pta.org](http://www.pta.org)

### Maryland PTA

5 Central Avenue

Glen Burnie, Maryland 21061

410-760-6221 or toll free (800) 707-7972

E-mail – [office@mdpta.org](mailto:office@mdpta.org)

Website – [www.mdpta.org](http://www.mdpta.org)

President – [president@mdpta.org](mailto:president@mdpta.org)

President-Elect – [presidentelect@mdpta.org](mailto:presidentelect@mdpta.org)

Vice President Leadership – [vpleadership@mdpta.org](mailto:vpleadership@mdpta.org)

Vice President Legislation – [vplegislation@mdpta.org](mailto:vplegislation@mdpta.org)

Vice President Councils – [vpCouncils@mdpta.org](mailto:vpCouncils@mdpta.org)

Secretary – [secretary@mdpta.org](mailto:secretary@mdpta.org)

Treasurer – [treasurer@mdpta.org](mailto:treasurer@mdpta.org)

### My Council information

President \_\_\_\_\_

Council phone number \_\_\_\_\_

Council e-mail \_\_\_\_\_

Unit ID# \_\_\_\_\_



## Bylaws

Bylaws govern your PTA association. They are the "rules" your PTA uses to conduct business. PTA's **MUST BE INCORPORATED**.

They contain general information about:

- The relationship between National, state, council and local PTAs.
- Rules and regulations governing the local PTA (dues, membership, etc..).
- How the officers are elected.
- How the executive committee, board of directors, committee chairs, and council delegates are selected.
- The duties of the officers (most important)
- Information on general membership meetings.

Bylaws revisions can be submitted at anytime but must be done at least every three years. Copies of bylaws are retained in the state office if copies are needed. Each council and local should have a copy of their own bylaws.

Local PTAs should notify their membership that a committee is forming to revise bylaws. The committee needs to present their report of changes (or no changes) to the general membership thirty (30) days prior to a vote. The old statement along with the revised statement needs to be published.

Once the bylaws are approved by the general membership the original and two copies (one for council and one for state) are submitted to Maryland state office.

It is advised that your keep a copy of your submitted bylaws until your approved ones are received back from the State Bylaws Committee.

## How Do Standing Rules Differ From Bylaws

Standing Rules	Bylaws
Standing rules relate to the details of administration of the association. They are adopted to supplement and interpret the bylaws	Bylaws contain the basic rules of the association. They supersede all other rules except the corporate charter if there is one.
A standing rule is adopted by a majority vote at any business meeting without previous notice and continues in force until it is rescinded or amended. Generally, standing rules are amended by a two-thirds vote without previous notice or by a majority vote when prior notice has been given.	Bylaws cannot be amended without previous notice to the members and the vote of a specified large majority. PTA bylaws must include certain articles and sections verbatim language mandated by the National and state PTA. These articles and sections cannot be amended.
Standing rules generally are not adopted at the time a PTA is organized, but individually if and when the need arise.	Bylaws must be adopted when a PTA is organized.
Local and council PTA standing rules require no approval from the state PTA, but they must not conflict with the bylaws.	Local and council PTA bylaws must be approved by the state PTA.
A standing rule can be suspended for the duration of any session	Bylaws cannot be suspended.

# Sample Format for Standing Rules of the ABC PTA Inc.

## Part I: Administration

### A. Board of Directors

- Board members are expected to attend all regular and special meeting of the Board of Directors, assigned committee meetings and general membership meetings. Failure to attend \_\_\_\_ consecutive board meetings without being excused is grounds for removal from the board. If unable to attend, notify the president.
- Board members who fail to attend meetings, for which a financial obligation has been made, without cancellation or reservation, will be billed for the cost.
- Any board member who attends workshops, convention, or conferences, funded by the PTA, shall file a written report with the Board of Directors.
- Board members are expected to help carry out the program at general membership meetings.
- Procedure books shall be kept current and at the end of the term of office each officer shall turn over books to incoming officers, and chairmen shall turn over books to the president.

### B. Meetings

- Regular meetings of the Board of Directors shall be held on \_\_\_\_\_. Meetings shall begin at \_\_\_\_\_ and adjourn no later than \_\_\_\_\_.
- General membership meetings shall be held on the \_\_\_\_\_. Meetings shall begin at \_\_\_\_\_ and adjourn no later than \_\_\_\_\_.
- All motions shall be presented in writing.

### C. Finance

- When authorized purchases are made for which the PTA is to be billed:
  - i. A disbursement request form shall be completed, signed and forwarded to the treasurer with the bill within 10 days of receipt of the bill.
  - ii. If the purchase was paid by the member, the receipt and disbursement form shall be sent to the treasurer within 30 days.
- When monies are available, the board of directors shall determine the method of selection of attendees to workshops, conferences, and conventions. Expenses may be reimburse as follows:
  - Travel – (\$0.25 per mile)
  - Meals – Maximum of (\$30 per day, breakfast \$7, Lunch \$9, Dinner \$14) receipts are required.
  - Hotel – Rate for one-half of a double room at the hotel for the PTA function
  - Parking tolls – Paid, receipts required.

## **Part II. Standing Committees**

### **A. Duties**

- a. Develop a plan of work to present to the board of directors for approval.
- b. Provide articles for the newsletter.
- c. Maintains a procedure book.

### **B. Plan of Work**

- a. The Plan of Work shall contain the following elements:
  - i. Committee name
  - ii. Chairman's name and telephone number
  - iii. Names of committee members
  - iv. Goals of the year
  - v. Activities
  - vi. Anticipated expenses

### **C. Standing Committees and Responsibilities**

- a. Cultural Arts
  - i. Promote the National PTA Reflections program
  - ii. Plan for student programs throughout the year
- b. Legislation
  - i. Study legislation at the local, state, and national levels that pertain to children and youth and/or educational matters.
  - ii. Present the state and national legislative agenda to the membership
  - iii. Draft testimony to reflect the position of the PTA
- c. Membership
  - i. Share goals for the year with the school community
  - ii. Establish dates for main drive and prepare materials for collecting and recording dues. Etc...
  - iii. Turn over the money collected immediately to the treasurer
  - iv. Maintain list of names of all members
  - v. Distribute membership cards to all member
- d. Hospitality
  - i. Arrange for refreshments at all meetings
  - ii. Arrange luncheon for teachers during Teacher Appreciation Week
- e. Program
  - i. Plan programs for parents for general membership meetings
  - ii. Contact presenters and send confirmation note
  - iii. Arrange for Audio-visual equipment, if needed
  - iv. Send thank you notes

f. Newsletter

- i. Publish the newsletter
- ii. Arrange for distribution to all members

g. Ways and Means

- i. Plan fundraising activities according to the approved budget
- ii. Review contracts and forward to the president for signature
- iii. Gather information and establish a file on potential fundraisers
- iv. Review fundraisers to assure all legal/ethical requirements are met
- v. Turn funds over to treasurer each day of the activity

D. Special Committees/Ad Hoc Committees and Responsibilities

Other section that might be included

How elections are conducted – who makes up the ballots, who counts ballots.  
Awards – criteria for receiving, when given.



## Meetings

**Executive Committee Meetings** -- This body is composed of just the officers of the PTA. Meetings of the Executive Committee shall be held as needed. The main duty of the Executive Committee is to elect standing committee chairs. They also act in emergencies between meetings of the board of directors.

A quorum is necessary to conduct business. For this body a quorum is one more than half of all filled positions.

**Board of Directors Meetings** -- This is the body of PTA members who handles the business for the PTA. They usually meet monthly at a time and date determined by the board each year during the annual planning meeting. The members of this board are determined by your bylaws, they usually are your elected officers, committee chairs and representatives from the principal, teachers, and student in a PTSA. The board develops the budget for approval by general membership, identifies goals for the PTA, plans programs to meet the goals, attend training to learn/enhance leadership skills and to improve their knowledge of PTA.

The president sets the agenda and presides over the meeting. While any PTA member is allowed to attend this meeting only members of the board may participate in the business.

A quorum is again necessary to conduct business. For this body a quorum is one more than half of all filled positions.

