

# MCCPTA Board of Directors (BOD)

Board Members	Voting Members	Non-Voting Members
<b>Executive Committee Officers (ExComm)</b>	All ExComm Officers may participate in BOD discussions and all may vote.	
<b>Area Vice Presidents (AVPs)</b>	All AVPs may participate in BOD discussions and all may vote.	
<b>Cluster Coordinators (CCs)</b>	All CCs may participate in BOD discussions. However, voting is limited to 1 vote per Cluster.	
<b>Standing Committee Chairs</b>	All Committee Chairs may participate in BOD discussions and all may vote.	All Subcommittee Chairs and Vice Chairs may participate in BOD discussions. However, none may vote unless a vote is cast as substitute for the Committee Chair.
<b>Administrative Committee Chairs</b>		All Committee Chairs, Subcommittee Chairs, and Vice Chairs may participate in BOD discussions; however, none may vote.
<b>Current State or National PTA Board Members</b>		All may participate in BOD discussions; however, none may vote.
<b>Past MCCPTA Presidents</b>		All may participate in BOD discussions; however, none may vote.

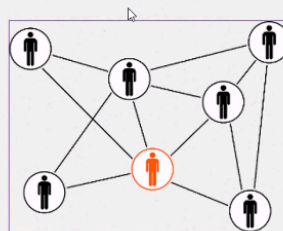
## Area Vice Presidents (AVPs)

- Regularly meet and communicate with CCs on current PTA events
- Support the CCs with the engagement of Cluster local units
- Support the CCs with the collection of school needs within the Cluster, e.g., comments for Budget Testimony
- If needed, help Cluster local units adhere to MCCPTA and their own Bylaws



## Cluster Coordinators (CCs)

- Maximum of three CCs per Cluster
- Meet with PTA leaders within their Cluster, and with MCPS
- Boardmanship
- Assist local units in supporting the mission of the MCCPTA and adhering to the Bylaws



- It's encouraged to have the local units bylaws in your files. Very difficult in practice to get it out of the PTAs.

## MCCPTA BOD Committees

### Standing Committees

- Advocacy
- CIP
- Communications
- Curriculum
- Diversity, Equity, & Inclusion
- Engagement
- ESOL
- Gifted Education
- Health & Wellness
- Membership
- Operating Budget
- Special Education
- School Climate & Safety
- Technology

### Administrative Committees

- Awards
- Bylaws
- Celebration of Excellence
- Cultural Arts
- Finance
- Nominating
- Reflections
- Training

### Ad Hoc Committees

- Student Business Challenge

- Only take public positions that are inline with National, State and MCCPTA. Not every issue has a National, State and MCCPTA stement.

## File Taxes and State Forms

### Federal Tax Return

- 990 – gross receipts of \$200k or more
- 990EZ - gross receipts of \$200k and \$50k or more
- 990N (e-postcard, only) - gross receipts less than \$50k



### Maryland Tax Filings & Organization Registrations

- Annual Financial Report for Charities or Exempt Organization Fund-Raising Notice
- State Sales and Use Tax Forms
- Annual Report / Personal Property Report (Domestic Non-Stock Corporation - D \$0)

# Standards of Affiliation (SOA)

SOA defines the relationship between the National PTA and Free State PTA.  
To comply with SOA, local units **must**:

- ✓ Follow the purpose and policy of National and Free State PTA
- ✓ Have at least ten (10) members
- ✓ Pay Membership dues (National and Free State PTA)
- ✓ Provide current list of officers and their contact information
- ✓ Submit approved annual Financial Review (end-of-year audit)
- ✓ Verify Proof of Insurance
- ✓ Confirm Bylaws are up-to-date and approved
- ✓ Federal Employer Identification Number (EIN)
- ✓ Maintain status as a non-profit corporation
- ✓ File required taxes and forms (Federal & State)
- ✓ Attend Financial Training
- ✓ Submit via Givebacks (formerly Member Hub) or e-mail to SOA@FSPTA.org by November 15<sup>th</sup>

Bylaws from the state have not been returned, but the bylaws are effective as soon as your membership votes on it. The bylaws are not based on the state's review. Submission to the state is required for compliance.

## What is “Good Standing”?

- Free State PTA local units are obligated to remain in “Good Standing” in order to legally conduct business in the State
- A Good Standing status is required to qualify for National and Free State PTA: grants, scholarships, awards and programs (i.e., Reflections), as well as delegates at convention
- To maintain Good Standing local units **must**:
  - ✓ Pay PTA Membership dues (National & State)
  - ✓ Confirm Bylaws are up-to-date and approved
  - ✓ Timely provide current list of officers and contact information
  - ✓ Verify Proof of Insurance
  - ✓ Submit via Givebacks (formerly Member Hub) or e-mail to SOA@FSPTA.org



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## MCCPTA's Blue Book



- The Blue Book is a directory that serves as a repository of helpful information for leaders of the MCCPTA and its local units
- Blue Book maintenance requires Local Units to:
  - ✓ Provide a list of current officers, as well their contact information, and
  - ✓ Submit the information online at [www.mccpta.org/blue-book](http://www.mccpta.org/blue-book)

# Connect

- E-mail an introduction of the CCs to Cluster's MCPS Director and Associate Superintendent, Principals, and PTA Presidents of Cluster local units
- Regularly check and respond to MCCPTA e-mail
- Communicate and meet with PTA Presidents of local units
- Connect with fellow CCs and Board Members exchange ideas and best practices
- Conduct Field Service by providing support and solutions to local units



# Collaborate

- Attend meetings of the MCCPTA BOD and Delegates Assembly, get to know colleagues, and support one another
- Meet / check-in with the MCPS leadership and Cluster leaders
- Join forces with Clusters and Committees that share similar goals / needs
- Ensure that school communities are aware of opportunities to engage in the education of children and youth
- Encourage interaction with other local advocacy groups

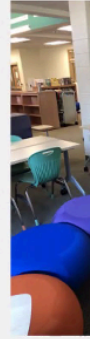
# Cluster and Area Meetings with BOE



- Identify and discuss the needs of schools within the Cluster
- Involve the entire Cluster community
- Plan and advertise in advance
- Invite parents, school staff, and students

# Capital Improvement Program (CIP)

- CIP incorporates countywide goals and identifies projected expenditures and revenue sources for each project
- Occurs annually
- Opportunity for Clusters to give input to the MCPS annual CIP budget
- Almost anyone may testify, even if they are from a different Cluster. However, CCs should testify only on behalf of the Cluster they represent.



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## Helpful Hints

- Ask the MCCPTA Board e-list (List Serv)
- Seek support from the AVPs to quickly resolve Cluster concerns
- Engage with County Council and County Executive
- Utilize Public Comment periods available at designated BOE meetings
- Ensure Cluster concerns are included in CIP and Operating Budget Testimony

**Advocacy: testifying, having meetings, writing letters about what is important to you. Connecting your group to the right people to get what they want.**

You can set up forums for upcoming elections. You MUST invite every candidate. You cannot lobby for one particular candidate as PTA.