

parents  
teachers  
students  
& community  
are the **basics**  
of every PTA

**president's**  
resource guide  
2015-2016



**Commyyounity**

# TABLE OF CONTENTS

You're the President - Let's Get Started .....	3
Job Description.....	3
Major Duties.....	3, 4
Membership .....	4
Enrollment.....	4
Member Rights.....	5
Bylaws.....	5, 35
Policies.....	5
Nonpartisan .....	5
Nonsectarian.....	5
Noncommercial.....	5
Legislation for All Children .....	5
Educational.....	5
Nonprofit Status .....	5
Organizational Charts .....	6
Appointing Committees .....	7
Working with The Principal.....	7
Procedure Book.....	7
Plan of Work .....	8
Training.....	8
Goal Setting .....	8
Resolving Differences.....	8
Financial Accountability .....	8
Insurance.....	9
Financial Red Flags.....	9
Fundraising .....	9
IRS .....	10
Sales Tax .....	10
Conducting Meetings.....	10
Meeting Types .....	11
Quorum.....	11
Protocol .....	11
Helpful Hints on Presiding.....	12
Conducting Elections.....	13
Nominating Committee.....	13
Election of Officers .....	14
Contested Election .....	14
Strategic Alliances .....	15
Working With the Media.....	18
Local President's Checklist .....	19
The Leadership Team.....	28
Committees .....	31
Executive Board.....	32
Standing rules.....	36
Parliamentary Procedure.....	37
What is an Activities and Financial Review?.....	38

# You're the President – Let's Get Started

## **Job Description**

The president serves as the presiding officer of the Local PTA and presides over executive board and membership meetings. It is the president's responsibility to be well prepared. The president distributes all materials to the appropriate officer or committee chair.

The president directs the affairs of the association in cooperation with the other members of the executive board for a term of one year. The term begins and ends at the close of the school year, as specified in the Local PTA bylaws. Participation and cooperation secured from officers, committee chairs and members will determine the success of the administration.

## **Major Duties**

### **As the administrative officer:**

#### **A. Prepare**

1. Study the bylaws and material secured from predecessor.
2. Attend Texas PTA Leader Orientation, if have not already completed course.
3. Attend training offered by the Council, and/or Texas PTAs.
  - Officer and Chair Training
  - Texas PTA Summer Leadership Seminar
  - Texas PTA Family Engagement Conference
  - Other training events as available

#### **B. Complete**

1. Call a meeting of the newly-elected officers within 30 days after the election meeting for the purpose of approving appointments of standing committee chairs and such other business as becomes necessary.
2. Appoint the parliamentarian and, if designated in the bylaws, the historian with the approval of the executive board.
3. Appoint a member, subject to the approval of the executive board, who is not authorized to sign on the bank account to open, review, initial and date each bank statement.
4. Complete the Local Officer Information Form and submit to Texas PTA no later than May 1 after election.
5. File the names of delegates with the Council PTA secretary, if in membership in a Council PTA, no later than October 15.
6. Sign all contracts, subject to the approval of the executive board.
7. Sign the Texas PTA Council/Local PTA/PTSA Ethics/Conflict of Interest Policy.

8. Appoint a financial reconciliation committee, subject to the approval of the executive board, at least 30 days before the last association meeting of the year.
9. Maintain a procedure book for successor.

#### **C. Verify**

1. Confirm that all executive board members are graduates of the current Texas PTA Leader Orientation or have completed the course by October 15 after the election.
2. Call upon each board member, officer and committee chair, to prepare a Plan of Work based on needs of the school and community. The executive board approves these plans before the first association meeting.
3. Confirm the executive board has reviewed and the membership has adopted the Texas PTA Records Retention Policy annually.
4. Consult with officers and committee chairs before each meeting to ensure that all details of the meeting are ready as planned.

#### **D. Delegate**

1. Delegate to the vice president(s) specific administrative duties.
2. Allow others to learn by doing. Delegate responsibilities whenever possible.

#### **E. Perform**

1. Be an authorized signer on the bank account.
2. Be listed as the principal officer and be authorized to sign all tax documents.
3. Create necessary standing and special committees as necessary with approval of the executive board.
4. Serve as ex-officio on all committees, except the Nominating and Financial Reconciliation Committees.
5. Represent the Local PTA as a delegate to Council PTA, if in membership in a Council PTA. If unable to attend the meetings, send an alternate.
6. Represent the Local PTA at the Texas PTA Annual Meeting or send an alternate.

