



**A PTA (Parent Teacher Association), PTSA (Parent-Teacher-Student Association), or Early Childhood PTA** 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 nonsectarian, noncommercial, and nonpartisan policies of the National PTA.

Although most PTAs are organized in schools, they can also be organized in communities—such as preschools, places of business—work site PTAs, or other places, where people concerned about health, education, and well-being of children and youth wish to meet. In general, members of PTAs and early childhood PTAs are adults; PTSAs, however, formally include school-age members. Anyone—parent, relative, school principal, teacher, business person, community member—may 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, IRS EIN and tax exempt status.

*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.



everychild.onevoice.

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Adapted from National PTA

## How to Organize a PTA or PTSA



[everychild.onevoice](http://everychild.onevoice)

# To become a PTA, follow these steps:

## Contact Your State PTA

Contact the Ohio PTA office for guidelines and assistance in organizing a local PTA. The address and phone number for such assistance is Ohio PTA, 40 Northwoods Blvd., Columbus, OH 43235; 614-781-6344; fax: 614-781-6349; e-mail: [office@ohiopta.org](mailto:office@ohiopta.org); Web site <http://www.ohiopta.org>.

**Form a Planning Committee** Identify individuals interested in forming a PTA. Set a time and place for a *planning meeting*.

Ask a n Ohio 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* form 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 by-laws, nominations, publicity, and hospitality. Set a date for a *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. Use social media too.



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 Ohio PTA 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 or district PTA.

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 local PTA units. The

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 by-laws 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 nominations. The election should be by ballot, unless there is only one nominee, in which case the election may be by voice. 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.