

Professional Development for PTA Leaders

2018 CONVENTION

Kentucky PTA will be hosting its 99th Annual Convention at a location to be determined. The business of the association will take place along with many workshops of interest to PTA/PTSA officers, board members, members and volunteers.

Only convention delegates may approve or change:

- Kentucky PTA Bylaws
- Kentucky PTA Legislative Platform
- Kentucky PTA Resolutions
- Kentucky PTA Officers

Each local PTA and PTSA in good standing is entitled to have voting delegates at Convention/Leadership. Every PTA and PTSA should budget funds to send representatives. PTAs/PTSAs are to send their president, or alternate, and one accredited delegate plus one additional delegate for every twenty-five members. Don't miss the opportunity to participate and get prepared for the upcoming PTA year. Over 50 topics will be covered during this training.

Kentucky PTA Grassroots Advocacy Training

This training for PTA/PTSA members will take place November 3rd, 2017 in Frankfort. Registration is \$20 and the deadline to register is October 23rd.

For more information: kentuckypta@bellsouth.net

Kentucky PTA Offers Board Training to All Local PTAs/PTSAs

Kentucky PTA will come to your school to provide a board training for your PTA officers, chairmen, volunteers, and other interested members. This training is free and lasts approximately two (2) hours. It covers the basics of officer responsibilities.



Children's Advocacy Day at the Capitol, Frankfort January 18th, 2018

This is the date for teams of advocates to come to Frankfort and speak with legislators about children's issues. In 2015, over 700 advocates, speaking on behalf of children and youth, met with legislators and shared concerns on the health, education, and welfare of children in Kentucky.

Plan to attend Children's Advocacy Day at the Capitol

Register at: www.kyouth.org



Visit www.kypta.org

More information in Training & Events section

PTA Basics

Established in 1897, PTA is the oldest and largest volunteer child advocacy association in the United States. Since its founding, the National PTA and its state branches, districts, councils and local units have played an integral role in establishing, maintaining and safe-guarding programs and policies that promote the health, safety, nutrition, welfare, protection and education of children.

The **Kentucky PTA**, a branch of the National PTA, is a non-profit, tax exempt, 501(c)(3), educational association which works to unite the home, school, community and place of worship for the benefit of children and youth.

Kentucky PTA, established in 1918, was founded by Lida Gardner of Carlisle, Kentucky. Mrs. George Weldon, of Louisville, served as the first state president. The oldest PTA on record in Kentucky, Phillis Wheatley PTA, now 112 years old, was organized in Louisville in 1899.

PTA bylaws indicate how Kentucky PTA is related to its districts and local PTAs and PTSAs. In Kentucky, there are about 70,000 members belonging to about 390 local PTAs and PTSAs.

The goals of PTA are expressed in its vision and mission statements. All activities and projects of your PTA/PTSA should advance these goals.

PTA Mission

PTA is

- A powerful voice for all children,
- A relevant resource for families and communities, and
- A strong advocate for the education and well-being of every child.

PTA Purposes

- To promote the welfare of children and youth in home, school, community, and place of worship;
- To raise the standards of home life;
- To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- To promote the collaboration and engagement of families and educators in the education of children and youth;
- To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth, and;
- To advocate for fiscal responsibility regarding public tax dollars in public education funding.

PTA Values

- *Collaboration:* We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals
- *Commitment:* We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.
- *Accountability:* We acknowledge our obligations. We deliver on our promises.
- *Respect:* We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves as we do from others.
- *Inclusivity:* We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.
- *Integrity:* We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.

Organizational Levels

District PTA Meetings

Each PTA or PTSA is entitled to send its president, or alternate, and one accredited delegate plus one additional delegate for every twenty-five members. The number of delegates per school varies from district to district. Check your district's bylaws.

The business meeting of the Kentucky PTA is conducted at Convention. Each local PTA and PTSA in good standing is entitled to send two delegates, plus one additional delegate for every twenty-five (25) members. So, if your PTA/PTSA has 200 members, it may be represented at the convention by ten voting delegates.

National PTA

All PTA organizational levels are part of National PTA. National PTA is directed to work in specific areas of concern by delegates at National PTA annual conventions through the passage of resolutions submitted by PTAs and PTSAs throughout the country.

Kentucky PTA

Kentucky PTA, along with other state branches, is an integral part of National PTA, serving as a connecting link between the national association and membership within the state. *Anyone who joins a local PTA or PTSA automatically becomes a member of National PTA and Kentucky PTA.*

District PTA

Districts are geographical divisions of the state designed by Kentucky PTA to carry on state work effectively. The district PTA helps to integrate local PTA work with Kentucky and National PTA plans, programs, and activities.

PTA Organization and Structure

Local PTA Structure

Membership in PTA is for all who want to join.

All parents, teachers, administrators, middle-high school students, grandparents and other interested members of the community are welcome. The structure of the PTA is such that every member has a voice through a representative process.

Hopefully, every PTA/PTSA member will take advantage of the decision-making opportunities offered.

The governing body of each PTA or PTSA is its members. Only at full general meetings, when all members of the PTA/PTSA have been invited to attend, can you:

- Elect officers;
- Approve the budget, which gives the PTA/PTSA treasurer the authority to pay the bills; and
- Approve changes or revisions in the bylaws.

The board of the PTA or PTSA acts between meetings of the general membership. The board may only act within the authority granted by the bylaws and may never change or suspend the bylaws. The PTA/PTSA board, as specified in the bylaws, is made up of the elected officers, the principal, and committee chairs.

The PTA or PTSA president of a local unit is the official representative of the PTA/PTSA at functions of the Kentucky PTA and district PTA. This gives your PTA/PTSA a voice in the decision-making process.

Local PTA/PTSA

Your local PTA is the most important division of PTA. All other divisions exist to serve local PTAs. The local PTA or PTSA is organized and chartered by the Kentucky PTA. The procedures and requirements for the organization of a local unit are set forth in the Kentucky PTA bylaws. Each local unit is a self-governing body. The bylaws of local PTAs are based on those of the Kentucky and National PTA, with some basic articles required for uniformity of purpose and to meet Internal Revenue Service requirements of a 501(c)(3) tax entity. Local PTA membership is comprised of parents, teachers, students at middle and high schools and other persons interested in the well-being of children and youth. The local PTA/PTSA plans its programs and activities to meet the needs of children and youth in its own school and community. Guidelines and program aids are offered by National and Kentucky PTA to help units plan their programs and projects. The unit chooses those which apply to its community and modifies these to meet its own needs.

Local PTA Structure

The members of the Executive Committee consist of:

- Officers
- Principal or his/her designee

The members of the Board of Directors consist of:

- Officers
- Principal or his/her designee
- Parliamentarian

Standing Committee Chairs such as:

- ✓ Legislation
- ✓ Bylaws
- ✓ Reflections
- ✓ Health/Safety
- ✓ Hospitality

Special Committee Chairs such as:

- ✓ Financial Review
- ✓ Nominating

The association (general membership) consists of:

- All PTA members

The association does the following:

- Approves budget, bylaws, and amendments
- Elects officers
- Adopts positions
- Approves business of the association

In each of the above meetings, the following applies:

- Each member has only one vote.
- There is no proxy voting (designating someone else to vote for you). And no absentee voting.

The duties of the executive committee are:

- to approve chairmen and members of the standing committees;
- to approve the plans of work of the standing committees;
- to schedule board and association meetings;
- to approve routine bills within the limits of the budget; and
- to conduct the business of the PTA/PTSA between board meetings.

The duties of the board of directors are:

- to transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
- to create or dissolve standing or special committees;
- to present a report at the regular meetings of the association;
- to prepare and submit to the association for adoption a budget for the fiscal year;
- to approve routine bills within the limits of the budget;
- to fill all vacancies.

*The board of directors does not have the authority to make or authorize expenditures that are not in the budget. Remember, the budget must be approved by the general membership. You can more in Part 4 Finance section of the Leaders' Notebook.

Officers:

The officers of your PTA are listed in your PTA's bylaws. Kentucky PTA Recommends:

1. President
2. 1st Vice President-Programs,
3. 2nd Vice President-Membership,
4. 3rd Vice President-Ways and Means,
5. Secretary
6. Treasurer

All the above-mentioned officers **must be elected by the general membership (all members of your PTA/PTSA).**

The specific responsibilities for your PTA's/PTSA's vice presidents are in your standing rules and job descriptions.

Executive Committee:

The executive committee is composed of your PTA's/PTSA's elected officers and the principal. The executive committee may act between meetings of the board and perform other responsibilities delegated to it in the bylaws, or by the board or general members. The executive committee may never suspend or act in conflict with the bylaws of your PTA/PTSA.

Committees:

Committees are a part of all but the smallest PTA/PTSA boards. Committees perform the bulk of PTA/PTSA work and provide training for new PTA/PTSA leaders. They provide a good opportunity for parent involvement, giving more individuals a chance to contribute, and to "buy into" PTA/PTSA. Having committee chairs (chairmen) and members on your PTA/PTSA board will give you a wider representation of your membership, providing more ideas and solutions for problems.

Types of Committees

A **standing committee** is formed when the work in a certain area requires continuous service throughout the year or for a longer period. Standing committee chairs serve on the Board of Directors.

A **special committee** is formed for a specific purpose.

When the work is completed it automatically goes out of existence; i.e. Nominating Committee and Financial Committee.

Committees plan and promote the activities of the PTA/PTSA. Each committee has a definite purpose and is subject to the control and oversight of the PTA/PTSA. Committees should reflect the needs of the individual unit. The role of the local unit is to organize and perform projects and programs for the school and community.

DUTIES of the President are listed in the Introduction of this Leaders' Notebook.

Board Orientation

All PTA boards need regular orientation and training. The first question people usually have when asked to serve on the PTA board is, "What will my responsibilities be?" Here is a schedule of orientation events that will help all your officers and other board members. Do what you can this year and try to increase your orientation events for next year.

