

2026 UTAH PTA
HANDBOOK

Utah
PTA[®]
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PRESIDENT

STRUCTURE OF PTA

National PTA
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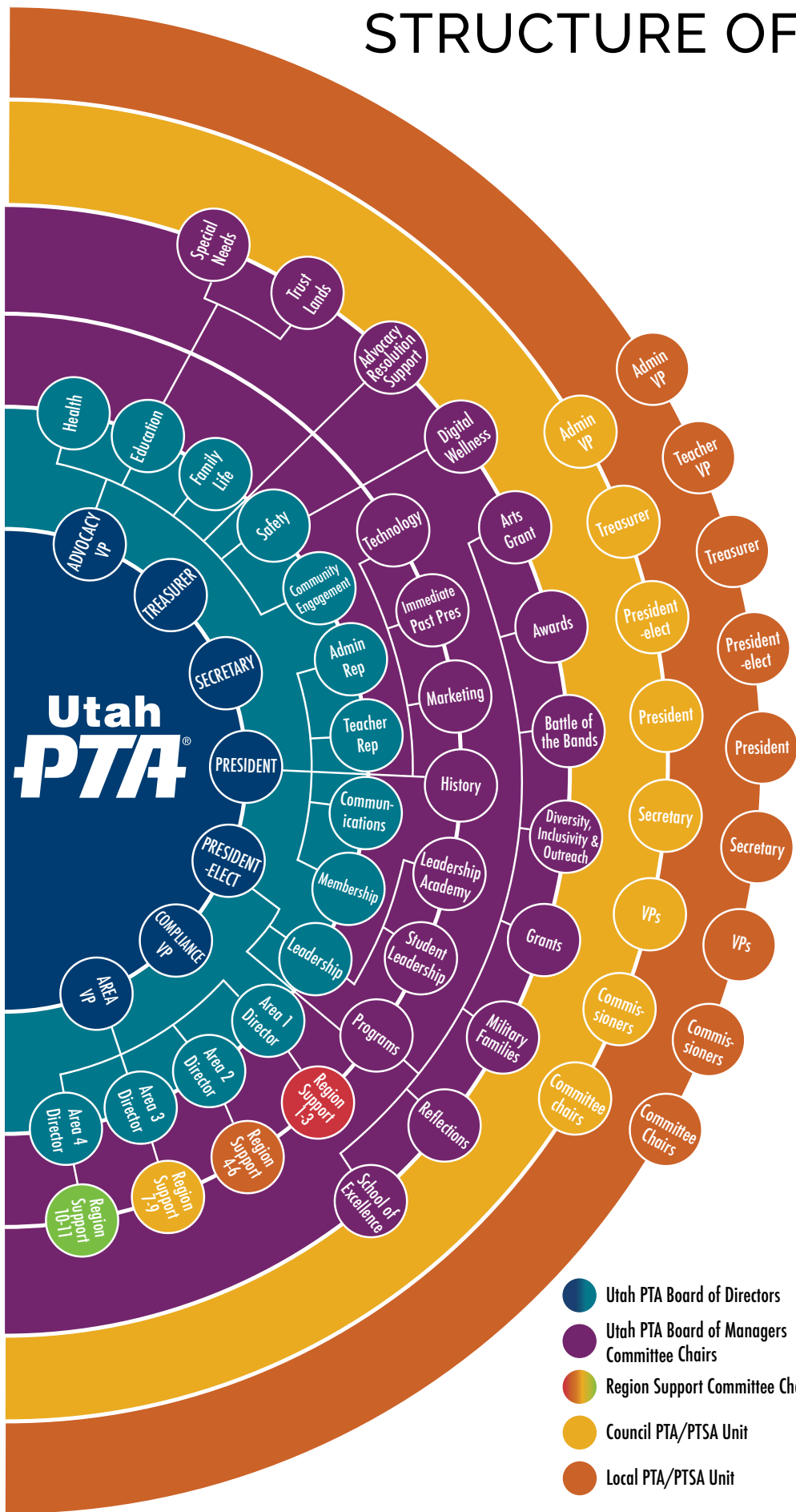
BOARD OF DIRECTORS

NATIONAL PTA STAFF

NATIONAL PTA COMMITTEES

PAST PRESIDENTS

STATE PTA PRESIDENTS



- Utah PTA Board of Directors
- Utah PTA Board of Managers Committee Chairs
- Region Support Committee Chairs
- Council PTA/PTSA Unit
- Local PTA/PTSA Unit

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UTAH PTA PRESIDENT'S MESSAGE

Welcome to the 2026–2027 PTA year!

It is hard to believe I am already one year into my term as president of Utah PTA. This past year has been incredible—filled with opportunities to meet and work alongside remarkable PTA leaders from every corner of our state. I continue to be inspired by your dedication, creativity, and unwavering commitment to children. You truly are the heart and backbone of PTA. The work you do in your schools and communities is what brings our mission to life.

As leaders in Utah PTA, you are part of a legacy more than a century strong. From our earliest days as the Utah Mother's Congress to our work today, our purpose has remained constant: to make every child's potential a reality. That mission endures because of leaders like you.

PTA service changes lives—especially our own. Many of us began this journey simply wanting to give back. Along the way, we found friendships, developed leadership skills, and discovered our voices as advocates. What we do matters.

This handbook is designed to support you. Please take time to study it, review your bylaws, explore the Utah PTA website, and participate in trainings. You are never alone in this work. Across the state and nation, fellow PTA leaders stand ready to share ideas, answer questions, and offer encouragement.

PTA is a team—families, educators, students, and community members united in purpose. Thank you for serving. I look forward to another meaningful year together as we continue engaging and empowering families and communities to advocate for all children.

Best Wishes for a Great Year!



Julie Cluff

Utah PTA President 2025-2027

INTRODUCTION

The information in this handbook has been compiled by Utah PTA to help you carry out the responsibilities associated with your leadership role in your PTA/PTSA. Please share with the board members of your PTA as it will also help them in their journey.

New this year are QR codes and links to take you to more information and handouts on utahpta.org.



Don't see a topic you need help with? Utahpta.org has it. Use the search feature to find just what you are looking for. Each position has its own page on our website that will help you in your position. The main landing page for officers is: utahpta.org/executive-committee. The "RUN YOUR PTA" tab is a great one-stop place to find the PTA answers you need. Check it out today, and bookmark that page for easy access.

The National PTA website is a great tool with resources for all things PTA including: events, programs, training tools and grant opportunities. (pta.org)

Your council president and their board are excellent resources for you as a local leader. Each local unit should send the president, president-elect, and principal to each council meeting to receive training, conduct the business of the council and to collaborate with the other local PTA units in your area. From time to time, councils will hold training opportunities for other leaders in your PTA to learn. Please take advantage of those opportunities.

Utah PTA offers several social media options to help leaders and PTA members alike connect, ask questions, and help one another in their PTA service journey. Please see the back cover of this handbook for all of the Utah PTA social media offerings, and join us on the platform you prefer.



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CORRECT USAGE OF THE PTA NAME

PTA and PTSA (Parent, Teacher, Student Association) are registered service marks of the National Congress of Parents and Teachers and are registered in the U.S. Patent Office. National Parent Teacher Association is also a registered name, as are National PTA and Utah PTA. Only organizations chartered by the PTA may use its name.

Do not use periods, hyphens, or small letters.

For more information, click here: [PTA Branding and Web Guidelines](#).

OVER 125 YEARS STRONG



For more than 125 years, National Parent Teacher Association (National PTA®) has worked toward bettering the lives of every child in education, health, and safety. Founded in 1897 as the National Congress of Mothers by Alice McLellan Birney and Phoebe Apperson Hearst, National PTA is a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for public education.

Today's PTA is a network of millions of families, students, teachers, administrators, and business and community leaders devoted to the educational success of children and the promotion of family engagement in schools.

National PTA Mission Statement

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

Utah PTA Mission Statement

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

Utah PTA Vision Statement

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.

Purposes of PTA

- ♦ To promote the welfare of children and youth in home, school, places of worship, and throughout the community
- ♦ 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
- ♦ To advocate for fiscal responsibility regarding public tax dollars in public education funding

PTA Values

- ♦ Collaboration: We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.
- ♦ Commitment: We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.
- ♦ Diversity: We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.
- ♦ Respect: We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.
- ♦ Accountability: All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

WHY PTA?



With schools facing challenges like inadequate budgets and lack of educational equity, PTA is more important than ever. PTA provides programs on strengthening family-school partnerships and free resources on issues and areas such as arts, STEM, and health & safety. PTA/PTSA members are part of a powerful association that can advocate on behalf of children and educators at the local, state, and national levels. Families, students, teachers, and schools all benefit from being a part of the PTA.



Families

- **Get Connected & Trained:** There's no better way to know what's happening in your school and network with parents and teachers. Access high quality leadership training.
- **Discover Great Resources:** The PTA offers a variety of programs designed for parents as well as students.
- **Speak Up:** PTA can be a way for you to be more effectively engaged at your child's school to help make positive improvements.
- **Be a Role Model:** Demonstrating to your child the importance you place on education.



Teachers

- **Family Engagement:** Access resources and grants to support family engagement. Apply for funds and access resources and tools for parents.
- **Build Community:** PTA provides more opportunities to connect with families and students to build strong school communities.
- **Programs:** Encourage students to explore the arts through Reflections, the nation's oldest student arts program. Use PTA's program kits and apply for grants to engage families in safety, literacy, bullying prevention, digital safety and STEM.



Students

- **Learn & Gain Experience:** Students gain experience in leadership, advocacy, public speaking, teamwork and event planning.
- **Speak Up:** At all levels, but especially the secondary level – student voices inform that conversation to make positive improvements.
- **Lead:** Students have a seat at the table with school decision-makers including parents, school leaders, and community members.

Build strong communities to help every child reach their full potential



Schools

- **Boost parent involvement:** PTA programs provide a roadmap for collaboration among families, schools, and the community to support school improvement objectives.
- **PTA fights for funding.** PTAs advocate for every child at the local, state, and national levels. Gain access to advocacy tools that help you speak up on behalf of the needs of every child at your school.
- **Support & Resources:** PTAs focus on local communities and are networked globally. A team of professional and volunteer leaders is never more than a phone call or email away. PTAs are independent 501c3 organizations.



Harness the power of PTA to:

- Increase family engagement and volunteerism
- Implement programs to engage families in student success or school improvements
- Qualify for grants and awards to support your school
- Partner with other community organizations
- Enhance fundraising efforts
- Realize measurable results in student achievement

Want to recreate this flyer to use for your PTA?



Follow the link to the Utah PTA Idea Bank for this flyer and others.

<https://www.utahpta.org/ideas>

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

Membership in PTA is open to anyone who wants to be involved and make a difference for the education, health, and welfare of children and youth.

PTA LINE OF COMMUNICATION

MEMBER → LOCAL → COUNCIL → REGION → STATE → NATIONAL

NATIONAL → STATE → REGION → COUNCIL → LOCAL → MEMBER

BE A PTA PROFESSIONAL

According to the PTA bylaws, all meetings shall be governed by "Robert's Rules of Order-Newly Revised." In addition, all board members shall:

- ◆ Abide by all PTA rules and meet all PTA deadlines.
- ◆ Ensure the confidentiality of the PTA member contact information for the use of PTA only.
- ◆ Attend all board meetings and applicable executive committee meetings.
- ◆ Notify the president as soon as possible if an emergency occurs and they are unable to attend a scheduled PTA meeting.
- ◆ Arrive on time and remain to the conclusion of the meeting except in cases of individual emergencies.
- ◆ Begin all meetings on time.
- ◆ Be allowed a 10-minute break every two hours, returning promptly.
- ◆ Turn all cell phones to "off" or "vibrate." Leave the room if you must answer a call.
- ◆ Complete preparation before or after meetings, not during meetings.
- ◆ Refrain from holding side conversations.
- ◆ Direct all comments and questions through the chair.
- ◆ Maintain professional courtesy at all times, including being supportive rather than judgmental, respecting differences of opinion, and listening to others' ideas without prejudice.
- ◆ Give feedback directly and openly in a timely fashion.
- ◆ Acknowledge problems and deal with them as they arise.
- ◆ Be prepared to present agenda items in a concise manner, and focus on tasks and the process and not on personalities or hidden agendas.
- ◆ Obtain missed information during breaks out of consideration of others.
- ◆ Adjourn at the scheduled time, as per the printed agenda.
- ◆ When representing PTA at a meeting, match your dress to the other attendees.
- ◆ Wear PTA logo items such as name tags, badges, or attire when representing PTA.
- ◆ Notify president of address, phone number, and email changes as soon as possible.
- ◆ Stay at home out of consideration for the health of others if ill and possibly contagious.
- ◆ Set meeting guidelines and expectations.
- ◆ Give proper notice of meetings and deadlines.

HISTORY OF PTA

1897-1920

- 1897 The National Congress of Mothers founded by Alice McLellan Birney and Phoebe Apperson Hearst
- 1898 Utah Congress of Mothers was formed by Mrs. C. E. Allen, one of Utah's delegates to the National Congress
- 1900 The Charter was signed and National Congress incorporated under laws of District of Columbia
- 1903 Utah was disaffiliated with National PTA but continued to work until reorganized in 1925
- 1905 Resolutions endorsed federal aid for kindergartens and elementary schools and recommended salary increase for teachers
- 1906 National Congress of Mothers Magazine (forerunner of Our Children online magazine) first issued
- 1908 Importance of parent-teacher partnership recognized in change of name from National Congress of Mothers to Parent Teacher Associations
- 1918 As a part of the war effort, a health survey of preschool children was made and House Bill #44 passed, adding to responsibilities for the Home School League- "An act creating the office of Director of Health Education...and providing for the promotion of the physical welfare of children of preschool age"

bership and held the first annual convention of the Utah Congress of Parents and Teachers

- 1935 Warm lunches were provided for 1,200 children who left home early and rode long distances in buses
- 1938 On May 15-20 the 42nd National Convention was held in Salt Lake City
- 1940 Articles of incorporation were obtained
- 1941 School lunch program inaugurated on nationwide basis
- 1951 Every school in Utah had a PTA
- 1952 Board recommended PTAs work for fluoridation of community water supplies
- 1956 Credit was due to the Utah Congress for the legislative passage of driver education and library service bills
- 1956 Goal of 10 million National PTA memberships reached and library services bill, long advocated by PTA, signed into law
- 1958 National PTA board formally authorized the use of PTSA (Parent Teacher Student Association) as a further incentive for student participation

The Poor, the School, and the PTA; The PTA Is for You: The Cultural Arts and the PTA; Information Guide: National PTA Project on Children's Emotional Health

- 1970 National PTA and National Congress of Colored Parents and Teachers united to serve all children and youth
- 1970 Critical Issues Conferences began – Now called Advocacy Conference
- 1974 Utah PTA marked the 50th year with an honorary luncheon for past presidents as well as a 50-year history booklet
- 1981 National PTA sponsored Family Reading Week
- 1981 Membership was 130,739, an increase of 27,966 members over 1980 numbers, and State Leadership Convention was the largest ever held in Utah with 2,500 delegates
- 1988 The 92nd National PTA Convention was held in Salt Lake City
- 1990 Utah PTA won every major award given at the National PTA Convention in Indianapolis
- 1992 Due to Utah PTA efforts, the Utah Legislature passed seven bills dealing with the management of the school trust lands
- 1994 Passage of School Trust Lands Management Act
- 1997 National PTA succeeded in getting content information included in TV ratings system
- 1999 National PTA and the Partnership for Family Involvement in Education develop and distribute a national Teacher Preparation Kit to support family involvement in education, and National PTA launches Building Successful Partnerships, a program for developing strong school-community ties

1961 - 2000

- 1961 PTA motion picture "Where Children Come First" prepared for general distribution



- 1961 On January 2, the Utah Congress acquired its first permanent headquarters at 1037 East South Temple, Salt Lake City, and in April, it moved into the new office
- 1969 Published *Telling the PTA Story*;

1921 - 1960

- 1924 Adopted new name—National Congress of Parents and Teachers
- 1925 Utah joined the National Congress of Parents and Teachers
- 1926 The National Congress of Colored Parents and Teachers was organized by Selena Sloan Butler with much evidence of collaboration between NCCPT and NPTA
- 1929 Utah won the National Banner for the greatest increase in mem-

2001 - 2020

- 2001 National PTA unveiled new logo and tagline "everychild. onevoice"
- 2001 Utah PTA moved to a new office at 5192 South Greenpine Drive in Murray, Utah and Elder L. Tom Perry dedicated the building



- 2006 National PTA launched Take Your Family to School Week
- 2007 Utah PTA became founding member of Utahns for Public Schools, promoting public education and fighting for repeal of voucher legislation
- 2010 National PTA moved its headquarters from Chicago to Alexandria, Virginia
- 2012 National PTA established the Jan Harp Domene Diversity and Inclusion Award to honor the late National PTA President who served from 2007-2009 and was one of PTA's greatest advocates for underrepresented families and communities
- 2014 National PTA relaunched its School of Excellence program to strengthen family-school partnerships and make measurable progress in education, health and safety, and arts and cultural exploration
- 2016 Utah PTA was instrumental in the passage of Constitutional Amendment that increased and stabilized funds distributed to Utah schools from the permanent State School Trust Fund.
- 2018 National PTA passed Utah PTA Resolution "High Expectations for Students with Disabilities"
- 2019 - National PTA celebrates the 50th Year of Reflections program with nearly 1,000 student works of art from 47 states responding to the student-selected theme "Look

Within" which progressed to the national level in the available arts categories: dance choreography, film production, literature, music composition, photography, visual arts

2020 - 2025

- 2020 Reflections entries were first accepted online on the Utah PTA website with nearly 12,000 online entries, and Utah PTA Leadership Convention was canceled due to Covid 19
- 2021 Award entries, scholarship entries, bylaws renewals, and President reports were accepted on the Utah PTA website for the first time, and the Utah PTA Leadership Convention was held as a hybrid conference for the first time with 350 virtual attendees and 350 in-person attendees where masks were required and virtual attendees were able to vote through zoom polls
- 2022 Held Historic Dual Legislative Conference and Leadership Convention as the same event in Washington DC to celebrate the 125th Anniversary of PTA.
- 2022 With the help of Senator Ann Millner, a State concurrent Resolution celebrating 125 years of PTA Advocacy work was passed

and signed by the governor, and February 17th was celebrated on the Utah Senate Floor with a number of Utah PTA past presidents in attendance and with stories from state senators remarking the impact of PTA on their families

- 2023 Continued to move forward navigating the new normal after Covid 19, with highlights including successful virtual, in-person, and hybrid meetings, events, conferences, conventions, and advocacy work
- 2024 Launched Utah PTA Leadership Academy to increase leadership training opportunities to those seeking leadership roles in PTA
- 2024 National dues increase passed at virtual convention to take effect in 2025.
- 2025 Utah PTA marks its 100th year and embarks on a board restructure to better serve the local PTA leaders and children of Utah in the future



UTAH PTA FACTS

HISTORY: Utah PTA joined National PTA in 1925. Utah PTA is the largest child advocacy and volunteer organization in the state. PTA was established more than 100 years ago to address children's issues.

MEMBERSHIP: More than 60,000 voluntary members participate in over 600 local PTAs throughout the state.

ORGANIZATION: Utah is divided into 11 geographic PTA regions, each served by a region support committee. The region support committee works with the councils within the region and councils work with local PTA units. Local PTAs meet on a regular basis throughout the school year and work with administrators, teachers, staff, parents, and students. PTAs at the local level are valuable assets to their school communities by providing educational and parent-involvement information, resources, events, and activities.

AFFILIATION: Utah PTA is an affiliate of the National PTA. National PTA is composed of 54 state congresses and more than 20,000 local units in all 50 states, the District of Columbia, U.S. Virgin Islands, Puerto Rico, and the Department of Defense Schools in Europe. State PTAs are the liaison between the local PTA and National PTA, helping each to function effectively and to support and sustain the other.

PARENTAL INVOLVEMENT: Utah PTA volunteers historically give thousands of hours of service to Utah's children in their local public schools each year. If this volunteer service was translated into real value, it would be worth millions of dollars. For the 2024 calendar year, Utah PTA Volunteers gave 925,915 hours of service with an equivalent monetary value of \$31,008,893.35.

TAX-EXEMPT STATUS: Utah PTA also has an exemption from sales tax from the Utah State Tax Commission. Every local unit in good standing qualifies for this exemption under the umbrella of Utah PTA. See the Utah PTA Treasurer Handbook for more information.

IMPORTANT INFORMATION:

- ◆ Bylaws must be renewed every three years. Check the red stamp at the top right of the first page of your bylaws. This date will show if your bylaws are current or need to be renewed.
- ◆ PTA Unit ID Number needs to go on your membership remittance forms, cards, and Reflections entries. It is your PTA identification number, as assigned by National PTA.
- ◆ The EIN (Employer Identification Number) is needed for all IRS filings and the PTA's bank account. It is your IRS identification number.
- ◆ Find your bylaws online at utahpta.org/bylaws/search. Find your PTA and then click on the blue bylaws button to the left. All board members should have a copy of your bylaws.

NATIONAL AND UTAH PTA PROGRAMS

- ◆ Reflections
- ◆ Healthy Lifestyles
- ◆ School of Excellence
- ◆ Take Your Family to School Week
- ◆ Teacher Appreciation
- ◆ Battle of the Bands (PTSA) (Utah Only)

CONFERENCES AND TRAININGS

- ◆ Advocacy Conference (Oct/Nov)
- ◆ PTA Day at the Capitol (Feb)
- ◆ Leadership Convention (May)
- ◆ PTSA Student Leadership Conference
- ◆ Leadership Academy

UTAH PTA AWARDS AND GRANTS

- ◆ Utah PTA Awards
- ◆ LEAP Award
- ◆ Utah PTA Gold Star Awards
- ◆ Membership Awards
- ◆ Arts Education Grant
- ◆ Art Supplies Grant

UTAH PTA COMMITTEES

(open to all PTA members)

- ◆ Communications
- ◆ Leadership
 - Leadership Academy
 - Student Leadership
- ◆ Membership
- ◆ Programs Committee
 - Arts Grant
 - Awards
 - Battle of the Bands
 - Diversity, Inclusivity and Outreach
 - Grants
 - Military Families
 - Reflections
 - School of Excellence
- ◆ Advocacy Resolutions Support
- ◆ Digital Wellness
- ◆ History
- ◆ Special Needs
- ◆ Technology
- ◆ Trust Lands

UTAH PTA COMMISSIONS

(open to all PTA members)

- ◆ Community Engagement
- ◆ Education
- ◆ Family Life
- ◆ Health
- ◆ Safety

WHAT ARE THE NATIONAL STANDARDS?

Families are essential partners to schools in the shared mission to help every child reach their full potential.

PTA's National Standards for Family-School Partnerships set the bar for how schools and parent organizations work together to support student success.

The Standards have contributed to greater awareness and capacity for improving family-school partnerships across the country and internationally for over 20 years.

The National Standards for Family-School Partnerships are voluntary guidelines to strengthen parent and family involvement on behalf of children in schools and other programs. The six standards and their quality indicators provide PTAs, schools, and communities with the components that are needed for highly effective family-school involvement programs. Additional information can be found at NPTA at pta.org/home/run-your-pta/family-school-partnerships

PTA leaders and all those interested in more effective family/school/community connections will find the National Standards for Family-School Partnerships to be a valuable resource and catalyst for action.

- | | |
|---|--|
| <p>1</p> <p>Welcoming All Families Into the School Community</p> <p>Families are active participants in the life of the school and feel welcomed, valued and connected to each other, to school staff and to what students are learning and doing in class.</p> | <p>4</p> <p>Speaking Up for Every Child</p> <p>Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly, and have access to learning opportunities that will support their success.</p> |
| <p>2</p> <p>Communicating Effectively</p> <p>Families and school staff engage in regular, two-way, and meaningful communication about student learning.</p> | <p>5</p> <p>Sharing Power</p> <p>Families and school staff are equal partners in decisions that affect children and families, and together they inform, influence, and create policies, practices, and programs.</p> |
| <p>3</p> <p>Supporting Student Success</p> <p>Families and school staff continuously collaborate to support students' learning and healthy development, both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.</p> | <p>6</p> <p>Collaborating With Community</p> <p>Families and school staff collaborate with community members to connect students, families, and staff to expand learning opportunities, community services, and civic participation.</p> |

Research shows that when families have a better relationship with the school it leads to greater gains in academic achievement, enhanced emotional development, and behavior. It not only benefits your own child, but all the children in your school community. We can take simple steps to make our school communities stronger. To start, take a look at your school and see how you would rate your school in the above categories. Are you excelling, progressing, emerging, or below the scale?



For more information about the National Standards and how to implement them within your PTA/PTSA, visit: utahpta.org/national-standards-family-school-partnerships.

TRANSFORMATIVE FAMILY ENGAGEMENT



Parents know they play an important role in their child's success. But traditional family engagement practices don't always meet the needs of each and every family, nor treat them as equal partners in ensuring their child's success. Family-school partnerships often focus primarily on academic success, but whole child development is also an essential part of the conversation.

The solution? Transformative Family Engagement.

Transformative Family Engagement is a shared effort of families, schools, and community leaders to advance programs, practices, and policies that empower every parent to make their child's potential a reality.

So, what does Transformative Family Engagement look like in schools and local PTAs? Using research findings and best practices for family-school partnerships, we use the guiding principles of the four I's of Transformative Family Engagement—Inclusive, Individualized, Integrated, Impactful—with strategies you can use as a model to implement these principles in your school community and impactful in its approach to family engagement.

For more information on how to implement the Four I's of Transformative Family Engagement with your PTA, visit: pta.org/center-for-family-engagement/four-parts-of-family-engagement



4 Principles of Transformative Family Engagement

INCLUSIVE

Embracing and valuing diverse perspectives.



INDIVIDUALIZED

Meeting the unique needs of every family and child.



INTEGRATED

Connecting and aligning with the educational system.



IMPACTFUL

Empowering families to support their child's success.



PTA ACRONYM LIST

504	Formal plan for children with disabilities for academic support and success	NAMI	National Alliance on Mental Illness
ABC	Anti-Bullying Coalition	NEA	National Education Association
ACEES	Advisory Committee on Equity of Educational Services for Students	NEA	National Endowment for the Arts
ADHD	Attention Deficit Hyperactivity Disorder	NSBA	National School Boards Association
AFT	American Federation of Teachers	PCAU	Prevent Child Abuse Utah
AFR	Annual Financial Reconciliation	PD	Prevention Dimensions
ASTL	Advocates For School Trust Lands	PR	Public Relations
CAP	Community Action Partnership	PTA	Parent Teacher Association
CCRP	College and Career Readiness Plans	PTSA	Parent Teacher-Student Association
CCSSI	Common Core State Standards Initiative	RSCC	Region Support Committee Chair
CHADD	Children and Adults With Attention Deficit/Hyperactivity Disorder	RISE	Readiness, Improvement, Success, Empowerment
CHIP	Children's Health Insurance Program	SAFE UT	Helpline App
CP	Council President	SCC	School Community Council
DARE	Define, Assess, Respond, Evaluate - Substance Abuse Prevention Program	SAP	Student Assistance Program
DCFS	Division of Child and Family Services	SAR	Students at Risk
DOE	Department of Education	SEA	State Education Agency
DSAMH	Utah Division of Substance Abuse and Mental Health	SOEP	Statewide Online Education Program
DWS	Department of Workforce Services	SSARAC	State Students at Risk Advisory Committee
EC	Executive Committee	TANF	Temporary Assistance for Needy Families
EIN	Employer Identification Number	UAESP	Utah Association of Elementary School Principals
EML	Engaging Minority Leadership	UASCD	Utah Association of Supervision and Curriculum Development
ESEA	Elementary Secondary Education Act	UASSP	Utah Association of Secondary School Principals
ELL	English Language Learner	UCCJJ	Utah Commission on Criminal and Juvenile Justice
ESSA	Every Student Succeeds Act	UDOH	Utah Department of Health
FAS/FAE	Fetal Alcohol Syndrome/Fetal Alcohol Effects	UEA	Utah Education Association
FSP	Family-School Partnerships	UETN	Utah Education Telehealth Network
GED	Graduation Equivalency Diploma	UFPN	Utah Family Partnership Network
ICAC	Interagency Crimes Against Children	UHS	Utah Highway Safety
IEP	Individualized Education Program	UHSA	Utah Home Schools Association
IGP	Intergenerational Poverty	UPEC	Utah Public Education Coalition
IRS	Internal Revenue Service	USBA	Utah School Boards Association
LAC	Legislative Advocacy Committee	USBE	Utah State Board of Education
LEAP	Leadership, Excellence, and Partnershiping	USC	Utah Safety Council
LEA	Local Education Agency, School District or Charter School	USDE	United States Department of Education
LEP	Limited English Proficiency	USSA	Utah School Superintendents Association
LIC	Local Interagency Council	UTPS	Utahns for Public Schools
MADD	Mothers Against Drunk Driving	WPU	Weighted Pupil Unit
NAEP	National Assessment of Educational Progress		

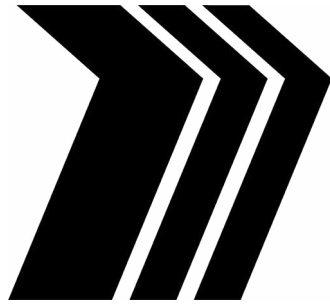
UTAH PTA PAST PRESIDENTS



Back Row - Jeana Stockdale, Stacey Mollinet, Gainell Rogers, Ilene Mecham, Liz Zentner, Dawn Davies, Marilyn Simister
 Front Row - JoAnn Neilson, Darlene Hutchison, Julie Cluff, Corey Fairholm

Photo February 2026

2023–2025	Corey Fairholm	1981–1983	Gayle Judd
2021–2023	Stacey Mollinet	1978–1981	Darlene Hutchison
2019–2021	Laney Benedict	1976–1978	Ellie Smith
2017–2019	Jeana Stockdale	1974–1976	Dixie Nelson
2015–2017	Dawn Davies	1972–1974	Joan Burnside
2013–2015	Liz Zentner	1970–1972	Lila Bjorklund
2011–2013	Gainell Rogers	1967–1970	Irene McGregor
2009–2011	Ilene Mecham	1964–1967	Rowan C. Stutz
2007–2009	Marilyn Simister	1961–1964	Helen B. Urie
2005–2007	Carmen Snow	1959–1961	Dr. Ellvert H. Himes
2003–2005	JoAnn Neilson	1958–1959	Mrs. George H. Jones
2001–2003	Susan Dayton	1955–1958	Edna Baker
1999–2001	Colleen Taylor	1952–1955	Ida Rose
1997–1999	Barbara Willie	1947–1952	Beula Walker
1995–1997	Linda Parkinson	1945–1947	Melba Johnson
1993–1995	Mareid Horton	1943–1945	Lucrelia Evans
1991–1993	Joyce Muhlestein	1938–1943	Jennie Nicholson
1989–1991	Pat Hales	1935–1938	Mrs. Arch J. West
1987–1989	Darlene Gubler	1931–1935	Claire Hardy
1985–1987	Lenora Plowthow	1925–1931	Mrs. William Reid
1983–1985	Donna Davies		



PRESIDENT HANDBOOK
PRESIDENT TOOLS

WELCOME, PRESIDENT

You have an exciting opportunity to make a difference in your school and community by implementing PTA's Mission:

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

Keep PTA's Mission in mind as you plan your year.

