

# 2024–25 PTA Leader



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## Section 2: President

[LouisianaPTA.org/president](https://LouisianaPTA.org/president)

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## Join the PTA Adventure

The 2024-25 theme for Louisiana PTA is “Join the PTA Adventure” which points to the fun side and the direction of your PTA’s work and emphasizes joining as a member. How can you keep PTA fun for yourself and others? What direction is your PTA headed? Have you planned for the PTA’s future? What does your PTA adventure look like? The philanthropic work of PTA is a huge personal opportunity to give to others and to positively impact the lives of children to help them reach their potential!

## Leadership Traits

Effective leaders exhibit a remarkable blend of skills and qualities that enable them to excel in various roles while recognizing the untapped potential within their teams. They lead by example and champion a clear and compelling purpose that inspires others to follow suit. These leaders uphold the highest standards of integrity and tirelessly strive for self-improvement. The quest for excellence goes beyond their own achievement. Leaders actively **seek successors and new additions** to their Board of Directors, proactively inviting individuals to join their cause.

Competent and effective leaders possess a spectrum of invaluable attributes, including:

1. **Self-Awareness:** The ability to acknowledge one's strengths and weaknesses.
2. **Vision:** Demonstrate a deep understanding of future goals and the roadmap to achieve them.
3. **Relationship Building:** Cultivate trust, mutual respect, and an appreciation for diversity.
4. **Critical Thinking:** Gather relevant information, identify problems, and implement effective solutions.
5. **Time & Resource Management:** Skillfully prioritize tasks and resources to achieve objectives efficiently.
6. **Motivating:** Inspires and fosters enthusiasm and interest among team members.
7. **Empathetic:** Sensitive to the emotional cues, needs, and concerns of others, both spoken and unspoken.
8. **Creativity:** Innovatively generate ideas, alternatives, and novel approaches to problem-solving.
9. **Communication:** Actively listen and convey information concisely and accurately.
10. **Collaboration:** Work harmoniously as a team and prioritize the collective over the individual.
11. **Delegation:** Share responsibilities, provide guidance and follow-up, and nurture leadership in others.
12. **Continuous Learner:** A commitment to personal growth and acquisition of new skills and knowledge.
13. **Integrity:** Uphold ethical standards and do what is right, even when unobserved.
14. **Initiative:** Take proactive steps without external prompting, consistently delivering outstanding performance.

## Essential Knowledge

The PTA President serves as the presiding officer responsible for overseeing both the Board of Directors (BOD) and General Membership. The President bears the responsibility of thorough preparation which includes the distribution of all relevant materials to the appropriate officers or committee chairs and vital link between the PTA and the principal. The President collaborates closely with fellow Board Members to effectively steer the PTA's affairs. The term of office aligns with the fiscal year, as specified in the Bylaws and with the IRS, typically spanning from July 1 to June 30. The success of the administration hinges on the active participation and cooperation of officers, committee chairs, and members.

The Local PTA Unit and its members constitute an integral part of LAPTA and National PTA. The members serve as the bedrock of PTA. Building a well-informed team of individuals dedicated to the welfare of all children is the primary objective. A membership actively engaged in both the school and the broader community lays the groundwork for the betterment of future generations. Embracing a perspective that extends beyond parents and teachers to encompass the entire community opens doors to a multitude of opportunities. By expanding its membership base, the PTA's collective voice gains strength, influencing policymakers at all levels to prioritize the well-being of all children.

LAPTA is a member-based association that advocates for children. PTA supports legislation that increases opportunity for all children, regardless of race, creed, or religion. A Local PTA Unit may give active support to any or all items on the National PTA adopted legislative program. It should not, however, oppose items that have been adopted by National PTA or LAPTA. A Local PTA Unit can and often should take local action if its members approve. As an association, it may act on local issues if they affect the education, health, or welfare of children and youth. In all issues, the following policies must be observed as required by the IRS for all nonprofits:

- **Nonpartisan:** PTA takes a stand on issues and principles, not on candidates or political parties. Issues may become identified with partisan politics because of the differing approaches to the solution, but the basic principles involving the welfare of children are matters of public concern and, therefore, PTA business. A PTA may sponsor a public forum meeting to expose the community to the candidates running for school board. See details on hosting a public forum at [LouisianaPTA.org/advocacy](http://LouisianaPTA.org/advocacy).
- **Nonsectarian:** PTA welcomes into membership people representing a diversity of cultures, ethnicities, and political and religious beliefs. Membership in PTA is open, without discrimination, to anyone who believes in and supports the mission and purposes of PTA.
- **Noncommercial:** The name "PTA®" (a registered trademark) and the names of its officers may not be used in conjunction with the commercial activities of other organizations including the promotion of their goods and services. This policy should be applied with judgment, discretion, and common sense, recognizing that it is not meant to prohibit all contact or cooperation with such groups. Before accepting donations of goods or services, a PTA should consider whether acceptance might be construed as an endorsement of the provider.

Some common terms are:

- **PTA** stands for Parent Teacher Association and was established in 1897.
- A **charter** is issued when a group completes the initial formation requirements for a Local PTA Unit.
- **Bylaws** provide the rules for the PTA, describe the rights and duties of the members, and are the backbone of PTA. LAPTA requires units to review their Bylaws, update them if needed, and submit them to the LAPTA for approval every three years. Know the Bylaws and use them often. Annual review of the Bylaws ensures that they reflect the way the PTA functions and checks for the need for any amendments.
- **Employer Identification Number (EIN)**, also known as a Tax Identification Number, is a nine-digit number assigned to business entities by the Internal Revenue Service (IRS). A unit's EIN identifies it as a **tax-exempt 501(c)(3) nonprofit** organization which designates its donations as tax-free for its donors. Local PTA Units fall under Louisiana PTA's tax umbrella.
- **Local Unit Registration Number (LUR #)** was issued by National PTA to each Local PTA Unit when the Local PTA began. It is also known as a National PTA ID#. This eight-digit number never changes and is kept permanently.

## **Getting Started**

Upon assuming the role of President, kickstart organizational efforts promptly. Initiate a dialogue with the outgoing President to establish a formal transition date for the records. Facilitate meetings between Board Members and their predecessors to hand over Procedure Binders and pertinent information. Read the Bylaws and check the expiration date as they expire every three years. See [LouisianaPTA.org/bylaws](https://LouisianaPTA.org/bylaws).

To streamline the workflow, set up a dedicated workspace for presidential duties. Create folders on both your computer and cloud storage for efficient file sharing. Invest time in organizing your physical workspace at home where your Presidential binder and files will be stored. Stay well-informed and connected within the PTA community by exploring resources like LouisianaPTA.org, PTA.org and join the PTA Local Leader group on Facebook to engage with fellow PTA leaders. Immediately register at [LouisianaPTA.org/register](https://LouisianaPTA.org/register). Review all sections of the LAPTA Toolkit which are posted at [LouisianaPTA.org/toolkits](https://LouisianaPTA.org/toolkits).

**Financial Check Up:** Coordinate with the Treasurer at the beginning of the fiscal year to update the signatories at the bank. Authorized bank signers may have debit cards issued in their name and the name of the PTA if the local school board allows it (not permitted in Caddo Parish.) Appoint the Audit Committee Members at a meeting by making a motion. Arrange for documents to be delivered to the Audit Committee and give ample time for the report to be completed before the Affiliation Report is due at the end of October. See [LouisianaPTA.org/treasurer](https://LouisianaPTA.org/treasurer).

**Starting Your PTA Work:** Conduct a meeting with the newly elected officers within 30 days of the election. Schedule a planning meeting for the Board of Directors (BOD). The BOD includes the elected officers (President, Vice-President, Treasurer, and Secretary), the principal, parliamentarian, Standing Committee chairs, and additional committee and chair positions such as historian, faculty representative, and student representatives. Review the current Bylaws and create the Standing Rules with the entire Board. The Bylaws contain many job responsibilities, timelines, and due dates. Reviewing them together gets everyone on the same page with the same expectations. Determine the goals for the year and the PTA programs to be implemented. Make sure Board Members know to check with the President before speaking on behalf of the PTA, sending correspondence, or discussing PTA business with the principal. When filling open positions on the BOD, strive for a balance of experienced and new members who represent the community's demographics. All Board Members should submit their names and contact information as soon as possible each year at [LouisianaPTA.org/register](https://LouisianaPTA.org/register).

Meet with the principal to discuss school plans for the year. Establish a calendar in cooperation with the principal to include school holidays, Board Meetings, General Membership Meetings, PTA special events, election dates, Budget and Nominating Committee dates, PTA program deadlines, PTA Founders' Day on February 17, membership dues deadlines, LAPTA Leadership Training (required), and LAPTA grants, awards, and contests. Reference the [LAPTA Calendar](#). Continue to meet regularly with the principal.

## **President's Binder and Files**

Keep an organized and up-to-date binder and files, which may be exclusively digital. Include as least the following:

- Accounts & passwords summary sheet; Board roster
- Blank Expense Forms and Deposit Forms
- Charter information such as IRS tax filings, Bylaws, Standing Rules, LAPTA Toolkit (all sections), Secretary of State Articles of Incorporation, Annual Report, insurance policy, and past Audit Reports
- All agendas and minutes from Executive Committee, Board of Directors, and General Membership Meetings
- Approved budget, Budget Approval Form, and budget reports from all meetings
- All committees with their information and details
- Calendar with school, PTA, and LAPTA dates and deadlines
- Confidentiality, Ethics, and Conflict of Interest Policy signed by the BOD; Inventory Accountability Form
- Membership roster, Miscellaneous papers, and correspondence.

## **Building the Board of Directors (BOD)**

The PTA Board of Directors is the operational framework for the PTA. This group of volunteers includes the appointed or elected committee chairs. Their collaborative efforts center on defining objectives for the Local PTA Unit and devising strategies to achieve these aims. Successful teamwork hinges on fostering mutual respect, empathy, dedication, and understanding of individual roles and responsibilities.