- When you ask a person to take a board position, give them a written job description. Be sure it includes an estimate of the time the position will require.
- Elect your officers and select as many other board members as possible in time to attend Kentucky PTA Convention in July.
- When you return from Convention, have a meeting of the officers and the principal. Study the materials and information received, including this Leaders' Notebook, and decide what to distribute to the appropriate board member. Purchase needed additional materials and/or make copies as necessary, being sure to keep one complete set of everything for the president.
- Hold an orientation meeting for the entire board before school begins.
- Distribute materials and discuss what to do with them.
- Emphasize the Purposes of PTA (Page 1 this section); the importance of legal issues for all members of your board; and the other levels of PTA that provide information, materials and assistance to local PTAs/PTSAs.
- Allow time for all board members who attended Convention to share what they learned with the entire board.
- If no one from your PTA attended Convention, schedule a board training. Contact Kentucky PTA: 502-226-6607 or kentuckypta@bellsouth.net

Committee Considerations

- The committee chair should be enthusiastic and able to stimulate the group. The chair needs the ability to organize a working group and be a facilitator-not a dictator. The committee chair represents the committee on the PTA/PTSA board. It's very important that the chair keeps a procedure book.
- Committee members need to display an interest and willingness to serve and they need to be able to work well together.
- Keep committees small, 3-5 members; divide into subcommittees if necessary. Have the optimum number of people needed to accomplish the purpose. The duties/responsibilities/purpose of the committee should be clearly defined and in writing. Each committee should be able to work and coordinate with the other committees, and each committee must know how much is budgeted for the committee work.

Committee Meetings

It is important to make the meetings productive. Well planned and efficiently managed committee meetings are appreciated by everyone. A committee chair can improve meetings by keeping in mind the following pointers:

- Is this meeting necessary? Cancel meetings if the business can be handled by phone, letter, or e-mail.
- Remember that the president is a member of your committee and should be advised of and asked to attend all meetings.
- Remember, only the president has the authority to sign contracts on behalf of the association.
- Spend money only with prior approval.
- Emphasize at all times the importance and obligation of attendance at special, general and committee meetings.
- Send an agenda in advance, with starting and ending times and specifics on business to be transacted.
- Remind members to let the chair know if they need to be on the agenda before the meeting.
- Make sure the needed information for each item on the agenda is at the meeting.
- Start on time; stick to the agenda; give all a chance to participate; end on time.

PTA Areas of Work

Because PTA is concerned with the whole child, there are many possibilities for PTA member involvement. PTAs/PTSAs will cover the areas of work selected from the box.

Areas of PTA Work:

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| <p>1. Advocacy</p> <p>a. Legislation</p> <p>2. Bylaws</p> <p>3. Communications</p> <p>a. Newsletter/Publications</p> <p>b. Social Media (Facebook, Twitter, Pinterest)</p> <p>c. Website</p> <p>d. Public Relations</p> <p>e. Publicity Book/Scrap Book</p> <p>f. Telephone Tree</p> <p>4. Membership</p> <p>5. PTA Meetings/Programs</p> <p>a. Founders Day</p> <p>b. Hospitality</p> <p>c. Parent Education</p> <p>d. Awards and Recognition</p> <p>6. Student Involvement</p> <p>a. Student Activities and Projects</p> <p>b. Student Membership for PTSAs</p> <p>7. Volunteer Services</p> <p>a. Room Representatives</p> <p>b. Volunteer Coordinator</p> <p>8. Ways and Means (Fundraising)</p> | <p>9. Education</p> <p>a. Citizenship</p> <p>b. Scholarship</p> <p>c. Drop Out Prevention</p> <p>d. Early Childhood and Preschool</p> <p>e. Educational Excellence</p> <p>f. Gifted and Talented Education</p> <p>g. Library and Media Services</p> <p>h. Middle/High School Services</p> <p>i. Reading and Literacy</p> <p>j. Self Esteem</p> <p>k. Students with Special Needs</p> <p>l. Technology</p> <p>m. Tutoring</p> <p>10. Diversity/Inclusion</p> <p>11. Male Involvement</p> <p>12. Health and Safety</p> <p>a. Bullying</p> <p>b. Comprehensive Health</p> <p>c. Environmental Education</p> <p>d. Juvenile Protection and Safety</p> <p>e. Mental Health</p> <p>f. Tobacco, Alcohol and Other Drug Prevention</p> <p>g. Violence Protection</p> <p>13. Kentucky PTA Kids' Day</p> <p>14. Reflections (Arts in Education)</p> |
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For the Secretary

The secretary is responsible for keeping accurate records of the association (recording secretary) and conducting the correspondence of the association (corresponding secretary). Some PTAs have one secretary who assumes both duties; and some PTAs have both a recording and a corresponding secretary. Your PTA's bylaws state whether or not your PTA has one or two secretaries.

Duties of the Secretary

Recording

- Maintain an accurate record of your PTA's members as received from the membership chair or committee.
- Record all business transacted at each meeting of the association, the executive committee and board. A quorum must be present in order to transact business items. Present the minutes for approval at the next meeting.
- Have on hand for reference at each meeting a copy of your PTA's bylaws and standing rules; the agenda; the minutes of previous meetings, including treasurer's reports; a list of committees, including the names of the committee members; and a list of your PTA's members.
- In consultation with and at the request of the president, prepare before each meeting a complete agenda, showing the order in which business should come before the group.
- Read or distribute printed copies of the minutes of the previous meeting.
- Call the meeting to order in the absence of the president and vice-president(s), unless the bylaws specify otherwise, and preside until a temporary chair is elected.
- Count a rising vote when requested by the presiding officer.
- Act as custodian of all records, except those specifically assigned to others, and promptly deliver all records to your successor.

Corresponding

- Conduct the correspondence of the association.
- Send out notices of executive committee, board and other meetings.
- Notify officers, committee members and delegates of their election.
- Using the form provided (Leaders' Notebook, Part I-Forms) promptly send the names, addresses and phone numbers of newly elected officers and those officers serving a second term to the Kentucky PTA office.

Note: No PTA materials may be sent to your PTA or PTSA until the name, address and phone number of your president (or a contact) is submitted.

Please include an E-mail address, as this is the fastest form of communication.

Minutes

First, establish that a quorum is present so business can be transacted. Minutes should contain a record of all actions taken by the group, including the exact wording of every motion, the name of the member who introduced the motion and the actions taken on the motion. The secretary or chair should request the maker of a motion to put it in writing if the motion is long or involved.

The minutes should be as brief as possible and should be reported in the order in which the business is presented at the meeting. The action taken by the association, not what is said by the members, should be recorded.

Minutes of the previous meeting are read or distributed for approval at the opening of each meeting. The words "approved" or "approved as corrected" and the date of approval should be written at the end of the minutes of each meeting. The minutes must be signed by the secretary.

If the secretary is absent, the president appoints a secretary pro-tem. **Remember: Your minutes are the “legal” record of your PTA.** No meeting is “legal” without a secretary. The minutes you write are considered a “legal document”.

Information to be included in minutes:

- Kind of meeting-regular, special, or annual; association, board or executive committee.
- Date, place and hour of meeting (when it actually begins).
- The names of the president and secretary present, or in their absence, the names of their alternates.
- Quorum established. **“There was [or was not] a quorum present.”** (*The quorum for regular board meetings is one more than half. The quorum for general association meetings is specific in your bylaws.)
- Statement concerning the minutes of the previous meeting-whether they were read or printed and distributed; approved or approved as corrected.
- Report of the treasurer.
- Reading of communications.
- Reports of officers, executive committee, standing committees and special committees.
- All motions (except those withdrawn); points of order and appeals, whether approved or defeated; and the name of each member who introduces a motion should be listed. Minutes do not need to state the name of the person who seconded the motion. Minutes should read: Second, discussion, and if the motion was approved or defeated.
- Program topics, method of presentation, names of participants and important points covered.
- Hour of adjournment.
- Signature of the secretary or secretary pro-tem.

Sample of minutes on next page

Sample Minutes

Kentucky Street Elementary School PTA Regular Board Meeting, August 3, 2017

<u>Call to Order</u>	The Kentucky Street Elementary School PTA Board Meeting was called to order at 7 p.m. on Wednesday, August 3, 2017, in the Kentucky Street School Library, by president, Eddie Leader. Liza Writer served as secretary.								
<u>Roll Call/Quorum Present</u>	15 members (or list names); Absent: 3 members (or list names); A quorum was present.								
<u>Inspiration/Pledge of Allegiance</u>	An inspirational message and Pledge of Allegiance was led by the Inspirational/Citizenship Chair, Kyle Pledge.								
<u>Minutes 6/3/2014</u>	The minutes of the June 1, 2014 board meeting were printed and distributed. Correction: The fall festival report was given by Brian Entrepreneur, not Cherie Adams. The minutes were approved as corrected.								
<u>Correspondence</u>	The secretary read a thank you note from the teachers for the PTA's volunteer services during the 2013-2014 year, and from the librarian for the PTA's purchase of computer software.								
<u>Treasurer's Report</u>	Treasurer, Brian Money keeper, distributed the current financial report (attachment #1). <table border="0" style="margin-left: 40px;"> <tr> <td>Balance May 31, 2017</td> <td style="text-align: right;">\$945.89</td> </tr> <tr> <td>Receipts</td> <td style="text-align: right;">101.02</td> </tr> <tr> <td>Disbursements</td> <td style="text-align: right;">421.32</td> </tr> <tr> <td>Balance July 31, 2017</td> <td style="text-align: right;">625.59</td> </tr> </table> <p>The treasurer's report was filed for audit.</p>	Balance May 31, 2017	\$945.89	Receipts	101.02	Disbursements	421.32	Balance July 31, 2017	625.59
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<u>Proposed Budget</u>	The treasurer distributed copies of the proposed 2014-2015 budget (attachment #2). By general consent, the budget was referred to the budget committee. The budget will be re-considered at the next meeting.								
<u>Committee Reports</u>	Brian Entrepreneur, fundraising committee chair, gave the fall festival report. The committee moved that the fall festival committee be allowed to exceed their budget by \$100.00 (motion #1). <u>Defeated.</u>								
<u>Further Business</u>	Kelly Educator moved to purchase a subscription for the Kentucky PTA Bulletin, <i>Our Children...Our Future</i> , and the National PTA publication, <i>Our Children</i> , for the teachers' lounge. <u>Second; Carried</u>								
<u>Announcements</u>	The next board meeting is September 7, 2017, 7:00 p.m., in the school cafeteria.								
<u>Adjournment</u>	The meeting adjourned at 8:15 p.m.								