**General Membership Meeting**-- These meetings are for the entire membership body. This group only needs to meet a few times a year. The general membership is responsible for approving the operating budget for the PTA, approve bylaw changes and electing the officers of the PTA. Your bylaws will determine how many meetings you have and the number of members needed to be present to constitute a quorum.

The president sets the agenda and presides over the meeting. Since this is a PTA meeting only members of the local PTA may participate in the business of the meeting. While non-members may ask questions they are not allowed to bring forth motions or participate in the decision making process. Remember to always have a membership table set up for all general meetings so that anyone can join at that time.

Try to incorporate a program in with the meetings to encourage participation. A quorum must be established in order to conduct business. The bylaws contain information on your quorum.

For information on how to run a meeting and parliamentary procedure see the PTA President's Quick Guide from National PTA.





## **Minutes**

The secretary is the official keeper of the records of your PTA.

Minutes must contain records of all activities taken by the group, including the exact wording of every motion, include the name of the person making the motion, if it was seconded and if it passed or failed. All motions must be in writing, signed and dated by the maker. The name of the person making the second does not need to be recorded.

Minutes should be as brief as possible, no need to write what is said by individual members. There is no such thing as he said/she said in the minutes.

Minutes of the \_\_\_\_\_ Meeting

Date \_\_\_\_\_

**Call to Order**

The (name of the group, ie: Board of Directors)  
Met on (day and date) at the (place of meeting)  
(Presiding officer's name) called the meeting to  
Order at (time) (Name) presented the inspiration  
And (Name) read the PTA Purposes.

**Roll Call**

**Present:**

**Officers**

List all officers names who are present

**Committee Chairs**

List all committee Chairmen with titles who are  
Present

**Other positions**

List all others, such as principal, teacher representative  
Student representative.

**Guest**

List all guest

**Excused**

List all members, with their titles who have been excused  
From the meeting.

**Absent**

List all members, with their titles who are absent

(Follow the order of your agenda. This is the usual order.)

**Minutes**

(Your name), Secretary, presented the minutes of the  
(name of previous meeting). The minutes were (accepted  
As presented) or approved with the following corrections.  
(list corrections such as : Under President's report, line 3,  
"she reported" to "he reported".)

**Treasurer's  
Report**

(Name of treasurer), Treasurer, presented the financial  
Report (see attachment.) Total assets balance of \$ ( list  
Amount). The financial report will be filed for audit.

**Report of  
The President**

(Name of your president), President, referred to her report

(see attachment). (You may highlight important information if your choose to.)

Report of the  
1st Vice President

(Name of your officer), 1st Vice President, referred to his Report (see attachment). No action items at this time (or)

Motion

(name of officer), moved that the anticipated donations be Placed in leadership funds.

#### ADOPTED (OR) FAILED

*(list each officer, chairman, or other, attach their report and report any action of the association. Action items are listed as motions. You do not have to report all discussion and he said-she said. You may state that discussion ensued.)*

*(Encourage all members reporting to your association to report in writing. This will ensure that the minutes are correct.)*

Unfinished  
Business

This is where you would list any unfinished business that Was discussed and their action items.

New Business

This is where you would list any new business brought Before the association.

Announcements

List any announcements here including when the next Meeting of the association is going to take place.

Adjournment

The meeting adjourned at (time)

---

(Your name, Secretary

(Remember: Your minutes are your official records of business. They report all actions that your association does. Your minutes should cover everything listed for your meetings in your bylaws. Your bylaws state that there is a quorum required for your meetings (Executive Committee, Board of Directors, General Membership) to conduct business. List who was present, ad attach a sign-in sheet to the minutes. You list the persons "excused" and "absent" to let your membership know.)

**Motion Slip**

**Motion Number** \_\_\_\_\_

**I move**

\_\_\_\_\_  
**Dated**

\_\_\_\_\_  
**Signed**

**Motion Slip**

**Motion Number** \_\_\_\_\_

**I move**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signed**

## Eight Steps to a Motion

Only members are legally qualified to make motions, discuss and vote.

1. Obtain the floor.

Member rises and addresses the chair.  
"Madam/Mister President"

2. Assign the floor.

Member is recognized by the chair, who nods or announces member's name.

3. Make the motion.

"I move that ...."

4. The motion is seconded.

"I second the motion." If there is no second, the chair says, "Motion fails for lack of a second."

5. Chair states the motion.

"It has been moved and seconded that..."

6. Debate and Discussion

"Is there any discussion"

7. Vote.

"All in favor say 'aye', 'All those opposed say 'nay'"

8. Chair announces results.

"The 'ayes' have it and the motion is carried, and we will ..." or "The 'nays' have it and the motion fails."

### Amendments

Before the vote is taken on a motion, it may be amended by:

- inserting or adding words
- striking out words
- striking out words and inserting others in their place.
- substituting one paragraph or another notion for the original

## Types of Motions

Privileged motions are urgent:

Fix the time at which to adjourn (S,M)

Adjourn (S,M)

Recess (S,M)

Raise a question of privilege

Call for the orders of the day

Subsidiary motions modify, delay or dispose of another motion:

Lay on the table (S,M)

Call for the previous question (S, 2/3)

Limit or extend limits of debate (S, 2/3)

Postpone to a certain time (S, M\*)

Commit (refer to a committee) (S,M)

Amend (S, M)

Postpone indefinitely (S, M)

Main Motions Bring Business Before the Assembly:

Take from the table (S,M)

Reconsider (S, M)

Rescind or amend motion previously adopted (S, M)

Incidental Motions Arise Out of a Question that is or has been pending:

Appeal (S,M)

Consider by paragraph or seriatim (S,M)

Call for division of the assembly

Call for division of a question (S, M)

Raise an objection to the consideration of a question

Raise a parliamentary inquiry

Request a point of order

Suspend the rules (S, 2/3)

Restorative motions bring a question again before the assembly:

Reconsider (S, M)

Take from the table (S, M)

### Key

S = Requires a Second

M = Requires a Majority Vote

2/3 = Requires 2/3 Vote

## Tellers' Report

Number of votes cast \_\_\_\_\_

Ineligible votes cast \_\_\_\_\_  
(these are votes that may have more than one candidate marked or have a name not placed in nomination on the ballot)

Necessary for election \_\_\_\_\_  
(a majority is required to elect. Majority is one half of the votes cast plus one)

List names and the number of votes that they received.


Tellers Signature \_\_\_\_\_

Tellers Signature \_\_\_\_\_

Tellers Signature \_\_\_\_\_

If no candidate received the majority vote than you will need to vote again until a candidate receives the majority vote.

## Nomination Procedure

- Bylaws section pertaining to election is read by the secretary
- Nominating committee reports the slate of candidates
- President restates slate of candidates
- President calls for nominations from the floor. One office at a time
- President then asks, "Are there further nominations for any of these offices?" Pause "hearing none, the chair declares the nominations closed."  
After each office.

(Nominations may be reopened by a motion and majority vote, provided no votes have yet been cast.) Nominations do not require a second, but do require the consent of the nominee.

