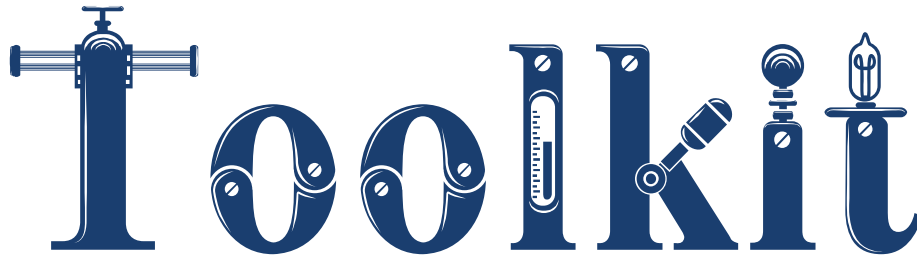


2024–25 PTA Leader



Section 2: President

LouisianaPTA.org/president



INDEX

Important Document and Terms	12	Orientation Meeting	21
Leadership Traits	12	Agendas and the Minutes	22
Essential Knowledge	12	Icebreakers	23
Getting Started	14	Problem Solving	24
President’s Binder	14	Partnering with Administrators	25
Building the Board of Directors (BOD).....	15	Partnering with Teachers	26
Pick Your PTA Programs.....	16	President’s Checklist	27
Leadership Development & Training (Required).....	16	Calendar for LAPTA.....	29
Finances	17	Active Affiliation Report and Retention Plan.....	31
Fundraising Strategies.....	18	Year-End Checklist and Transition Guidance	32
MoneyMinder.com and CheddarUp.com	19	Sample Agenda	33
Membership Dues.....	19	Sample Meeting Script.....	34
Meeting Types	19	Sample Passwords & Accounts Summary	36
Elements of Successful Meetings.....	20	Confidentiality, Ethics, & Conflict of Interest Policy	37
Parliamentary Procedure.....	20		

JOIN THE PTA FOR ADVENTURE

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

The Louisiana PTA Board is planning its future, and we see YOU in it. There are Board positions that don’t take much time or that can use your gifts and talents to the fullest. If you’d like to increase your impact on children through PTA work at the state level, please contact LAPTA. We all do it because it’s enjoyable, and you are part of our future plan! Email President@LouisianaPTA.org to talk about how you might fit in.



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. See LAPTA Toolkit: Treasurer for details.

- **PTA** stands for Parent Teacher Association and was established in 1897.
- 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 the PTA is a unit of Louisiana PTA.
- **Bylaws** provide the rules for the PTA. They describe the rights and duties of the members and are the backbone of the PTA. LAPTA rules require units to review their Bylaws, update them if needed, and submit them to the LAPTA for approval every three years. It is important to know the Bylaws and use them often. Annual review of the Bylaws ensures that they reflect the way the PTA functions.
- **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 nonprofit organization. The President may contact LAPTA if they do not know their EIN or to verify its nonprofit status.
- **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 and should be kept permanently.

LEADERSHIP TRAITS

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

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

ESSENTIAL KNOWLEDGE

The role of the President within the Local PTA Unit is pivotal, serving as the presiding officer responsible for overseeing both the Board of Directors (BOD) and General Membership Meetings. In this capacity, the President bears the crucial responsibility of thorough preparation. This includes the distribution of all relevant materials to the appropriate officers or committee chairs, acting as a vital link between the PTA and the school principal. The President collaborates closely with fellow Board Members to effectively steer the PTA's affairs. The term of office commences and concludes in alignment with the fiscal year, as specified in the Bylaws, typically spanning from July 1 to June 30. The success of the administration hinges on the active participation and cooperation of officers, committee chairs, and members alike.

It is essential to recognize that the Local PTA Unit, along with its members, constitutes an integral part of both the Louisiana PTA (LAPTA) and the National PTA. Rather than mere numbers, the members serve as the bedrock of the

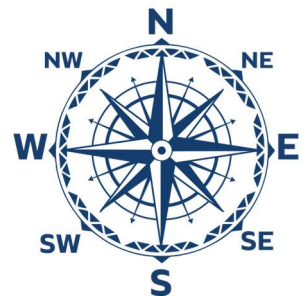
PTA. Building a well-informed team of individuals dedicated to the welfare of all children should be the primary objective. A membership actively engaged in both the school and the broader community lays the groundwork for the betterment of future generations. Embracing a perspective that extends beyond parents and teachers to encompass the entire community opens doors to a multitude of opportunities. By expanding its membership base, the association's collective voice gains strength, ensuring that policymakers at all levels are attuned to a resounding and unified call for the well-being of all children.

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 leadership is a 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 sponsor a public meeting. For details on hosting a public forum, see *LAPTA Toolkit: Advocacy* or LouisianaPTA.org/advocacy.

Planning and promoting PTA programs and events constitutes a fundamental duty within the realm of PTA. This crucial task serves as the pathway toward realizing our objectives as dedicated advocates for children and ardent supporters of public education. PTA programs are not just events; they are dynamic tools employed to educate our members and foster a sense of community, uniting individuals from diverse religious, cultural, economic, and political backgrounds under a common banner: the well-being and prosperity of our children. To see the comprehensive programs offered for free by National PTA, visit PTA.org/programs.



In the contemporary landscape, PTA programs have evolved to be both innovative and deeply meaningful. They are instrumental in imparting knowledge, facilitating connections, and engendering unwavering support for the children and families whom the PTA serves. It is essential to recognize that no other organization comprehensively fulfills this vital function as the PTA does.