Liza Writer, Secretary

Procedure Book

A **Procedure Book** is the basic working tool for all PTA board positions. A **Procedure Book** is a record book, which records the responsibilities, decisions and activities of PTA officers and board members. There should be a procedure book for each position in your PTA or PTSA. The procedure book should contain all information necessary for each officer, board member and committee to do the job with ease.

An effective procedure book helps ensure continuity from one PTA year to the next. Look at what you received from your predecessor. Was there anything? Was it helpful? Was it what you needed? Was anything useful left out? Try to provide for your successor the way you wish someone had provided for you. Here is a suggestion of information and material to include:

The Basics: This information is pertinent to all PTA positions:

- A current directory of your PTA/PTSA officers, committee chairs and other board members; directories of your district, Kentucky PTA and National PTA, if available.
- A copy of your PTA or PTSA/s bylaws and standing rules—president, parliamentarian and bylaws chair, add copies of district, state and national bylaws.
- Copies of the current budget and treasurer’s reports.
- A calendar of events for your PTA/PTSA.
- Copies of programs, yearbooks and newsletters of your PTA/PTSA-president and all others for whom provided- should include copies of district, state and national programs and newsletters.
- All officers and newsletter chair (all board members, if possible) should receive Kentucky and National PTA newsletters, plus district newsletters, if available.
- Two years’ copies of minutes, if they were distributed.

The Specifics:

PTA positions:

- The job description or guidelines for the position.
- A plan of work and planning calendar.
- Procedures and guidelines for carrying out the responsibilities of the position.
- Copies of material from district, state and national pertinent to the position.
- Agendas of all meetings you and at least your immediate predecessor chaired-president include agendas of all meetings of the association, the board and the executive committee.
- Notes and records for each program and project of the position/area of work. This should be detailed enough for someone to repeat the program and project if the current position holder is not around.
- Pertinent information, copies of reports and evaluations prepared by former holders of the position.
- Current information, reports, and suggestions.
- All correspondence relating to the position (3-5 years back).
- Notes and materials from workshops, conventions and conferences attended.
- Information from non-PTA sources, including a contact person and how to reach them.
- Evaluations of each program and project attempted during the year; these should be honest—if it was great, say so; if it was a failure, say so.

What to Keep

Permanently:

- All minutes of the association, the board, the executive committee and other committees or your PTA or PTSA.
- Verification that a 990N was filed electronically or copies of all 990 or 990 EZ forms schedules A and B which have been filed with the Internal Revenue Service.
- A scrapbook or “Publicity Book” for each year of your PTA or PTSA.

Ten Years:

- All financial records, especially those required to substantiate your PTA’s or PTSA’s tax returns; or to provide proof that filing a tax return was not required.
- All correspondence to and from the Internal Revenue Service.
- Annual letters from the Kentucky PTA substantiating your PTA’s or PTSA’s tax exempt status.

In the School Office:

Federal law also requires that you have, in your principal place of business (the school),

- proof of your tax-exempt status (most recent annual letter in good standing from the Kentucky PTA)
- past three years of your federal tax returns
- current bylaws

Your President, Secretary, and Treasurer should all have copies of these materials in their records.

Keys to Successful PTA Meetings

General Meetings (also called association meetings)

- Begin the meeting on time.
- Keep the business section of the meeting short and to the point. Print and distribute the minutes, the financial statements and as many other reports as possible.
- Provide quality programs that are of interest to your members.
- Make a special effort to be sure everyone feels welcome;
- Plan the meeting around other school activities and student performance programs. This will encourage larger parent/teacher attendance.

Where to Find Program Ideas for Your PTA/PTSA Meetings

- National PTA [Quick-Reference Guides](#);
- Kentucky PTA Leaders’ Notebook;
- National PTA website: www.pta.org;
- National PTA Facebook: [Facebook.com/ParentTeacherAssociation](https://www.facebook.com/ParentTeacherAssociation)
- Kentucky PTA website: www.kypta.org;
- Kentucky PTA Facebook: [Facebook.com/KentuckyPTA](https://www.facebook.com/KentuckyPTA)
- Other sources:
 - a. City and County Government
 - b. Local Health Departments and Mental Health Centers;
 - c. Local Libraries;
 - d. Nearby Universities, Museums and Arts Organizations;
 - e. Your school System’s Central Office/ Superintendent’s Office;
 - f. County Extension Office;
 - g. Kentucky PTA Office, phone 502-226-6607; fax 502-226-6610; E-mail kentuckypta@bellsouth.net
 - h. Kentucky PTA Board Members.

Board, Executive and Committee meetings

Here are some ways to improve your meetings and to increase attendance:

- Take attendance and put in the minutes who is and who is not present.
- Email, plus print and distribute the minutes rather than reading them; do this with the financial statements and as many other reports as possible.
- Have a written agenda that is distributed to all in attendance so they can see what subjects are coming when. Then, follow the agenda closely rather than jumping randomly from subject to subject.
- When a member is absent, send a copy of the minutes and a note saying how much you missed them.
- Have board meetings at the most convenient time for most members.
- If there is not a convenient time for most, then alternate – meeting in the evening; then meeting right after school (great for getting teachers there); then meeting at the “old fashioned time” of nine or ten in the morning; then meeting at breakfast time (with a light snack for board members and their children).
- Keep the meetings as short as possible, but include enough hospitality so people will feel welcome.
- Refer all items that get into a long discussion to a committee to keep boredom down.

Except for board meetings, which should meet regularly (usually monthly), do not meet unless it is necessary.

It’s Time for a General Meeting! What do I Do?

Before the Meeting, Have You...

- Sent advance notice home with each student or emailed and/or mailed to each family? Also, a phone call is nice!
- Advised your program chairperson of his/her responsibilities?
- Arranged for a 1 to 2-minute inspiration and the Pledge of Allegiance?
- Familiarized yourself with your PTA’s bylaws and standing rules?
- Assisted the treasurer in preparing a proposed budget for the coming year?
- Spoken with the principal about attending and giving a welcome and school update?
- Encouraged all teachers and staff to attend and participate?
- Checked to see that the program planned is informative, pertinent and concise?
- Prepared an agenda in consultation with the secretary?
- Contacted all chairmen who will present reports?
- Sent reminders to your board?

Hints for Presiding

- As you preside, be yourself. Be natural and at ease and your group will sense it and go along with you.
- Clarify the question on which members are voting.
- When taking a vote, signify the manner of voting (voice vote, show of hands, rising vote, etc.). It is the responsibility of the presiding officer to be sure that members know the voting procedure. Be as courteous to the opponents of a motion as to those favoring it. Announce the outcome of the vote.
- Do not state opinions or debate while an issue is on the floor. If you feel you must enter the discussion with an opinion, leave the chair and do not return until the vote has been taken and announced. The vice-president should preside when you vacate the chair.
- Rap the gavel only one time in opening or closing a meeting.
- Always stand while addressing the general body. You may remain seated while reports are being given, minutes read, etc.
- Refer to yourself as “the chair,” or “we,” never the personal “I”.
- After the minutes are presented ask, “Are there any corrections?” NOT, “Are there any corrections or additions?”
- Do not call on officers and chairmen who do not have reports.
- No motion is on the floor until it has been restated by the chair.
- Consult with the recording secretary before the meeting to see if there is any unfinished business from the last meeting. Do not ask for unfinished business during the meeting—the chair should already know the answer.

Leadership-Working Together

PTA is people working together on behalf of children and youth in the school, community, state and nation. Here is a brief overview of aspects of working together—leadership, teamwork, communication, and management skills.

What is leadership? Leadership is the ability to facilitate action and guide change. It takes the association from where it is to where it wants to go. To lead is to delegate, coordinate, encourage and inspire. A good leader develops personal leadership skills and encourages and trains new leaders who will follow.

Important Attributes of a leader:

- enthusiasm, with an understanding of PTA and a strong belief in its importance;
- the ability to work with a variety of people and problems, to be objective, deal with opposition, and define positions;
- the flexibility and willingness to look for new solutions and the imagination to think of new ways to solve problems;
- well-developed listening skills and the willingness to treat everyone with equal respect.

Developing leaders

Leaders are not born, they are developed through education, experiences and opportunities. As a PTA leader, you can promote interest and encourage others in leadership roles, helping to ensure PTA's future.

- Look for potential leaders and encourage them to give their time and talents to PTA;
- Assist them in the development of meaningful, attainable goals;
- Provide opportunities to learn and grow with challenging assignments, and increasing responsibility;
- Evaluate, give support and training, and give recognition and rewards for their achievements.

Group Skills for Effective Teamwork

- Have a clear understanding of the group's purposes and goals.
- Be able to plan ahead.
- Be able to initiate and carry out effective problem-solving.
- Be objective about the group's own functioning.
- Face your group's problems and make whatever modifications are needed.
- Maintain a balance between emotional and rational behavior.
- Provide for sharing and delegation of leadership responsibilities by group members.
- Provide an atmosphere in which members freely express their feeling and points of view.
- Have a high degree of togetherness and unity, while still allowing for individuality.
- Make intelligent use of the differing abilities of the group's members.
- Do not dominate as a leader and do not allow domination by any of the members.

Communication

Leadership skills depend on successful communication. Local PTA/PTSA presidents are the link between local members and all other levels of PTA. The success of the PTA at all levels depends on the communication of local PTA leaders. Communication involves sight, sound, thoughts and feelings. It is the transmission or exchange of information and ideas; the interaction between individuals or groups; the understanding of words and actions; the conveying of attitudes and beliefs. Good communication involves both a sender and a receiver (a good listener) and requires a realization that people have different backgrounds, awareness of feelings, and a willingness to accept responsibility for communication.

