

# WELCOME

Kansas PTA: Summer Leadership Series

President

2020

# Kansas PTA



- **Liaison between the Local Units, Councils, Regions, and National**
- **Separate and independent entities, and are self-governing within the structure of the National PTA bylaws**
- **Kansas PTA is divided into eight (8) Regions**
- **Uniform Unit and Uniform Council Bylaws identify the responsibilities and limitations on the business to be transacted by each body**

# Getting Off to a Good Start

## April & May Timeline



- Attend State PTA Convention – held end of April
- Study the Kansas PTA Uniform Unit Bylaws (a copy has been provided for your Unit) and your Unit standing rules
- Become familiar with basic parliamentary procedures
- Review the duties of your Officers and Chairs
- Utilize your Resources
- Meet Deadlines
- Delegate and follow up
- Submit new PTA Officers contact information to MemberHub
- Become familiar with PTA organizational structure and process, unit bylaws and standing rules, PTA job descriptions, PTA resources, and district policies and procedures.
- Meet with outgoing president to discuss transition.

# Getting Off to a Good Start

## April & May Timeline



- Insurance renewal will be mailed at this time. Follow-up with current Treasurer/President for renewal.
- Select committee chair positions according to your bylaws and/or standing rules.
- Meet with principal to go over plans, dates, communication, and expectations for the coming school year.
- Meet with incoming chairs that have responsibilities at the beginning of the school year.
- Ensure all outgoing chairs and officers pass along all materials to their successors.
- Ensure the outgoing President has formed an Audit Committee to meet and audit your books, prior to June 30<sup>th</sup>.

# Getting Off to a Good Start

## April & May Timeline



- Sign check cards with bank. (must have minimum 2 check signers, you must be one and treasurer) Check your Standing Rules
- Clean out PTA mailbox before building closes.
- **Confirm that treasurer has renewed [liability insurance](#).**
- **Provide proof of liability insurance coverage in your school office as well. Failure to do so may cause cancellations of PTA events.**
- Hold budget meeting to plan for next year's budget (can be done before school is out) – your bylaws/standing rules may have specific guidelines.
  - Budget sufficient funds to send delegates to the Kansas PTA Convention, Regional Conferences, Leadership Seminars, National PTA Convention.
- Review Standing Rules.
- Sign up for National PTA electronic newsletters (PTA Takes Action and PTA Local Leader News) and their Back-to-School Kit at [www.pta.org](http://www.pta.org)
- Check PTA mailbox as soon as building re-opens.
- Conduct and submit annual audit to Kansas PTA no later than August 30th.

# Getting Off to a Good Start

## Bylaws and Standing Rules

Unit/Council Standing Rules and Bylaws, just the mention of these will bring moans, groans and shrieks to the toughest PTA members.

- Review and know your Standing Rules
- Form a Standing Rules committee to review and update over the summer.
- Submit your Standing Rules to Kansas PTA anytime you make a change
- Fortunately, units and councils no longer have to write their own bylaws thanks to the Uniform Unit and Council Bylaws.
- However, the need still exists for all Kansas PTA/PTSA Units and Councils to create their own individualized Standing Rules.
- Bylaws are the duties that each chartered unit and council are required to abide by.
- Standing Rules are specific details, events and traditions that pertain only to that unit or council.
- Standing Rules must be on file with the State Office

# Getting Off to a Good Start

## Bylaws and Standing Rules



**Unit Standing Rules Guidelines/Procedures All Kansas PTA/PTSA units have Uniform Unit Bylaws.**

These bylaws cannot be changed by individual units.

**Definition of Standing Rules:** They are an extension of your bylaws. They define procedures and relate to details of the administration of your organization. Standing Rules cannot conflict with the bylaws. Standing Rules must be voted on and adopted by a majority vote of the body. (Refer to Article XII, Section 1 of the Uniform Unit Bylaws) Standing Rules may be amended or suspended by a two-thirds (2/3) vote.

We recommend the following information be included into the local PTA/PTSA standing rules.

**Standing Rules Review – Suggested items to ensure are included in your Standing Rules:**

1. Suggested time frame for Nomination Committee: December, present new slate in January/Feb
2. Suggested time frame or election of new officers: no later than March or April
3. New board begins officially: July 1
4. What's the difference? General meetings / Regular meetings / Executive Board meetings / All Chairs meetings.
  - Must have state # of General meetings per year in Standing Rules
5. Convention participants – who / why / cost
6. Credit/Debit Card Policy

# Getting Off to a Good Start

## Important Deadline Dates



- |   |  |
|---|--|
| • KS PTA Incoming Officer Form  | No later than July 15 - ASAP via MemberHub |
| _____   |  |
| • <a href="#">Annual Audit – Completed and submitted to State</a>   | August 30                                  |
| _____   |  |
| • Submit 1 <sup>st</sup> Membership Dues & Members Names/Emails to State  | September 1 / Monthly via MemberHub        |
| _____   |  |
| • <a href="#">IRS 990 Form Submitted to IRS/KS PTA</a>  | November 15                                |
| _____   |  |
| • State Membership Dues & Membership Names/Email  | Monthly via MemberHub                      |
| _____   |  |
| • Submit Final Membership Dues & Members Names/Email to State<br>(members after March 31 go towards next year membership) | April 1                                    |

