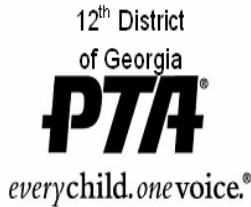


Georgia PTA District 12 Summer Newsletter

Summer 2008
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Newly Chartered Units:

Puckett's Mill ES PTA
Rosebud ES PTA
Trip ES PTA
Area I - Gwinnett Council
Area II - Gwinnett Council
Area III - Gwinnett Council

Good Luck during your Charter Year!

District 12 Post-Convention Update

The days were long, but packed full of information, speakers and entertainment. The 94th Annual Georgia PTA Convention/Leadership Training Conference was attended by more than 1200 delegates. If you attended this event, please be sure to visit www.georgiapta.org and complete the online survey if you did not receive an email survey link. Your feedback will provide valuable information that will assist the event organizers in planning for next year.

I was excited to see the new "Keys to Leadership Success" program. If you are like me, I start a new one each year and have never seems to actually fill one out completely. Now, you can complete National PTA e-learning classes online and they qualify for the program. See your "Keys to Leadership Success" form or the leadership handbook.

Please mark your calendars to be sure you can attend the Fall District Conference. You can attend either Monday, September 8th from 6-8:30PM or Tuesday, September 9th from 9-11:30AM. Hosted by Area I & Area III Gwinnett Councils, the conference will include a workshop on Report Writing as the requirements have changed significantly.

Please feel free to contact me with any questions you may have as you begin planning your year.

Carol Ranft
District 12 Director

Healthy Habits Grant Requests Due 9/15/08

Georgia PTA, with the support of the Georgia Department of Education, has created a funding opportunity to encourage local units and councils to implement programs focusing on the promotion of healthy eating habits and increasing physical activity.

The fund provides grants (up to \$1500) to PTAs to implement projects that are designed to improve nutritional and physical environments at home and school for children. Projects should be designed to provide opportunities for learning, organizing, action, celebration & assessment.

For eligibility requirements and conditions, please see pages 156-157 of your leadership handbook.

Georgia PTA Award Recipients

Each newsletter we spotlight a Local Unit and their progress and achievements through the year. This issue we focus on convention recognition.

Don't forget to:

Set goals for your Local Unit/Council

Begin preparing your budget, taking into account training, incorporation, council dues (where applicable), insurance and any accounting fees

Start preparing to be a Model PTA

Submit Incoming Committee Chairs to GAPTA by August 30

Submit your audit to GAPTA by September 30

Remit membership dues on a monthly basis

File a tax return (all are now required to file either the 990N, 990 EZ or 990 - based on Gross Income before expenses

Dates to Remember

September 8th - 6-8:30PM
or
September 9th - 9-11:30AM
12th District Fall
Conference

GAPTA Advocacy
Conference - Sept 19th

Congratulations to the following Individuals, Councils & Local Units on the awards that they received at the 94th Annual Convention/Leadership Training:

Keys to Leadership Success:

Holly Melton - Brookwood High School PTSA
Angela Monetta - J.E. Richards Middle School PTSA

Outstanding Principals:

Christine Emsley - Duncan Creek Elementary School
Beverly Todd-Lee - W.C. Britt Elementary School
Berry Simmons - South Gwinnett High School

Outstanding School Nurse:

Pamela Harris - R.D. Head Elementary School
Peggy Tim - R.D. Head Elementary School

Outstanding Council (over 50 local units)

1st Place - Gwinnett Council of PTAs
Holly Melton & Angela Monetta
Co-Presidents

Outstanding Local Unit (Elementary School over 1000 students)

2nd Place - Jackson Elementary School PTA
Mari Beth Cameron - President

Priority Report Awards:

Membership (Elementary under 750 students)
Mulberry ES PTA - 2nd Place

Membership (Elementary over 1000 students)
Camp Creek ES PTA - 3rd place

Parent/Family Involvement (Elementary over 1000 students)
Camp Creek ES PTA - 3rd place

Arts in Education (Elementary over 1000 students)
Craig ES PTA - 1st Place

Community Outreach (Elementary over 1000 students)
Winn Holt ES PTA - 3rd Place

Education Enrichment (Elementary over 1000 students)
Cedar Hill ES PTA - 1st Place

Communications (Elementary over 1000 students)
Grayson ES PTA - 3rd Place

Health & Youth Services (Elementary over 1000 students)
Grayson ES PTA - 1st Place

Legislation & Advocacy (Elementary over 1000 students)
Grayson ES PTA - 1st Place

Congratulations on all your hard work.
These awards are richly deserved!

Bingo Mysteries Solved

During the 2006 legislative session, the General Assembly passed a bill to clarify which organizations are nonprofits for purposes of conducting bingo games. Turns out there are three types of bingo, for PTA purposes:

Recreational bingo - These are bingo games for which your PTA *does not charge* participants to play and *does not award any cash prizes whatsoever* or non-cash prizes worth more than \$15 per game. Also, the non-cash prizes cannot be exchanged or redeemed for money. Recreational bingo games are not considered gambling under Georgia law, so your PTA may hold them as often as you like.

The other two types of bingo are considered gambling and therefore *require* a permit or license from the Georgia Bureau of Investigation.

Annual bingo fundraiser - This is a special exception for schools. The GBI will issue a one-time permit free of

charge for one bingo session for one school *or* school-based organization (such as PTA) during the calendar year. Keep in mind that *only one* permit will be issued per school *or* PTA; *not to both* during the same calendar year. Your school must apply for the permit by letter, not by fax, and you must post the permit in the location where you hold the bingo. You can use the sample letter below. Be sure it is written on your school letterhead and is signed by the principal. The GBI will send you instructions along with your one-time permit. Allow at least two weeks to receive the permit.