These programs play a multifaceted role. Firstly, they serve as informative platforms, keeping the membership well-informed about pertinent issues and developments within the education sector. Secondly, they function as educational tools for parents, equipping them with valuable insights and skills to navigate the complexities of their children's educational journeys. Most importantly, these initiatives weave a tapestry of community that extends far beyond the confines of individual school involvement, uniting neighbors and families in a shared commitment. It is well-documented that increased family engagement directly correlates with elevated student achievement and stronger bonds between families and schools. Therefore, PTA programs not only enrich the lives of children but also fortify the essential connection between home and school.

For more details on available PTA programs, please refer to the section titled "Pick Your PTA Programs" later in this section. Together, as members of the PTA, we can continue to make a profound and lasting impact on the lives of all children and the future of public education.

GETTING STARTED

Upon assuming the role of President, it's imperative to kickstart organizational efforts promptly. Initiate a dialogue with the outgoing President to establish a formal transition date for the records. Facilitate meetings between Board Members and their predecessors to hand over Procedure Binders and pertinent information. Remember to request and examine the Bylaws (LouisianaPTA.org/bylaws) to ensure they are up to date which expire every three years.

To streamline the workflow, set up a dedicated workspace for presidential duties. Create folders on both your computer and cloud storage for efficient file sharing. Invest time in organizing your physical workspace at home where your Presidential binder and files will be stored. Stay well-informed and connected within the PTA community by exploring resources like LouisianaPTA.org, PTA.org, and consider joining the PTA Leader group on Facebook to engage with fellow PTA leaders. Immediately register at LouisianaPTA.org/register.

Financial Check Up: Coordinate with the new Treasurer to update the signatories at the bank 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 if the local school board allows it (not permitted in Caddo Parish.) Facilitate, if necessary, arrangements for documents to be delivered to the Audit Committee. See *LAPTA Toolkit: Treasurer* for financial details.

Starting Your PTA Work: The newly elected President should call and conduct a meeting with an agenda of the newly elected officers within 30 days of the election. Schedule a planning meeting for the Board of Directors (BOD). The BOD includes the elected officers (President, Vice-President(s), Treasurer, and Secretary), the principal, parliamentarian, Standing Committee chairs, and additional committee and chair positions such as historian, faculty representative, and student representatives. 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. 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 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 as soon as possible each year at LouisianaPTA.org/register.

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 Membership PTA meetings, PTA special events, election dates, Budget and Nominating Committee dates, PTA program deadlines, PTA Founders' Day on February 17, membership dues deadlines, membership Awards deadlines, LAPTA grant deadlines, LAPTA Leadership Training (required), and National PTA Conventions and Legislative Conferences. Reference the LAPTA Calendar.

See the end of this section for the *President's Duties Checklist*. LAPTA also recommends that the President review all sections of the LAPTA Toolkit which are posted at LouisianaPTA.org/toolkits.

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

BUILDING THE BOARD OF DIRECTORS (BOD)

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

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

To identify the specific committees and their responsibilities, refer to the Bylaws which are on file with LAPTA. It is crucial that the committee chairs represent a diverse cross-section of the membership enlisting both experienced and new members. To ensure a well-rounded selection, recommendations should be sought from various sources, including past and current Board Members, the principal, teachers, office staff, and the membership at large. The PTA is an inclusive organization that welcomes participation from all individuals. Efficiently filling all Board positions promptly allows everyone to participate in LAPTA training in August and provides ample time for planning the upcoming year's activities. It is acceptable to have a few open Board positions to encourage newcomers to become involved.

Leadership potential blossoms, enthusiasm for the PTA grows, and the scope of PTA activities widens when committee members embrace diversity, access valuable resources like the LAPTA Toolkit, utilize PTA.org for information, gain familiarity with the PTA Purposes, and engage in productive collaboration with BOD to achieve shared objectives. Tailor committees to align with the unique requirements, initiatives, and endeavors of the Local PTA. Use only those committees that are needed. The following are some suggestions.

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

The **principal** holds a vital role within the BOD and often serves as the sole constant presence in a dynamic leadership team. Cultivating a strong collaborative relationship between the principal and a thriving PTA can significantly enhance the educational environment for both students and families. Regular communication and cooperation between the PTA President and the principal are essential for the well-being of all parties involved. It's important for Presidents to recognize that they are guests in the principal's school, while the principal should also acknowledge that the PTA operates under its Bylaws, which may impose limitations on its response to certain school requests. Refer to the "Dos and Don'ts of Partnering with Administrators" later in this section. Additionally, it's worth noting that a **teacher** may serve on the BOD, and in the case of PTAs, a **student or Student Council** may also be part of the BOD. Detailed advice on interacting with teachers can be found in the "Dos and Don'ts of Partnering with Teachers" section later in this section.



To ensure **effective communication with the BOD**, consider utilizing helpful apps like GroupMe or Band App. Board Members should use PTA email accounts that are passed down from year to year, rather than relying on personal emails. Furthermore, it is the responsibility of the President, Treasurer, and Secretary to maintain a record of all passwords and recovery information for these accounts.

PICK YOUR PTA PROGRAMS

Achieving success in PTA hinges on wholeheartedly embracing the PTA's core mission: to make each child's potential a reality. The National PTA Programs serve as invaluable conduits, offering access to a plethora of engaging, educational, and enjoyable opportunities. These programs not only serve as a source of inspiration but also as a means to acknowledge and influence the lives of all students and their families. The array of programs available equips Local PTA Units to leave a significant mark within their communities.