#### **F. Monitor**

1. Remind the treasurer and/or Budget and Finance Chair to prepare a budget to be approved by the executive board for presentation to the association for adoption.
2. Verify that budget amendments are prepared and presented to the executive board for approval and presented to the association for approval.
3. Request Legislative Action Chair to keep the membership informed on state and federal legislation concerned with welfare of children and youth.
4. Call for required reports at specified times.

## Inform

5. Distribute materials to appropriate officers and committee chairs.
6. Provide information on student and teacher/administrator scholarships.

## As the presiding officer:

### A. Prepare

1. Become familiar with parliamentary procedure. Use parliamentarian as a resource and guide.
2. Understand the bylaws and standing rules and prepare meeting agendas with required actions in mind.
3. Consult with officers and committee chairs before each meeting to ensure that all details of the meeting are ready as planned.
4. Prepare an agenda with all business outlined in proper order.
5. Be ready to handle anticipated problems and concerns.

### B. Preside

1. Call the meeting to order and remain in control throughout the meeting. Do not “turn the meeting over” to anyone. For example, request the Programs Chair to “present” the program.
2. Greet new members and welcome all members.
3. Establish a quorum at each meeting.
4. Carry out the will of the association.
5. Remain impartial in all situations. Do not enter into discussion or make motions. If the president desires to debate, he must vacate the chair until the question under discussion has been completed. The president may vote to make or break a tie or when the voting is by ballot.
6. Be receptive to the opinions of others, recognizing them as a means of broadening your judgment.
7. Follow parliamentary procedure for fairness and equity.
  - Handle business through motions.
  - Allow every member the opportunity to speak.
  - Clarify the business when necessary.
  - State the method of voting and announce the results of the vote.
8. Decide all parliamentary questions. The presiding officer may seek the opinion of the parliamentarian on any question of parliamentary procedure.
9. Always express appreciation for work well done and for program participation.

### C. Monitor

1. Review actions taken by the executive board and membership.
2. Verify that appropriate actions have been taken, based on approved motions.

## Other Recommended Duties

- Attend meetings of local school board.
- Schedule regular conferences with the principal.
- Cooperate with other youth-serving organizations in community.
- Be alert to problems and needs of community.
- Be ready to speak on behalf of the PTA to administrators, teachers, civic groups, business leaders and parents.
- Keep informed on legislation. Be sure your name is on the mailing list of legislators.

## Membership

Membership provides the backbone of any association. Without members, your PTA would not exist.

Membership does not consist of merely numbers. We must look beyond the numbers and strive to build an informed team of individuals working on the behalf of all children. A membership involved in the school and community will build the foundation for its children and generations to come.

A membership that reaches beyond the parents and teachers and looks out into the community will open its doors to many opportunities. Extending membership will make the public aware of what PTA does for all children, parents, teachers and the community. By reaching out beyond your school, our voice becomes stronger so that policy makers on all levels will hear a strong, unified voice for all children.

## Enrollment

A Local PTA must have a minimum of 20 members to organize and maintain active status as a PTA in good standing.

The membership year is October 15 through October 14 of the following year. A person who joins a Local PTA after March 15 will continue to be a member during the next school year. A member may enroll in more than one PTA by paying dues to each Local PTA.

- Conduct an enrollment of members at the beginning of the year.
- Send National and Texas PTA portion of dues, accompanied by names of members, to the Texas PTA Office when enrolled.
- Continue to recruit members year round.

## **Member Rights**

Texas PTA is a membership association, and members can expect their information to be confidential. According to the Local and Council PTA bylaws, member lists will not be released to outside interests.

Members can also expect the information about their children to be protected. While many PTAs may publish membership directories that may include classroom lists and student names, those directories must print information only with the written permission of the parent. Consult your school district policies and procedures for release of student information. Copies of the directory should not be released to outside parties, i.e., vendors who may want to use the directory for commercial purposes. Protecting the rights of members is crucial.

## **Bylaws**

The bylaws of a PTA contain the basic rules needed to conduct the Local PTA's business and govern its affairs. Bylaws define the primary characteristics of the association, prescribe how the association functions, and include all rules that the association considers important to the rights and responsibilities of the membership.