A PTA President's Roles and Responsibilities

Your PTA members look to you for leadership in creating partnerships within your community and fostering an environment where family engagement is encouraged and respected. Responsibilities include:

- ◆ Chairing regular board and general meetings to discuss the plans and business of your PTA
- ◆ Taking an active role in financial and legal obligations, including knowing how to stay in good standing with Utah PTA
- ◆ Being familiar with the bylaws
- ◆ Knowing the responsibilities of the members of the board
- ◆ Serving as a liaison with school administration or community partners
- ◆ Checking in regularly with officers and committees to ensure the overall plan is on target
- ◆ Identifying challenges and inviting solutions
- ◆ Familiarizing yourself with all PTA programs and resources
- ◆ Representing PTA to the community
- ◆ Being in communication with council, region, and state PTA to get any important notices and other information
- ◆ Maintaining ongoing communication with members
- ◆ Recruiting and mentoring volunteers and future leaders
- ◆ Volunteering at events, when available

"Leaders become great, not because of their power, but because of their ability to empower others."

– John C. Maxwell, "The 5 Levels of Leadership"

PRESIDENT'S RESPONSIBILITIES



As a PTA President, you are entrusted with the leadership and management of your PTA, ensuring that it operates effectively and in alignment with its mission. Your role involves a variety of responsibilities that require strong organizational, financial, and communication skills.

Leadership and Meetings

- ◆ Chairing Meetings: Lead executive, board and general meetings to discuss and manage the plans and business of your PTA.
- ◆ Financial and Legal Oversight: Actively participate in financial and legal matters, ensuring compliance with Utah PTA standards and maintaining good standing.
- ◆ Bylaws Familiarity: Be well-versed in the PTA bylaws to ensure all activities and decisions are in accordance with them.
- ◆ Reporting: Submit three reports yearly online.
- ◆ Records: Maintain records according to financial retention guidelines.

Board and Community Engagement

- ◆ Board Responsibilities: Understand the roles and responsibilities of all board members and ensure they are fulfilled while ensuring procedures books are updated and passed to predecessors.
- ◆ Liaison Role: Serve as a liaison with school administration and community partners to foster strong relationships and collaboration.
- ◆ Regular Check-ins: Maintain regular communication with officers and committees to ensure the overall plan is on track.
- ◆ Membership: Conduct ongoing membership drive ensuring payment of state and national dues on the 25th of each month.

Problem-Solving and Representation

- ◆ Identify Challenges: Recognize challenges and proactively seek solutions.
- ◆ Program Familiarity: Be knowledgeable about all PTA programs and resources to effectively guide and support initiatives.
- ◆ Community Representation: Represent the PTA to the broader community, advocating for its mission and goals.
- ◆ Council: Attend all council meetings and training opportunities to receive PTA resources, training and collaboration time.

Communication and Volunteer Management

- ◆ Ongoing Communication: Keep open lines of communication with council, region, and state PTA to stay informed of important notices and updates.
- ◆ Member Engagement: Maintain ongoing communication with PTA members to keep them informed and engaged.
- ◆ Volunteer Recruitment: Actively recruit and mentor volunteers and future leaders to ensure a robust and sustainable organization.
- ◆ Event Participation: Volunteer at events whenever possible to show support and leadership.

Effective PTA Presidents possess leadership, planning, and public speaking skills. By fulfilling these responsibilities with dedication and professionalism, you can create a positive and impactful environment for your PTA, fostering family engagement and community support.

For more information, visit utahpta.org/president.

RESPONSIBILITIES OF PTA LEADERS AND KEYS TO PRESIDENTIAL SUCCESS



Engagement and Participation

- ◆ Accept and Contribute: Embrace your position and actively participate in board discussions.
- ◆ Constructive Participation: Engage constructively in meetings and adhere to PTA purposes, mission, and bylaws.
- ◆ Informed Leadership: Understand the PTA structure and become well-informed about all PTA programs.

Adherence and Development

- ◆ Follow Procedures: Adhere to National PTA and Utah PTA procedures, meet deadlines, and fulfill assignments promptly.
- ◆ Leadership Development: Focus on developing and strengthening leadership skills, and learn to delegate tasks effectively.
- ◆ Training and Inclusion: Recognize the value of training, attend relevant events, and ensure inclusive representation from all areas of the school community.

Why PTA Leaders Succeed

Focus and Attitude

- ◆ Child-Centric Agenda: Maintain a singular focus on the welfare of children.
- ◆ Welcoming Environment: Make each member feel welcome and help them understand the PTA's purposes and mission.
- ◆ Positive Attitude: Approach your role with a positive attitude and a thorough understanding of the bylaws and President Handbook.

Resource Utilization and Team Building

- ◆ Resource Familiarity: Become familiar with available resources and attend all required training and meetings.
- ◆ Effective Communication: Use and follow an agenda, distribute materials appropriately, and delegate work efficiently.
- ◆ Supportive Climate: Create a supportive and respectful environment where team members feel valued and can grow.
- ◆ Training and Recognition: Train your board on necessary leadership skills and remember to express gratitude for their efforts.

Successful PTA leaders are those who focus on the mission of supporting children, foster an inclusive and positive environment, utilize available resources effectively, and build a strong, collaborative team. By adhering to these principles, PTA presidents can lead their organizations to achieve their goals and make a meaningful impact.

For more information on specific job duties of the officers, visit utahpta.org/executive-committee.

INFORMATION FOR BOARD AND EXECUTIVE COMMITTEE MEMBERS



Essential Information for Board Members

Basic Details: Provide each board member with an information sheet that includes:

- ♦ PTA Unit ID number
- ♦ EIN (Employer Identification Number)
- ♦ Bylaws expiration date
- ♦ Council name and president contact information (if applicable)
- ♦ Links to PTA social media pages or PTA website

Additional Information: Include a board directory, meeting dates, and a calendar of PTA and school events.

Essential Information for Executive Committee Members

Financial and Online Accounts: Ensure transparency by sharing account and login information, including:

- ♦ Bank account details (name, number, check signers, and read-only login information)
- ♦ Login information for financial platforms (e.g., PayPal, Square, Stripe)
- ♦ Access to PTA social media sites (consider making them admins)
- ♦ Change account passwords annually for security

For more information about specific jobs, visit utahpta.org/executive-committee

STANDING RULES

- ♦ Purpose: Outline procedures not included in the bylaws, ensuring they do not conflict with them.
- ♦ Content: May include meeting times and locations, officer responsibilities, and management of PTA supplies and equipment.
- ♦ Flexibility: Can be amended or rescinded at any time by a two-thirds vote or a majority vote with 14 days' notice.
- ♦ Review: It is advisable to review and adopt standing rules annually to maintain continuity in programs and procedures.



For more detailed information on standing rules, refer to the Bylaws section of the handbook or visit utahpta.org/guidelines-standing-rules



ORGANIZE YOUR BOARD



Board Composition

Members of a local PTA/PTSA board are either elected or appointed, as specified in your bylaws. The board should include representation from all geographic areas and reflect the diversity of your school community.

Key Points for Board Members:

- ◆ Job Descriptions and Training: Ensure all board members have clear job descriptions and receive appropriate training.
- ◆ Orientation: Provide an orientation on PTA purposes, bylaws, policies, procedures, and financial management.

Required Elected Positions:

- ◆ President
- ◆ President-elect
- ◆ Secretary
- ◆ Treasurer
- ◆ Vice Presidents: The principal and teacher VP are required per bylaws, which also specify the number of other required VPs for your PTA. Your Standing Rules specify the specific position of VPs your PTA has. i.e. leadership, fundraising, or legislative VP, etc.

Election Process:

- ◆ Nominations: Presented by the nominating committee and elected by the general membership.

Potential Appointed Positions:

- ◆ Commissioners: Oversee areas such as community engagement, education, family life, health, individual development, safety, and student leadership.
- ◆ Check your bylaws to determine if commissioner positions are elected or appointed.
- ◆ Appointees and Committee Chairs: For roles such as public relations, communications, reflections, membership, fundraising, teacher appreciation, social media, diversity, inclusivity, and outreach, special needs, military families, male engagement, healthy lifestyles, and various school events.

Required Committees

- ◆ Annual Financial Reconciliation (AFR)
- ◆ Nominating Committee
- ◆ Election Committee

Conclusion

Organizing your board effectively ensures that all members are well-informed, trained, and ready to contribute to the PTA's mission. By including diverse representation and clearly defining roles, your PTA can operate smoothly and achieve its goals. For more information, refer to the bylaws and additional resources available on the Utah PTA website.

For more information on organizing your board, visit utahpta.org/organizing-your-board.

SAMPLE BOARD OF DIRECTORS

Local Bylaws Article IX, Section 4

EXECUTIVE COMMITTEE

Article VI, Section 4a | Elected by membership

VPs	Teacher VP	Principal VP	President	President Elect	Secretary	Treasurer
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COMMISSIONERS

Article IX, Sections 2 and 3 | Appointed

Community Engagement	Education	Family Life	Health	Individual Development	Safety	Student Life
Room parents Staff Appreciation Student Stores Holiday Stores Holiday Celebrations Carnival Celebrations Fundraiser	Read-a-thon Spelling Bee Stem Nights Book Fair Parent Events	Take your Family to School Week Fun Family Night Parent Education Night Family Dinner Nights Out	Red Ribbon Week Fitness Week Track Team Field Day Maturation	Reflections Battle of the Bands Talent show Character Education Program Yearbook	Bike Rodeo Green Ribbon Week White Ribbon Week Crossing Guards Seatbelt Check	Open House Battle of the Bands Charitable Drive Safety Patrol Parent Teacher Conference Welcome Spirit Days

REQUIRED COMMITTEES

Article IV, Section 1a-g | PTA in good standing

AFR - Article VII Section 6
Nominating Committee - Article VI, Section 5
Election Committee

SPECIAL COMMITTEES

Article IX, Sections 5 and 6 | Special Committees are generally one-time committees that help meet a specific purpose, i.e.:

Sponsors	Fundraiser
Spirit Days	Box Tops
Membership	School Celebration

This page is designed to help you use bylaws to build your board. Your board may look different. See utahpta.org/basic-structure for more information.

THE PRINCIPAL VICE PRESIDENT



The principal is a vital member of the PTA Executive Committee and often provides continuity in leadership. A supportive principal encourages teacher and staff participation in PTA activities and cooperates with the PTA in using school facilities. Meetings can be held at the school with the principal's permission or at another agreed-upon location.

Key Points for a Positive Partnership:

- ♦ Open and Honest Communication: Regular and transparent communication between the PTA president and the principal is essential.
- ♦ Understanding Roles and Responsibilities: Both parties should clearly understand their respective roles to avoid conflicts.
- ♦ Establishing Common Goals and Visions: Collaborate to set shared objectives focused on student success.
- ♦ Working Collaboratively: Joint efforts should aim at enhancing student achievement.
- ♦ Respecting Opinions and Building Trust: Mutual respect and trust are foundational for a strong partnership.
- ♦ Engaging Families and Staff: Actively pursue family and staff involvement in PTA activities.
- ♦ Building Community Relationships: Foster positive relationships within the school community.

For more information about working with your principal, utahpta.org/administrative-vp

THE TEACHER VICE PRESIDENT

The Teacher Vice President (VP) serves as a crucial link between the faculty and the PTA board, providing valuable feedback on PTA programs and procedures. The Teacher VP should communicate PTA information to the faculty and encourage their participation.



Key Points for Effective Collaboration:

- ♦ Faculty Communication: Ensure the teacher VP disseminates PTA information to the faculty.
- ♦ Meeting Attendance: Schedule board meetings at times that allow the teacher VP to attend, even if only for part of the meeting.
- ♦ Principal's Support: The principal may recommend a teacher with a prep period during the PTA meeting time or provide an aide to facilitate attendance.
- ♦ Agenda Management: Place the teacher VP's report early in the meeting agenda to accommodate their schedule.

By fostering a collaborative environment and maintaining open lines of communication, the PTA president, principal, and teacher VP can work together effectively to support the school's mission and enhance student success.

For more information about working with your teacher VP or how to be the teacher VP, visit utahpta.org/teacher-vp.

ORGANIZING YOUR COMMISSION/ COMMITTEE/PROGRAM/EVENT



The primary goal of a PTA board is to develop and implement plans for commissions, committees, programs, and events that address the interests and needs of the school community.

Definitions

- ♦ **Commission:** Oversees several committees, programs, or events with a specific focus (e.g., community engagement, education, health).
- ♦ **Committee:** Plans and executes specific events or programs (e.g., Reflections, Safety Patrol).
- ♦ **Program:** An initiative deemed important by the membership through a needs assessment (e.g., Grad Night, Family Nights).
- ♦ **Event:** A one-time occurrence of a program (e.g., guest speakers, carnivals).

Steps for Success

Step 1: Conduct a Needs Assessment

- ♦ Survey the community to identify important issues and interests.

Step 2: Develop a Plan of Action

- ♦ Set goals based on the needs assessment.
- ♦ Consider the impact on teachers, students, parents, and the community.
- ♦ Stick to the given budget.
- ♦ Use a procedure book for guidance and documentation.

Step 3: Planning Meetings

- ♦ Assign roles and responsibilities.
- ♦ Determine the budget.
- ♦ Engage community resources.
- ♦ Reserve facilities and prepare materials.
- ♦ Publicize the event through various channels.

Step 4: Execute the Program or Event

- ♦ Ensure all plans are followed and the event runs smoothly.

Step 5: Evaluate

- ♦ Gather feedback from both the committee and the community.
- ♦ Document what worked and what didn't for future reference.

Importance of Teamwork

Successful board members value cooperation, collaboration, and communication. They operate with integrity, welcome diversity, and maintain confidentiality. By working together, a PTA board can significantly impact the school and community.

For additional resources, visit utahpta.org/lead-way.

TRANSITION PERIOD FOR PTA OFFICERS



The transition period between outgoing and incoming PTA officers is crucial for ensuring continuity and building on past successes. Effective leadership is demonstrated by how well the new team is prepared to continue the work of the PTA.

Key Points

Timing and Sensitivity

- ◆ Support Current Board: Recognize that the current PTA board still has significant work to complete and continue to offer support and encouragement.
- ◆ Early Information Sharing: Begin sharing information and materials as soon as new officers are elected. Including new officers in final meetings or activities can facilitate a smoother transition.

Transition Activities

- ◆ Pre-July 1 Planning: Transition time begins at election time and goes through June 3, and planning of the following year should happen in this time.
- ◆ Procedure Book: Create a comprehensive and organized procedure book for each position, which can be in electronic format, to document processes and important information.
- ◆ Material Handover: Pass on all useful materials to incoming officers, retaining copies only if necessary.

Supporting New Leadership

- ◆ Step Back: Allow new leaders to gain confidence, try new ideas, and improve on past work without interference.
- ◆ Be Available: Offer practical guidance and continuity as a resource for the new leadership team.

Conclusion

A well-managed transition period is essential for the ongoing success of the PTA. By planning, organizing, and communicating effectively, outgoing officers can ensure that their successors are well-prepared to build on their achievements and continue the PTA's mission.

For more information on the transition period, visit utahpta.org/transition-period.

LOCAL PTA/PTSA PRESIDENT'S CHECKLIST



Key Responsibilities and Actions

Bylaws and Governance

- Review Bylaws: Obtain and review a copy of your local PTA bylaws. Ensure they are current and renewed every three years.
- Board Positions: Fill board positions with appointees, ensuring representation from all areas of the school community.
- Transition: Meet with the outgoing president for a smooth transfer of materials and information.

Planning and Organization

- Transition: Schedule meetings with the principal and board members to plan the calendar year, prepare the budget, conduct a needs assessment, and make goals for the coming year.
- Appoint: In consultation with the Executive Committee, appoint necessary commissioners and committee chairs to run programs and events for the coming year.
- Training: Ensure all board members understand their responsibilities and receive necessary training.
- Procedure Books: Obtain and update procedure books from outgoing board members.

Financial Management

- Banking: Assist the treasurer in making necessary name changes at the bank after July 1.
- Budget Preparation: Work with the treasurer and board to prepare a budget for the coming year, ensuring the funds support the program needs and are available for leadership training.
- Financial Reconciliation: Ensure the outgoing treasurer completes a year-end financial report and prepares for the Annual Financial Reconciliation (AFR) by August 1. Ensure annual financial report is given to general membership at first meeting of the year.

Communication and Reporting

- Council: Identify your council, attend relevant meetings, and maintain communication with council and region leaders. President, President-elect, and Principal or their designees should attend all council meetings.
- Reports: Ensure all required reports are submitted online three times a year.
- Financial Reporting: Ensure the treasurer has submitted electronically both the End of Year and Beginning of Year documents.

Membership and Engagement

- Membership Drives: Conduct membership drives throughout the year and maintain a membership database.
- Volunteer Recruitment: Recruit and mentor volunteers and future leaders, ensuring ongoing communication with members.
- Advocacy: Be aware of annual Utah PTA legislative priorities, and attend all advocacy conference or send representative from your PTA.

Meetings and Events

- General Membership Meetings: Held at least three times a year to conduct the business of your PTA.
- Board Meetings: Meet with your board at least once a month where plans are made for PTA program and events. Ensure the principal, teacher, and treasurer reports are made, and ensure timely collection of volunteer hours.
- Executive Meetings: Meeting of elected officers to plan meetings, dates and times, budgets, and keep PTA purposes and goals on track.
- Principal Collaboration: Maintain regular communication with the principal, who serves as the administrative vice president of the PTA.
- Events: The president is an ex-officio member of all committees and the official representative of PTA and should attend events, programs, and meetings of the PTA.
- Utah PTA Leadership Convention: Annual training offered by Utah PTA for all local and council board members to learn and grow in their PTA positions. Budgets should cover for this yearly training for at least two board members, but you should take as many as you can.

CALENDAR AND TIMELINE



A complete President Timeline and calendar can be found at: utahpta.org/calendering-plan-out-your-year

Importance of a Calendar

- ♦ Minimizes conflicts with other activities.
- ♦ Allows for effective planning and coordination.
- ♦ Ensures ample spacing of major events.

Key Calendar Items

- ♦ Meetings: Board, Executive Committee, Council, School Board.
- ♦ Needs assessments, membership drives, programs, events, fundraisers.
- ♦ General membership meetings for budget approval, nominating committee election, officer elections, and bylaw changes.
- ♦ Utah PTA Convention, Conferences and training.
- ♦ Annual Financial Reconciliation (AFR) and report deadlines.
- ♦ Teacher appreciation and other special events.
- ♦ Deadlines for grants, awards and reports.

New Officer Transition Timeline

MARCH

- ♦ Election of officers
- ♦ Start transition period
- ♦ Plan for training

APRIL

- ♦ Enter incoming board information to *Givebacks*
- ♦ Review bylaws
- ♦ Fill appointed board positions
- ♦ Conduct needs assessment
- ♦ Attend pre-convention training

MAY

- ♦ Plan calendar with principal
- ♦ Begin budgeting process
- ♦ Attend Utah PTA Leadership Convention
- ♦ Join Utah PTA social media pages and groups

JUNE

- ♦ Attend council training
- ♦ Meet with board members
- ♦ Pass procedure books
- ♦ Plan membership goals
- ♦ Prepare for fiscal year-end
 - Year-End Financial Statement
 - Annual Financial Reconciliation report (AFR)
 - E-filed/Approved IRS Form 990
 - Sales Tax Refund Request

Month to Month at a Glance

JULY

- ◆ Official start of fiscal year
- ◆ Plan membership campaign
- ◆ Review financial records
- ◆ Incoming treasurer coordinates signatures to be changed at the bank

AUGUST

- ◆ Submit year-end financial documents on Givebacks by Aug 1
- ◆ Plan Reflections program
- ◆ Kick off membership drive

SEPTEMBER

- ◆ Kick off Reflections program
- ◆ Observe various awareness months

OCTOBER

- ◆ Submit beginning-of-year documents
- ◆ Continue membership drive

NOVEMBER

- ◆ Submit Report #1
- ◆ Attend Utah PTA Advocacy Conference
- ◆ Prepare for December deadlines
- ◆ Observe various awareness months

DECEMBER

- ◆ Ensure bylaws and good standing requirements are met
- ◆ Elect Nominating Committee

JANUARY

- ◆ Submit local PTA award applications
- ◆ Attend legislative sessions
- ◆ Plan for Report #2

FEBRUARY

- ◆ Submit Report #2
- ◆ Participate in PTA Day at the Capitol
- ◆ Conduct officer elections
- ◆ Submit membership and leadership awards
- ◆ Celebrate PTA Founder's Day on February 17

MARCH

- ◆ Hold local elections
- ◆ Start the transition period

APRIL

- ◆ Attend Utah PTA Reflections Awards
- ◆ Register for Leadership Convention
- ◆ Enter incoming board information
- ◆ Facilitate needs assessment with incoming officers
- ◆ Attend pre-convention training

MAY

- ◆ Attend Utah PTA Leadership Convention
- ◆ Wrap up business
- ◆ Plan transition meeting

JUNE

- ◆ Submit Report #3
- ◆ Close books
- ◆ Prepare for fiscal year-end
 - Year-End Financial Statement
 - Annual Financial Reconciliation report (AFR)
 - E-filed/Approved IRS Form 990
 - Sales Tax Refund Request
- ◆ Review budget with incoming officers

STANDARDS OF AFFILIATION FOR GOOD STANDING



To maintain good standing with the Utah PTA, local PTA units must adhere to specific standards as outlined in the Local PTA Bylaws, Article IV: Relationship with National PTA and Utah PTA, Section 1. Compliance with these standards ensures eligibility for materials, services, awards, and participation in PTA programs.

Bylaws and Membership

1. Adherence to Bylaws: Follow the purposes, bylaws, basic principles, and procedures of the PTA.
2. Membership Dues: Remit all National PTA and Utah PTA portions of the dues to Utah PTA by the 25th of each month. Membership must exceed 10 members to be in good standing.

Financial and Legal Compliance

3. Bylaws Approval: Ensure bylaws are approved every three years to participate in Utah PTA-sponsored activities.
4. Year-End Financial Review: Conduct a Year-End Financial Review and complete the Annual Financial Reconciliation (AFR) by August 1.
5. IRS Filing: File the appropriate IRS Form 990 by September 1.
6. Budget Approval: Have the annual budget approved by the membership by October 1, with meeting minutes.
7. Officer Information: Submit a list of incoming officers with contact details by May 1.
8. Proof of Insurance: Purchase appropriate insurance by October 1.
9. Conflict of Interest and Fiscal Management Forms: Submit signed forms by October 1.

Financial Procedures

10. Responsible Financial Practices:
 - Three money counters for all funds.
 - Two signers on all checks.
 - Immediate bank deposits following events.
11. Principal's Approval: Principal must sign each check request form.

Training and Meetings

12. Leadership Training: At least two officers must attend one PTA leadership training session annually.
13. Meeting Minutes: Take and approve minutes at every PTA board meeting, general membership meeting, and PTA committee meeting.
14. Nominating Committee: Elect a nominating committee to nominate eligible candidates for officer positions.
15. Officer Elections: Elect officers including one president, one president-elect, one administrative vice president, one teacher vice president, one secretary, and one treasurer.
16. Report Submissions: Submit Reports #1, #2, and #3 by their respective due dates.

Consequences of Non-Compliance

Failure to adhere to these standards results in ineligibility for:

- ◆ Materials or services from National PTA and Utah PTA
- ◆ Awards and participation in PTA programs (e.g., Reflections, Battle of the Bands)
- ◆ Voting privileges at Utah PTA conventions and conferences
- ◆ Receive sales tax refunds

After two years of non-compliance, the unit will be reported to the IRS as not in good standing, leading to the loss of tax-exempt status and charitable solicitations.

Conclusion

Maintaining good standing with the Utah PTA is crucial for the effective operation and recognition of your local PTA unit. Adhering to these standards ensures compliance with legal and financial requirements, enabling your PTA to fully participate in and benefit from PTA programs and resources. For more detailed information, refer to the Utah PTA website and the Local PTA Bylaws.

For more information on Good Standing, utahpta.org/what-good-standing

STANDARDS OF AFFILIATION					
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 refunds)	
IRS, DCP, 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	
IRS	5	Form 990 filed	Prior	Filed the appropriate IRS Form 990 no later than August 1	
Utah PTA	6	Budget approved	Current	Budget was approved by the membership by October 1 with meeting minutes	
Utah PTA	7	Office names/ contact info	Current	List of incoming officers with addresses, phone numbers, and email addresses on file with Utah PTA	
State of Utah	8	Proof of insurance	Current	Purchased appropriate insurance by October 1	
Utah PTA	9	Forms signed	Current	Signed Conflict of Interest form and Basic Fiscal Management form	
DCP, Utah PTA	10	Financial procedures	Current	Three money counters, two signers on all checks, and money is deposited into bank account immediately following any event	
DCP, Utah PTA	11	Financial procedures	Current	Principal must sign each check request form	
Utah PTA	12	Training for leaders	Current	At least two (2) officers attend one PTA leadership training session annually	
Utah PTA, IRS	13	Minutes	Current	Minutes must be taken and approved at every PTA board meeting, general membership meetings, and PTA committee meetings	
Utah PTA	14	Nominating committee elected	Current	PTA members were elected to a nominating committee to nominate an eligible person for each officer position	
Utah PTA	15	Elections	Current	Officers of this PTA/PTSA shall be one (1) president, one (1) president-elect, one (1) administrative vice president, one (1) teacher vice president, one (1) secretary, and one (1) treasurer	
Utah PTA	16	Reports	Current	Reports #1, #2, and #3 submitted by associated due dates	

MEETINGS OVERVIEW



<p>Meetings the president attends and chairs</p>	<ul style="list-style-type: none"> ◆ General Membership Meetings: At least three per year, quorum required, budget and election approvals ◆ Executive Committee Meetings: Elected officers, planning, budgeting, filling vacancies ◆ Board Meetings: Regular meetings with reports from officers and committees.
<p>Meetings the president attends</p>	<ul style="list-style-type: none"> ◆ Council Meetings: Training and information exchange ◆ Utah PTA Leadership Convention: Annual training and networking event ◆ Advocacy Conference: Fall conference on legislative issues ◆ PTA Day at the Capitol: Advocacy event during the legislative session ◆ Local School Board Meetings: Learn about school district policy and procedures

For more information about meetings utahpta.org/guide-meetings

TYPES OF MEETINGS

General Membership Meetings

- ◆ Frequency: At least three per year
- ◆ Quorum: Required to conduct business and vote
- ◆ Purpose: Adopt budget, elect Nominating Committee, report nominees, hold officer elections, and present annual reports
- ◆ Minutes: Taken and financial reports given at each meeting
- ◆ Combination: Often combined with school events like Back-to-School Night

Executive Committee Meetings

- ◆ Members: Elected officers as defined in the bylaws
- ◆ Frequency: Held during times when the board is not meeting, such as summer
- ◆ Responsibilities: Plan General Membership Meetings, participate in budgeting, fill vacancies, appoint an auditor or AFR Committee, and receive financial reports.
- ◆ Minutes: Taken and financial reports given

Board Meetings

- ◆ Members: Executive Committee, commissioners and committee chairs
- ◆ Frequency: Regular (usually monthly) throughout the year
- ◆ Purpose: Discuss plans, receive reports from officers, committees, and event chairs
- ◆ Attendance: Open to all PTA members
- ◆ Minutes: Taken and financial reports given

Council Meetings

- ♦ Purpose: Receive information from Utah PTA, receive training, and exchange ideas with other leaders
- ♦ Attendance: Local PTA presidents, president-elect, and principal. If unable to attend, send another officer

Utah PTA Leadership Convention

- ♦ Purpose: Annual training, information sharing, and networking event
- ♦ Activities: Classes for each board position, vendor hall for networking with suppliers and community resources
- ♦ Business and Resolutions Meeting: Vote on resolutions and bylaws amendments

Advocacy Conference

- ♦ Purpose: Educate members about issues and legislative processes
- ♦ Activities: Business and Resolutions Meeting to vote on resolutions and bylaws amendments

PTA Day at the Capitol

- ♦ Purpose: Learn about the legislative process and about bills affecting children and youth.
- ♦ Activities: Tours of Capitol, Meeting that shares highlights of the legislative session, Lunch with legislators and opportunity to sit in committee meetings and general floor sessions.

