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TEAM:
Together
Everyone
Achieves
More
 (Unknown)



Welcome Back!

Jearlene Miller, Council President

Hopefully you had a relaxing summer break in spite of the triple-digit record-breaking North Texas Heat Wave of 2011. In the midst of it all, we hope you maintained your commitment to work as a team with parents, teachers, administrators, your local PTA unit, the Council and the community to provide a quality education for your child and other children in the Irving ISD. It is most appropriate that the theme this year is TEAMWORK. Henry Ford said it quite well: "Coming together is a beginning; keeping together is progress; working together is success."

Your energy, skills, and time are needed more than ever to maintain the strong working relationships among parents, teachers and schools, with the benefactors being the students in Irving ISD. The collective efforts will make great strides in recruiting volunteers and coordinating volunteer activities, using PTA resources to provide both parent and student education events such as Party 101 (alcohol abstinence) and the Family-School Partnerships Initiative (parent involvement).

Thank you for everything you do for your child and other children, your local PTA unit, and your campus. You are important to the Council and your untiring efforts keep us strong. If one link in a chain is weak, and all the other links are strong, the whole chain is weak. Let's all work together for a common vision: Student Success.

National PTA Grant Opportunities For Local Units

Mary Lou Anderson Reflections Arts Enhancement Grants.

Apply for up to \$1,000 in matching funds to support student-centered arts education programs. Units can apply at PTA.org/MLAgrant. The deadline is Saturday, October 15.

PTA Take Your Family to School Grants. Grant builds positive partnerships with teachers and families, connect parents to their children's school experiences, and give children fun ways to share what they are learning and doing in class with their families. Apply at PTA.org/familytoschool. The deadline is **Friday, October 28.**



Important Dates **Council Meetings**

November 2, 2011
December 7, 2011
February 1, 2012
April 4, 2012
May 2, 2012

Officer & Chairmen **Training**

September 20, 2011
Jack E. Singley
Academy
6 pm to 8 pm

Irving ISD LOT **Training** **October 2011 (TBA)**

Duncanville ISD
Council
LOT Training
Saturday Oct.1, 2011
Duncanville Education
Center

502 E. Freeman St.
Duncanville, Texas
9:30-12:30
Mail \$6.00 to:

Duncanville
Council of PTAs
802 South Main
Duncanville TX
75137

New Membership Rates Effective July 1, 2011

Regular Members: Remit \$4.50 per member to Texas PTA.

The total membership dues amount increased by .50¢ effective July 1, 2011. If members joined your PTA prior to July 1, 2011, but have not been reported to Texas PTA yet, please submit their names and the state and national portions of dues collected to Texas PTA immediately. All membership materials must now be updated to reflect the new amount.

Remember, per the Local PTA bylaws, “Individuals may expect their dues to be received in the Texas PTA Office five (5) business days after being received by the Local PTA.”

Early Bird Membership Date Rapidly Approaching!

The Early Bird Membership Award is earned by each Local PTA that submits a membership dues report for at least 75% of its previous March 15 total to the Texas PTA Office, postmarked by September 30. Membership reporting begins April 1 of the current year. This award is automatic to those earning it and there is no form to submit.

Membership Chair Challenge

Traditionally the Texas PTA Membership Chair offers one challenge each year as an additional opportunity to reward PTAs for their membership recruiting efforts. See the [Texas PTA Membership Awards page](#) for criteria and deadline details, and start developing your ‘play book’ now for a successful year with these other challenges:

- TEAM UP! – Form a membership team or committee
- The Scrimmage! – Recruit members
- Get in the Game! – Host a family engagement event
- The Play Offs! – Recruit members
- Get the Fans Involved! – Submit a strategy to recruit community members
- 12 for 12! – Recruit at least 12 new members for 2012
- Every Child, One Voice! – Recruit one member for every student enrolled



New Bylaws Process Easier for PTAs

by Karen Slay, Texas PTA First Vice President

The Texas PTA Bylaws Committee has been working for over a year to make the updating and submission process for Local and Council PTA bylaws easier and more user-friendly for you! With the approval of the Texas PTA Board of Directors, new bylaws templates and a new Texas PTA Policy on Local and Council PTA Bylaws are now in effect. The state office is transitioning from maintaining hard copies of bylaws to storing the bylaws content in a database. Now, when a PTA officer requests a current copy of their PTA's bylaws, our new Bylaws Wizard program completes the template with the information last approved for that PTA. Texas PTA is very excited about this new member benefit for our Local and Council PTAs.

Submission of amendments is also easier now. Instead of completing the template and submitting the entire template, a PTA only has to complete and submit the one-page Bylaws Made Easy checklist with their standing rules, if applicable. Detailed information about both of these processes can be found on the Texas PTA website. Local and Council PTA leaders will never have to complete the template again.

The new templates were updated to include terminology changes including "audit" to "financial reconciliation," "organization" to "association," and "chairman" to "chair." These are just a few of the items changed in the newly-updated templates. For an overview of all changes, please see the memo located on the bylaws page of the [Texas PTA website](#). Texas PTA is committed to making the bylaws process easier for our PTAs. These new tools and processes will make it simpler and faster for a PTA to request a current copy of their bylaws, submit amendments, and

receive their bylaws back from Texas PTA. All forms and information, as well as the memo overview of the updates and the new policy, may be found on the [Texas PTA website](#).



How does the dues increase affect my bylaws?

Response: Local PTA bylaws do not need to be amended to reflect the revised national portion of dues. Local bylaws state: "Articles or sections marked with a star (*) are requirements of the National PTA or Texas PTA. They do not require a vote of the association and should be incorporated promptly and verbatim into the Local PTA bylaws." The 2011 Local PTA bylaws template that went into effect July 11, 2011 does not state specific amounts for the national and state dues portion, and the National and Texas PTA documents must be referenced for these amounts.

