

WELCOME TO 2024 LEADERSHIP CONVENTION

Session will begin soon

*Before the class begins, be sure to pick up your President Handbook.
While waiting for the class to begin, if you haven't done so already,
please go to utahpta.org and create an account.*



DEVELOP ADVOCATE ENGAGE

UTAH
PTA

Develop programs, resources, and leadership skills that enhance the lives of all children, youth, and their families.

Advocate by speaking on behalf of all children and youth in schools, in the community, before governmental bodies, and before other organizations that make decisions affecting children.

Engage the public in united and equitable efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth.

2A - President and President Elect Training

Presenters:

Corey Fairholm - President

Julie Cluff - President Elect

Melanie Hammer - Regions VP



Start with the Mission

The PTA Mission:

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.



Vision of Utah PTA

To fulfill the mission, Utah PTA will:

- **Advocate** by speaking on behalf of all children and youth in schools, in the community, before governmental bodies, and before other organizations that make decisions affecting children.
- **Develop** programs, resources, and leadership skills that enhance the lives of all children, youth, and their families.
- **Engage** the public in united and equitable efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth.



Resources to Help You

- **President Handbook**
- **Bylaws- UtahPTA.org/bylaws**
- **Council & Region trainings & meetings**
- **Other workshops from Convention**
- **Practical PTA**
- **Facebook groups (Utah PTA Excellent Elementary and Utah PTA Super Secondary)**
- **Your outgoing President**
- **Utah PTA is here to help you!**



Welcome, President! (*Now what ??*)

1. **Transition Period**
2. **Meet with the Principal**
3. **Organize Your Board**
4. **Plan Your Year**



Transition Period

- **When does the transition period begin?**
- **Write it down, clean it out, pass it on!**
- **Support the new PTA leadership!**

For more information, see President Handbook page 22.



Meet with the Principal

- **The principal is a member of the executive committee**
- **Develop a good working relationship, talk about roles, responsibilities, and expectations**
- **Have positive, open, and transparent communication**
- **The principal should attend PTA board meetings and have time on the agenda**
- **Coordinate dates with the PTA calendar and school calendar**

Remember: We are in the principal's school as a guest; however, the principal must also understand that we are governed by our bylaws, which may limit the PTA's response to some requests.



Organize Your Board

- Refer to the President HB page 28 for more details.
- Are members of your board elected or appointed? (*Check your bylaws Article X, Section 3*)
- Commissioners and chairs that are appointed by the executive committee serve for one year; may be reappointed for another year. (*Reflections, membership, legislative, health & safety, etc.*)
- Page 29 has a great sample board makeup



Plan Your Year

Includes:

- **Calendaring: coordinate with school calendar (*refer to “Calendar” in the President HB pages 35-44*)**
- **Set time/date/place for meetings (*including at least 3 general membership meetings*)**
- **Conduct a needs assessment to set goals (*President HB pages 33-34*)**
- **Plan a membership drive**
- **Budget meeting with your board**



Other Important Things

1. **Bylaws**
2. **Standing Rules**
3. **Basic Fiscal Management**
4. **“In Good Standing”**
5. **Ethics/Conflict of Interest**



Bylaws

Questions about your PTA that your bylaws can answer:

- When do they expire? (first page, red stamp)
- PTA Unit ID number and EIN (first page)
- When & how to elect a nominating committee? (Article VI)
- What officers you should elect and when, and length of term? (Article VI, Section 4)
- How to fill a vacancy? (Article VI, Section 7)
- How many members constitute a quorum for transacting business? (Article IX, Section 2)
- When to submit dues and the amount? (Article V)

Let's look at YOUR bylaws!