## Election Process

- The president restates the list of nominees
- If there is more than one nominee for an office, or if bylaws require it, the vote must be by ballot.
- Ballots are given to members only
- Must have the updated membership list at not only the election meeting but should have at all general membership meetings
- Tellers, appointed by the president, distribute, collect, and count the ballots and prepares a report listing number of votes cast, number of votes received by each candidate
- Each teller signs the report, which is read by the chair of the tellers and given to the president
- The president restates the election report and declares those elected
- When there is but one candidate for an office, elections may be by voice vote, unless prohibited by the bylaws

## **Records Retention Scheduled**

- |   |                    |
|---|--------------------|
| 1. Annual Audit Reports   | <u>permanently</u> |
| 2. Articles of Incorporation  | <u>permanently</u> |
| 3. Corporation Reports  | <u>permanently</u> |
| 4. Correspondence (legal)   | <u>permanently</u> |
| 5. Equipment owned by PTA   | <u>permanently</u> |
| 6. Insurance Records, Accident reports, Claims, Policies, Certificates                    | <u>permanently</u> |
| 7. Journals   | <u>permanently</u> |
| 8. Minute Books   | <u>permanently</u> |
| 9. PTA Charter  | <u>permanently</u> |
| 10. Tax-exempt status documents and all documents and correspondence dealing with the IRS | <u>permanently</u> |
| 11. Trademark Registrations   | <u>permanently</u> |
| 12. Maryland Charitable Registration  | <u>permanently</u> |

### **The following should be kept for 7 years**

1. Accounts Payable Records
2. Cash Receipt Records
3. Checks (checks for important payments such as taxes, special contracts, etc. should be filed with the papers pertaining to the transactions and kept permanently)
4. Contracts & Leases (expired)
5. Disbursements Requests
6. Inventories (product & materials)
7. Invoices
8. Purchase Orders
9. Sales Records
10. Bank Statements

### **The following should be kept for 10 years**

1. Budgets
2. Financial Statements
3. Grant Award Letters

### **The following should be kept for 3 years**

1. Correspondences (general)
2. Employee Records (this usually doesn't apply to Locals)
3. Employment Applications (this usually doesn't apply to Locals since we do not have employees)

### **The following should be kept for 1 year**

1. Bank Reconciliations
2. Correspondence with vendors
3. Duplicate Deposit Slips



## Committees

Committees plan and promote the activities of the PTA unit. A committee consists of three (3) or more people elected/appointed on the basis of qualifications for their assignment. The purpose of each committee is subject to the control and direction of the association. The PTA president does not have the authority to create either standing or special committees or to appoint committee members unless given that power in the bylaws.

A Standing Committee performs a continuing function, usually named in the bylaws and remains in existence permanently or for the life of the assembly that created it. The members serve a term specified in the bylaws.

A Special Committee/Ad Hoc is appointed as the need arises. When it has carried out its specified task and has given a final report to the assembly it is discharged, it automatically ceases to exist.

### Committee Procedure and Guidelines

- Consult the bylaws for procedures on selecting committee chairs
- Every committee member must be notified of the time and place of each meeting. If the chair neglects to call the meeting, any two members of the committee may do so. A majority of members must be present to conduct business.
- All committee chairs must submit a plan of work and have the approval of the board of directors before any work can be done by the committee.
- A record of the proceedings may be kept by a member of the committee appointed to do so. The chair may vote and be active in all proceedings of the committee.
- All question (motions) must be put to a vote unless agreed upon by unanimous consent.
- Committee reports are presented by the committee chairperson. A copy should be included in the procedure book, along with the plan of work. Also, copies should be given to the secretary.

### Basic Committees

Budget and Finances  
Programs  
Ways and Means  
Outreach  
Membership

Health and Safety  
Awards  
Nominating  
Legislative  
Reflections

## Committee Plan of Work

For School Year \_\_\_\_\_

Name of Committee \_\_\_\_\_

Committee Chairperson \_\_\_\_\_

Activities \_\_\_\_\_  
\_\_\_\_\_

Vendor/Supplier (if applicable) \_\_\_\_\_

Date of Agreement/Contract \_\_\_\_\_

Budget allotted \_\_\_\_\_

Goals \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objectives/Outline Steps, including time frame \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supplies Necessary \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plan Approved by: \_\_\_\_\_

Date \_\_\_\_\_

No money can be spent or work done until plan of work is approved by the board of directors. Copy of approved plan of work returned to committee chair, original is filed with the minutes of meeting.

## Committee Written Report

[illegible]

Committee Year End Evaluation Form

School Year \_\_\_\_\_

Committee Name \_\_\_\_\_

Committee Members \_\_\_\_\_

Date of this Report \_\_\_\_\_

Financial : Final Expenditures \_\_\_\_\_ Final Income \_\_\_\_\_

Did the activity implement at least one of the PTA Purposes?

Did the activity meet the needs of the parents, students or community?

Was it interesting and/or helpful to the members? How?

Did it involve the greatest possible number of members?

Suggestions for next year. Ways to improve. What worked, what didn't work? Suggested dates for program/event.

Use additional sheets if necessary.

\*Remember evaluate the event not the committee

## Contracts

Before entering into a contract on behalf of the PTA, the following should be considered:

- Has the executive committee or board of directors authorized the contract?
- Minutes must include motion to approve any contracts.
- The president may delegate someone to negotiate a contract
- **Only the president has the authority to sign contracts.**
- Read all terms and conditions of the contract, including the fine print, understood and agreeable to the PTA?
- Does the PTA have the ability to comply with all the terms of the contract, even if the event is not successful?
- One PTA board cannot obligate another board to a contract.

**The contract should be in the name of the PTA:** not the school, not the principal, not the fund raising chairman, etc. The contract is signed by the president.

(The Name of the PTA) \_\_\_\_\_ PTA  
A Signature and Title of the Signer(s)  
"By Direction of the Board of Directors"

1. The first part of the document is a list of names and addresses of the members of the committee.

2. The second part of the document is a list of names and addresses of the members of the committee.

3. The third part of the document is a list of names and addresses of the members of the committee.

4. The fourth part of the document is a list of names and addresses of the members of the committee.

5. The fifth part of the document is a list of names and addresses of the members of the committee.

6. The sixth part of the document is a list of names and addresses of the members of the committee.

7. The seventh part of the document is a list of names and addresses of the members of the committee.

8. The eighth part of the document is a list of names and addresses of the members of the committee.

9. The ninth part of the document is a list of names and addresses of the members of the committee.

10. The tenth part of the document is a list of names and addresses of the members of the committee.

## Social Networking

- As a PTA leader, you have a responsibility to the organization to uphold a professional standard
- Use discretion when sharing personal information, emotions and beliefs
- Be cautious of the use of your name without a photo to identify yourself

## Presentation and Perception

- How you conduct yourself reflects on PTA
- Your manners, behavior and conversation reflect not only on you as a person but also as a leader in PTA
- Remember that you represent the image, integrity and ideals of PTA as does the documentation you prepare

1911

Received of the Hon. Secy of the Interior  
the sum of \$100.00 for the purpose of  
the purchase of land for the  
establishment of a school for the  
benefit of the Indians of the  
reservation.

This receipt is given in full for the  
sum of \$100.00 and the receipt of the  
Hon. Secy of the Interior for the  
purpose of the purchase of land for the  
establishment of a school for the  
benefit of the Indians of the  
reservation.



**COMPLIANCE POINTS/**

**IMPORTANT DATE**

**QUICK REFERENCE**



## Compliance

### 1. Bylaws

All PTA/PTSA units in Maryland are required to submit its bylaws on the most current template every three years with or without changes. The General Membership must vote to approve the bylaws even if no revisions are made. Minutes from the meeting approving the bylaws should also be submitted. It will show who attended, the initial motion and the member who second the motion. Remember to always follow Maryland PTA guidelines for submitting bylaws. Failure to adhere to guidelines may result in a delay of bylaws being approved.

### 2. Insurance

Please check the MDPTA website for the form which will list the amount. Insurance is due by June 30<sup>th</sup>. If not paid by June 30<sup>th</sup> an additional \$25 is charged.

### 3. Local Contact Form

The form can be found on the MDPTA website. When an election occurs the form must be completed and sent to MDPTA office.

### 4. Financial Review

Bylaws require that all PTAs submit a copy of the financial review to MDPTA within 120 days of the close of the fiscal year or October 31<sup>st</sup>. A financial review involves an examination of financial transactions and the procedures used to conduct those transactions. Its purpose is to assure the membership and Board of Directors that the funds of the PTA have been properly administered and that good financial practices have been followed.

### 5. Maryland PTA Dues

Dues should be paid monthly to Maryland PTA. In order to be compliant with Maryland PTA, your unit will need to have paid for at least 25 members by March 31<sup>st</sup>. If you do not have 25 paid members by March 31<sup>st</sup>, your unit will not be able to participate in the annual convention and the amount owed will roll over to the next year.

### 6. Form 990 N

This is an IRS form and requires no payment. The form is due by November 10<sup>th</sup> and should be completed if your unit has collected less than \$50,000 in the fiscal year. Failure to file may result in revocation of incorporation.

### 7. Maryland Charitable Form

The "Exempt Organization Fund-Raising Notice" is used if your unit collected less than \$25,000 in a fiscal year. The form is due December 30<sup>th</sup>.