Here is a 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. See [PTA.org/grants](https://pta.org/grants) for details.

LEADERSHIP DEVELOPMENT & TRAINING (REQUIRED)

All elected officers are required to annually complete 4 credits of PTA training. Proof of training is required for Active Affiliation which is detailed at LouisianaPTA.org/affiliation. All BOD members are encouraged to receive training. They should understand the other positions and roles within the BOD. Sources for training are:

- 1) **LAPTA Leadership Development Days:** In-person training and development in southern and northern Louisiana in August. Make sure all officers register every year with LAPTA at LouisianaPTA.org/register.
- 2) **LAPTA Zoom Training Meetings** are held in September. The recordings are posted at LouisianaPTA.org/training for self-guided training.
- 3) **LAPTA Individualized Training:** LAPTA also offers one-on-one training as needed. Contact LAPTA President at President@LouisianaPTA.org to schedule a meeting.

VOLUNTEER FOR ADVENTURE!

FINANCES

Each PTA is required to establish a budget that must gain the approval of its General Membership in the beginning of the year. Before this approval is obtained, the PTA may not exceed the allocated amount designated for "Startup Funds" in the previous year's budget. An essential component of the budgeting process is determining the goals of the PTA, and it is imperative that the allocation of funds within the budget aligns with these established objectives. Once drafted, it is then presented by the Treasurer to the BOD for their input before being brought before the General Membership for their approval. The budget is adopted with a majority vote of the members during the General Membership Meeting. To facilitate comprehensive discussions and the possibility of amendments, the budget is presented item by item. It is crucial to note that all expenditures made by the PTA must adhere to the budget approved for that particular year. It is not mandatory to spend all funds each year. Any remaining funds can be carried over to subsequent years.

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

PTA Books and Records: The Treasurer's role entails the meticulous upkeep of the PTA's financial records. These records encompass a variety of items including the checkbook, deposit forms, check requests, approved budget, budget reports, IRS tax filings, and others. It is advisable to utilize online accounting software such as MoneyMinder.com to facilitate these tasks. A similar but free version to MoneyMinder is WaveApps.com. There are no specific regulations imposed by the IRS, National PTA, or LAPTA that prescribe a limit on the amount of funds a Local PTA Unit can carry over from one fiscal year to the next. If a PTA consistently accumulates significant surplus funds, it may be advisable to reconsider the frequency and scale of fundraising activities to align revenue generation more closely with the program's financial 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 BOD is not required to spend funds as designated by the previous BOD. Large, long-term projects should be very carefully planned and undertaken only if there is dedicated support from the General Membership. A bank account may be opened for a specific future purpose, especially if the donors specified what their donation would support.

PTA Audit: The primary objective of an audit is to verify the precision of the Treasurer's financial records and ensure the organization's resources and finances are being handled with professionalism. A committee of three individuals, none of whom possess check-signing authority, can validate the records using the straightforward method outlined in the LAPTA Toolkit: Treasurer. The annual audit must be submitted to LAPTA by the end of October, and the annual results communicated to the membership.

Treasurer 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 true essence of PTA doesn't reside within its financial reserves but rather within the collective energy, ingenuity, and unwavering commitment of its members to enhance the well-being of children. Financial resources are used to support the initiatives of the PTA. It is vital not to engage in fundraising solely for the sake of accumulating funds. National PTA recommends a thoughtful approach when planning the year's activities by following the **three-to-one rule**: for every fundraising activity, there should be a minimum of three non-fundraising projects aimed at supporting children, teachers, parents, or others in advocating for improvements in the school environment.

FUNDRAISING STRATEGIES

These seven questions serve as a valuable framework for evaluating fundraising strategies and initiatives, ensuring they align with the needs of students, the school, and the wider community. Use these questions to guide the development of effective fundraising approaches that not only secure the necessary funds but also educate students about the importance of philanthropy.

1. What values provide the basis for why you are raising funds? It's crucial to focus fundraising efforts on a clear purpose. The first step is to identify the specific need, opportunity, or problem that requires attention. Fundraising should never be an end in itself. There must always be a compelling reason and need driving it. Once the problem and solution are identified, consider the values and concerns that potential donors should share to support this cause. Engage volunteers in identifying groups within the school and community that hold these key values and concerns. Finally, choose fundraising strategies that resonate with these identified values and effectively draw prospective donors' attention to the cause. People allocate their time and resources based on their values. Are the fundraising strategies aligned with these values, and do the volunteers fully grasp the underlying need?

2. What is the cost per dollar raised for this fundraising activity? Effective fundraising requires careful consideration of the cost-effectiveness of each activity. The math is straightforward: divide the expected costs by the anticipated revenue. In most product-based fundraisers, a significant portion (often 50% or more) of the revenue goes toward producing the goods being sold. Consider the non-monetary costs, such as the time spent by students, parents, organizers, teachers, and advisors, even though time isn't a direct financial cost.

3. Does this fundraising strategy give donors options? Does it empower them to contribute more, whether it's money or time? It's essential to provide donors with the freedom to determine their level of support. Donors should have the autonomy to decide how much they want to contribute, how often, and the extent of their involvement. This flexibility ensures that their support aligns with their commitment to the organization, its goals, and its programs.

