

# PTA Leader Toolkit

2023 – 24

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## Section 2: President

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

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**PTA** is a <sup>VERB!</sup> ~~noun~~.

Louisiana Parent Teacher Association

# LEADERSHIP TRAITS

Successful leaders are effective leaders. Their skills and abilities allow them to step into a variety of roles, and they see the value people have to offer and seek their involvement. They provide a clear purpose that others want to follow. They lead with integrity and strive to continually improve. **PTA Leaders are always looking for their replacement and for new people to join the PTA Board of Directors. They intentionally reach out and ask others to join PTA.**

Competent and effective leaders have:

- **Self-Awareness** – Has the ability to assess their own strengths and weaknesses.
- **Vision** – Demonstrates a clear understanding of the future and how to get there.
- **Relationship Building** – Develops trust and mutual respect, and values diversity.
- **Critical Thinking** – Obtains all the relevant information, identifies problems and causes, evaluates information, and determines criteria that indicate solutions.
- **Time & Resource Management** – Effectively prioritizes and manages resources to accomplish goals.
- **Motivation** – Demonstrates and promotes interest and enthusiasm.
- **Empathy** – Recognizes verbal and nonverbal feelings, needs, and concerns of others.
- **Creativity** – Sees and thinks of innovative ideas, alternatives, and ways to do things.
- **Communication** – Listens actively and conveys information clearly, concisely, and accurately in both writing and speech.
- **Collaboration** – Works with a team to achieve a common purpose; puts service before self.
- **Delegation** – Shares responsibilities including guidance and follow up, fostering leadership in others.
- **Continuous Learning** – Pursues development of skills and knowledge.
- **Integrity** – Does the right thing when no one is watching.
- **Initiative** – Steps up unprompted, going above and beyond with excellence.

# IMPORTANT DOCUMENTS AND TERMS

Local PTA Units fall under Louisiana PTA's tax umbrella and are classified as **tax-exempt 501(c)(3) nonprofits** under the US Internal Revenue Code. LAPTA has procedures to help protect Local PTA Units from violating the restrictions that apply to the 501(c)(3) classification. *See LAPTA Toolkit: Treasurer* for details.

**A charter** is issued when a group completes the requirements for organization as a PTA including approval of the Bylaws. A charter is evidence that a PTA is a unit of Louisiana PTA.

**Bylaws** provide the rules for the association (or PTA). They describe the rights and duties of the members, and are the backbone of the PTA. All Local PTA Units are required to have their Bylaws approved by LAPTA which is responsible for ensuring that unit Bylaws follow LAPTA and National PTA Bylaws. Annual review of the Bylaws ensures that they reflect the way the PTA functions. LAPTA rules require units to review their Bylaws, update them if needed, and submit them to the LAPTA for approval at least every three years. It is important to keep the Bylaws current and to refer to them often.

**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. A unit's EIN identifies it as a non-profit organization. The President may contact LAPTA if they do not know their EIN. If a PTA needs to verify its non-profit status and EIN, such as when applying for a grant or opening a bank account, contact LAPTA President to request an EIN letter.

**Local Unit Registration Number (LUR #)** was issued to each Local PTA Unit when the charter began. It is also known as a National PTA ID#. This number never changes. It is found on any material received from National PTA. This number is important and should be kept with the permanent records.

# ESSENTIAL KNOWLEDGE

The President serves as the presiding officer of the Local PTA Unit and presides over the Board of Directors and General Membership meetings. It is the President's responsibility to be well prepared. The President distributes all materials to the appropriate officer or committee chair and is the link to the principal. The President directs the affairs of the association in cooperation with the other members of the Board. The term begins and ends at the opening and closing of the fiscal year, as specified in the Bylaws, usually July 1 – June 30. Participation and cooperation from officers, committee chairs, and members will determine the success of the administration.

The Local PTA Unit and its members are a part of Louisiana PTA (LAPTA) and National PTA. Members are the backbone of the association. Membership does not consist of mere numbers. Strive to build an informed team of individuals working on behalf of all children. A membership involved in the school and community builds the foundation for its children and generations to come. A membership that reaches beyond the parents and teachers and looks out into the community will open its doors to many opportunities. By extending membership, its voice becomes stronger so that policymakers on all levels will hear a strong, unified voice for all children.

**Planning and promoting PTA programs and events** is a primary responsibility in PTA. It is the avenue to achieving our goals as child advocates and supporters of public education. PTA programs serve as a tool to educate the membership and to draw the members into a community of support for the children and families served by PTA. Programs today are creative and meaningful. PTA uniquely offers a way for families of differing religions, cultures, economic groups, and political interests to unite in support of one common issue: the health and welfare of children. No other organization exists to serve this function so completely. PTA programs keep the membership informed of issues, educate parents, and provide a sense of community that unites neighbors far beyond involvement in their children's school. Family engagement results in higher student achievement and closer family-school ties. *See Pick Your PTA Programs later in this section.*

LAPTA is a member-based association that advocates for children. PTA supports legislation that will raise the level of 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, in the name of PTA, 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 such issues, the following policies should be observed.

- **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.
- **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 National PTA.
- **Noncommercial:** The name "PTA" (a registered service mark) or the names of its officers shall not be used in conjunction with the commercial activities of other organizations including, but not limited to, 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 association, at any level, should consider whether such acceptance might be construed as an endorsement of the provider.

**School board elections and leadership** on local Boards of Education is of vital interest to all PTA members. To help the people of the community ascertain the qualifications of the candidates for the school board, a Local PTA Unit may participate in, initiate, or sponsor a public meeting for this purpose. Invite all community groups to send representatives to the meeting to thoroughly discuss the qualifications of each candidate. All candidates must be asked to speak to avoid even the appearance of partisanship or discrimination. See *LAPTA Toolkit: Advocacy* for more details.

# LAPTA CALENDAR & IMPORTANT DATES

## July 2023

- July 1 Board position terms begin
- July 15 Submit officer data at [LouisianaPTA.org/register](https://LouisianaPTA.org/register)

## August 2023

- August 1 Submit officer data at [LouisianaPTA.org/register](https://LouisianaPTA.org/register)
- August 15 Reflections Program opens
- August 12 Start working on Active Affiliation Report. See [LouisianaPTA.org/activeaffiliation](https://LouisianaPTA.org/activeaffiliation).
- August 19 LAPTA Leadership Training South for southern Local PTA Units
- August 25 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership)
- August 26 LAPTA Leadership Training North
- August 30 Reflections Program Training Zoom Meeting at 12:00 pm and 7:00 pm

## September 2023

- September 1 Review PTA.org and *LAPTA ToolKit: Grants* for available grants and their deadlines
- September 5 Healthy Minds Zoom Training at 12:00 noon and 7:00 pm
- September 6 Reflections Q&A Zoom Meeting at 12:00 noon and 7:00 pm
- September 11 Affiliation Requirements Zoom Training at 12:00 noon and 7:00 pm
- September 12 Programs & Grants Zoom Training at 12:00 noon and 7:00 pm
- September 13 Secretary Zoom Training at 12:00 noon and 7:00 pm
- September 14 Membership Zoom Training at 11:00 am and 6:00 pm
- September 14 Presidents & VPs Zoom Training at 12:00 noon and 7:00 pm
- September 16 Treasurer Zoom Training at 12:00 noon
- September 19 Diversity & Inclusion Zoom Training at 12:00 noon and 7:00 pm
- September 21 Developing Your Leaders Zoom Training at 12:00 noon and 7:00 pm
- September 25 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership)

## October 2023

- October 1 Deadline for National PTA.org School of Excellence submissions
- October 12 Reflections Q&A Zoom Meeting at 12:00 pm and 7:00 pm
- October 14 Statewide Election Day – Advocate for all children by voting
- October 20 Red Ribbon Poster Contest Deadline to Submit to LAPTA
- October 23–31 National Red Ribbon Week
- October 25 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership)
- October 27 Deadline for Active Affiliation Report. See [LouisianaPTA.org/activeaffiliation](https://LouisianaPTA.org/activeaffiliation).**
- October 30 LAPTA Red Ribbon Poster Contest Winners Announced

## November 2023

- November 1 Plan Family Reading Experience Event; visit [PTA.org/home/programs/family-reading](https://PTA.org/home/programs/family-reading)
- November 15 Reflections Q&A Zoom Meeting at 12:00 pm and 7:00 pm
- November 17 LAPTA Literacy Grant Deadline (<https://form.jotform.com/221748002230038>)
- November 17 Reflections Theme Contest Submission Deadline <https://form.jotform.com/221745830340147>
- November 18 Statewide Election Day – Advocate for all children by voting
- November 25 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership)
- November 30 LAPTA Reflections Theme Search Winners announced

