

## Organizing a Local Unit:

### CONTACT THE VA PTA OFFICE

- Contact the VA PTA State Office for a new unit packet. Send an e-mail to [info@vapta.org](mailto:info@vapta.org) that contains your contact information including; your address, phone number and e-mail along with the name of the school. You can also call the State Office at 804 264-1234 and make the request.

### Form A Planning Committee

- **Identify individuals interested in forming a PTA** and what type of PTA; PTA, PTSA or SEPTA you want to organize.
- **Set a time and place for a planning meeting.**
- **Ask a state PTA representative to address your planning meeting attendees and to provide information and materials about PTA.** The state representative will be helpful in making sure that your group meets the eligibility requirements and in explaining the necessary procedures for organizing.
- **Form a planning committee** from among the attendees at the meeting. Select a chair and a secretary of the planning committee to undertake responsibilities temporarily, until officers can be elected.
- **Organize temporary committees** such as bylaws, nominations, publicity, hospitality and membership. Set a date for an organizational meeting to actually form and charter the new PTA unit.

### Publicize the Organizational Meeting

- **Distribute notices** of the organizational meeting to all parents, teachers and other school staff, community members, and business people. Also put a notice in the local newspaper and contact other media sources.
- **Make personal calls** to parents, teachers, and other prospective members and place notes in school staff members' mailboxes to remind them of the meeting date.
- **Survey your community** to find individuals willing to be nominated for office.
- **Prepare a set of proposed bylaws** to distribute at the meeting. Work with a state PTA representative who can help you follow state PTA guidelines for writing bylaws for your local unit.

### How to Conduct the Organizational Meeting

1. **Call the meeting to order.** The chair of the planning committee explains the purpose of the meeting and introduces speakers who explain the policies and purposes of the PTA. Include representatives of the state, district, and/or council PTAs.
2. **Move to organize.** The chair calls for a motion to organize a local PTA. The PTA is officially

established when the motion is made, receives a second, and is carried by a majority vote.

**3. Distribute and present bylaws.** A member of the temporary bylaws committee reads the proposed bylaws and calls attention to articles and sections required for all PTA units. The committee member then moves their adoption. Each article is then read separately so that amendments, if any, can be considered and acted on. As each amendment is offered, it is stated by the committee member, debated, and voted on immediately. A majority vote is required for adoption. Final motion is made to adopt bylaws as amended. (If available, using a power point projector to review bylaws can be very helpful.)

**4. Hold a short intermission and enroll members.** On payment of dues (amount decided on during adoption of bylaws), people become charter members of the new PTA. An accurate list of members should be kept. Some units produce a plaque to place in the school of with a list of their charter members.

**5. Call for nominating committee report and nominations from the floor.** The chair reconvenes the meeting for nominations and elections. All candidates nominated must be members of the PTA and their consent must be obtained before their names are submitted for nomination. The election should be by ballot, unless there is only one nominee, in which case the election may be by voice vote. Officers should be voted on one by one. Only members may vote.

**6. Install newly elected officers.** The state, district or council PTA representative would be an appropriate person to perform the installation.

**7. The newly elected president takes the chair and calls for further business** (deciding on date of first regular meeting, possible agenda items, etc.).

**8. Adjourn meeting.**

## **First Steps After You Organize**

Send dues, bylaws, and other necessary information to state PTA office or designated state PTA officer. (New PTA will receive a charter from the state PTA when its bylaws have been approved by the state PTA.)

1. Examine materials in packet sent by state PTA (contains selection of state and national PTA publications, membership cards, EIN application.).
2. Establish standing committees.
3. Call meeting of executive committee (officers, chairman of standing committees, and school principal) to make plans for first regular meeting of the new association.