

Councils are the key

Councils do

- Inform, instruct and inspire local units and are responsive to their needs.
- Unify PTA activities in a community or school district with the consent of a majority of the member units.
- Provide a way for local units to act together on projects that a single PTA could not accomplish alone.
- Undertake council projects only after a majority of member units vote to support them.
- Encourage and provide ongoing training and support to unit officers.
- Model and encourage advocacy and legislative efforts.

Councils do not

- Dictate to the local units.
- Legislate for the local units, including establishing rules for local units and taking action involving member units without their consent.
- Change council dues or amend council bylaws unless the local units, having been delegated to act for the members of their units, vote to do so.
- Duplicate the work or programs of the local units.
- Compete with local units.
- Compel local units to enter into council projects.
- Assess local units for funds without their consent.

Councils in good standing

- Have current bylaws.
- Have a minimum of three local associations as council members.
- Have at least three elected officers: president, secretary and treasurer.
- Forward council insurance premium and workers compensation form, budget, audits and annual financial report to the district by due date.
- File all required state and federal forms.
- Forward member unit bylaws for revision.
- Forward per capita dues to the district PTA monthly and by the due dates.
- Provide state and district PTA membership reports to member units for their review and reconciliation.
- Forward members' unit budgets, audits, tax returns, and annual financial reports by due dates.
- Work with units to ensure all units file IRS 990s.
- Forward insurance premiums and workers compensation forms for member units by the district due date.
- Submit the names and addresses of member units and council officers to the district PTA by the due date.