## December 2023

- December 1 LAPTA Literacy Grant Winners Announced
- December 5 Reflections Q&A Zoom Meeting at 12:00 pm and 7:00 pm
- December 20 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership)

## January 2024

- January 22 Reflections Submission Deadline to LAPTA
- January 25 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership)

## February 2024

- February 9 Louisiana PTA's 100th Birthday
- February 13 Mardi Gras Day
- February 17 National PTA Founders' Day
- February 28 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership)

## March 2024

- March 1 LAPTA Reflections Program LAPTA winners announced
- March 1 LAPTA Day of Service Grant application deadline at [LouisianaPTA.org/grants](https://LouisianaPTA.org/grants)
- March 1 Newsletter Award application deadline at [LouisianaPTA.org/awards](https://LouisianaPTA.org/awards)
- March 1 Advocacy Award application deadline at [LouisianaPTA.org/awards](https://LouisianaPTA.org/awards)
- March 2 Read Across America Day ([nea.org](https://nea.org))
- March 22 Deadline for Volunteer of the Year Award and Mentor-a-PTA Award
- March 25 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership)
- March 27 LAPTA Healthy Minds Grant Application Deadline at [LouisianaPTA.org/grants](https://LouisianaPTA.org/grants)
- March TBA National PTA Legislative Convention (LegCon)

## April 2024

- April Transition Time and Planning for the Year Ahead
- April 1 Deadline for Creative Teacher Grants at [LouisianaPTA.org/grants](https://LouisianaPTA.org/grants)
- April 1 Deadline for membership reports for LAPTA Annual Membership Awards
- April 20 LAPTA Recognition Ceremony and State Meeting; Winners announced for Day of Service Grants, Creative Teacher Grants, Volunteer of the Year, and Outstanding Newsletter Awards
- April 25 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership)
- April 28 Submit officer data at [LouisianaPTA.org/register](https://LouisianaPTA.org/register)

## May 2024

- May Transition Time and Planning for the Year Ahead
- May 1 LAPTA Healthy Minds Grant Winners Announced
- May 6-10 Teacher Appreciation Week
- May 25 Submit new officer data at [LouisianaPTA.org/register](https://LouisianaPTA.org/register)
- May 25 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership)

## June 2024

- June 1 Search and publicize Summer Learning Programs at [PTA.org](https://PTA.org) and your local community
- June 25 Submit new officer data at [LouisianaPTA.org/register](https://LouisianaPTA.org/register)
- June 30 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership)
- June TBD National PTA Virtual Convention (tentative dates)



# GETTING STARTED

Once elected as President, get organized early. Talk with the outgoing President and set a date for a formal transition of records. Ensure Board members have met with their predecessors to receive Procedure Binders and relevant information. Request and review a copy of the Bylaws from LAPTA to ensure it is the most current. Set up the personal “Presidential” work environment by creating folders on a computer and cloud storage for shared files. Also, organize the new President’s binder and file space at home. Browse LouisianaPTA.org, PTA.org, and join PTA Leader group on Facebook to connect with other PTA leaders. Follow LAPTA on Facebook.

## **Financial Check Up**

Coordinate with the new Treasurer to have the signature cards for bank accounts updated with new signers at the beginning of the fiscal year. Authorized bank signers may have debit cards issued in their name and the name of the PTA. Review the Bylaws to determine the number and requirements for check signers. Minutes from the election meeting are necessary to enact the change, as well as other requirements established by the bank. Facilitate, if necessary, arrangements for documents to be delivered to the Audit Committee after the fiscal year ends and in the beginning of the school year. See *LAPTA Toolkit: Treasurer* for financial details.

## **Starting Your PTA Work**

The newly elected President should call and conduct a meeting of the newly elected officers within 30 days of the election. Have an agenda for all meetings. Schedule a planning meeting for the Board of Directors (BOD). The BOD includes the executive officers (President, Vice-President(s), Treasurer, and Secretary), the principal, parliamentarian, standing committee chairs (if specified in the Bylaws), and additional committee and chair positions such as historian, faculty representative, and student representatives (as specified in the Standing Rules). The Bylaws contain many job responsibilities, timelines, and due dates. Reviewing them together gets everyone on the same page with the same expectations. Review the current Bylaws and create the Standing Rules with the entire Board. The Standing Rules contain the specifics on how the PTA is organized and run. 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, before sending any correspondence, or before discussing PTA business with the principal.

When filling open positions on the BOD, strive for a balance of experienced and new members who represent campus demographics. All Board members should submit their names and contact information at [LouisianaPTA.org/submit-officer-data-1](https://LouisianaPTA.org/submit-officer-data-1) as soon as possible each year.

Meet with the principal to discuss school plans for the year and keep them informed of PTA activities throughout the year. Establish a calendar in cooperation with the principal to include school holidays, Board meetings, General PTA meetings, PTA special events, all PTA election dates, dates for selecting budget and nominating committees, PTA program deadlines, PTA Founders’ Day on February 17, Membership dues deadlines, membership awards deadlines, LAPTA grant deadlines, LAPTA Leadership Training, and PTA conventions and conferences. Reference the LAPTA Calendar.

See the end of this section for the *President’s Duties Checklist*. **It is also recommended that the President review all sections of the LAPTA Toolkit.**

# **BUILDING THE BOARD OF DIRECTORS**

The two types of PTA committees are **standing committees** whose work is ongoing throughout the year and **special committees** whose work is a specific short-term task. The President is invited to all committee meetings. *Learn more at LAPTA Toolkit: Board of Directors.*

**The number of standing committees** necessary to do the work of the PTA depends on the size of the membership, programs and activities, and the interests of the community. The newly elected President calls a meeting of the newly elected officers within 30 days of the election to appoint the standing committee chairs and fill any vacancies in the officer positions, subject to the approval of the Board of Directors. Check the Bylaws and Standing Rules for a list of the committees and their duties. The committee chairs should represent a cross-section of the membership. Recruit experienced, as well as new, Board members and committee chairs. It is not the President's job to find all the Board of Director members and committee chairs. Get recommendations from past and current Board members, principal, teachers, office staff, and the membership. PTA welcomes all people! Filling all Board positions as quickly as possible after the election meeting permits everyone to attend LAPTA training in August and allows time for planning the coming year's work. It is okay if a few Board positions remain open as this allows newcomers to get involved in the fall.

Leadership potential develops, PTA interest increases, and PTA work expands when committee members are diverse, receive training materials such as LAPTA Toolkit, utilize PTA.org, become familiar with PTA Purposes, collaborate with Board members on common goals, and maintain a procedure binder. Create committees to fit the needs, programs, and projects of the Local PTA. Use only those committees that are needed.

- Advocacy
- Arts in Education/Reflections
- Public Relations
- Diversity, Equity, and Inclusion
- 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
- Youth Protection

**Special committees and subcommittees** are used as a way of engaging more people in the work of PTA. The subcommittees are small workgroups that do the work for the committees. At least one committee member should serve on each subcommittee, usually as chair and the President is always invited to all committee meetings. Create special committees for a specific purpose. The committee automatically dissolves as soon as it accomplishes that purpose and presents the committee report, or the term of office ends.

**The principal is a member** of the PTA Board and, oftentimes, is the only constant in an ever-shifting leadership group. A good working relationship between the principal and a healthy PTA can lead to a great learning environment for students and families. The PTA President and the principal must communicate regularly and work together for the good of all concerned. Presidents need to remember that they are in the principal's school as a guest; however, the principal must also understand that the PTA is governed by its Bylaws, which may limit the PTA's response to some requests from the school. See *Dos and Don'ts of Partnering with Administrators* later in this section. A **teacher** may serve on the Board and a **student** may serve on the Board especially for PTSAs. See *Dos and Don'ts of Partnering with Teachers* later in this section.

**To communicate effectively** with the Board, use a good app such as GroupMe or Band App. Board members shall use PTA emails that are handed down from year to year and not personal emails. President, Treasurer, and Secretary shall keep a list of all passwords and recovery information.



# PICK YOUR PTA PROGRAMS

The key to a successful PTA is to support the mission of PTA which is to make each child's potential a reality. **National PTA Programs** provide access to engaging, educational, and fun opportunities that inspire, recognize, and impact all students and their families. There are many programs that can help Local PTA Units make an impact in their community.