# The Procedure “Book”

- Unit Roster
- Job Description
- CODE OF CONDUCT
- Plan of Action
- Copy of the budget
- Reports of predecessors
- Reports of meetings and events
- Copies of letters, flyers, articles, publicity, resource materials
- Bylaws, general procedures, newsletters, State & National publications, etc.
- Year end reports

# Building Your Team

- Include new members as well as experienced members
- Initiate a Code of Conduct sign-off, if your unit does not already have one.
- Distribute material in a timely manner
- Meet early
- Create a climate of support & mutual respect
- Delegate
- Follow Up
- Network with other organizations

# Working with Your Principal

- You need each other
- Invite the principal to all planning meetings
- The principal can negate any activity
- Make PTA self supporting
- Maintain direct contact
- Remain neutral
- Be creative and keep an open mind
- Each school is unique
- Discuss plans well in advance
- Making copies at school: each administrator may have different preferences

# KANSAS PTA Parliamentary Pointers for Presiding Officers

1. Read the Unit Bylaws and Standing Rules. Have copies available for all Officers of members by request.
2. Be punctual – begin and end meetings at the announced time. Follow a written agenda. Make a copy for the Recording Secretary for Board and General Unit meetings.
3. When making an agenda, contact officers and chairmen to see if they have a report. It is not necessary to call on them if they don't have a report.
4. This is a membership organization. Only paid members have the privilege of making motions, debating and voting.
5. A “motion” brings an issue or action before the assembly (the Board or General Membership). After the motion is “moved” by a member it must be seconded (unless the motion comes from committee). The chair then restates the motion. At that point the motion is “before the assembly” and may be debated.
6. After the discussion and vote the chair should announce the result of the vote and the action that will be taken.
7. Enforce the rules of debate – a member may speak twice to a motion only after any member who wishes has spoken once.

# KANSAS PTA Parliamentary Pointer for Presiding Officers –cont'd -

8. As presiding officer you do not have the privilege of debate and may vote only when there is a ballot or a tie vote.
9. The chair may assume a motion to approve the minutes (“if there is no objection, the minutes will stand approved “as read”, “as printed” or “as corrected.”)
10. No action is required on the Treasurer’s report – the report is filed for audit. The chair should thank the Treasurer and ask if there are any questions. The audit report must be approved.
11. The President should be invited to attend all committee meetings (except the nominating committee) and has the same privileges in committee as any member of the committee.
12. The President is always in charge and makes all rulings (the Parliamentary acts only as an advisor, the ruling is made by the chair). However, members have the right to appeal a decision by the chair.
13. If the President wishes to speak in debate on a motion, he must pass the gavel to the next officer in line. The President does not resume the gavel until that motion has been resolved.
14. Parliamentary procedure is simply common sense- a way to conduct business with - \*Courtesy and fairness to everyone \*Taking one thing at a time \*Allowing the minority to be heard, the majority to rule \*Protecting the rights of the absentee

# Social Media and PTA

## [Social Media / Communication PTA Tool Kit](#)

Social media is a powerful tool for individuals to join together, share content and ideas, and engage in open conversation. In order for social media to be successful, PTAs must be committed to supporting honest, transparent and knowledgeable dialogue. Social media can be used for a variety of reasons over a multitude of channels. For PTAs, social media is well-suited for:

- Sharing information that is relevant to your members' needs and interest.
- Raising awareness of education and child-related issues and supporting advocacy efforts and partner initiatives.
- Raising interest in and participation in your PTA events, programs and initiatives.

# MEMBERSHIP



**Membership is** open  
to anyone who believes in the National  
PTA Mission and Purposes

**Every person** who joins  
a local PTA automatically becomes a  
member of National and State PTA

**National PTA** actively seeks  
diversity in sexes, cultures, ethnicities,  
creeds, and economic and educational  
status



**Every individual or  
business** who joins PTA is giving,  
not only to their child, but every child

**Attracting and  
retaining members** are  
among the most important duties of a PTA  
board

**Strong membership**  
is essential for PTA to be a source in  
decisions involving the welfare and  
education of children

# Stay informed. Keep your membership informed.

This is not a complete list!

## Principal

- Schedule monthly meetings
- Prepare agenda and share in advance

## Members/community

- Newsletters
- Peachjar
- Facebook
- Twitter
- Posters
- Weekly email reminders
- PTA websites
  - [Kansas-pta.org](http://Kansas-pta.org)
  - [Pta.org](http://Pta.org)
- Invitations to monthly meetings
- FORWARD KS PTA email information to all officers and what may pertain to your communities

## KANSAS PTA:

- State Convention (in April)
- Events / Activities
- Informational emails

## PTA's cannot:

- Post meeting minutes online
- Post Standing Rules on line

# Resources

- [Pta.org](http://Pta.org)
- [Kansas-pta.org](http://Kansas-pta.org)
- [Kansas PTA Facebook](#)
- [@KansasStatePTA – Twitter](#)
- [@NationalPTA - Twitter](#)