

How to Organize your PTA/PTSA

1. Publicize an interest meeting.
2. Contact Minnesota State PTA office to receive an Application for Affiliation and start up packet.
3. Form a planning committee.
3. Meet, discuss and vote (majority needed) to affiliate with PTA.

4. Mail or fax the Application for Affiliation to:

Minnesota PTA

1667 Snelling Ave N

St Paul, MN 55108

Fax: 651-999-7321

(Minnesota PTA will send you instructions on how to apply for an EIN, state sales tax exemption application, and additional planning information and resources in a subsequent packet.)

5. Send an email to mnpta@mnpta.org requesting the bylaws template.

6. Establish committees;

- a. Bylaws – The bylaws committee develops the bylaws utilizing the template provided, then presents proposed bylaws for discussion and adoption to the membership. After membership has approved the bylaws, forward bylaws electronically to the state office where the state bylaws chair will review and approve.

- b. Membership – Only paid members of your PTA are allowed to vote on matters before the PTA. Members can include teachers, neighbors and grandparents, too! Dues are collected annually from each member and the state and national portion of dues paid (\$6.25) for each member is forwarded to the state PTA office.

c. Nominating/Leadership – All candidates nominated must be a member of the PTA and their consent must be obtained before their name is submitted for nomination. Election should be by ballot, unless there is only one nominee, in which case election may be by voice vote. Officers should be voted on one by one. Typically, officers are president, vice-president/president elect, treasurer, and secretary. School staff should not hold office within the PTA due to conflict of interest.

d. Finance/Budget – Before a banking account can be established, the PTA must apply for an Employer Identification Number (EIN). Once the EIN is received and reported to the state PTA office, a bank account can be opened. PTA's qualify for a Sales Tax Exemption from the MN Department of Revenue. A proposed budget should be developed and presented to the membership for a vote. Obtain insurance for general liability and bonding. MN PTA has a relationship with AIM Insurance.

e. Executive committee – The membership of the executive committee is identified in your bylaws. After officers have been elected, the executive committee should meet to establish standing committees, select committee chairs, plan for membership drives, set goals, and establish communication tools to be used with membership and within the board.

7. Forward Unit Officer and Chairperson Contact List and Dues Remittance form with the membership dues to the MN PTA office.

8. Plan programs and projects. Market and publicize the work of your PTA! This really helps improve the number of memberships you will gain, plus it's a wonderful way to engage families in PTA events.