

Baltimore County Council

PTA[®]

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PRESIDENT (AND OTHER OFFICER) TRAINING

PURPOSE OF PTA: Not fundraising, but advocacy; part of something bigger (National PTA is largest/oldest child advocacy organization in country!)

WHAT IS A PTA UNIT?

- Units chartered by Free State PTA (FSPTA), but use BCPS schools as bases of operation
- Registered business in MD and 501c3 non-profit organization (IRS, fall under PTA group exemption)
- Not social club or clique, not about personal agendas
- PTA is about supporting your school and diverse people with diverse needs in it

USE YOUR BYLAWS, FSPTA FINANCIAL GUIDE, RESOURCES (PTA COUNCIL, FSPTA, AND NATIONAL PTA) TO HELP!

BUSINESS AND GOOD GOVERNANCE:

- **501c3 non-profit:** file IRS 990 annually (due 11/15): usually e-file IRS 990N if gross income is \$50,000 or less -- **CRUCIAL to maintain good standing with IRS and takes minutes**
- **Registered Business in State of MD:** file Personal Property Return annually online (due 4/15) -- **CRUCIAL to maintain corporate status and takes minutes**
- Register with Secretary of State via Charitable Solicitations filing/annual report (by 12/31) to fundraise legally
- Private benefit of association's members is prohibited
- No politics, no lobbying – PTAs do not endorse candidates and must be non-partisan

- Unrelated Business Income: earning money must not be primary purpose; watch Bingo and raffles
- Failure to file required federal, state and local forms
- Board should include independent members (watch business and family relationships)
- Watch out for Conflicts of Interest, consider having board members sign Col statements

TRANSITION CHECKLIST

- **Financial Review/Audit**
 - Audit Committee should have been created at last BOD meeting; meet after 7/1
 - Report due to FSPTA by 10/30 (upload copy into GiveBacks)
- **Insurance (Liability, Directors' and Officers')**: coverage period 7/1 to 6/30 through AIM Insurance
- **Procedure Books**: create and/or pass on
- **Accounts and Passwords**: email accounts, social media, MD Business Express, IRS filing portal
- **Bank Accounts**: turn over checkbook and treasurer materials, update signers at bank (bring minutes)
- **Use GiveBacks** to upload compliance/SoA documents (financial review, proof of insurance, IRS 990, MD Personal Property Report, officer contact info, bylaws, etc.); see UNIT COMPLIANCE tab on Council website for details!

SUMMER PLANNING

- Set goals, create budget, develop PTA calendar, meet with Principal, fill committee chair positions

PROGRAMS VS. FUNDRAISERS (3-1 Rule – 3 Programs for Every 1 Fundraiser)

- **Programs**: educational component, School/Community Support (raise money & make profit (Spirit Wear, Book Fair))
- **Fundraisers**: simply getting money (i.e., Yankee Candle, Gift Wrap, Joe Corbi's, candy bars)

PTA EVENTS

- BCPS Facilities Use Account/Portal – Insurance -- Crowd Management Training - <https://crowdmanagers.com/training/>

STATE/NATIONAL DUES

- Pay monthly based on memberships sold; best to use GiveBacks, but can use form on FSPTA website and pay by check
- **FSPTA does not send invoices or cards anymore (members can print cards via GiveBacks)**
- First payment by October 31
- FSPTA - \$2, NPTA - \$2.25; may increase since there's been no increase for long time

COUNCIL DUES: NEW: \$50/unit; due 10/1 (form in Back-to-School Package sent via interoffice mail in August)

BYLAWS

- Rules local unit must follow
- Describes structure of unit
- Adopted and amended by member vote at general meeting
- May not conflict with bylaws of National PTA or FSPTA or with state or federal law
- Any member has right to view bylaws, entire board should have own copies
- Information on required meetings (may include how meeting notification is given), requirements for nominating committee, how and when to conduct elections, officer terms
- Requirements of quorum for conducting business (keep quorum low!)

PLANS OF WORK: Non-specific plan for committees, specifies committee members, tasks, projected expenses (accept Plans of Work at August board meeting (sample Plan of Work on Council website))

PROCEDURE BOOKS

- Bylaws – standing rules (if used) – plan of work – timeline – contact information – review of activity

EXECUTIVE COMMITTEE (ELECTED OFFICERS)

- Responsibilities defined in bylaws; must be members of local unit
- **President:** Elected to direct affairs of association, is presiding officer at meetings, all communications go through them, signs contracts, is PTA unit's spokesperson (but can designate alternate spokespersons)
 - Determines agenda, calls meeting to order, maintains fair and impartial position
- **VP:** In President's absence, VP serves
- **Secretary:** Keeps accurate records of proceedings, records all business transacted at meetings, keeps copies of all officer and committee reports, reads or distributes copies of minutes
- **Treasurer:** Receives and disburses all funds based on approved budget, prepares federal, state and local forms

BOARD OF DIRECTORS

- Officers -- Principal or Designate (must join unit!) -- Standing Committee Chairs (appointed annually by President) -- other individuals as defined in bylaws

TYPES OF MEETINGS, MEETING BASICS

- Executive Committee -- Board of Directors' – Committee (Standing or Special (Ad-Hoc)) -- General Membership
- Minutes/Treasurer's Reports go from same type of meeting to same type of meeting
- All meetings must meet quorum to vote on business
- Unless specific number is given, quorum is either majority of members or one (1) more than half of members present

GENERAL MEMBERSHIP MEETING (FOR INDIVIDUALS HAVING PAID MEMBERSHIP)

- Need quorum (defined in bylaws) to conduct business (approve bylaws, budget, etc.)
- First General Membership meeting usually at Back-to-School Night: present Financial Report, Financial Review, board-approved budget, PTA calendar