PTSA Day at the Capitol

- ♦ Purpose: Advocate for bills affecting children and youth
- ♦ Activities: Lunch with legislators, youth meetings, and mock debates

RUNNING EFFECTIVE MEETINGS



Preparation

- ◆ Schedule: Choose convenient times for the majority.
- ◆ Purpose: Have a clear agenda to ensure significant accomplishments.
- ◆ Facilitation: Start and end on time, keep discussions focused, and use parliamentary procedure.
- ◆ Engagement: Use activities and visual aids to involve participants.
- ◆ Quorum: Ensure the minimum number of members required to conduct business is present.
- ◆ Minutes: Record all business transacted as part of the organization's permanent file.
- ◆ Social Time: Consider adding social time before or after the meeting for networking.

Essential Materials for Meetings

- ◆ Bylaws and standing rules
- ◆ EIN and PTA Unit ID number
- ◆ School/district policies
- ◆ Previous meeting minutes
- ◆ Treasurer's reports
- ◆ Approved budget
- ◆ Board Directory
- ◆ Region and council information
- ◆ Membership roster
- ◆ Calendars (school district, region, council, local school)
- ◆ Utah PTA handbooks

For more information about chairing a meeting, visit utahpta.org/running-meetings.

Agendas

- ◆ Components: Call to order, opening ceremonies, approval of agenda and minutes, officer and committee reports, special business, unfinished and new business, calendar items, and adjournment

For more information on agendas, visit utahpta.org/agendas.

Minutes

- ◆ Content: Record of all business transacted, attendance, reports, actions taken, and approval of minutes.
- ◆ Storage: Permanent historical records, kept for IRS audits, documentation of programs and procedures, and ensuring bylaws and budgets are followed.
- ◆ Distribution: Provide copies to members, read and approve at subsequent meetings, and store in a permanent record.

For more information on minutes, visit utahpta.org/minutes.



PARLIAMENTARY PROCEDURE



Purpose of Parliamentary Procedure

Parliamentary procedure is a structured set of rules for conducting meetings of organized groups to achieve their goals fairly and efficiently. It ensures:

- ♦ Justice and courtesy: Fair treatment and respect for all members.
- ♦ Order maintenance: Structured and orderly conduct of meetings.
- ♦ Focused consideration: Addressing one item at a time.
- ♦ Majority rule: Decisions are made based on the majority vote.
- ♦ Minority rights: Protecting the rights of minority opinions.

Key Terminology

- ♦ Bylaws: Specific rules adopted by a PTA that must be followed, reviewed every three years for necessary amendments or renewal.
- ♦ Chair: The presiding officer of the meeting.
- ♦ Majority vote: More than half of the votes cast.
- ♦ Motion: A formal proposal to bring a subject before the assembly for consideration and action, starting with "I move."
- ♦ Quorum: The minimum number of members required to be present to conduct business, as specified in the bylaws.
- ♦ Standing rules: Procedures not included in the bylaws, amendable by a two-thirds vote or a majority vote with prior notice.

Steps to Process a Main Motion

1. Member addresses the chair: "Madam President."
2. Chair recognizes the member: "The chair recognizes—"
3. Member makes a motion: "I move that—"
4. Another member seconds the motion: "Second" or "I second the motion."
5. Chair states the motion and opens debate: "It is moved and seconded that ... Is there any discussion?"
6. Chair recognizes members wishing to speak
7. Chair puts the question to a vote: "The question is on the motion (repeats the motion). Those in favor say 'aye.' Those opposed say 'no.'"
8. Chair announces the result of the vote: "The Ayes have it, and the motion is adopted. We will (state action to be taken)." or "The Nos have it, and the motion fails."
9. Chair continues with the next item of business

Voting Methods

- ♦ General consent: "If there is no objection, we will... (pause). Since there is no objection, we will—"
- ♦ Voice vote: "All in favor say 'aye.' Those opposed, say 'no.' The ayes/nos have it, and the motion passes/fails."
- ♦ Rising vote (Not Counted): "Those in favor will rise. Thank you, be seated. Those opposed will rise. Thank you, be seated. The ayes/nos have it, and the motion passes/fails."

Methods of Amending a Motion



- ♦ By Striking Out: "I move to amend the motion by striking out the word 'Denver.'"
- ♦ By Inserting: "I move to amend the motion by inserting the word 'Seattle' after the word 'Portland.'"
- ♦ By Striking Out and Inserting: "I move to amend the motion by striking out the phrase '\$35' and inserting the phrase '\$50.'"
- ♦ For more information about parliamentary procedure, visit utahpta.org/parliamentary-procedure.

For more information on how to make a motion, visit utahpta.org/motions-voting.

A Simple Table of Most Frequently Used Motions

Motion	Second?	Vote Required	Debatable?	Amendable?	Reconsiderable?
Adjourn Meeting	Yes	Majority	No	No	No
Amend a Pending Motion	Yes	Majority	Yes, if motion to be amended is debatable	Yes	Yes
Call the Previous Question	Yes	2/3	No	No	Yes
Close Nominations	Yes	2/3	No	Yes	No
Division of Assembly	No	Any Member	No	No	No
Limit or Extend Debate	Yes	2/3	No	Yes	Yes
Main Motion	Yes	Majority	Yes	Yes	Yes
Point of Order	No	Ruled on by chair	No	No	No
Postpone to a Definite Time	Yes	Majority	Yes	Yes	Yes
Question of Privilege	No	Majority	No	No	Yes
Recess	Yes	Majority	No	Yes	No
Reconsider	Yes	Majority	Yes, if motion to which it applied is debatable	No	No
Refer (commit)	Yes	Majority	Yes	Yes	No
Rescind	Yes	Majority with notice, 2/3 without notice	Yes	Yes	Yes
Suspension of Rules	Yes	2/3	No	No	No
Table a Motion	Yes	Majority	No	No	No
Remove Motion From Table	Yes	Majority	No	No	No
Withdrawal of Motion	No	Majority	No	No	No

VIRTUAL MEETINGS AND VOTING



PTAs can hold virtual meetings if needed. Virtual meetings are similar to in-person meetings with a few additional considerations.

Selecting a Platform

There are several platforms available for virtual meetings. Popular options include Zoom, Google Meet, and Microsoft Teams, which offer free versions with time limits (40-60 minutes). Other platforms, such as Facebook Messenger, are free for unlimited time but may have restrictions, such as requiring all participants to be Facebook friends. For meetings expected to exceed the free time limit, consider announcing at the beginning that participants should re-enter the meeting using the same link to continue.

Preparation Before the Meeting

Virtual meetings require extra preparation. Email the agenda, minutes, and any handouts ahead of time along with the meeting link. Designate a co-host to assist with admitting participants, monitoring the chat, and muting attendees if necessary. Prepare slides with the information to be shared, ensuring the PTA logo is included. Decide on the voting method and create polls or surveys in advance if needed. Determine how participants will indicate their desire to speak (e.g., raising hands, using the chat). Familiarize yourself with the platform controls and conduct a practice session if this is your first virtual meeting.

On the Day of the Meeting

Log in a few minutes early to ensure everything is set up correctly. Minimize background noise and ensure good lighting without a back lit window. Start the meeting on time and explain the voting process and how participants can indicate they wish to speak. Maintain a positive demeanor and keep the meeting on track despite any technical issues. Conclude the meeting on a high note by recapping key points, outlining next steps, and thanking attendees. Consider adding a short post-meeting networking session for those who wish to socialize.

Voting

Routine voting, such as approving the agenda and minutes, can be conducted via voice vote or by raising hands. Some platforms offer features for indicating yes or no or using thumbs-up reactions. For more complex votes, such as those with multiple options or potential controversy, use polling or surveys. Note that polling may not be available in the free versions of some platforms. Prepare polls in advance to streamline the meeting. Alternatively, email a survey (e.g., Google Forms, Survey Monkey) to attendees. Announce the vote, launch the poll or send the survey, wait for responses, and then display or announce the results. The secretary should record the vote results in the minutes. Proxy voting, where someone else votes on behalf of an absent member, is prohibited by the bylaws.

For more information about virtual meetings and voting, visit utahpta.org/virtual-meetings-voting

NEEDS ASSESSMENT INFORMATION



A needs assessment is a critical tool for PTA boards to set goals that align with the needs of the school community. It helps ensure that the PTA's efforts are effective and relevant.

Target groups—parents, teachers, students, administrators, community

FOUR WAYS TO CONDUCT A NEEDS ASSESSMENT	1	2	3	4
Method	Interview	Questionnaire	Online Survey	Speaking Out
Type	Person-to-person or group Telephone	Distributed at school activities, sent home, or door-to-door	Email out a survey in Google Forms or Survey Monkey	Small group discussions
Advantages	Immediate response	Easy to administer and tabulate	Easiest to administer and tabulate	Immediate response, more personal engagement
Disadvantages	Time-consuming and difficult to tabulate	Low return rate if sent home	May not reach all parents; requires concise questions	Difficult to tabulate, not all groups may be represented

Post-Assessment Steps

1. Review Results: Meet with the board to analyze the data.
2. Set Goals: Establish priorities based on the assessment.
3. Identify Key Programs: Focus on three to four main areas of concern.
4. Communicate Results: Share findings with members and other stakeholders.

Conclusion

Conducting a needs assessment ensures that the PTA's initiatives are well-targeted and supported by the community. This foundational step is essential for effective leadership and impactful programs.

For more information on Needs Assessments, visit utahpta.org/needs-assessments.

STRATEGIES FOR RECRUITING AND RETAINING VOLUNTEERS



Effective Volunteer Recruitment

- ♦ **Broad Outreach:** Issue an invitation to all parents, leveraging the principal to send out appeals for volunteers at the beginning or end of the year. Include a volunteer request in registration materials, emphasizing the PTA's mission to support every child. Ensure parents are aware of the need for volunteers.
- ♦ **Personal Invitations:** Engage in direct outreach by asking friends and encouraging each board member to recruit someone they know. Host a volunteer social event to meet parents and recruit volunteers.
- ♦ **Visible Requests:** Create a poster detailing volunteer needs and display it prominently in or near the school office. Allow parents to sign up directly.
- ♦ **Positive Messaging:** Maintain a positive tone in volunteer requests. Use testimonials from current volunteers to highlight the benefits and impact of volunteering, rather than pleading for help.
- ♦ **Inclusive Utilization:** Never turn away a willing volunteer. Find ways to involve them, even if it means delegating parts of your own responsibilities. Consider starting new programs to utilize additional volunteers.
- ♦ **External Engagement:** Look beyond the school community. Reach out to local businesses, as larger corporations often offer incentives for employee volunteerism (e.g., Kohl's, Deloitte, Salesforce). High school students, particularly honor society members, may also need volunteer hours.

Volunteer Retention Strategies

- ♦ **Comprehensive Training:** Provide thorough training to ensure volunteers are well-prepared and understand their roles and expectations. Maintain organized procedure books that offer detailed information to facilitate their tasks. Link volunteering to the broader PTA mission and assign a volunteer buddy for new recruits. Utilize training resources from Council, Utah PTA and National PTA.
- ♦ **Meaningful Tasks:** Assign tasks that are significant and contribute to the overall success of the project. Ensure each position involves diverse responsibilities and avoids wasting volunteers' time.
- ♦ **Clear Communication:** Offer clear directions and be readily available to answer questions. Value volunteers' advice and recommendations seriously.
- ♦ **Skill Development:** Help volunteers acquire new skills that can enhance their personal or professional lives. Highlight how volunteering can improve their resumes and personal abilities. Provide opportunities for leadership advancement.
- ♦ **Recognition and Appreciation:** Regularly recognize and appreciate every volunteer, regardless of their task. Make the recognition specific and meaningful to each individual. Even a small note can make a big difference.
- ♦ **Procedure Books:** Ensure each committee and board position maintains a procedure book. This provides future volunteers with a record of past activities and guidance for their roles.

By implementing these strategies, PTAs can effectively recruit and retain volunteers, ensuring a robust and engaged volunteer base.

For more information about volunteer recruitment and retention, visit: utahpta.org/volunteers or utahpta.org/volunteering.

IMPORTANCE OF TRACKING VOLUNTEER HOURS



Enhancing Credibility and Compliance

- ♦ Association Credibility: Documenting volunteer hours verifies that PTA members are actively fulfilling the association's mission and purposes.
- ♦ Tax-Exempt Status: Maintaining records of volunteer hours is essential for proving the PTA's status as a volunteer organization, which is crucial for retaining tax-exempt status.

Supporting Grant Applications and Legislative Advocacy

- ♦ Grant Applications: Accurate records of volunteer hours can strengthen grant applications by demonstrating high levels of parent engagement.
- ♦ Legislative Advocacy: Volunteer hours are used to inform legislators about the significant parental involvement in PTA activities. Annually, Utah PTA presents the governor with a check representing the monetary value of volunteer hours.

Administrative and Community Benefits

- ♦ School Administrators: Superintendents and principals benefit from knowing the extent of volunteer involvement in their schools.
- ♦ Business Partnerships: Documented volunteer hours can facilitate partnerships between schools and businesses by highlighting the level of community engagement.

Recognition and Appreciation

- ♦ Volunteer Recognition: Tracking hours allows for meaningful recognition of volunteers' contributions at various levels, from individual to state-wide.

Comprehensive Tracking

- ♦ Classroom Volunteers: Include hours recorded by the school secretary and after-school program volunteers.
- ♦ Planning and Meetings: Count hours spent in planning and attending meetings.
- ♦ Duties and Home Activities: Include hours spent on PTA-related tasks at home by all board members.
- ♦ Miscellaneous: Record hours for babysitting, driving to PTA functions, lobbying, and other related activities.

By systematically recording volunteer hours, PTAs can enhance their credibility, support grant applications, advocate effectively, and recognize the invaluable contributions of their volunteers.

Volunteer Hours are recorded three times a year on Reports 1, 2 and 3. For more information on Reports, visit utahpta.org/reports.

CREATING AND MAINTAINING A PROCEDURE BOOK



Purpose and Importance

A procedure book is an invaluable tool for PTA volunteers, providing a comprehensive record of work done and essential information. It ensures continuity and efficiency by offering guidance to successive officers and chairpersons. If a procedure book does not exist for your position, now is the time to create one.

Essential Components

1. **Bylaws:** Include a copy of the local bylaws, which can be downloaded from the Utah PTA website.
2. **Standing Rules:** If applicable, include standing rules that detail job descriptions and specific procedures for conducting PTA business.
3. **Annual Budget:** Incorporate the annual budget, particularly the budget relevant to your activity or project.
4. **PTA Calendar:** Provide a calendar of PTA events for the year.
5. **Workshop and Convention Materials:** Include materials from relevant workshops and conventions.
6. **Job Descriptions:** Ensure job descriptions are updated regularly for easy reference.
7. **Meeting Documentation:** Include agendas, minutes, financial reports, and other relevant reports.
8. **Contact Information:** List the officers, chairs, and committee members along with their addresses, telephone numbers, and email addresses.
9. **Resource Contacts:** Provide a list of resource people and organizations, including their contact information.
10. **Special Information:** Include any special information related to officers or chairs and their current work plans.
11. **Historical Files:** Maintain previous program correspondence and files for several years to provide historical context.
12. **Publicity Materials:** Keep copies of all fliers, handouts, newsletter articles, announcements, and other publicity materials.
13. **Receipts and Supplies:** Include copies of all receipts for supplies or food purchased for your project and a comprehensive list of supplies needed and their locations.
14. **Project Timeline:** Provide a detailed timeline for the project, including deadlines for reservations, orders, pickups, and meetings.
15. **Project Evaluation:** Conduct and document an evaluation of the project, noting what worked, what didn't, and any recommendations for future improvements. Include the names of key contributors.

Procedure Book Management

Procedure books are designed to help the PTA operate smoothly and provide each officer or chairperson with a record of past activities. Remember, the procedure book belongs to the association. Once an officer or chairperson has completed their term, the procedure book should be passed on to their successor.

By maintaining a detailed and organized procedure book, PTAs can ensure continuity, efficiency, and the successful transfer of knowledge and responsibilities from one volunteer to the next.

A good procedure book can be a simple three ring binder or an online digital folder or Dropbox or even a combination of both. Make sure whatever method you use, you update it and share with your successor.

For more information on Procedure Books or to see examples, visit utahpta.org/procedure-books.

PUBLIC RELATIONS AND YOUR PTA

What is Public Relations?

It is often said that public relations is the job of everyone in PTA. This is definitely a true concept since public relations is a crucial part of marketing your PTA and your PTA programs. Good public relations practices will help you attract support and volunteers to join your mission and goals for your PTA. Every PTA should have a public relations position on its board.

The public relations person (VP or chair) will work closely with the PTA president and the PTA board in creating and implementing a successful public relations and membership campaign based on the needs assessments and goals determined by the PTA board. Some PTA units may have a communications committee depending on the size and activity of the PTA membership at the school. If a PTA has a communications committee, the public relations person would be the chairperson of that committee.

The public relations person's responsibilities may include writing a monthly newsletter, updating the PTA website, drafting emails to the general membership, and helping to manage the PTA social media sites. It is essential to obtain public relations plans from each board member in charge of a specific program or event for the PTA. This would include the membership campaign, PTA-sponsored meetings, Reflections, carnivals, Red Ribbon Week, book fairs, and other PTA activities so you can keep the membership informed of these activities throughout the year.

Public Relations Should:

1. Let parents know how vital PTA is at their school in giving them a voice and a role in the education of their child.
2. Create a spirit of parent involvement at your school.
3. Showcase your school.
4. Get parents excited and involved in school events.
5. Reach out to the community and better involve them at your school.
6. Invite the media to promote your school.
7. Use social media sources to communicate.
8. Be a link with your school as an information highway into the home.
9. Create an atmosphere where every parent feels like a welcome part of the school community.

Responsibilities of the Public Relations Position

Every PTA unit on every level needs a public relations vice president or chair who works intimately with the president and the executive board. As technology and communications change, it is crucial that we use all the available sources at our fingertips to reach out and touch every family that we can through the PTA mission. Our mission is a strong foundation on which we can help sustain families and strengthen the future of education for every child.

For more information about the position responsibilities of public relations, visit utahpta.org/responsibilities-public-relations-position.



Public Relations Committees

The Public Relations Committee establishes the public relations goals for the PTA for the current school year and, in coordination with the Membership Chair, implements the membership campaign and evaluates its success.

For more information on building your committee, visit utahpta.org/communications-or-public-relations-committee.



Successful Public Relations Campaigns



Remember that for your PTA organization, building strong community relationships is key. Your PR efforts should aim to foster a sense of involvement, support, and collaboration among parents, teachers, and the broader community, ultimately benefiting the educational experience for students.

For more information about planning a successful PR Campaign, visit utahpta.org/planning-successful-pr-campaign.

Working with the Media



Be selective about the story ideas you send to your local media. If you bombard the media with media releases about stories that are not news, editors may begin to ignore all communications from your PTA. Local newspapers (online or print) can be a great way to communicate with the target audience in your community. You can informally reach out to news editors, or utilize media releases.

For strategies and tips for working with the media including a sample media release, visit utahpta.org/working-media.

Social Media Communication



Creating engaging social media content and increasing engagement for your PTA is essential for fostering a strong community and achieving your organization's goals. Here are five keys to help you with this:

- ◆ **Know Your Audience:**
Understand the demographics, interests, and needs of your local PTA community. Tailor your content to address the specific concerns and interests of parents and teachers in your area. Create personas to help you visualize your target audience and their preferences.
- ◆ **Share Relevant and Timely Information:**
Keep your content fresh and relevant. Share information related to local school events, updates, important dates, and educational resources. Utilize a content calendar to plan and schedule posts in advance, ensuring you cover important topics and stay timely with your updates.
- ◆ **Visual Appeal:**
Visual content tends to perform well on social media. Incorporate eye-catching images, infographics, and videos to make your posts more engaging. Visual content can convey information quickly and encourage users to stop scrolling and pay attention.
- ◆ **Encourage Interaction:**
Foster a sense of community by encouraging comments, likes, and shares. Ask questions, conduct polls, and run contests to stimulate conversations. Respond promptly to comments and messages to show your commitment to engaging with your audience. Early engagement— likes, comments, and shares— with a post ensures more people will see your content. It is essential that board members engage with your posts early to ensure that more people will see your posts in their feeds.
- ◆ **Consistency Is the Key:**
Remember that consistency is key. Regularly update your social media accounts, engage with your audience, and adapt your strategy based on analytics and feedback. By implementing these keys, you can create engaging social media content and increase engagement within your local PTA unit.

For more information, tips and tricks to using social media, visit utahpta.org/social-media-public-relations.

UTAH PTA SOCIAL MEDIA POLICY

The Purpose of Social Media is to:

- ◆ Promote PTA, membership, or PTA events
- ◆ Direct traffic to the PTA website for more information, encouraging participation and membership
- ◆ Promote best practices
- ◆ Provide accurate, relevant, and up-to-date information

Content

The Utah PTA Executive Committee shall approve the site and assign the responsibility for monitoring content.

Passwords must be given to three board members. Content on all social media outlets used by the PTA shall:

- ◆ Be civil, cordial, and relevant
- ◆ Be welcoming to all families
- ◆ Not use explicit or profane language and acronyms of explicit expressions
- ◆ Not use offensive language, including but not limited to ethnic, religious, and racial slurs
- ◆ Not air grievances with PTA, school board members, school administrators, teachers, PTA members, students, or other individuals
- ◆ Not further an issue or product for personal or professional gain
- ◆ Not include documents that are for members only, such as bylaws, minutes, and financials, unless access is protected and available only to members of this PTA
- ◆ Not endorse, promote, or solicit on behalf of a business, product, or service
- ◆ Not endorse a candidate or political party
- ◆ Not include comments and posts intended as advertising
- ◆ Be verified for access
- ◆ Obtain permission from individuals prior to posting photographs and videos
- ◆ Know individual school district policy for social media use

Check with the school district's communications administrator for the guidelines on the photo release policy, or obtain a signed photo release through the PTA before publishing any photo or video.

Notice

Utah PTA and its locals, councils, and regions are encouraged to post the following information on their social media site so visitors are aware of the expectations.

_____PTA is a noncommercial, nonsectarian, nonpartisan association that does not endorse any candidate or political party. This PTA does not endorse non-PTA products or services.

Solicitation, or anything that resembles solicitation, shall not be posted on this site. If complaints are received about content or if the PTA deems content to be advertising, that content will be removed regardless of whether the content is relevant to our members.

Offensive or inappropriate content will not be tolerated and will be removed and author will be banned from the site.

Posts endorsing candidate for office or any political party shall be removed immediately.

This site is not the appropriate place to express complaints and grievances. If you have a concern please contact a member of the Utah PTA Executive Committee.

PROBLEM SOLVING AND CONFLICT MANAGEMENT



Effective Problem Solving

1. Empower Others: Encourage individuals to solve their own problems rather than taking on their responsibilities.
2. Address Issues at the Source: Begin problem-solving at the level where the issue occurs.
3. Use "I" Statements: Avoid assigning blame by using "I" statements to express concerns and invite collaboration.
4. Identify Specific Problems: Clearly define the problem without attributing fault.
5. Maintain Professionalism: Keep discussions focused on the issue, not personal attributes, and avoid personal comments.
6. Focus on One Issue: Address one problem at a time to ensure clarity and resolution.
7. Ensure All Voices Are Heard: Listen to all perspectives to fully understand the issue.
8. Active Listening: Provide feedback to confirm understanding and show that concerns are being heard.
9. Collaborative Solutions: Discuss potential solutions and agree on the best course of action.
10. Clarify Understanding: Ensure mutual understanding of the agreed solution through feedback and positive questions.

Managing Conflict

Common Conflict Areas

- ◆ Individual Conflicts: Personal disagreements between members
- ◆ Activity-Related Issues: Problems arising from PTA activities
- ◆ Policy Opposition: Disagreements with PTA policies or positions

Conflict Avoidance Strategies

- ◆ Be Knowledgeable: Stay informed about PTA bylaws and policies.
- ◆ Follow Procedures: Adhere to established PTA procedures and guidelines.
- ◆ Stay Informed: Keep up to date with relevant issues and information.
- ◆ Respect Members' Rights: Be sensitive to the rights and opinions of all members.
- ◆ Avoid Personality Conflicts: Focus on issues rather than personal differences.

Key Principles

- ◆ Listen to Understand: Strive to understand different perspectives.
- ◆ Agree to Disagree: Accept differing opinions respectfully.
- ◆ Be Tolerant: Show tolerance towards varying viewpoints.

By employing these strategies, PTA leaders can effectively manage problems and conflicts, fostering a collaborative and respectful environment.

For more information on conflict management, visit utahpta.org/conflict-resolution-dealing-difficulties.

DEALING WITH DIFFICULT PEOPLE

Identifying and Managing Difficult Personalities

Common Types of Difficult People

1. The Blocker: Consistently opposes ideas and attempts to revisit previously settled issues.
 - ▶ Strategy: Ask for their reasoning and background information to understand their perspective.
2. The Attacker: Reacts negatively and disapproves of others' contributions.
 - ▶ Strategy: Encourage a balanced discussion by asking for data and focusing on ideas rather than personalities.
3. The Clown: Disrupts meetings with jokes and non-serious behavior.
 - ▶ Strategy: Redirect focus to the topic at hand and emphasize the importance of the discussion.
4. The Recognition Seeker: Seeks attention and control over tasks.
 - ▶ Strategy: Request specific information and involve them in providing detailed input.
5. The Avoider: Withdraws from participation and avoids engagement.
 - ▶ Strategy: Directly ask for their input and emphasize the need for their contribution.
6. The Special Interest Pleader: Diverts attention to personal or specific interests.
 - ▶ Strategy: Relate their concerns to the group's goals and discuss broader implications.
7. The Dominator: Attempts to control discussions and decisions.
 - ▶ Strategy: Ensure balanced participation by inviting input from others and limiting their dominance.

Effective Management Techniques

- ◆ Stay Calm and Controlled: Maintain composure and self-control to set a positive tone.
- ◆ Encourage Participation: Foster an inclusive environment where all members feel valued and heard.
- ◆ Use Structured Questions: Guide discussions with targeted questions to keep the focus on productive dialogue.
- ◆ Promote Collaboration: Emphasize teamwork and the collective goals of the group.

By recognizing and effectively managing difficult personalities, leaders can maintain a productive and harmonious environment, ensuring that all members can contribute meaningfully to the group's objectives.

CHAIRING A CHALLENGING MEETING



Preparation Before the Meeting

1. Collaborate with Key Members: Consult with relevant officers and board members to pre-plan the meeting, ensuring maximum participation from all viewpoints. Seek assistance from your council president or region support committee chair, if necessary.
2. Review PTA Positions: Check existing PTA positions on the issues to be discussed by consulting PTA sources and the Utah PTA website for resolutions or position statements.
3. Develop a Detailed Agenda: Prepare a comprehensive and thoughtful agenda to guide the meeting.
4. Study Parliamentary Procedures: Familiarize yourself with Robert's Rules of Order Newly Revised to understand meeting procedures, motions, and other relevant protocols.

Conducting the Meeting

- ◆ Have Essential Documents Ready: Ensure you have a copy of your local PTA bylaws, standing rules, President Handbook, and Robert's Rules of Order Newly Revised on hand.
- ◆ Establish and Follow Ground Rules: Set clear ground rules for the meeting and adhere to them. Conduct the meeting with formality to maintain order.
- ◆ Agree on Special Rules If Needed: If the group consents, establish special rules for the meeting, such as limiting the number of times a person may speak on an item or setting time limits for speakers.
- ◆ Manage Speaker Recognition: As the chair, you have the discretion to prioritize speakers to ensure balanced participation, especially if someone is dominating the floor.
- ◆ Form Committees for Further Study: If disagreements persist, solicit a motion to form a committee to further study the issue. Include members with strong feelings on the topic to ensure diverse perspectives.
- ◆ Maintain Composure: Appear calm and composed, even if the situation is challenging.
- ◆ Be Polite but Assertive: Maintain politeness while being firm in managing the meeting.
- ◆ Stay Neutral and Positive: Keep a neutral stance as the chair and maintain a sense of humor to diffuse tension.