### 8. Personal Property Tax

The form can be completed on line and is due April 15<sup>th</sup>.

**Remind locals to copy the Council on all submissions to MDPTA.**

## IMPORTANT DATES TO REMEMBER

**Year:** \_\_\_\_\_

### Local Officer Contact Information

The information should be sent to the local and state office as soon as possible after elections

Date sent to State/Local Office: \_\_\_\_\_

### Financial Training

All Treasurers and one other Board Member must be trained within 120 days of taking office.

Date of Training: \_\_\_\_\_ Location: \_\_\_\_\_

Names of Attendees: \_\_\_\_\_

### Insurance

Should be paid before July 1<sup>st</sup>. After July 1, there is a \$25 per month penalty.

Date of Payment : \_\_\_\_\_

### 990, 990N, 990 EZ

Must be filed with the IRS before November 15<sup>th</sup>. See the Treasurer's Corner Sheet for which form to file

Type of Form Filed: \_\_\_\_\_ Date: \_\_\_\_\_

### Charitable Solicitations

Annual Update of Registration for Charitable Organizations and the Certification Form should be submitted before December 31. See the Treasurer's Corner sheet for filing requirements.

Date of Filing: \_\_\_\_\_

### Personal Property Return

Due to the State of Maryland by April 15<sup>th</sup>

### Financial Review (Audit)

Due by October 31st

Date sent to state/local: \_\_\_\_\_



**ELECTION**

**TIP**

**SHEET**





**Maryland PTA**  
**Election tip sheet**

- 1) Review your local unit's bylaws to determine the date for the election of officers.
- 2) Send out a notice to the membership with the slate of candidates at least 10 days prior to the general membership meeting that the elections will occur. ( See Article VI: Officers and their elections section 3 c.)
- 3) Only those individuals who are current members of the PTA may be considered for election for a position on the PTA (Article VI section 3 d.)
- 4) Individuals may join the PTA on the date of the election prior to the start of the election portion of the meeting.
- 5) Remember that our bylaws # Article IV: Relationship with National PTA and Maryland PTA section 8: *The bylaws of this local PTA/PTSA shall prohibit voting by proxy, mail (including electronic communications), or absentee.*
- 6) Choose the members who will act as the Tellers for the elections. There should be at least 3 Tellers who will count the ballots, if they are necessary, prior to the elections.
- 7) Must have flip chart/chalk board available to list all candidates.

**Procedure for presenting slate of candidates and nominations from the floor**

- 1) Report of the nominating committee: The chair of the committee is called upon by the president to present the slate of candidates to the membership. Once this is done, the work of this committee is complete.
- 2) The president (or chair of the meeting) re-reads the slate of candidates and opens the floor for nominations for each office.
- 3) There are two ways to call for nominations:
  - a. Nominations from the floor are completed and nominations are closed for each office before voting for any office.
  - b. Nominations for one office are completed and votes are cast for that office and the result is announced before the chair calls for nominations for the next office.
- 4) The decision on how to do the nominations and proceed with the voting is up to the unit but should be decided on prior to the meeting.
- 5) The wording for opening nominations for either choice is:
  - a. "For the office of President, Mr. A, is nominated by the nominating committee. Are there any further nominations for the office of President (if there is a person nominated from the floor, the chair repeats the name of the nominee) Mr. N is nominated. Are there any further nominations?"
- 6) When it appears that no one else wishes to make a nomination, the chair should ask if there are any further nominations, and if there is no response, the chair would then declare the nomination (for the office ) are closed and the wording would be:
  - a. "Are there any further nominations for President (pause) If not (pause) nominations are closed (Or, Without objections, nominations are closed)"<sup>1</sup>

- b. If you choose to hold elections after each office, you would move to the vote for president at this time. If your unit decides to complete all nominations, you would move to the next office of Vice President. The wording remains the same inserting the office that is being open for nominations.
- 7) A member does not need to be present to be nominated from the floor. They must however, have given in writing their consent to run for the office they are nominated for.
- 8) A member may be nominated for more than one position, however if they receive the majority vote for both positions, they must resign from one position.
- 9) A member may nominate themselves for a position.

### **Voting and Counting Procedures**

- 1) Upon completion of the nominations, you will proceed to the voting.
- 2) Prior to the elections, the candidates should be given the opportunity to address the members. They are given a pre-determined amount of time that should be decided on prior to the meeting by the Board of Directors (usually no more than 5 minutes).
- 3) If only one person is nominated for a position, a voice vote is all that is required.
- 4) If more than one person is nominated for a position, a ballot vote is used. Below are some different ways that this can be conducted:
  - a. If no member is running for more than one position, one ballot can be used for all positions.
  - b. All names are placed on the ballot and the member is instructed to circle (or mark) the candidate they are voting for.
  - c. If a person is running for more than one position, you should use separate ballots for each position.
  - d. In the event that a member is running for more than one position and they receive the majority vote in at least 2 of the positions, the person will have to determine which office they will accept.
    - i. For example: Mr. A and Mr. B are running for president and Mr. B is also on the ballot for Vice President with Mr. C.
    - ii. If Mr. B receives the majority of votes cast for both positions, he will have to determine which position he will accept. If he accepts the office of President and if no one else is on the ballot for Vice President, then Mr. C would be elected to the office of Vice President. However, if there is another person on the ballot for Vice President, the elections would have to be done again with the two remaining names. (in order to receive a majority vote).

- 5) The ballots are collected by the Tellers. The tellers will move to a separate area in the meeting room or another room to count the votes. The tellers will decide who will be the chair and give the report to the chair of the meeting once the votes are counted.
- 6) The Tellers report is as follow:
  - a. Number of votes cast \_\_\_\_\_
  - b. Necessary for election \_\_\_\_\_ (This must be a majority of the votes cast)
  - c. Mr. A received \_\_\_\_\_
  - d. Mr. B received \_\_\_\_\_
  - e. Illegal votes \_\_\_\_\_ (These are ballots that do not have anyone marked, more than one candidate marked, name written in that was not nominated from the floor) The illegal votes count towards the number of votes cast.
  - f. The number of votes cast may not match the number of members present as some may decide not to vote.
- 7) If no candidate receives a majority vote, the elections are held again until one candidate receives a majority vote. If there are more than two people on the ballot, the candidate with the lowest amount of votes is not removed from the ballot. They may withdraw, but they are not dropped from the voting.
- 8) Majority is 1/2 plus 1.
- 9) The head teller presents the report to the president. The president declares the winner of the elections.
- 10) The Tellers report is entered in full in the minutes, becoming a part of the official records of the organization.
- 11) Upon completion of an election, if there is no possibility that the assembly may order a recount (which requires a majority vote), the ballots can be ordered to be destroyed or to be filed for a certain length of time with the secretary (such as a month) before being destroyed.

### After Elections

- 1) The chair would invite all the newly elected officers to the front to be sworn into office. The choice of the induction is left up to each unit.
- 2) The newly elected officers should meet briefly with the current officers to set up a transition meeting which should occur prior to the start of their term as determined by your bylaws.
- 3) At the transitional meeting, all material must be handed over to the new officers, except for the banking records and statements. It is the responsibility of the outgoing board to arrange for an audit to be done of the books prior to the start date of the new board.
- 4) The new officers who will have check signing authority will need to make a date to go to the bank and change the signatures on the bank cards with the previous signers.



## OFFICIAL PTA BALLOT

For the Office of: \_\_\_\_\_

/\_\_\_/ \_\_\_\_\_

/\_\_\_/ \_\_\_\_\_

/\_\_\_/ \_\_\_\_\_

/\_\_\_/ \_\_\_\_\_

Please list all nominees. Check the box for the nominee(s) of your choice. Incomplete ballots will be destroyed.

## OFFICIAL PTA BALLOT

For the Office of: \_\_\_\_\_

/\_\_\_/ \_\_\_\_\_

/\_\_\_/ \_\_\_\_\_

/\_\_\_/ \_\_\_\_\_

/\_\_\_/ \_\_\_\_\_

Please list all nominees. Check the box for the nominee(s) of your choice. Incomplete ballots will be destroyed.