4. If students are involved in the fundraising activity, are they learning about philanthropy? Is the focus on giving rather than receiving? Philanthropy plays a significant role in our society, yet students often lack exposure to and encouragement for careers in this field. Despite the nonprofit sector's growth, students rarely receive opportunities to explore philanthropic careers. Philanthropy enriches our lives and serves others by giving resources that include time and money. Today's students are tomorrow's donors and active members of service clubs, religious organizations, and nonprofit Boards. If students understand that their school fundraising activities serve as valuable practice for their future roles in philanthropy, they will approach these activities with greater dedication.

5. Does this fundraiser involve incentives or prizes? Be cautious about introducing sales incentives. They can shift the focus from values and giving to competition and personal gain. Maintain a primary focus on the act of giving.

6. Have you considered the integrity of businesses offering support? Collaborating with local corporations can be a beneficial fundraising strategy that showcases community support and raises awareness of the school's needs. However, it's crucial to carefully evaluate any company aligning itself with the school or PTA to ensure alignment with the organization's values and principles.

7. How will this fundraiser and the projects and programs it supports benefit the community? School fundraising initiatives should have a positive impact on the broader community. Improving schools directly enhances the community, but it's essential to illustrate how school and PTA projects connect to the world beyond the school. Whenever possible, clarify the connections between the project and the greater community.

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



MONEYMINDER AND CHEDDARUP

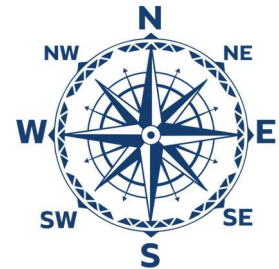
Louisiana PTA encourages Local PTA Units to utilize online platforms to track finances and to collect membership dues. While there are several platforms, LAPTA recommends and uses CheddarUp.com to collect membership dues and MoneyMinder.com to track finances. MoneyMinder and CheddarUp partnered with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

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. MoneyMinder has a new feature that allows you to e-file Form 990-N and 990-EZ directly to the IRS. **A free accounting alternative is the Wave App at waveapps.com.**

CheddarUp.com is a site that allows a PTA to create a custom website to sell items, collect membership dues, upload documents, and include forms or 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. Use an email that can be passed down to 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). See a sample CheddarUp site at FriendsofLAPTA.CeddarUp.com.

MEMBERSHIP DUES

Membership is the backbone of PTA. Submitting dues is required. Not submitting dues is fraud and puts the PTA at risk of losing its nonprofit status. Memberships are good for one year starting on July 1 and expiring on June 30. The amount of dues for different types of membership is listed in the Local PTA's Bylaws. When a member submits dues to the Local PTA Unit, it is required to submit \$3.50 per person in dues to LAPTA. This amount includes \$1.25 for LAPTA and \$2.25 that LAPTA forwards to National PTA. They are a member of their Local PTA Unit, LAPTA, and National PTA. Please note that National PTA will probably increase their dues in the near future. See LouisianaPTA.org/membership to submit dues. See the *LAPTA Toolkit: Membership* and PTA.org for ideas on membership campaigns.



MEETING TYPES

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

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

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

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

ELEMENTS OF SUCCESSFUL MEETINGS

All meetings, regardless of their formality, encompass certain fundamental components essential for their effectiveness. One crucial element is the agenda, which sets the sequence of topics to be addressed. It is imperative to adhere to the agenda, addressing and concluding each item before moving on to the next one, as this promotes clarity and efficiency. Employing parliamentary procedure is essential to safeguard the rights of participants while facilitating productive discussions on the meeting's agenda. In the case of PTA meetings, they are governed by Robert's Rules of Order, Newly Revised as noted in the Bylaws.

Establish a consistent meeting schedule that accommodates the availability of both General Membership and Board of Directors, enabling individuals to plan effectively. Consider the possibility of arranging meetings on multiple dates or at different times to enhance attendance. Consult with neighboring PTAs, feeder schools, and community stakeholders to align schedules for better coordination.

The individual serving as the presiding officer should arrive punctually, possess a thorough understanding of the organization's Bylaws and parliamentary protocols, maintain composure, exhibit tactfulness, show appreciation, extend courtesy, embrace a charitable demeanor, and present themselves in a well-groomed manner. The President, or in the President's absence the Vice-President, assumes the role of the presiding officer. This individual officially starts the meeting at the designated time and proceeds with the agenda. The President utilizes an impersonal reference as "the chair" as the presiding officer in formal gatherings of the General Membership. In this capacity, the President refrains from participating in the substantive discussion and avoids expressing personal opinions. Instead, they facilitate the orderly conduct of business within the group. In smaller gatherings, such as meetings of the Executive Committee, the President may actively participate, and the adherence to parliamentary procedure may be less strict.

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

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

PARLIAMENTARY PROCEDURE

Parliamentary procedure is a consistent framework of regulations that oversee the operations of various organizations. These regulations serve to safeguard the rights of all participants, emphasize courtesy toward all members, and ensure impartial treatment. While it's not mandatory to be well-versed in every rule, possessing a fundamental understanding can greatly facilitate the efficient conduct of meetings. It's advisable to keep copies of the PTA's Bylaws and Robert's Rules of Order on hand during meetings for easy reference.