Management Skills

PTA/PTSA leaders are the management level of PTA work. The president is the CEO (chief executive officer), the membership chair is the director of personnel recruitment and development... Whatever your position, you can use the same management skills corporate officers use. Effective managers **lead** by their example and their own enthusiasm. They **lead** by allowing their employees to develop their own leadership skills, giving them the freedom to “do it their way.” But you must remember that PTA volunteers are not your employees. They do not have to do what you say and you can’t fire them. You are their **leader**, not their boss. As an effective manager, you must **lead** your volunteers in the direction you want them to go; **lead** by your own example and enthusiasm.

Twelve Qualities of Successful Leadership

1. **Observe! Absorb! Communicate!**
2. **Listen! Listen! Listen!**
3. **Be flexible.**
4. **Prioritize goals**
5. **Be welcoming and accepting**
6. **Be able to delegate and evaluate**
7. **Be knowledgeable**
8. **Be enthusiastic**
9. **Be respectful**
10. **Be objective**
11. **Be supportive**
12. **Be able to share materials, successes, and failures**

Volunteer Engagement

"A hundred years from now it will not matter what my bank account was, the sort of house I lived in, or the kind of car I drove...but the world may be different because I was important in the life of a child." - Forest Witcraft

All PTAs and PTSAs need volunteers. It is important to have enough volunteers to get the work done. The 3 "R"s of a successful volunteer program: **Recruiting, Retaining, and Rewarding.**

What are some of the reasons people don't volunteer?

- Not asked-in a National PTA survey of fathers, the main reason they do not volunteer is that they have never be asked
- Don't have time because of work, etc.
- Afraid
- Don't know the different volunteer opportunities available
- Bad experience at the school or with another volunteer experience
- Volunteered before, but no one called
- Volunteered before, but there was nothing for them to do
- No praise or reward
- No chance for personal growth
- No feeling of making a difference

Recruiting-it's not about the PTA/PTSA, it's about the member

In PTA, we say *please* come to our meeting, *please* volunteer. Rather-"This meeting will provide tips for parents on earlier bedtimes so that your child is rested and ready to learn at school" or "Volunteering at the fall festival will help the PTA raise money to provide educational materials for your child's classroom".

Recruiting Tips

- Appoint a volunteer chairman as a standing committee of your board
- Work hand and hand with your Family Resource and Youth Service Center, Title I
- Know why you need volunteers
- Be honest about the requirement of time
- Toot your own horn-let everyone know what PTA has done
- Think about recruiting from your circles of influence. Draw a diagram of concentric circles with the center circle being "you". Then in each circle list names of people you might recruit from the categories listed.

Recruiting Techniques

1. Tabling
 - active not passive-quick five second introduction, give handouts, have a sign-up
 - fun and highly visual-bright colors, pictures, display board, scrapbook
 - never leave the table unattended
 - use every opportunity-registration, orientations, sports events, parent-teacher conferences, programs, community events
2. Surveys
 - at the tables, as above
 - in registration packets and newsletters
 - attach PTA accomplishments to survey
 - respond to sign-ups within 7-10 days
 - after winter break

3. Presentations

- service organizations
- Middle School and High School clubs and organizations-service hours PLUS research shows young adults who volunteer are more likely to volunteer as adults
- businesses
- ethnic groups/clubs reflecting your school population
- colleges/universities

Retaining-the number one rule is: **Contact everyone who signs up!** People now expect "immediate" response or they will move on to something else.

Matching Volunteers with Talents/Desires

- Orientation and training
- Job descriptions-time, what it entails, length of commitment
- Have a diversity of opportunities
- Allow parents to help in ways they are able
- Make the experience memorable

Recognition

National Volunteer Week:

April 15-21, 2018

"Recognition is the volunteer's paycheck." We ask people to pay to join our association, then we ask them to work for the association for free!

Include in your budget money for volunteer recognition. Here are some ideas:

- Give a Kentucky PTA Honorary Life Recognition/Student Leadership Award
- Hero of the month on your website
- Rent a movie theater
- Thank You notes
- Recognition wall
- Letter to their workplace

Value of Volunteer Time

Let the school and community know the value of time donated by your volunteers. Independent Sector (www.independentsector.org) lists the value of volunteer's time in Kentucky as \$21.85 hourly (based on 2016 figures).

Resources

- Effective Strategies for Family and Community Involvement -contact Kentucky PTA about this training that is approved for three hours of EILA credit
- [Three for Me](#)- includes *creative ways to connect all families to their child's school and education; *ideas to strengthen home-school-community partnerships; and *resources to motivate parents
- [National Standards for Family-School Partnerships](#)
 - Standard 1:** Welcoming All Families-Actions for making families feel welcomed, valued, and connected to each other and the school.
 - Standard 2:** Communicating Effectively-The building blocks to effective communication between parents, schools, and parent groups.

- Standard 3:** Supporting Student Success-Encouraging parent involvement to heighten student achievement
- Standard 4:** Speaking Up for Every Child- Methods for becoming an effective advocate for children and their education
- Standard 5:** Sharing Power-Ways to share power between families, students, teachers, school staff, and the community.
- Standard 6:** Collaborating With Community-Resources for connecting the school with the community

Involving Students in Your PTSA

Student involvement is the best thing that can happen to a secondary school PTSA. Kentucky PTA urges all middle, junior high, and high school PTSAs to actively seek students as involved members.

PTSA gives students a voice; involves students in their own education; helps teach leadership skills; and gets students involved in the community. No matter which projects you decide to work on with students, it is essential that you include them in the planning as well as in the execution of the events. Upon payment of dues, students are full members of PTSA with the same privileges, responsibilities, and credibility.

Student Leader Responsibilities

- Communicate with adult members on the needs and concerns of fellow students.
- Interact with other students to plan meaningful programs and activities that will help create a positive leaning environment for all.
- Represent students and PTSA at meetings wherever student input is needed or requested.

Recruitment of Student Members

- Form a student involvement committee and include students and adults.
- Survey students to find out what type of activities would encourage student involvement
- Ask for help. Most students are willing to help if they are asked.
- Publicize PTSA achievements, benefits, and upcoming activities through surveys, PTSA newsletters, flyers, marquees, forums, local newspapers, and media spots.
- Set up a bulletin board with pictures and notices of PTSA programs.
- Present to the Student Council about the advantage of PTSA membership for students. Enlist their support and listen to ideas involving students.
- Have a student membership chairperson. Encourage students to recruit their peers.
- Emphasize the PTSA can be fun-use logos, T-shirts, and music to spark interest.
- Show role model support by using "star" endorsers. These "stars" might include school leaders or popular teachers who participate in PTSA activities.
- Seek input from all students.
- Appeal to students by bringing up real issues and real problems.
- Show how PTSA activities relate to special interests such as art, music, writing, etc.

Retention of Student Leaders

- Focus on doing "with" rather than "for"
- Involve students as equal partners
- Meet at a time that is convenient for the majority of your members
- Identify students by their function (chairman), not by a label (student chairman)
- Provide an atmosphere of mutual respect between adults and students.
- Blend leadership and share job responsibilities so students are trained.
- Provide students the means to evaluate their PTSA experiences, activities, and accomplishments each year.
- Avoid segregating student members
- Practice effective communication

Recognize Student Leaders

Students should be rewarded for leadership, vision, and dedication instead of for "token" activities, such as selling candy or working at carnival booths.

- Give one or more Kentucky PTA Student Leadership Recognitions
- Provide public recognition via news media, student newspapers, assemblies, etc.
- Select student members of the week, month, year
- Give buttons, T-shirts, etc.
- Invite student leaders to speak to students in other schools and to community groups
- Write letters of recommendation for college admissions or employment

Use bulletin boards, school yearbook, radio, TV, and newspapers to feature stories on student successes in helping solve school and community issues.

Idea Bank

- Ask students to study a legislative bill and present a summary to the PTSA board.
- Develop a tutoring program where students tutor each other or at a local elementary school.
- Ask students to assist in designing and writing for the PTSA newsletter or website.
- Plan a community clean-up day.
- Plan a career fair or a college night for students and parents.
- Work with other student groups to plan a freshman or sixth grade orientation. Explain PTSA membership, programs, and projects and how students can be involved.
- Organize an international fair.
- Propose a "bridge the gap" dance for both young and old.
- Have students conduct an informational program for parents.
- Organize a cultural night (Reflections entries included), talent show, financial aid and resume writing workshops, health fairs.

Nominations and Elections

Nominating Committee

It is a requirement that all PTAs and PTSAs have an elected nominating committee.

How is the nominating committee formed? The bylaws of your PTA or PTSA explain how many members are elected, who elects them, and when they are elected. The members of the nominating committee must be members of your PTA/PTSA. The only PTA/PTSA member not eligible to serve on the nominating committee is the president.

The work of the nominating committee.

It is the responsibility of the nominating committee to find the best qualified candidate for each office. The committee needs to put the best interest of the PTA above personal feelings or friendships, and remain impartial.

The discussion of potential nominees is confidential and should never be discussed outside the committee meetings, not even with best friends or relatives. All votes by the nominating committee should be by ballot, unless it is obvious that the decision of the committee is unanimous.

Guidelines to use for choosing nominees.

- Become familiar with the job description for each office that is to be filled. This is found in your PTA's/PTSA's bylaws, standing rules, and job descriptions; and in Kentucky and National PTA materials. When contacting potential nominees for consent, be sure to tell them precisely what the responsibilities of the position are and how much time the job will take.
- Consider past and current PTA experience. Are those being considered knowledgeable about your PTA and PTA basic purposes and policies? Do they believe in the PTA Purposes, Values, Mission and Kentucky PTA Vision?
- Consider how well potential nominees work with other people.
- Look at each person's skills and talents.
- Consider qualities that will represent the PTA or PTSA well in the school setting and in the community.
- Are the nominees willing and able to carry out the responsibilities of the position?
- Do the nominees have the time to commit to the responsibility of the offices?
- Are the nominees enthusiastic about filling their positions?
- Do they delegate responsibility well?
- Select the president first. Then, as a courtesy, ask the presidential nominee for suggestions. (Note: *Courtesy* means the committee is not bound by the suggestions.)
- Never select a person the committee is not in favor of because another nominee wants that person.)

