

PTA 101

The PTA Framework

- ❖ In descending order: National PTA, WA State PTA, Region 9, Kent Area Council, your PTA
- ❖ There are national and state **by-laws** that govern each organization. Your PTA's by-laws are called **standing rules**. They should be updated annually, and cannot be in conflict with national and state by-laws.
- ❖ Your State PTA # is **9.7.xx** ~ 9 is your Region, 7 is your council (KAC), the final # is your PTA.
- ❖ Your National PTA # can be found on your PTA's PT Ave site, under Profile>Corporate.
 - ❖ There you will also find other valuable legal info: your federal tax id, your state id and incorporation date, and your state charity id.
- ❖ **Why this is important:** your PTA is not alone! You are part of a strong, viable, knowledgeable network. Also, your PTA is a business; it is important to understand where you fit in and how to keep your PTA's legal status positive.

Lingo

- ❖ **501(c)x** - your federal non-profit tax status. Your PTA will either have a 3 or 4 in place of the x. If you are a 3, donations and membership dues are tax deductible. If you are a 4, let's talk.
- ❖ **Articles of Incorporation** - when your PTA was created, your mission was stated on this document. All of your PTA's activities should support that mission.
- ❖ **By-laws** and **standing rules** - a list of rules for how your PTA is permitted to operate. It is approved by your general membership.
- ❖ **EIN** - Employer Identification Number. This is your federal tax id#, required to have obtained non-profit tax status.
- ❖ **Executive Committee** - only the individuals who have been elected to office - typically they are president, vice, secretary, and treasurer.
- ❖ **General Membership** - everyone who is a paid member of your PTA.
- ❖ **Quorum** - the minimum number of people present at a meeting to conduct business. Per state by-laws, 10 is the minimum at GM meeting; majority of board members at a board meeting.
- ❖ **Standards of Affiliation**, or **SOA** - requirements for PTAs and Council to be in good standing
- ❖ **UBI** - Unified Business Identifier. This is your state id#, used to file your annual corporate report.

Where to find answers and inspiration

- ❖ For programs, membership discounts, and training - pta.org
- ❖ For officer responsibilities, more membership discounts, and answers to so many questions - wastatepta.org. Username/password - growing/together
- ❖ For local support, examples of commonly used documents, and local events - kactpta.org