Parliamentary procedure mandates that all participants acknowledge the will of the majority and show respect for the opinions of the minority. The President, as the duly elected leader, is tasked with executing the PTA's will rather than imposing their own agenda upon it. It's crucial to remember that authority resides in the office, not in the individual holding it. All members hold equal status within the organization. No one has the right to do anything that prevents others from seeing or hearing the presiding officer or speaker. During meetings, no one has the right to converse, move 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 to be called upon as soon as possible if time permits.

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

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

Motions should be presented in a clear and concise manner, focused on a single main idea. The appropriate language for initiating a motion is either "I move that" or "I move to." The individual proposing the motion usually initiates the discussion. In exceptional circumstances, the presiding officer can engage in discussion but must temporarily step down from the chair during the debate and voting process. The President is permitted to cast a vote on a pending question when their vote could potentially make or break a tie or alter the outcome. Additionally, the President may vote when an anonymous ballot is used to maintain confidentiality and to not influence others. The minutes record the person's name who made the motion but not the name of the second.

ORIENTATION MEETING

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

1. Warm welcome to all attendees and introduction of all Board Members.
2. Comprehensive overview of an effective and functional Board, discussion of meeting schedules, locations, attendance expectations, and guidelines for notifying the Board in case of absence.
3. Emphasize the significance of maintaining a procedure binder.
4. PTA Fundamentals of exploring the PTA's structure, policies, and procedures and reviewing the Bylaws and Standing Rules.
5. Clarification of reporting responsibilities (who reports what and to whom).
6. BOD roles and responsibilities which include collaborating with school administrators and other child-related stakeholders, attending PTA workshops and e-learning sessions, promptly responding to correspondence (emails, texts, and phone calls), and active participation in Board meetings.
7. Highlighting the membership policy mandating all Board Members to submit their membership dues.
8. Overview of the Deposit Form and Expense Form.
9. Presentation of the proposed PTA calendar for the upcoming period.
10. Sharing the Board roster, including email addresses and phone numbers.
11. Reviewing and signing of the Confidentiality, Ethics, and Conflict of Interest Policy.
12. Registration of the BOD with Louisiana PTA at LouisianaPTA.org/registration.

AGENDAS AND THE MINUTES

It is important to have an agenda to make sure business is conducted efficiently. The following is the normal order of business. *A sample agenda and sample meeting script are at the end of this section.*

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

Minutes

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

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

Committee Reports

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

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/programs for 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." A motion to end the meeting is only needed if all items on the agenda are not covered. Many PTAs have a social time with refreshments after the close of the meeting.

ICEBREAKERS

To promote an inclusive PTA, use icebreakers to have members effortlessly engage with one another. Icebreakers are an enjoyable way for acquainting individuals and fostering a sense of belonging. This approach serves as an excellent kickoff for meetings, initiating participation and introductions before delving into the agenda. When selecting an icebreaker, consider the following factors:

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

Icebreaker Examples:

- **What Do You Love?:** Each person states one thing that they love. Then others who also love the same thing raise their hands or otherwise gesture.
- **Meet Someone New:** Each person shares what month they were born and finds someone born the same month that they don't know well. What's one other thing they have in common?
- **Name Tag:** 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.
- **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.
- **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.
- **What's Your Favorite [Food]?:** Each person shares their favorite ice cream or breakfast or whatever type or category of food. This can be used for nonfood items as well. Just ask something simple and easy to identify.
- **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.
- **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.
- **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.

LOUISIANA PTA
Established 1923

PROBLEM SOLVING

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

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

How to Handle Disruptions in Meetings

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

Parliamentary Procedure Tips

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

The Bylaws state that participation in making motions, engaging in debates, and casting votes is limited to members in good standing. Bring this to the attention of the group or individual who isn't a PTA member. The Secretary should maintain an up-to-date roster of members in good standing who are eligible to vote. In instances where discussions might become contentious, it is beneficial to initially establish and gain group consensus on debate guidelines. While nonmembers may be in attendance, it's essential to remember that the PTA retains the prerogative to confine the right to speak and vote exclusively to its members.

School Level Complaints

Occasionally, the PTA President or a Board Member may receive inquiries from individuals who have concerns or grievances related to school matters. It's important to clarify that the PTA does not have the authority to address or manage issues pertaining to the school or its staff. Parents and students possess certain rights and responsibilities, and the PTA can serve as an informational resource. However, for resolution, individuals are encouraged to adhere to the established procedures within the school district. Direct the concerned party to the school district's official policy on addressing complaints. Typically, the established "chain of command" is: 1. the teacher, 2. the principal, 3. the principal's supervisor, 4. the superintendent, and 5. the school board.

NEW Termination of Membership

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

PARTNERING WITH ADMINISTRATORS

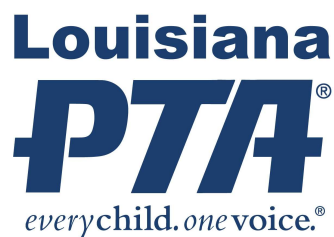
Engage purposefully and build a strong partnership with the school's principal by doing the following.