If your Local PTA wishes to retain the same total dues amount (National PTA portion of \$2.25 + Texas PTA portion of \$2.25 + Local PTA portion) previously paid by your members, you may vote to amend your bylaws and reduce the local portion of your dues. Bylaws amendments require 30 days prior notice of the proposed amendment to your members and a two-thirds vote of the members present and voting at any meeting of the association where a quorum is present.

IRS Revocation - What Does a PTA Need to Do?

By Lisa Holbrook, Texas PTA Treasurer and Alex Peterson, Texas PTA Director of Finance

Recently, the IRS issued letters revoking the tax-exempt status of numerous organizations, including many local PTAs, for failure to file information returns for three consecutive years. In particular, the revocations resulted from a failure to file required annual electronic notices, known as the Form 990-N e-Postcard, for taxable years 2007, 2008, and 2009. Many smaller organizations were not required to file annual information returns prior to 2007. Every exempt organization must now file a return annually.



In addition to a reinstatement fee of \$100, the IRS will require the following:

1. Cover letter from Local or Council PTA to IRS;
2. Copy of checklist for IRS Form 1023;
3. IRS Form 1023, signed by the PTA president;
4. Attachment(s) to IRS Form 1023 (PTA name and EIN number must be printed at the top of each page);
5. Copy of the Articles of Incorporation (if incorporated);
6. Copy of the most recently approved bylaws;
7. Bylaws Certification, signed by two officers;
8. Copy of the Local/Council PTA Ethics/Conflict of Interest Policy (signed by all executive board members); and
9. Schedule E and/or H (if applicable).

The IRS Revocation Committee will publish samples of all the nine items listed above for the Local or Council PTA to use as a guideline when preparing the needed documentation. These materials will be published on the Texas PTA website next week. Texas PTA staff and volunteers will contact those PTAs that have received notification from the IRS.

Your Local or Council PTA is only eligible to participate in this reinstatement program if its annual gross receipts were less than \$25,000 in each fiscal year of 2007-2008, 2008-2009

and 2009-2010. There is a separate process for PTAs with gross receipts exceeding this amount.

The Form 1023 does require that every PTA applying for reinstatement provide four years of financial data. This data will be from fiscal years 2007-2008, 2008-2009, 2009-2010 and 2010-2011. In order to expedite this process, Texas PTA recommends that all Local and Council PTAs who received notice of revocation to gather this information as quickly as possible. This information is part of the PTA's annual report, which is prepared each year in conjunction with the fiscal year end and the financial reconciliation. If a PTA cannot access this information, then it will need to create annual reports for the fiscal years stated above based on other financial records, such as the checkbook and previous bank statements.

Texas PTA's goal is to have all affected PTAs' paperwork processed and remitted to the IRS by December 31, 2011.

After communicating with the Texas Comptroller's office in Austin, Texas PTA has determined that PTAs should continue business as usual as it relates to using the Sales and Use Tax Exemption Certificate or the Resale Exemption Certificate when making purchases for the PTA. In addition, PTAs are free to continue to utilize their two tax-free days per calendar year. However, for those PTAs that are no longer considered tax-exempt by the IRS a donor (a company or individual) will not realize the benefit of their contribution being tax deductible until the PTA's status has been restored.

If you have any questions please contact, Alex Peterson, Texas PTA Director of Finance, at revocationhelp@txpta.org or Lisa Holbrook, Texas PTA Treasurer, treasurer@txpta.org. Please use the words "IRS Revocation" in the subject line of the e-mail.

NEWS

FAST IDENTIFIES Irving ISD as a Five-Star District

Financial Allocation Study for Texas (FAST) identifies Irving ISD as one of the 46 Five-Star public and charter districts that improved student achievement while keeping expenditures relatively low. The Texas Comptroller of Public Accounts' FAST examines both academic progress and spending at Texas' school districts and individual school campuses.



September 15, 2011 student enrollment: 34,797.
Elementary enrollment was 18,073.
Middle school enrollment was 7,320.
High school enrollment was 9,346.



The results of the Parent Involvement Survey can be reviewed at www.iringisd.net/parentinvolvement/results.asp

REMINDERS

- ◆ Next Meeting: Wednesday, October 5, 2011
- ◆ Pay Council Dues (\$75) and Scholarship Donation (\$100) October 2011
- ◆ January 31: EIN Verification Form due to Texas PTA
- ◆ September 30: Postmark Early Bird dues deadline for reporting members to Texas PTA
- ◆ October 15: Postmark Membership Report with 20 members to Texas PTA to retain "active" status
- ◆ Annually: File 990 with IRS
- ◆ Annually: Membership adopts budget
- ◆ January 20: Texas Sales And Use Tax Return due to State Comptroller
- ◆ March 15: Postmark Spring dues deadline for reporting members to Texas PTA
- ◆ May 1: Report newly elected officers to Texas PTA via the Local Officer Information Form

"The Irving Arts Center Celebrates a Victorian Christmas" 2011 Holiday Exhibition & Tree Decorating Competition

October 31, 2011: Deadline for Parent Teacher Associations to notify Irving Arts Center of their participation. **For more information, please contact Marcie J. Inman, Director of Exhibitions & Educational Programs at 972/252-7558, ext. 1225 or minman@cityofirving.org.**

**Take-Your-Dad-To-School Day
September 28, 2011**





In the Know is published monthly – September through May

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PTA LOCAL UNITS:

Clifton Early Childhood
Kinkeade Early Childhood
Brandenburg Elementary School
Britain Elementary School
Brown Elementary School
Davis Elementary School
John Haley Elementary School
Thomas Haley Elementary School
Hanes Elementary School

Elliott Elementary School
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