**LAPTA also offers a Mentor-a-PTA Program** that a strong, active PTA mentors a smaller, protected, or new PTA unit (Mentee) that needs a helping hand with the implementation of PTA values and goals. As we are all part of Louisiana, the success of one is the success of all. A Mentee PTA might like to sit in on a Board meeting, or perhaps see the agendas, Welcome Packet, membership forms, school flyers, and more. It is another way to reach out to others in the community and state. The focus of this program is to mentor through guidance, planning ideas, monthly check-in, and leadership support. Mentors are upbeat, positive advocates who provide tools and direction to the Mentee PTA. If there is a financial contribution, then it must be approved by the General Membership and included in the annual budget. Give the members ownership in the philanthropic work of the PTA. If the PTA would like to participate as either the Mentor or the Mentee, please email [President@LouisianaPTA.org](mailto:President@LouisianaPTA.org). There is no deadline for this.

Here is a small 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.

# LEADERSHIP DEVELOPMENT & TRAINING

All elected officers for Local PTA Units shall complete annual PTA training. Proof of training is required for the Active Affiliation Packet. All Board members are encouraged to receive training. Board members should understand the other positions and roles within the Board. Sources for training are:

- 1) **LAPTA Development Days**: LAPTA offers in-person training and development in southern Louisiana on August 19, 2023, and in northern Louisiana on August 26, 2023. Local units will receive registration information from LAPTA. Please make sure the new officers' information is submitted to LAPTA as soon as they are elected at [LouisianaPTA.org/register](https://LouisianaPTA.org/register).
- 2) **LAPTA Zoom Training Meetings** are held in September. The recordings will be posted online at [LouisianaPTA.org/training](https://LouisianaPTA.org/training).
- 3) **LAPTA Individualized Training**: LAPTA also offers one-in-one training as needed. Contact Kayla Pagel at [President@LouisianaPTA.org](mailto:President@LouisianaPTA.org) to schedule a meeting.

# FINANCES

**Every PTA must have a budget** that is approved by its general membership before it can spend money beyond the “Startup Funds” budget line item. Determining PTA goals is a key step in the budget process. The use of funds outlined in the budget should reflect those goals. After the budget is drafted, it is presented by the committee chair to the Board of Directors for consideration and then to the General Membership for approval. Adoption of the budget requires a majority vote of the members at the General Membership meeting. The budget is presented item by item to allow for discussions and amendment. All expenses for the PTA are disbursed in accordance with the approved budget for that year. Funds do not have to be fully spent each year.

**Amending the Budget:** The budget is an estimate of the planned revenue and expenses for the year. When there are additional expenses, differences in revenues, or a change in an approved expense, the budget must be amended by a vote of the General Membership at any regular meeting or at a special meeting called for that purpose. Any additional proposed expenditure or fundraising not provided for in the budget must be presented to the association for approval before proceeding with the project or payment. To amend something previously adopted, it is necessary to have a two-thirds majority if no meeting notice was given or a simple majority if notice was given.

**PTA Books and Records:** The Treasurer is responsible for maintaining the books and records of the PTA. The books include the check book, deposit forms, check requests, the approved budget, budget reports, filing taxes, and more. Online accounting software is recommended such as MoneyMinder.com. There is no ruling from the IRS, National PTA or LAPTA that limits the amount of money that a Local PTA Unit may carry over from one year to the next. This will vary from one PTA to another. If the PTA continues to carry over large sums of money, reduce the number of fundraisers to bring revenues in line with program requirements.

**Obligating Future Boards:** As a 501(c)(3) organization, a PTA cannot obligate future Boards to a contract or a specific expenditure. A future Board is not required to spend funds as designated by the previous Board. 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 money would support.

**PTA Audit:** The purpose of an audit is to certify the accuracy of the books and records of the Treasurer. It also assures the membership that the organization's resources and funds are being managed in a professional manner. The audit process need not be complicated. A committee of three people, none of whom are authorized to sign checks, can certify the records, using the simple procedure detailed in the LAPTA Toolkit: Treasurer. The annual audit is due to LAPTA on October 27, 2023, and should be reported to the membership.

**Treasurer's Reports:** The Treasurer prepares budget reports for all meetings showing actual income and expenses compared to the budgeted income and expenses. This includes meetings for the Executive Committee, Board of Directors, and General Membership.

**Fundraising is not the primary function of the PTA.** The real working capital of a PTA lies not in its treasury, but in its members' energy, resourcefulness, and determination to promote the well-being of children. Funds are raised when needed to conduct PTA work. Do not raise money just to raise money. National PTA suggests that when planning the year's activities, PTAs should use the **three-to-one rule**: for every fundraising activity, there should be at least three non-fundraising projects aimed at helping parents or children or others to advocate for school improvements. See *LAPTA Toolkit: Treasurer for more details*.

# MONEYMINDER AND CHEDDARUP

Louisiana PTA encourages Local PTA Units to utilize online platforms to track finances and collect membership dues. While there are several platforms, LAPTA recommends and uses **CheddarUp.com** to collect membership dues and **MoneyMinder.com** to track finances. **MoneyMinder and CheddarUp partnered with each other. If you have MoneyMinder Pro account (\$179/year), you get CheddarUp Team for free!**

[MoneyMinder.com](https://www.moneyminder.com) is simple accounting software for volunteers and makes tracking expenses and deposits and running reports as simple as possible. It is also easily shareable from one Board to the next with continual access to past years. Cost is \$179 per year. MoneyMinder has a new feature that allows you to e-file Form 990-N and 990-EZ directly to the IRS. Add *easy tax filing* as another bonus! A free alternative is the Wave App at [waveapps.com](https://waveapps.com).

[CheddarUp.com](https://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 information collecting. The account must be in the PTA's name under their EIN. CheddarUp also requires a personal Social Security Number to open an account, which must come from an authorized bank signer. This should be changed for future Boards. CheddarUp has spreadsheet reports that show detailed information on collections. All deposit transfers from CheddarUp 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](https://libreoffice.com)). To see a sample CheddarUp site, visit [FriendsofLAPTA.CheddarUp.com](https://FriendsofLAPTA.CheddarUp.com).

## MEMBERSHIP

Membership is the backbone of PTA. See the *LAPTA Toolkit: Membership* and PTA.org for ideas on membership campaigns. Memberships are good for one year starting on July 1 and expiring on June 30. When a member submits dues to the Local PTA Unit, the Local PTA Unit is required to submit \$3.50 per person in dues to LAPTA. This amount includes \$1.25 dues that go to LAPTA and \$2.25 dues that LAPTA forwards to National PTA. This means that the member is a member of their PTA, LAPTA, and National PTA. Submit dues at [memberdues2023.cheddarup.com](https://memberdues2023.cheddarup.com). See the *LAPTA Toolkit: Membership* for complete details.

## CUSTOMIZE THE PTA LOGO

PTA established guidelines for the proper use of the PTA name, logos, and tagline (*everychild.onevoice*). When used properly, PTA's logo and tagline create a consistent message, help to unify all PTAs, and set PTA apart from other organizations. The success of the PTA brand identity depends on all PTAs' adherence to the guidelines. PTA.org provides a uniform, effective system for PTAs to maintain a consistent, visual style and brand identity for all PTA-produced materials. Visit [PTA.org/home/run-your-pta/PTA-Branding-and-Web-Guidelines](https://pta.org/home/run-your-pta/PTA-Branding-and-Web-Guidelines). Download "**Customize Your PTA Logo**" Power Point file to type in the PTA name and save the customized logo.

Just as a Chick-fil-A franchise would not change the logo of the company for its location, Local PTA Units may not change the PTA logo. It is a registered trademark. **The PTA Blue is Pantone 541c, or hex code #1A3E6F, or RGB (26, 62, 111). Only PTA Blue, black, or white may be used. The font is Arial Black.** The Registered Trademark symbol must follow "PTA" and the tagline "*everychild.onevoice*."



# MEETING TYPES

Meetings are held for members to make the decisions that direct the actions of the PTA and to be kept informed of the business conducted on their behalf. Only members participate in meetings. Non-members may attend but may not participate unless they are offered a *Courtesy Seat* or are listed on the agenda. **General Membership Meetings** include PTA members who paid their dues and direct the PTA work. **Executive Committee Meetings** consist of elected officers plus possibly others listed in the Bylaws. **Board of Director Meetings** consist of the President, Vice-President(s), Treasurer, Secretary, principal, parliamentarian, standing committee chairs (if specified in the Bylaws), and additional positions listed in the Standing Rules such as faculty representative and student representatives. Only Board members attend Board meetings. A non-Board member may request the President's permission to address the Board to ask a question, give a report, or provide information, and then leave the meeting without participating in discussion or the voting process.

There are two types of meetings. **Regular meetings** are those set up by the Bylaws and the Board 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.

# ELEMENTS OF SUCCESSFUL MEETINGS

All meetings share certain common elements. Some meetings may be more formal than others, but all must be organized and well run to be effective. An agenda establishes the order of business. Be sure to follow the agenda, discussing and completing each item before going on to the next. It is much less confusing to stick to one topic at a time. The use of parliamentary procedure protects the rights of the members, while allowing the group to discuss the business at hand. PTA uses Robert's Rules of Order, Newly Advised to govern all meetings.

