

## **Chartering A PTA**

A PTA (Parent Teacher Association), PTSA (Parent-Teacher-Student Association), or early childhood PTA is a self-governing local unit of the National PTA. The largest child advocacy group in the United States, the National PTA was founded to promote the well being of children and youth. Each local unit and its members are automatically a part of the Delaware State PTA and the National PTA, upon acceptance of the nonsectarian, noncommercial, and nonpartisan policies of the National PTA.

Although most PTAs are organized in schools, they can also be organized in communities- such as preschool PTAs, places of business- work site PTAs, or other places where people concerned about the health, education, and well being of children and youth wish to meet. In general, members of PTAs and early childhood PTAs are adults; PTSAs, however, formally include school-age members. Anyone- parent, relative, school principal, teacher, business person, and community member- may take the first step toward organizing a PTA. Contact Your Region VP or State PTA for guidelines and assistance

### **STEP ONE**

Form a Planning Committee

Identify individuals interested in forming a PTA. Set a time and place for a planning meeting.

- Ask the Delaware PTA Field Service representative to address your planning meeting attendees and to provide information and materials about PTA. The state representative will be helpful in making sure that your group meets the eligibility requirements and in explaining the necessary procedures for organizing.
- Form a planning committee from among the attendees at the meeting. Select a chair and a secretary of the planning committee to undertake responsibilities temporarily, until officers can be elected.
- Organize temporary committees such as bylaws, nominations, publicity. Set a date for an organizational meeting to actually form and charter the new PTA unit.
- Publicize the Organizational Meeting
- Distribute notices of the organizational meeting to all parents, teachers and other school staff, community members, and business people.
- Survey your community to find individuals willing to be nominated for office.
- Prepare a set of proposed bylaws to distribute prior to the meeting. Work with the bylaws template provide by Delaware PTA.

### **STEP TWO**

At the Organizational Meeting

- Call the meeting to order. The chair of the planning committee explains the purpose of the meeting and introduces speakers who explain the policies and purposes of the PTA. Include representatives of the state PTA.

- Move to organize. The chair calls for a motion to organize a local PTA. The PTA is officially established when the motion is made, receives a second, and is carried by a majority vote. • Distribute and present bylaws. A member of the temporary bylaws committee reads the proposed bylaws and calls attention to articles and sections required for all PTA units. The committee member then moves their adoption. Each article is then read separately so that amendments, if any, can be considered and acted on. As each amendment is offered, it is stated by the committee member, debated, and voted on immediately. A majority vote is required for adoption. Final motion is made to adopt bylaws as amended.
- Hold a short intermission and enroll members. On payment of dues (amount decided on during adoption of bylaws), people become charter members of the new PTA. An accurate list of members should be kept.
- Call for nominating committee report and nominations from the floor. The chair reconvenes the meeting for nominations and elections. All candidates nominated must be members of the PTA and their consent must be obtained before their names are submitted for nomination. The election should be by ballot, unless there is only one nominee, in which case the election may be by voice vote. Officers should be voted on one by one. Only members may vote.
- Install newly elected officers. The state PTA representative would be an appropriate person to perform the installation.
- The newly elected president takes the chair and calls for further business
- Adjourn meeting.

### **STEP THREE**

#### Once Your PTA is Formed

- Members of your board of directors will have tasks to carry out.
- The President/Treasurer fills out SS-4, 8821, obtains letter from DPTA president regarding formation, set up bank account, sends dues for state and national via MemberHub (DPTA sets up PTA MemberHub account), purchase board insurance, approved bylaws emailed to DPTA bylaws committee for approval.
- The officers: Attend leadership training
- The president: Meets with school administrations to discuss goals. Calls a meeting of the newly elected officers to make plans for operation of the new PTA and to establish committees and set goals, proposed budget.
- Hold first meeting: present and approve proposed budget, conduct other PTA business
- All documents for Standards of Affiliation stored in MemberHub Standards of Affiliation Hub in Files Bylaws, approved budget, 8821, SS-4, proof of insurance