Election Procedure

Presenting the Slate

The slate of officers may be presented at a meeting prior to the meeting at which the vote is taken or the process may be completed in one meeting.

- The secretary reads the section of your PTA's/PTSA's bylaws about the election of officers.
- The chair of the nominating committee reads the slate of officers and gives a copy to the president and secretary.

Nominations from the Floor

- The president re-reads the nominating committee report and then asks for further nominations (nominations from the floor) for each office. The person(s) being nominated from the floor must give consent, but the nomination does not require a second.
- After there are no more nominations or if there are none, the president asks, “are there further nominations for any of these offices?” Then after a pause says, “Hearing none, the chair declares the nominations closed.”

Election

- If there is only one nominee for an office, the election may be by acclamation—those in favor say aye, those opposed, no. Remind those present that only members may vote.
- If there is more than one nominee for an office, the vote must be by ballot.
- It takes a majority of members present and voting in order to elect. A majority is (1/2 plus 1 i.e. if 30 members are voting then a nominee would have to have at least 16 votes to win the election.
- It is necessary to determine those eligible to vote. Membership cards may be required, or use an up-to-date list of members.

Tellers, who are appointed by the president, distribute, collect and count the ballots. They prepare a report listing the number of votes cast, the number of votes necessary to elect, and the number received by each candidate. Blank ballots are not included in the count.

SAMPLE TELLERS’ REPORT

30 Votes Cast
16 Votes Necessary to Elect
John Smith received 19 votes
Mary Jones received 10 votes
1 ineligible vote

Signature

Signature

Signature

- Each teller signs the report. The chair of the tellers reads the report and gives copies to the president and secretary.
- The president re-reads the report and declares the winner elected.
- Motion to destroy ballots.

Legal Issues

All local PTAs and PTSAs and PTA districts in Kentucky are part of the Kentucky PTA. All of them are tax exempt under Internal Revenue Code (501) (c) (3) under the Kentucky PTA's non-profit tax exemption which is a group exemption. All of them must follow the laws of the land—the regulations of the federal and state governments and the laws of the association—the bylaws, standing rules, parliamentary authority of *Robert's Rules of Order 11th edition*, and all approved motions. There is a “hierarchy of laws” (which takes precedence over others) as shown in the following list:

Laws of the Land

- Federal Regulations
 - Internal Revenue Service (IRS)
- State Laws/Regulations
 - Nonprofit Regulations
 - Corporation Codes/Regulations
 - Commonwealth Attorney's Office
 - Office of Charitable Gaming (Justice Department)
 - Kentucky Revenue Cabinet
 - Department of Employment

Laws of the Organization

- Articles of Incorporation (contact the Kentucky PTA for more information)
- Bylaws (must include all articles and sections with a pound (#) sign)
- Standing Rules
- Parliamentary Authority (*Robert's Rules of Order 11th edition*)
- Approved Minutes and Motions

Procedures

- Written and Unwritten
- Tradition/Historical

These Laws Apply to Everyone

It is important to understand that these are not just laws, rules and regulations for PTAs, but for all public charities. All groups, organizations and associations that raise funds for any reason and from any source, and that do not pay income taxes as a taxable entity, must follow these laws, rules and regulations. This includes all parent organizations that are not affiliated with the Kentucky PTA as well. (Please note that taxable businesses and corporations must follow most of the same laws.)

Responsibilities of Officers and Board of Directors

(This includes all PTA and PTSA officers and board members at every level—local, district, state and national.)

- **Duty of Care:** There must be a level of competence that is the same as the level expected in a for-profit entity. For example, the minutes of a PTA/PTSA are a legal document with no less importance than the minutes of a multimillion-dollar corporation.
- **Duty of Loyalty:** There must be undivided allegiance to the organization. Each board member must make sure there is no conflict of interest or appearance of a conflict. If there is the board member should resign or take a leave of absence.

Conflict of Interest Policy

Members of the _____ PTA/PTSA serve in a fiduciary capacity and owe a duty of care and undivided loyalty to _____ PTA. Directors must conduct themselves with integrity and honesty and must act in the best interest of the PTA.

Directors may not use their relation to the ____PTA for their own personal gain. Directors must avoid conflicts of interest between their duties to the PTA and their duties to other associations/organizations or their own professional or personal interests. Full disclosure by a director of any actual or potential conflict is required by the standard of good faith. A conflict of interest exists when a director participates in deliberation or resolution of an issue important to the _____ PTA while having other professional, business, or volunteer responsibilities outside the _____ PTA that could predispose or bias the director to a particular view or goal.

- **Duty of Obedience:** Board members must be faithful to the Vision, Values, Mission, and Purposes of PTA. This is a public trust, a very important public trust. Seventy-one percent of the people trust the PTA, and we must make sure they continue to trust us by being careful that the PTA does not deviate from its vision, mission and Purposes.
- **No Private Inurement:** No part of the net earnings of the association may inure to the benefit of or be distributed to its members. This inurement prohibition means that PTAs/PTSAs cannot pay more than market value for goods or services to an insider (someone in a decision-making capacity). All 501(c) (3) entities are nonprofit and are devoted to charitable purposes. Profits (or reserves) may not be distributed to its members.
- **Political Activity:** No PTA or PTSA may participate in, support, or oppose any candidate for public office, including school board members. No PTA or PTSA board member may act in a manner that could give the appearance that the PTA or PTSA supports or opposes any candidate or a political party.

Bylaws and Standing Rules

Bylaws

Bylaws determine the structure and provide specific regulations by which its affairs are governed and officers are elected. The bylaws define or explain the rules under which the PTA functions. They protect the group from error and guide it to efficient service. Approved bylaws must be on file in the Kentucky PTA office to maintain a “unit in good standing” status.

All established PTAs and PTSAs must renew their bylaws every five years to remain a “unit in good standing.” Each year local unit bylaws are updated according to amendments from National PTA and Kentucky PTA. The set of local unit bylaws in this edition of the Leaders’ Notebook is the most current and the set you should use if your bylaws are due for renewal. This set also supersedes all other sets of bylaws including your own approved bylaws.

Here are some of the safeguards the bylaws provide for:

- A quorum must be present to conduct business.
 - The minutes must reflect that a quorum was present.
- Specific officers to be elected, how the nominating committee is elected, when the election takes place, etc.
- Funds to be spent per budget approved by the general body, who writes checks, an audit to be done yearly, etc.
- Procedure for amending the bylaws and requirements by Kentucky and National PTAs.
- A Parliamentary authority.
- Information, along with your parliamentary authority and Kentucky PTA’s SBDM Parent Handbook, to conduct SBDM Council parent elections.

The bylaws are your protection. Read them and be sure that you understand the ways they affect your PTA.

Kentucky PTA Bylaws are reviewed each year. Amendments are approved by the delegation present at the convention. The Kentucky PTA website has current copies posted.

“Unit in Good Standing”

Your PTA/PTSA must be a “unit in good standing” in order to have voting delegates at the Kentucky PTA convention/leadership; to be eligible for awards and scholarships; to participate in the insurance program of Kentucky PTA; and to remain a tax exempt 501(c)(3) entity under the Kentucky PTA group exemption.

Requirements for a “Unit in Good Standing”

To be a “unit in good standing”, your PTA/PTSA **must**:

1. Adhere to the purposes and basic policies of PTA;
2. Pay district, Kentucky and National PTA dues as required. One payment must be made on or before Oct. 15th of each year.
3. Review treasurer’s books and submit the PTA financial review form to Kentucky PTA and your school’s principal by July 15th;
4. File 990 with the Internal Revenue Service by November 15th and send copies to Kentucky PTA office.
5. Have bylaws approved by the Kentucky PTA every five (5) years;
6. Have an IRS Employer Identification number (EIN) on file at the Kentucky PTA office; and
7. Maintain a minimum of ten (10) members.

Keep a set of approved bylaws with your PTA’s permanent records. If you can’t find your PTA’s bylaws, request a set from your district president or the Kentucky PTA office. Your PTA/PTSA secretary should have a copy and a copy should be kept in the school office. It’s also a good idea for all board members to have a copy of the bylaws. Take the time to go over the bylaws as a group and become familiar with them. **Bylaws protect you and your PTA/PTSA. As long as you are abiding by your bylaws, you will avoid many problems.**

The procedure for renewing or amending your bylaws follows.

Procedure for Bylaws Renewal and Bylaws Amendments

To remain in good standing, your PTA/PTSA must renew its bylaws every five years. In addition, there are often other times when you PTA/PTSA may wish to amend its bylaws. Here is the procedure to follow.

1. Check the last renewal date on the last page of your official bylaws copy—the copy with the embossed seal of approval. If your renewal date will be five years old before the end of the school year, your bylaws need renewing, reviewing and bringing up to date.
2. Form a committee to review and update your bylaws (or to prepare amendments between renewal dates).
3. Using the “required local unit bylaws format” prepare proposed changes from your previous bylaws.
4. Bring proposed changes to the board for approval to present to the general membership.

[Reminder: The board has the authority to propose bylaw amendments, but does not have the authority to approve them. Only your membership can do that.]
5. A **30-day notice must** be given to the general membership for any changes to the bylaws

Do not retype the bylaws, simply fill in the blanks. If you need to add sections to the bylaws you may use the lined space at the end of the bylaws or attach extra pages. Remember: all articles and sections with a pound (#) sign must be included in your bylaws **verbatim**. There are no exceptions.

After the proposed bylaws have been approved to take to the general membership, **the following steps must be taken:**

1. At least 30 days before the general meeting at which the bylaws are to be voted on, do either of the following:
 - a. announce the proposed bylaws changes at a general meeting, reading both the current bylaw and the proposed bylaw for each change; or
 - b. send a letter, email or newsletter to your members with the proposed bylaws changes, printing both the current bylaw and proposed bylaw for each change.