- **Collaborate on Planning:** Work together to establish administrative goals and to explore how the PTA can actively involve families in providing support.
- **Tap into Available Resources:** Discuss how LAPTA and National PTA programs and resources can enrich and reinforce student learning. You can find these resources at [PTA.org/programs](https://pta.org/programs).
- **Maintain Professional Communication:** Maintain a respectful and professional dialogue with the school's leadership even in cases of disagreement.
- **Emphasize Independence:** Help school administration recognize that the Local PTA Unit operates autonomously as a child advocacy group while being a part of and benefiting from a larger, experienced National association.
- **Establish Regular Contact:** Consider scheduling regular monthly meetings over coffee or lunch with the principal or arranging periodic phone calls. Extend invitations to the superintendent to attend Board meetings and maintain effective and routine communication.
- **Increase Visibility:** Encourage the principal to provide reports during PTA meetings, contribute articles to the PTA newsletter, or write posts for the PTA blog. Organize inclusive events like "Chat with the Principal" or "Coffee with the Superintendent."
- **Promote Family Engagement:** Share the National PTA Standards for Family-School Partnerships materials and collaborate on enhancing family engagement to improve student success. Consider participation in the National PTA Schools of Excellence program.
- **Support Budget Participation:** Empower parents with the information they need to effectively advocate during the school's budgeting process. Assist parents in advocating for the education budget.
- **Maintain Alignment:** After phone calls and meetings, ensure follow up by summarizing discussions and confirming any action steps to be taken by the PTA or administration.
- **Request Participation in Teacher Meetings:** Request the opportunity to address teacher meetings, emphasizing the PTA's role as an educational partner and a vital link between home and school.

Don't:

- **Be adversarial.** Find common ground. Model civil discourse, even if they are difficult to deal with.
- **Comingle funds.** Mixing private and public funds is forbidden and illegal.
- **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 runs the PTA meeting, in compliance with PTA Bylaws and using Robert's Rules of Order.
- **Get in trouble with the IRS.** Know the IRS rules. PTA's funds are not school funds. Only use the PTA's EIN.
- **Open the PTA to theft.** No administrator wants to deal with the negative publicity surrounding a PTA's poor money management. Ensure financial reports and audits occur regularly. Follow all money handling rules.
- **Entangle administration in personality issues.** Sometimes personal issues interfere with PTA function. 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.

See more operating guidance and best practices at LouisianaPTA.org/guidance.



PARTNERING WITH TEACHERS

The success of the PTA hinges on the strong partnership between the PTA and the school's educators. Engage purposefully with the teachers by using the following guidelines.

- **Collaborate on Planning:** Working together builds strong relationships. Involve parents and the community in supporting teachers.
- **Invite Teacher Engagement:** Encourage teachers to attend meetings and share their insights. Explore ways to involve teachers who may not be able to attend in-person meetings. Create a campaign that emphasizes the value of PTA for teachers and encourages them to become members.
- **Identify Volunteer Opportunities:** Collaborate with teachers to identify volunteer opportunities related to classroom and extracurricular activities. Recruit volunteers to assist with these opportunities.
- **Show Respect:** Express your appreciation for teachers and let them know that the PTA values their contributions. Build a positive working relationship between home and school to improve students' success.
- **Solicit Feedback:** Seek input from teachers regarding the impact of PTA initiatives and the success of PTA programs. Encourage teachers to provide suggestions for improvement through surveys and other channels.
- **Foster a Sense of Community:** Organize informal social gatherings, fun nights, family sporting events, and outings to promote and increase relationships beyond the classroom.
- **Express Appreciation:** Thank teachers for their support of the PTA and their dedication to children's well-being. Plan meaningful activities during Teacher Appreciation Week and acknowledge their hard work.
- **Demonstrate Cooperation:** Recognize that the PTA-teacher relationship is a partnership aimed at supporting teachers. Approach all interactions with teachers in a spirit of cooperation and collaboration.

Don't:

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

See more operating guidance and best practices at LouisianaPTA.org/guidance.



PRESIDENT'S CHECKLIST

Monthly Duties

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

Familiarize yourself with the following:

- Review the Bylaws and Standing Rules to stay informed about upcoming mandatory business dates.
- Request a copy of your current Bylaws from Bylaws@LouisianaPTA.org.
- Get a copy of [Robert's Rules of Order, Newly Revised](#) or visit RobertsRules.com.
- Visit LouisianaPTA.org and go through all pages. Create an account at PTA.org for additional resources.

Get Organized and Begin Planning

- Call a meeting of newly elected officers within 30 days of election to appoint Standing Committee chairs.
- Ensure Board Members meet with their predecessors to exchange relevant information.
- Have all Board Members register with LAPTA at LouisianaPTA.org/register.
- Encourage Board Members to attend LAPTA Development Days and Training. (Required for officers.)
- Have Board Members subscribe to National PTA electronic publications at pta.org.
- Collaborate with the Board and the principal to assess needs and establish goals and objectives.
- Schedule a meeting with the principal to plan the yearly calendar and review PTA goals.
- Know the PTA's Federal Employer Identification Number (EIN) and Local Unit Registration (LUR#).
- Arrange for a meeting at the bank to change signers on the PTA's account. Call the bank for requirements.
- Organize the President's binder and Presidential digital folders.
- Monitor PTA social media accounts. Have at least two active administrators with full access for each account.

June/July/August

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

September/October

- Form the Bylaws Committee to review the Bylaws and recommend revision or amendments if needed.
- Complete the Active Affiliation Report at LouisianaPTA.org/affiliation due late October.**
- Share the LAPTA Training Zoom schedule with the Board of Directors. All are welcome to attend.
- 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.
- Register for the National PTA Reflections program at LouisianaPTA.org/reflections.

November/December

- IMPORTANT:** Confirm that the IRS Form 990 was filed. This is due November 15 for most PTAs.
- Check-in with officers and committee chairs.

January/February

- Celebrate National PTA Founders' Day on February 17, 1897.
- At a General Membership Meeting, form the Nominating Committee as prescribed in the Bylaws.