**Set regularly scheduled meeting dates** at convenient times for General Membership and Board of Director meetings to allow people to plan. Perhaps schedule meetings on two different dates or times to allow more people to attend. Check with other PTAs, feeder schools, and others in the community to coordinate dates.

**The Presiding Officer should** arrive early, know the Bylaws, know parliamentary procedure, keep calm, be tactful, appreciative, courteous, charitable, and well-groomed. The President, or the Vice-President in the President's absence, is the presiding officer. The presiding officer calls the meeting to order at the specified time and, if a quorum is present, proceeds with business. The President refers to themselves impersonally as "the chair." In formal meetings of the General Membership, the President takes no part in business and should not express an opinion while presiding. The President facilitates the business before the group. In meetings with fewer participants, such as the Executive Committee, the President may participate and parliamentary procedure may be less formal.

## **Preparing the Agenda**

Robert's Rules of Order, Newly Revised states that the Secretary may prepare the agenda. However, many Presidents prefer to prepare it themselves. Read the previous minutes to find any business left unfinished at the last meeting. Confer with officers and committee chairs to see if they have a report. Have names of those who will speak written on the agenda. Do not call on anyone who does not have a report.

## **Parliamentary Procedure**

Parliamentary procedure is a consistent set of rules that governs associations. The rules protect the rights of all attendees, require courtesy to all, and show partiality to none. It is not necessary to know all the rules, but a good basic knowledge is helpful in conducting a productive meeting. Have a copy of the Bylaws and Robert's Rules of Order, Newly Revised available at meetings for reference. It is helpful to have a Board member with some knowledge of parliamentary procedure. Most PTAs do not need a registered parliamentarian at every meeting.

## **Quorum**

According to Robert's Rules of Order, Newly Revised, a quorum is the number of voting members who must be present to conduct business legally. The quorum refers to the number of such members, which is established in the Bylaws. For Board meetings, it is 50% of the Board roster plus one. Do not count a person more than once even if they serve in more than one position. Every meeting shall have the membership roster available and use a sign-in sheet. This is the best method to use when establishing a quorum. *A sample Roster sign-in sheet is in the LAPTA Toolkit: Secretary.*

# **ORIENTATION MEETING**

The Board of Director's first meeting is an orientation for both new and returning members. It shall include:

- Welcome and introduction of members.
- General overview of a good, functioning board, including dates, locations, and number of meetings members are expected to attend and the procedure to follow if they will be absent.
- Importance of keeping a procedure binder.
- PTA Basics with the structure, policies, and procedures of PTA, the Bylaws, and Standing Rules.
- Procedures for reporting (who reports what and to whom).
- Role and responsibilities of board members which includes: working with administrators and others with responsibility for children; attending PTA workshops and e-learning; responding to emails, memos, letters, and phone calls; and participating at board meetings, including discussion, voting, and supporting decisions.
- Policy that all Board Members must submit member dues to be on the Board.
- Overview of Deposit Form and Expense Form
- Proposed PTA calendar
- Board roster with emails and phone numbers
- Review and signature of Confidentiality, Ethics, and Conflict of Interest Policy

# **PRESIDENT'S BINDER**

It is particularly important to keep an organized and up-to-date binder, which should *at least* include:

- Accounts & passwords summary sheet (see below); Board roster
- 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, budget reports from all meetings
- Record of all debit cards and their account numbers (*See LAPTA Toolkit: Treasurer for regulations.*)
- 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 Board of Directors
- Inventory Accountability Form
- Membership roster, Miscellaneous papers, and correspondence.

# AGENDAS

It is important to have an agenda to make sure business is conducted efficiently. The following is the normal order of business with further explanations below. *A sample agenda and sample Meeting Script are at the end of this section.*

- Call to Order
- Opening (Mission statement; optional)
- Approval of Minutes
- Treasurer Report (filed for audit)
- President Report
- Principal Report
- Officers Reports
- Standing Committees Reports, as needed
- Special Committees Reports, as needed
- Unfinished Business
- New Business
- Program
- Announcements
- Adjournment

## **Minutes**

It is important that the minutes reflect an accurate account of what occurred at a meeting. They should be entered into the official minute journal. If it is not in the minutes, then it did not occur. Minutes should be brief and indicate actions taken. The minutes should show the type of meeting (Executive Committee, Board of Directors, General Membership, Special, etc.), PTA name, date, time, location, name of presiding officer or Secretary, attendance (use roll call at Board meetings), a statement concerning the disposition of the minutes of the previous meeting (whether accepted or accepted as corrected), a record of all motions, the names of the maker of the motion (but not the name of the member who seconded it) and what action was taken on the motion, program topic, method of presentation, speakers and important points covered, and time of adjournment. *Full details are in the LAPTA Toolkit: Secretary.* **Approval of the minutes does not need a motion.** Once the "draft" minutes are read or submitted for review, corrections are solicited and made if applicable, the minutes then become the "official" minutes and record of the PTA.

**Treasurer's Report** should show balance of funds on hand and expenses and deposits itemized to show the amount received or spent in each budget category. Actual budget amounts should be compared to budgeted amounts. A motion is not made to approve the financial statement or reports, except on the initially proposed budget. The statement is filed as part of the record.

## **Committee Reports**

From time to time, committees might need to report their progress to the General Membership. Usually, the chairperson presents the report. Not every report will require action. If a report gives information only, a motion is **not** needed to accept the report. The report is "heard" and placed on file with the Secretary. If a report requires the approval of the members, the person making the report moves its adoption by making a motion. Because the recommendation for action comes from a committee, the motion requires no second. Once the motion is on the floor, it is debatable and amendable as is any other motion.

## **Programs**

A well-planned program provides an opportunity for PTA members to increase their knowledge about areas of interest. Programs should encourage active participation of all members. There are many good resources for sources of information. Refer to PTA.org for program ideas.

## **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." Adjourning the meeting before the program is not an acceptable practice. Many PTAs have a social time with refreshments after the close of the meeting.

# PARLIAMENTARY PROCEDURE

Parliamentary law or procedure originated with the British Parliament. They maintain order, ensure justice and equality, expedite business, and enable an organization to accomplish the objectives for which it was formed. These rules are based on logic, good sense, and fair play. It is democracy in action. Every member should understand at least the fundamentals or correct procedures. Robert's Rules of Order, Newly Revised is the parliamentary authority adopted by all levels of PTA.

Parliamentary procedure requires all to accept the will of the majority and respect the opinion of the minority. The President, as the elected leader, is to carry out the will of the assembly, not bend the will of the assembly to their own. Remember, authority is vested in the office, not in the person.

All members are equal. An established number of voting members must be present to conduct business, or quorum. **Quorum** is the minimum number of members who must be present to conduct business at a meeting. The number of General Membership members constituting a quorum is indicated in the Bylaws. Only one main motion may be before the assembly at a time and only one member may have the floor at a time. A two-thirds vote is necessary when a motion limits or interferes with the privileges of a member or of the assembly Bylaws, cutting off debate, closing nominations, and rescinding action without notice.

**A motion** (or "action") formally proposes for the organization to take a certain action or express certain views. A motion introduces business in a meeting. A main motion brings a subject before the organization for its consideration and action. There are eight steps to a motion:

- 1) **Obtaining the floor:** member rises and addresses the chair by proper title.
- 2) **Assigning the floor:** the chair recognizes the member.
- 3) **Member states his motion:** member says, "I move . . ."
- 4) **Seconding the motion:** another member must second the motion letting the chair know that more than one person has an interest in the subject of the motion by saying, "I second the motion."
- 5) **Stating the motion:** chair restates the motion thereby formally placing the motion before the assembly. After the chair has stated the motion and before a vote is taken, it may be desirable to change or amend the motion in some way.
- 6) **Discussion (or debate):** must be addressed to the chair and continues until no one wishes to speak or until someone moves to close debate. To close the debate, a member says, "I move the previous question." The motion requires a second, is not debatable and requires a 2/3 vote. If the motion to close debate is adopted, the chair immediately takes the vote on the motion pending.
- 7) **Putting the question (or taking the vote):** The chair restates the motion, states the method of voting, and calls for both affirmative and negative votes.
- 8) **Announcing the vote:** the chair announces the result of the vote and states the action the assembly will take.

Motions must be expressed in a clear, concise statement containing only one main idea. The correct language is "I move that" or "I move to." The maker of the motion should be allowed, if he wishes, to begin discussion. A motion that does not come from a committee must be seconded. On rare occasions, the presiding officer may enter a discussion. He must relinquish the chair for the duration of the discussion and the vote. The President may vote on a pending question when their vote would change the outcome to break a tie. The President may also vote when voting is by ballot so as to keep their opinion private and not sway the members.