Example: (Bylaws change to Kentucky PTA Bylaws '06)

Proposed Amendment No. 1

Article IX: Board of Directors, Section 3

Proposed Bylaws Amendment:

Add 3 d.

Member must complete and sign a Conflict of Interest Policy Statement, which will be kept on file in the Kentucky PTA office.

Rationale: To be in compliance with expected procedures for non-profit board members.

2. Present the amendments for approval at an open general meeting of your PTA/PTSA, to which all your members (your PTA's/PTSA's governing body) have been invited, and at which **a quorum is present**.
3. Present each proposed bylaw change separately and vote on each separately.
4. The vote must be taken by asking those for the change to rise and say aye, and then those opposed to rise and say no. A two-thirds (2/3) vote is required for the change to pass.
5. Send online three (4) **signed** copies of the approved bylaws, three (4) copies of the minutes of the general meeting at which the bylaws were approved stating a quorum was present to Kentucky PTA.

Revised Bylaws are posted to Kentucky PTA's website: www.kypta.org.

Be sure to keep a copy for your PTA/PTSA.

Your bylaws or amendments will go into effect as soon as they are approved by the Kentucky PTA. Your PTA will be sent an official copy with a date of approval.

Standing Rules

Standing rules provide for the day-by-day operation of your PTA/PTSA. Procedures that are not covered in your bylaws, but are a general policy or way of operating for your PTA/PTSA belong in standing rules. Standing rules are adopted and amended by the group they cover. Standing rules may be adopted or changed without previous notice by a two-thirds (2/3) vote, or with previous notice by a majority (one more than one-half) vote.

Local unit standing rules do not need to be sent to the Kentucky PTA. They are approved by the local PTA/PTSA board only.

Standing rules should include defined procedure for the following:

- Delegates/members who may attend Kentucky PTA meetings and trainings, your district meetings and other events at your PTA's/PTSA's expense**
- Criteria for selecting and presenting Kentucky PTA Honorary Life Recognition and Student Leadership Recognition. **
- If, and to whom, and under what circumstances flowers/ cards will be sent. **
- Provisions for teacher representation on the PTA board.
- If a PTSA, provisions for student representation on the PTSA board.
- Duties of officers and other board members that are not in the bylaws or board approved job descriptions.
- Who will receive subscriptions to the Kentucky PTA Bulletin, *Our Children...Our Future*, and to the National PTA publication, *Our Children*. (Your PTA/PTSA president receives a copy of each automatically.)
- Approval of plans of work for officers and other board members.
- Provisions for expense reimbursement for officers and other board members**
- Provisions if it is your PTA's/PTSA's custom, for gifts for retiring officers, board members, faculty and staff. **
- Provision for notification when an officer or other board member cannot attend a meeting and for removing/ replacing an officer or other board member who misses a certain number of meetings without a reasonable excuse.
- Who serves on the budget and financial review committees and how the committee members are selected (if not in bylaws). [Note: the treasurer should chair the budget committee but does not serve on the audit committee.]
- Awards and recognition for students participating in the Reflections program.
- Provisions for conducting the election of the parent members of the school based decision making (SBDM) council. (See the **Kentucky Department of Education Handbook**)

****Note: All financial items (costs) must be included in your PTA's/PTSA's annual budget.**

Bylaws Approval Form

Due Date: See the last page of the “official” copy of your PTA’s/PTSA’s bylaws. If you can’t find a copy of your bylaws, contact the Kentucky PTA office at 502-226-6607 or kentuckypta@bellsouth.net.

The Kentucky PTA Bylaws require each local PTA/PTSA and district PTA to adopt bylaws to govern their branch of the Kentucky PTA, a branch of the National PTA. All bylaws must be approved by Kentucky PTA as specified in the Kentucky PTA Bylaws.

Information on local bylaws may be obtained by contacting your district president.

If sending via USPS, send this form with:

- A. ____ 1 copy of the Bylaws Approval Form
- B. ____ 1 copy of the completed bylaws with two signatures on last page and date.
- C. ____ 1 copy of the minutes of the general membership meeting which states:
 - 1) ____ 30 days’ prior notice of the meeting to approve bylaws was given to the general membership body
 - 2) ____ A quorum was present at the meeting (this number is stated in your current bylaws)
 - 3) ____ That a motion was made and approved by the general membership body

To: Kentucky PTA, 148 Consumer Lane, Frankfort, KY 40601
or

send one copy of the bylaws approval form, bylaws, and minutes electronically to kentuckypta@bellsouth.net.

Following approval by the Kentucky PTA, copies of your bylaws will be distributed to:

- 1. President of your PTA/PTSA, dated with a stamp of approval on the last page;
- 2. Kentucky PTA office; and
- 3. District president.

PTA/PTSA Name _____

County _____ PTA District No. _____

President’s Name _____

Home Address _____

City _____ State _____ Zip _____

Phone Number Home (_____) _____ Cell (_____) _____

E-mail _____

Please check the appropriate box:

- New PTA/PTSA Bylaws Renewal Bylaws Amendments

1 **Bylaws of the _____ Parent Teacher (Student) Association**
2 **Kentucky PTA Required Local Bylaws Format (New Format)**
3

4 **ARTICLE I: NAME**

5 The name of this association is _____

- 6 1. _____PTA, Parent Teacher Association or
7 2. _____PTSA, Parent Teacher Student Association (check #1 or #2)
8 of _____, Kentucky, in _____ County and _____ district. It is a local PTA/PTSA
9 unit organized under the authority of Kentucky PTA, a branch of National PTA. The articles of association
10 include (a) the bylaws and (b) the articles of incorporation.
11

12 **#ARTICLE II: PURPOSES**

13
14 **Section 1.** The Purposes of this PTA/PTSA are:

- 15 a. To promote the welfare of children and youth in home, school, community, and place of
16 worship;
17 b. To raise the standards of home life;
18 c. To advocate for laws that further the education, physical and mental health, welfare, and
19 safety of children and youth;
20 d. To promote the collaboration and engagement of families and educators in the education of
21 children and youth;
22 e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and
23 social well-being of all children and youth, and;
24 f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.
25

26 **Section 2.** The Purposes of this PTA/PTSA are promoted through an advocacy and educational program directed
27 toward parents, teachers and the general public; developed through conferences, committees, projects
28 and programs; and governed and qualified by the basic policies set forth in Article III.
29

30 **Section 3.** The association is organized exclusively for the charitable, scientific, literary or educational purposes
31 within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any
32 future Federal tax code (hereinafter Internal Revenue Code).
33

34 **#ARTICLE III: BASIC POLICIES**

35
36 The following are basic policies of all PTAs/PTSAs in common with those of the National PTA.

- 37 a. The association shall be non-commercial, non-sectarian and non-partisan.
38 b. The association shall work with the schools to provide quality education for all children and
39 youth and shall seek to participate in the decision-making process establishing school policy,
40 recognizing that the legal responsibility to make decisions has been delegated by the people
41 to boards of education, state education authorities, and local education authorities.
42 c. The association shall work to promote the health and welfare of children and youth and shall
43 seek to promote collaboration between parents, schools and the community at large.
44 d. No part of the net earnings of the association shall inure to the benefit of, or be distributable
45 to its members, directors, trustees, officers or other private persons except that the association
46 shall be authorized and empowered to pay reasonable compensation for services rendered and
47 to make payments and distributions in furtherance of the purposes set forth in Article II
48 hereof.
49 e. Notwithstanding any other provision of these articles, the association shall not carry on any
50 other activities not permitted to be carried on (i) by an association exempt from federal
51 income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an
52 organization/association, contributions to which are deductible under Section 170(c)(2) of the
53 Internal Revenue Code.

- 54 f. Upon the dissolution of this association, after paying or adequately providing for the debts
55 and obligations of the association, the remaining assets shall be distributed to one or more
56 non-profit funds, foundations or associations which have established their tax exempt status
57 under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accord with
58 National PTA.
59 g. The association or members in their official capacities shall not - directly or indirectly -
60 participate or intervene (in any way, including the publishing or distributing of statements) in
61 any political campaign on behalf of, or in opposition to, any candidate for public office; or
62 devote more than an insubstantial part of its activities to attempting to influence legislation by
63 propaganda or otherwise.
64
65

66 #ARTICLE IV: CONSTITUENT ASSOCIATIONS

67
68 (Local PTAs/PTSAs, District PTAs and State PTAs)

69 **Section 1.** The Purposes and basic policies of National PTA shall in every case also be the purposes and basic
70 policies of each constituent association.
71

72 **Section 2.** Local PTAs/PTSAs shall be organized and chartered under the authority of Kentucky PTA. Kentucky
73 PTA shall issue to each local PTA/PTSA in its area an appropriate charter evidencing the good
74 standing of the local PTA/PTSA.
75

76 **Section 3.** A local unit in good standing is one which:

- 77 a. Adheres to the purposes and basic policies of the PTA;
78 b. Remits the national and state portion of the dues to the Kentucky PTA office as required;
79 c. Remits the district portion of the dues as required;
80 d. Reviews the treasurer's books and submits the PTA/PTSA Financial Review Form to the
81 Kentucky PTA office by July 15th;
82 e. Submit a copy of the filed IRS Federal 990ez or 990n form to the Kentucky PTA office by
83 November 15th;
84 f. Has bylaws approved by the Kentucky PTA every five (5) years;
85 g. Has an IRS Employer Identification Number (EIN) on file in the Kentucky PTA office; and
86 h. Maintains a minimum of ten (10) members.
87

88 **Section 4.** Each association in good standing as shown on the records in the Kentucky PTA office as of 30 days
89 before the Convention/Leadership, shall be entitled to be represented at the annual
90 Convention/Leadership of the Kentucky PTA by its president, or alternate; and one (1) additional
91 accredited delegate for every twenty-five (25) members, or a major fraction thereof.
92

93 **Section 5.** Each local PTA shall adopt such bylaws for the government of the association as may be approved by
94 Kentucky PTA. Such bylaws shall not be in conflict with the bylaws of National PTA or the bylaws of
95 Kentucky PTA.
96

97 **Section 6.** Bylaws of each constituent association shall include an article on amendments.
98

99 **Section 7.** Bylaws of each constituent association shall include a provision establishing a quorum.
100

101 **Section 8.** Local PTAs'/PTSAs' bylaws shall be reviewed and approved by Kentucky PTA every five (5) years.