Mardi

March/April

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

May/June

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



2024–25 LAPTA CALENDAR (Subject to Change)

Visit LouisianaPTA.org/calendar for the latest version of the calendar.

July 2024

July 1 Elected position terms begin
July 15 Annually submit officer and Board contact information at LouisianaPTA.org/register

August 2024

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

September 2024

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

October 2024

October 6–13 National Fire Prevention Week
October 15 Deadline for National PTA School of Excellence submissions
October 18 Fire Safety Poster Contest deadline to submit entries to LAPTA. See LouisianaPTA.org/contest.
October 23–31 National Red Ribbon Week
October 25 LAPTA Fire Safety Poster Contest winners announced.
October 31 Submit new membership dues at LouisianaPTA.org/membership.
October 31 Deadline for Active Affiliation Report. See LouisianaPTA.org/affiliation.

November 2024

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

December 2024

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

January 2025

January 27 Reflections Submission Deadline to LAPTA
January 31 Submit new membership dues at LouisianaPTA.org/membership.

February 2025

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

March 2025

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

April 2025

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

May 2025

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

June 2025

June 1 Search “Summer Learning Programs” at PTA.org and publicize in the local community.
June 19-23 Join LAPTA at the National PTA Convention in Pittsburgh, PA
June 30 Submit new officer data for 2025-26 at LouisianaPTA.org/register.



ACTIVE AFFILIATION REPORT ***VERY IMPORTANT***

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



DUE OCTOBER 31, 2024

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

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

RETENTION PLAN

If a Local PTA Unit fails to submit the Active Affiliation Packet by the annual deadline, LAPTA will initiate the Retention Plan to guide units back to compliance. Maintaining open communication with LAPTA is crucial to facilitate the PTA's return to Active Affiliation status. For inquiries, email Affiliation@LouisianaPTA.org. The Retention Plan has five phases:

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

Visit LouisianaPTA.org/affiliation for details.

YEAR-END CHECKLIST & TRANSITION GUIDANCE

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

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

Notes to pass on to successors:

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

The Outgoing Board should always:

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

The Incoming Board should always:

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

LOUISIANA PTA
Established 1923

SAMPLE AGENDA

Madison High PTA Board of Directors Meeting

January 19, 2030

AGENDA

Meeting called by Tera

Executive Board Members:

President: Tera

Treasurer: Carolyn

Vice-Presidents: Shelley & Beth

Secretary: Stephanie

Committee Board Members:

Membership: Katie

Volunteer: Sandra

Fundraising: Amy, Melanie, Christen

Hospitality: Jenn, Amy, Elizabeth

Room Mom: Kristy

Reflections Program: Amy

Beautification: Bessy

Uniforms: Caroline

Grants & Awards: Christie

Newsletter: Angie, Doris

Teacher Rep: Erin, Sarah

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

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

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

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

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

Committee Reports

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

Old Business.....Tera

New Business

- Upcoming Flyers/Events.....Beth

Important Dates

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

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

Adjournment.....Tera

SAMPLE MEETING SCRIPT

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

Call To Order (Required)

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

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

Opening (Optional)

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

PRESIDENT: "Please welcome _____ who will (read the PTA mission)."

Introductions for Special Guests (Optional)

PRESIDENT: "At this time the chair would like to welcome _____ who is _____."

Explanation of Meeting Technology (If Virtual Meeting)

PRESIDENT: "In order to make sure everyone is comfortable with our meeting technology, let's review a few options for the meeting (raising your hand, unmute, chat, time constraints, etc.) If we need to conduct a ballot vote, it will be (by email or by anonymous poll on the meeting platform)."

Explanation for Making a Motion (Optional)

"During this meeting, we follow these rules for motions. The chair gives the chance to speak to every member who wishes it. Pro and con speakers are 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 had 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 chair wish to debate, the chair will 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. A member must seek recognition, properly make the motion, and acquire a majority vote to pass."

Secretary's Report (Required)

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

PRESIDENT: "_____, Secretary, will now read (or distribute) the minutes from the last meeting." (Secretary reads the minutes or references that the draft minutes were distributed for review.) 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."

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

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

Treasurer's Report (Required)

The chair recognizes the Treasurer for the financial report which is required for all meetings. The Treasurer reads the report. Copies of the report may be distributed to the members or shown on a screen. The financial report includes at least the beginning balance, total income, total expenditures, and the ending balance, plus the reconciliation report and current Actual versus Budget Report. The chair takes questions and then the report is filed with the Secretary. All information is recorded in the minutes.

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

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

Approval of Proposed Budget (Required once per year)

The proposed budget for the new year is presented to the BOD for its consideration and edits. At the General Membership Meeting, the budget is presented for approval. PRESIDENT: “____, Treasurer and chair of the Budget Committee, will now present the proposed budget.” TREASURER: Each line item should be read. Ask for questions. After review, state “I move that the proposed budget be adopted as presented.” PRESIDENT: “The Budget Committee has moved to adopt the proposed budget as presented. This comes from the committee, so no second is needed. Is there any discussion? Hearing none, all those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.” The motion needs an affirmative majority vote.

Budget Amendments

When the Treasurer proposes any budget amendments after the annual budget was approved: PRESIDENT: “____ will now present the budget amendments.” TREASURER: Each amendment needs to be read, the current amount, the amount of the increase or decrease, and then the new amount, if applicable. After reading the items, state “I move that the budget amendments be approved as presented.” PRESIDENT: “_____ moved that the budget amendments be approved as presented. Is there a second? Is there any discussion? Hearing none, all those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.” The motion needs an affirmative majority vote.