## OFFICIAL PTA BALLOT

For the Office of: \_\_\_\_\_

/\_\_\_/ \_\_\_\_\_

/\_\_\_/ \_\_\_\_\_

/\_\_\_/ \_\_\_\_\_

/\_\_\_/ \_\_\_\_\_

Please list all nominees. Check the box for the nominee(s) of your choice. Incomplete ballots will be destroyed.

## OFFICIAL PTA BALLOT

For the Office of: \_\_\_\_\_

/\_\_\_/ \_\_\_\_\_

/\_\_\_/ \_\_\_\_\_

/\_\_\_/ \_\_\_\_\_

/\_\_\_/ \_\_\_\_\_

Please list all nominees. Check the box for the nominee(s) of your choice. Incomplete ballots will be destroyed.



## NOMINATING COMMITTEE GUIDELINES

MDPTA – adapted from PTA Parliamentary Procedures Workbook

### Definition

**“A nomination is a proposal that a person serve as a member of a committee, delegate or an office.”**

*Robert's Rules of Order Newly Revised*

### Committee Work

It is the responsibility of the nominating committee to recognize and seek qualified nominees for the elected leadership of the PTA. The members of the committee, therefore, have tremendous influence on the future of the PTA and should themselves be carefully elected. The nominating committee members need a broad acquaintance with the membership and an understanding of the organizations functions and its purpose.

The bylaws should state how and when the nominating committee is elected. The president may **not** be an ex-officio member. Following the meeting at which the nominating committee is elected, the committee members elect a chairman.

When meeting, the committee should have a copy of the bylaws and a membership list. Discussion of nominees is confidential and voting is by ballot. Qualifications of each suggested nominee should be carefully considered and the membership list checked to confirm eligibility. Members of the committee may be nominees without resigning from the committee. (If committee members are themselves considered, they should excuse themselves while their nomination is discussed and recuse themselves from a vote on the nominee for that position.)

The committee chairman usually contacts the nominees to tell them the duties of the office and to obtain their consent to serve if elected. Be sure the nominee understands the duties of the office and agrees to execute assignments if elected.

### Committee Reporting

As described in the bylaws, at the regular meeting of the organization, the chairman of the committee reads the report which consists of a written list of candidates for office (the slate), and hands it to the chair. The report should be signed by all members of the committee agreeing with it.

The report and election of officers is a special order since the month in which it is held is directed by the bylaws. It is placed after committee reports and before unfinished business.

### Conducting Elections

The election of officers is held according to the bylaws. The president calls upon the parliamentarian to read the sections of the by-laws pertaining to nominations and elections. When the parliamentarian is finished, the president calls upon the chair of the nominating committee to present its report. The president restates the slate and asks each one to stand. The president, even if he is being nominated for office, then conducts the election of officers.

The president presents each nominee individually for office and calls for nominations from the floor. If no additional nominations are made, election may be by voice vote, if the bylaws allow. If additional nominations are made, elections must be by ballot.

### Contested Election

The secretary should have ballot slips available even if the nominating committee presents only one name per office. If additional nominations are made from the floor, the president appoints a teller committee, consisting of a chairman and at least two additional tellers, whose duties are to distribute ballot slips, collect, count and provide a written report on them. The report, signed by the tellers, must include number of votes cast, number required to elect, the amount received by each candidate and any illegal votes. The president announces the results for each office.

It is permissible to use both vote and voice election by ballot in one election. The voice vote procedure can be used for uncontested offices and a ballot for those that have two or more nominees.

### Illegal Ballots

All votes, including illegal ballots must be reported. Illegal ballots are:

- Two ballots folded together
- A ballot containing the names of too many candidates
- An unintelligible ballot (spelling). If the meaning is doubtful, and the ballot would not affect the results of the election, it should be ignored. If the ballot would affect the outcome, it should be shown to the chair who would ask the assembly for a ruling.

All illegal ballots are taken into account to determine the number required for a majority of ballots cast.

## DUTIES OF A NOMINATING COMMITTEE

1. Members of the nominating committee meet as soon as possible to elect a chairman.
2. The chairman notifies each members of the meeting.
3. The first meeting should be held early enough to have a second and a third if necessary.
4. Consult the bylaws for the number of officers to be elected.
5. If a member is approached before the committee meets, be sure he understands he is only giving permission for his name to be submitted as a suggested nominee.
6. All discussion in the committee is confidential.
7. Present one nominee for each office to be filled.
8. Examine carefully the qualifications of each suggested nominee.
9. Check membership list to be sure suggested nominee is a member.
10. Members of the committee may be nominees without resigning from the committee.
11. Vote by ballot if the committee cannot agree on a nominee.
12. Get consent of member before placing the name in nomination.
13. Outline duties of office when contacting members as nominees.
14. Give the member time to consider before making his decision.
15. All members agreeing with the report should sign it.
16. The committee's work is completed and it is automatically discharged when its report has been presented to the membership.
17. If a nominee withdraws before the election is held, the committee meets and presents the name of another candidate.
18. At the regular association meeting, the chairman of the committee reads the report and hands it to the presiding officer.



## **DO'S AND DON'TS FOR NOMINATING COMMITTEES**

- DO** study carefully the qualifications of members before presenting the name as a nominee.
- DON'T** submit a member's name as a nominee because he is a friend of yours
- DO** check the membership list to be sure nominee is a member of the organization.
- DON'T** nominate a person with the thought that it's a good way to get him into membership.
- DO** remember that committee DISCUSSION is left in the meeting room.
- DON'T** repeat what was said in the committee meeting.
- DO** see that the report of the Nominating Committee is publicized through the proper channels.
- DON'T** report the results of the Nominating Committee until it has been publicized through the proper channels.
- DO** sign the committee report if you agree with it.
- DON'T** sign the report of the committee if you DO NOT agree with it.
- DO** accept the office if you are sincerely interested in the purpose of the organization.
- DON'T** accept the office if you are only interested in having your name in the yearbook.

## CONDUCTING ELECTIONS: WHAT TO SAY AND HOW TO SAY IT

(After the parliamentarian has read the portion of the bylaws pertaining to elections, the president calls upon the chairman of the nominating committee to present the report of the committee. The president then restates the slate of nominees and asks each on to stand.)

President: \_\_\_\_\_ has been nominated for president. Are there any further nominations for president? (After a reasonable pause) If not, nominations for the office of president are closed.  
\_\_\_\_\_ has been nominated for vice-president. Are there any further nominations for the office of vice-president?

Member: (Rising) Madame President, I nominate \_\_\_\_\_ for vice-president.

President: \_\_\_\_\_ has been nominated. Are there any further nominations for vice-president? (pause) If not, nominations are closed. \_\_\_\_\_ has been nominated for the office of secretary. Are there further nominations? (pause) If not, nominations for the office of secretary are closed. \_\_\_\_\_ has been nominated for the office of treasurer. Are there further nominations for the office of treasurer?

Member: Madame President, I nominate \_\_\_\_\_ for treasurer.

President: \_\_\_\_\_ has been nominated. Are there further nominations for treasurer? (pause) If not, nominations are closed.

After nominations have been closed, many presiding officers re-read the entire list of nominees, asking the candidates to stand as their names are read. This is usually followed by an announcement concerning arrangements and rules for the coming election.

Nominations for an office may be reopened by a motion to reopen nominations and a 2/3 vote.

President: The bylaws state that where there is but one nominee for an office, the ballot may be dispensed with and the election held by voice. Is there any objection to this procedure? Hearing none, the following are presented for election: \_\_\_\_\_ is nominated for president. Those in favor say 'aye.' Those opposed, say 'no.' The 'ayes' have it and \_\_\_\_\_ is elected president.

\_\_\_\_\_ is nominated for secretary. Those in favor say 'aye.' Those opposed say 'no.' The 'ayes' have it and \_\_\_\_\_ is elected secretary.

