

## What is a PTA (Parent Teacher Association), a PTSA (Parent Teacher Student Association), a Special Education PTA or a Early Childhood PTA?

It is a self-governing local unit of the National PTA. The largest child advocacy group in the United States, the National PTA was founded to promote the well-being of children and youth. Each local PTA and its members are automatically a part of their state PTA and the National PTA, upon acceptance of the non-sectarian, non-commercial and non-partisan policies of the National PTA.

Although most PTAs are organized in schools, they can also be organized in communities — such as preschool PTAs, places of business — work site PTAs, or other places where people concerned about the health, education, and well being of children and youth wish to meet. In general, members of the PTAs and early childhood PTAs are adults; PTSAs, however, formally include school-age members. Anyone —parent, relative, school principal, teacher, business persons, community member — at take the first step toward organizing a PTA.



## After your PTA is Formed

Members of your board of directors will have tasks to carry out:

- The secretary- sends dues (state and national portions only), bylaws, and other required information to the state PTA office or designated state PTA officer. After meeting all criteria set by the state PTA, the new PTA will receive its charter.
- The officers- examine and distribute materials sent by the state PTA. The packet contains a selection of state and National PTA publications, membership cards, and orientation materials for new local PTA units.
- The president- calls a meeting of the newly elected officers to make plans for operation of the new PTA and to establish committees and set goals.



## Wisconsin PTA

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## Wisconsin PTA

# HOW TO ORGANIZE A PTA OR PTSA

Phone: 608-244-1455

Web site: [www.WisconsinPTA.org](http://www.WisconsinPTA.org)

# To become a PTA follow these steps:

## Contact The Wisconsin PTA

- Contact the Wisconsin PTA Office for guidelines and assistance in organizing local PTA. 4797 Hayes Road, Suite 102 Madison, WI 53704; Phone: 608-244-1455  
E-mail: [wi\\_office@pta.org](mailto:wi_office@pta.org);  
Web site: [www.wisconsinpta.org](http://www.wisconsinpta.org)
- Or contact the National PTA, Phone: (800) 307-4782; E-mail: [info@pta.org](mailto:info@pta.org);  
Web Site: [www.pta.org](http://www.pta.org)

## Form a Planning Committee



- Identify individuals interested in forming a PTA. 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, and hospitality. 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.

## At the Organizational Meeting

- 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.
- 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.



- 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.



- 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.
- 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.
- Install newly elected officers. The state, district or council PTA representative would be an appropriate person to perform the installation.
- The newly elected president takes the chair and calls for further business (deciding on date of first regular meeting, etc.).
- Adjourn meeting.