How to View Your Bylaws Online

1. Go to utahpta.org
2. Create an account
3. Sign in to your PTA account
4. On the Home page, click “Bylaws” under Quick Links - **OR** - on the Tools tab dropdown to “Bylaws”
5. On the Bylaws page, choose “View your unit’s bylaws”
6. Find and view your bylaws



Standing Rules

- Procedures or general policies, not covered in the bylaws, that provide for the day-to-day operation of your PTA/PTSA.
- Make frequent/common actions simpler and provide for fairness and continuity of the board decision.
- Adopted and/or amended by a majority vote.
- Unique to each specific PTA and do not need to be sent to the state office.
- Cannot be in conflict with bylaws, IRS regulations or nonprofit law.
- Are a supplement to the Unit Bylaws.
- Must be retained in your officers' procedure books and passed on to incoming officers.

For more detailed information, please see President HB pages 49 and 107.



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

Basic Fiscal Management

- **Treasurer (not the president) maintains custody of the checkbook at all times**
- **All checks have two signatures**
- **Three people are present for all counting of cash**
- **Treasurer prepares and presents reports at each general meeting**

- **Do not sign blank checks**
- **No checks made out to “cash”**
- **No ATM, debit, or credit cards**
- **No Venmo**

You can avoid difficult financial problems if you follow the basic fiscal management procedures outlined in the Treasurer section of the President HB (page 131).

Raffles versus Drawings

- Under Utah law, it is illegal to operate a scheme under which a person GIVES something of value in order to obtain a chance to GET something of value.
- A raffle which requires the purchase of a ticket (or allows the purchase of additional tickets to increase the odds of winning) is illegal in Utah, even for charitable purposes.
- A drawing allows everyone in attendance an equal opportunity to win a prize with no monetary purchase required; therefore, it is legal to conduct a drawing.

Banking Procedures

- There must be at least three (3) people authorized as signers on the bank account; typically, the president and treasurer and either the president-elect or secretary as the third signer.
- Even though banking services have changed significantly, PTAs may not use debit cards or ACH transactions, and online account access should be “read only” (unless the eCommerce policy is adopted).

IRS 501c3 Exemption - Important Numbers Per IRS Code

- Non-profit organizations are limited to spending an insignificant amount of money and time on lobbying efforts. Per the IRS definition, no more than 20% of annual expenditures and volunteer hours may be spent on lobbying.
- Any non-profit organization earning \$1,000 or more in what is considered as Unrelated Business Income must file a tax form to report this income to the IRS. This could create a situation where the PTA unit incurs tax on this income.



“In Good Standing”

Bylaws Article IV, Section 1

- **Follows purposes of PTA and bylaws**
- **Membership dues paid**
- **Current bylaws**
- **Year-end financial statement and Annual Financial Review (AFR)**
- **Budget and minutes**
- **Officers and contact information**
- **Proof of insurance**
- **Signed forms: “Ethics/Conflict of Interest Policy” and “Basic Fiscal Management Procedures”**
- **Two officers attend leadership training**
- **Responsible financial procedures**
- **Local reports #1, #2, and #3**



STANDARDS OF AFFILIATION for Good Standing

According to the Local PTA Bylaws, Article IV: Relationship with National PTA and Utah PTA, Section 1, the following need to be adhered to be a unit in good standing.

Required by	#	Requirement	Fiscal Year	Best Practices/Specifics (Utah PTA Fiscal Year is July 1- June 30)	Date(s) Completed
Utah PTA, IRS	1	Bylaws followed	Current	Adheres to the purposes, bylaws, basic principles, and procedures of the PTA	
Utah PTA, IRS	2	Membership dues paid	Current and Prior	Remits all National PTA and Utah PTA portions of the dues to Utah PTA by the 25th of each month (not applicable to Councils)	
Utah PTA	3	Bylaws approved every 3 years	Current	Bylaws must be current to participate in Utah PTA sponsored activities (Battle of the Bands, Reflections, awards, sales tax refund)	
IRS, Dept of Consumer Protection, Utah PTA	4	Year-end financial review/ Annual Financial Reconciliation	Current and Prior	Year End Financial Review was conducted by August 1 and the Annual Financial Reconciliation (AFR) completed by August 1	

Ethics/Conflict of Interest

“Board members shall conduct themselves with integrity and honesty, and act in the best interest of this PTA.”