### Two or more Candidates for Office

1. The chair announces the procedure for election
2. A teller committee is appointed by the chair.
3. Ballots are cast by qualified members.
4. The tellers collect the votes and retire to a private room to count votes.
5. The chairman of the teller's committee returns with a written report, signed by all of the tellers, which he reads and then hands to the presiding officer. The teller's report should include:
  - Number of votes cast \_\_\_\_\_
  - Number needed to elect \_\_\_\_\_
  - List of candidates in order of number of votes received.
  - Number of votes received after each name
  - Number of illegal ballots

This procedure is repeated for each contested office. The president re-reads the report and announces the results for each office.

President: (after reading the number of votes received by each candidate for president): \_\_\_\_\_ having received a majority of the votes cast is elected president.

### Note:

- ☐ If no candidate receives a majority of the votes cast for the office, there is no election and it will be necessary to reballet for the office. The complete teller's report must be recorded in the minutes
- ☐ Elections may also be held after nominations for each office have been closed. This allows members who aren't elected to one office to be nominated for others.
- ☐ Nominations for an office may be reopened by a motion to reopen nominations and a 2/3 vote.
- ☐ PTA Bylaws do not allow proxy votes or electronic votes
- ☐ PTA membership is open at all times. People may join the PTA in order to vote.

## **SAMPLE TELLERS'S REPORT**

### **FOR PRESIDENT:**

Number of votes cast 118

Necessary to elect 60

Marcy Bocoop received 74

Lacy Curtin received 40

2 ballots folded together – rejected

2 ballots for Clem Entine – ineligible

Signed:

Wanda Dance  
Shirley Weil  
Mike Graphone

**OFFICER**

**INSTALLATION**

**SAMPLE**



## CANDY BAR INSTALLATION

It is my pleasure tonight to install the officers of the \_\_\_\_\_ PTA. Would the newly elected officers please come forward?

You, the new officers, come to carry on the high standards and energetic work of your predecessors. You have consented to serve as leaders of the PTA unit. In accepting your responsibility, you have endorsed and signified your belief in and support of the PTA Purpose which is:

- TO PROMOTE THE WELFARE OF CHILDREN AND YOUTH IN HOME, SCHOOL, COMMUNITY, AND PLACE OF WORSHIP.
- TO RAISE THE STANDARDS OF HOME LIFE.
- TO SECURE ADEQUATE LAWS FOR THE CARE AND PROTECTION OF CHILDREN AND YOUTH
- TO BRING INTO CLOSER RELATION THE HOME AND THE SCHOOL, THAT PARENTS AND TEACHERS MAY COOPERATE INTELLIGENTLY IN THE EDUCATION OF CHILDREN AND YOUTH.
- TO DEVELOP BETWEEN EDUCATORS AND THE GENERAL PUBLIC SUCH UNITED EFFORTS AS WILL SECURE FOR ALL CHILDREN AND YOUTH THE HIGHEST ADVANTAGES IN PHYSICAL, MENTAL, SOCIAL AND SPIRITUAL EDUCATION.

You are consenting to work faithfully for the attainment of the Purpose. You must each feel your own responsibility to work to improve the quality of life of children and youth. Will each of you try to do your best during the coming year in office?

PARLIAMENTARIAN, \_\_\_\_\_ your color is blue. Blue stands for truth and organization. Parliamentary procedure is nothing to SNICKER about. It is your responsibility to be familiar with Robert's Rules of Order so that you may advise this association on parliamentary procedures so that your meetings will run smoothly.

TREASURER, \_\_\_\_\_ your color is green. Green represents growth and money. Here is a "\$100 GRAND" to get you started as you collect the money and pay the bills. No expenditures are to be made without the direction of the executive committee or membership. A written report must be given, at each meeting.

SECRETARY, \_\_\_\_\_ your colors are blue and white. Blue is for truth and white is for purity and clarity. You must never use the word "WHACHAMACALLIT". Your minutes become the history of the association so always listen carefully and record the activities and transactions of this association accurately. Your presence is required at all meetings.

VICE-PRESIDENTS, \_\_\_\_\_ your color is yellow. Yellow stands for warmth and steadfastness. As an aide to the President, you will be called on in a "CRUNCH". Be prepared to introduce programs and preside when the President is absent.

PRESIDENT As the President, you are the leader. Your color is purple. Purple is symbolic of nobility and leadership. It is your duty to preside over all meetings of this association. Although you don't have "PAY DAYS" the rewards you will receive, as President will bring you much satisfaction and "ALMOND JOY".

MEMBERSHIP It is my pleasure to introduce to you the newly elected and installed officers of the \_\_\_\_\_ PTA/PTSA. These officers are ready and willing to serve you and will expect many "Hugs" in return.

CONGRATULATIONS AND GOOD LUCK!

*Kathy Stephens and Linda Poehlmann*



# ADVOCACY EXTRA

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## **FAMILY ENGAGEMENT**

Maryland PTA founding principle is its dedication to engaging parents in their children's education and well-being. Since its existence, MDPTA has provided training and resources on child and family development to thousands of parents, families and community leaders and advocated for the inclusion of families in education policy at every level.

The Every Student Succeeds Act (ESSA) was signed into law Dec. 10, 2015 to reauthorize the Elementary and Secondary Education Act (ESEA)—the primary law governing the federal role in K-12 public education. While this new law provides a great opportunity for states to tailor their education systems to the needs of their students, including students with special needs and English language learners. This new level of authority will also require an increased amount of responsibility for states to ensure they close achievement gaps and meet the needs of all students.

- Ensure there is proper funding for programs supporting Family Engagement.
- Guarantee public funds are not diverted to any private school choice proposal and/or voucher system
- Ensure school districts and schools invest more in family engagement activities to support students, families and schools
- Make sure family engagement strategies are included throughout all aspects of a child's educational continuum, from early childhood programs through postsecondary exploration and career opportunities
- Make sure students and schools are evaluated on more than just test scores. Any evaluation system must include factors such as teacher qualifications, class size, school safety, drop-out rates and how family engagement standards and policies are established and incorporated throughout the school
- Create a well-rounded education for all students including access to STEM education, arts education and comprehensive health and physical education
- Ensure students receive high-quality instruction from well-prepared teachers

## **INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)**

Under IDEA, the main federal program authorizing state and local aid for special education services. The federal government requires states to provide a free and appropriate public education (FAPE) to children with special needs in the least restrictive environment. MDPTA and National PTA has worked at all levels of government to protect the rights of children with special needs and their parents to ensure that all students have access to resources and the supports they need to become college and career ready.



- Ensure students with special needs receive quality instruction and support from teachers, school counselors and other specialized school support personnel who have completed the state licensure or certification process
- Engage parents and families in the development of their child's individualized education program (IEP) and 504 plan
- Require schools to implement positive behavioral interventions and supports (PBIS) as an alternative to exclusionary school discipline practices such as in and out-of-school suspensions

### **CHILD HEALTH AND SAFETY**

There is no greater shared responsibility than keeping youth safe and healthy. Whether it is providing students with healthy meals in schools or protecting all students from discrimination, bullying and harassment, MDPTA continues to be committed to ensuring all children grow up in a safe and welcoming learning environment.

- Support and invest in federal programs that provide for every child's health and wellness, including comprehensive mental, social and emotional health.
- Improve access to, and provide funding for, qualified school-based health and wellness practitioners such as nurses, school psychologists, counselors and social workers.
- Strengthen and improve school nutrition standards, guidelines and programs as well as provide resources to update the equipment needed to serve healthy school meals.
- Promote school policies that address, prevent and eliminate all types of bullying behavior directed at any student both inside and outside of school.

### **FEDERAL INVESTMENT IN EDUCATION**

Earning a high school diploma and obtaining post-secondary degrees or certificates are strongly aligned to individual success and our nation's economic growth. Across the country there are great disparities between available resources as well as the quality of and access to educational opportunities, which can limit students from achieving their full academic potential. The differences in education attainment and opportunities negatively affect our children's futures, so PTA advocates for strong investments in quality education and family engagement programs that prepare students for the 21st century workforce.