By following these guidelines, you can effectively chair a challenging meeting, ensuring that all voices are heard and that the meeting remains productive and orderly.

For more information on chairing a challenging meeting, visit utahpta.org/chairing-challenging-meeting.

SCHOOL COMMUNITY COUNCILS



Purpose and Establishment

1. The Utah State Legislature mandates the establishment of school community councils to involve parents in decision making, improve student education, and manage School LAND Trust Program funds. Councils aim to increase public awareness of school trust lands, the State School Fund, and educational excellence.
2. Council responsibilities
3. Annual Data Review: Assess school-wide data and develop plans for improvement.
4. Plan Development and Implementation: Assist in creating and executing:
 - Teacher and Student Success Plan (TSSP)
 - Trust LAND Plan
 - School Safety Plan
 - Safe Technology and Digital Citizenship Plan
 - Positive Behavior Plan
5. Advisory Role: Provide recommendations to school and district administrators and the school board.
6. Subcommittees: Create and manage subcommittees as needed.
7. Information Accessibility: Ensure council information is accessible to parents via the school website.

Council Composition and Elections

- ◆ Membership: Includes school employees (including the principal) and parents/guardians
- ◆ High Schools: Minimum of six parents and four employees
- ◆ Other Schools: Minimum of four parents and three employees
- ◆ Elections: Members are elected by their respective groups, with terms lasting two years. The principal is an ex-officio member with full voting rights.
- ◆ Officers: Members elect a chair (must be a parent) and a vice chair (can be a parent or employee).

Meeting and Reporting Requirements

- ◆ Meeting Notices: Post meeting notices, agendas, and draft minutes on the school website one week prior to meetings.
- ◆ Reports: Provide meeting schedules, summaries of School LAND Trust Program implementation, and contact information for council members to parents.

First Meeting Agenda

- ◆ Elect officers.
- ◆ Review school data, assessments, and current plans.
- ◆ Discuss budgets and council roles.
- ◆ Calendar tasks and meetings.
- ◆ Assign tasks and create subcommittees as needed.

By adhering to these guidelines, school community councils can effectively contribute to the improvement of student education and the prudent management of School LAND Trust funds.

For more information about the role of school community councils, visit utahpta.org/school-community-councils.

COLLABORATION BETWEEN PTA & SCHOOL COMMUNITY COUNCILS



History of Utah PTA and Trust Lands

Utah PTA has been advocating for Utah's children for over 100 years. Thirty years ago, when the education community realized the school trust lands were under-performing, Utah PTA was at the forefront of the reform efforts, helping to ensure these assets were managed with the best interests of the public schools in mind.

Utah PTA continues to advocate for all of Utah's children, for proper management of our school trust lands, and for the distribution from the investment of land revenues to continue to make a difference in our schools through the School LAND Trust Program and School Community Councils.

Trust Lands and School Community Councils

Education and Training

- ◆ Attend Key Events: Participate in the Utah PTA Leadership Convention, PTA Day at the Capitol, and the Utah PTA Advocacy Conference to gain insights into trust lands.
- ◆ Join Online Groups: Engage with the "Utah School Community Councils" group on Facebook for updates and discussions on trust lands and school community councils.

Representation and Participation

- ◆ Ensure PTA Representation: Have a PTA board member serve on the school community council. If not elected, appoint a representative to attend meetings and participate in subcommittees.
- ◆ Collaborate on Safety and Digital Citizenship: Work with the school community council to provide education on safe technology use and digital citizenship, leveraging PTA resources.

Communication and Advocacy

- ◆ Inform the Community: Collaborate with the principal and council chair to publish articles in the PTA newsletter about the School LAND Trust program and its impact.
- ◆ Engage with Legislators: Write to state legislators and other officials to inform them about the use of trust lands funds in your school and express support for the program.

Legislative Updates

- ◆ Stay Informed: Have the Legislative Vice President and other board members join the Utah PTA Take Action Network to receive updates on trust lands and legislative issues.

By fostering collaboration between the PTA and school community councils, schools can enhance their educational programs, ensure prudent use of trust lands funds, and effectively advocate for the needs of their students and community.

For more information about school community councils, Utah school trust lands and PTA's role in protecting both, visit utahpta.org/school-trust-lands.

LOCAL PTA REPORTS: SUBMISSION GUIDELINES



Report Submission Deadlines

- ◆ Report #1: Open November 1, due November 15
- ◆ Report #2: Open February 1, due February 15
- ◆ Report #3: Open June 1, due June 15

Submission Process

1. Access the Utah PTA Website: Visit utahpta.org, and log in or create a new account.
2. Navigate to Your Account: Click on "My Account" under the "Profile" icon.
3. Verify Officer Status: Ensure you are listed as an officer for your unit under PTA units.
4. Submit Reports: Click "Reports" for your unit and follow the instructions provided at utahpta.org/reports.
5. Editing: Reports can be edited until June 30.

Why submit reports?

By submitting all reports and adhering to these guidelines and deadlines, local and council PTAs can ensure good record keeping, compliance and maintain good standing with the Utah PTA.

Report #1 Questions (Open November 1, due November 15)

Membership and Hours

- ◆ Total volunteer hours from July 1 through October 31
- ◆ Number of paid memberships
- ◆ Number of current PTA board members, including officers, commissioners, and appointees
- ◆ Confirmation that all board members have paid their PTA membership dues

Budget and Finances

- ◆ Confirmation that bylaws are current
- ◆ Approval status of the PTA budget according to bylaws
- ◆ Budget allocation for convention/leadership training
- ◆ Payment status of insurance
- ◆ Remittance of state and National PTA membership dues to Utah PTA

Meetings and Minutes

- ◆ Status of the local PTA procedure book for the current year
- ◆ Number of local PTA board meetings held from July 1 through October 31
- ◆ Number of general PTA meetings held from July 1 through October 31
- ◆ Use of a needs assessment to set PTA goals

Training

- ◆ Identification of leadership training needs.
- ◆ Submission status of the following to the council president
 - Board list
 - Year-end financial statement
 - Annual Financial Reconciliation Report
 - IRS Form 990 (990, 990N, or 990EZ)
 - Approved PTA budget
 - General membership meeting minutes where the budget was approved



- Signed Basic Fiscal Management Procedures
- Signed Ethics/Conflict of Interest Policy
- ◆ Confirmation that two officers attended training

Report #2 Questions (Open February 1, due February 15)

Membership and Hours

- ◆ Total volunteer hours from November 1 through January 31
- ◆ Total number of paid memberships
- ◆ Remittance status of state and National PTA membership dues to Utah PTA

Nominating Committee

- ◆ Election status of the nominating committee
- ◆ Efforts to include all neighborhoods, areas, and groups in the school community

Training

- ◆ Attendance at council or region meetings for training
- ◆ Identification of leadership training needs

Needs Assessment and Goals

- ◆ Top priorities based on the needs assessment
- ◆ Programs implemented to achieve these goals
- ◆ Assistance needed from the council president or region support committee chair
- ◆ Arrangements for sending out a needs assessment (parent survey) for the upcoming school year

Report #3 Questions (Open June 1, due June 15)

Incoming Officers

- ◆ Submission of the incoming president's name, phone number, and email
- ◆ Entry of PTA officers into Givebacks

Membership and Hours

- ◆ Number of paid memberships for the current year
- ◆ Total volunteer hours from February 1 through June 30, including estimated hours for the remainder of June
- ◆ Completion status of the needs assessment for the upcoming school year

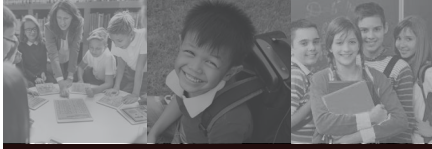
Training

- ◆ Attendance at council or region meetings for training
- ◆ Check off Attendance of incoming PTA positions at the Utah PTA Leadership Convention training in May

Budget and Finances

- ◆ Remittance status of state and National PTA membership dues to Utah PTA (and council dues if applicable)
- ◆ Arrangement status for the Annual Financial Reconciliation (AFR) to be completed by August 1
- ◆ Identification of the required IRS filing for the PTA (990N or Form 990EZ)

RESOURCES

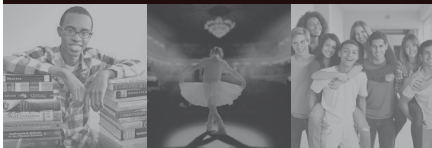


**Utah
PTA®**

everychild. one voice.

MISSION

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



PTA Idea Bank

Need membership fliers or a PTA sticker or the Mission bookmark? Find these resources and other ideas at utahpta.org/ideas.



To submit your own media to the Idea Bank, submit a picture, Canva template link, and short summary of item to <https://docs.google.com/forms/d/e/1FAIpQLSddibxqovv8cOKWPay7ELSRtrdSYUNPUR8reiXfg068a8MJyA/viewform?usp=preview>.



PTA University

Looking for more training and support from a variety of sources? Check out Utah PTA University where you will find recorded trainings, podcasts, upcoming Practical PTA Trainings, as well as National PTA training opportunities. Check out these great resources at utahpta.org/university.



Practical PTA

Join Utah PTA for a monthly webinar training series on topics to help you be successful in your PTA position at utahpta.org/practical.



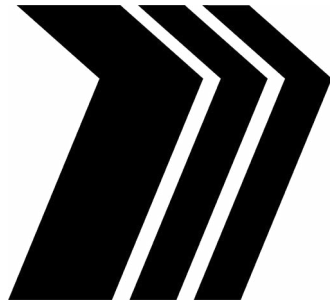
Pulse Podcast

Utah PTA's weekly podcast covers a wide range of topics designed to empower and engage PTA leaders and parents in general. Hear from PTA leaders, community partners and experts as they share insights on everything from educational equity to fostering a positive school climate and everything in between. Listen to learn today! Find on your favorite podcast platform today!

National PTA Thrive E-learning Courses

Build leadership skills through engaging and short online courses at pta.org/home/run-your-pta/elearning.





PRESIDENT HANDBOOK
MEMBERSHIP

INTRODUCTION TO MEMBERSHIP



The strength of your PTA lies in its membership—the parents, teachers, school administrators, business leaders, and community members who devote themselves to making a positive difference in the lives of children. Members are the lifeblood of Utah PTA by providing the passion, leadership, and hard work needed to fulfill Utah PTA's Mission.

Every individual who joins PTA is giving something, not only to his or her child but to every child. Imagine how much stronger your community could be if every parent, every community member, and every business leader who could be involved in PTA did get involved.

Attracting new members and retaining current ones is among the most important duties of a PTA. A strong membership is essential for PTA to be a force in decisions involving the welfare and education of children. A thriving membership drive doesn't just happen. It requires good planning

and year-round attention from leaders like you.

Your PTA should plan and hold a kickoff membership campaign at the beginning of the school year and then continue membership recruitment efforts throughout the year. Every PTA-sponsored event and every school-sponsored event is an opportunity to recruit new members, and every participant is a potential PTA member or supporter! Successful membership recruitment drives are essential to bring new volunteers and excitement to your PTA.

September is Utah PTA Membership Month, and PTAs everywhere will be launching local membership campaigns. The campaigns will build on the excitement of children going back to school and encourage parents to get involved in their children's lives. Utah PTA Membership Month provides an opportunity for PTAs across the state to create joint membership events in our communities.

January is another important back-to-school period and a great time to recruit new members. Parents are resolved to be more involved, and new families may have moved into the community. It is a great time to remind parents that it's not too late to join PTA to make a real difference for their children and schools in the current school year.

Many PTAs run only one membership campaign a year – in the fall. PTAs that run more than one campaign a year have, on average, 20% more members. That's because potential members have more opportunities to say "yes" to becoming a member. Nationwide, approximately 18% of PTA members join in January and February, second only to the traditional fall back-to-school campaign period.

To bolster your membership recruitment activities, we have developed a suite of materials, including a campaign toolkit, that outlines how to effectively communicate the value of PTA membership, a suite of dynamic visuals and collateral materials, and a campaign roll-out checklist. These materials are available at utahpta.org/membership. Additional tools and resources to help you develop programs and increase participation in your local PTA are available in the "Local PTA Leader Kit" on the National PTA website at PTA.org.

GUIDELINES FOR A MEMBERSHIP CHAIR

Membership is a year-round activity. Continually invite individuals to join and become involved. One more membership represents one more parent involved in a child's life. The membership chair is responsible for facilitating the work of the membership committee and ensuring timely, accurate communication with other PTA committees and officers. The membership chair and committee should develop a membership growth plan that will direct the activities of the committee. This plan will create membership recruitment and retention strategies that will lead to overall membership growth. Attracting new members and retaining current ones is among the most important duties of a PTA. A strong membership is essential for PTA to be a force in decisions involving the welfare and education of children.



For a complete job description of a membership chair, visit: utahpta.org/membership-guidelines.

For a timeline of membership activities visit: utahpta.org/membership-calendar-time-line-ideas.



Need campaign theme ideas? Visit utahpta.org/membership-campaign-ideas or find our theme boards on Pinterest.

For PTSA/student membership ideas, visit utahpta.org/membership-ideas-ptsa.



To learn how to pay state and National PTA dues, visit utahpta.org/how-pay-state-national-dues.

Learn about different Membership awards that will help you grow your PTA/PTSA at utahpta.org/membership-awards.



There are many benefits to PTA members that more than make the membership pay for itself. Learn about the many PTA membership benefits here at utahpta.org/membership-benefits.

THE VALUE OF PTA MEMBERSHIP

For over 125 years, National PTA has worked to better the lives of every child in America. When you belong to PTA, you are part of a network of millions of parents, teachers, administrators, business leaders and policymakers who work together to ensure our public schools provide a quality education for every child in a safe and healthy environment.

PTA Members ...

- ◆ strengthen family and community engagement in schools.
- ◆ elevate the voices of families in critical child advocacy work.
- ◆ support programs that improve student outcomes and success.



Community

PTA provides a network of support for families during the busy, fast-paced, school year. There are hundreds of opportunities for parents, teachers, administrators, business leaders, and political leaders to build the relationships that help our communities thrive.



Advocacy

For over 125 years, National PTA has been the conscience of the country for child and youth-related issues. PTA members advocate every day for federal, state, and local policy initiatives that better the lives of every child in education, health, and safety.



Programs

PTA provides research-based, high-quality programs that encourage families to explore everything from the arts and STEM to healthy lifestyles and school improvement initiatives. They're innovative, easy to implement, and even better—they're fun!



Funding

Your membership in PTA gives you access to hundreds of grants to help you better engage families, support student success, improve the health and safety of students and families, increase access to arts education, and celebrate advocacy and diversity.



Leadership Development

PTA provides leadership development and support to prepare leaders to run and grow their PTA. Our new online learning community, Thrive, offers short courses you can take from anywhere. PTA also provides mission-based training on community engagement, diversity, inclusivity, and outreach.



Resources

PTA brings you the latest parenting advice, membership recruitment tools, programs, leadership development, and advocacy training to help PTA members stay on the leading-edge and give more to our nation's children.

WHY MEMBERS JOIN

Parents

- ◆ To be involved in a child's education
- ◆ Parent engagement training
- ◆ Parenting skills
- ◆ Understand school policies
- ◆ Networking/technology
- ◆ Friendship/socializing
- ◆ Leadership skills
- ◆ To have a voice
- ◆ To partner with school administration, staff
- ◆ To be part of the solution
- ◆ To understand the school system
- ◆ Interaction with other parents
- ◆ Opportunity to share their culture and a positive community experience
- ◆ To support the school

Students

- ◆ Friendship/socializing
- ◆ Citizenship
- ◆ Scholarships
- ◆ Community service
- ◆ Sharing issues

Teacher/School Staff/School Board

- ◆ A voice on issues
- ◆ Support parents
- ◆ Support students
- ◆ Share common issues
- ◆ Networking

Why Parents Are Not Joining PTA

- ◆ **Have Not Been Asked to Join:** That's right - potential members said a top barrier to joining PTA was simply that they were never ASKED to join, but they were frequently asked to support PTA fundraisers.
- ◆ **Do Not Understand the Value of PTA:** Current members had difficulty explaining the role of PTA and how it supports education and curriculum needs, serves as an important advocate for children, or how it builds school community. They often see PTA as a social club and do not understand the role of PTA, the community it builds between the school and families, or see how their dues or fundraising activities directly impact their child.
- ◆ **Confusion About What PTA Membership Means:** Our research found that people were not even sure if they were members! Specifically, they felt that PTA membership is confusing, inconsistent, and not universally understood - and most often interpreted it as time consuming with volunteering and attending meetings being requirements of membership.
- ◆ **Not Welcoming to All Families:** Parents would like to see a more diverse PTA membership base representative of out-growing multicultural communities to reflect inclusive and welcoming school community.
- ◆ **Everyone Is Interested Once They Understand the Role of PTA:** The research also uncovered that particular audiences - including multicultural families, younger parents, and fathers - are especially interested in PTA's impact and getting involved in their child's education.

How to Change the Tide and Get New Members:

You know the good work that your PTA does for your community every day—but talking about your accomplishments and inviting others to join you can be hard. Try to start a conversation with someone about how awesome PTA is and how they would be a great addition.

There's no one-size fits all way to talk about the value your PTA/PTSA brings, but here are a few key tips:

- ◆ Always make an explicit ask to join.
- ◆ Clarify what PTA membership means and that it is different from volunteering.
- ◆ Remember that everyone belongs in PTA and that everyone is interested once they understand the association's value and role.

FIND YOUR PTA WHY AND SHARE IT



We have found that the most successful membership recruitment and retention conversations answer the following questions:

- ◆ Why join PTA/PTSA?
- ◆ In what ways does PTA help me?
- ◆ How do those ways benefit me and my child?

The answers fall in one of three identified areas:

- ◆ PTA/PTSA creates connections.
- ◆ PTA/PTSA supports your child.
- ◆ Our PTA/PTSA amplifies your voice.

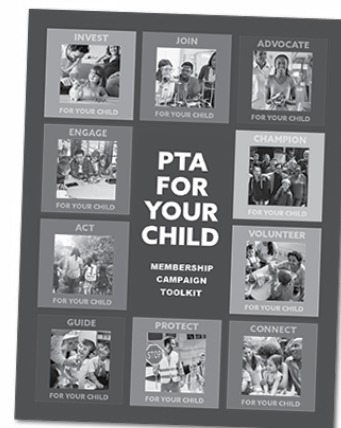
Here is a sample of Why I PTA membership pitch from the "You Belong" Toolkit:

- ◆ You should join our PTA because your membership can help you build a village to support your child and connect you locally and to a nationwide network that supports all children.
- ◆ When you belong to our PTA, you'll connect to important school and community resources.
- ◆ Being a member of our PTA will help you access resources both inside and outside the school building, like mental health resources from the Healthy Minds Program, or parenting news and tips from the Notes from the Backpack podcast. Will you support our efforts by becoming a member?

Learn how to create a PTA/PTSA value message with the "You Belong" Toolkit: pta.org/home/run-your-pta/membership-resources/reasons-you-belong.

10 TIPS FOR LAUNCHING A SUCCESSFUL MEMBERSHIP CAMPAIGN

1. Form a Membership Committee
2. Choose a campaign theme
 - Decide how to implement Utah PTA's yearly membership campaign theme or choose one that best fits your PTA.
 - Using a theme generates interest and enthusiasm.
 - Display your theme in a high-traffic area of the school.
3. Set goals
 - The Membership Committee sets membership goals pertaining to membership growth.
 - Make sure the goals are reasonable and attainable, yet challenging.
 - Choose goals that fit your individual strengths, comfort level, budget, time, and expertise.
4. Target potential members: retain and recruit
 - Assign committee members specific responsibilities.
 - Retain members.
 - Recruit new members.
 - Increase male engagement.
 - Ask teachers and staff to join.
5. Have a plan
6. Sell the value of PTA membership
 - Recruiting new members goes hand-in-hand with making sure they find value in PTA and renew their membership the following year.
 - Emphasize to new members what they get for their membership dues.
 - Keep members motivated through on-going communication, opportunities to volunteer, and recognition.
 - The number one benefit that PTA members receive from PTA membership is the ability to help their own child.
7. Incentives/awards/prizes
 - Post membership goals and progress in a high traffic area of the school and in newsletters.
 - You may choose to offer discounts and incentives for membership promotion.
8. Campaign all year long
 - Every event your school or PTA holds is a chance for members to join PTA. Set up a table to have sign-up opportunities available.
 - Continue to ask members to join throughout the year.
 - Continue to promote your PTA throughout the year.
 - Coordinate with school personnel to include PTA membership materials in new-student packets in the school office.
 - Schedule your recruitment and retention activities throughout the year, particularly at back-to-school time and the beginning of the new year in January.
9. Use your resources and follow through
 - Don't reinvent the wheel
 - Plans are worthless unless they are put into practice
10. Evaluate and adjust accordingly
 - Seek feedback from committee members and PTA members. Regardless of whether the evaluation is done through a formal survey or informal communication, it should be systematic, recorded, and used to adjust and improve the goals of the Membership Committee.



The "For Your Child" PTA membership campaign has great tools and ideas to support your membership goals.



PTA MEMBERSHIP ADVANTAGES



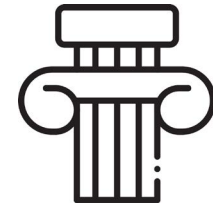
LOCAL

1. The nominal yearly dues support the local, council, state, and National PTA and are not a fundraiser.
2. Membership that extends locals' influence beyond their community, helping to secure state and national action for the benefit of all children
3. A proven organization of volunteers that unite to provide help, resources, and support for students, parents, teachers, administrators, and schools
4. A local organization that provides information, resources, and a variety of programs and activities to enhance the education of children and youth
5. Local leadership training: Leadership Convention, local leader handbooks, local PTAs field service, diversity and inclusivity leaders, financial training and oversight, newsletter, etc.
6. Advocacy: A united voice for all children in local communities. Take Action Network, Advocacy Conference, PTA Day at the Capitol, etc.
7. Local and state award recognition opportunities, etc.



STATE

1. Operating dues from local PTAs set at **\$2.75** per member to support Utah PTA functions, resources, programs, and activities
2. State-wide leadership training: child advocacy, local, council and region leadership, Leadership Convention, website utahpta.org, etc.
3. Advocacy: a united voice for all children at state legislative and executive levels of government, Take Action Network, Advocacy Conference, oversight of school trust lands, PTA Day at the Capitol, etc.
4. State-sponsored programs that enrich the lives, talents, and interests of students: Reflections, Battle of the Bands, Hope for Tomorrow, Red Ribbon Week, Teen Healthy Relationship Month, etc.
5. State and national award recognition opportunities: outstanding volunteers, educators, administrators, PTA members, etc.
6. Grants to PTAs to assist in arts education
7. Representation at National PTA conventions concerning Utah PTA members' concerns and issues
8. Representation on boards and committees with cooperating partners and agencies for children



NATIONAL

1. Operating dues from local PTAs are set at **\$3.25** per member to support National PTA functions, resources, programs, and activities.
2. Advocacy: a united voice for all children at national legislative and executive levels of government
3. Nation-wide training sessions and workshops for local and state leaders and members
4. National resources for all PTA leaders, members, and parents
5. National member-to-member network for information and input on child advocacy issues
6. Member benefits: discounts on goods and services from member benefit providers
7. E-Newsletters: Weekend Update, Leadership Briefing, Advocacy Insider, and *Our Children* magazine
8. Website PTA.org: parent resources, e-learning courses, webinars, etc.
9. National programs: Reflections, School of Excellence, STEM & Family Grants, Take Your Family to School Week
10. National PTA awards: [Current grants and awards](#)

THE VALUE OF UTAH PTA

Where Does My \$2.75 Go?

Leadership Training

- ◆ Utah PTA website - utahpta.org
- ◆ Utah PTA Leadership Convention
- ◆ Utah PTA handbook for local PTA boards
- ◆ Training handbooks for leaders
- ◆ Field service for local PTAs
- ◆ Council support
- ◆ Financial training and oversight
- ◆ National Standards for Family-School Partnerships
- ◆ Student Leadership Conference
- ◆ Social media
- ◆ Commissioner Resources

Advocacy Efforts

- ◆ Training on how to work with policy makers
- ◆ Information on current issues affecting children and families
- ◆ Take Action Network
- ◆ Legislative Bills Sheets
- ◆ PTA Day at the Capitol
- ◆ Advocacy Conference
- ◆ Oversight of school trust lands
- ◆ Training on how to work with superintendents, principals, and teachers
- ◆ Represent parents on coalitions with legislators, other advocacy groups, and various prevention and health groups, including the Governor's Education Excellence Commission, and the Utah State Board of Education (USBE)

PTA Programs

- ◆ Reflections
- ◆ Battle of the Bands (PTSA)
- ◆ School of Excellence
- ◆ Ribbon Week
- ◆ Healthy Relationships Month
- ◆ Family Reading Experience
- ◆ Come Play with PTA
- ◆ PTA Take Your Family to School Week
- ◆ Teacher Appreciation
- ◆ Practical PTA
- ◆ Access to information on other programs

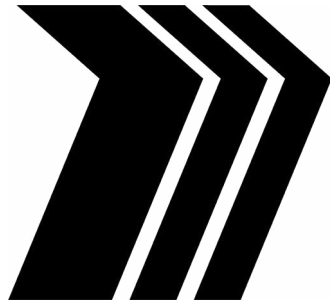
Awards & Grants

- ◆ Utah PTA awards
 - ◆ Arts Education Grant
 - ◆ Reflections Startup Grant
 - ◆ [Membership awards](#)
 - ◆ Gold Start unit awards
 - ◆ L.E.A.P. awards
-

THE VALUE OF NATIONAL PTA

Where does my \$3.25 Go?

Running Your PTA	Advocacy	Family Resources	Events	Programs
PTA.org	Take Action	Parents' Guide to Student Success	Event calendar	National PTA School of Excellence
National Standards for Family-School Partnerships	Federal legislation	Family guides	Annual Convention and Expo	Reflections
One Voice blog	PTA Positions	College and career readiness	Legislative Conference	STEM + families
eLearning	Legislative Conference	Our Children magazine	Safer Internet Day	Family reading experience
Local PTA Leader Kit	Advocacy resources	Health Resources	State conventions and leadership training	Connect for Respect
PTA Membership Campaign	Advocacy awards	Safety Resources	Teacher Appreciation Week	Healthy lifestyles
Diversity Equity and Inclusion		Special Education Toolkit	Take Your Family to School Week	Award and grant opportunities
PTA branding and web guidelines		Notes from the Backpack podcast	Every Child in Focus	The Smart Talk
Spanish resources		Summer Learning	Back to School with PTA	PTA Connected
Marketplace				
e-Newsletters				



PRESIDENT HANDBOOK
NOMINATIONS AND ELECTIONS

NOMINATION & ELECTION GUIDELINES OVERVIEW

The officers of your PTA have the important responsibility to ensure that those who succeed them are nominated and elected according to PTA nomination and election procedures. These guidelines are to assist your officers, the members of your Nominating Committee, and all members of your PTA who are interested in making this a successful process.

Your PTA Nominating Committee is responsible to seek out and nominate the best-qualified eligible person for each office for which elections are to be held. It is one of your most important committees and is your most responsible, sensitive, and deliberative body. Therefore, election to the Nominating Committee is one of the highest honors bestowed by your PTA and should not be a popularity contest.

Because your committee has a tremendous influence in shaping the future of your PTA, the members of your PTA must take the work of the committee as seriously as the committee itself will need to do and must carefully elect those who serve on the committee.

The nomination and election process for PTA officers is crucial to ensure that qualified individuals are selected to lead. Here are the key guidelines:

1. Ongoing Process:
 - Consider nominations and elections as an ongoing process. Members should be prepared to participate as they work together and learn about individuals' strengths and leadership skills.
2. Nominating Committee:
 - The PTA uses a Nominating Committee to ensure:
 - » the qualifications of each nominee are considered.
 - » the consent of each nominee to serve is obtained.
 - » there is at least one qualified nominee for each office.
 - » the nominee is favored by more than one person.
3. Role of the Nominating Committee:
 - The committee seeks out and nominates the best-qualified eligible person for each office. It is a responsible, sensitive, and deliberative body.
 - No one automatically serves on the committee by virtue of their position in the PTA or school.
 - The PTA president or president-elect cannot serve on the committee. The president orients the committee to its duties and then leaves the meeting.
4. Election of the Nominating Committee:
 - The general membership elects the Nominating Committee at a general membership meeting prior to December 31.
 - The committee should reflect the diversity of the PTA community.
 - Members must be current PTA members in good standing and are elected based on merit, ability, integrity, and discretion.
5. Committee Meetings:
 - The committee elects its own chair and meets to consider nominees.
 - All discussions and decisions are confidential and should only occur during official meetings.
 - The committee evaluates each candidate equally and by the same standards.
6. Nominee Selection:
 - The committee elects a nominee for each office through a ballot process, requiring a majority vote.
 - The committee contacts each nominee to obtain their consent to serve if elected.
7. Communication of Nominations:
 - The list of nominees is communicated to the general membership at least 14 days before the election meeting.
 - Additional nominations can be made from the floor at the general membership meeting for nominations.