## Rules of Conduct

No one has the right to do anything that prevents others from seeing or hearing the presiding officer or speaker. No one has the right to converse, move about or stand, except to address the presiding officer. If several members rise at the same time to claim the floor, the chair recognizes one and the others shall be seated immediately. The chair calls upon the others as soon as possible.

# **PROBLEM SOLVING**

Resolving conflict can be time-consuming and quickly drain a Local PTA's resources. Most problems are related to communication issues. It is often important to talk with people directly versus emailing or hearing of issues from other individuals, to get to the heart of the matter. When handled properly, conflict can create positive outcomes, such as promoting growth, increasing communication, developing problem-solving skills, increasing team building, and bringing about change. Steps to problem-solving within the PTA are:

- Create an open and friendly environment and respect other leaders.
- Give clear expectations of outcomes.
- Allow individuals to do their own work.
- Communicate any limitations for a proposed project (budget restrictions, timing, etc.)
- Privately provide encouragement and publicly offer praise.
- Provide information referencing where resources can be found whenever possible.
- Listen when concerns are raised.
- Investigate problem situations from all sides.
- Share best practices and solutions to problems.

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

The PTA that is informed and alert can best guard against disruptions. However, it may not be possible to avoid. The presiding officer should maintain poise in the face of interruption, wait for the disrupter to finish, suggest that the speaker be allowed to finish his sentence or thought, and suggest that in this group it is regarded as simple courtesy not to interrupt a speaker. If the disruption continues, repeat the above statement, but do not try to out-talk or out-shout the other person. If there is whispering in small groups, remain silent to get attention. Do not start talking again until the whispering stops. If name-calling is resorted to, calmly say, "Of course, you are entitled to your own opinion. May we go on now?" If integrity is challenged, do not be defensive. Suggest that opinions are not facts. Do not mislay your sense of humor. A humorous remark has pricked more than one inflated balloon or relieved many a tense situation.

## **Parliamentary Procedure Tips**

The chair recognizes the privilege of everyone to agree or disagree with the views of a speaker. The speaker is stating his opinion and is not asking for conclusions from the audience, so interruptions are inappropriate. Board members with a background in parliamentary procedure should be present to aid the President with helpful motions at opportune times. Honest differences of opinion may be discussed at the close of the meeting.

The Bylaws should contain the following statement: "The privilege of making motions, debating, and voting shall be limited to members of the association who are present and whose dues have been paid." It may be helpful to call this to the attention of the group or to an individual who is not a member of the association. The Secretary should have a current list of those members who have paid their dues and are voting members. If a discussion is to be held which has the potential of becoming heated, it is helpful if ground rules for debate are established and accepted by the group in advance. While people other than members may be present, remember that the PTA still has the privilege of restricting the right to speak and vote to its members.

## **School Level Complaints**

Occasionally, a PTA President or Board member will receive a call from someone who has a problem or complaint about something that happened at the school. The PTA is not responsible for handling complaints about the school or the staff. Parents and students have rights and responsibilities, and the PTA can act as a resource by providing information. Beyond that, the individual must follow prescribed district procedures to solve the problem. Refer the parent to the school district's policy on handling complaints. The usual "chain of command" is: 1. the teacher, 2. the principal, 3. the principal's supervisor, 4. the superintendent, and 5. the School Board.



# PRESIDENT'S DUTIES CHECKLIST

## Monthly Duties

- Prepare agendas and preside over the Board of Director and General Membership meetings.
- Review and distribute the Treasurer's report and the minutes of the previous meeting for approval.
- Confirm that National and Louisiana PTA dues and membership lists are submitted to LAPTA.
- Check the Bylaws and Standing Rules for dates of upcoming required business.

## Familiarize yourself with the following:

- Your PTA Bylaws and Standing Rules. Request a current approved copy from [Bylaws@LouisianaPTA.org](mailto:Bylaws@LouisianaPTA.org).
- Get a copy of Robert's Rules of Order, Newly Revised.
- Visit [LouisianaPTA.org](http://LouisianaPTA.org) and go through all pages. Create an account at [PTA.org](http://PTA.org) for additional resources.

## Get Organized and Begin Planning

- Call a meeting of newly elected officers within 30 days of election to approve the appointment of historian and parliamentarian (if one is indicated in the Bylaws) and to appoint standing committee chairs.
- Ensure Board members met with their predecessors to receive relevant information.
- Have all Board members register with LAPTA at [LouisianaPTA.org/register](http://LouisianaPTA.org/register).
- Encourage Board members to attend LAPTA Development Days and Training.
- Have Board members subscribe to National PTA electronic publications.
- Assess needs and set goals and objectives with the Board and the principal.
- Have a meeting with the principal to set the calendar for the year and review PTA goals.
- Know the PTA's Federal Employer Identification Number (EIN) and PTA LUR#.
- Arrange for a meeting at the bank to change signers on the PTA's account. Call the bank for requirements.
- Set up President's binder and Presidential digital folders on a computer or cloud storage for shared files.
- Follow PTA social media. Have at least two current administrators on all PTA accounts.

## June/July/August

- Attend the National PTA Convention in June if the budget allows.
- Attend LAPTA Development Days and Training in August.
- Obtain and change the passwords to the PTA's accounts.
- Schedule an introductory meeting with the principal.
- Request the current Bylaws from LAPTA and ensure that each Board member has a copy.
- Prepare an agenda for the first Board meeting.
- Review the LAPTA Records Retention Policy. Note any changes needed for adoption.
- Have the Board sign the LAPTA Confidentiality, Ethics, and Conflict of Interest Policy.
- Verify the schedule of monthly Board meetings for the entire year.
- Review submission dates for insurance policy. Insurance for the PTA is required.
- Renew Articles of Incorporation Annual Report with Louisiana Secretary of State at [geauxbiz.com](http://geauxbiz.com).
- Preside over the first General Membership meeting of the year.
- Form the Audit Committee who will work on the Annual Audit Report due by October 27, 2023.
- 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.
- Host a volunteer orientation.
- Create a Welcome Packet include a membership ask, calendar, PTA Programs, and more.
- Adopt the Annual Report and Audit Report if complete.
- Create or update the [CheddarUp.com](http://CheddarUp.com) account for the year to offer online membership purchase.
- Create the new year and budget on [MoneyMinder.com](http://MoneyMinder.com) (highly recommended) or [waveapps.com](http://waveapps.com).

### September/October

- Preside over the first General Membership meeting of the year if not held in August.
- Approve the proposed budget at the first General Membership meeting.
- Appoint a committee to review Bylaws and recommend revision or amendments if needed.
- Communicate PTA goals for the year.
- Complete the Active Affiliation Report for LAPTA at [LouisianaPTA.org/activeaffiliation](https://LouisianaPTA.org/activeaffiliation) which is due October 27, 2023.**
- Confirm the program for the next General Membership meeting.
- Touch base with each officer/chair about upcoming duties or events.
- Share the *LAPTA Toolkit: Awards, Grants, and Contests* with the Board.
- Conduct the fall membership enrollment campaign. Submit member dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).
- Conduct the National PTA Reflections program. See [LouisianaPTA.org/reflections](https://LouisianaPTA.org/reflections).

### November/December

- IMPORTANT:** Confirm that the Treasurer electronically filed the appropriate IRS return 4 ½ months after the close of the fiscal year. This is November 15 if the fiscal year ends on June 30.
- Check-in with officers and committee chairs.

### January/February

- Celebrate National PTA Founders' Day on February 17, 1897.
- At a General Membership meeting, elect a Nominating Committee and alternates as prescribed in the Bylaws.
- Ensure that the first meeting of the nominating committee is scheduled and provide clear instructions and guidelines to the Nominating Committee.
- Amend the budget, as necessary.

### March/April

- Publish slate of candidates, as determined by the nominating committee, according to 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.
- Remind the newly elected President to call an Executive Committee meeting within 30 days to fill Board positions and conduct any other necessary business.
- Connect current PTA leaders and volunteers with those at feeder schools' PTAs.
- Check-in with officers and committee chairs.
- Contribute to the PTA Annual Report or coordinate with historian/Secretary.
- Consider a membership survey to review past activities and solicit suggestions for new activities.
- Attend National PTA Legislative Conference.

### May/June

- Present the Annual Report at the last General Membership meeting, which is a summary report of the year's activities.
- Coordinate installation of new officers. Thank this year's PTA Board and school volunteers.
- Submit the new officer contact information to LAPTA at [LouisianaPTA.org/register](https://LouisianaPTA.org/register).
- Remind outgoing officers and committee chairs that their procedure binders and materials must be submitted within 15 days after the end of the term. Consider a transition meeting or event.
- Pass all information along to the newly elected President, including all passwords to all accounts.
- 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!