Please note: The permit will be issued *only once* between January 1 and December 31, which obviously overlaps two school years. Plan ahead!

Several bingo sessions for cash or with cash prizes - This kind of bingo requires a license from the GBI, and the reporting requirements to obtain a license are not exactly a walk in the park.

The initial licensing process can take six to eight months.

If your PTA is interested in obtaining a multi-use annual license, do check out GBI's website, where you can see all the regulations: <http://www.ganet.org/gbi/idbi/ngo.html> and click the link to "Rules and Regulations Governing Bingo." And if you want to check out GBI's source, go to the Official Code of Georgia—available via the General Assembly's website: www.legis.ga.gov/legis/GaCode/. Look up Title 16, Chapter 12, Sections 50-62. It's always a good idea to check with the sheriff or local chief of police in a city to make sure your PTA is dotting all the i's and crossing all the t's.

Good luck. Did someone say, "Bingo!"?

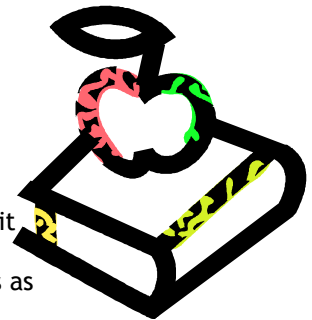
Treasurer Reminders

Local Unit Bylaws guide how the PTA conducts an audit or financial review of the books. An audit is conducted whenever the treasurer changes, at the end of each school year and whenever deemed necessary. Remember - audits are necessary to 1) maintain your unit's 501(c) (3) status as a non-profit organization, 2) protect the membership and officers relating to all financial issues, and 3) to be in good standing with Georgia PTA.

Your audits should be completed and copies sent to the state office by September 30th for your local unit to remain "In Good Standing".

Local Unit Bylaws stipulate that an officer's last day of office is the last day of the school year. This means that no checks may be signed by the current officers on PTA accounts after the last day of the school year. The new incoming officers need to have their signatures recorded with the PTA banking institution so that ongoing business of PTA may continue throughout the summer. Until the books are returned from the audit, it is highly recommended that payments be limited to expenditures of an emergency nature. These include funding for PTA leadership events, back-to-school events and other ongoing business, such as purchasing membership campaign supplies for the coming year, etc.

Please refer to pages 113-116 & 131-134 of the Georgia PTA Leadership Resource Guide for all the information and forms necessary to conduct the audit. They can also be downloaded from the website www.georgiapta.org, members' only section.



Quick Tips about Filling a PTA Officer Vacancy (from GAPTA Website)

These “Quick Tips” are intended only as a reference. Please refer to your *Local Unit Bylaws* for more detailed information.

What is a PTA officer vacancy?

An officer vacancy occurs with a resignation, removal from office or death of an elected officer.

Who elects individuals to fill a vacated PTA officer position?

The local unit PTA/PTSA Board of Directors (BOD) has the duty to fill PTA officer vacancies at a regularly scheduled Board of Directors meeting or at a Special (called) meeting of the Board of Directors.

Note: A Special BOD Meeting requires that you **ONLY** address the reason for which the meeting was called and address no other business.

When should an election to fill an officer vacancy occur?

It is important that an officer vacancy be filled as soon as reasonable so that the PTA/PTSA can move forward in handling its business and managing the organization. The timeframe varies, but it is reasonable that it may take a few weeks. If the filling of the officer vacancy is to occur at a special (called) meeting of the Board of Directors, per the bylaws that meeting requires a notification to **all** members of the Board of Directors, in writing, 3 days prior to the special meeting. Note: A quorum must be present to conduct the meeting.

Who is qualified and eligible?

The same qualifications and eligibility criteria apply to this process as to the annual election of officers.

Only members of your local unit PTA are eligible. Note: Individuals authorized to sign checks shall not be related to each other by marriage or any other relationship. (i.e., president, treasurer or secretary)

Process for Filling a PTA Officer Vacancy - the Election

- Board of directors meeting must be the venue for the process.
- Specific meeting notification is required per the bylaws.
- VP conducts the meeting when the president has resigned.
- Secretary is to take the Minutes.
- Pass an Attendance Sheet to be signed by all board members in attendance - officers, principal, parliamentarian, standing committee chairs. [Per the bylaws, proxy voting is prohibited.]
- A quorum must be present.
- Secretary must confirm that a Quorum is met and state such for the minutes. [Quorum for BOD meeting is a **majority** per the bylaws. Therefore, one-half of the total number of persons on the board of directors (not number of committees) plus 1 person equals the quorum. Note: The parliamentarian counts in the quorum number requirement, but **DOES NOT VOTE** unless by ballot vote. And the presiding officer only votes to break a tie.
- If a quorum is present, proceed. Otherwise, the meeting must be adjourned and subsequently another special meeting called. The 3-day notice process begins again, etc.
- With a quorum present, proceed to formally accept the Resignation of the departing officer, stating this for the minutes.
- Parliamentary procedure (per Roberts Rules of Order, per the bylaws) will govern the election.

Note: Annual Election of PTA/PTSA Officers is NOT the Same Process.

Please be sure to notify GAPTA of any changes and contact your District Director with any questions.

Has your contact information changed?



If your PTA has changed officers after the information has been submitted to Georgia PTA (as in the case of a vacancy as described above) or if any of your officers has moved, changed phone numbers or email addresses, please be sure to notify Georgia PTA, your Council President (if applicable) and your District Director. This is the only way to ensure that you are receiving correct & timely information pertinent to your local unit. Don't wait – you will be missing out on important details & deadlines.