*See "The Leadership Team" section of this resource guide for additional information on bylaws.*

## **Policies**

### **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 and youth are matters of public concern and, therefore, PTA business.

### **Nonsectarian**

PTA welcomes into membership people representing a diversity of cultures, ethnic backgrounds 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.

### **School Board Elections**

Leadership on local boards of education is of vital interest to all PTA members. To help the people of the community ascertain the qualifications of the candidates for the school board, a Local or Council PTA may participate in, initiate or sponsor a public meeting for this purpose. Invite all community groups to send representatives to the meeting so that qualifications of each candidate may be thoroughly discussed and widely publicized. All candidates must be

asked to speak in order to avoid even the appearance of partisanship or discrimination.

### **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.

### **Legislation for All Children**

PTA supports legislation that will raise the level of opportunity for all children, regardless of race, creed or religion.

### **Local Support**

A Local PTA may give active support to any or all items on the adopted legislative program. It should not, however, in the name of PTA, oppose items that have been adopted at the National PTA Convention or Texas PTA Annual Meeting.

### **State Legislative Action**

The Texas PTA works to further only such legislation that is supported by Texas and National PTA positions and resolutions or otherwise designated as priorities by the Texas PTA Board of Directors.

### **Local Issues**

A Local PTA can and often should take local action. 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 above-mentioned policies should be observed.

### **Educational**

Study must precede action; it is the initial step in any parent-teacher program. An informed public opinion on issues and conditions affecting the education and welfare of children and young people is essential for producing desired results.

## Nonprofit Status

Local PTAs fall under the classification of tax-exempt 501(c)(3) nonprofits under the Internal Revenue Code.

Texas PTA has developed procedures and provided detailed information to protect PTA from violating the restrictions that apply to the 501(c)(3) classification.

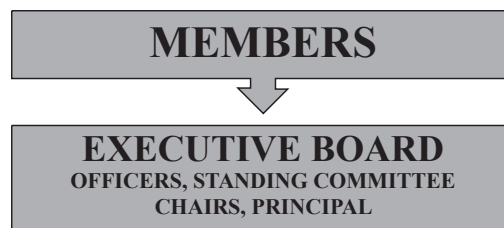
## Organizational Charts

The Local PTA and its members are a part of the Texas and National PTA. This chart shows the relationship of the various levels of PTA.

### *The Structure of PTA*



### *The Local PTA Structure*



The bylaws determine the composition of the executive board, which includes the elected and appointed officers and the principal or his designee. The executive board may also include the standing committee chairs and additional board members.

## Standing Committees

Create committees to fit the needs, programs and projects of your Local PTAs. These guidelines are only suggestions. Duties and responsibilities may vary with each Local PTA. Use only those committees and guidelines that apply to your needs.

- Arts in Education
- Budget and Finance
- Environmental
- Fundraising
- Handbook/Directory
- Healthy Lifestyles
- Hospitality
- Inclusiveness
- Legislative Action
- Life Membership
- Membership
- Parent Education
- Programs
- Public Relations
- Room Representatives
- Special Populations
- Spiritual-Character-Citizenship
- Volunteer
- Website
- Youth Protection

### Other board members could include:

- Council Delegate
- Historian
- Student Representative
- Teacher Liaison

*Note: Check your Local PTA bylaws for the positions listed on your executive board.*

Resource guides containing information for many officers and committee chairs. Visit the Texas PTA website at [www.txpta.org](http://www.txpta.org) for more information.

## Appointing Committees

The number of **standing committees** necessary to carry on the work of the Local PTA depends on the size of the membership, programs and activities and the interests of the community.

The newly-elected president calls a meeting of the newly-elected officers within 30 days of election to appoint the standing committee chairs and fill any vacancies in the officer positions, subject to the approval of the board. Check the Local PTA standing rules for a list of the standing committees and their duties. The committee chairs should represent a cross section of the membership. Recruit experienced, as well as new, board members.

Filling all positions on the executive board as quickly as possible after the election meeting will permit everyone to attend training, such as Officer and Chair Training and Texas PTA Summer Leadership Seminar, as well as allow time for planning of the coming year's work.