There are two primary categories of PTA committees: **Standing Committees**, which engage in continuous year-round activities, and **Special Committees**, which focus on specific short-term tasks. Note that the President is a member of all committees except some Special Committees. See more in the *LAPTA Toolkit: Board of Directors*.

The number of Standing Committees required to effectively handle the tasks of the PTA relies on several factors, including the size of the membership, the scope of programs and activities, and the interests of the community. Following the election, the newly appointed President convenes a meeting with the recently elected officers to designate chairs for the Standing Committees and addresses any vacant positions. These appointments are subject to approval by the BOD.

To identify the specific committees and their responsibilities, refer to the Bylaws. Committee chairs should represent a diverse cross-section of the membership enlisting both experienced and new members. Solicit from various sources, including past and current Board Members, the principal, teachers, office staff, and the membership at large. The PTA is an inclusive organization that welcomes participation from all individuals. Efficiently filling all Board positions promptly allows everyone to participate in LAPTA training in August and provides time for planning the upcoming year's activities. Always encourage newcomers to become involved.

To achieve shared objectives, access valuable resources like the LAPTA Toolkit, PTA.org, know the PTA Purposes, and engage in productive collaboration with BOD. The committees should align with the unique requirements, initiatives, and endeavors of the Local PTA. Use only those committees that are needed. The following are some suggestions.

- Advocacy
- Arts Education/Reflections
- Public Relations
- Diversity, Inclusion, and Outreach
- Environmental
- Family Engagement
- Fundraising
- Handbook/Directory
- Healthy Lifestyles
- Historian
- Hospitality
- Inclusiveness
- Library & Literacy
- Membership
- Mental Health
- Parent Education
- Programs
- Room Representatives
- Spiritual-Character-Citizenship
- Student Representative
- Teacher Liaison
- Volunteer
- Website and Social Media
- Youth Protection

The **principal** holds a central role within the BOD and often serves as the sole constant presence in a dynamic leadership team. Cultivating a strong collaborative relationship between the principal and a thriving PTA can significantly enhance the educational environment for both students and families. Regular communication and cooperation between the PTA President and the principal is key. Presidents need to recognize that they are guests in the principal's school, while the principal acknowledges that the PTA operates under its Bylaws. This may impose limitations on its response to certain school requests. Refer to the "Dos and Don'ts of Partnering with Administrators" later in this section. Additionally, a teacher may serve on the BOD, and a student or Student Council may also be part of the BOD. Detailed advice on interacting with teachers can be found in the "Dos and Don'ts of Partnering with Teachers" section later in this section.

For effective communication with the BOD, use apps like GroupMe or Band App. Use PTA emails that can be passed down from year to year rather than relying on personal emails. Maintain a record of all passwords and recovery information for these accounts.

## **Work with Your Feeder Schools**

Feeder schools are those schools that the students previously attended or will attend after the current PTA's school. Work with feeder schools when planning the year and scheduling events. Consider hosting joint events, such as an End-of-Summer Picnic to buy uniforms, have a uniform swap or used uniform sale, join PTA, and pre-pay for PTA events offered later in the year. Share decorating items between PTAs rather than purchasing similar items twice. Try and spread out your events and when you're asking for money. Get creative in supporting each other!

## **Pick Your PTA Programs**

**Planning and promoting PTA programs and events** is the fundamental duty within PTA that creates the pathway toward advocating for children their education. Programs serve as informative platforms that keep membership well-informed about pertinent issues and developments within the education sector. They function as educational tools for parents and equip them with valuable insights and skills to navigate the complexities of the educational journey. PTA programs enrich the lives of children and fortify the connection between home and school. Increased family engagement directly correlates with elevated student achievement and stronger bonds between families and schools.

Achieving success in PTA hinges on wholeheartedly embracing the PTA's core mission: to make each child's potential a reality. The National PTA Programs serve as invaluable conduits, offering access to a plethora of engaging, educational, and enjoyable opportunities. These programs serve as a source of inspiration and a means to acknowledge and influence the lives of all students and their families. The array of programs available equips Local PTA Units to leave a significant mark within their communities.

Here is a summary list of National PTA programs. Find more information at [PTA.org/programs](https://pta.org/programs).

- **School of Excellence:** Enroll to become key partners in school improvement initiatives and gain national recognition for demonstrating excellence in family-school partnerships.
- **Reflections Art Program:** Encourage and celebrate student participation in arts education through the nationwide awards program.
- **Family Reading Experience:** Engage families of K-5 students in fun, interactive activities that teach core reading skills.
- **STEM + Families:** Explore science, technology, engineering, and math (STEM) with their family-friendly, interactive activities.
- **Healthy Lifestyles:** Learn about the three pillars of Healthy Lifestyles: body, mind, and earth. Access these resources to create healthy changes in schools.
- **PTA Connected:** PTA Connected strives to help children act safely, responsibly, and thoughtfully online.
- **National PTA as a Grantmaker:** National PTA offers millions of dollars of grants to provide extra support to PTAs to help run their programs. See [PTA.org/grants](https://pta.org/grants) for details.

## **Leadership Development & Training (Required)**

All elected officers are required to annually complete 4 credits of PTA training. BOD members are encouraged to receive training as they should understand the other BOD positions and roles. The Affiliation Report requires Proof of Training for the officers. See [LouisianaPTA.org/training](https://LouisianaPTA.org/training). Sources for training are:

- 1) **LAPTA Leadership Development Days:** In-person training in southern and northern Louisiana in August.
- 2) **LAPTA Virtual Training Meetings:** Held in September with the recordings posted at [LouisianaPTA.org/training](https://LouisianaPTA.org/training). Watching the recordings or reading the attached course documents is sufficient.
- 3) **LAPTA Individualized Training:** LAPTA offers one-on-one training as needed. Email [President@LouisianaPTA.org](mailto:President@LouisianaPTA.org).

## **Membership Dues**

Membership is the backbone of PTA and submitting dues is required. Not submitting dues is fraud and puts the PTA at risk of losing its nonprofit status. Membership is good for one year starting on July 1 and expiring on June 30. Dues may differ between types of membership and are listed in the PTA's Bylaws. When a member submits dues to the Local PTA Unit, that PTA is required to submit \$3.50 per person in dues to LAPTA. This amount includes \$1.25 for LAPTA and \$2.25 that LAPTA forwards to National PTA. They become a member of the Local PTA Unit, LAPTA, and National PTA. Submit dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).

## **Finances**

**The President needs to understand the Treasurer's role. Refer to [LouisianaPTA.org/treasurer](https://LouisianaPTA.org/treasurer) for complete details.** Each PTA is required to establish a budget that must gain the approval of its General Membership in the beginning of the year. When creating the budget, know the goals of the PTA and then allocate funds to align with the goals. Once drafted, the Treasurer presents it to the BOD for input before being brought before the General Membership for final approval. The budget is adopted with a majority vote of the members at a General Membership Meeting. The budget is presented item by item to allow for amendments or discussion. The PTA's expenditures must adhere to the final budget. All funds do not need to be spent each year. Remaining funds can be carried over to subsequent years. Before budget approval is obtained, the PTA may not exceed the amount designated as "Startup Funds" in the previous year's budget.

**Amending the Budget:** The budget serves as a projection of anticipated income and expenditures for the fiscal year. In cases where unforeseen expenses arise, revenue fluctuations occur, or a modification to an already approved expense is required, the budget requires an amendment. The amendment process calls for a vote from the General Membership, either during a Regular or a Special Meeting. To amend a previously adopted budget, a two-thirds majority vote is required. Any proposed additional expenditure or fundraising initiative that falls outside the existing budget parameters must first obtain approval before spending that money.

**Budget, Books, and Records:** The Treasurer keeps the financial records which include the checkbook, deposit forms, expense forms, approved budget, budget reports, IRS tax filings, and others. LAPTA recommends the use of online accounting software such as MoneyMinder.com or [WaveApps.com](https://WaveApps.com). All records are shared with at least the President and Secretary. The Treasurer prepares budget reports for all meetings showing actual income and expenses compared to the budgeted income and expenses.

**PTA Audit:** The primary objective of an audit is to verify the precision of the Treasurer's financial records and show the PTA's finances are being handled professionally and ethically. A committee of three people, none of whom possess check-signing authority, validates the records using the method outlined in the LAPTA Toolkit: Treasurer. The annual audit must be submitted to LAPTA by the end of October, and the annual results communicated to the membership.

**Fundraising is not the primary function of the PTA.** The true essence of PTA doesn't reside within its financial reserves but rather within the collective energy, ingenuity, and commitment of its members to enhance the well-being of children. Financial resources are used to support the initiatives of the PTA. Do not engage in fundraising solely for the sake of accumulating funds. National PTA recommends a thoughtful approach when planning the year's activities by following the **three-to-one rule**: for each fundraising activity, there should be a minimum of three non-fundraising projects aimed at supporting the PTA mission. See [LouisianaPTA.org/funds](https://LouisianaPTA.org/funds) for more details.

**Obligating Future Boards:** As a 501(c)(3) organization, a PTA cannot obligate future Boards to a specific expenditure. A future BOD is not required to spend funds as designated by the previous BOD. Large, long-term projects should be very carefully planned and undertaken only if there is dedicated support from the General Membership. A bank account may be opened for a specific future purpose, especially if the donors specified what their donation would support.

# **Fundraising Strategies**

Ask seven questions to evaluate fundraising strategies so that they align with the needs of the students, school, and community. Use these questions to guide the development of effective fundraising approaches to secure the necessary funds and to educate students about the importance of philanthropy. See [LouisianaPTA.org/funds](https://LouisianaPTA.org/funds) for more details.