- Fund the Statewide Family Engagement Centers (SFECS) program to help all schools engage more families in their child's education
- Ensure programs that support low-income students and students with special needs receive substantial funding



- Invest in programs that provide all students with a well-rounded education that includes access to arts, technology, vocational and advanced education opportunities, among others
- Enhance funding for Parent Training and Information (PTIs) Centers to teach families how to support and advocate for their children with different abilities

### **EARLY LEARNING AND CHILDHOOD EDUCATION**

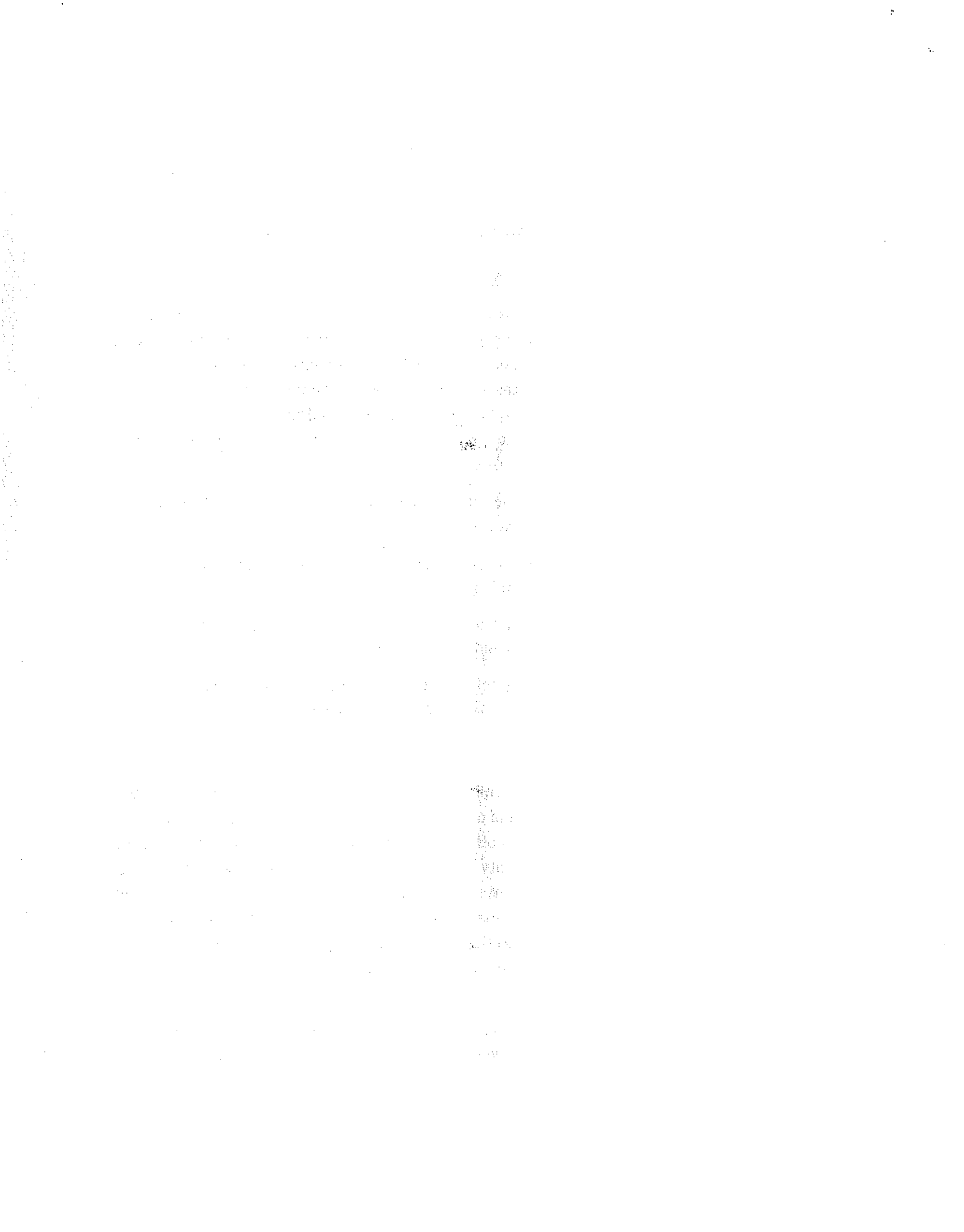
Parents are their child's first teachers. This is why it is important to empower all families with the best tools and practices to effectively engage in their child's education and development at the earliest ages, both at home and at school. Early learning is associated with positive outcomes such as increased graduation rates, higher education attainment and lower incarceration rates. For many years, MDPTA has recognized the need to educate our State's earliest learners and continue to advocate to improve affordability, accessibility, coordination and family engagement in high-quality early education programs.

- Provide federal assistance for families with inadequate income to make early education programs affordable, available and accessible to all families
- Require family engagement policies in the development, implementation and evaluation of all early childhood programs, including home visiting programs
- Establish professional standards and provide ongoing training and professional development for early learning and childcare providers
- Enhance coordination between early childhood education programs and elementary schools to improve the transition for children entering kindergarten

### **SAFE SCHOOLS AND COMMUNITIES**

No parent should fear for the safety of their child every time they leave home. But all too often, children are put in harm's way due to gun and other forms of violence in their community. Parents, teachers, school administrators and other education advocates must work together to prevent violence in schools and the community through the creation of connected communities and positive school climates that keep students safe, healthy and in school. Family engagement plays a key role in gun safety and violence prevention, which is why PTAs nationwide are engaged in the development and implementation of school safety policies and emergency response plans to maintain a safe learning environment for all students.

- Provide incentives for school districts to ensure there are necessary and qualified personnel to respond to the mental, physical, behavioral, developmental and academic needs of all students





- Support state and federal funding for research on the causes and effects of gun violence on youth and communities
- Promote education initiatives that raise public awareness of firearm safety and gun violence prevention strategies
- Require a waiting period and comprehensive background check prior to buying a firearm
- Ban access to military-style semi-automatic assault weapons

### **PROTECTING OUR CHILDREN IN THE 21<sup>ST</sup> CENTURY**

Advances in technology and increased access to the internet have allowed more opportunities for personalized learning and for families to be regularly engaged in meaningful communication with teachers and school personnel about their child's learning. MDPTA and National PTA encourages innovative learning environments nationwide that allow students and educators to utilize technology to effectively assess learning, guide instruction and support educational outcomes. However, it is also important for school and local district policies to be updated to protect the privacy of student data and ensure families and students have reasonable control over the collection, storage and use of electronic student data.

- Ensure families are informed about the use of technology in schools and know their rights under the law to protect their child's personal and educational information
- Modernize laws to better protect students' educational records and the collection of information gathered online
- Promote policies that increase access to digital devices and broadband to facilitate personalized learning
- Provide teachers and school officials with the training they need on how to use student data for educational purposes while ensuring that student data is protected

### **COLLEGE AND CARRER READINESS**

Most jobs today require additional education and/or training after high school such as career and technical certification, a degree of completion from an institution of higher education or an apprenticeship. However, many students and their families face challenges accessing these types of postsecondary opportunities because of a lack of rigorous coursework, financial circumstances or limited knowledge of the options available to them. Therefore, MDPTA supports high academic standards, appropriately aligned assessments and counseling and guidance support in schools to ensure all students are ready for college, career and/or military service that enables them to compete in the global economy.



- **Maintain, strengthen and successfully implement college and career ready standards with aligned curriculum and assessments for all students, from early learning through high school**
- **Encourage continued resources and programs that increase the high school graduation rate and the number of students seeking postsecondary opportunities**
- **Promote opportunities for students and families to explore various postsecondary and career opportunities through dual and concurrent enrollment, advanced coursework and career and technical education**
- **Support policies to improve college affordability, simplify the application process for all forms of financial aid and expand access to in-state tuition**

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 3, 1863. It is a very important document, as it contains the President's message to the Congress regarding the state of the Union and the progress of the war.

2. The second part of the document is a report from the Secretary of the War Department, dated January 10, 1863. It contains a detailed account of the military operations of the Army during the year 1862, and a statement of the condition of the Army at the beginning and end of the year.

3. The third part of the document is a report from the Secretary of the Navy, dated January 10, 1863. It contains a detailed account of the naval operations of the Navy during the year 1862, and a statement of the condition of the Navy at the beginning and end of the year.

