

CONNECTICUT PTSA'S MODEL POLICY & PROCEDURES

Presented by Sally Boske, Executive
Director

EXPAND YOUR BYLAWS

- ⦿ Use your bylaws as template
- ⦿ Go through each section and give more in depth details

RELATIONSHIP WITH NATIONAL PTA AND CONNECTICUT PTSA

- ⦿ **Section 1.** A local PTA in good standing is one that
- ⦿ Bylaws must be reviewed every three years unless otherwise notified by the state, if no changes are needed, the state should be informed;

- ◎ **Section 2.** This local PTA shall adopt such bylaws for the government of the organization as may be approved by the Connecticut PTSA. A bylaws committee shall be established according to the bylaws of this local PTA. The committee shall review the current bylaws and shall:
 - ◎ Make a recommendation to the membership to make no changes; or
 - ◎ Make recommendations of proposed changes to the membership.

- ◎ The committee shall present the changes at a general membership meeting and the vote on such changes shall take place at the next general membership meeting. Current bylaws must be followed for revisions to bylaws.

MEMBERSHIP AND DUES

- ⦿ **Section 1.** There shall be a membership drive every year
- ⦿ **Section 3.** Membership fees (dues) should be sent to the state office each month. To be eligible for CT PTSA insurance, the first payment must be made by Oct. 15th.

NOMINATIONS AND ELECTIONS

- ⦿ b. The committee shall use the following communication tools to make members aware that they are looking for candidates: flyers in backpacks, website, newsletter, bulletin boards, etc.
- ⦿ **Section 3.** When there is only one candidate for any office that election may be held by voice vote. When there is more than one person for a position, each candidate shall be given two minutes to explain their qualifications for the position.

DUTIES OF OFFICERS

Section 4. The treasurer shall

- ◉ Send membership fees to the state office monthly; monies collected cannot be held (see appendix A)
- ◉ Fill out 990 and submit to IRS before Nov. 15th; copy shall be sent to state office;
- ◉ Chair budget committee; submit budget to general membership at April meeting;

THE TREASURER SHALL

- ◉ Must have reimbursement form before payment (see appendix B); form must have receipts attached, if no receipts the Executive Committee must approve;
- ◉ Give all financial records to the review committee as soon as the June bank statement is available; answer questions that committee may have;
- ◉ Provide a written financial statement to the board of directors at each meeting; this report shall list transactions as of a date as close to the meeting as possible (see appendix C)

BOARD OF DIRECTORS

- ⦿ **Section 3.** This board may spend up to \$_____ without going back to the general membership for approval.
- ⦿ **Section 4.** Duties of the board shall be to

EXECUTIVE COMMITTEE

- ⦿ The executive committee shall take no action in conflict with any action taken by the board of directors.

COMMITTEES

- ◎ **Section 1.** List each committee: standing and special committees. List who each committee chair reports to or who chairs the committee, such as: Budget Committee is chaired by the Treasurer. The committee shall present a budget at the April general membership meeting to be voted on the May general membership meeting. Only the general membership can approve a budget.

COMMITTEES

- ◎ **Section 2.** The chair of each committee shall present a plan of work to the executive committee for approval. No committee work shall be undertaken without the consent of the executive committee. Give details of what the plan should entail, when it should be submitted and who it should be submitted to. (see appendix D)

GENERAL MEMBERSHIP MEETINGS

COUNCIL MEMBERSHIP

- ⦿ **Section 1.** Delegates to the council shall be *chosen, elected, appointed* at the _____ meeting.
- ⦿ **Section 2.** Each delegate shall give a written report to membership.
(see appendix E)

CONNECTICUT PTSA CONVENTION

- ◎ **Section 1.** Delegates to the council shall be *chosen, elected, appointed* at the January membership meeting so that the early bird registration can be taken advantage of;
- ◎ **Section 2.** Delegates shall submit a written report of the convention to the membership

APPENDIX A

Reimbursement form



PRESENTATION AND MODEL AVAILABLE
ON WEBSITE BY APRIL 11TH

www.ctpta.org

Members only section

Username: Together

Password: WeCan