Conflict Management

Some conflicts may be avoided when you are:

- **Knowledgeable**
- **Familiar with your bylaws**
- **Following PTA policies**
- **Informed about issues**
- **Sensitive to the rights of members**
- **Able to avoid personality conflicts**



Conflict Management

Problem Solving Pointers:

- Identify the problem - be specific without assigning blame.
- Make sure both sides are heard.
- Listen carefully, wait, and give feedback to make sure you understand.
- Sometimes people just want to be heard.
- Ask positive questions and listen to the person. “What happened?” “What do you want me to do?” “What are the possible solutions?” Allow them to pause and think. They might come up with their own solution.

What Meetings Do I Attend?

- Executive Committee Meetings
- PTA Board Meetings
- General Membership Meetings
- Other Meetings - Council and Region Meetings, School Board, Utah PTA events and Meetings

Additional information can be found in the President HB pages 45-46.



Executive Committee Meetings

- **EC members are elected officers and are defined in the bylaws (Article VI, Section 4a)**
- **Meet during times when the board is not meeting (summer and in between board meetings)**
- **EC plans the dates for general membership meetings**
- **EC participates in budgeting with the treasurer**
- **EC fill vacancies (except president-elect)**
- **A member of the executive committee is on the nominating committee**
- **Receives the initial report of the nominating committee**
- **A financial report is given and minutes are taken**
- **Other business may be conducted**



PTA Board Meetings

- Held regularly (*usually monthly*) throughout the year
- Have an agenda and keep minutes
- Begin with thought and pledge
- Treasurer gives financial report at every meeting
- Collect volunteer hours
- Share upcoming calendar of events
- Invited to attend and report
 - Board of Directors - Executive Committee and Commissioners, including Principal and Teacher VP
 - Upcoming or recent event and program chairs
 - Any PTA member can attend with voice, but no vote



General Membership Meetings

- **Hold at least three General Membership Meetings each year (*may be held in person or virtually*).**
- **Dates and times of all three meetings must be announced to all members.**
- **All PTA members must be invited to attend.**
- **Minutes are taken.**
- **A financial report is given at each meeting.**



General Membership Meetings

Article IX, Sections 1-5:

- The **budget** is adopted at the first general membership meeting of the year (before September 30).
- The **nominating committee** is elected at a general membership meeting before December 31.
- The **officers are elected** at a general membership meeting before March 31.



Other Meetings to Attend

- **Council Meetings** (*or Region Meetings if you do not have councils*)
- **School Board meetings** (*or assign someone*)
- **Utah PTA Leadership Convention** (*in the spring*)
- **Advocacy Conference** (*in the fall*)
- **PTA Day at the Capitol** (*usually in February*)



Minutes

It is recommended that minutes include the following:

- Name of your PTA
- Date, time, and location of meeting
- Type of meeting (executive, board, general, etc.)
- Name of person conducting and those taking part
- “Roll” (present and excused) and if a quorum is present
- Agenda was presented and adopted
- Minutes were presented and approved (list any corrects)
- All action taken (adopted or rejected)
- Brief account of reports from committees/chairs (list new business or action taken)
- Financial report (no vote is taken) and who is presenting it
- Start and end times
- Place for the signature of the secretary (to be signed and dated after minutes are approved)



Minutes: How to Record a Motion

- Who made the motion
- Text of the motion
 - ★ Consider having the maker of the motion write down the motion, so everyone understands exactly what is being considered
- There **MUST** be a second to the motion (but the “who” does not have to be recorded)
- Discussion
 - ★ You may just note that a discussion was held. Who said what does not have to be recorded.
- Outcome of the vote
 - ★ Motion passed
 - ★ Motion failed
 - ★ Motion passed with two nay votes



Givebacks

- **Compliance**
- **Communications**
 - **Newsletters, hubs, messages, texts**
 - **Receive communications from Utah PTA**
- **Membership Dues**
- **Website and Online Store**