Audit Report

The Audit Report is presented at the first meeting of the year and at the first meeting after any audit. PRESIDENT: “_____, the chair of the Audit Committee, will now present the Audit Report.” CHAIR OF AUDIT COMMITTEE: The chair reads the Audit Report, and then says, “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.” The motion needs an affirmative majority vote.

Letters or Communications

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

President and VP Reports

The President calls for reports from the officers. This may be informational or require action. Those reports requiring action are presented as a motion. The member presenting the report makes the motion. PRESIDENT: will give a report on ____.” OFFICER: *Reads the report and makes recommendation.* “I move that ____.” The President repeats the motion and asks for a second (if not committee work). The person making the motion may explain further. PRESIDENT: “Is there further discussion? Are you ready for a vote? ____ has moved that ____.” All those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.”

BOD and Committee Reports at General Membership Meetings (Optional)

A summary report of the Board’s work is given at a General Membership Meeting and contains any motions made in the Board meetings. The Secretary reads a summary report (not the minutes) for the members. The Secretary moves the adoption of each recommendation individually. PRESIDENT: “____, Secretary, will give the Board’s Report.” SECRETARY: “The Board met on ____ with a quorum present.” For each motion say, “On behalf of the Board of Directors, I move that _____.” PRESIDENT: “The Board has moved that _____. This comes from the committee so there is no second needed. _____, would you like to speak to your motion?” (*Person making the motion may speak to their motion.*) “Is there any further discussion? ____ has moved that ____.” All those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.”

Standing Committee, Special Committee, and Special Orders Reports

The President calls for the reports of the committees, if needed. A report from a committee may be informational or require action, as determined by a majority vote of the committee. Those reports requiring action are presented as a motion to the membership (no second required), and the members vote to approve either as presented, amended, or rejected. The committee chair presenting the report moves the adoption of the motion. Motions that

made a “special order” (by a two-thirds vote at an earlier time) and matters required by the Bylaws to be taken up at a specific meeting are addressed. If no recommendation is made, no motion is needed. Use the above script.

Appointment of Nominating Committee (See the Bylaws for timing and notices.)

PRESIDENT: “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. PRESIDENT: “The floor is now open for nominations for the Nominating Committee who solicits the slate of officers.” 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 appointed by an affirmative majority vote. PRESIDENT: “The Nominating Committee will be [3 people] with [2 people] being alternates (optional) to the committee.” *For an elections script and details on elections, see LAPTA Toolkit: Elections and Nominating Committee.*

Adjournment (Required)

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

SAMPLE PASSWORDS & ACCOUNTS SUMMARY

It is very important to keep a current list of passwords, to have at least two officers have a copy of it, and to graciously share it with the next Board.

ABC PTSA Passwords & Accounts 2023-2024

PTA LUR #: 9999

IRS EIN# 99-9999999

Monthly/Annual Renewal:

GeauxBiz.com: login email & password

LA Charter #: 999999 ; NAKS #: 999999

IRS.gov for Form 990N: 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

Moneyminder.com: email & password

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

SquareUp.com: email & password

Zoom: email & password

Mailchimp.com: email & password

Other Accounting Software: login & password

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

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

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

Email Accounts:

email & password; phone associated with account; backup email

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 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) nonprofit status, and for our protection, we, the undersigned officers, during our terms of office, shall:

1. Abide by and represent our PTA Bylaws, LAPTA policies, positions, procedures, and National PTA purposes and mission statement.
2. Discharge the duties and responsibilities of our individual offices with fidelity, integrity, and honesty and declare all personal and extended family conflicts of interest when PTA issues and funds are involved.
3. Not misuse the PTA's federal tax-exempt status for personal or unauthorized purposes nor disburse funds for any purpose other than the authorized budgeted items.
4. Refrain from making any slanderous or defamatory statements that could result in harm to the PTA.
5. Publicly present a united front on decisions made as a Board.
6. Maintain confidentiality as a 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. Board Members shall not use PTA's name, influence, or resources for their benefit or gain when running for any publicly elected office or while serving as an elected official.
 - e. Board Members shall not directly or indirectly use their current PTA name or position for or against any specific candidate for elected public office, as that would be contrary to federal tax laws and PTA policies.
 - f. **At a Board Meeting, the conflict of interest is declared and debated.** During discussion and deliberation, the person temporarily leaves the meeting. The Board Member with the conflict may not use their personal influence of position to impact the outcome of a vote. The Board discusses the conflict and then makes a motion to allow the Board Member to continue on the Board or to be removed from the Board. The person returns after the vote is complete and informed of the results. **The minutes of the meeting shall note any declared conflict of interest, the motion made to accept or remove the person from their position on the Board, and the resulting vote. Removal of a Board Member is effective immediately. They shall turn over to a member of the Executive Committee all records, books, PTA account access, and any other PTA materials pertaining to their position.**

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

We, the undersigned Board Members of _____ PTA, have read and agree to abide by this policy and understand that the failure to adhere to the above guidelines may result in the termination of the undersigned as Board Members and will require the immediate return of all PTA property, documents, and materials belonging to this PTA.

Date	Position	Printed Name	Signature

2024–25 PTA Leader



Section 3: Treasurer

LouisianaPTA.org/treasurer