### Leadership potential is developed, interest in PTA increased, and the work of the Local PTA expanded when committees are:

- comprised of several members;
- provided with pertinent materials;
- familiar with PTA Purposes;
- trained in their specific responsibilities;
- developing and using a Plan of Work and a budget;
- maintaining a procedure book;
- subject to the direction and control of the association; and
- reporting throughout the year and at the annual meeting.

Create **special committees** for a specific purpose. The committee automatically dissolves as soon as they accomplish that purpose and they present the committee report. Should the special committee not complete its assignment during a school year, it may continue into the following year until achieving the purpose of the committee.

## Working with the Principal

The principal is a member of the PTA executive board and should be consulted on all plans. A supportive administrator encourages teachers and staff to participate in PTA activities and meetings and cooperates with the PTA in the use of school facilities.

Meetings may be held at the school with the permission of the principal or at any other location agreed upon by the membership.

## Procedure Book

Officers and committee chairs should keep procedure books to hold those materials considered important to the work of a particular office or committee. Such books, passed on to succeeding officers and committees, help in ensuring an ongoing PTA program. This also serves as an excellent source of information when reporting.

### A procedure book:

- is vital to the effectiveness of an ongoing committee chair position;
- is a record of the year's plans and activities; and

- makes tasks easier for those who follow you.

*See the “Leadership Team” section of this resource guide for additional information on compiling a procedure book.*

## Plan of Work

Each officer and committee chair completes a Plan of Work. A Plan of Work helps keep everyone focused and on track. A Plan of Work should:

- be written;
- be approved by the executive board;
- be an outline of the goals for that office or committee;
- describe the action steps to achieve the goal;
- relate to the broader goals of the Local PTA; and
- include a budget, if needed.

## Training

Every Council PTA sponsors Officer and Chair Training for Local PTAs. This training may be held in the spring following election of officers, in the fall by October 15 or in both the spring and fall. While elections are held in the spring, all committee chair positions may not be filled at this time, so training in both the spring and the fall are worthwhile.

Local PTAs not in a Council PTA should contact their field service representative for training opportunities.

### Training Opportunities

- National PTA Convention – Annual business meeting and training event held in June
- Texas PTA Family Engagement Conference – Biannual event held in February of even-numbered years
- Texas PTA Summer Leadership Seminar – Annual training and networking event held in July
- *Rally Day!* – Texas PTA's biannual legislative session event held in February of odd-numbered years
- FOUNDATIONS: Leader Orientation – Required for all Local and Council PTA executive board members
- Council PTA Orientation – Required for all Council PTA board member, held before June 30
- Officer and Chair Training – Sponsored by Council PTAs in the spring and/or fall.

### Texas PTA Leader Orientation

FOUNDATIONS: Leader Orientation is available to all PTA members who want to improve their leadership skills. This course better equips PTA members who want to gain a better understanding about the mission of PTA

and the wide array of programs and services available to PTA leaders in Texas.

- The course is required for all Local PTA board members and must be completed by October 15 following election or appointment. Once the course has been completed, board members are not required to take it again.

Contact your Council or president for a schedule of training opportunities, or take the course online on the Texas PTA website.

## Goal Setting

A busy, involved and active PTA may still reach the year’s end wondering what it has done and if anything done was worthwhile. Goal setting provides direction and allows a means to measure accomplishments. Goal setting allows people to become more efficient and effective, prevents crises, provides confidence, builds public esteem for the association, lends credibility to efforts and makes the membership proud of their participation in the association.

## Resolving Differences

PTA offers the opportunity to work with many different types of people. As a grassroots association, our differences make us strong, but they can also lead to problems.

Be aware that working as a team may lead to disagreements when the team members have not taken the time to work together in identifying needs, defining goals and deciding on a course of action.

## Financial Accountability

Each board member has the fiduciary responsibility to ensure that the PTA follows correct PTA policies and procedures as well as adheres to IRS regulations. The legal responsibility for all the funds of the association falls to the treasurer. However, the officers of the association should keep the affairs of the association on a sound financial basis.

## Protect Yourself

### *Financial Reconciliation*

Conducting a financial reconciliation certifies the accuracy of the books and records of the association. According to the Local PTA bylaws, the president appoints at least three members who are not authorized signers on the bank account and who are not related by blood or marriage or residing on the same household.