Election Season

PTAs are 501c3 nonprofit organizations and must remain neutral and nonpartisan during elections. (Bylaws Article IV, Section 15)

PTA can:

- **Host or advertise a candidate forum where all candidates are invited.**
- **Publish a candidate's questionnaire.**
- **Register voters.**
- **Remind members to vote.**
- **Educate candidates on issues important to PTA.**

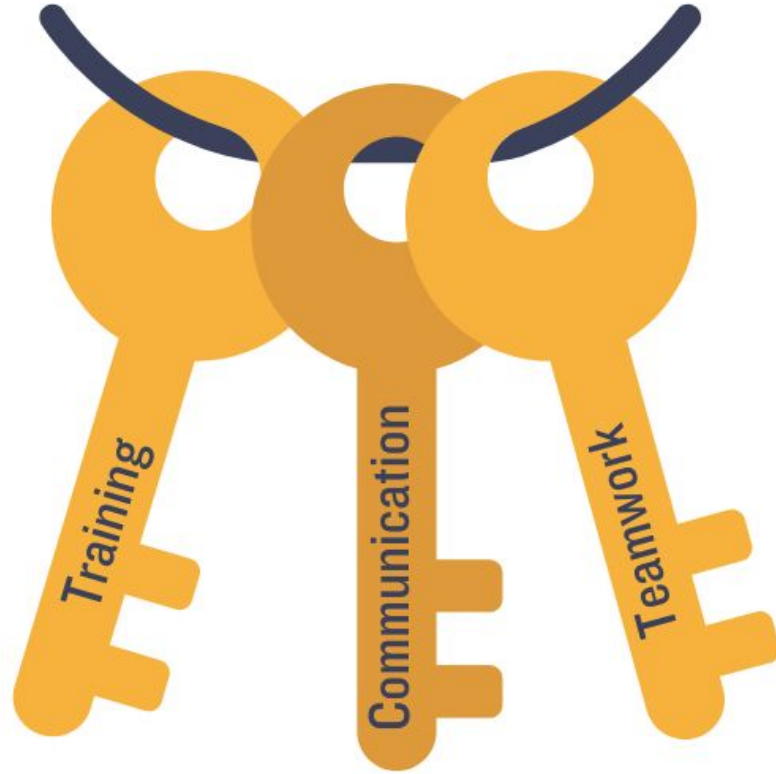


Election Season

PTA cannot:

- Invite only one candidate.
- Tell PTA members to only vote for a candidate who supports X position.
- Rate candidates on who is most favorable to your issue(s).
- Distribute any campaign materials on behalf of a candidate.
- Wear campaign buttons or t-shirts during a PTA meeting.
- Endorse or oppose candidates or use their PTA leadership positions to endorse candidates.
- Donate to campaigns or facilitate fundraising for any candidates.

Keys to Success



Other Convention Classes for Presidents

3C PTA Awards 2.0: Embracing Change and Honoring Impact

3H Putting the T in PTA

4A Volunteers - How to Build a Leadership Pipeline

4B Treasurer 101 Part 2: A Day in the Life of a PTA Treasurer

4G Bylaws, Bylaws, Bylaws

5B Treasurers: Keepers of Compliance and Givebacks Gurus

5G Tech Tools to Make PTA Life Easier

6A Questions and Answers for Presidents



**“If everyone is moving forward together,
then success takes care of itself.”**
-Henry Ford



CONNECT WITH US ON SOCIAL MEDIA



FACEBOOK

- Utah PTA
- Utah PTA Advocacy
- Utah PTA Super Secondary
- Utah PTA Excellent Elementary
- Utah PTA Treasurers
- Utah PTA Reflections
- Utah School Community Councils
- Utah PTA Teachers



CONNECT WITH US ON SOCIAL MEDIA



INSTAGRAM - @UtahPTA



X - @UtahPTAOneVoice



PINTEREST - Utah PTA



YOUTUBE - Utah PTA One Voice



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