# ACTIVE AFFILIATION REPORT \*\*\*VERY IMPORTANT\*\*\*

Each membership year, local PTAs must submit paperwork to obtain **Active Affiliation Status** with Louisiana PTA and National PTA. To have “Active Affiliation” means that the Local PTA Unit is current with its obligations to maintain its IRS status and National PTA affiliation. The Active Affiliation Report includes nine items and are submitted online in many file formats at <https://form.jotform.com/221816998285068> or scan the QR Code. Local PTA Units who do not maintain Active Affiliation will be subject to the Retention Plan. Deadline to submit the files is **October 27, 2023**.

## DUE OCTOBER 27, 2023

Local PTA Units must annually obtain **Active Affiliation Status with Louisiana PTA and National PTA**. The required information is submitted online at <https://form.jotform.com/221816998285068> or scan the QR Code. For further information, see [LouisianaPTA.org/activeaffiliation](https://LouisianaPTA.org/activeaffiliation). The following items are individually uploaded into the corresponding field (do not combine files):



1. **MEMBERSHIP:** Submit member dues to LAPTA for all members at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).
2. **LEADER REGISTRATION:** Register all Board members at [LouisianaPTA.org/register](https://LouisianaPTA.org/register).
3. **BYLAWS:** Submit the first page of Bylaws showing the LAPTA approval stamp. Visit [LouisianaPTA.org/bylaws](https://LouisianaPTA.org/bylaws).
4. **TAXES:** Submit proof of 2021 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. This is now required.
9. **TRAINING:** Submit proof of training for officers from LAPTA Development Day or at [LouisianaPTA.org/training](https://LouisianaPTA.org/training).

## RETENTION PLAN

If a Local PTA Unit fails to submit the Active Affiliation Packet by the yearly deadline, then LAPTA uses the Retention Plan to get units back on track. Communication with LAPTA is key and encourages the PTA to get back to Active Affiliation status. Email [afiles@LouisianaPTA.org](mailto:afiles@LouisianaPTA.org) with questions. There are five phases to the **Retention Plan**.

1. **Notification:** LAPTA notifies the PTA and gives 30 days to submit the missing items.
2. **Restriction:** The Local Unit is given a second 30-day period to submit the missing items and are additionally not eligible for awards, programs, or grants administered by LAPTA or National PTA.
3. **Intervention:** The PTA signs a Plan of Action which designates new deadlines for the missing items.
4. **Restructure:** If the PTA does not complete the report, LAPTA may choose to restructure the leadership of the PTA or choose to move into the Dissolution Phase early.
5. **Dissolution:** A Local Unit is considered for revocation of their charter and loss of their LAPTA associated IRS 501(c)(3) nonprofit status if: Active Affiliation is not acquired for three consecutive years; PTA leadership refuses to implement the Plan of Action; or the PTA is not in compliance with the Purposes and Principles of PTA as defined in the Bylaws, adopted May 2022, Articles II and III. The PTA must cease and desist further use of the PTA name. Bank accounts must be closed with any remaining funds donated to a PTA.

# PARTNERING WITH ADMINISTRATORS

Louisiana PTA issues **Operating Guidance** to further advise and support Local PTA Units on PTA best practices. See [LouisianaPTA.org/guidance](https://LouisianaPTA.org/guidance). Email LAPTA President, [Kayla Pagel](#) for further clarification.

## Do:

- **Plan together.** Learn administration goals and discuss how the PTA can engage families to support them.
- **Connect to resources.** Talk about how LAPTA and National PTA programs and resources support and enhance student learning. See [PTA.org/home/programs#programslist](https://PTA.org/home/programs#programslist).
- **Be respectful.** Communicate in a professional manner with the school's leadership even if you disagree.
- **Differentiate.** Help school administration understand that the Local PTA Unit is a separate and independent child advocacy group, which is part of and supported by a large and experienced association.
- **Meet regularly.** Consider a regular monthly coffee or lunch with the principal or arrange a regular phone call. Invite the superintendent to Board meetings. Stay in touch.
- **Make the connection visible.** Ask the principal to provide a report at PTA meetings, or to write an article for the PTA's newsletter or post for the PTA blog. Plan an open-to-all "chat with the principal" or "coffee with the superintendent."
- **Engage families.** Share the National PTA Standards for Family-School Partnerships materials. Collaborate on building better family engagement and improving student success. Consider registering in the National PTA Schools of Excellence program.
- **Engage community.** Invite community groups or youth-serving organizations to the school for PTA events. With the principal, identify community service opportunities for families.
- **Encourage participation in the budget process.** Give parents the info they need to effectively advocate during budget time. Help parents support the education budget.
- **Stay on the same page.** Follow up all phone calls and meetings with a summary of what was discussed and confirmation of any action steps to be taken by the PTA or administration.
- **Ask to speak at teacher meetings.** Ask to be treated as a partner in education, a vital part of the connection between home and school.

## Don't:

- **Be adversarial.** It is well worth the effort to develop working relationships. Find common ground. Model civil discourse, even if the administration is difficult to deal with.
- **Comingle funds.** Mixing private and public funds is forbidden. No PTA funds should ever be deposited in a school account and no school funds should find their way into a PTA account.
- **Give up control of the checkbook.** PTA is a separate entity from the school. PTA funds are controlled by PTA members and the Board of Directors. The checkbook resides with the Treasurer.
- **Cede control of PTA meetings.** All members—even administrators—have the same rights at meetings. The PTA President or the President's delegate runs the PTA meeting, in compliance with PTA Bylaws and using [Robert's Rules of Order, Newly Advised](#).
- **Get in trouble with the IRS.** Know the rules and file the proper forms with the IRS. PTA's funds are not school funds. Do not use the school's EIN. Consult Louisiana PTA for any questions.
- **Open the PTA to theft.** No administrator wants to deal with the negative publicity surrounding a PTA's poor money management. Use good business judgment, ensure financial reports and audits happen regularly, and follow LAPTA's rules about money-handling.
- **Entangle administration in personality issues.** Sometimes personal issues interfere with PTA function. To maintain a professional, credible relationship with administration, work through any personal problems without involving administration. Seek help, if necessary, from LAPTA.
- **Become an ATM.** PTA funds are raised to further PTA's mission and goals, not to supplement school budgets. Collaborate with administration, but do not allow the PTA to be viewed as a bottomless source of funding available for all administration requests. Raise awareness rather than raise funds.

# PARTNERING WITH TEACHERS

Louisiana PTA issues **Operating Guidance** to further advise and support Local PTA Units on PTA best practices. See [LouisianaPTA.org/guidance](https://LouisianaPTA.org/guidance). Email LAPTA President, [Kayla Pagel](#) for further clarification.

## Do:

- **Plan together.** Working to achieve common goals is a powerful tool to build relationships. Find out what teachers are trying to achieve. Assist parents and community in getting involved.
- **Invite teachers to join and become involved.** Ask teachers to attend meetings and provide input. Identify ways for teachers to become involved even if they cannot attend a meeting. Create a campaign specifically messaging PTA's value to teachers and ask teachers to support the PTA's work by joining PTA.
- **Identify volunteer opportunities.** Work with teachers to identify classroom and activity-related volunteer opportunities, and then find volunteers to assist.
- **Show respect.** Let teachers know that the PTA values them. A good working relationship between home and school is essential to student success.
- **Seek input.** Ask for teachers' input on PTA's impact and on the success of PTA programs and encourage teachers to offer suggestions for improvement through suggestion boxes, surveys, personal meetings, etc.
- **Build a team.** Informal social gatherings, game/fun nights, family sporting events and outings help to build relationships outside the classroom among PTA Board members, parents, and staff.
- **Show appreciation.** Thank teachers for their support of PTA and the work they do for children. Plan meaningful Teacher Appreciation Week activities and regular recognition of teachers' efforts.
- **Demonstrate cooperation.** A strong PTA-teacher relationship is a partnership to help teachers. Approach all interaction with teachers in a spirit of cooperation.

## Don't:

- **Criticize teachers for missing PTA meetings.** While teachers' meeting attendance is a good goal for a PTA, it is important to 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 grade or classroom activities should not be tied to teacher membership.
- **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.



# FUNDRAISING STRATEGIES

The following seven questions help to analyze fundraising strategies and activities to select those that best meet student, school, and community needs. Use these questions as a guide to brainstorm effective fundraising strategies that will raise the money the school and community require and educate the students about the value of philanthropy.