- 102 a. Bylaws must be submitted with a copy of the minutes reflecting that 30 days' prior notice
103 was given,
104 b. A quorum was present and,
105 c. The bylaws were approved by the membership body.
106

107 **Section 9.** Local PTA/PTSA bylaws amendments become effective when reviewed and approved by Kentucky
108 PTA. Amendments must be submitted with a copy of the minutes reflecting that 30 days' prior notice
109 was given, a quorum was present, and amendments were approved by the membership body.
110

111 **Section 10.** Each local PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of
112 Kentucky PTA bylaws as identified by a pound sign (#).
113

114 **Section 11.** Each officer or board member of a local PTA/PTSA shall be a member of such local PTA/PTSA.
115

116 **Section 12.** A PTA/PTSA member shall not serve as a voting member of a constituent association's board at the
117 local or district level while serving as a paid employee of, or under contract to, that constituent
118 association.
119

120 **Section 13.** There shall be no proxy voting by any constituent association of National PTA.
121

122 **Section 14.** This PTA/PTSA shall keep such permanent books of account and records as shall be sufficient to
123 establish the items of gross income, receipts and disbursements of the association, including
124 specifically, the number of its members, the dues collected from its members and the amount of dues
125 remitted to its District PTA and the Kentucky PTA. Such books of account and records shall at all
126 reasonable times be open to inspection by an authorized representative of Kentucky PTA or National
127 PTA.
128

129 **Section 15.** The charter of this PTA/PTSA shall be subject to withdrawal and the status of such association as a
130 PTA/PTSA unit shall be subject to termination, in the manner and under the circumstances provided in
131 the bylaws of the Kentucky PTA.
132

133 **#Section 16.** This local PTA/PTSA is obligated upon withdrawal of its charter by Kentucky PTA:
134 a. To yield up and surrender all its books and records and all of its assets and property to
135 Kentucky PTA or such agency as may be designated by Kentucky PTA, or to another local
136 PTA/PTSA organized under the authority of Kentucky PTA;
137 b. To cease and desist from the further use of any name that implies or connotes association
138 with the National PTA or Kentucky PTA or status as a constituent association of National
139 PTA;
140 c. To carry out promptly, under the supervision and direction of the Kentucky PTA, all
141 proceedings necessary or desirable for the purpose of dissolving this PTA/PTSA; and
142 d. To file with the IRS a Federal 990ez or 990n (e-postcard) form and submit a copy to the
143 Kentucky PTA office.
144

145 **Section 17.** In order for this PTA/PTSA to dissolve, the unit shall complete the following procedures.
146 a. The PTA/PTSA Board (or body that under its bylaws manages the affairs of the association)
147 shall adopt by a two-thirds (2/3) vote, a resolution recommending dissolution be submitted to
148 a vote at a special meeting of members having voting rights. Written or printed notice that
149 the purpose of such meeting is to consider advisability of dissolving the association shall be
150 given to each member entitled to vote at such meeting at least forty-five (45) days prior to the
151 date of such meeting.
152 b. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the
153 special meeting of members, shall be given to the Kentucky PTA President at least thirty (30)
154 days before the date fixed for such special meeting of the members;
155 c. Only those persons who were members in good standing on the date of the special meeting
156 shall be entitled to vote on the question of dissolution; and
157 d. Approval of dissolution of the association shall require the affirmative vote of two-thirds
158 (2/3) of the total membership.
159

160 **Section 18.** In the event of the dissolution or withdrawal of the charter of this PTA/PTSA for any reason, its
161 assets shall be distributed for one (1) or more of the exempt purposes specified in Section 501(c)(3) of
162 the Internal Revenue Code of 1954 as from time to time amended. Upon request of notice of
163 dissolution or withdrawal of charter, notice by mail shall be sent by the Kentucky PTA office to the
164 PTA/PTSA that the Internal Revenue has been notified that the PTA/PTSA is no longer a tax-exempt
165 constituent association of Kentucky PTA.
166

167 **Section 19.** This PTA shall collect dues from its members and shall remit a portion of such dues to the Kentucky
168 PTA as provided in Article V hereof.
169

170 **Section 20.** Only members of a local PTA/PTSA who have paid dues for the current membership year may
171 participate in the business of that association.
172

173 **Section 21.** The association or members in their official capacities shall not endorse a commercial entity or
174 engage in activities not related to promoting the purposes of the association.
175

176 **Section 22.** Kentucky PTA or any of its divisions may cooperate with other associations and agencies concerned
177 with child welfare, but PTA/PTSA representatives shall make no commitments that bind the group
178 they represent.
179

180 **ARTICLE V: MEMBERSHIP AND DUES**

181
182
183 **#Section 1.** Every individual who is a member of a local PTA/PTSA organized by Kentucky PTA is also a
184 member of National PTA and of the Kentucky PTA by which such local PTA/PTSA is organized and,
185 as such, is entitled to all the benefits of such membership.
186

187 **#Section 2.** Membership in PTA/PTSA shall be made available without discrimination.
188

189 **#Section 3.** Each local PTA/PTSA shall conduct an annual enrollment of members, but shall admit individuals to
190 membership at any time.
191

192 **#Section 4.** Each member of a local PTA/PTSA shall pay such annual dues as determined by the local
193 PTA/PTSA. The amount of such dues shall include the portion payable to Kentucky PTA, the portion
194 payable to National PTA and the portion payable to the District PTA.
195

196 **#Section 5.** The National portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per
197 annum.
198

199 **#Section 6.** The Kentucky PTA portion of each member's dues shall be one dollar and twenty-five cents (\$1.25)
200 per annum.
201

202 **#Section 7.** Each member of this PTA/PTSA shall pay annual dues of \$ _____ to the PTA/PTSA. The
203 amount of such dues shall include the portion payable to the Kentucky PTA, the portion payable to the
204 National PTA and the portion payable to the District PTA.
205

206 **#Section 8.** The District portion of the dues paid by each member of a local PTA/PTSA shall be sent to the
207 District as required. If there is no District leadership, dues shall be sent to the Kentucky PTA office.
208

209 **#Section 9.** Only members of a local PTA/PTSA who have paid dues for the current membership year may
210 participate in the business of that association.
211

212 **#Section 10.** Only members of a local PTA/PTSA of the Kentucky PTA shall be eligible to hold office in the
213 Kentucky PTA or any of its divisions.

214 **#Section 11.** Payment of dues

- 215 a. The treasurer of each local PTA/PTSA must forward the National and Kentucky portions of
216 membership dues to the Kentucky PTA office by October 15th. Additional dues collected after
217 October 15th must be forwarded to the Kentucky PTA office every thirty (30) days.
218 b. The treasurer of each local PTA/PTSA shall keep the record of the National PTA, the
219 Kentucky PTA and the District PTA's portions of membership dues separate from the record of
220 general funds of the local PTA/PTSA.
221 c. All dues shall be accompanied by a numbered list of the members showing the name of each
222 individual member of the local PTA/PTSA from which dues were received.
223 d. A membership card shall be valid for one (1) year, which is August 1st thru July 31st.
224

225 **Section 12.** Kentucky PTA Honorary Life Recognition.

- 226 a. A Kentucky PTA Honorary Life Recognition upon payment of twenty-five (\$25.00) dollars
227 to the Kentucky PTA Scholarship Fund, may be conferred upon any person for distinguished
228 service to children and youth.
229 b. An Honorary Life Recognition recipient may be an active member upon payment of dues to a
230 local PTA/PTSA.
231
232

233 **ARTICLE VI: OFFICERS - ELECTION AND VACANCIES**

234
235 **#Section 1.** Each officer shall be a member of this PTA/PTSA.
236

237 **Section 2.** Officers and their election.

- 238 a. The officers of this PTA/PTSA shall consist of a president, _____ (number) vice
239 president(s), a secretary and a treasurer.
240 b. Officers shall be elected by ballot in the month of _____. However, if there is
241 but one (1) nominee for any office, election for that office may be by voice vote.
242 c. Officers, except the treasurer, shall assume their official duties following;
243 1. ____ Close of the meeting in _____ (month) or,
244 2. ____ The beginning of the fiscal year July 1 (Check #1 or #2)
245 d. The treasurer shall assume office at the beginning of the fiscal year (July 1). (Financial
246 review of the financial records must be completed before the treasurer takes office.)
247 e. Officers shall serve for a term of _____ (number) year(s) or until their successors are
248 elected.
249 f. A person shall not be eligible to serve more than _____ (number) consecutive terms in the
250 same office.
251

252 **#Section 3.** Nominating Committee.