- 1. What values are the basis for why you are raising funds?** Focus fundraising efforts on a clear purpose. The first step is to identify the specific need, opportunity, or problem that requires attention. There must always be a compelling reason and need behind it. Once the problem and solution are identified, consider the values and concerns that potential donors should share to support this cause. Engage volunteers in identifying groups within the school and community that hold these key values and concerns. Finally, choose fundraising strategies that resonate with these identified values and effectively draw prospective donors' attention to the cause. People allocate their time and resources based on their values. Are the fundraising strategies aligned with these values, and do the volunteers fully grasp the underlying need?
- 2. What is the cost per dollar raised for this fundraising activity?** Effective fundraising requires careful consideration of the cost-effectiveness of each activity. The math is straightforward: divide the expected costs by the anticipated revenue. In most product-based fundraisers, a significant portion (often 50% or more) of the revenue goes toward producing the goods being sold. Consider the non-monetary costs, such as the time spent by students, parents, organizers, teachers, and advisors, even though time isn't a direct financial cost.
- 3. Does this fundraising strategy give donors options?** Does it empower them to contribute more, whether it's money or time? Provide donors with the freedom to determine their level of support. Donors should have the autonomy to decide how much they want to contribute, how often, and the extent of their involvement. This flexibility ensures that their support aligns with their commitment to the PTA, its goals, and its programs.
- 4. If students are involved in the fundraising activity, are they learning about philanthropy?** Is the focus on giving rather than receiving? Philanthropy plays a significant role in our society, yet students often lack exposure to and encouragement for careers in this field. Despite the nonprofit sector's growth, students rarely receive opportunities to explore philanthropic careers. Philanthropy enriches our lives and serves others by giving resources that include time and money. Today's students are tomorrow's donors and members of service clubs, religious organizations, and nonprofit Boards. If students understand that their fundraising activities serve as valuable practice for their future roles in philanthropy, they will approach these activities with greater dedication.
- 5. Does this fundraiser involve incentives or prizes?** Be cautious about introducing sales incentives. They can shift the focus from values and giving to competition and personal gain. Maintain a primary focus on the act of giving.
- 6. Have you considered the integrity of businesses offering support?** Collaborating with local corporations can be a beneficial fundraising strategy that showcases community support and raises awareness of the school's needs. Evaluate any company to ensure alignment with the PTA's values and principles.
- 7. How will this fundraiser and the projects and programs it supports benefit the community?** School fundraising initiatives should have a positive impact on the community. Improving schools directly enhances the community and connects the school to the community.

*Questions to Consider When Developing Fundraising Strategies (PTA.org)*, by David G. Bauer



## MoneyMinder and CheddarUp

Louisiana PTA encourages Local PTA Units to utilize online platforms to track finances and to collect membership dues. While there are several platforms, LAPTA recommends CheddarUp or PTBoard to collect membership dues and MoneyMinder.com to track finances. MoneyMinder and Cheddar Up partnered with each other. If you have MoneyMinder Pro account (\$199/year), you get Cheddar Up Team for *free!* The expiration of this offer is unknown.

**MoneyMinder.com** is simple accounting software for volunteers and makes tracking expenses and deposits and running reports easy, including accessing previous years' financial information. MoneyMinder allows for e-filing Form 990-N and 990-EZ directly to the IRS. **A free accounting alternative is the Wave App at [waveapps.com](http://waveapps.com).**

**CheddarUp.com** is a site that allows a PTA to create a custom website to sell items, collect membership dues, upload documents, and include forms or other information collecting. The account must be in the PTA's name under their EIN. A personal Social Security Number is required to open an account, which must come from an authorized bank signer and be updated to a current officer. Use an email that can be passed down to future Boards. Cheddar Up has spreadsheet reports that show detailed information on collections. All deposit transfers from Cheddar Up must occur at least monthly directly into the PTA bank account and with a completed summary Deposit Form. The spreadsheet reports are compatible with Microsoft Excel or Libre Office which is free ([libreoffice.com](http://libreoffice.com)). See a sample Cheddar Up site at [FriendsofLAPTA.CeddarUp.com](http://FriendsofLAPTA.CeddarUp.com).

## Meeting Types

Meetings serve as the forum where members come together to make decisions guiding the PTA's actions and stay informed about the PTA's activities conducted on their behalf. Participation in meetings is exclusive to its members as listed below. While nonmembers may attend, their involvement is limited unless they are granted a Courtesy Seat or appear on the agenda. The meeting types based on membership are:

- **Executive Committee Meetings** consist of elected officers specified in the Bylaws.
- **Board of Directors (BOD) Meetings** are the elected officers, principal, parliamentarian, Standing Committee chairs, and other positions such as faculty and student representatives. This can be amended as needed.
- **General Membership Meetings** encompass all paid members who are in good standing with the PTA.

All of the above meetings can have regular or special meetings. **Regular meetings** are those set up by the Bylaws and the BOD at the beginning of the year. **Special meetings** are those called, with appropriate notice, to address a specific item of business with its provisions listed in the Bylaws.

**Virtual meetings** are allowed. For General Membership Meetings, the first of the year and election meetings must be in person. For Board Meetings, the first of the year meeting plus one other meeting must be in person. Virtual meeting guidelines are listed in the Bylaws. Meetings may be recorded by one Board Member for the purpose of accurately documenting business and then destroyed upon completion of the minutes.

# VOLUNTEER FOR ADVENTURE!

## **Elements of Successful Meetings**

All meetings, regardless of their formality, encompass certain fundamental components that facilitate their effectiveness. One crucial element is the agenda, which sets the sequence of topics to be addressed. Adhere to the agenda addressing and concluding each item before moving on to promote clarity and efficiency. Employing parliamentary procedure safeguards the rights of participants and allows for productive discussions. PTA meetings are governed by Robert's Rules of Order, Newly Revised as noted in the Bylaws. See all details on meetings at [LouisianaPTA.org/meetings](http://LouisianaPTA.org/meetings).

Establish a consistent meeting schedule that accommodates the availability of both General Membership and Board of Directors Members to allow people to plan effectively. Possibly arrange meetings on multiple dates or at different times to enhance attendance. When scheduling, consult with neighboring PTAs, feeder schools, and community stakeholders for better coordination.

The person serving as the presiding officer should be punctual, understand the Bylaws and parliamentary protocols, maintain their composure, exhibit tactfulness, show appreciation, extend courtesy, embrace a charitable demeanor, and present themselves in a well-groomed manner. The President, or in the President's absence the Vice-President, assumes the role of the presiding officer. They start the meeting on time and proceed with the agenda. In formal gatherings of the General Membership, the President utilizes an impersonal reference such as "the chair" and refrains from participating in substantive discussions and avoids expressing personal opinions. In smaller gatherings such as Executive Committee and Board Meetings with 12 or fewer people, the President may actively participate, raise motions, and vote publicly.

**Preparing the Agenda:** According to Robert's Rules of Order, Newly Revised, the Secretary is authorized to create the agenda. Nevertheless, many Presidents do it themselves. Prior to compiling the agenda, review the minutes from the preceding meeting to identify any unresolved business. Consult with officers and committee chairs to determine if they have reports to present. Ensure that the names of individuals scheduled to speak are included on the agenda. Only call on those who have a report to present.

**Quorum:** In accordance with Robert's Rules of Order, Newly Revised, a quorum represents the minimum count of eligible voting members required for the legal conduct of business. Quorum for both BOD and Executive Committee meetings is 50% of the total roster plus one, or a majority. Do not count anyone more than once even if they hold multiple positions on the BOD. Quorum for General Membership Meetings is specified in the Bylaws. To establish quorum, every meeting should have the membership roster available and use a sign-in sheet to document attendance. There is a sample sign-in sheet in the Secretary Toolkit.

## **Parliamentary Procedure**

Parliamentary procedure is a set framework of regulations that oversees the operations of various organizations. These regulations serve to safeguard the rights of all participants, emphasize courtesy toward all members, and ensure impartial treatment. While it's not mandatory to be well-versed in every rule, possessing a fundamental understanding can greatly facilitate the efficient conduct of meetings. Keep copies of the PTA's Bylaws and Robert's Rules of Order on hand during meetings for easy reference. See [LouisianaPTA.org/meetings](http://LouisianaPTA.org/meetings).

Parliamentary procedure mandates that all participants acknowledge the will of the majority and show respect for the opinions of the minority. The President, as the duly elected leader, is tasked with executing the PTA's will rather than imposing their own upon it. Authority resides in the office, not in the individual holding it. All members hold equal status within the PTA. No one has the right to do anything that prevents others from seeing or hearing the presiding officer or speaker. During meetings, no one has the right to converse, move, or stand, except to address the presiding officer. If several members rise at the same time to claim the floor, the chair recognizes one while the others are seated immediately to be called upon as soon as possible if time permits.

A **motion**, also known as an "action," is a formal proposal presented to an organization, suggesting that it take specific actions or express particular viewpoints. The purpose of a motion is to introduce a matter for consideration during a meeting. There are six distinct steps involved in making a motion:

1. **Gain the floor and state the motion:** A member stands and respectfully addresses the chair by using the appropriate title. The chair acknowledges the member who wishes to speak. The member is then allowed to say their motion, such as "I move that..."
2. **Second the motion:** Another member must second the motion, indicating that more than one person is interested in the topic by stating, "I second the motion." Motions initiated in committees do not need a second.
3. **Restate the motion:** The chair formally restates the motion which can be modified or edited at any point.
4. **Discussion (or debate):** All comments and arguments should be directed towards the chair. This discussion alternates between pro and con speakers until no one wishes to speak or until someone moves to end the debate early. To end the debate, a member can say, "I move the previous question." This motion requires a second, is not open for debate itself, and necessitates an affirmative two-thirds vote.
5. **"Put the Question" or Take the Vote:** The chair reiterates the motion, specifies the voting method, and calls for both affirmative and negative votes.
6. **Announcing the results:** The chair announces the outcome of the vote (passed or failed) and explains the action the assembly will take based on the vote's result.