**1. What values provide the basis for why you are raising funds?** Fundraising efforts should be focused on why the fundraising needs to be done. The first step is to identify the need, the opportunity, or the problem to be solved. Don't fundraise just to fundraise. There needs to be a reason and a need. Once the problem and solution is known, identify the values or concerns that a prospective donor must have to want to give to this cause. Ask volunteers to identify groups in the school and community that have expressed those key concerns and values. The final step in the planning process is selecting fundraising strategies that align with the identified values and that attract potential donors' attention to the need or cause. All of us use our time and money to reinforce what we value. Are the fundraising strategies based on values? Do the volunteers understand the need?

**2. What is the cost per dollar raised for this fundraising activity?** Efficient fundraising incorporates the cost per dollar raised as part of the fundraiser selection criteria. The math is quite simple: just divide the expected costs by the anticipated revenue. In almost all product sales fundraisers, 50 percent or more of the revenue (sales) goes to provide the product. When looking at the other costs involved, like the cost of making posters, the cost per dollar raised is even higher. In addition, factor in how much time from the students, parents, PTA organizers, teachers, and advisors is required even though time is not a direct cost.

**3. Does this fundraising strategy give donors options?** Does the fundraiser allow donors to give more of their money or time if they want to? Consider allowing a donor to determine their own level of support. Donors want to be able to give their help, time, and money according to how much they value the organization, goals, and programs. Make sure donors are free to decide how much and how often they contribute and what their level of involvement will be.

**4. If students are involved in the fundraising activity, are they learning about the concept of philanthropy?** Does student involvement focus on giving or on getting? Philanthropy has become a compelling force in our economy. Seldom do our students get exposure to or encouragement in careers in philanthropy, even though much of our nation's job growth is in the nonprofit, philanthropic area. Philanthropy is important to our society. The giving of resources, such as time and money, provides meaning to our lives and service to others. Today's student is tomorrow's donor and member of service clubs, religious groups, and nonprofit boards. If students realize that their school fundraising efforts are practice for the rest of their lives, the more seriously they will take these activities.

**5. Does this fundraiser involve incentives or prizes for sales?** Sales incentives focus a fundraiser on competition and getting something rather than on values and giving. Remember to focus on giving.

**6. Have you considered the integrity of businesses offering support?** Partnering with a local corporation can be a beneficial fundraising strategy. It demonstrates community support and creates awareness about the school's needs. It is important to evaluate any company that might be aligned to the school or PTA.

**7. How will this fundraiser and the projects and programs it supports benefit the community?** School fundraising activities should positively affect the community. Having better schools improves the community, but how do school and PTA projects affect a community? Whenever possible, explain the connections between the project and the world outside the school.

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

# YEAR-END CHECKLIST & TRANSITION GUIDANCE

There are several key things PTA leaders must do before the end of the school year. By completing these tasks, the successor will start off on the right foot, while the outgoing board enjoys their summer guilt-free.

- Meet with the successor as soon as possible. In advance of the meeting, prepare a timeline of the past year. Cover the job basics, the timeline, a summary of where things stand now, etc. Review the past budget. Schedule a follow-up turnover meeting, if needed.
- Hold elections! **Email the new officers' contact information to [office@LouisianaPTA.org](mailto:office@LouisianaPTA.org) by May 25.**
- Pay any remaining outstanding membership dues at [LouisianaPTA.org/membership](http://LouisianaPTA.org/membership).
- Close out the books on June 30. Make sure all reimbursement requests are submitted in time to write checks before the books close. Ask about any outstanding checks not yet cashed.
- Go to the bank with the new Board members and switch account signature responsibilities, as necessary. Make sure the right people are on the bank account for the incoming year.
- Make sure the Treasurer's Year-End Checklist is complete.

## **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 register at [LouisianaPTA.org/register](http://LouisianaPTA.org/register) even if some are remaining.
- Turn over all resources and materials in a timely manner.
- 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](http://PTA.org).
- Register for LAPTA Training Events and attend the LAPTA Annual Meeting.
- Familiarize themselves with [PTA.org](http://PTA.org) and [LouisianaPTA.org](http://LouisianaPTA.org).
- Register with LAPTA at [LouisianaPTA.org/register](http://LouisianaPTA.org/register).
- 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 to begin the new budget planning.

# ICEBREAKERS

An easy way to promote inclusion at PTA meetings is to encourage members to interact with each other. Include an icebreaker at PTA meetings as a fun way to get people acquainted and to feel included. It's a great way to start meetings and encouraging engagement and meaningful introductions before diving into business. When picking an icebreaker, consider:

- **Main Goal:** Determine whether the goal is to help people get to know each other better, to inspire some fun competition, or to have people walk away having learned something new.
- **Inclusivity:** Keep in mind that participants might have different abilities, interests, and beliefs. Make sure it is accessible and does not exclude anyone from actively participating.
- **Interactive:** Ice breakers are a great way to help people mingle and step out of their comfort zone. Plan an ice breaker that helps participants spark new connections and relationships.

## **Icebreaker Examples:**

1. **What Do You Love?:** Each person states one thing that is non-PTA related that they love. Then others who also love the same thing raise their hands or otherwise gesture.
2. **Culture Club:** Participants break into small groups and pick three areas of their families' cultural values including traditional foods, typical dress, and what is or is not acceptable in overall appearance, histories, traditions, and holidays that are a source of pride, taboo topics, etc. Each person shares their answers.
3. **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?
4. **Name Tag:** This icebreaker could be used as an initial get-acquainted exercise. As each participant enters the meeting room, they can sign their name as usual, but present them with a different person's name tag. They should seek one another out and introduce themselves to other participants.
5. **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. Perhaps they are named after someone specific, or maybe their last name means something in an ancestral language.
6. **Just By Looking at Me:** This activity allows participants to disclose some personal information that others may not know. The goal is to demonstrate that there is much more to a person than "meets the eye". Form a circle with chairs if participants are able. Pass around the following script on paper: "My name is \_\_\_ and I am from \_\_\_. One thing you cannot tell just by looking at me is \_\_\_." Demonstrate the prompt by filling it in yourself and model the exercise.
7. **Trivia Game** is a way to spark fun competition between participants, while also providing an opportunity to learn something new. Create a list of 15-20 interesting and fun facts related to the theme of the trivia game. Choose the format to use to host the trivia game. You can use an online trivia platform to build out your activity for a gameshow effect or take a more traditional approach of using paper or whiteboards. Both options could work in a virtual or in-person setting.
8. **Guess Who** helps you get to know people in the room through interesting facts without having participants introduce themselves. Have each participant write one or two facts about themselves, either on a piece of paper or have them submit anonymously via email or a google form prior to the meeting. Take turns reading the facts out loud and guess who the fact belongs to. Once the correct person is identified, they can elaborate on their fact, and then they will read the next one. Repeat until all facts have been read.



# SAMPLE AGENDA

## Madison High PTA Board Meeting

January 19, 2023

## 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  
Newsletter: Angie, Doris  
Uniforms: Caroline  
Grants & Awards: Christie  
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: \$ ##,### .....Caroline

President's Report – .....Tera

- Library Movie Night; Slime date, Bring-a-Buddy Breakfast; teacher treat day note

### Committee Reports

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

### New Business

- Upcoming Flyers/Events - .....Beth

### Old Business

### 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 (FORMAL)**

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

The President, as the chair, stands and calls the meeting to order. The President declares if a quorum is present, and the Secretary notes the fact in the minutes. Quorum for the Board meeting is the majority of filled positions or 50% plus one (no one counts twice). Quorum for General Membership meeting is stated in the Bylaws. If the Secretary or the parliamentarian is not present, the chair appoints member(s) to perform those responsibilities for the meeting.

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

## **Opening Ceremony (Optional)**

The PTA Mission, Pledge of Allegiance, or an inspirational message may be presented. These are suggestions.

- Option 1 PRESIDENT: "Please welcome \_\_\_\_\_, who will read the PTA Mission."
- Option 2 PRESIDENT: "Please stand for the Pledge of Allegiance of the United States (and Louisiana)."
- Option 3 PRESIDENT: "Please welcome \_\_\_\_\_, who will share an inspiration with us."

## **Introductions (Optional)**

*Begin introductions with special guests.*

- PRESIDENT: "At this time the chair would like to welcome \_\_\_\_\_."