8. General Membership Meeting for Elections:
 - Elections are held prior to March 31.
 - Only current PTA members in good standing can vote.
 - If there is more than one nominee for an office, the election is by ballot. If there is only one nominee, the election can be by voice vote.
9. Election Committee:
 - If there are multiple nominees for any office, an Election Committee (tellers) is formed to conduct the election.
 - The tellers prepare ballots, verify membership, and count votes.
10. Post-Election:
 - The ballots may be destroyed or filed for a designated length of time.
 - If an office remains unfilled, it is considered a vacant office to be filled by a majority vote of the incoming officers.
11. Points to Remember:
 - "Candidate" is used in these guidelines to identify all who are considered as a possible nominee for an office in your PTA.
 - "Nominee" is used in these guidelines to identify the person elected by your Nominating Committee to stand for election to a specific office. Those members of your PTA whose names are placed in nomination at your nominations meeting are also designated as nominees.
 - When information quoted from your bylaws is included in these guidelines, its location found in your bylaws follows and is designated by article and section, e.g., (1:1).
 - Throughout these guidelines "PTA" also implies "PTSA," if applicable

By following these guidelines, the PTA ensures a fair and transparent nomination and election process, leading to the selection of capable and committed leaders.

THE NOMINATING COMMITTEE

Each member brings to this committee unique knowledge, insight, skill, and personal experience. By working together, the members form an effective team and blend their collective ideas, qualities, wisdom, and contributions to become a whole greater than its parts that will help ensure continued strong leadership for your PTA.

Members of your Nominating Committee:

1. are current members in good standing of your PTA (VI:5b).
2. are elected by your general membership (not your officers or board) prior to December 31st (VI:5a/b/j).
3. are elected on their merit, ability, integrity, and discretion.
4. are viewed as wise, tactful, circumspect, persuasive, and able to keep confidences.
5. approach the important work of your committee in all seriousness, are free from personal bias, and are willing to attend committee meetings and devote adequate time to this work.
6. need the following traits and personal and general qualifications:
 - knowledge of, interest in, and enthusiasm for the purposes and programs of PTA,
 - broad acquaintance with your PTA membership and general knowledge of potential nominees' qualifications and abilities,
 - understanding of the qualifications and obligations pertaining to all offices to be filled,
 - ability to give objective consideration to find the best qualified leaders for your PTA,
 - sound judgment and skill in evaluating possible nominees, and
 - courage to express their ideas and defend their convictions.

Things to remember....

No one automatically serves on your Nominating Committee by virtue of his position in your PTA or the school.

1. Neither your PTA president nor president-elect shall serve on the committee. The president shall orient the committee to its duties and procedures at its first meeting and then leave the meeting (VI:5e).
2. One officer other than your president shall be elected to the committee by the officers (VI:5b).
3. Any member of your PTA considering becoming a nominee shall decline being nominated to serve on your committee.
4. It is recommended that your principal not serve on your Nominating Committee but act as a consultant to it (VI:5f).

The composition of your committee should reflect the diversity of your PTA community, e.g., PTA experience, geographical areas, feeder schools if a secondary PTA, etc.

Electing Your Nominating Committee

Your bylaws require that a Nominating Committee be elected prior to December 31 at a general membership meeting.

- ◆ Immediately before the election:
The PTA president or secretary reads aloud the bylaws section pertaining to the Nominating Committee (Article VI:5).

Committee Election Requirements (VI:5)

- ◆ The Nominating Committee is elected by the general membership at a general membership meeting prior to December 31.
 - This allows:
 - sufficient time for the committee to meet and select nominees.
 - at least 14 days' notice for members to review nominees before the election (VI:5b/j).
 - Committee composition:
 - The number of members (at least 3) is designated in your bylaws (VI:5b).
 - The total number must always be odd.
 - All members must have been PTA members for at least 7 days prior to election.
- ◆ How members are selected:
 - The Executive Committee (officers) elects one committee member from among its members.
 - This person may not be the PTA president or president-elect.
 - The remaining members are elected by the general membership.
 - Any officer or member who intends to run for office must decline nomination to the Nominating Committee.
- ◆ The committee:
 - Elects its own chair.
 - May not hold a meeting with fewer than three members present.

Alternates (VI:5c)

- ◆ The number of alternates (between one and five) is designated in your bylaws (VI:5c).
- ◆ Alternates are elected by the general membership immediately after committee members are elected.
- ◆ Immediately following their election:
 - The general membership determines the order in which alternates will replace committee members if needed.
 - The method for determining order is voted on and may include:
 - Order of nomination
 - Number of votes received
 - Alphabetical order
 - Preference based on personal circumstances

- Another method approved by membership
- ◆ Alternates:
 - Attend meetings only when replacing a committee member. If a member misses one meeting:
 - The first alternate attends that meeting as a voting member.
 - If a member:
 - Resigns
 - Misses two meetings
 - Becomes a nominee for office
 - The first alternate permanently replaces that member.

Immediately Following the Committee's Election

Before the general membership meeting is adjourned:

- ◆ Committee members and alternates meet briefly to
 - Elect the committee chair.
 - Set the date of the first committee meeting.
 - The first meeting should occur soon enough to allow careful consideration of nominees.
 - Last-minute meetings are discouraged and may lead to rushed decisions.
- ◆ The PTA president then:
 - Announces the date of the first committee meeting.
 - Reminds members that committee discussions are confidential and minutes are not recorded.

Responsibilities of the Nominating Committee Chair

The Nominating Committee Chair plays a crucial role in ensuring the smooth operation and success of the nominating process. Here are the key responsibilities:

1. Retain Candidate Suggestions:
 - Keep all envelopes/emails with suggested candidates or letters of intent unopened until the first committee meeting.
2. Schedule Meetings:
 - Make every effort to hold meetings when all committee members can attend. Coordinate with the principal if necessary, especially when considering the Teacher Vice President nominee.
3. Provide Necessary Documents:
 - Distribute copies of the PTA bylaws, standing rules, and job descriptions to each committee member. Ensure a membership roster is available during meetings.
4. Contact Nominees:
 - After the committee has met and voted, contact the elected nominees (with committee members present), inform them of the specific responsibilities of the office, and obtain their consent to serve if elected.
5. Advise Nominees:
 - Encourage nominees to attend the general membership meetings where elections will be held, and, if elected, they will be installed.
6. Inform Committee Members:
 - Update committee members on the results of nominee contacts if calls need to be made after the meeting.
7. Compile Committee Report:
 - Assist the committee in compiling its report, which includes the name of the nominee for each office and is signed by the committee members.
8. Notify Non-Nominees:
 - As soon as possible, inform those who submitted letters of intent or were suggested as nominees but did not receive the nomination.
9. Present Report to Executive Committee:
 - Present the committee report to the Executive Committee as soon as a nominee has accepted for each office and before the committee's report at the general membership meeting held at least 14 days prior to

the election meeting (VI:5j).

10. Distribute Nominee List:

- Ensure the list of nominees is distributed to all PTA members after the nominations meeting.

11. Reconvene Committee if Necessary:

- If a nominee withdraws before the election and there is no other nominee for that office, reconvene the committee to elect a new nominee.

By fulfilling these responsibilities, the Nominating Committee Chair ensures a thorough and fair nomination process, contributing to the effective leadership and future success of the PTA.

Preparing for a Nominating Committee Meeting

To ensure a successful and efficient nominating committee meeting, follow these steps:

1. Review Guidelines and Bylaws:

- All committee members should thoroughly review the nomination and election guidelines, general election information, and the qualifications and duties of all offices to be filled as listed in the PTA bylaws (VII:1-5) and standing rules.

2. Understand General Qualifications:

- Candidates must be current PTA members in good standing for at least seven days prior to the announcement of their nomination.
- Candidates should be enthusiastic about and supportive of PTA and its programs.
- Candidates should have knowledge of and abide by the Purposes, bylaws, Mission, policies, and procedures of PTA, and some knowledge of parliamentary procedure.
- Candidates should possess qualities such as a high sense of justice, courtesy, dependability, open-mindedness, moral courage, the ability to get along with people, and a sense of humor.
- Candidates should be able to prioritize and commit to PTA responsibilities, be fair and objective, and have vision and innovation.

3. Gather Candidate Suggestions:

- Before the first meeting, the committee may send out an interest survey to PTA members to gauge interest in serving in an office.
- Current board members should be asked to submit written suggestions for candidates.
- Recommendations for candidates can be submitted in writing in a sealed envelope or via email to the nominating committee chair before the first meeting. The consent of the person is not necessary to suggest their name to the committee. These suggestions are confidential and not mandatory.

4. Collect Letters of Intent:

- Current officers who have served only one term and wish to be considered for re-election must submit a letter of intent in writing in a sealed envelope or via email to the nominating committee chair before the first meeting. The committee is not obligated to nominate an incumbent for a second term and should do so only if it is in the best interest of the PTA.

5. Prepare for the First Meeting:

- Ensure that no discussion about nominees or committee business takes place between committee members before the first meeting.
- All suggestions for candidates should be given to the committee chair in writing, in a sealed envelope, or via email before the first meeting.
- Committee members should ask themselves the following questions as they prepare:
 - What are the Purposes, Mission, and goals of PTA?
 - What expertise or PTA experience do we need?
 - What are the expectations for the roles (job description, time commitment, meeting attendance, committee work, etc.) ?

By following these steps, the nominating committee can approach its responsibilities with thorough preparation and a clear understanding of the process, ensuring the selection of the best-qualified candidates for PTA leadership positions.

Running the Nominating Committee Meeting

The nominating committee meeting is a critical part of the PTA's election process. Here's a detailed guide to understanding and conducting the meeting effectively:

1. Orientation by PTA President:
 - ▶ The PTA president orients the committee members, including alternates, to their duties and procedures. After the orientation, the president and alternates leave the meeting.
2. Review of Guidelines and Bylaws:
 - ▶ Committee members review the information in the guidelines, general election information, qualifications for, and duties of all offices to be filled as listed in the bylaws and job descriptions in the standing rules.
3. Confidentiality:
 - ▶ No discussion about nominees or committee business should take place between committee members before the first meeting. All discussions must be kept strictly confidential and should only occur during official meetings.
4. Opening Recommendations:
 - ▶ At the first meeting, the committee opens all recommendations and letters of intent together. They make a list of potential candidates for each office to be filled. The committee may also add its own suggestions.
5. Evaluation of Candidates:
 - ▶ Each candidate must be evaluated equally and by the same standards. The committee should consider the qualifications, abilities, and willingness of each candidate to serve.
 - ▶ The number of your vice presidents includes your principal and at least one teacher in your school (VI:4a).
 - ▶ They are both called vice presidents. The number of additional vice presidents is listed in your bylaws.
 - ▶ It is important to consult with the principal after a preliminary discussion about possible teacher candidates and before electing a teacher to be the Teacher Vice President nominee, in order to be certain that there would be no conflicts with other responsibilities. The nominee for Teacher Vice President should in turn be elected as a nominee by the committee.
 - ▶ Both the principal and Teacher Vice President nominees are introduced with the slate of nominees at your general membership meeting for nominations.
6. If a member of the committee is nominated for a position:
 - ▶ Only in rare circumstances should a Nominating Committee member be considered as a nominee for an office and only when it is in the best interest of your PTA.
 - ▶ If a member of the committee is considered as a candidate for election, that member shall be dismissed from the meeting during the discussion and voting concerning that particular nomination. If the member is not elected to be the nominee, they may remain on the committee if they desire. If the member is elected to be a nominee, they shall automatically be dismissed from the committee and shall be replaced by an alternate (VI:5c).
7. Orderly Process:
 - ▶ Discussions about potential nominees should be frank and open but must remain within the confines of the committee meetings. No information, including reasons for accepting or rejecting a candidate, should leave the meeting.
8. Consideration of Incumbents:
 - ▶ If an incumbent officer has submitted a letter of intent to serve a second term, they must be considered like any other candidate. The committee should only nominate the incumbent if it is in the best interest of the PTA.
9. Nomination Process:
 - ▶ The committee elects a nominee for each office through a ballot process. A majority vote is required to elect a nominee. Each office is considered separately, and the same care is taken for all nominations.
10. Contacting Nominees:
 - ▶ While still in the meeting, the chair contacts the nominee elected for the first office. If the nominee accepts, the chair proceeds to contact the next nominee. If a nominee declines, the elected alternate is contacted. If both decline, the committee must elect a new nominee.

- The job description and expectations shall be fully explained to each nominee as contacted and they should be given time to consider. It is helpful if those invited to be nominees discuss their potential responsibilities with family members to determine the family's willingness to support them if elected.
 - In making a decision, the chair should also suggest that the nominee consider and be given the opportunity to ask questions, including the following, :
 - What will I be expected to do?
 - What are the PTA's Purposes, Mission, and goals? Do I believe in and agree with them?
 - Is this the opportunity I am looking for?
 - Do I have the time?
 - Do I have the expertise?
 - It is rarely advisable to try to talk a reluctant person into accepting a nomination.
11. Compiling the Report:
- Once all nominees have accepted, the committee compiles its report, listing the nominee for each office. Each committee member signs the report.
12. Presenting the Report:
- The chair presents the report to the Executive Committee at its first meeting after the completion of the nominating committee's work, which must be at least 14 days prior to the general membership meeting for elections.
 - If the committee is unable to find a nominee for an office, it reports that fact to the Executive Committee and to the members of your PTA in its report to the general membership prior to elections.
13. Reconvening if Necessary:
- If a nominee withdraws before the election and there is no other nominee for that office, the committee reconvenes to elect a new nominee.

By adhering to these steps, the nominating committee ensures a fair, thorough, and confidential process, leading to the selection of the best-qualified candidates for PTA leadership positions.

Local/Council PTA/PTSA Form for Recommending Nominees for Officers, Directors, Commissioners, and Representatives for PTA/PTSA

Please submit to the Nominating Committee Chair

Job descriptions are available in the President Handbook.

Name of Suggested Nominee _____

Address _____

City _____ State _____ Zip code _____

Home Phone _____ Daytime Phone _____

This person would like to be nominated for the office or positions of director, commissioner, or representative _____ of the _____ PTA/PTSA
(position) (name of the PTA/PTSA)

Current PTA/PTSA Position _____

PTA/PTSA Experience: _____

Does this person meet the criteria in Article VI, Section 4 (local bylaws)? _____

Would this person accept another position other than the one for which recommended? _____

Leadership experience: _____

Qualifications for this position:

Current PTA/PTSA Member for at least 7 days

Must include a current biography and picture with the application

Consent from nominee has been obtained: _____

(Signature of person submitting this recommendation)

(Phone)

COMMUNICATION OF NOMINATIONS TO THE GENERAL MEMBERSHIP

It is imperative that the general membership is informed of the nominations at least 14 days prior to the election meeting to allow sufficient time for members to consider the nominees (VI:5j). It is important to ensure communication of the slate reaches all members of the PTA.

Announcing the Nominations:

1. The chair of the nominating committee must report the list of nominees to the executive committee before presenting it to the general membership (VI:5j).
2. The PTA president is responsible for conducting all PTA business, including the nominations.
3. The list of nominees should be communicated to the general membership by the PTA Secretary using the established communication methods of the PTA. Overcommunication is preferable to ensure all members are informed.
4. The announcement must include:
 - The list of nominees as presented by the nominating committee.
 - The process for "running from the floor of the election meeting" as specified in local bylaws Article VI, Section 6:
 - Additional nominations must be filed with the PTA Secretary at least five (5) days prior to the election meeting.
 - These names will then be placed in nomination at the election meeting.
 - All nominees must be members of the local PTA for at least seven (7) days prior to the election meeting.
 - No additional nominations may be made at the election meeting.
5. The list of all nominees must be recorded in the minutes of the nominations meeting.
6. The PTA president will announce the date of the election meeting and state that the only nominations allowed from the floor at the election meeting will be those who have filed a letter of intent to be a nominee with the PTA Secretary at least five days before the election meeting (VI:6).
7. Only members of the PTA are eligible to vote at the election meeting.

Points to Remember:

- ◆ All nominations of eligible members of the PTA are valid. Nominations from the floor are as valid as those from the Nominating Committee. The committee's report is a statement of preference and does not control the election in any way.
- ◆ The list of nominees is communicated to the general membership, via the PTA Secretary using whatever method your PTA uses to communicate with all of the membership. It is not possible to over communicate.
- ◆ The Nominating Committee is automatically discharged once its report is presented to the PTA membership. However, if a nominee withdraws before the election and there is no other nominee for that office, and time permits, the committee must reconvene to elect a new nominee for that office.
- ◆ As soon as it is known that there are two or more nominees for any office, the officers must meet to elect an Election Committee ("Tellers" or "election judges") of three or five members. Please refer to the "Election Committee" section for further details.
- ◆ If the Secretary receives a letter of intent to be a nominee at least five days before the election meeting, they must immediately notify the President. The President will then inform the general membership of the additional nominee.

(School Name) PTA/PTSA PTA/PTSA Board Nominees Report

President: _____

President-elect: _____

Treasurer: _____

Secretary: _____

Legislative Vice President: _____

Membership Vice President: _____

These nominees' names will be posted for 14 days, starting (give dates). The election will take place on

_____ at _____ in the _____ School. If anyone would like to run for
(date) (time) (location)

any of the elected positions, they will need to submit their name to this _____
(school)

PTA/PTSA secretary _____
(secretary name and email)

by _____
(date) (time)

If you have any questions, please contact _____
(name of Nominating Committee chair).

The _____ School PTSA Nominating Committee are:
(name of school)

Names of Nominating Committee members:

***This page is an example of how the Nominating Committee will report the nominees for elected positions.
You can make changes to fit your PTA/PTSA as needed.***

GENERAL MEMBERSHIP MEETING FOR ELECTIONS

The general membership meeting for elections is a critical event where PTA members elect their officers. Here are the key steps and guidelines for conducting this meeting:

1. Eligibility to Vote:
 - ▶ Only current members of the PTA in good standing are allowed to vote.
 - ▶ The secretary and tellers should have a current membership roster to verify eligibility.
2. Quorum:
 - ▶ Ensure that a quorum, as defined in the bylaws, is present before proceeding with the election. If the meeting is virtual, the minimum number of votes to meet a quorum must be received and noted in the minutes.
 - ▶ If a quorum is not present, the election meeting must be rescheduled.
3. Conducting the Meeting:
 - ▶ The PTA president conducts all business, including the elections.
 - ▶ The president or secretary reads aloud the portion of the bylaws pertaining to elections.
4. Nominations:
 - ▶ The president states the list of nominees from the nominations meeting and asks the secretary if any letters of intent to be nominated were received at least five days before the election meeting.
 - ▶ If no letters were received, the president declares nominations closed.
 - ▶ If letters were received, the secretary reports them, and those names are placed in nomination from the floor.
5. Voting Process:
 - ▶ If there is only one nominee for an office, the election may be by voice vote if a motion to do so is adopted.
 - ▶ If there are multiple nominees for an office, the election must be by ballot.
 - ▶ Each nominee is entitled to present a two-minute speech.
 - ▶ The president instructs members on how to mark and fold their ballots and announces the duration for which the polls will be open.
 - ▶ Find a complete script on the website
6. Ballot Collection and Counting:
 - ▶ The Election Committee (tellers) conducts the election, collects the ballots, and counts them in a separate room or area.
 - ▶ The tellers prepare a report with the results, including the number of votes cast, votes necessary to elect, votes received by each nominee, and any illegal votes.
7. Announcing Results:
 - ▶ The tellers' report is read aloud by the chair of the tellers and handed to the president.
 - ▶ The president announces the election results and declares the elected officers.
8. Virtual Election Meeting:
 - ▶ If the meeting is held virtually, the election committee determines the best way to hold the vote and verifies membership.
 - ▶ Voting must be done in a way that ensures each member can cast only one vote.
 - ▶ Quorum requirements must still be met, and the method used for voting, quorum, and results must be reflected in the minutes.

By following these steps, the PTA ensures a fair and transparent election process, allowing members to elect officers who are best suited to lead the organization.

THE ELECTION COMMITTEE

(“Tellers” or “Election Judges”) Formation of the Election Committee

- ♦ When there are two or more nominees for any office, the officers:
 - Meet as soon as this is known.
 - Elect an Election Committee of:
 - At least three members
 - Always an odd number
 - Selected from PTA members
- ♦ The following individuals may not serve:
 - Any nominee for office
 - Anyone related to a nominee by blood or marriage
 - Anyone residing in the same household as a nominee
- ♦ The officers may:
 - Elect the committee chair, or
 - Allow the committee to elect its own chair
- ♦ Committee members may be called:
 - “Tellers” or
 - “Election Judges”
 - (Referred to here as tellers)

Responsibilities of the Tellers

- ♦ Conduct the election of PTA officers.
- ♦ Ensure voting procedures follow bylaws and established guidelines.

Preparing the Ballots

- ♦ No more than five days before the election meeting:
 - (After all letters of intent have been received by the PTA secretary.)
 - Tellers prepare ballots for each office with more than one nominee.
- ♦ Ballots must:
 - Be the same size and color.
 - Include the office title.
 - Include printed names of nominees.

Establishing Voting Procedures

- ♦ Prior to the election meeting, tellers consult with PTA officers to determine:
 - The method for collecting ballots.
- ♦ Ballots may be deposited in:
 - A ballot box
 - A covered ballot box (recommended)
 - Other secure containers
- ♦ For virtual voting:
 - A method must verify PTA membership.
 - A system must ensure each member votes only once.

Voting Eligibility

- ♦ Only PTA members may vote.
- ♦ Ballots are issued only to verified PTA members.
- ♦ Proxy voting is prohibited (Bylaws IV:7).
- ♦ Nominees:
 - May vote.
 - May not participate in conducting the election.

Voting Process

- ♦ Prior to the meeting:
 - Tellers set up a table with:
 - Membership roster
 - Ballots
 - Pens or pencils
- ♦ When the PTA president announces polls are open:
 - Members proceed in an orderly manner to vote.
- ♦ Voting table process:
 - One teller verifies membership.
 - Members may sign a voter list verifying membership and receipt of ballot.
 - Another teller issues the ballot.
 - After voting, another teller collects the ballot.

Counting the Ballots

- ♦ After polls close:
 - Tellers move to a separate room or area to count ballots.
- ♦ Each nominee may designate one observer during counting.

Counting Procedure

- ♦ Tellers first count all ballots.
 - If ballots counted exceed ballots issued:
 - Tellers return to the assembly for instructions or re-voting.
 - If ballots counted are fewer than ballots issued:
 - The discrepancy is ignored.
- ♦ Vote tally process:
 - One teller reads each ballot aloud.
 - One teller records votes.
 - Remaining teller(s) observe carefully.
- ♦ Blank ballots are ignored.

Illegal Votes

- ♦ Illegal votes are:
 - Counted to determine the number of votes cast.
 - Not applied to any nominee.
- ♦ Examples of illegal votes:
 - Two ballots folded together
 - Recorded as one illegal vote

- Unintelligible ballot
- Vote for an ineligible nominee
 - (Anyone not listed on the ballot. Nominees must have been presented at the nominations meeting or filed with the secretary at least five days prior to the election.)
- ◆ Illegal votes are recorded in the final tellers' report.

Determining Election Results

- ◆ The number of votes necessary to elect is based on:
 - The total number of votes cast for that office.
 - (Includes illegal votes.)
- ◆ A majority or plurality of votes cast elects the officer.
- ◆ In the case of a tie:
 - Tellers report the tie to the PTA president.
 - The PTA president states:
 - "There is no election due to a tie vote."
 - A new vote is taken.

The Tellers' Report

- ◆ A separate report is prepared for each contested office.
- ◆ The report must include:
 - Heading and date
 - Office title
 - Number of votes cast
 - Number of votes necessary to elect
 - List of nominees in order of votes received
 - Number of votes received for each nominee
 - Accounting of illegal votes
 - Signatures of all tellers
 - Chair signs first
- ◆ The report does not include:
 - Number of members eligible to vote
- ◆ Election totals must never be omitted from the report.
- ◆ The report:
 - Is read to the assembly.
 - Is handed to the PTA president.
 - Is entered into the minutes.
 - Becomes part of the official PTA record.

Discharge of the Election Committee

- ◆ Once:
 - The report is read, and
 - The general membership has received it,
- ◆ The Election Committee is automatically discharged, as it was created for a specific purpose.

After the General Membership Meeting for Elections

- ◆ Ballot Disposition

- After the election results are announced, ballots may:
 - Be destroyed immediately, or
 - Be filed with the PTA secretary for a designated period of time (e.g., one month).
- ◆ Ballots are destroyed by the current Executive Committee (officers).

Unfilled Offices at the Time of Election

- ◆ If an office other than president-elect remains unfilled after the election:
 - It is considered a vacant office.
 - It is filled by a majority vote of the incoming officers.
 - All officers must be notified of the election. (VI:7a)
- ◆ If the office of president-elect remains unfilled:
 - It must be filled by a vote of the general membership.
 - A special election meeting is called by the PTA president.
 - All PTA members must be notified.

Vacancies Occurring After the Election

- ◆ If a vacancy occurs after the election in any office other than president-elect:
 - The vacancy is filled by the incoming officers.
- ◆ A vacancy in the office of president-elect is always filled by a vote of the general membership at a properly called meeting.

Transition to the New Term

- ◆ As soon as officers are elected:
 - They meet to:
 - Formulate tentative plans for their term.
 - Select commissioners and committee chairs (if applicable).
- ◆ All ongoing and incoming officers and commissioners should plan to attend:
 - The annual Utah PTA Leadership Convention in the spring.

Term of Office

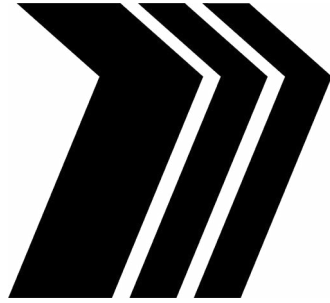
- ◆ Officers:
 - Begin their official duties on **July 1** following their election.
 - Serve until **June 30** of the next election year.

Example of a Tellers' Report

Heading (For example, Main Street PTA election on March 20, 20XX)

1. Office of secretary
2. Number of votes cast 33
3. "Nominee X" received 19 votes
4. "Nominee Y" received 10 votes
5. "Nominee Z" received 1 vote
6. Illegal votes 3
7. X is elected to the office of secretary
8. Signatures of committee members:

Chair: _____



PRESIDENT HANDBOOK
BYLAWS

PTA/PTSA BYLAWS INFORMATION



- ◆ Bylaws are the legally binding set of rules that guide an organization and are of such importance that they can be changed only after ample (at least 14 days) notice has been given and the members have voted to approve the change (amendment). Bylaws are comparable to a constitution and are organized into articles and sections. Having current bylaws is a requirement to maintain tax-exempt status with the IRS.
- ◆ If you need a copy of your current bylaws, they can be found at Utahpta.org/bylaws after logging in to your account. You may print as many copies as needed from the website. Your council president or region support committee chair also have access to the online bylaws and can assist a local PTA with finding their copy.
- ◆ As soon as you are elected, set up a PTA online account and help your incoming executive committee members set up an account for access to the local bylaws. Study your bylaws so they will be as helpful as possible. Review them again with your Executive Committee at the beginning of the school year and often throughout the year. This will help avoid problems and you will know what to expect during your term.
- ◆ The numbers written in your bylaws must be adhered to exactly—they are not a guideline, but a requirement.
- ◆ Take note of dates and special instructions to help you plan your PTA calendar.
- ◆ The approval and expiration dates of your bylaws are on the front page in red.
- ◆ Bylaws must be submitted to Utah PTA for renewal every three years. Bylaws and amendments are valid only after they are returned to you via email with the red notice on them.
- ◆ Amending bylaws can be done at any time. Instructions for renewing or amending local bylaws are found at Utahpta.org/bylaws.
- ◆ The following are some questions about PTA that your bylaws will answer:
 - When your bylaws expire?
 - Your PTA unit ID number and EIN?
 - Your official local name, which always includes "PTA" or "PTSA"?
 - The purposes and basic principles of PTA?
 - Your relationship with National PTA and Utah PTA?
 - The amount of your dues and when to submit state and national dues?
 - When to elect your Nominating Committee, how many serve on it, how it should function, and when it must report its nominees?
 - What officers you should elect and when, and the length of their term of office?
 - How to fill officer vacancies?
 - The duties of each officer?
 - Information about having the treasurer's books annually reviewed?
 - The duties of your Executive Committee (officers)?
 - When your general membership meetings are to be held?
 - How many members constitute a quorum for transacting business?
 - How many commissioners you should have and whether they are elected or appointed?
 - Who comprises your Board of Directors?
 - Information about committees?
 - Your fiscal year?
 - When you must read and reaffirm your bylaws.?
 - What is the PTA parliamentary authority?
 - How to amend your bylaws?