Motions should be presented in a clear and concise manner, focused on a single main idea. The appropriate language for initiating a motion is either "I move that" or "I move to." The individual proposing the motion usually initiates the discussion. The presiding officer can engage in discussion in small meetings with about 12 or fewer attendees or, in a larger meeting, they must temporarily step down from the chair to enter into the debate and voting process. In the smaller meeting, the President is always allowed to vote. In larger meetings, the President may vote publicly to make or break a tie; or the President may vote when an anonymous ballot is used to maintain confidentiality and not to influence others. The minutes record the person's name who made the motion but not the name of the second.

**Unanimous Consent** is a great way to reduce the time needed to pass a motion and should be used as often as possible. If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. The chair proposes a given action, and then says, "Is there any objection?" If a member agrees, they remain silent which means consent. If all members are silent, the chair would say, "Hearing none, the motion passes by unanimous consent." If a member objects, the chair then takes a vote in the usual way.

## **BOD Orientation Meeting**

The initial BOD meeting serves as an orientation session for both new and returning members. This meeting informs and equips the BOD to fulfill their roles effectively within the organization. It encompasses the following key elements:

1. Start with a warm welcome to all attendees and introduce all Board Members.
2. Review the PTA's structure, policies, procedures, Bylaws, and possible Standing Rules.
3. Give a comprehensive overview of an effective and functional Board, discussion of meeting schedules, locations, attendance expectations, and guidelines for notifying the Board in case of absence.
4. Emphasize the significance of maintaining a procedure binder which may be digital.
5. Clarify who reports what and to whom.
6. Specify BOD roles and responsibilities such as collaborating with school administrators, attending PTA training or e-learning, promptly responding to emails, texts, and phone calls, and meeting attendance.
7. Highlight the membership policy mandating all Board Members to submit their membership dues.
8. Review the Deposit Form and Expense Form.
9. Present the proposed PTA calendar for the upcoming period.
10. Share the Board roster with emails and phone numbers.
11. Review and sign the Confidentiality, Ethics, and Conflict of Interest Policy.
12. Ask Board members to register with Louisiana PTA at [LouisianaPTA.org/registration](https://LouisianaPTA.org/registration).

## **Agendas and the Minutes**

Agendas help business to be conducted efficiently. The following is the normal order of business. *A sample agenda and sample meeting script are at the end of this section.*

- Call to Order
- Opening (Mission statement; optional)
- Secretary's Report and Approval of Minutes
- Treasurer's Report
- President's Report
- Principal's Report
- Officers' Reports
- Standing Committees' Reports, as needed
- Special Committees' Reports, as needed
- Unfinished or Old Business
- New Business
- Programs
- Announcements
- Adjournment

### **Minutes**

The minutes *must* be accurate. They are recorded in the official minute journal or typed on a computer with an external backup. Succinctness in outlining the actions taken is the goal. The minutes start with key details such as the meeting type (Executive Committee, Board of Directors, General Membership), PTA name, date, time, location, the name of the presiding officer, chair, or Secretary, and attendance. It should include the Secretary's Report and if the meeting's minutes were accepted or accepted with corrections. Once the "draft" minutes have been reviewed or presented, corrections are sought, and any corrections made, they then become the official record of the PTA. See the LAPTA Toolkit: Secretary for details. All motions must be properly recorded, noting the name of the motion maker, if it was seconded, the final wording of the motion, and if the motion passed or failed. Other elements are the program topic, the presentation method, details about speakers and significant points discussed, and the time of adjournment. Approval of the minutes does not necessitate a formal motion.

**The Treasurer's Report** must display the current balance of available funds, detailing expenses and deposits in a manner that breaks down the amounts received or spent within each budget category. It compares the current actual amounts with the initial budget amounts. A motion to approve the financial statement or reports is only made for the initial proposed budget. The financial report is then archived as part of the record.

### **Committee Reports**

Committees may update the BOD or the General Membership on their progress. Typically, the committee chair delivers these updates. Not all reports demand action. When a report solely provides information, there's no need for a motion to accept it. Instead, the report is presented, discussed, and then filed with the Secretary. However, if a report calls for the approval of the members, the person presenting it initiates the adoption process by making a motion. Since the motion originates from a committee, there's no need for a second. Once the motion is on the floor, it becomes open to debate and amendments just like any other motion.

### **Adjournment**

After the program, when there is no further business to come before the group, the meeting is adjourned. The presiding officer may state "If there is no further business, the meeting is adjourned." A motion to end the meeting is only needed if all items on the agenda are not covered. Many PTAs have a social time with refreshments after the close of the meeting.

**LOUISIANA PTA**  
*Established 1923*

# **Problem Solving**

Addressing conflict within a Local PTA can be a time-consuming endeavor that can quickly deplete valuable resources. Most issues tend to revolve around communication breakdowns. Engage in direct conversations with the involved parties rather than rely on emails or secondhand information to get to the root of the issue. When conflict is managed effectively, it can yield positive outcomes such as fostering growth, better communication, honing problem-solving skills, bolstering teamwork, and catalyzing change. To problem-solving within the PTA:

- Cultivate an open and friendly environment and respect other leaders.
- Clearly define expectations for desired outcomes.
- Empower individuals to take ownership of their tasks and to implement effective problem-solving solutions.
- Communicate any constraints (such as budget or timing) that affect a proposed project.
- Offer private correction and public recognition and praise.
- Actively listen to concerns raised by all parties involved.
- Investigate problematic situations from multiple perspectives.

## **How to Handle Disruptions in Meetings**

An informed and vigilant PTA can mitigate disruptions, although complete avoidance may not always be feasible. Maintain composure in the face of interruption and allow disrupters to finish before suggesting that the speaker be given the opportunity to complete their sentence or thought. Show courtesy by refraining from interruptions. If disruptions persist, do not engage in a shouting match. In the case of whispered conversations in small groups, remain silent to regain the audience's attention and only resume speaking once the whispering subsides. If name-calling occurs, respond calmly with, "You are entitled to your own opinion, of course. Shall we continue?" When confronted with challenges to integrity, avoid defensiveness and emphasize that opinions differ from facts. Always maintain a sense of humor, as well-timed humor can deflate tension and diffuse challenging situations.

## **Parliamentary Procedure Tips**

The chair acknowledges that everyone has the privilege to either concur or dissent with the perspectives of a speaker. When a speaker articulates their viewpoint and does not solicit final judgments from the audience, interruptions are considered inappropriate. Board Members with expertise in parliamentary procedures should be available to assist the President by proposing helpful motions at suitable junctures. Sincere divergences of opinion can be deliberated upon at the conclusion of the meeting.

The Bylaws state that participation in debates, making motions, engaging in debates, and casting votes is for members in good standing only. Bring this to the attention of the group or individual who isn't a PTA member. The Secretary should maintain a current roster of members who are eligible to vote. In instances where discussions might become contentious, establish and gain group consensus initially on debate guidelines.

## **School Level Complaints**

Occasionally, the PTA President or a Board Member may receive inquiries from individuals who have concerns or grievances related to school matters. PTA does not have the authority to address or manage issues pertaining to the school or its staff. Parents and students possess certain rights and responsibilities, and the PTA can serve as an informational resource. However, for resolution, individuals are encouraged to adhere to the established procedures within the school district. Direct the concerned party to the school district's official policy on addressing complaints. Typically, the established chain of command is the teacher first, the principal second, the principal's supervisor third, the superintendent fourth, and the school board fifth.

## **Termination of Membership**

The Local PTA Unit Bylaws Template from May 2024 includes a provision on removing a member in Article V, Section 4. The person in question needs to have behaved in a way that damaged the value and goodwill associated with PTA or violated the purposes, policies, or Bylaws of PTA. Termination requires an affirmative two-thirds vote by LAPTA BOD. This is to be used with great discretion and much restraint. Contact LAPTA promptly.

## Icebreakers

Use icebreakers to have members effortlessly engage with one another and to foster a sense of belonging. They serve as an excellent kickoff for meetings, initiating participation and introductions before delving into the agenda. When selecting an icebreaker, consider the following factors:

1. **Primary Objective:** Is the main objective to facilitate better mutual understanding, infuse some enjoyable competition, provide an opportunity for participants to acquire new knowledge, etc.?
2. **Inclusivity:** Meeting attendees usually possess diverse abilities, interests, and beliefs. Ensure that the icebreaker is accessible to all and allows everyone to actively participate.
3. **Interactive:** Icebreakers excel at encouraging people to mingle and step outside of their comfort zones. Select an activity that lets participants establish new connections and relationships.

### Icebreaker Examples:

- **What Do You Love?:** Each person states one thing that they love. Then others who also love the same thing raise their hands or otherwise gesture.
- **Meet Someone New:** Each person shares what month they were born and finds someone born the same month that they don't know well. What's one other thing they have in common?
- **Name Tag:** As participants enter the meeting room, they can sign their name as usual and receive a different person's name tag. They should seek one another out and introduce themselves to other participants.
- **Name Game:** Everyone's name carries history, fun anecdotes, or familial values. Ask each attendee to introduce themselves then talk about how they got their name or the history behind it.
- **Just By Looking at Me:** The goal is to demonstrate that there is much more to a person than "meets the eye". Have attendees say, "My name is \_\_\_ and I am from \_\_\_. One thing you cannot tell just by looking at me is \_\_\_."
- **What's Your Favorite [Food]?:** Each person shares their favorite ice cream or breakfast or whatever type or category of food. This can be used for nonfood items as well. Ask something simple and easy to identify.
- **Trivia Game:** Create a list of 15-20 interesting and fun facts related to the theme of the trivia game. Use an online trivia platform for a gameshow effect or use paper or whiteboards.
- **Guess Who:** Participants submit one or two personal facts, either on paper or by email or a google form ahead of time. Read one fact out loud and guess who the fact belongs to. That person then reads the next one.
- **Culture Club:** Participants break into small groups and share three of their families' cultural values (traditional foods, typical dress, histories, traditions, holidays, taboo topics, etc.). Each person shares their answers.