The committee is appointed, subject to the approval of the executive board, at least 30 days before the last membership meeting of the year.

A financial reconciliation may also be performed:

- When any authorized check signer is added or deleted on any bank account; and
- At any time deemed necessary by the president or three or more members.

The Financial Reconciliation Committee presents the report at the first association meeting of the year. The membership adopts the report at that time and the report is retained permanently.

*See the Texas PTA Treasurer's Resource Guide for complete information about conducting a financial reconciliation.*

## **Contracts**

**All contracts must be approved by the executive board.**

The president is the authorized signer on all contracts. The Local PTA may designate another officer to be a second signer on a contract. The secretary keeps the duplicate copy for the records. The appropriate officers or committee chairs should keep a copy as well.

## **Insurance**

The Texas PTA strongly encourages Local PTAs to obtain adequate insurance protection against liability and financial loss due to fraud, embezzlement or dishonest acts. It is in the best interest of the PTA to have the treasurer and all members authorized to handle funds of the association covered by a fidelity bond in an amount based upon the PTA's annual income.

The Texas PTA negotiated a group discount with Association Insurance Management (AIM) (800.876.4044), so Local PTAs can obtain insurance coverage at affordable prices. However, Local PTAs may obtain similar coverage from any insurance company.

Note: For insurance to be valid, an annual financial reconciliation must be conducted, and a non-signer must be opening and reviewing the monthly bank statements.

*See the Texas PTA Treasurer's Resource Guide for more complete information on insurance coverage.*

## **Financial Red Flags**

- Bank statements are not seen by the treasurer, president, other signers on the account and board members on a monthly basis.
- Financial reports are not given at executive board or association meetings.
- The beginning balance doesn't agree with last reported ending balance
- Financial reports do not show deposits or checks written.
- Figures in the financial reports do not balance to total.
- Money is counted by only one person.
- Checks or deposits are missing.
- Checks are made out to family members.
- Checks are made out to "Cash"
- Checks are made out for the same amount each month.
- Two or more signers on the bank account are related by blood or marriage or residing in the same household.
- Receipts are not given for money received.
- Receipts are missing from vouchers.
- The budget was not approved by the membership.
- Fundraising activities were not approved by membership.
- The amount of profit doesn't agree with amount in contract signed with fundraising company.
- Less money was deposited for a fundraiser than paid to company for product received.
- Bills are received for items not in budget or approved by membership.
- Individual PTA members profit monetarily from any fundraiser.
- Children are used to raise funds for PTA.
- The financial reconciliation report was not presented to the membership at the first meeting after the close of the fiscal year.
- The financial reconciliation committee consists of signers on the bank account.

## **Fundraising**

The primary emphasis in PTA should focus upon the promotion of the Purposes. The real working capital of a PTA lies in its members, not the treasury. Fundraising **is not** a primary focus of the PTA.

The responsibility of raising the amount of money needed to meet the proposed budget lies with the fundraising committee. Local PTAs should raise only those funds necessary to meet the needs of the year's activities and projects as outlined in the budget. Local

PTAs should choose wisely the fundraiser that best meets their real needs and not be swept up in a “big bucks, no effort” sales pitch. If a product sale is chosen as the Local PTA’s fundraising activity, members, **not children**, should be the fundraisers.

*See the Texas PTA resolution “Door-to-Door Fundraising Prohibition” (2009) on the Texas PTA website.*

## IRS

The law requires Texas PTA to report annually to the Internal Revenue Service all Local PTAs in good standing with the state association by virtue of having paid dues. Any Local PTA that does not pay its National and Texas PTA portions of dues is no longer eligible for continued group tax-exempt status. All PTAs are required to submit a 990 return to the IRS. The 990-N is required for PTAs whose gross receipts are \$50,000 or less. The 990-EZ and Schedule A are required for PTAs that gross more than \$50,000 but less than \$200,000. Finally, the 990 and Schedule A are required for PTAs who gross \$200,000 or more. PTAs should submit the EIN Verification Form to the Texas PTA Office each year by January 31.

The IRS also requires non-profit organizations to adopt a records retention policy.

*The Texas PTA Records Retention Policy may be found on the Texas PTA website.*

The Local PTA bylaws require that the PTA executive board adopt an ethics/ conflict of interest policy annually. Each executive board member must sign this form, and the original is retained by the secretary.