## **Explanation of Meeting Technology and Rules for Virtual Meetings**

PRESIDENT: "In order to make sure everyone is comfortable with our meeting technology, let's review a few options you may need today throughout the meeting. (*Explain how to raise hand, unmute, chat, and any other features to be used. If using the free version of Zoom, explain that the meeting may not exceed the 40-minute limit.*) During the registration process, we verified all email addresses. Should we need to conduct a ballot vote, it will be emailed. During this meeting, we follow these rules: The chair gives the chance to speak to every member who wishes it. Pro and con speakers should be given alternating opportunities to speak, if possible, and all speakers should tactfully be kept to rules of order and to the question. Each member has two opportunities to speak to the motion. A member may exercise their first opportunity to speak and then, after every other member has the chance to speak, may speak only once more. All statements must be addressed to the chair and not to another member. The chair recognizes a member who has not previously spoken to the motion in preference to one who has spoken. The chair does not enter the discussion. Should the President wish to debate, the chair must ask the Vice-President to preside. The President may vote when the vote would change the outcome (to make or break a tie) or when the voting is by ballot. Debate continues until no one wishes to speak or until someone moves to close debate. Members cannot close debate by shouting, 'Question.' A member must seek recognition, properly make the motion, and acquire a 2/3 vote to pass."

## **Minutes (Required)**

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

- Option 1 - PRESIDENT: "\_\_\_\_\_, Secretary, will now present the minutes from the last meeting. SECRETARY: (reads minutes) PRESIDENT: "Thank you; are there any corrections to the minutes? [PAUSE] Hearing none, the minutes will be approved as read." Or, if corrections are needed. "The minutes are approved with corrections."
- Option 2 - PRESIDENT: "The draft of the minutes has been distributed for your review. Does anyone need a copy? Are there any corrections to the minutes? Hearing none, the minutes will be approved as presented." Or, if corrections are needed. "The minutes are approved with corrections."

- Option 3 - PRESIDENT: “The minutes of the prior meeting were approved by the committee on \_\_\_\_\_. A copy of the minutes is available from the Secretary, and 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 no objection, the chair appoints \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.” *The chair may appoint a committee to approve the minutes from the current meeting. Committee approval is recommended when the length of time between meetings causes concern for accuracy.*

### **Financial Report (Required)**

The chair recognizes the Treasurer for the financial report. The Treasurer stands, addresses the chair, and reads the report. A financial report is not optional and must be presented at every meeting. 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 for financial reconciliation. All information is recorded in the minutes. 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 \$\_\_\_\_\_, as of [date]. Here is the reconciliation report and the current budget compared to actual amounts on the screen.” PRESIDENT: “Thank you, are there any questions? Hearing none, the financial report will be filed in the record.”

### **Letters or Communications**

The Secretary reads any communications received, as requested by the President. Actions are considered, if required.

### **Board of Directors Report**

A summary report of the Board’s work is given at every General Membership meeting and contains any motions made in the Board meetings. The Secretary reads a summary report (not the minutes) for the information of the members. The Secretary moves the adoption of each recommendation individually. PRESIDENT: “\_\_\_\_\_, Secretary, will give the Board 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 you like to speak to your motion?” (*Person making the motion may speak to their motion.*) “Is there any further discussion? (pause) \_\_\_\_\_ has moved that \_\_\_\_\_. All those in favor, say ‘aye.’ (pause) Any opposed, say ‘no.’” *President announces the outcome of the vote, “The motion passed/failed.”*

### **Officers Report**

Before the meeting, the President consults with all Board members to determine who has a report. At the meeting, the President calls for the report of the officers. A report from an officer may be informational or require action. Reports with information only are read to the voting body and no motion is needed. Those reports requiring action are presented as a motion to the membership. The member presenting the report moves the adoption of the motion. The members will vote to approve either as presented, amended, or rejected. PRESIDENT: “At this time, \_\_\_\_\_ will give a report regarding \_\_\_\_\_.” OFFICER: *Reads the report and makes any recommendations.* “I move that \_\_\_\_\_.” PRESIDENT: “\_\_\_\_\_ has moved that \_\_\_\_\_. Is there a second? \_\_\_\_\_ would you like to speak to your motion? *The person making the motion will speak to their motion.* “Is there any further discussion? Are you ready for the question (vote)? \_\_\_\_\_ has moved that \_\_\_\_\_, all those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed or failed.”

## **Approval of Budget**

The proposed budget for the next fiscal year is presented to the Board of Directors for its consideration, not approval. At the General Membership meeting, the budget is considered for approval. PRESIDENT:

“ \_\_\_\_\_, chair of the Budget Committee will now present the 20\_\_ - 20\_\_ proposed budget.”

TREASURER: Each line item should be read. After reading the items state “By direction of the budget & finance committee, I move that the 20\_\_-20\_\_ proposed budget be adopted as presented.” PRESIDENT: “The Budget Committee has moved to adopt the 20\_\_-20\_\_ 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.”

## **Budget Amendments**

When the Treasurer proposes any budget amendments: PRESIDENT: “ \_\_\_\_\_ will now present the budget amendments.” TREASURER: Each line item should be read, the current amount, the amount of the increase/decrease; then the new amount of the line item. 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.”

## **Standing Committee Chair Reports**

Before the meeting, the President consults with all Board members and standing committee chairs to determine who has a report. At the meeting, the President calls for the reports of the committees. 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 presenting the report moves the adoption of the motion. If no recommendation is made, no motion is needed. Use the same script as above.

## **Special Committees and/or Special Orders**

The chair calls for the report of the special committees, if needed. The reports of special committees follow the same rules as those for standing committees. If no special committees exist, this item of business does not appear on the agenda. Motions that made a “special order” (by a two-thirds vote at an earlier time) are addressed. Matters required by the Bylaws to be taken up at a specific meeting are addressed at this time.

## **Audit Report**

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

PRESIDENT: “ \_\_\_\_\_, the chair of the Audit Committee, will now present the Audit Report.” CHAIR OF

AUDIT COMMITTEE: The chair reads the Audit Report, and then says, “By direction of the Audit Committee, I move to adopt the Audit Report as presented.” PRESIDENT: “ \_\_\_\_\_ has made a motion to adopt the

Audit Report as presented. 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.

## **Appointment of Nominating Committee**

PRESIDENT: “The next item is the appointment/election of the Nominating Committee; our secretary \_\_\_\_\_ will now 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 election. PRESIDENT: “The floor is now open for nominations for members of the Nominating

Committee.” The chair should call on anyone who has raised their hands until all nominations have been made.

Individuals may nominate themselves. If a member nominates someone else, the chair should ask that person if they will accept the nomination. The nominating committee is elected by plurality. PRESIDENT: “The

nominating committee will be \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, with \_\_\_\_\_, and \_\_\_\_\_ being alternates to the committee.” *For elections, see LAPTA ToolKit: Elections and Nominating Committee.*

# SAMPLE PASSWORDS & ACCOUNTS SUMMARY

## ABC PTSA Passwords & Accounts 2023-2024

PTA LUR #: 9999

IRS EIN# 99-9999999

Monthly/Annual Renewal Required for the Following:

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

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

**IRS.gov for Form 990N**: login username & password; email & phone associated with account; other security question answers; Note where to file 990: irs.gov - File - charity & nonprofits – finding filing forms – Form 990 series returns – Form 990 N – submit form 990; or **Efile.form990.org**: name, login ID #, password

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

**Moneyfinder.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 admins

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

**Debit Cards**: person's name, account number, expiration date, CVV Code

### **Email Accounts: (the President might only hold this.)**

email & password; phone associated with account; backup email

email & password; phone associated with account; backup email

email & password; phone associated with account; backup email

### **Closed Accounts' Previous Login Information:**

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

# CONFIDENTIALITY, ETHICS, AND CONFLICT OF INTEREST POLICY

Members of the Board of Directors of the PTA 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.

In consideration of the PTA's affiliation with Louisiana PTA, for the protection of its integrity and its 501(c)(3) 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, decisions, 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 authorized, budgeted PTA programs, projects, and activities.
4. Refrain from making any slanderous or defamatory statements that could result in harm to the PTA name or brand.
5. Publicly present a united front on decisions made as a Board.
6. Maintain confidentiality as a member of the Board.
7. Follow the LAPTA and school district guidelines for fundraising.
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. A conflict of interest exists when a Board member would have to participate in the deliberation or decision of any issue of this PTA 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.
  - c. Board members shall declare to the officers of this PTA conflicts of interest (stating the nature of the conflict and pertinent information as appropriate) between their duties of this PTA and their or their extended families' financial, professional, business, employment, personal or political interests.
  - d. When a conflict of interest is declared, the Board members shall not use their personal influence of position to affect the outcome of a vote and shall leave the room during deliberations and the vote.
  - e. **The minutes of the meeting shall note any declared conflict of interest.**
  - f. Board members shall not use PTA's name, influence, or resources for their benefit or gain when running for any public elected office or while serving as an elected official.
  - g. Board members shall not directly or indirectly use their current PTA position, the PTA name or organization for or against any specific candidate for elected public office, which is contrary to federal tax laws and the guidelines and policies of the PTA.