## Inclusion (DIO)

PTA is a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for the education and well-being of every child. DIO supports every child with one voice, no matter their race, ethnicity, zip code, income, gender identity, sexual orientation, immigration status, or abilities. Advancing DIO is an integral part of PTA's work and its vision of making every child's potential a reality.

- **Diversity** is the range of human differences such as race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values, national origin, and political beliefs.
- **Inclusion** is active, intentional, and ongoing engagement in diversity in which different individuals or groups who may otherwise be excluded or marginalized are accepted, engaged, and welcomed.
- **Outreach** is a commitment to create an inviting climate, to form respectful relationships and to share important information about PTA with all community members. Outreach includes efforts that focus on enlisting the participation of all parents, students, and community members in the educational process, and establishing collaborative relationships focused on positive impacts by:

Use languages represented within the community at PTA meetings and in PTA communications. Work to build representative leadership and voice within the PTA of all community groups. The makeup of the BOD should reflect the makeup of the school community. Understand that everyone has value.

## **Promote Diversity**

PTAs foster the principles of Diversity, Inclusion, and Outreach (DIO) as a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for the education and well-being of every child. Diversity is the strength of PTA! Those who are intentional in their DIO efforts are most likely to experience great outcomes that benefit all children and their families rather than just isolated patches of success. PTA's advocacy initiatives must be non-political and non-biased. Create a welcoming environment for all conversations and with a clear understanding that not all members agree on everything. All must agree on the collective goal to serve and to keep all children safe. Have all PTA meetings and events reflect a welcoming and inclusive environment for all.

Establish PTA as a sanctuary for all families to get information, express opinions, concerns, and needs, and feel heard. Form a DIO Committee with clearly defined goals. PTA needs to seek a diverse membership that reflects the diversity of the student body and community it serves through targeted outreach efforts. Consider which groups are less likely to join PTA or participate in meetings and events. To achieve successful outreach, learn about other cultures, traditions, challenges, and restrictions of the groups needing outreach. Analyze the level of diversity, inclusion, and outreach in the PTA's membership, governance, programs, and advocacy efforts. Identify areas of success and other areas in need of more work. Set goals and action plans to address each of these areas.

Recruit leaders from under-represented groups in areas of PTA work that they are passionate about and interested in. Establish fair and equitable practices in all areas of PTA work, including decision making, nominations, elections, appointments, participation, events, topics, and services. Such practices establish trust and respect. National PTA has excellent materials and resources for your use where documents are also available in Spanish.

- [Commitment to DIO](#)
- [Local Leader DIO Guidance](#)
- [DIO Frequently Asked Questions](#)
- [DIO Community Profile Template](#)
- [Enhancing DIO Facilitator's Guide](#)
- [Inclusive Curriculum in K-12 Schools](#)
- [DIO Action Plan Template](#)
- [Inclusive Holiday Planning](#)
- [Inclusive Communication During the Holidays](#)
- [How to Welcome Diverse Perspectives Into Your PTA](#)
- [How to Talk About Race and Justice in America](#)
- [LGBTQ Glossary](#)

## **Hold Inclusive Meetings**

- When scheduling PTA meetings and times, consider possible conflicts, religious holidays, and work limitations that might prevent people from attending. Possibly alternate days of the week and times of the day.
- When publicizing the meeting, send out fliers in electronic and paper formats. Ask teachers to include a reminder on the day of the meeting when children write their homework in their agenda planners. Ask room parents to reach out to their rosters. Have handouts with all monthly meeting dates at school and PTA events.
- Translate materials. Try to have a native speaker proofread the translated flier for accuracy.
- Thoughtfully set up the meeting space. Make sure the meeting location, restrooms, and other facilities are accessible to all and easy to find. All attendees need to be able to see, hear, and engage with each other. Have handouts and sign-in sheets easily accessible near the entrance. Consider seating arrangements that make everyone feel equally engaged and significant rather than classroom style. Board Members can spread throughout the space to mingle and meet other members.
- For the meeting environment, leaders need to be open-minded, presentable, and approachable, making others feel comfortable. Acknowledge new members and attendees as they come in. Name badges make it easier to properly address individuals and to learn their names. Take the time to learn how to pronounce names correctly. Consider having quiet activities for children accompanying their family members.
- If food or beverages are provided, proper sanitary precautions need to be observed. Consider dietary and religious restrictions as well as food allergies. Provide clear packaging information and ingredients.
- Finally, collect contact information and follow up regarding topics or issues that need to be addressed later. Make the effort to engage and follow up to create lasting relationships and future leaders!

## **Partnering with Administrators**

Engage purposefully and build a strong partnership with the school's principal by doing the following.

- Collaborate on Planning: Work together to establish administrative goals and to involve families.
- Tap into Available Resources: Review LAPTA and National PTA programs at [PTA.org/programs](http://PTA.org/programs).
- Maintain Professional Communication: Always be composed and calm and communicate intentionally.
- Emphasize Independence: PTA is an autonomous child advocacy group under LAPTA and National PTA.
- Establish Regular Contact: Schedule monthly meetings with effective and routine communication.
- Increase Visibility: Have the principal provide reports at PTA meetings and contribute articles to the PTA newsletter. Host a "Coffee with the Principal."
- Promote Family Engagement: Share the National PTA Standards for Family-School Partnerships materials.
- Maintain Alignment: Summarize discussions and confirm any action taken by the PTA.
- Request Participation in Teacher Meetings: Request the opportunity to address teacher meetings.

### **Intentionally do NOT do the following:**

- Be adversarial: Find common ground and be civil.
- Comingle funds: Mixing private and public funds is forbidden and illegal.
- Give up control of the checkbook: As a separate legal entity, the checkbook resides with the PTA Treasurer.
- Become an ATM: PTA funds are raised to further PTA's mission and goals, not to supplement school budgets. PTA is not a bottomless source of funding available for all administration requests. Raise awareness rather than raise funds.
- Cede control of PTA meetings: All members, even administrators, have the same rights at meetings. The PTA President runs the PTA meeting in compliance with PTA Bylaws and using [Robert's Rules of Order](#).
- Get in trouble with the IRS: Know the IRS rules. PTA's funds are not school funds. Only use the PTA's EIN.
- Open the PTA to theft: No administrator wants to deal with the negative publicity surrounding a PTA's poor money management. Ensure financial reports and audits occur regularly.
- Entangle administration in personality issues: Sometimes personal issues interfere with PTA function. Work through any personal problems without involving administration. Seek help from LAPTA if needed.

## **Partnering with Teachers**

The success of the PTA hinges on the strong partnership between the PTA and the school's educators.

- Collaborate on Planning: Working together to involve parents and the community in supporting teachers.
- Invite Teacher Engagement: Ask teachers to attend meetings and join PTA by highlighting the value of PTA.
- Identify Volunteer Opportunities: Recruit volunteers to assist teachers as allowed by administration.
- Show Respect: Express appreciation for teachers and their valuable contributions to student success.
- Solicit Feedback: Seek input from teachers on PTA initiatives through surveys and other channels.
- Foster a Sense of Community: Organize informal social gatherings, fun nights, and outings.
- Express Appreciation: Thank teachers for their dedication. Plan meaningful activities during Teacher Appreciation Week and acknowledge their hard work.
- Demonstrate Cooperation: Recognize that the PTA-teacher relationship is a partnership aimed at supporting teachers. Approach all interactions with teachers in a spirit of cooperation and collaboration.

### **Intentionally do NOT do the following:**

- Criticize teachers for missing PTA meetings: While attendance at PTA meetings is a good goal, remember that many teachers have their own family activities and PTA events to attend. Also, some teachers have had bad experiences with certain parents. PTA support does not have to include meeting attendance.
- Bribe or blackmail: Teacher recognition or support of their classrooms should not be tied to teacher's membership in PTA.
- Become an ATM: Demonstrate that advocacy is better than fundraising to secure needed resources. Talk to teachers about their needs and brainstorm ways to make those needs known in the community.
- Show up unexpectedly: School is a teacher's workplace. Schedule a meeting or provide notice. Be respectful of the teacher's time. Do not interrupt class time.
- Assume knowledge: Schools are vibrant workplaces and teachers must keep track of more than just PTA activities. Keep teachers informed about PTA events and schedules. Ensure teachers know about upcoming fundraising or classroom activities. Brief teachers on PTA priorities and successes. Help teachers understand the value PTA brings to their place of work.



# **President's Checklist**

## **Get Organized and Begin Planning**

- Review the Bylaws and Standing Rules to stay informed about upcoming mandatory business dates.
- Request a copy of your current Bylaws from [Bylaws@LouisianaPTA.org](mailto:Bylaws@LouisianaPTA.org).
- Get a copy of *Robert's Rules of Order, Newly Revised* or visit [RobertsRules.com](http://RobertsRules.com).
- Visit [LouisianaPTA.org](http://LouisianaPTA.org) and go through all pages. Create an account at [PTA.org](http://PTA.org) for additional resources.
- Call a meeting of newly elected officers within 30 days of election to appoint Standing Committee chairs.
- Ensure Board Members meet with their predecessors to exchange relevant information.
- Have all officers register with LAPTA at [LouisianaPTA.org/register](http://LouisianaPTA.org/register). Board Members are encouraged to register.
- Encourage Board Members to attend LAPTA Development Days and Training. (Required for officers.)
- Have Board Members subscribe to National PTA electronic publications at [pta.org](http://pta.org).
- Schedule a meeting with the principal to plan the yearly calendar and review PTA goals.
- Collaborate with the Board and the principal to assess needs and establish goals and objectives.
- Know the PTA's Federal Employer Identification Number (EIN) and Local Unit Registration (LUR#).
- Arrange for a meeting at the bank to change signers on the PTA's account. Call the bank for requirements.
- Organize the President's binder and Presidential digital folders.
- Monitor PTA social media accounts. Have at least two active administrators with full access for each account.