*The Texas PTA Ethics/Conflict of Interest Policy may be found on the Texas PTA website.*

## Sales Tax

PTAs are not required to pay the Texas sales tax on items purchased for use in presenting programs or carrying on the work of the PTA. This exemption was granted to Texas PTA and covers all Local and Council PTAs in good standing.

While all Local and Council PTAs in good standing are covered by Texas PTA’s exemption, they are not individually listed with the Texas Comptroller’s office. Local or Council PTAs that choose to file for incorporation must also file for their own exempt status with the Texas Comptroller’s office in order to ensure they are listed as exempt with the State.

When PTA members purchase items for the PTA, they present an exemption certificate to the retailer in order not to be charged sales tax. Some retailers have their

own certificates and will request the purchaser to sign it. **The state of Texas does not issue exemption numbers, and, therefore, your exemption certificate requires no number to be valid.** However, retailers will often ask for a tax exemption number. The information that the retailer needs is the Federal EIN issued by the IRS so that when the Texas Comptroller’s office audits the retailer’s financial records, they can demonstrate that any tax-free sales were legitimately sold to a tax-exempt entity.

## Tax-Free Days

PTAs may hold two, one-day (24-consecutive hour), tax-free sales (for which the PTA is the determined seller) or auctions each calendar year. These sales or auctions are designated in the minutes. Sales of otherwise taxable items made during the 24-hour period designated as the tax-free sale or auction need not be taxed.

The Texas Comptroller’s office has ruled that brochure/catalog sales are not eligible for tax-free declaration by the PTA because, for these sales, the PTA is acting as an agent for the vendor, who is the seller. The PTA collects sales tax on the sales price and remits it to the vendor to remit to the Texas Comptroller’s office.

*See the BASICS Treasurer Resource Guide for more complete information about sales tax.*

## Conducting Meetings

Meetings serve a number of valuable ends: democratic participation, shared decision-making, cooperative planning and stimulating social interaction. Keep some fundamental guidelines in mind:

- **Requirements** – Check your Local PTA bylaws for the months you are required to hold regular membership meetings. If the timing of the meetings does not work for your PTA members, amend your bylaws.
- **Need** – Don’t call a meeting unless necessary. In addition to the regular, required meetings, special meetings may be called after providing the notice stated in the bylaws. Plan your year so that business is conducted during the regular meetings.
- **Content** – Make certain your meetings have substance. Give your members a reason that they will want to attend. Connection to teachers and staff, parent information and education, and student recognition are just a few topics that provide value to your meetings.
- **Structure** – Develop a written agenda, publish it in advance and use it. Knowing, in advance, the business planned will allow the members to make an informed decision about attending.

- **Consideration** – Be sensitive to the time constraints of your audience. Control the length of the meeting with a timed agenda, prioritize items for discussion, follow parliamentary procedure to allow fairness and equity, and begin and end on time.

*A sample meeting agenda may be found on the Texas PTA website.*

## Meeting Types

The president serves as the Chair for all meetings of the executive board and the membership.

- Executive Board
  - Regular – determined by the board at the first meeting of the year
  - Special – called by the president or by a majority of the members of the board at least three (3) days notice provided
- Membership
  - Regular
 

According to the bylaws, each Local PTA must hold at least three meetings per year in the months specified in the bylaws. The meetings schedule is publicized after first executive board meeting. Five days notice is required for a change of date.
  - Special
 

Special meetings may be called by the president or by a majority of the executive board with at least three (3) days notice provided.

Special meetings require notice of the time, date, location and the specific business to be addressed in the meeting. Only the stated business may be addressed in a special meeting. No new business may be introduced.

*Note: The membership may not meet via electronic means. See the Local PTA bylaws for guidance on electronic meetings of the executive board.*

## Quorum

The quorum must be established before business can be conducted.

- For a membership meeting, the number of members to constitute a quorum is a specific number in the article on meetings in each Local PTA's bylaws.
- For an executive board meeting, the quorum is a majority of the filled positions.

The president must confirm a quorum before conducting business that requires an action by the executive board or the membership. If the president ignores the lack of quorum, any member should call attention to the lack of a quorum before any business or election takes place. If no member calls attention to the fact that quorum is

either not present or has been lost, any actions taken will stand because of the difficulty likely to be encountered in determining exactly how long the meeting was without a quorum.