4. The fourth part of the document is a report from the Secretary of the Interior, dated January 10, 1863. It contains a detailed account of the operations of the Department during the year 1862, and a statement of the condition of the Department at the beginning and end of the year.



# **COUNCIL AFFILIATION WORKSHEET**

COMING

NOTHING

THINGS

Item	Format	Completion
<b>Bylaws Requirements</b>		
Has bylaws approved every 3 years	Date of last approval	
Submits the name and contact information including phone number, address and e-mail address of all elected officers to Maryland PTA	Mails list to Maryland PTA office 2 weeks after elections.	
Submits the Council Yearly Calendar to the Maryland PTA office.	Mails to Maryland PTA within 2 weeks of setting the calendar	
Has a Federal Employee Identification Number (FEIN) on file with Maryland PTA	Verify FEIN with Maryland PTA office.	
Maintains its status as a corporation, has as required by Md. Law at a minimum a president, secretary and treasurer.	Submits a copy of the Personal Property Return within 30 days of filing.	
Files the appropriate tax forms by the required dates with the IRS and submits a copy to Maryland PTA.	Submits a copy within 30 days of filing.	
Submits a copy of its annual financial report reviewed by an auditing committee.	Submit within 90 days following end of fiscal year.	
<b>Administration</b>		
Provide Maryland PTA with current list of council board of directors including names, addresses, phone numbers and e-mail addresses.	Mail Maryland PTA the list of names within 2 weeks of election/appointment.	
<b>Fiscal Management</b>		
Provide Maryland PTA with name and address of council's current banking institute.	Mail information to Maryland PTA by September 1.	
Provide Maryland PTA with current number of bank accounts and types held by the council.	Mail information to Maryland PTA by September 1.	
Provide Maryland PTA with names of signature holders on all council accounts	Mail information to Maryland PTA by September 1.	

Provide Maryland PTA with copy of councils approved budget.	Mail copy to Maryland PTA within 30 days of approval, include the minutes for verification.	
<b>Reporting</b>		
Submits reports when needed for board of directors meetings.	Submits reports 15 days prior to board of directors meetings	
Submit any updated contact information.	Send as needed.	
<b>Organizational Effectiveness</b>		
Provide Maryland PTA with a list of all council training dates.	Send to Maryland PTA list of dates by Sept. 1. Send to Maryland PTA within 30 days of the completion of the training, include names of presenters, and copies of all handouts.	
Provide Maryland PTA with a list of all means of communication the council uses to keep local units informed.	Send list to Maryland PTA by September 1.	
Provide in writing to Maryland PTA how your council will utilize the SoCA report.	Submit written plan of work to Maryland PTA by October 1.	
Provide Maryland PTA with a list of council activities to include a clear description of the services offered to local units and an explanation of how council dues are spent.	Submit list and description to MDPTA within 30 days of budget approval.	



# **COUNCIL AWARD APPLICATION**





everychild.one voice.

State Office  
5 Central Avenue  
Glen Burnie, MD 21061  
Phone: (410) 760-6221 or (800) 707-7972  
Fax: (410) 760-6344  
E-mail: [office@mdpta.org](mailto:office@mdpta.org)  
Website: [www.mdpta.org](http://www.mdpta.org)

## MARYLAND PTA COUNCIL AWARD APPLICATION

July 1, 2016 – June 1, 2017

*PTA Councils are encouraged to apply for one of the three (3) Maryland PTA Council Awards, to be presented at the Annual Convention. This completed application and all required documentation must be sent to the Maryland PTA office and postmarked by June 12, 2017, to be considered. The Council must meet the eligibility requirements as outlined in the Awards Policy and must have met the Standards of Affiliation as outlined on the Council Affiliation Worksheet by December 31, 2016.*

**Council of Merit – Complete 9 of 30 items**

**Council of Distinction – Complete 18 of 30 items**

**Council of Excellence – Complete 23 of 31 items.**

**All documentation must be provided to qualify for all awards.**

- 
- \_\_\_\_\_ 1. Procedure books, council bylaws, materials and resources are passed along to incoming officers and committee chairs, if applicable. Provide date of transition meeting \_\_\_\_\_.
  - \_\_\_\_\_ 2. Council held roundtable discussions and/or meetings with school system superintendent/CEO (or representative). Provide documentation of meeting, including date, time, and agenda of meeting.
  - \_\_\_\_\_ 3. PTA Purposes read and/or displayed at all meetings.
  - \_\_\_\_\_ 4. Provide list of committees and name of chairs.
  - \_\_\_\_\_ 5. Provide copy of Plan of Work, adopted by the executive committee/board, from at least two (2) committees.
  - \_\_\_\_\_ 6. Council treasurer provided written report for each executive committee/board meeting and general membership meeting. Provide copy from at least one (1) meeting.
  - \_\_\_\_\_ 7. Council president and/or designee attended board of education meetings. List dates.
  - \_\_\_\_\_ 8. Council provided leadership training for local PTAs. Provide date (s) of training and name (s) of presenters.
  - \_\_\_\_\_ 9. Visits to local PTAs made by council officers and/or committee chairs. Provide list of PTAs visited.
  - \_\_\_\_\_ 10. At least two (2) council board of director's members attended Maryland PTA Convention in 2016. Provide their names and positions
  - \_\_\_\_\_ 11. The council presented a Lifetime Achievement Award during the fiscal year. Specify National or Local and provide name of recipient.
  - \_\_\_\_\_ 12. The council hosted a Founders' Day or other special event celebrating PTA. Provide copy of invitation, flyer or notice of event.
  - \_\_\_\_\_ 13. Council had a representative on a State Committee. Provide name of representative and Committee.

- \_\_\_\_\_ 14. As of March 31st, Council's local membership numbers are equal to or greater than previous year.  
(Membership means individual members)
- \_\_\_\_\_ 15. The Council had 50% or more of its local units in compliance by December 31<sup>st</sup> according to the MDPTA SOCA report.
- \_\_\_\_\_ 16. The council provided a forum for discussion on school system issues. Provide date of presentation, place of meeting, presenter(s) of meeting.
- \_\_\_\_\_ 17. Council provided venue for legislative topics to be discussed. Provide description of the venue.
- \_\_\_\_\_ 18. Council uses a means of communication with local PTAs in its area. This could be through newsletter, email listing and discussion sites, web page, etc. Provide copy of means of communication.
- \_\_\_\_\_ 19. Provide written report and/or plan of work from two (2) council committees (not previously provided in this application.).
- \_\_\_\_\_ 20. Council communicated PTA publications, resources and materials at council meetings, on websites or social media.
- \_\_\_\_\_ 21. Council presented special program. Provide topic, date, and presenter. (Nutrition, Obesity etc.)
- \_\_\_\_\_ 22. Council formed special task forces and/or special committees for a specific issue or issues. Provide task force and or special committee title, and brief description of task.
- \_\_\_\_\_ 23. Council provided information, interviews, and letters to editor, and/or similar information to local media. Provide circumstances for using media and results of this media exposure.
- \_\_\_\_\_ 24. Council invited Maryland PTA officers and/or committee chair to presentations, events, and special occasions. Provide date of event and copy of flyer or invitation.
- \_\_\_\_\_ 25. As of March 31<sup>st</sup> the Council's local membership increased by 5% or more over the previous year.
- \_\_\_\_\_ 26. The Council had 80% or more of its local units in compliance by March 31<sup>st</sup> according to the MDPTA SOCA report.
- \_\_\_\_\_ 27. Council in conjunction with Maryland PTA attended the establishment and/or reestablishment of the local unit, Provide the name of the unit.
- \_\_\_\_\_ 28. Council in conjunction with Maryland PTA provided assistance to a local unit. Provide the name of the unit and the service provided.
- \_\_\_\_\_ 29. Council submitted an article for posting on the Maryland PTA website. Provide a copy of the article.
- \_\_\_\_\_ 30. Council Board Members have participated in State or National training during the fiscal year. ( THIS TASK IS WORTH 5 POINTS )
- \_\_\_\_\_ 31. Council participated in two (2) quarterly " Council Calls" with VP for Councils. ( THIS TASK IS WORTH 5 POINTS )