## **Monthly Duties**

- Organize and lead Executive Committee, BOD, and General Membership Meetings by creating agendas.
- Distribute and oversee the approval of the Treasurer's report and the minutes from the previous meeting.
- Ensure the timely submission of LAPTA dues (which includes National dues) and member rosters to LAPTA.

## **June/July/August**

- Attend the National PTA Convention in June if the budget allows.
- Attend LAPTA Development Days and Training in August.
- Request the current Bylaws from LAPTA and give each Board Member a copy.
- Prepare an agenda for the first Board Meeting.
- Review the LAPTA Records Retention Policy in the Secretary's Toolkit.
- Have the Board sign the LAPTA Confidentiality, Ethics, and Conflict of Interest Policy.
- Verify the schedule of monthly Board Meetings for the year.
- Insurance is required for all PTAs. Review submission dates for insurance policy.
- Update and renew Articles of Incorporation Annual Report with Louisiana Secretary of State at [geauxbiz.com](http://geauxbiz.com).
- Form the Audit Committee to complete the annual Audit Report which is due to LAPTA at the end of October.
- Preside over the first General Membership Meeting to adopt the Budget, Annual Report, and Audit Report.
- Communicate PTA goals for the year to the membership.
- Intentionally reach out to new families at the school.
- Consider a Welcome Back to School Celebration for staff and families.
- Create a Welcome Packet with a membership ask, calendar, PTA Programs, and more.
- Create or update the [CheddarUp.com](http://CheddarUp.com) account for the year to offer online membership purchases and more.
- Form the Budget Committee to create the new budget on [MoneyMinder.com](http://MoneyMinder.com) or [waveapps.com](http://waveapps.com).
- Host a volunteer orientation.

## **September/October**

- Complete the Active Affiliation Report at [LouisianaPTA.org/affiliation](http://LouisianaPTA.org/affiliation) due late October.**
- Apply for National PTA Grants at [PTA.org/Grants](http://PTA.org/Grants).
- Share the LAPTA Training Zoom schedule with the Board of Directors. All are welcome to attend.
- Conduct the fall membership enrollment campaign. Submit member dues at [LouisianaPTA.org/membership](http://LouisianaPTA.org/membership).
- Register for the National PTA Reflections program at [LouisianaPTA.org/reflections](http://LouisianaPTA.org/reflections).
- Conduct the LAPTA Safety Poster Contest and submit winners to LAPTA.

### **November/December**

- File Form 990 with the IRS. This is due November 15 for most PTAs.
- Apply for LAPTA Grants.
- Form the Bylaws Committee to review the Bylaws and recommend revision or amendments if needed.
- Check in with officers and committee chairs.

### **January/February**

- Submit Reflections Arts Program entries to LAPTA.
- Celebrate National PTA Founders' Day on February 17, 1897.
- At a General Membership Meeting, form the Nominating Committee as prescribed in the Bylaws.

### **March/April**

- Publish the Nominating Committee's slate of candidates according to the Bylaws.
- Conduct election of new officers in the month(s) designated in the Bylaws.
- Actively recruit volunteers to fill open committee chair positions for next year.
- Connect current PTA leaders and volunteers with those at feeder schools' PTAs.
- Contribute to the PTA Annual Report summarizing the PTA's activities and accomplishments over the year.
- Consider a membership survey to review past activities and solicit suggestions for new activities.
- Attend National PTA Legislative Conference with LAPTA.
- Attend Louisiana PTA's annual General Membership Meeting.
- Schedule with LAPTA the recognition of your winners from LAPTA's contests.

### **May/June**

- Present the Annual Report (summary of the year's activities) at the last General Membership Meeting.
- Coordinate installation of new officers. Thank this year's PTA Board and school volunteers.
- Submit the elected officer information to LAPTA at [LouisianaPTA.org/register](https://LouisianaPTA.org/register).
- Have a transition meeting or event between the old and new Boards.
- Pass all information along to the newly elected President, including all passwords to all accounts.
- Transfer all social media accounts to the new President, Vice-President, and Treasurer.
- Coordinate with the newly elected President to change signers on the bank account.
- Complete the Inventory Accountability Form.
- Attend National PTA Convention.
- Pat yourself on the back for a job well done. Thank you!

# **VOLUNTEER FOR ADVENTURE!**

# **2024–25 LAPTA Calendar (Subject to Change)**

Visit [LouisianaPTA.org/calendar](https://LouisianaPTA.org/calendar) for the latest version of the calendar.

## **July 2024**

July 1 Elected position terms begin  
July 15 Annually submit officer and Board contact information at [LouisianaPTA.org/register](https://LouisianaPTA.org/register)

## **August 2024**

August 1 Submit complete officer and Board contact information at [LouisianaPTA.org/register](https://LouisianaPTA.org/register)  
August 15 Reflections Program opens. See [LouisianaPTA.org/reflections](https://LouisianaPTA.org/reflections).  
August 15 Start working on Active Affiliation Report. See [LouisianaPTA.org/affiliation](https://LouisianaPTA.org/affiliation).  
August 17 LAPTA Leadership Training in Mandeville  
August 24 LAPTA Leadership Training in Shreveport  
August 27 Reflections Program Training Zoom Meeting at 12:00 pm and 7:00 pm  
August 31 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).

## **September 2024**

September Multiple Zoom training classes will be offered. See the schedule at [LouisianaPTA.org/training](https://LouisianaPTA.org/training).  
September 1 Review [PTA.org](https://PTA.org) and [LouisianaPTA.org/grants](https://LouisianaPTA.org/grants) for available grants and their deadlines  
September 30 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).

## **October 2024**

October 6–12 National Fire Prevention Week  
October 15 Deadline for National PTA School of Excellence submissions  
October 18 Fire Safety Poster Contest deadline to submit entries to LAPTA. See [LouisianaPTA.org/contest](https://LouisianaPTA.org/contest).  
October 23–31 National Red Ribbon Week  
October 25 LAPTA Fire Safety Poster Contest winners announced.  
October 31 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).  
**October 31 Deadline for Active Affiliation Report. See [LouisianaPTA.org/affiliation](https://LouisianaPTA.org/affiliation).**

## **November 2024**

November 1 Visit [PTA.org/home/programs/family-reading](https://PTA.org/home/programs/family-reading) and plan a Family Reading Experience event.  
November 5 Election Day – Advocate for all children by voting  
November 11 Veterans Day  
November 18 Reflections Theme Contest Submission deadline. See [LouisianaPTA.org/reflections](https://LouisianaPTA.org/reflections).  
November 22 LAPTA Literacy Grant deadline. See [LouisianaPTA.org/grants](https://LouisianaPTA.org/grants).  
November 28 Thanksgiving Day  
November 30 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).

## **December 2024**

December 2 LAPTA Literacy Grant winners and LAPTA Reflections Theme Search winners announced.  
December 7 Election Day – Advocate for all children by voting  
December 31 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).

## **January 2025**

January 19 Reflections Submission Deadline to LAPTA  
January 31 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).

## **February 2025**

February 9 Louisiana PTA's 102nd Birthday (1923)  
February 17 National PTA Founders' Day  
February 28 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).

### March 2025

March TBA National PTA Legislative Convention (LegCon)  
March 2 Read Across America Day ([NEA.org](http://NEA.org))  
March 3 LAPTA Reflections Program winners announced.  
March 4 Mardi Gras  
March 29 Election Day (Municipal Primary) – Advocate for all children by voting  
March 31 Deadline for Volunteer of the Year Award, Mentor-a-PTA Award, Advocacy Award, Outstanding Newsletter Award, Creative Teacher Grant, Day of Service Grant, and Healthy Minds Grant  
March 31 Submit new membership dues at [LouisianaPTA.org/membership](http://LouisianaPTA.org/membership).

### April 2025

April TBA LAPTA Recognition of Award, Contest, and Grant Winners  
April Transition time and planning for the year ahead  
April 14 Winners announced for Volunteer of the Year Award, Mentor-a-PTA Award, Advocacy Award, Outstanding Newsletter Award, Creative Teacher Grant, Day of Service Grant, and Healthy Minds Grant  
April 20 Easter Sunday  
April 30 Submit officer data at [LouisianaPTA.org/register](http://LouisianaPTA.org/register).  
April 30 Submit new membership dues at [LouisianaPTA.org/membership](http://LouisianaPTA.org/membership).

### May 2025

May Transition time and planning for the year ahead  
May 5-9 Teacher Appreciation Week  
May 31 Submit new officer data at [LouisianaPTA.org/register](http://LouisianaPTA.org/register).  
May 31 Submit new membership dues at [LouisianaPTA.org/membership](http://LouisianaPTA.org/membership).

### June 2025

June 1 Search “Summer Learning Programs” at [PTA.org](http://PTA.org) and publicize in the local community.  
June 19-23 Join LAPTA at the virtual National PTA Convention  
June 30 Submit new officer data for 2025-26 at [LouisianaPTA.org/register](http://LouisianaPTA.org/register).



# **Active Affiliation Report \*\*\*Very Important\*\*\***

PTAs are required to annually submit documentation to achieve Active Affiliation Status with both Louisiana PTA and National PTA. "Active Affiliation" signifies that the Local PTA Unit is up to date with its responsibilities to preserve its IRS status and its affiliation with Louisiana and National PTA. The Active Affiliation Report consists of nine items which are uploaded at [LouisianaPTA.org/affiliation](https://LouisianaPTA.org/affiliation) or by scanning the QR Code. Local PTA Units failing to maintain Active Affiliation will be subject to the Retention Plan. The deadline for submitting these files is October 31, 2024.



## **DUE OCTOBER 31, 2024**

The following items are individually uploaded into the corresponding field. Please do not combine files. See further information at [LouisianaPTA.org/affiliation](https://LouisianaPTA.org/affiliation).