Meetings—Your PTA must hold at least three general membership meetings during the school year. The purpose of these three meetings should at least include:

- ◆ approving your AFR and annual budget at your first meeting (prior to September 30), also called the annual meeting).

- ♦ electing your Nominating Committee (prior to December 31).
- ♦ electing your new officers (prior to March 31).

Dues—Dues should not be considered a fundraising endeavor and should be an amount low enough to encourage individuals to join but high enough to cover state and national dues with some operating money left for administration of your local PTA. Funds to sustain the programs of your PTA may be raised in other ways.

Officers—There are to be no co-officers in PTA. The "president-elect" is the officer who automatically assumes the office of president for the following term and is not a vice president. Your PTA automatically has at least two vice presidents: your principal and a teacher. They are called vice presidents and should be presented with the other nominees at your nomination and election meetings so everyone realizes they are PTA officers. Additional vice presidents are specified in the bylaws.

Nominating Committee—A nominating committee must be elected by your general membership prior to December 31 and must always have an uneven number of members. No committee meeting shall be held with fewer than three members in attendance. The president and president-elect shall not serve on the committee but shall orient the members to its duties and procedures at its first meeting. The president-elect may act as a consultant to the nominating committee. The chair is elected by the committee members and should have a copy of the bylaws at each meeting to know the duties of each officer. The committee reports the nominees at a general membership meeting at least 14 days prior to the election meeting. Others who wish to run for an elected office may be nominated at the general membership meeting in which the committee reports, or they may notify your secretary at least five days prior to the election meeting.

Council Membership—The council bylaws instruct you as to the number of delegates from your local PTA that have the right to vote on your council voting body, although all members of your PTA may attend council meetings. Your president and president-elect should attend council meetings. Your council may not make any decision that is binding on your PTA without it being presented to and voted on by your council voting body. Your council bylaws are available to view and print at utahpta.org/bylaws. You must sign in with an account to view bylaws.

Amending Your Bylaws—Instructions for amendments are in Article XIV of your bylaws. Only information written in the blanks may be amended. Additional information on amending and submitting your bylaws can be found in this section of the handbook in the *Information for Renewing, Amending, and Submitting PTA Bylaws*. If your officers or members decide an amendment needs to be made to your bylaws, it must be presented at a general membership meeting and/or online or in a newsletter. After at least a 14-day waiting period, the amendment must be voted on at a general membership meeting and approved by a two-thirds vote of the members present and voting. If it is approved, the bylaws need to be submitted to Utah PTA for approval. The guidelines necessary for submission can be found at utahpta.org/bylaws or by using the "quick link" to bylaws on the homepage. Your new bylaws become effective upon approval and notice from Utah PTA. Your official, stamped copy will be available online and for print at utahpta.org/bylaws. Making bylaw amendments within the three year period before renewal will, in effect, renew the local bylaws at the same time, and a new expiration date will be given.

Renewing Your Bylaws—This is the responsibility of your president, who may assign this responsibility to another officer. About three months before your bylaws expire, go over them as officers and also compare them with the current bylaws found at utahpta.org/bylaws to see if they are still applicable to how your PTA functions.

If they are still applicable, fill in a new bylaws form as they were last approved at utahpta.org/bylaws. Print or download the new bylaws for posting to your general membership. At a general membership meeting or in a newsletter at least 45 days before they expire, announce that your bylaws need to be submitted for approval and will be posted at the school, in a newsletter, or online, or email the PDF to your membership. List the locations at the school where they may be read by any PTA member for consideration. If any amendment(s) is (are) recommended, it (they) must be submitted to the president by a stated date. The vote to reaffirm or amend the bylaws may not be taken until the bylaws have been posted for 14 days. After the 14-day posting period, a general membership meeting is held and your president asks for a motion and a second to the motion to reaffirm your bylaws in the current form. If they are reaffirmed by a majority vote of the general membership present and voting, your approved minutes are then submitted to Utah PTA. The minutes must show the minimum quorum requirements were met and the result of the vote, whether in person or virtual.

If your officers or general membership decides an amendment(s) needs to be made to your bylaws, follow the instructions in the step above, vote on the amendment(s), and then reaffirm your bylaws at the same general

membership meeting. Amendments require a two-thirds approval of the quorum. Only information in blanks may be amended.

Standing Rules—Standing rules are semi-permanent guidelines adopted by your local PTA for direction, training, and continuity. They may contain additional information about your bylaws or any traditions or specific information that pertains to your PTA. They **may not** conflict with your bylaws. They may be amended or rescinded by a two-thirds vote at any meeting or by a majority vote if previous notice has been given. Additional standing rules may be adopted at any general membership meeting by a majority vote. A standing rule may be suspended for the duration of any general meeting by a majority vote.

Your bylaws and standing rules need to be retained in your officers' procedure books and passed on to incoming officers.

UTAH PTA BYLAWS INFORMATION

It is important to be familiar with Utah PTA Bylaws as they are the governing documents for Utah PTA. The most recent copies of Utah PTA Bylaws can be found at utahpta.org/bylaws. You must create an account and log in to view bylaws.

The Utah PTA Bylaws are reviewed at least once during a president's term by the board of directors and proposed amendments must be voted on by the general membership (generally done at the Leadership Convention). Local PTA leaders may suggest amendments to the Utah PTA Bylaws by submitting the form on the following page (or found online). The form must be received no later than October 1 of the current year for the amendment to be considered.

Local and council PTA/PTSAs should study their own approved set of bylaws on a regular basis to be familiar with the rules set forth for governing your local PTA/PTSA. All approved bylaws are available online at Utahpta.org/bylaws. At a minimum, the president and secretary should have a copy available for reference at all times. It is recommended that all members of the Executive Committee have access to a copy of your approved council and/or local PTA/PTSA bylaws.

Local and council bylaws may be amended from time to time after consideration, discussion, and an approving vote of the Utah PTA Board of Directors. The most current approved version is always available at Utahpta.org/bylaws.

Amendments to local and council bylaws made by the Board of Directors take effect immediately and apply to all local and council PTA/PTSAs but do not require a renewal or amendment at the local or council level.

SUBMITTING A PROPOSED PTA BYLAWS AMENDMENT FOR UTAH PTA BYLAWS

(This form is to be used only if you would like to submit a proposed amendment for the **UTAH PTA BYLAWS**—Do not use this form for council or local PTA/PTSA amendments.)

Due October 1 in the Utah PTA office.

Region _____ Council Name _____

Local PTA Name _____ President's Name _____

President's Address _____

President's Phone _____ Email _____

Please use a separate form for each proposed amendment to the Utah PTA Bylaws

Article _____ Section _____ Now reads: _____

Article _____ Section _____ Proposed to read: _____

Reason for this proposed amendment: _____

**Please print and insert a current copy of your local
and/or council bylaws here.**

GUIDELINES FOR LOCAL PTA/PTSA STANDING RULES



All councils and local PTAs/PTSAs should have their own set of standing rules. The following guidelines for local standing rules are provided by the Utah PTA Board of Directors as general information and suggestions and should be attached to your bylaws for ongoing reference and instruction. Councils should adapt the wording to apply to them.

Standing rules are the rules your PTA/PTSA adopts to administer affairs under the provisions of your bylaws. Standing rules must conform to and may not be in conflict with your bylaws.

Standing rules are generally not adopted when a PTA/PTSA is newly organized but are developed and adopted by your general PTA/PTSA membership at a general PTA/PTSA membership meeting as needs arise. They are a living document.

Standing rules are detailed guidelines that contain additional information based on your bylaws. They set forth the procedures adopted to direct your PTA/PTSA and to accomplish specific PTA work. They provide continuity and serve as a guide to ensure the orderly transfer of duties from one administration to the next. They are a valuable training tool for the orientation of new board members. They may contain any traditions or specific information that pertains to your PTA/PTSA. They are not sent to or approved by the Utah PTA.

Standing rules are a supplement to the bylaws. They do not contain parliamentary procedure but are adopted and amended according to the following parliamentary procedures: A standing rule(s) may be (a) adopted, as a main motion, at any general membership meeting by a majority vote with previous notice having been given; (b) suspended for the duration of any meeting (but not longer) by a majority vote; or (c) amended or rescinded by a two-thirds vote at a general meeting. If notice of the proposed action is given at a previous meeting or in the call for the meeting, a standing rule may be amended or rescinded by a majority vote.

Standing rules are kept with your bylaws in your officers' procedure books and passed on to incoming officers. All board members and committee chairs should have a copy of your standing rules.

Your bylaws and standing rules need to be studied by your incoming officers as soon as they are elected and reviewed frequently for understanding and training and to ensure they are still accurate and applicable.

Your secretary shall have a copy of your standing rules available at all PTA/PTSA meetings.

General Suggestions

Each set of standing rules is unique. No two are alike because no two PTAs/PTSAs are alike.

Your standing rules may be organized in any way you desire, such as in articles and sections as in your bylaws, in numerical order as they are adopted, in topic and sub-topic groups, etc. Developing standing rules is not difficult. They may be adopted individually in a general membership meeting as the need arises.

To adopt a set of standing rules these suggestions should be followed

1. Appoint a committee of at least three experienced, knowledgeable members of your PTA/PTSA to prepare a set of standing rules.
2. Using your bylaws as a starting point, the committee should consider each provision and then formulate instructions for applying it. The minutes of board and general meetings and the experience of committee members are additional resources.
3. After the committee has prepared the standing rules, they are presented to your board for review and approval.

Standing rules may contain as much information and detail as you want to include for the functioning of your PTA/PTSA. The more details included the easier the job will be for future board members.

Your standing rules should include any specific, detailed duties and responsibilities of your individual officers and commissioners, your executive committee, your board, and your committee chairs.

Details and descriptions that would be helpful include any consistent person, date, location, time, event, activity, assignment, tradition, and process that occurs traditionally during your PTA/PTSA year.

Detailed information about the following additional topics, and any others applicable to your PTA/PTSA, could be included in your standing rules:

- ◆ Titles and specific duties of each of your vice presidents
- ◆ Orientation of new board members
- ◆ Procedure books
- ◆ Meetings
- ◆ Standing and special committees, which could include finance, membership, public relations, newsletter, volunteers, programs, advocacy, Reflections, fund-raising, Founders Day, teacher appreciation, hospitality, etc.
- ◆ Committee duties, who serves on them, and how committee members are determined
- ◆ Needs assessment
- ◆ Student involvement
- ◆ Fiscal policies and procedures, including location of bank and updating signature cards at the bank
- ◆ Nominating committee instructions
- ◆ Installation of new officers
- ◆ Information and requirements for special recognitions and awards
- ◆ Equipment your PTA/PTSA owns and where it is located
- ◆ Your council and region, including meetings and those who attend

BASIC PRINCIPLES

The basic principles of PTA are outlined in Article III of the National PTA Bylaws, as well as in local, council, and Utah PTA Bylaws. The principles govern the use of the PTA name and logo and the activities of all PTAs, whether they are National PTA, state, region, council, or local PTA.

Because all PTAs in Utah are tax-exempt under Internal Revenue Code Section 501(c)(3), it is important that all PTA members understand that failure to comply with these basic principles could result in the loss of federal tax-exempt status.

Non-Commercial Principle (and Unrelated PTA Business Activities)

This principle requires that the PTA or any members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purposes of the PTA. This policy does not preclude qualified sponsorship agreements.

It also means that the name "PTA," which is a registered service mark, cannot be used in conjunction with the commercial activities of other organizations, including, but not limited to, the promotion of their goods and services.

In addition, National PTA, Utah PTA, regions, councils, and local PTAs are prohibited under federal law from engaging in substantial business activities that are unrelated to their tax-exempt purposes, which are legally defined as educational and charitable.

Non-Sectarian Principle

The membership of PTA represents a diversity of cultures, ethnic backgrounds, and political and religious beliefs. PTAs must be hospitable to all—supporting no one religion over another. The Purposes of National PTA include recognition of the importance of spiritual faith to children and youth. As a private association, PTA has the right to offer inspirational messages to open or close its meetings, but such messages should be inspirational rather than sectarian.

Non-Partisan Principle

PTA is nonpartisan. This does not mean that PTA is uninvolved in legislative issues. PTA has always taken a stand on issues.

In accordance with federal law, the bylaws of PTA prohibit its locals, councils, regions, areas, between regions and states, and national association from participating or intervening in any political campaign on behalf of, or in opposition to, any candidate for public office. Further, they prohibit these bodies from devoting more than an insubstantial part of their activities to attempting to influence legislation by propaganda or otherwise.

PTAs may conduct candidates' forums alone or as part of a coalition with other nonpartisan groups. All candidates for each public office must be invited to these forums and asked to present their views.

Neither the law nor PTA bylaws prohibit members as individuals from exercising their civic responsibilities in personal or partisan ways, even running for office themselves. Members who choose to seek public office may not request or receive PTA endorsements at any time but may list their PTA service as part of their qualifications.

INFORMATION FOR RENEWING, AMENDING, AND SUBMITTING PTA BYLAWS



All bylaw renewals and amendments must be voted on by your general membership. A quorum must be met to hold the vote.

Your bylaws are on file with your council president and region support committee chair and online at utahpta.org/bylaws.

- ◆ Bylaws need to be renewed once every three years.
- ◆ The president is responsible (but may delegate this responsibility) to see that the following are submitted to Utah PTA for approval: 1) All amendments as soon as adopted and 2) bylaws to be renewed.
- ◆ Your bylaws must be submitted to Utah PTA for renewal electronically at utahpta.org/bylaws. Only the fill in the blank spaces in the bylaws may be amended at the local level.

Procedure for RENEWING your bylaws (also available at utahpta.org/bylaws) includes:

- ◆ About 60 days before your bylaws expire, your executive committee reads your current bylaws word for word to determine if any amendments need to be proposed.
- ◆ If your executive committee determines no amendments need to be proposed, fill in the blanks of the online form **exactly** as they are in your last approved bylaws:

Under Article IX: General Membership Meetings, Section 2, the number of PTA/PTSA members present at a general membership meeting to conduct business (quorum) must be at least 10, as specified in your bylaws; however, the number should be a fair representation of your membership.

- ◆ About 45 days before your bylaws expire, announce to your membership that your bylaws need to be renewed and will be posted at a specified location at the school and/or online for all members to read and, if desired, make suggestions to your president for amendments to them.
 - ▶ If your executive committee or general membership determines that your bylaws need to be amended, see Article XVI in your bylaws and fill in the amended information at utahpta.org/bylaws and print an updated and amended copy to post at the school, online, and/or in a newsletter with the amendment(s) noted. **Note:** Local amendments can only be made to the bylaws where there are “blanks” to be filled in. (See page 115)
- ◆ Wait at least 14 days after the bylaws are posted.
- ◆ If it is still determined that no amendments need to be proposed, at your next general membership meeting your president asks for a motion and second to the motion to reaffirm your bylaws on the current form as it has been posted. If they are reaffirmed by a majority vote of the general membership present and voting, the bylaws are reaffirmed, and the approved meeting minutes will be submitted to Utah PTA so the bylaws can be approved.

Procedure For AMENDING Your Bylaws

- ◆ If your executive committee or general membership determines that an amendment(s) to your bylaws needs to be made, fill in the amended information online and print a draft proposed bylaws.
- ◆ At a general membership meeting at least 14 days after presenting the proposed amendment(s), your president asks for a motion and a vote on the amendment. To be adopted, a quorum must be present and an amendment must receive a two-thirds vote of those present and voting. At this same general membership meeting, after the amendment(s) is approved, your bylaws will then need to be reaffirmed. Your president asks for a motion and a second to the motion to reaffirm your bylaws as amended. Your general membership then votes to reaffirm your bylaws. If your bylaws are reaffirmed by a two-thirds vote of your general membership present and voting, follow the instructions in the “Submitting Your Bylaws and/or Amendments” found at utahpta.org/bylaws. The approved meeting minutes will need to be submitted with

the amendment(s) and the new bylaws. The minutes should be titled as a general membership meeting, reflect the quorum and the votes cast, and whether they were in person or virtual votes.

Submitting Your Bylaws And/Or Amendments

- ♦ Bylaws submission is done online at utahpta.org/bylaws
- ♦ You will submit a digital copy of your renewed/amended bylaws with a copy of the approved meeting minutes of the general membership meeting where the bylaws were amended and/or reaffirmed. These meeting minutes that shall reflect the minimum quorum requirements were met, the votes cast, and the result of the vote. Even virtual meetings require minutes.
- ♦ Your bylaws are not approved until you receive notice of an official stamped copy. Copies will be kept digitally at utahpta.org/bylaws and can be printed by local leaders. An account and log in are required to view/print the bylaws.
- ♦ Your renewal date will be three years from the time of approval.

Your current bylaws should be in your president's and secretary's procedure books and passed on to your incoming officers.

GLOSSARY OF PTA TERMS

- Amend (Amendment)**—To change the wording of the bylaws or a motion by inserting and/or striking out.
- Annual Financial Reconciliation (AFR)**—An at-least annual official examination, verification, and report of the financial accounts and records of the treasurer. The Annual Financial Reconciliation (AFR) report is presented to the general membership for adoption at the first general membership meeting of the school year.
- Annual Meeting**—The last general membership meeting of the school year, at which annual reports are received and other business designated in the bylaws is conducted.
- Annual Report**—A resume of your annual PTA activities, programs/projects and finances prepared by the president (or a designated representative).
- Area Director**—A member of the Utah PTA Board of Directors
- Audit**—see annual financial reconciliation.
- Ballot**—The list of nominees on which a person marks his vote.
- Basic Principles**—Established procedures of National PTA, as stated in the bylaws, which summarize the principles of conduct all PTA groups, for their protection, are required to follow in carrying out the purposes and work of PTA.
- Board**—The group of members (officers, commissioners, and appointees) authorized to act for your PTA between its meetings, with specified limitations delineated in the bylaws.
- Budget**—A plan of operations based on an annual, itemized estimate of expected income, expenses, and disbursements approved by your general membership prior to October 1.
- Business**—Important matters to be brought before your PTA for action.
- Bylaws**—A document adopted by vote of your PTA members, which contains the basic rules for governing and orderly conduct of business under which your PTA operates.
- Chair**—The presiding officer, who serves as a means through which your PTA expresses its will. Authority is vested in the office, not the person. Because he acts for the group, not for himself, he must be impartial. He refers to himself as “the Chair,” avoiding the use of the pronoun “I.”
- Charter**—A document issued by Utah PTA authorizing a PTA/PTSA to function as a local PTA of National PTA and Utah PTA.
- Commission**—A specific group led by a commissioner which develops and implements programs and projects within related areas of concern.
- Commissioner**—A Utah PTA Board member who chairs a commission responsible for specific areas of concern; directs implementation of programs, projects, and legislative action; and represents Utah PTA to other organizations as directed by the president.
- Committee**—A group elected or appointed to consider, investigate, perform a service or function, or act upon a particular area of concern.
- Constituent Association**—In a national association such as National PTA, local and state associations are constituent associations of the parent body, National PTA, as provided for in the National PTA Bylaws.
- Convention**—The annual Utah PTA event during which time elections are held, bylaws amendments and proposed resolutions are voted on, awards are presented, workshops are offered, and connections are encouraged through networking with members and exhibitors.
- Council**—A group of at least three local PTAs/PTSAs organized under the authority of the Utah PTA for the purpose of conference, leadership training, and coordination of efforts.
- Disbursement**—The paying out of funds.
- Executive Committee**—The elected officers of your PTA/PTSA to whom power and authority are delegated between meetings of the board as prescribed in the bylaws.
- Ex Officio**—By virtue or because of office. When provided in the bylaws, certain offices automatically confer membership on certain committees. That officer may attend committee meetings and has all the privileges of membership, including making motions, debating, and voting. He is counted in the quorum if he has the right to vote and another person may not take his place in the ex officio role.
- Field Service**—Training provided by Utah PTA, which should be requested by the council president with the help of region support committee chair at least 30 days in advance.
- General Membership Meeting**—A regular meeting of your PTA which includes your PTA membership, the general public, and invited guests.
- Installation**—A meeting or ceremony at which PTA officers are inducted (not sworn in) into office.
- Interim Meetings**—Monthly meetings between Utah legislative sessions of legislative study committees, which study and discuss issues and at which citizen input is encouraged.
- Local Unit**—A local Parent-Teacher (PTA) or Parent-Teacher-Student (PTSA) Association.
- Majority Vote**—One more than half of the votes cast.
- Meeting**—A single official gathering of members.
- Member**—A person who has joined your PTA/PTSA and thus is automatically a member of both National PTA and Utah PTA and has all the rights of membership, provided he/she continues to meet the membership requirements as stated in your bylaws.
- Minutes**—The official record of all business and proceedings transacted in a meeting.
- National Constituent Association Advisory Council**—The body composed of presidents of each state constituent association. The Council’s responsibilities include assisting the board in setting the strategic direction of National PTA and participating in leadership development.
- National PTA**—National Congress of Parents and Teachers, Inc., composed of all the Parent Teacher Associations of the 50 states, the District of Columbia, and the European, Pacific, Virgin Islands, and Puerto Rico Congresses.
- National PTA Convention**—The annual National PTA meeting at which representatives from local PTAs/PTSAs elect national officers, amend bylaws, adopt resolutions, and receive

training.

National PTA Legislative Program—The statement of the areas of legislation that are agreed to be within the scope of National PTA's work. It is adopted by the vote of at least 31 state PTAs.

National PTA Resource Book—A reference manual with all basic PTA information, including officers' duties, bylaws, meetings, parliamentary procedure, program planning, policies, guiding principles, and committee work.

Needs Assessment—A survey or study to determine the areas of concern within your PTA or community, so that programs can be established and efforts can be made to solve the problems found to be most pressing, usually followed by a plan of action, implementation, and evaluation.

Newsletter—Your PTA publication for the purpose of communicating with your members, often issued in cooperation with the principal.

President-elect—The person elected to succeed to the office of president when the term of the current president ends.

Procedure Book—A loose-leaf binder in which instructions for carrying on the work of an office or chairmanship, a record of work done, and other helpful material are compiled. It should be passed on promptly to one's successor to maintain continuity and efficiency in your PTA work.

PTA Program—A plan for the year's action, including study groups and general meetings, adopted by your PTA/PTSA to meet its needs and those of the children it serves and of each member.

PTSA—A local Parent-Teacher-Student Association. To be a PTSA requires a bylaws vote of your general membership.

Purposes—The Purposes of National PTA and Utah PTA are generally thought of as the reasons National PTA and Utah PTA exist.

Quorum—The minimum number of members required in the bylaws to be present at a meeting to validly transact business.

Region—All of the local PTAs/PTSAs and councils within a geographical division of Utah. Each region is designated by a number.

Region Support Committee Chair—A member of the Utah PTA Board of Managers.

Meeting—A meeting held as prescribed in the bylaws.

Resolution—A motion which, because of its length or importance, is presented in writing for vote of the PTA, suggesting a position or action to be taken by the PTA and stating reasons for taking the action.

School-Based—Organized under the umbrella of a school.

Special Meeting—A meeting held for a specific purpose at a time different from that of a regular meeting. Only the business identified in the notice given for the meeting may be conducted.

Standing Committee—A permanent committee responsible to the Board of Directors that performs a continuing function.

Standing Rules—Written rules and procedures adopted by a majority vote of your general membership which further define your bylaws, may not conflict with your bylaws, and relate the details of administration and activity of your PTA.

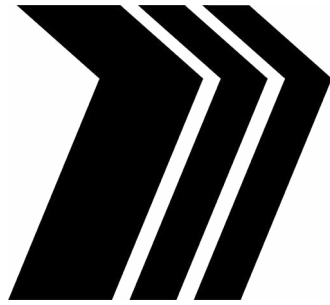
Two-Thirds Vote—Two-thirds of the legal votes cast, which is necessary for any proposal that deprives a member of his

rights in any way.

Utah PTA Leadership Convention—The annual Utah PTA meeting at which representatives from local PTAs/PTSAs elect state officers, amend bylaws, adopt resolutions, and receive training.

Volunteers—Workers at every PTA level who serve PTA, and through it the children and youth of the nation, without financial reward.

Weighted Pupil Unit (WPU)—The amount of money spent by the state for each student in the regular school program.



PRESIDENT HANDBOOK
WORKING WITH
OTHER POSITIONS

BUILDING YOUR LEADERSHIP TEAM: THE PRESIDENT'S GUIDE TO WORKING WITH KEY OFFICERS AND CHAIRS



As Local PTA President, you serve as the leader, connector, and culture-setter for your association. While the president carries overall responsibility for the work of the PTA, success is never built alone. A strong PTA thrives when the president works in close partnership with officers, board members, and committee chairs, creating a leadership team grounded in trust, communication, and shared purpose.

Each member of your board brings a unique perspective and area of expertise—from finances and membership to teacher engagement, advocacy, and record keeping. Your role is to help align these efforts with the PTA mission and ensure every leader feels informed, supported, and empowered to contribute.

The following sections are designed to help you understand how to work effectively with each key role on your board. These partnerships are more than task-based relationships; they are the foundation of a collaborative leadership model that strengthens your PTA and better serves students, families, and school communities.

As you use this section, think of it as a guide for building strong working relationships, clarifying responsibilities, and creating systems that promote communication, accountability, and continuity. When leaders work together with shared vision and mutual respect, the PTA is better positioned to make every child's potential a reality.

President-elect:

The President-Elect is the future leader of the PTA, and the president plays a key role in preparing them for success.

President-elect's Role

The President-elect is the learner, supporter, and successor.

- ♦ Assists the president and board as needed
- ♦ Learns all aspects of PTA leadership and operations
- ♦ Prepares to step into the president role with confidence
- ♦ Supports continuity and long-term planning

President's Role in This Partnership

The president is the mentor and guide.

- ♦ **Share Knowledge:** Provide insight into responsibilities, challenges, and decision-making processes
- ♦ **Include Them Early:** Involve the President-elect in meetings, planning, and key conversations
- ♦ **Delegate Meaningfully:** Offer opportunities to lead projects or initiatives
- ♦ **Be Transparent:** Share context behind decisions to build understanding
- ♦ **Plan for Transition:** Ensure a smooth and organized handoff of leadership

Working Effectively Together

- ♦ Meet regularly to review responsibilities and upcoming priorities
- ♦ Encourage questions and open dialogue
- ♦ Gradually increase leadership opportunities
- ♦ Focus on continuity, not just the current year

Simple Mindset Shift

Instead of: "They'll learn when it's their turn," think: "I am actively preparing the next leader now"

Treasurer:

President's Role in Working with the Treasurer

The treasurer is the financial steward of the PTA, while the president is the overall leader responsible for ensuring financial integrity. This partnership works best with transparency, trust, and shared accountability.

Treasurer's Role

The treasurer is the authorized custodian of PTA funds.

- ♦ Manages and maintains all financial records
- ♦ Provides regular financial reports to the board
- ♦ Oversees income, expenses, and proper documentation
- ♦ Ensures compliance with PTA and legal financial requirements

President's Role in Financial Oversight

The president is the partner in accountability and oversight.

- ♦ Understand the Finances: Stay informed on all financial matters and reports
- ♦ Fulfill Fiduciary Duty: Review reports, ask questions, and ensure transparency on behalf of the board
- ♦ Support Budgeting: Participate in the budget process and monitor budget-to-actual performance
- ♦ Maintain Internal Controls:
 - Serve as second signer on checks
 - Approve expenditures as required
 - Review bank statements before reconciliation
- ♦ Ensure Compliance: Help protect the PTA's 501(c)(3) status by following all financial and IRS guidelines
- ♦ Be Present When Needed: Assist with counting funds and deposits to ensure accuracy and accountability

Working Effectively Together

A strong president-treasurer partnership is built on consistent communication and shared responsibility.

- ♦ Communicate Regularly: Review finances together monthly (or more often as needed)
- ♦ Create Checks and Balances: Both roles should actively participate in financial processes to ensure accuracy
- ♦ Encourage Transparency: The treasurer should welcome questions; the president should ask them
- ♦ Stay Aligned: Ensure all spending supports PTA goals and approved budgets

Handling Concerns

If financial mismanagement or concerns arise, the president must act carefully and responsibly.

- ♦ Follow established PTA procedures
- ♦ Maintain strict confidentiality
- ♦ Avoid public or informal statements
- ♦ Address concerns through proper channels and processes

Best Practices for Success

- ♦ Treat financial oversight as a shared responsibility
- ♦ Prioritize transparency and documentation

- ♦ Stay proactive—not reactive—about financial health
- ♦ Build trust through clear, consistent communication
- ♦ Keep all decisions mission-focused and accountable

Simple Mindset Shift

Instead of: “The treasurer handles the money,” think: “The board—led by the president and treasurer—ensures financial integrity together”

Secretary:

The secretary ensures organization, accuracy, and continuity within the PTA.

Secretary’s Role

The secretary is the record-keeper and historian.

- ♦ Records accurate minutes of meetings
- ♦ Maintains official records and documents
- ♦ Manages correspondence as needed
- ♦ Ensures documentation is organized and accessible

President’s Role in This Partnership

The president is the facilitator and partner in accuracy.

