

Association Meetings, Executive Board Meetings and Required Notice

California Corporations Code and California State PTA Bylaws, in Article VIII, Section 8, require *the executive board shall meet at least once a month during the school year and a minimum of fourteen (14) days prior to association meetings, unless otherwise ordered by the executive board.*

Executive Board Meeting	Association Meetings
First Week	Third Week
Second Week	Fourth Week
Third Week	First Week
Fourth Week	Second Week

The executive board should meet no less than two weeks prior to each association meeting so that members receive advance written notice according to the bylaws of all recommendations to be considered at the association meetings. (California State PTA Toolkit, Section 2.3.1, page 35)

Association meetings do not have to be convened monthly. California Corporations Code requires only one association meeting a year – the annual election meeting. In order to conduct the business of our organization, a minimum of two will work.

Two Association Meetings	Three-Four Association Meetings
<p>September</p> <ul style="list-style-type: none"> Adoption of program, year end audit, budget Ratify election of officers elected after the annual meeting, appointments of committee chairmen and committee members Election of the nominating committee <p>March</p> <ul style="list-style-type: none"> Adoption of mid year audit Election of officers Honorary Service Award presentation (optional) Adoption of preliminary budget for ensuing year Motion to pay summer bills within the limits of the budget Installation of officers (optional) 	<p>September</p> <ul style="list-style-type: none"> Adoption of program, year end audit, budget Ratify election of officers elected after the annual meeting, appointments of committee chairmen and committee members <p>January</p> <ul style="list-style-type: none"> Election of the nominating committee Honorary Service Award presentation (optional) <p>March</p> <ul style="list-style-type: none"> Adoption of mid year audit Election of officers <p>April/May/June</p> <ul style="list-style-type: none"> Adoption of preliminary budget for ensuing year Motion to pay summer bills within the limits of the budget Installation of officers (optional)

An association would only have two meetings a month in those months when association meetings are scheduled.