

## Steps for Chartering a PTA

Illinois PTA is responsible for chartering new local chapters, called “units.” Each local unit is an independent nonprofit and is established in accordance with state and federal laws.

The process is unique for each new unit, but there are general steps that all groups take on their way to establishing a unit.

### Step 1: Contact the Illinois PTA

Please complete [this form](#) to start the process of chartering a local unit. This form will give us contact information that will allow a local volunteer contact you and walk you through the process in person.

### Step 2: Form a Planning Committee

Contact your Illinois PTA representative to address your planning meeting attendees and to provide information and materials about PTA. The Illinois PTA representative will be helpful in making sure that your group meets the eligibility requirements and in explaining the necessary procedures for organizing.

Identify parents, school administration, teachers, and community members interested in forming a PTA. Set a time and place for an initial planning meeting and invite the interested parties.

At the Planning Committee Meeting, select a chair and a secretary of the planning committee to undertake responsibilities temporarily, until officers are elected. Next, organize temporary committees (each committee listed is a link to the information they will need to start their committee work) to create the information you will need to present at your Organizational Meeting:

- [Bylaws Committee](#): The bylaws of a PTA define the primary characteristics of the organization, prescribe how the association functions, and include all rules that the association considers important to the rights and responsibilities of the membership, whether present or absent from the assembly. Their task is to prepare a set of proposed bylaws to distribute at the organizational meeting. They will work with your Illinois PTA representative who will help the committee follow PTA and governmental guidelines for writing bylaws.
- [Nominating Committee](#): The Nominating Committee is elected for the sole purpose of seeking qualified individuals to be the nominee for each office to be filled as outlined in your proposed bylaws.

Set a date for a organizational meeting to actually form and charter the new PTA unit.

### Step 3: Publicize the Organizational Meeting

Distribute notices of the organizational meeting to all parents, teachers, 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.

#### **Step 4: 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 local 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 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.