- ♦ Prepare Agendas: Provide clear, timely agendas to support effective minute-taking
- ♦ Review Minutes: Ensure accuracy and approve minutes in a timely manner
- ♦ Support Organization: Help maintain complete and compliant records
- ♦ Communicate Clearly: Lead meetings in a way that is structured and easy to document
- ♦ Ensure Continuity: Work together to preserve institutional knowledge

Working Effectively Together

- ♦ Connect before and after meetings to review agendas and minutes
- ♦ Clarify action items and decisions during meetings
- ♦ Maintain organized systems for record storage
- ♦ Ensure compliance with PTA requirements

Simple Mindset Shift

Instead of: “The secretary takes notes,” think: “The secretary preserves the official story and decisions of our PTA”

Administrative and Teacher VP:

A Local PTA President is most effective when they build strong, collaborative relationships with both the Teacher VP and Administrative VP. These roles bring essential perspectives—staff and school leadership—and when aligned, they create a unified, student-focused team.

President’s Role in This Partnership

The president is the connector and coordinator.

- ♦ Set the Tone: Foster a culture of respect, trust, and shared purpose among all leaders.
- ♦ Ensure Alignment: Keep everyone focused on PTA’s mission and goals.
- ♦ Facilitate Communication: Make sure information flows clearly between board members, staff, and administration.
- ♦ Balance Perspectives: Weigh input from teachers and administrators when making decisions.

- ♦ Promote Collaboration: Encourage teamwork rather than siloed roles.

Working with the Teacher VP

This relationship ensures educator voice is included and valued.

- ♦ Listen Actively: Seek input on how decisions impact classrooms and students.
- ♦ Respect Time & Boundaries: Be mindful of teacher workloads and school-day limitations.
- ♦ Partner on Engagement: Work together to involve teachers in PTA programs in meaningful, manageable ways.
- ♦ Align Messaging: Ensure communication to families reflects both PTA goals and classroom realities.

Working with the Administrative VP

This partnership keeps PTA efforts aligned with school priorities and policies.

- ♦ Maintain Open Communication: Regularly check in about school needs, goals, and scheduling.
- ♦ Respect Roles: Understand the administrator's responsibility for school operations and policies.
- ♦ Coordinate Efforts: Ensure PTA programs support—not compete with—school initiatives.
- ♦ Problem-Solve Together: Address challenges proactively with a solutions-focused mindset.

Bringing the Team Together

The real strength comes from all three roles working in sync.

- ♦ Hold Regular Meetings: Keep Teacher VP and Administrative VP included in discussions and planning.
- ♦ Create Shared Goals: Align PTA plans with school improvement priorities.
- ♦ Encourage Transparency: Avoid surprises—communicate early and often.
- ♦ Build Mutual Trust: Value each perspective equally, even when viewpoints differ.
- ♦ Present a Unified Front: Consistent messaging builds credibility with families and the school community.

Best Practices for Success

- ♦ Keep decisions student-centered
- ♦ Communicate clearly and proactively
- ♦ Assume positive intent and build relationships first
- ♦ Be flexible—schools are dynamic environments
- ♦ Celebrate collaboration and shared wins

Simple Mindset Shift

Instead of: "PTA works alongside the school," think: "PTA, teachers, and administration work together as one team for students"

Advocacy

A Local PTA President plays a critical leadership role in advocacy—but the most effective approach is partnership with your Advocacy Chair (or VP of Advocacy). Think of it as shared leadership: the president sets tone and direction, while the advocacy lead drives strategy and action.

Here's how that relationship should work in practice:

President's Role in Advocacy

The president is the chief advocate and culture-setter for the PTA.

- ♦ Set the Vision: Ensure advocacy is aligned with PTA positions, resolutions, and mission.
- ♦ Model Engagement: Stay informed on key issues and visibly support advocacy efforts.
- ♦ Build Relationships: Represent the PTA with school leaders, district officials, and elected representatives.

- ♦ Ensure Compliance: Make sure advocacy activities remain nonpartisan and follow PTA guidelines.
- ♦ Empower the Team: Appoint a strong Advocacy Chair and give them the authority and support to lead.

Advocacy Chair/VP's Role

The advocacy lead is the organizer and implementer.

- ♦ Tracks legislation and policy issues
- ♦ Shares updates with members
- ♦ Organizes calls to action, campaigns, or events
- ♦ Educates families on issues impacting children and schools
- ♦ Coordinates with council, region, and state PTA advocacy efforts

Working Effectively Together

Strong communication and clear expectations make all the difference.

- ♦ Regular Check-ins: Meet consistently (weekly or biweekly during legislative session).
- ♦ Unified Messaging: Align before communicating with members or the public.
- ♦ Divide Responsibilities:
 - President = relationships, visibility, approvals
 - Advocacy Chair = research, communication, action steps
- ♦ Plan Ahead: Work together to create an advocacy calendar (legislative session, school board meetings, awareness campaigns).
- ♦ Support Each Other Publicly: Present a united front—internally and externally.

Best Practices for Success

- ♦ Keep advocacy mission-focused, not opinion-driven
- ♦ Make it accessible—break down complex issues for families
- ♦ Encourage member voice, not just leadership voice
- ♦ Celebrate small wins and participation
- ♦ Stay connected to state PTA priorities and resources

Simple Mindset Shift

Instead of: "Advocacy is one person's job," think: "Advocacy is our PTA's responsibility, led by a team"

Membership:

Membership is the foundation of PTA strength, and this partnership ensures growth and engagement.

Membership Chair's Role

The Membership Chair is the recruiter and connector.

- ♦ Leads membership campaigns and outreach
- ♦ Tracks and reports membership data
- ♦ Engages families, staff, and community members
- ♦ Promotes the value and impact of PTA membership

President's Role in This Partnership

The president is the champion of membership.

- ♦ Set the Vision: Emphasize that membership is a priority for the entire board
- ♦ Support Campaigns: Actively promote membership in communications and events
- ♦ Encourage Board Involvement: Ensure all leaders participate in recruitment efforts

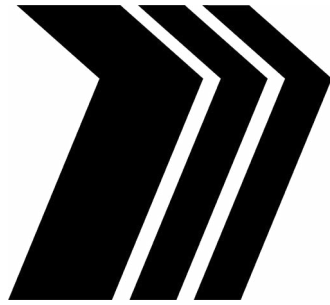
- ♦ Celebrate Success: Recognize milestones and growth
- ♦ Connect to Mission: Reinforce that membership supports advocacy and programs

Working Effectively Together

- ♦ Develop a membership plan and calendar
- ♦ Align messaging across all communications
- ♦ Regularly review goals and progress
- ♦ Focus on both recruitment and retention

Simple Mindset Shift

Instead of: "Membership is one person's job," think: "Membership growth is everyone's responsibility, led by a team"



PRESIDENT HANDBOOK
LEGISLATIVE

THE PRESIDENT'S ROLE AS A PTA ADVOCATE



The Mission of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. As a PTA leader, it is your role to advocate for your child—and every child in your school and community.

According to National PTA, "PTA advocacy means supporting and speaking up for students in schools, in communities, and before governing bodies and other decision-makers of policies or practices affecting students." Use this plan from National PTA to get started. The concepts are further discussed in the Advocacy 101 video on PTA University.

Get Organized and Make a Plan

Step 1: *Identify a Legislative/Advocacy Vice President.*

The primary responsibility of a local PTA legislative and/or Advocacy vice president is to serve as the link between PTA's Public Policy Program and your members. Begin by making sure advocacy is a regular conversation point—on your agenda at meetings, in your social media, and as updates via email.

Step 2. *Discuss Ways to Support Your School Improvement Plan.*

Ask your principal for a meeting to talk about how your PTA can support the school improvement plan. Send a representative to your school community council meetings. Identify one to three objectives that will engage and empower families to be part of the solution at your school. Use the School of Excellence program as a road map to strengthening your family-school partnership around a specific school improvement goal.

Step 3. *Mobilize Around a Specific School or Community Improvement.*

The PTA can amplify your members' voices to make positive changes for students in your school and community. Maybe your issue is advocating for a safe route to school for students. Or perhaps your classrooms are overcrowded, or your roof needs major repairs.

Step 4. *Learn from PTA's History.*

For more than 125 years, PTA has influenced national policies and practices that promote children's education, health, and well-being. The results of PTA's advocacy include early childhood education, kindergarten, child labor laws, juvenile justice system, school lunch programs, and much more.

Step 5. *Use and Understand the National and Utah PTA Public Policy Program to determine action on state and local legislation.*

The Utah PTA Public Policy Program is the primary authority for public policy action and statements by Utah PTA on state and local legislation and administrative policies and regulations. Utah PTA can only speak to items where a Resolution or Position Statement are in place. Study the Utah PTA resolutions at utahpta.org/resolutions to gain a better understanding of the Utah PTA advocacy efforts.

Step 6. *Sign Up for State and Federal Action Alerts.*

For notifications when PTA members are needed to take action on significant state legislation or policy alerts, join the Utah PTA Take Action Network through this [link](#). [Voter voice](#).

Step 7. Save the Date --- Utah PTA Advocacy Conference and Utah PTA Day at the Capitol.



Join the Utah PTA commissioners and learn about the critical issues facing Utah's children at the annual Utah PTA Advocacy Conference in the fall. Let your legislators know that Utah PTA is paying attention and taking action by attending Utah PTA Day at the Capitol during the legislative session. See utahpta.org for exact dates, under the Events tab.

Step 8. Join the Utah PTA Advocacy Facebook Group.

Share with other PTA leaders what you are doing to advocate for the children in your school. Get updates from Utah PTA commissioners in the areas of community engagement, education, family life, health, and safety.

Step 9. Get Involved in Statewide advocacy efforts. Join a Utah PTA commission or the Legislative Advocacy Committee.

Encourage your Legislative/Advocacy Vice President, any member of your PTA, or take the opportunity yourself to join a Utah PTA commission or the **Legislative Advocacy Committee** (LAC).

Commissions in the areas of community engagement, education, family life, health, and safety meet three to four times per year and discuss current issues related to the topic of the commission. Community Partners from outside organizations provide meaningful information and allow attendees to become better acquainted with the needs of children throughout the state.

All Utah PTA members are invited to join LAC. This committee meets once per month during the school year and weekly during the legislative session. This committee discusses and recommends the positions Utah PTA should take on legislation and other policy issues. For more information about LAC or other statewide advocacy efforts, visit utahpta.org/legislative-advocacy-committee-lac.

Step 10. Increase Utah PTA Advocacy Efforts by Submitting a Resolution.



Is there an area where you feel that Utah PTA should be advocating for children? Check to see if there is a resolution in place and if not, then submit a resolution on that topic. **See Utah PTA's [current resolutions](#).**

A resolution is a call for action. It is a statement which may give direction for that action, such as legislative directives and policies, and state and local community involvement. A resolution may also memorialize, commemorate, or express appreciation. Local PTAs, councils, regions, and Utah PTA commissions and committees may submit resolutions for consideration to the Utah PTA Resolutions Committee. For more information about the resolutions toolkit, visit utahpta.org/resolutions-tools-kit.

UTAH PTA PUBLIC POLICY PROGRAM



The Utah PTA Public Policy Program is the primary authority for public policy action and statements by Utah PTA on state and local legislation and administrative policies and regulations.

The Utah 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 secure adequate laws for the care and protection of children and youth
- To bring in to closer relation the home and the school, that parents and teachers may cooperate more intelligently in the education of children and youth
- To develop, between educators and the general public, such united efforts as will secure, for all children and youth, the highest advantages in physical, social, and spiritual education

The Utah PTA Public Policy Program has five components:

1. The National PTA and Utah PTA Mission statement and values
2. The National PTA and Utah PTA Resolutions
3. The Utah PTA Legislative Policy
4. The Utah PTA Legislative Priorities
5. National PTA and Utah PTA Position Statements

1. The National PTA and Utah PTA Mission statement and values

National PTA Mission

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

National PTA Values

COLLABORATION: We will work in partnership with a wide array of individuals and organizations to

broaden and enhance our ability to serve and advocate for all children and families.

COMMITMENT: We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.

DIVERSITY: We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

RESPECT: We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.

ACCOUNTABILITY: All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

Utah PTA Mission statement

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 decision 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.

2. The National PTA and Utah PTA Resolutions

Resolutions and positions are formal statements of PTA

public or association policy voted by the delegates at the annual Advocacy Conference or the annual National PTA and Utah PTA Conventions.

The process for moving forward a Utah PTA resolution is:

1. a PTA can propose resolutions to the Utah PTA Resolutions Committee.
2. the Utah PTA Resolutions Committee reviews submitted resolutions and recommends action to the Utah PTA Board of Directors. The Utah PTA Board of Directors forwards resolutions to the delegates at either the Advocacy Conference or the Leadership Convention for consideration.
3. resolutions must be approved by the conference or convention body in a general membership meeting to become official policies of the association.

Utah PTA resolutions and position statements are found on the Utah PTA website:

utahpta.org/resolutions

3. The Utah PTA Legislative Policy

The legislative policy is the philosophy and general principles which guide the Utah PTA's consideration of proposed legislation.

The Utah PTA is a non-profit, grassroots, child advocacy association made up of parents, teachers, and students. The legislative program of the Utah PTA is derived from the work of PTA in home, school, and community. PTA efforts "to secure adequate laws for the care and protection of children and youth" are based upon: (1) the recognition of the home as the foundation of our society; (2) parental involvement as an essential component of all policy-making processes pertaining to children; (3) the observance and understanding of the rights and obligations of responsible citizenship and ethical government; and, (4) the realization that maintaining a free and public education system is a cornerstone of democracy—that the Utah Public Education System is created in the state constitution to "secure and perpetuate" freedom.

General Principles for Consideration of Proposed Legislation:

1. Equity in the form of equal justice, privileges, opportunities, and responsibilities in every phase of life for all children and youth, while recognizing

that each child is unique with individual needs and talents

2. High standards for those who work in all areas concerned with children and youth and coordination and planning by all agencies with clear definition of responsibility at each level of government
3. Prioritizing the needs of all children and youth, while adhering to fiscal responsibility in government
4. Maximum local control when it serves the best interest of all children and youth
5. Continued maintenance of the constitutional guarantee of financial support for public schools as the first claim on state revenues
6. Maintenance of Utah PTA's viability as a non-profit voice for children

4. Utah PTA Legislative Priorities

The Utah PTA Legislative Priorities are based upon the actions called for by the Utah PTA and National PTA resolutions and position statements. Rather than providing an exhaustive list of the areas in which the Utah PTA is involved, the priorities are indicative of issues on which PTA expects to target its efforts and activity. All PTA statewide public policy work is consistent with the Utah PTA's priorities, resolutions, and position statements.

Utah PTA Legislative Priorities are approved by Utah PTA members annually during the Advocacy Conference Business Meeting. Refer to the [Public Policy Program](#) for the current year legislative priorities.

5. The Utah and National PTA Position Statements

Position statements are initiated by members of the Utah PTA or National PTA Board of Directors and approved by a majority vote of that body. Position statements provide guidance rather than prescribe specific policy actions to be taken by the association and are meant to be temporary in their nature until a resolution on the issue can be passed by the membership at the annual Utah PTA Advocacy Conference or Leadership Convention. Position statements have the same level of authority as resolutions.

Note: The Utah PTA Public Policy Program is updated every fall. Please attend the Utah PTA Advocacy Conference or the Legislative Advocacy Committee to be involved in the process of updating this document.

PROTECTING THE UTAH PTA 501C(3) STATUS



Utah PTA is a non-profit 501(c)(3) organization. The U.S. Constitution, Congress, and the IRS have protected the rights of non-profits to engage in advocacy and legislative lobbying. It is vital that PTA leaders follow the non-profit rules regarding our advocacy efforts. The federal tax code and Utah Election policy dictates some important rules to follow.

Remain Non-Partisan

The federal tax code states, "that non-profit organizations defined as 501(c)(3) charities may not conduct partisan political activities in support of or opposition to a candidate running for public office."

Utah PTA local, councils, region, and state boards may not:

- ♦ endorse or oppose a candidate running for public office.
- ♦ make a campaign contribution to or expenditure for or against a candidate.
- ♦ rate candidates on who is most favorable to your issue.
- ♦ let candidates use the organization's facilities or resources, unless those resources are made equally available to all candidates at their fair market value.

nonprofitvote.org/what-nonprofits-can-say-about-local-elections/

No Use of Public Emails

It is important to remember that no school emails may be used for political purposes. If your PTA uses emails associated with school or district accounts, it is imperative that they are not used to create or forward any political information. We encourage all leaders to join the Take Action Hub with your personal email.

The law associated with political activity is located at this link:

LE.Utah.gov/XCode/Title20A/Chapter11/C20A-11-P12_1800010118000101.pdf

Part 12

Political Activities of Public Entities Act

20A-11-1205 Use of public email for a political purpose.

(1) Except as provided in Subsection (5), a person may not send an email using the email of a public entity:

- (a) for a political purpose;
- (b) to advocate for or against a proposed initiative, initiative, proposed referendum, or referendum; or
- (c) to solicit a campaign contribution.

Lobbying rules for nonprofit organizations



MEET THE CANDIDATES OR MEET YOUR ELECTED OFFICIALS NIGHT



Candidates and elected officials (legislators, state or local school board members) appreciate a forum where they can meet with their constituents, discuss their views, and listen to concerns. During an election year (even years) this forum would be a Meet the Candidates Night. On non-election years (odd years), this could be an issues night. When organizing these events, it is best to combine with other schools within your region or council. Remember, this is a PTA event, and you are in charge. However, you may invite other entities such as the League of Women Voters to join.

To Organize the Event:

- ♦ Begin planning your event early, in August or early September. Contact all political parties to give the date of event.
- ♦ Decide on the community to be involved—high school (plus feeder schools) or region or council.
- ♦ Invite the Legislative/Advocacy Vice Presidents from all the schools to be involved in the planning.
- ♦ Determine the time, date, and location.
 - ▶ October is usually the best month.
 - ▶ A large auditorium may not be the best facility for the event.
- ♦ Obtain the names and information on ALL candidates (in election year) and all elected officials (non-election year). It is imperative that ALL candidates be invited to protect our 501(c)(3) status.
- ♦ Include local and state school board candidates during election year.
- ♦ Send formal invitations to each candidate with an RSVP date given.
- ♦ Advertise the event through schools, posters, newspapers, social media, etc.
- ♦ Invite the entire community, not just PTA members.
- ♦ Plan an outline and format for the evening:
 - ▶ Open House
 - ▶ 30 minutes prior to general meeting
 - Allows one-on-one conversations
 - Tables for candidates to put materials
 - ▶ General Meeting
 - Welcome, reverence, flag ceremony
 - Allow one minute for each candidate or legislator to introduce themselves
 - Hand out 3x5 cards for the audience to write questions
 - Have a moderator and timer with time cards
 - All questions are written and given to the moderator
 - Give candidates one minutes to answer individual questions. Limit rebuttals to thirty seconds.
 - Give each candidate or legislator a one-minute wrap-up at the end
- ♦ Send thank-you cards to all the candidates and legislators who attend.

ELECTED OFFICIALS AND LEGISLATION INFORMATION

Local Elected Officials Information

This information can be obtained through the Utah Legislature website: LE.Utah.gov.

Representative(s) _____

Email Address(es) _____

Phone Number(s) _____

Senator(s) _____

Email Address(es) _____

Phone Number(s) _____

For more information see [Who Represents You](http://utahpta.org) on utahpta.org

Legislative Advocacy Committee (LAC)

All Utah PTA members are invited to join the Utah PTA Legislative Advocacy Committee (LAC). LAC members attend legislative meetings to gather information on issues and bills which impact the lives of children. The committee meets monthly (weekly during the legislative session) to discuss issues and legislation. The committee recommends positions on specific bills and determines action to promote, amend, or defeat legislation. Utah PTA only takes bill positions based upon the PTA Public Policy Program and our resolutions.

Utah PTA Take Action Network

The Utah PTA Take Action Network is an email list which members are encouraged to join. This list is not given out to anyone but is used to keep our members informed of the activities of our legislature and how they can become involved. The Network is activated as alerts and calls to action are needed during the session. [Join the Utah PTA Take Action Legislative Network](#).

Utah PTA Legislative Bill Sheets

Utah PTA Legislative Bill Sheets are prepared from those positions recommended by the Utah PTA Legislative Advocacy Committee (LAC) and adopted by Utah PTA commissioners and Executive Committee. These sheets are available to any PTA member through the website and are updated weekly throughout the legislative session at utahpta.org/bills.

School Community Councils/School Board Meetings

Your presence at your local SCC and local school board meetings is important. PTA can partner with the SCC to help with the School Improvement Plan. As the school board members get to know you and your PTA, they will be more responsive to the needs of parents. This responsibility can be shared with other members of your board. If a member of your board is not on the SCC, assign someone to attend SCC and/or the local school board meetings and report back to the board.

NATIONAL PTA LEGISLATIVE PROGRAM

The National PTA Legislative Program is the primary authority for action taken by the National PTA on federal legislation and regulations.

The National PTA Legislative Program has four components:

1. Policy Statements are broad statements on children's issues that form the basis for resolutions and position statements. Policy statements become official when they are passed by the National PTA Convention delegates or the National PTA Board of Directors and by 60% of state PTAs.
2. Resolutions with legislative intent can be proposed by any PTA. The National PTA Board of Directors recommends resolutions for consideration by delegates at the National PTA Convention. Resolutions must be approved by the convention body and then ratified by the National PTA Board of Directors to become positions of the organization.
3. Position statements are initiated by committees and commissions of the National PTA Board of Directors. They are approved by the National PTA Board of Directors.
4. Legislative Directives are the organization's current legislative priorities. They are reviewed by the National PTA Board of Directors and approved by the Executive Committee every two years.

NATIONAL PTA LEGISLATIVE PROCEDURES

- ♦ [PTA Takes Action](#), the National PTA's legislative newsletter, provides current information on legislative issues and suggests advocacy strategies. It is emailed to Member-to-Member participants and also contains Action Alerts.
- ♦ The National PTA website (PTA.org) legislative activity page provides information about PTA legislative issues and initiatives.
- ♦ National PTA's toll-free legislative information line, (800) 307-4PTA (4782).
- ♦ National PTA resolutions, position statements, and legislative directives are accessible at all state PTA offices, and many are found online at PTA.org.

PTA is a non-profit organization. It takes positions on legislative issues but is non-partisan and endorses NO candidates for public office.

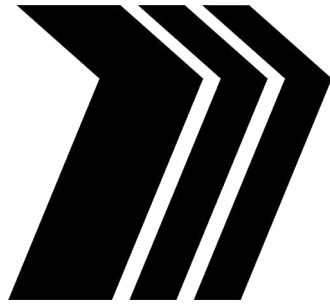
PRACTICAL PARLIAMENTARY GUIDE



A simple table of the most frequently used motions

MOTION	SECOND	DEBATABLE	AMENDABLE	VOTE REQUIRED	RECONSIDERABLE ?
Adjourn	Yes	No	No	Majority	No
Amend a Pending Motion	Yes	Yes if motion to be amended is debatable	Yes	Majority	Yes
Close Nominations	Yes	No	Yes	2/3	No
Debate limit or extend	Yes	No	Yes	2/3	Yes
Division of Assembly	No	No	No	Any member	No
Main Motion	Yes	Yes	Yes	Majority	Yes
Point of Order	No	No	No	Ruled on by chair	No
Postpone to a Definite Time	Yes	Yes	Yes	Majority	Yes
Previous Question	Yes	No	No	2/3	Yes
Question of Privilege	No	No	No	Majority	Yes
Recess	Yes	No	Yes	Majority	No
Reconsider	Yes	Yes if motion to which applied is debatable	No	Majority	No
Refer (commit)	Yes	Yes	Yes	Majority	No
Rescind	Yes	Yes	Yes	Majority with notice 2/3 without notice	Yes
Suspension of Rules	Yes	No	No	2/3	No
Table	Yes	No	No	Majority	No
Take from Table	Yes	No	No	Majority	No
Withdrawal of Motion	No	No	No	Majority	No

1. A tie vote is a lost vote.
2. Hasty action may be corrected by use of the motion to reconsider. This motion may be made only by one who voted on the prevailing side.
3. To stop debate and force the vote, a member should obtain the floor and say, "I move the previous question." This requires a second and a two-thirds vote.



PRESIDENT HANDBOOK
PROGRAMS AND AWARDS

NATIONAL PTA BENEFITS

National PTA provides many programs and resources for local PTA units. Programs and resources are supported and made available through Utah PTA commissions and committees.

National PTA Resources

At National PTA, [our mission](#) is to make every child's potential a reality, so we are invested in your child's success.

We're parents too, so we know just how critical you are to your child's future. That's why we wanted to share our [toolbox](#) to help you navigate all of the academic, social, and emotional milestones your child will experience.

These resources were created for you—the parent who's always on the go but still looking for a community that offers the best info to help your child excel at school and in life.

For a list of National PTA Resources for your PTA and for families, visit: utahpta.org/npta-resources.



National PTA Programs

[National PTA Programs](#) provide a wide array of accessible, engaging, and educational events that inspire, recognize, and impact all students and their families. These FREE or low-cost programs are designed in best practice for effective family engagement to support the physical, social-emotional, and learning needs of students while having fun!

For a list of National PTA Programs available to your PTA and Community, visit: utahpta.org/national-programs.



NEW! “Where You Are” Programs

National PTA offers In-Person and At-Home [Programs \(Spanish\)](#) and [Program Models \(Spanish\)](#) to meet students and families where they are. Partnering with caregivers and schools, National PTA programs are designed to support the physical, social-emotional, and learning needs of students while having fun!

To learn more about the “Where You Are” Programs, visit: pta.org/home/programs.

Does your PTA want to host an engaging and empowering family night that supports academic success or promotes digital wellness? National PTA offers great options for PTAs to host families nights to bring their communities together. These programs offer complete outlines of how to run a fun and simple family night right out of the box. There are also grant opportunities associated with many of these each fall that will give you the funds to host one of these engaging events.

Family Reading Experience - pta.org/home/programs/family-reading

PTA Connected - pta.org/home/programs/connected

National PTA's STEM Initiative - pta.org/home/programs/stem

Healthy Lifestyles - pta.org/home/programs/Healthy-Lifestyles



UTAH PTA BENEFITS

Utah PTA also provides many programs and resources for local PTA units. Programs and resources are supported and made available through Utah PTA commissions and committees.

Why does PTA use committees and commissions to accomplish their work?

A PTA utilizes commissions and committees to effectively manage and delegate tasks across a diverse range of activities, allowing for focused work on specific areas. Commissions and committees help your PTA get things done!

- ♦ **Division of labor:** By forming committees, the PTA can distribute responsibilities across smaller groups, enabling efficient work on various projects simultaneously.
- ♦ **Specialized expertise:** Committees can be formed with individuals having specific skills or knowledge relevant to their focus area, leading to better decision-making and execution.
- ♦ **Increased engagement:** Committees provide opportunities for more parents and teachers to actively participate in the PTA beyond just attending general meetings.
- ♦ **Improved decision-making:** Smaller committee groups can facilitate open discussions and thorough consideration of options before presenting recommendations to the larger PTA board.

Developing goals and plans that meet the interests and needs of a school community are primary objectives of a local PTA board. These objectives can be met through the structure of commissions, committees, programs, and events.

- ♦ **Commissions:** At a local level, a commission is over several committees/programs/events, like an umbrella, with a specific issue or concern in mind.
 - ▶ Examples: Community Engagement, Education, Family Life, Health, and Safety
- ♦ **Committees:** At a local level, a committee is tasked to plan and carry out a specific event or program. Sometimes there is a committee, and sometimes it can be chaired by a single person.
 - ▶ Examples: Reflections, safety patrol, student club, spelling bee, room parents, student leadership, membership, newsletter, and social media
- ♦ **Programs:** A PTA program is a program which the membership deems important to your school community through a needs assessment.
 - ▶ Examples: Grad night, spelling bee, Reflections, Battle of the Bands, School of Excellence, fundraisers, spirit nights/family nights
- ♦ **Events:** A scheduled PTA program that takes place at a specific time and location, typically as a one-time occurrence.
 - ▶ Examples: Guest speakers at PTA meetings, family nights, art walks, carnivals, field day



For more information on how to organize a commission, committee, program or event, see president's tool section of this handbook or utahpta.org/organizing-your-board.

UTAH PTA COMMISSIONS

At the state level, Utah PTA commissions consist of Community Engagement, Education, Family Life, Health and Safety and are chaired by a commissioner who also sits on the Utah PTA Board of Directors. Utah PTA commissioners along with community partners are there to provide program ideas and resources for specific areas of concern for local commissioners. Information on each commission can be found at utahpta.org under "Resources."

Utah PTA commissions and related areas of concern are available to support local units. Under each commission is a brief description of the work of that commission and a link to programs and related resources for your local unit to adapt and use. Areas of concern may overlap among commissions.

As always, a needs assessment can help your PTA determine what the community needs are. Here are some areas that the Utah PTA commissions focus on:

Community Engagement

The Community Engagement Commission will involve members of the community, business, religious, and government entities in improving the quality of life and education of all children. Working together opens new horizons of possibilities for our future.



For a list of Community Engagement Commission areas of focus, visit utahpta.org/community-engagement.