1. MEMBERSHIP: Submit proof of paid dues which are paid to LAPTA at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).
2. LEADER REGISTRATION: Register all Board Members at [LouisianaPTA.org/register](https://LouisianaPTA.org/register). Officers are required.
3. BYLAWS: Submit the first page of the Bylaws with the LAPTA approval stamp.
4. TAXES: Submit proof of 2022 or 2023 filed and accepted IRS Form 990 tax filing.
5. BUDGET: Submit the 1) Local Budget Approval Form **and** 2) the approved Annual Budget.
6. AUDIT REPORT: Submit the Audit Committee Report for the previous year.
7. ARTICLES OF INCORPORATION: Submit the updated Articles of Incorporation from [geauxbiz.com](https://geauxbiz.com).
8. INSURANCE: Submit the insurance declaration page.
9. TRAINING: Submit proof of training for officers from LAPTA training or see [LouisianaPTA.org/training](https://LouisianaPTA.org/training).

## **Retention Plan**

If a Local PTA Unit fails to submit the Active Affiliation Packet by the annual deadline, LAPTA will initiate the Retention Plan to guide units back to compliance. Maintain open communication with LAPTA while acquiring Active Affiliation status. For inquiries, email [Affiliation@LouisianaPTA.org](mailto:Affiliation@LouisianaPTA.org). The Retention Plan has five phases:

1. **Notification:** LAPTA notifies the PTA of the missed deadline and grants a 30-day grace period to submit the missing items.
2. **Restriction:** During a second 30-day period, the Local Unit must submit the outstanding items. Additionally, the unit will be ineligible for awards, programs, or grants administered by LAPTA or National PTA.
3. **Intervention:** The PTA will collaborate with LAPTA to establish a Plan of Action, specifying new deadlines for resolving the outstanding issues.
4. **Restructure:** Should the PTA fail to complete the required report, LAPTA may consider restructuring the PTA's leadership or advancing to the Dissolution Phase early.
5. **Dissolution:** A Local Unit's charter may be revoked and their LAPTA associated IRS 501(c)(3) nonprofit status may be forfeited under certain conditions, which include failing to achieve Active Affiliation for three consecutive years, refusing to implement the Plan of Action as agreed upon, or non-compliance with the Purposes and Principles of PTA outlined in the Bylaws adopted in May 2024 (Articles II and III). In such cases, the PTA must discontinue using the PTA name and close its bank accounts, with any remaining funds to be donated to another PTA.

**Visit [LouisianaPTA.org/affiliation](https://LouisianaPTA.org/affiliation) for details.**

# **Year-End Checklist & Transition Guidance**

PTA leaders have a series of important tasks to accomplish before the school year concludes to ensure a seamless handover and to provide their successors with a solid foundation for the upcoming year.

- **Initiate a Meeting with the Successor:** Meet with the successor as soon as possible. Give a timeline of the year's events, job details, a summary of the current status of various initiatives, and a review of the previous budget.
- **Conduct Elections:** Organize and hold elections promptly in the month designated in the Bylaws. Have the newly elected officers register with LAPTA at [LouisianaPTA.org/register](https://LouisianaPTA.org/register).
- **Submit Outstanding Membership Dues:** Pay outstanding dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).
- **Bank Account Transition:** Accompany the incoming Board Members to the bank and facilitate the transition of account signatures.
- **Verify Treasurer's Year-End Checklist:** Double-check that the Treasurer's Year-End Checklist has been meticulously completed to ensure that all financial matters are in order.
- **Close Financial Records by June 30:** As June 30 approaches, take the necessary steps to close out the financial records. Be sure that all reimbursement requests are submitted in a timely manner to facilitate the issuance of checks before the books are closed. Inquire about any outstanding checks.

## **Notes to pass on to successors:**

- Things done during the term in office that the successor should know and practice.
- Things that *should* have been done that the successor should know and practice.
- Things that the successor should address during the first 30 days in office.
- Things that would instill an effective Board and help to conduct productive Board Meetings.
- Final thoughts for the new leadership team's success.

## **The Outgoing Board should always:**

- Meet to debrief and evaluate the work for the year and offer suggestions for improvements.
- Fully complete their term and tasks.
- Meet the successors.
- Tell the new Board to annually register at [LouisianaPTA.org/register](https://LouisianaPTA.org/register) even if some are remaining.
- Turn over all resources, materials, and passwords in a timely manner including social media accounts. If there is resistance, ask LAPTA to facilitate the transfer.
- Host a get together honoring the outgoing Board and celebrating the upcoming journey of the new Board.
- The outgoing officers should support the new Board, as well as step back and let go.

## **The Incoming Board should always:**

- Create a profile at PTA.org.
- Register with LAPTA at [LouisianaPTA.org/register](https://LouisianaPTA.org/register).
- Register for LAPTA Training Events.
- Familiarize themselves with [PTA.org](https://PTA.org) and [LouisianaPTA.org](https://LouisianaPTA.org).
- Order any necessary materials and supplies.
- Fill any vacancies and appoint chairpersons, if necessary.
- Work on the goals for the year and develop a calendar of events.
- Meet with school administration.
- Ensure that year-end financial reports are complete and begin planning for the new budget.

# Sample Agenda

## Madison High PTA Board of Directors Meeting

January 19, 2030

## AGENDA

Meeting called by Tera

### Executive Board Members:

President: Tera

Treasurer: Carolyn

Vice-Presidents: Shelley & Beth

Secretary: Stephanie

### Committee Board Members:

Membership: Katie

Volunteer: Sandra

Fundraising: Amy, Melanie, Christen

Hospitality: Jenn, Amy, Elizabeth

Room Mom: Kristy

Reflections Program: Amy

Beautification: Bessy

Uniforms: Caroline

Grants & Awards: Christie

Newsletter: Angie, Doris

Teacher Rep: Erin, Sarah

Opening: The PTA Mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.....Tera

Secretary's Report – Minutes.....Stephanie

Treasurer's Report – Budget Review; Bank Balance: \$ \_\_\_\_\_ .....Carolyn

President's Report – Library Movie Night; Slime date; Bring-a-Buddy Breakfast .....Tera

Principal's Report.....Mrs. Welch

### Committee Reports

- Membership Committee .....Katie
- Volunteer Committee.....Sandra
- Fundraising.....Tera
- Hospitality .....Jenn
- Room Moms .....Kristie
- Reflections .....Shelley
- Art Parents.....Amy
- Beautification .....Bessy
- Library Committee .....Amy
- Newsletter.....Angie
- Uniforms .....Caroline
- Grants & Awards .....Christie
- Teacher Representative.....Sarah

Old Business.....Tera

### New Business

- Upcoming Flyers/Events.....Beth

### Important Dates

Jan 23-26 Bring-a-Buddy Breakfasts Feb 21 Board Meeting at 9:30

Jan 31 Dominos night Mar 21 Board Meeting at 1:30

Adjournment .....Tera

# **Sample Meeting Script**

See [National PTA script](#) for further guidance including script for virtual meetings.

## **Call To Order (Required)**

The President, as the chair, calls the meeting to order. The chair declares if a quorum is present, and the Secretary notes the fact in the minutes. See the Bylaws for quorum information. If the Secretary is not present, the chair appoints a member to perform those responsibilities for the meeting.

PRESIDENT: “The meeting of \_ PTA is called to order at \_\_\_\_\_ (time). A quorum (is/is not) present.” *If Secretary is absent*, “Due to the absence of \_\_\_\_\_, the chair would like to appoint \_\_\_\_\_ as Secretary for this meeting.”

## **Opening (Optional)**

Suggested openings are the PTA Mission, Pledge of Allegiance, or an inspirational message.

PRESIDENT: “Please welcome \_\_\_\_\_ who will (read the PTA mission).”

## **Introductions for Special Guests (Optional)**

PRESIDENT: “At this time the chair would like to welcome \_\_\_\_\_ who is \_\_\_\_\_.”

## **Explanation of Meeting Technology (If Virtual Meeting)**

PRESIDENT: “Let’s review the meeting rules (raising your hand, unmute, chat, time constraints, etc.) If we need to conduct a ballot vote, it will be (by email, anonymous poll on the meeting platform, etc.).”

## **Explanation for Making a Motion (Optional)**

“Here are the rules for making motions. The chair gives the chance to speak to those who wish it. Pro and con speakers are given alternating opportunities to speak, if possible. All speakers must be tactful. Each member has two opportunities to speak to the motion. A member may speak once, and then after every other member has had the chance to speak, may speak a second time. All statements must be addressed to the chair and not to other members. The chair does not enter the discussion. Should the chair wish to debate, the chair will ask the Vice-President to preside. In a formal meeting with 13 or more people, the chair may vote when the vote would change the outcome (to make or break a tie) or when the voting is by ballot.”

## **Secretary’s Report (Required)**

The chair recognizes the Secretary for the reading of the minutes. The Secretary either reads the minutes or announces how the draft minutes were distributed, or the chair announces that a Minutes Committee previously approved the minutes. The chair can use majority consent to accept the minutes. Minutes are presented at every meeting unless previously approved by a committee. Suggestions:

PRESIDENT: “\_\_\_\_\_, Secretary, will now read the minutes from the last meeting (or distributed the minutes prior to the meeting by email).” Secretary reads the minutes or allows time for members to refer to the minutes and asks for corrections. [PAUSE]

PRESIDENT: “Hearing none, the minutes are approved.” Or “The minutes are approved with corrections.”

PRESIDENT: “The minutes of the [date] meeting were approved by the committee on [date]. The Secretary has copies of the minutes. Corrections to the minutes should be referred to the Secretary.”

