



# CLT Workshop

## Council Leadership

The Best Days of Your “PTA” Life!

Presenters: Deirdre Pierce, Councils Chair

and

Evelyn Johnson, GA PTA Bylaws Chair

# Saturday, July 16, 2011– Session 403


**Goal: for Council Leaders to be informed and feel comfortable and confident in their roles**

- **Greetings & Introductions**
- **Council Overview**
- **Responsibilities and Requirements**
- **Website and Forms Review**
- **Q & A**

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Guest Panel Discussion

- **Topic: District Director and Council Relationship**
- **Sharing– tell us your craziest incident and/or greatest fear as a leader**
- **Open Dialogue and Closeout**



*If you lead with integrity,  
purpose and professionalism,  
your legacy will speak for itself!  
Lead Well.*

**Georgia**  
**PTA**<sup>®</sup>  
everychild.onevoice.

# COUNCILS - BY DEFINITION

Georgia PTA organizes and charters groups of three or more local PTAs in cities, counties, or communities to promote the basic policies of PTA and for the purpose of unifying and strengthening PTA activities in communities and schools with common interest. Councils enable local units to collaborate on projects that an individual unit could not accomplish alone. They provide support and assistance to the local units within their area.

*Reference: Council Bylaws*



# GOVERNANCE

- Each Council is governed by its bylaws and are approved by the Georgia PTA Board of Directors
- The Council Board of Directors manages its affairs in the intervals between membership meetings
- Council Leadership Resource 2011-2012
- Georgia PTA Policies and Procedures for Handling Complaints

# COUNCILS ...

- **Promote** the welfare of children and youth in home, school, community, and place of worship
- **Secure** adequate laws for the care and protection of children and youth
- **Develop** between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education

# RESPONSIBILITIES

- **ALWAYS** lead by example and with the highest level of integrity!
- **Provide** continuous leadership development opportunities to LUs
- **Work with** your District Director to develop a cooperative relationship with the school district administration and represent the interests of PTA before school districts, appropriate organizations or advocacy groups
- **Communicate! Communicate! Communicate!**

- **Identify** schools that desire to form a PTA, then assist your District Director in the organization of newly chartered PTAs according to state bylaws
- **Encourage** the use of PTA publications, programs and projects so local units can become better advocates
- **Assist** the local units in understanding and carrying out action requested by resolutions adopted at Georgia and National PTA conventions

# REQUIREMENTS

- **Plan of Work** – Council submits a copy to the District Director; Officers and Chairs to the Council President
- **Council Yearly Calendar** (include Board, General Membership and Training dates/locations/time, special events, State events etc.) Submit to Councils Chair and District Director
- **Council Reports:** Due Dates will be determined by the new Councils Chair
- **Council Annual Achievement Report: (CAAR)**  
Due second Friday in March

# ACCOUNTABILITY

Under discussion:

- District and Councils Agreement
- What happens when Councils are non-compliant?

# STATISTICAL REPORT

- Refer to sample handout. Incorporation is no longer a requirement for “Good Standing”
- GA PTA will post these reports on our site monthly, as well as send to Council Presidents
- Share the information with your Board in order to keep abreast of what’s going on in your LUs

# PTA NATIONAL STANDARDS FOR FAMILY-SCHOOL PARTNERSHIPS

- **Standard 1** – Welcoming all families into the school community
- **Standard 2** - Communicating Effectively
- **Standard 3** – Supporting Student Success
- **Standard 4** – Speaking Up for Every Child
- **Standard 5** – Sharing Power
- **Standard 6** – Collaborating with Community

# BYLAWS

- Councils operate under bylaws that have been approved by Georgia PTA. Mandatory amendments adopted by National PTA or Georgia PTA are automatically part of the Council bylaws and should be brought to the attention of the local PTA units
- Council bylaws should be reviewed, at least annually, and amended to fit the needs of the Council. Amendments do not go into effect until approval is received from the Georgia PTA Bylaws Chairperson
- Council bylaws **must** be submitted to Georgia PTA for approval. It is the responsibility of each Council officer and committee chair to **read, understand** and **abide by** the Council bylaws. The president should ensure that all Council and local unit officers receive a copy of the Council bylaws after their election or appointment

# POLICIES AND PROCEDURES

- Councils may adopt policies and procedures (P&P) to supplement the bylaws, but never supersede them
- P&P relate to the details of the administration of the Council PTA, rather than to parliamentary procedure
- They may be adopted by a **majority** vote at any business meeting and amended by a majority vote with prior notice or a **two-thirds** vote without prior notice