Education Commission



The mission of the Utah PTA Education Commission is to become knowledgeable about the issues which affect the education of students in the state of Utah, to take positive action to further the Purposes of PTA in promoting the welfare of children and youth at home and at school, and to promote programs which benefit and strengthen education through parental involvement.

For a list of Education Commission areas of focus, visit utahpta.org/areas-focus-education-commission.

Family Life

The goal of the Utah PTA Family Life Commission is to promote healthy family relationships, thus resulting in success of children in all aspects of their lives. Utah PTA believes that the first and most important teacher throughout a child's life is the parent. The Family Life Commissioner aims to provide information and resources for parents and families as they encounter different stages and challenges of life. Specifically this includes early childhood, military families, digital wellness, family engagement, family relationships, and so much more related to the family life.



For a list of Family Life Commission areas of focus, visit utahpta.org/family-life.

Health



The goal of the Utah PTA Health Commission is to provide and utilize resources that are targeted to protect and improve the health of children and youth; to design, identify, and implement programs in areas of priority and concern; and, to build public awareness that will improve the quality of life for the children of Utah.

For a list of Health Commission areas of focus, visit utahpta.org/health.

Safety



The purpose of the Utah PTA Safety Commission is to advocate for children and youth in order to provide a safe environment at home, at school, and in the community; to involve parents, teachers, students, and community in safety issues; and to develop and implement programs that educate and inform to meet the needs of your community in safety issues.

For a list of Safety Commission areas of focus, visit utahpta.org/safety.

To join a Utah PTA commission or to get more information, please contact the Advocacy VP or visit utahpta.org/needs-you.



UTAH PTA COMMITTEES

Utah PTA committees are organized groups that plan, promote, and carry out the activities, programs and events of Utah PTA. These committees expand the opportunities for meaningful contribution and build a leadership pipeline by including more volunteers from all levels of PTA. Well-structured committees dramatically increase Utah PTA's capacity to accomplish its mission while providing program ideas and resources for specific areas of concern for local commissioners. Information on each of the Utah PTA Committees can be found at utahpta.org under the tabs of Resources, Programs, and Events.

As always, a needs assessment can help your PTA determine what the community needs are. There are many great options to help your PTA build community and support student learning and academics while making friends and growing.

The following is a list of Utah PTA committees. Local PTA members are always welcome to join committees. To learn more about our committees, please visit their pages on utahpta.org. You can also sign up for committees at utahpta.org/needs-you.

Director Committees

- ◆ Communications
- ◆ Leadership
- ◆ Membership

Advocacy Related Committees

- ◆ Legislative Advocacy Committee
- ◆ Advocacy Resolutions Support Committee
- ◆ Digital Wellness Committee
- ◆ Special Needs Committee
- ◆ Trust Lands Committee

General Working Committees

- ◆ History
- ◆ Technology
- ◆ Leadership Academy
- ◆ Student Leadership

Programs Committee

The Utah PTA Programs Committee is a new committee designed to help spotlight special events and programs of Utah PTA. Each of the following events are under the Program Committee and work in tandem together to ensure each event runs perfectly. Some of these committees will also have sub-committees and accompanying meetings to accomplish their goals each year.

- ◆ Arts Grant
- ◆ Awards
- ◆ Battle of the Bands
- ◆ Diversity, Inclusion, and Outreach (DIO)
- ◆ Grants
- ◆ Military Families
- ◆ Reflections
- ◆ School of Excellence

PROGRAMS AND RESOURCES CREATED BY PTA FOR PTA

While there are many programs that PTAs can use, the following programs have been created by National PTA and Utah PTA. They have been designed to help PTAs build their community and provide support to parents and families for specific issues they are facing.

National PTA School of Excellence

National PTA School of Excellence recognition program opens the lines of communication and critical thinking within school communities to make data-driven decisions that yield positive, long-term results.

National PTA School of Excellence is a recognition program that supports and celebrates partnerships between PTAs and schools to enrich the educational experience and overall well-being for all students. By enrolling in this program, your PTA and school administrators are making a year-long commitment in identifying and implementing an action plan for school improvement based on [PTA's National Standards for Family-School Partnerships](#) and [Transformative Family Engagement](#).

Those that exhibit improvement are honored as National PTA Schools of Excellence, a distinction that spans two years. Honorees receive celebration tools and automatic consideration for the Phoebe [Apperson Hearst Award](#) and a \$2,000 grant for their school. PTAs are encouraged to renew their designation each year, or every other year, to continue to build on their momentum.

Your School of Excellence designation will help attract new, action-oriented PTA members who want to focus on the issues that affect our children the most, and being a National PTA School of Excellence will open the door to other honors and opportunities for your school.

Enrollment is open June 1 to October 1 each school year. To find more information and to enroll, visit: pta.org/Home/Programs/National-PTA-School-of-Excellence.



National PTA Take Your Family To School Week

Occurs during a designated week each February

PTA [Take Your Family to School Week](#) is a way to attract families to your school. Invite family members to step away from their daily grind and into the school during PTA Take Your Family to School Week. This special week is designed to connect families with their child's school experience, and hosting PTA Take Your Family to School Week events will help strengthen the parent-school partnerships throughout the year.

By planning organized activities for families at the school:

- ♦ Parents gain a new perspective on their children's school day.
- ♦ Teachers build positive partnerships with parents.
- ♦ Children know that their family cares and values education.
- ♦ Schools build an excellent reputation in the community as an open welcoming place for families.
- ♦ Studies show that a child's academic performance increases when their parents become involved in their education.

Ideas for PTA Take Your Family to School Week:

- ♦ Open Gym Day: Get in the Game! Set up for volleyball, softball, kickball, or basketball on the school grounds.
- ♦ Family Food Functions:
 - Host mealtime opportunities with options like "Guests and Goodies" or "Parents and Pastries."
 - Host Evening meals: ethnic pot luck, barbecue, or indoor picnic where families bring food.



- ◆ Wall of Fame: Who's Who at the School
 - ▶ Students interview teachers and adults at the school. They can use quotes, photos, pictures, and facts for a "Wall of Fame."
 - ▶ School Lunch Together: Parents go through the lunch line with their student and eat lunch together.
 - ▶ Family Heritage Exhibit: Families contribute artifacts that highlight the history and diversity of all the members of the school's community.

Utah PTA Battle of the Bands

Battle of the Bands (BOB) is an official Utah PTA program for PTSAs.



Utah PTA's Battle of the Bands is the only PTA program like it in the country. Beginning in 2002, a competition between high school bands was created. In its current form, there are three levels of competition:

School Playoffs

One band representing each school will move on to the multi-region competition. Each school that has more than one band applying to compete will hold a school competition. This will be run by the school PTSA president or BOB chair. All school winner applications will be forwarded by the school PTSA president or BOB chair to the chair in charge of their multi-region competition by March 1.

Multi-Region Competition

Multi-region competitions will take place between March 1-31. The region chair or BOB chair will be in touch with all school winners with the date, time, and place of the multi-region competition. Three bands from each multi-region competition will advance to the state BOB. Each multi-region will decide which three bands will advance. Some send first and second place and then the audience favorite, and some send the top three place bands. The multi-region competition winner's application will be sent on to the Utah PTA Battle of the Bands Chair by the multi-region BOB chair. Multi-region entries are due to Utah PTA by April 1.

State Competition

The State Battle of the Bands will include the three entries from each multi-region competition. They may have other entrants through areas that may not have a multi-region, or there are other possible wild card entries. State BOB has traditionally been held around the end of April or beginning of May.

Rules are updated each year, so for a complete packet with rules and forms, go to our website: utahpta.org/bob

Utah PTA Digital Wellness Video Contest



The purpose of this video contest is to promote digital citizenship, safety, and wellness through students' creativity, tech, and filming skills.

Students Eligible to Enter

This video contest is open for students in grades 9-12 in the state of Utah at a PTA/PTSA school. Students may create a video as a group, but only one student can submit the video entry. If a group entry wins, the winning student will share the prize with the other students in the group.

Digital Wellness Video Topic

A new theme is picked each year and announced in the early fall. Students may choose to focus on one or more aspects of the theme. For example, a student may choose to focus on how to be safe online and another student may choose how to be responsible with their tech use, but students do not need to cover all three aspects. However, a student is welcome to cover each aspect if they would like. The theme is generally broad and open for different interpretations as there are many different aspects of being safe, kind, and responsible online. Be creative and have fun.

For more information on this year's theme and contest rules, visit utahpta.org/video-contest.

Utah PTA Family Health Night Toolkit

utahpta.org/family-health-night



As a Health Commission, we believe in whole-child wellness that will help to make every child's potential a reality! Use the power of collaboration with school district health professionals and community partners to bring resources and fun to your school community. In the toolkit you will find planning materials, printables, digital fliers and examples of brochures you can use.

Utah PTA November Military Family Month



Concert and Essay Contest

Attention All PTA Families

Utah PTA and Utah National Guard celebrate [Military Family Month](#) with a concert held around Veterans Day every year.

Essay Contest

Utah PTA, in partnership with Utah National Guard, is also holding an essay contest for military families! The three winning students from elementary school, middle school/junior high, and high school from military families will be honored at this concert and receive a valuable prize!

A military family is one that has a father, mother, sister, or brother who has served or is presently serving in the Active, Reserve, or National Guard (Army, Navy, Air Force, Marine Corps, and Coast Guard). If children live with guardians who are presently serving, they are also included.

The theme for the essay contest is "Why I Am Proud of My Veteran!" The essay must be no more than 500 words. You can email or send the essay to Utah PTA Military Families Chair at militaryfamilies@utahpta.org. Word format is preferred. Deadlines for the essay and concert information will be posted on utahpta.org in the early fall.

Utah PTA Red Ribbon Week



Red Ribbon Week is generally held the last full week in October.

In many schools, PTAs plan the Red Ribbon Week activities. Utah PTA in collaboration with prevention experts, created a Red Ribbon Week Toolkit.

This toolkit is meant to be a helpful guide when planning Red Ribbon Week activities. Included in this kit are ways that adults can engage students in effective drug prevention messaging and activities that are based on prevention science and research. The categories and themes are meant to be guides in assisting adults to develop activities during Red Ribbon Week that will target their individual communities, schools, and students as needed. Activities are separated out by ages (elementary, secondary, or both) and include instructions, templates, and resources needed for implementation. Feel free to adjust activities and themes as needed.

To access the Red Ribbon Week Toolkit, visit utahpta.org/brand-new-red-ribbon-week-toolkit.

Utah PTA Suicide Prevention Toolkit



In a time when suicide is the leading cause of death among Utah youth, it is more important than ever for families, educators, and community members to be educated about suicide and suicide prevention. This evidence-based toolkit has been created by prevention specialists in collaboration with Utah PTA with a singular goal in mind: to help every child in Utah. It contains a combination of upstream, midstream, and downstream approaches designed to help children of all ages in their homes, at PTA activities, in the classroom, and more.

It is our hope that each PTA/PTSA will have a prevention specialist who can help implement these ideas throughout the year into things you are already doing, which will add a prevention piece to as many activities as possible in order to keep the conversation going.

The activities suggested in the "School Support" section align with the Utah State Board of Education Core Standards for Health and are designed to be used by educators and others in the classroom.

Activities are separated by ages (elementary, secondary, or both) and include instructions, templates, and resources needed for implementation. Feel free to adjust activities as needed.

To access the Toolkit, visit utahpta.org/Suicide-Prevention-Toolkit.

Utah Reflections Online Guide



Complete training materials are available at utahpta.org/ref.

Note to PTA presidents: Reflections is now 100% online and easier than ever to run. Open communication between local schools, councils, and regions is essential to keep the program running smoothly.

Schools must be in good standing by December 1 of each year or their entries will be excluded from participating in Reflections at the state level. Please make sure that your membership dues are paid and that your bylaws are current or renewed. Bylaws take time to renew because you are required to post them for 14 days.

Please provide your Reflections Specialists with contact information for your council/region specialists, including names, phone numbers, and email addresses. You also need to share contact information for your specialists with your council/region specialists at the earliest possible date so they will not miss out on trainings and deadline information. Sharing and using contact information between the levels is essential. Also, please provide your specialists with the information needed to register with National PTA, which includes your unit ID number and bylaws expiration date.

Getting Started

1. Become an admin for your school in Utah Reflections Online.
 - A. Reflections is run through Utah Reflections Online. To manage your school, you will need to designate at least one person to be your school's admin.
 - B. Admin access should be set up by the level above you, but can also be set by the previous admin(s) for your school. If you are having trouble finding out who your admin is for the next level, please email reflections@utahpta.org and include your school name.
 - C. When you are set as an admin, if you did not already have a Utah PTA account, you will receive an email instructing you to create a password. You will then have access to log into Utah Reflections Online at utahpta.org/ref. If you already had an account, you will not receive an email. Individuals who have registered for convention, online training, or other Utah PTA programs or who have judged Reflections likely already have Utah PTA accounts.
 - D. Once you log into the system, click on the red Reflections Admin tab. You may now manage your unit, entries, and judging. Before you launch your program, delete any admins who are no longer involved in Reflections. To do this, click on the admins tab. You will then see all the admins listed for your school.
 - E. To remove an admin, click the red "Remove" button to the right of the name.
 - F. Trainings for Utah Reflections Online can be found at utahpta.org/ref.
2. Register Your PTA for Reflections
 - A. Register with National PTA at PTA.org/reflections. All schools, councils, and regions must register by November 1. This is not the same thing as being assigned as an admin for Utah Reflections Online. Registering helps National PTA collect data to monitor and improve the program.

- B. Click on "Register with National PTA."
 - C. You will need your school name, address, PTA Unit ID number, contact person, email, and phone number. For the contact person and phone number, please put the Reflections Specialist's information and not the school's.
 - D. You will see a confirmation screen, but will not receive a confirmation email.
**Registering with National PTA will not make you an admin for your school. They are two separate processes.*
3. Organize and Plan
- A. Many hands make light work. Recruit others to be on your Reflections Committee. Back-to-school night is a great time to put out a sign up sheet.
 - B. Join the Utah PTA Reflections Facebook Group. This valuable resource will connect you with Reflections specialists from all levels of the program.
 - C. Find judges. Remember judges should not be from your school and should have some knowledge of the category they will be judging.
 - D. Dates to remember: When are entries due to local schools? When are entries due to council? When are entries due to region? At the local level, you get to choose your own deadline. Find out now when the deadline is for the next level and set yours about a month before that date. This will give you ample time for checking entries, judging, scoring, and recognition.
 - E. Every school is required to use Utah Reflections Online found at utahpta.org/ref.
 - F. Consider creating a dedicated Reflections email for your school and assigning that email as an admin. This way your school will always have online access and will only need to change the name and phone number associated with the account when a new specialist takes over the program.
 - G. Entries cannot be uploaded for your school without an admin being assigned. Any admin can add new admins for their level or below. Multiple admins are allowed.

The complete Local Leader's Guide, rules, training videos, and everything else Reflections can be found at utahpta.org/ref.

Utah PTA Arts Education Grant

Utah PTA believes cultivating the arts is important to Utah's children, and participation in the arts can make a notable difference in a child's abilities, talents, and self-esteem. With support from the Utah Division of Arts and Museums, Utah PTA has grant money available to encourage local schools to develop, participate in, promote, and provide quality art programs. This grant is offered to schools annually to assist in this effort.

This program is currently being revised and more information will be available later in the year for the coming school year.

UTAH PTA AWARDS



Recognition is key to the retention of volunteers and a staple of every successful organization. Here at Utah PTA, we are eager to support your efforts to award the contributors who go above and beyond throughout your school community. We refer you to our website (utahpta.org/awards) for everything you need to successfully carry out an awards and recognition program in your PTA.

Utah PTA is here to help assist you and your school in providing opportunities to recognize greatness at your school. While there are endless ways this can be done, we are happy to provide you with this meaningful opportunity.

Utah PTA Recognition Awards

Award	Description
<i>Utah PTA Advocacy Award</i>	This award is given to a local PTA or individual for excellence in their efforts to support and speak on behalf of children and youth.
<i>Utah PTA Development Award</i>	This award is given to a local PTA for excellence in program and/or leadership development. This award is encouraged for programs in schools that are in the first five years of their program – developing and improving the program. Remember, this is for a program, not an individual.
<i>Utah PTA Engagement Award</i>	This award is given to a local PTA for excellence in the area of engagement. This can include engaging the community, businesses, faculty, parents, etc. Remember, this is for a program, not an individual.
<i>Utah PTA Outstanding Elementary Educator</i>	This award recognizes a professional educator currently working with students in grades preschool to 5th or 6th Grade (depending if 6th Grade is in your elementary or secondary school). State winners will be selected based on their relationship with students, parents, PTA, and the community.
<i>Utah PTA Outstanding Secondary Educator</i>	This award recognizes a professional educator currently working with students in grades 5th or 6th grade (depending if 6th grade is in your elementary or secondary school) to 12th Grade. State winners will be selected based on their relationship with students, parents, PTA, and the community.
<i>Utah PTA Outstanding School Administrator Award</i>	To recognize an outstanding school administrator currently working with students on an elementary or secondary level. This can include assistant principals.
<i>Utah PTA Outstanding Support Staff</i>	This award recognizes any school support staff (custodians, secretaries, lunchroom staff, bus drivers, aides, etc.) currently working in schools in grades preschool to 12th grade. State winners will be selected based on their relationship with students, parents, PTA, and the community.
<i>Utah PTA Outstanding Volunteer Award</i>	This award is given to a volunteer who renders volunteer service to children through the education system and is making a positive difference. Nominees will be considered on the basis of quality of volunteer commitment.
<i>Utah PTA Spirit of Inclusivity</i>	This award recognizes an outstanding PTA/ individual who has organized an inclusivity event/ activity using the PTA National Standards for Family School Partnerships. Examples: Welcoming families into the school community; communicating effectively; supporting student success; speaking up for every child; sharing power and collaborating with community; involving minority parents in PTA. If an individual, they must be a member of the PTA and exemplify the PTA Purpose and Mission.
<i>Utah PTA Spirit of PTA Award</i>	This award recognizes an outstanding volunteer who has given consistent and outstanding service through PTA. This person must be a member of the PTA and exemplify the PTA Purposes and Mission.

Local**Council****Region**

Each school can submit one award per category to Council

Council approves and advances all qualifying awards to region

Region advances qualifying awards to state, with judging if necessary

Awards should be completed online by January 31

Awards should be evaluated and advanced to region by February 15

Awards need to be judged and advanced to state by March 1

Utah PTA Membership Awards



The purpose of Utah PTA Membership Awards is to help increase membership by serving as a motivational incentive and to provide a meaningful reward to those schools who have promoted membership throughout the year.

PTAs may apply for as many awards as they would like. Many awards have similar criteria. Award applications can be found on the Utah PTA website <https://utahpta.org/membership-awards>.

To be eligible for any of the following awards, membership dues must be paid/submitted to Utah PTA by the due date. Winners may be promoted on social media.

Award	Criteria	Incentive	Due Date
Early Bird Award (No application needed)	Any PTA submitting 50% of the previous year's membership by September 25th will be eligible to win!	PTAs who have met the criteria will be recognized and entered into a drawing for a buy one, get one free registration to the Utah PTA Leadership Convention.	Sep 25
On Target Award (No application needed)	Any PTA submitting 75% of the previous year's membership postmarked by October 25th will be eligible to win!	PTAs who have met the criteria will be recognized and entered into a drawing for a buy one, get one free registration to the Utah PTA Leadership Convention. (2 winners)	Oct 25
Trailblazer Award (No application needed)	Any PTA submitting 100% + 1 of the previous year's membership postmarked by November 25th will be eligible to win!	PTAs who have met the criteria will be recognized and entered into a drawing for a buy-one-get-one-free registration to the Utah PTA Leadership Convention. (5 winners)	Nov 25
Beehive Award (No application needed)	Any PTA submitting 10% over the previous year's membership postmarked by December 25th will be eligible to win!	PTAs who have met the criteria will be recognized and entered into a drawing for a PTA tablecloth. (5 winners)	Dec 25
A Voice For Every Child Challenge (No application needed)	Given to PTAs that participate and meet the membership goal (set by Utah PTA) during the month of January for the purpose of increasing membership in preparation for the advocacy work of Utah PTA during the legislative session.	PTAs who have met the criteria will be recognized and receive a digital badge.	Jan 25
We (heart) PTA Contest (No application needed)	Given to PTAs that share the love of PTA with 14 new PTA members! Any PTA submitting 14 or more new PTA memberships by February 25th will be eligible to win! PTAs must have submitted PTA memberships prior to January 25th to be eligible.	PTAs who have met the criteria will be recognized and entered into a drawing for a buy-one-get-one-free registration to the Utah PTA Leadership Convention. (4 winners)	Feb 25
Super Teachers & Staff Award	Awarded to local PTAs that have 100% membership of their full-time faculty, administration, and staff.	PTAs who have met the criteria will be recognized and receive a buy-one-get-one-free registration to the Utah PTA Leadership Convention.	Mar 1
MARS (Men are Really Super) Award	Awarded to local PTAs whose PTA membership has at least 40% male members including fathers, grandfathers, and male community members.	PTAs who have met the criteria will be recognized and receive a buy-one-get-one-free registration to the Utah PTA Leadership Convention.	Mar 1
Super PTSA Award	Awarded to any local PTSA with 40% or more student membership.	PTSAs who have met the criteria will be recognized and receive buy-one-get-one-free registration to the Student Leadership Convention.	Mar 1
Award of Excellence in Membership Promotion	Awarded to two local PTAs or PTSAs that exhibit excellence in promoting PTA membership through an innovative, comprehensive, and successful membership recruitment campaign.	Winners will be recognized and receive a \$100 donation to their PTA.	Mar 1

Double Your Membership	Awarded to local PTAs whose PTA membership is at least 100% over last year's total membership by March 1st. PTA must have been organized and in good standing for a minimum of two years before application date to be considered for the award.	PTAs who have met the criteria will be recognized and receive a prize.	Mar 1
What is Your PTA Story?	Open to all PTA members. Submit your own personal story about how you became involved in PTA and why you think it is important for all parents! Stories may be featured on Utah PTA social media.	One winner will be chosen to receive a PTA messenger bag.	Mar 1

Utah PTA L.E.A.P. Award



Leadership, Excellence, and Partnership (L.E.A.P.)

Leadership can be defined as “the art of getting or inspiring people to do something.” It is not the same as management, which is associated with accomplishing a task in an effective and efficient manner. A leader must often use different leadership styles, depending on the situation and group. People skills are a basic necessity in good leadership. A successful leader will involve everyone in the group in any decision-making that will affect them.

It is the desire of Utah PTA to recognize our committed volunteers. Within the membership of Utah PTA are leaders who steadfastly serve in various PTA positions and volunteer thousands of hours for the benefit of the children of Utah.

You can nominate any PTA leader for a L.E.A.P. Award. Here are a few facts:

- ♦ A person can complete one, two, or even three levels in one year.
- ♦ Someone else (like a president) can fill out applications for other people.
- ♦ All L.E.A.P. awardees will be recognized in the Leadership Convention program and with a LEAP pin with level indicator.
- ♦ Many councils also recognize awardees at spring trainings.
- ♦ Any PTA board member can complete any level of the L.E.A.P. Awards. Nominate a vice president, chairman, and committee member today.

The application is an online form. The link to the application for the L.E.A.P. Award is utahpta.org/leadership-excellence-partnership-leap-award

Utah PTA recognizes our committed volunteers with our L.E.A.P. Award.

Utah PTA Gold Star Awards



The Utah PTA Gold Star Awards were created to recognize the outstanding PTA and PTSA units in our state. Utah PTA designates PTA/PTSA units that have done all of the required items and the additional elective activities (about 20 items total) as Utah PTA Gold Star PTAs and PTSAs. There are three levels: Local PTA, Local PTSA, and Council.

If you follow best practices for running your PTA/PTSA and if your PTA/PTSA is in good standing, you will most likely qualify for this award. We recognize that it may also be overwhelming to know how to do everything that needs to be done to be a PTA/PTSA in good standing. The award requirements are designed to help PTA/PTSA leaders know the items they can focus on to fulfill their roles in helping their students and their school communities.

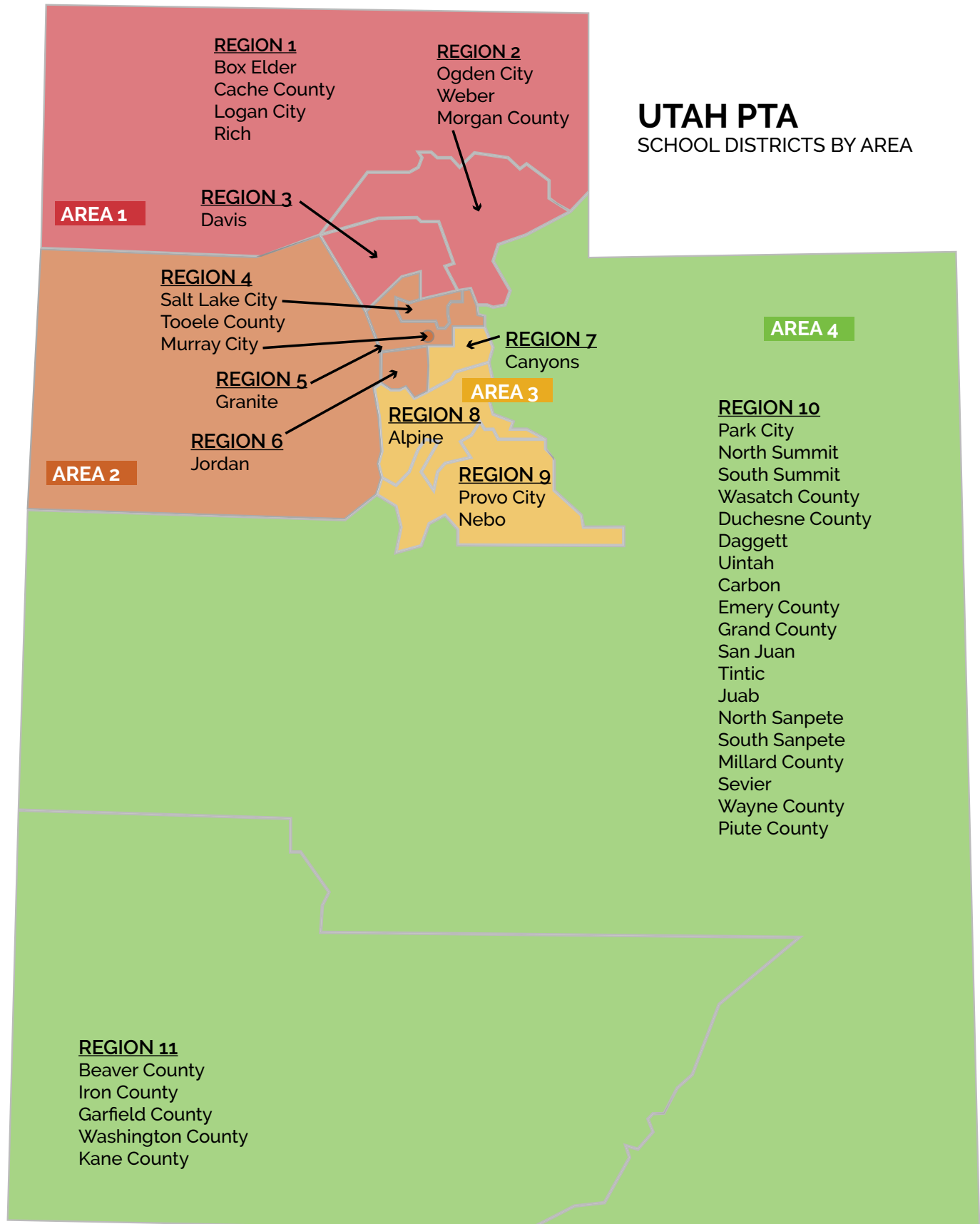
Each Utah PTA Gold Star Designee will receive a certificate to display in their school and will be recognized and celebrated at Utah PTA Leadership Convention.

All local PTAs, PTSAs, and councils should apply! Each level has its own set of requirements. Each level's requirements and online application will be announced at the beginning of the school year. Information will be available online.

All requirements, the online application and other tips can be found at: utahpta.org/gold-star-leadership-awards

UTAH PTA

SCHOOL DISTRICTS BY AREA



STAY CONNECTED TO UTAH PTA ALL YEAR

UTAH PTA

5192 S. Greenpine Drive
Murray, UT 84123

Phone: (801) 261-3100

Fax: (801) 261-3110

Email: kids@utahpta.org

Website: utahpta.org

Office Hours

Monday - Thursday

9:00 am - 3:00 pm

Closed Fridays | Closed holidays

Please call before you come
to ensure office is open.



@UTAHPTA

Facebook Groups that you can join:

Utah PTA Advocacy

Utah PTA Super Secondary

Utah PTA Excellent Elementary

Utah PTA Treasurers

Utah PTA Reflections

Utah School Community Councils

Utah PTA Teachers

Utah PTA Battle of the Bands

National PTA

1250 N. Pitt Street, Alexandria, VA 22314

Phone: (703) 518-1200 | Toll Free: (800) 307-4PTA (4782)

Fax: (703) 836-0942 | Email: info@pta.org | Website: PTA.org