PRESIDENT: “If there is no objection, the chair will appoint a committee to approve the minutes of this meeting. Hearing none, the chair appoints \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ who will meet and approve today’s minutes.” *The chair may appoint a committee to approve the current minutes especially if the next meeting is many months away.*

## **Treasurer’s Report (Required)**

The chair recognizes the Treasurer for the financial report which is required for all meetings. The Treasurer reads the report. Copies of the report may be distributed to the members or shown on a screen. The financial report includes at least the beginning balance, total income, total expenditures, and the ending balance, plus the reconciliation report and current Actual versus Budget Report. The chair takes questions and then the report is filed with the Secretary. All information is recorded in the minutes. No motion is needed.



PRESIDENT: “\_\_\_\_, Treasurer, will now present the financial report.” TREASURER: “The beginning balance as of [date] is \$\_\_\_\_, total income is \$\_\_\_\_, total expenses are \$\_\_\_\_, with an ending balance of \$\_\_\_\_. Here is the reconciliation report and the budget compared to the current actual amounts.”

PRESIDENT: “Thank you, are there any questions? Hearing none, the financial report will be filed in the record.”

### **Approval of Proposed Budget (Required once per year)**

The proposed budget for the new year is presented to the BOD for its consideration and edits. At the General Membership Meeting, the budget is presented for approval.

PRESIDENT: “\_\_\_\_, Treasurer and chair of the Budget Committee, will now present the proposed budget.”

TREASURER: Each line item should be read. Ask for questions. After review, state “I move that the proposed budget be adopted as presented.”

PRESIDENT: “The Budget Committee has moved to adopt the proposed budget as presented. This comes from the committee, so no second is needed. Is there any discussion? Hearing none, all those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.” The motion needs an affirmative majority vote.

### **Budget Amendments**

When the budget needs an amendment after approval of the annual budget: PRESIDENT: “\_\_\_\_ will now present the budget amendments.”

TREASURER: Each amendment needs to be read, the current amount, the amount of the increase or decrease, and then the new amount, if applicable. After reading the items, state “I move that the budget amendments be approved as presented.”

PRESIDENT: “\_\_\_\_ moved that the budget amendments be approved as presented. Is there a second? Is there any discussion? Hearing none, all those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.” The motion needs an affirmative two-thirds vote.

### **Audit Report**

The Audit Report is presented at the first meeting of the year and at the first meeting after any audit.

PRESIDENT: “\_\_\_\_, the Audit Committee Chair, will present the Audit Report.”

CHAIR OF AUDIT COMMITTEE: The chair reads the Audit Report. “I move to adopt the Audit Report as presented.”

PRESIDENT: “\_\_\_\_ has made a motion to adopt the Audit Report. This comes from a committee so no second is needed. Is there any discussion? (pause) All those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.” The motion needs an affirmative majority vote.

### **President and VP Reports**

The President calls for reports from the officers. This may be informational or require action. If a report requires action, they are presented as a motion. The member presenting the report makes the motion.

PRESIDENT: “\_\_\_\_ will give a report on \_\_\_\_.”

OFFICER: Reads the report and makes recommendation. “I move that \_\_\_\_.”

PRESIDENT: Repeat the motion and ask for a second (if not committee work). The person making the motion may explain further. “Is there further discussion? Are you ready for a vote? \_\_\_\_ has moved that \_\_\_\_\_. All those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.”

### **BOD and Committee Reports at General Membership Meetings (Optional)**

A summary report of the Board’s work is given at a General Membership Meeting and contains any motions made in the Board Meetings. The Secretary reads a summary report (not the minutes) for the members. The Secretary moves the adoption of each recommendation individually.

PRESIDENT: “\_\_\_\_, Secretary, will give the Board’s Report.”

SECRETARY: “The Board met on \_\_\_\_ with a quorum present.” For each motion say, “On behalf of the Board of Directors, I move that \_\_\_\_.”

PRESIDENT: “The Board has moved that \_\_\_\_\_. This comes from the committee so there is no second needed. Would \_\_\_\_ like to speak to your motion?” (Person making the motion may speak to their motion.) “Is there any further discussion? \_\_\_\_ has moved that \_\_\_\_\_. All those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.”

## **Standing Committee, Special Committee, and Special Order Reports**

The President calls for the reports of the committees, if needed. A report from a committee may be informational or require action, as determined by a majority vote of the committee. Those reports requiring action are presented as a motion to the membership (no second required), and the members vote to approve either as presented, amended, or rejected. The committee chair who presents the report moves the adoption of the motion. Address motions made by a “special order” (by a two-thirds vote at an earlier time) and motions required by the Bylaws to be taken up at a specific meeting. If no recommendation is made, no motion is needed.

## **Appointment of Nominating Committee Members**

PRESIDENT: “The Secretary will read the Bylaws regarding the Nominating Committee.”

SECRETARY: The secretary reads directly from the Bylaws the Article on Nominations and Elections, and the sections regarding the Nominating Committee. PRESIDENT: “The floor is now open for anyone wanting to serve on the Nominating Committee.” The chair should call on anyone who has raised their hands until all nominations have been made. Individuals may nominate themselves or someone else. PRESIDENT: “Could someone motion that the Nominating Committee will be [3 people] with [2 people] being alternates (optional) to the committee.” The Nominating Committee is appointed by an affirmative majority vote. *See the Bylaws for timing and notices.*

## **Adjournment (Required)**

After covering all items listed on the agenda, the chair asks if there is anything else to discuss, and then proclaims, “If there is nothing else to discuss, this meeting is adjourned at [time].” If the chair wants to end the meeting before all items are discussed on the agenda, a motion needs to be made to adjourn the meeting with an affirmative majority vote.

## **Sample Passwords & Accounts Summary**

Keep a current list of passwords, at least two officers should have a copy, and share it with the next Board.

### **ABC PTSA Passwords & Accounts 2023-2024**

PTA LUR #: 9999

IRS EIN# 99-9999999

Monthly/Annual Renewal:

**GeauxBiz.com:** login email & password

**LA Charter #:** 999999 ; NAKS #: 999999

**IRS.gov for Form 990N:** IRS login username & password; email & phone associated with account; other security question answers; or other filing information such as **Efile.form990.org:** name, login ID #, password

**AIM Insurance:** aim-companies.com; Insure# LA0009999; Username & password; 800-876-4044; expiration date

**Moneyminder.com:** email & password

**CheddarUp.com:** email & password; ABCPTSA.CeddarUp.com; phone; backup security code

**SquareUp.com:** email & password

**Zoom:** email & password

**Mailchimp.com:** email & password

**Other Accounting Software:** login & password

**Facebook:** Note admin names plus their phone numbers; passwords are their current accounts’ passwords; have at least two people listed as administrators with full access

**Bank:** screenname, email & password; routing # 99999999, acct # 99999999

**Debit Cards:** person’s name, account number, expiration date, CVV Code; this is not allowed in Caddo Parish.

**Email Accounts:** email & password; phone associated with account; backup email

*\*\*\*This is to be shared with President, Treasurer, and Secretary.\*\*\**

# **Confidentiality, Ethics, and Conflict of Interest Policy**

Members of the Board of Directors serve in a **fiduciary capacity** and owe a **duty of care**, a **duty of obedience**, and a **duty of loyalty** to the PTA. Board Members shall conduct themselves with **integrity** and **honesty** and act in the **best interests** of the PTA. Disclosure by a Board Member of any potential or actual conflict of interest is required by the standard of good faith and for the benefit of the PTA and protection of everyone.

A conflict of interest exists when a Board Member participates in the deliberation or decision of any PTA issue while, at the same time, the Board Member and their extended family has financial, professional, business, employment, personal or political interests outside the PTA that could predispose or bias the Board Member to a particular view, goal, or decision.

**When a conflict arises, the Board Member declares the conflict to the Board. The Board then considers the situation and debates the severity of the conflict.** During discussion and deliberation, the person temporarily leaves the meeting. The Board Member with the conflict may not use their personal influence of position to impact the outcome of a vote. The Board discusses the conflict and then makes a motion to allow the Board Member to remain on the Board or to be removed from the Board. The person returns after the vote is complete and informed of the results. **The minutes of the meeting must include any declared conflict of interest, the motion made to accept or remove the person from their position on the Board, and the resulting vote. Removal of a Board Member is effective immediately. They shall turn over to a member of the Executive Committee all records, books, PTA account access, and any other PTA materials pertaining to their position.**

See the Local PTA Unit Bylaws Template, Revised April 2024 in Article V, Section 4: **Termination of Membership** for details on how to address a member who has conduct that damages the value and goodwill associated with PTA or violates the purposes, policies, or Bylaws of PTA.

In consideration of the PTA's affiliation with Louisiana PTA, for the protection of its integrity and its 501(c)(3) nonprofit status, and for our protection, we, the undersigned officers, during our terms of office, shall:

1. Abide by and represent our PTA Bylaws, LAPTA policies, positions, procedures, and National PTA purposes and mission statement;
2. Discharge the duties and responsibilities of our individual offices with fidelity, integrity, and honesty and declare all personal and extended family conflicts of interest when PTA issues and funds are involved;
3. Not misuse the PTA's federal tax-exempt status for personal or unauthorized purposes nor disburse funds for any purpose other than the authorized budgeted items;
4. Refrain from making any slanderous or defamatory statements that could result in harm to the PTA;
5. Publicly present a united front on decisions made as a Board;
6. Maintain confidentiality as a Board Member;
7. Follow the LAPTA and school district guidelines for fundraising; and
8. Abide by the following **Conflict of Interest Policy**:
  - a. Board Members and their families shall not use their relation to this PTA for financial, professional, business, employment, personal, or political gain;
  - b. Board Members must declare conflicts of interest to the PTA Board, stating the nature of the conflict and all pertinent information;
  - c. Board Members may not use PTA's name, influence, or resources for their benefit or gain when running for any publicly elected office or while serving as an elected official;
  - d. Board Members shall not directly or indirectly use their current PTA name or position for or against any specific candidate for elected public office, as that would be contrary to federal tax laws and PTA policies.