- 253 a. The members of the nominating committee for officers of a constituent association shall be
254 elected by:
255 1. ____ Membership, or the
256 2. ____ PTA/PTSA Board. (Check #1 or #2:)
257 b. There shall be a nominating committee composed of ____ members (at least three (3) and
258 always an uneven number) who shall be elected by the selected body of this association
259 c. The election of the Nominating Committee must be done at least one (1) month prior to the
260 election of officers.
261 d. The committee shall elect its own chairman.
262 e. The nominating committee shall nominate an eligible person for each office to be filled and
263 report its nominees at the general PTA/PTSA membership meeting in _____
264 (month), at which time additional nominations may be made from the floor.
265 f. Only those persons who have signified their consent to serve if elected shall be nominated for
266 or elected to such office.
267

268 **Section 4. Vacancies:**

- 269 a. A vacancy occurring in any office shall be filled for the unexpired term by a person elected
270 by a majority vote of the PTA/PTSA Board, _____ days' notice of such election having
271 been given.
272 b. In case a vacancy occurs in the office of the president, the first (1st) vice president shall serve
273 notice of the election.
274 c. If any member of the PTA/PTSA Board is absent for more than two regularly scheduled
275 meetings without a reasonable excuse, their office/chairmanship may be declared vacant by a
276 majority vote of the PTA/PTSA Board and the vacancy shall be filled in accordance with
277 Article VI, Section 4.a and 4.b.
278

279 **ARTICLE VII: DUTIES OF OFFICERS**

280 **Section 1.** The president shall:

- 281 a. Preside at all meetings of the PTA/PTSA.
282 b. Perform such other duties as may be prescribed in these bylaws or assigned to him/her, or the
283 PTA/PTSA;
284 c. Be a member ex-officio of all committees, except the nominating committee; and
285 d. Coordinate the work of the officers and committees of the association in order that the
286 Purposes may be promoted.
287 e. Appoint the committee, before the last general meeting of the PTA/PTSA, to review the
288 financial records.
289

290 **Section 2.** The vice president(s) shall:

- 291 a. Act as aides to the president;
292 b. Perform the duties of the president, in their designated order, in the absence or inability of
293 that officer to serve; and
294 c. Perform such other duties as may be prescribed to him/her.
295

296 **Section 3.** The secretary shall:

- 297 a. Record the minutes of all meetings of the PTA/PTSA,
298 b. Have a current copy of the bylaws;
299 c. Maintain a membership list; and
300 d. Perform such other duties as may be prescribed to him/her.
301

302 **#Section 4.** The treasurer shall:

- 303 a. Have responsibility for all of the funds of the association;
304 b. Keep a full and accurate account of receipts and expenditures;
305 c. Make disbursements as authorized by the president, or the PTA/PTSA Board, in accordance
306 with the budget adopted by the PTA/PTSA;
307 d. Have checks or vouchers signed by two (2) persons, the treasurer and one (1) other
308 authorized person;
309 e. Present a financial statement at every PTA/PTSA meeting, and at other times when
310 requested;
311 f. Make a full report at the meeting at which new officers officially assume their duties; and
312 g. Be responsible for the maintenance of such books of account and records as conform to the
313 requirements of Article IV, Section 15 of these bylaws.
314 h. The treasurer's accounts shall be reviewed annually by a committee of not less than three (3)
315 members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of
316 that fact at the end of the report.
317 i. The Financial Review Form must be submitted to the Kentucky PTA office and the school's
318 principal by July 15th.
319 j. Must file with the IRS 990 or 990n (e-postcard) and send to the Kentucky PTA office a copy
320 of this filing by November 15th of each year.
321

322 **Section 5.** All officers shall perform the duties outlined in these bylaws and those assigned from time to time.
323 Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the
324 president, without delay, all records, books and other materials pertaining to the office, and shall
325 return to the treasurer, without delay, all funds pertaining to the office.
326

327 **ARTICLE VIII: EXECUTIVE COMMITTEE**
328

329 **Section 1.** The membership of the executive committee shall consist of the elected officers of the PTA/PTSA and
330 the principal of the school or a representative appointed by him/her.
331

332 **Section 2.** The duties of the executive committee shall be to approve chairmen and members of standing
333 committees and act in an emergency situation.
334

335 **Section 3.** A majority of the members of the executive committee shall constitute a quorum.
336

337 **ARTICLE IX: PTA/PTSA BOARD**
338

339 **Section 1.**

- 340 #a. The Board shall consist of the elected officers of the PTA/PTSA, the chairmen of standing
341 committees, and the principal of the school or a representative appointed by him/her.
342 #b. The chairmen of standing committees shall be selected by the officers of the PTA/PTSA.
343 c. The president may appoint a parliamentarian, subject to the approval of the officers of the
344 PTA/PTSA.

345 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent association's board at the
346 local, state or national level while serving as a paid employee of, or under contract to, that
347 constituent association.
348

349 **Section 3.** The duties of the board shall be:

- 350 #a. To transact business in the intervals between PTA/PTSA general meetings and such other
351 business as may be referred to it by the PTA/PTSA;
352 b. To create standing and special committees;
353 c. To approve the plans of work of the standing committees;
354 d. To present a report at the scheduled general meetings of the PTA/PTSA;
355 #e. To prepare and submit to the PTA/PTSA a budget for adoption for the year; and
356 #f. To approve routine bills within the limits of the budget.
357

358 **Section 4.** Meetings of the Board:

- 359 a. PTA/PTSA Board meetings to be held during the school year,
360 b. Meeting times to be decided by the board.
361 c. A majority of the board members shall constitute a quorum.
362 d. Special meetings of the board may be called by the president or by a majority of the members
363 of the board _____ (number) days' notice being given.
364

365 **ARTICLE X: COMMITTEES**
366

367 **Section 1.** Committees may be created or dispensed with by the president, executive committee, the PTA/PTSA
368 Board or as specified in the standing rules to promote the Purposes and carry on the work of the
369 PTA/PTSA.
370

371 **Section 2.** Only members of the PTA/PTSA shall be eligible to serve in any elective or appointed positions.
372

373 **Section 3.** Chairman shall serve for a term of _____ (number) year(s) or until their successors are elected.
374

375 **Section 4.** A person shall not be eligible to serve more than _____ (number) consecutive terms in the same
376 chairmanship.

377
378 **Section 5.** The chairman of each standing committee shall present a plan of work to the PTA/PTSA Board for
379 approval. No committee work shall be undertaken without the consent of the PTA/PTSA Board.

380
381 **Section 6.** The power to form special committees and appoint their members rests with the association and the
382 PTA/PTSA Board.

383
384 **Section 7.** The president shall be a member ex-officio of all committees, except the nominating committee.
385

386 **ARTICLE XI: GENERAL MEMBERSHIP MEETINGS**

387 **Section 1.**

388 #a. At least _____ (number a minimum of 3) general membership meetings of this association shall be
389 held during the school year. The election of officers must be at a general membership meeting in
390 accordance to the bylaws.

391 b. Dates of these meetings shall be determined by the PTA/PTSA Board.

392 c. Seven (7) days' notice shall be given of a change of date.
393

394
395 **Section 2.** Special meetings of the PTA/PTSA may be called by the president or by a majority of the PTA/PTSA
396 Board seven (7) days' notice having been given.

397
398 **Section 3.** The election meeting shall be held in _____ (month).
399

400 **#Section 4.** Each local PTA/PTSA must maintain a minimum of ten (10) members to remain a PTA/PTSA in
401 good standing.

402
403 **#Section 5.** Bylaws of each constituent association shall include a provision establishing a quorum.
404

405 **Section 6.** _____ (Number) members (a minimum of 10 or more) shall constitute a quorum for the transaction
406 of business in any general membership meeting of this PTA/PTSA.
407

408 **ARTICLE XII: DISTRICT MEMBERSHIP**

409
410 **Section 1.** The PTA/PTSA shall be represented in meetings of the _____ District PTA of the Kentucky PTA,
411 by the president of the PTA/PTSA or his/her alternate, and by the number of delegates or their alternates as
412 provided in the district bylaws.

413
414 **Section 2.** This PTA/PTSA shall pay annual dues of _____ per member to the district treasurer, as provided in
415 the district bylaws. If there is no District Leadership, dues shall be sent to the Kentucky PTA office.
416

417 **#ARTICLE XIII: FISCAL YEAR**

418
419 **Section 1.** The fiscal year of this association shall begin July 1 and end June 30.
420

421 **#ARTICLE XIV: PARLIAMENTARY AUTHORITY**

422
423 **Section 1.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the
424 association in all cases in which they are applicable and in which they are not in conflict with these bylaws and
425 those of the Kentucky PTA and the National PTA.
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ARTICLE XV: SBDM COUNCIL PARENT REPRESENTATIVE ELECTIONS

#Section 1. Election of Parent Representatives to the School Based Decision Making (SBDM) Council shall be conducted by this PTA/PTSA as authorized under the Kentucky Education Reform Act (KERA) of 1990, as specified in KRS 160.345.

Section 2. Each PTA/PTSA Board must develop procedures on the SBDM Parent election process to be included in their Standing Rules.

#ARTICLE XVI: KENTUCKY PTA POSITIONS

Section 1. Kentucky PTA opposes involvement of children in door-to-door sales or solicitations.

Section 2. Kentucky PTA believes that PTA funds should always be used to further the PTA Mission and Purposes. Kentucky PTA also believes:

- a. Federal, state and local public funds should be used to purchase textbooks and equipment, pay for regular telephone lines, and pay for certified and classified staff salaries;
- b. Paying for such items with PTA funds may contribute to inequities in local school districts; and PTA’s role is to advocate for adequate funding for public education. PTAs/PTSAs should allocate their funds to projects such as leadership development, parent involvement and education, child health and safety projects, and other educational programs that would enhance the curriculum.

Section 3. Kentucky PTA does not permit fifth grade children and younger to be PTA or PTSA members.

ARTICLE XVII: AMENDMENTS

Section 1. These bylaws may be amended at any general membership meeting of the PTA/PTSA provided that notice of the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon; that a quorum has been established; and that the amendment shall be subject to approval of Kentucky PTA. Bylaws amendments require a two-thirds (2/3) vote of the members present and voting.

- a. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the PTA/PTSA, or by a two-thirds vote of the PTA/PTSA board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- b. Submission of amendments or revised bylaws for approval by Kentucky PTA shall be in accordance with the bylaws or regulations of Kentucky PTA.

#Section 2. The adoption of an amendment to any provision of the bylaws of Kentucky PTA identified by a pound (#) symbol shall serve automatically and without requirement of further action by the local PTA/PTSA to amend correspondingly the bylaws of each local PTA/PTSA.

ARTICLE XVIII: ADDITIONAL BYLAWS

(Include here or attached to this page)

For office use only:

<p>Approved by: _____</p> <p>Date approved: _____</p> <p>Renewal date: _____</p>

SIGNATURES

_____ **President**

_____ **Secretary**

DATE: _____

NOTE: Bylaws must be submitted with a copy of the minutes reflecting that 30 days' prior notice was given, a quorum was present, and that the bylaws were approved by the membership body.

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Articles and sections with a pound (#) sign must be included in each PTA's/PTSA's bylaws.