# AUDITS

- Submitted annually upon the change of Council treasurer, or upon the resignation of the treasurer. All books and records must be audited before they are passed on to the newly elected Board of Directors
- Councils may offer audit services to local units or for each other
- An auditor or auditing committee of no fewer than three members should be **selected** by the Board of Directors no later than two weeks prior to the end of the school year
- The annual audit report shall be given to the Council PTA at the first general membership meeting of the school year

# 990'S



## IRS Requirements for ALL PTAs

- If your Council or local unit will gross less than \$50,000 dollars for the fiscal year, you will file the 990-N postcard (**amount new for 2011**)
- If your PTA's gross receipts for the fiscal year are more than \$50,000 you must file Form 990 and Schedule A
- You may file a 990-EZ if the following requirements are met:  
Less than \$200,000 Less than \$500,000
- All IRS Forms are due the 15th day of the fifth month after the close of the PTA's fiscal year. (For example, if the PTA's fiscal year ends June 30, the form is due November 15.)
- **Any organization that fails to meet its annual filing requirement for three consecutive years will have its tax exempt status revoked**

# MEETINGS

- **Executive Committee** – Regular meetings of the Executive Committee shall be held with the date and time to be fixed at its first meeting of the year
- **Board of Directors** - Regular meetings of the Board of Directors shall be held with the date and time to be fixed at its first meeting of the year
- **General Membership** - At least three (3) regular meetings of this Council PTA shall be held during the school year. Dates and times of meetings shall be determined by the Executive Committee and announced at the first regular meeting of the year

## **Council meetings should:**

- Be announced and publicized well in advance of the meeting
- Begin and end in a timely manner
- **Meet the needs of the individual local units and the Council as a whole**
- Strengthen the relationship between the local unit, Council, District, State and National PTAs
- Provide opportunities for local unit leaders to work together and network

# DELEGATES

Any PTA member may attend the Council general membership meeting. However, the voting body of the Council consists of the board of directors, the president of each member local PTA or their alternate; two (2) delegates or their alternates, the superintendent of schools or their alternate; and the principals of schools having units in Council membership or their alternates. Council bylaws specify the number of delegates from each unit. Delegates are selected by the method chosen by their units and vote as instructed by their units, unless authorized to vote according to their own judgment

# TRAINING

- YOUR KEY TO A SUCCESSFUL COUNCIL!
- Council officers and committee chairpersons are expected to attend training offered by Georgia PTA at Convention Leadership Training and other Georgia PTA hosted Council workshops throughout the year
- Other training opportunities include: District Directors' Fall and Spring Conferences, state sponsored PTA Universities, PTA Day at the Capitol, Advocacy Conference, National PTA Convention, District and Councils training, and training sponsored by other Councils
- Council is responsible for providing training to local units

# COUNCIL WEB PAGE

- [www.georgiapta.org](http://www.georgiapta.org)
- Go to “For PTA Leaders” then to “Officers”
- Click on “Councils”
- Click on the rectangular road sign on the right
- Enter username (voices) and password (4children)

# CALENDARS

Sample of what you will see on the site:

- [Atlanta Council](#)
- [Cherokee Council](#)
- [Clayton Council](#)
- [DeKalb Council](#)
- [East Cobb Council](#)
- [Forsyth Council](#)
- [Area I - Gwinnett Council](#)

# REPORTS

- [Bylaws Statistical Report](#)

Sample of Quarterly Reports found on Council site:

- [Cherokee Council](#)
- [Clayton Council](#)
- [DeKalb Council](#)
- [Douglas Council](#)
- [Eastern Cobb Council](#)
- [Gwinnett - Area I Council](#)

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# RELATIONSHIPS

- **The District Director** is the liaison that works with Councils to coordinate activities throughout the district and encourages Council and local unit attendance at District activities, training, meetings and awards
- **The Council President** is a member of the District PTA Board of Directors and attends all district meetings as called by the Director. If unable to attend, an alternate may attend with prior permission from the District Director. In councils with co-presidents only one (1) president shall represent the Council on the board as a voting member
- **The Councils Chair** is the liaison who ensures that all Councils are connected in such a way that the transmission of information occurs on a regular and consistent basis

# CONCLUSION

- Now that you are equipped with information regarding your job as Council Leaders, have a great school year; and thank you for attending our workshop!
- Remember, “Never doubt that a small group of committed citizens can change the world; indeed, it’s the only thing that ever has.”
  - Margaret Meade

A Powerful Partnership  
whose effectiveness depends on  
Y.O.U.!