## Protocol for Guests

Webster defines “protocol” as a “code prescribing...adherence to correct etiquette.” PTA protocol regarding guests simply entails making them feel comfortable and appreciated while attending a Local PTA function.

A guest, by definition, is someone who is not a member of the association, whether a National, Texas, or Council PTA board member, speaker, a visitor or a member of another organization.

## Extending Invitations

- Invitations to speakers should be issued well in advance of the speaking date. A choice of dates may be given, if possible.
- Invitations are best issued in writing and a verbal invitation should be confirmed in writing. Include the following information in all invitations:
  - Date, time and place of event
  - Type of program/meeting
  - Service expected (speech, panel participant, workshop, etc.)
  - Time allotted for participant
  - Expected attendance
  - Directions to meeting places
  - Informal or formal dress
- A complete understanding concerning expenses or honorariums should be arrived at when the invitation is issued.

## Arrangements

- Correspondence and telephone conversations with the invited guests should clearly state details of the event, especially what time the guest is expected to arrive and duration of the stay.
- Transportation arrangements to and from the event should be understood by both. If necessary, provide a map.
- A host should meet a guest arriving by plane, provide transportation during his stay and take him to the airport at departure time. If an overnight stay is required, the Local PTA host may make arrangements for hotel accommodations.
- Meal functions should be noted in the invitation; if the guest is expected to purchase tickets, he should be so informed.

- A Local PTA host should be available to assist and escort the guest at all times.

## Gifts

Some hosts present visiting speakers or guests with gifts; others make contributions to the Texas PTA Extension Fund or Building Fund in the visitor's name. Such contributions are especially appropriate. All gifts should be token in value.

## Introductions

- The presiding officer or host makes the introductions.
- When introducing guests at a meeting, the president introduces first the guest of highest rank, then in order of rank down to the guest of lowest rank.
- If the guest of highest rank is expected to speak, the order is reversed and he is introduced last.
- Introductions at a head table start at the end of the table to the host's left and work to the center. Then, the host begins again at the end of the table to his right and works up to the center, concluding with the guest of honor or speaker.

## Saying "Thank You"

Promptly writing notes of thanks to visiting speakers or guests is important. It is courteous to acknowledge visits by all invited guests.

Remember, PTA officers and committee chairs at all levels are volunteers; they give of their time and talents and a word of thanks is always appreciated.

## Helpful Hints on Presiding

### Preparation

1. Prepare a written agenda with input from the executive board.
2. Consult with the school principal on the agenda.
3. Consult PTA resources or Council/Texas PTA officers for information and assistance. When conflict or controversy is expected, request the attendance of a Council representative.
4. Verify that all the arrangements for the meeting have been made.
5. Check that all officers and committee chairs giving reports will attend.
6. Prepare for all business that may arise during the meeting.
7. Be sensitive to time constraints of your audience.

### Meeting

1. Begin meeting on time. Rap gavel once to open the meeting and once to close.
2. Confirm that the secretary and parliamentarian are present. If not, appoint someone to carry out the duties for the meeting.
3. Determine that a quorum is present. If a quorum is not present, business cannot be conducted.
4. Stand while addressing the membership. Sit while reports are given.
5. Introduce guests in order of rank in the following order: National PTA, Texas PTA, Council PTA, Local PTA and other guests.
6. Refer to yourself as "the Chair" or "we," not the person "I."
7. The chair has the option to appoint a committee prior to the meeting to approve the minutes. If a committee is appointed, it should be recorded in the minutes.
8. When the minutes have been read, the chair asks: "Are there any corrections?" (NOT "Are there any corrections or additions?")
9. Officers and committee chairs sit near the podium.
10. Do not call on officers and committee chairs who do not have reports.
11. Do not "turn the meeting over" to anyone. (The Programs Chair is called upon to introduce the program exactly as any other officer is asked to report.)
12. If you must reverse the order of business, do so by asking permission of the group (general consent). *For example*, "With your permission, we shall reverse the order of business to present our program." Pause; if there is no objection, continue.
13. Recommendations from the executive board or a committee to the membership do not require a second. Once it has been moved that a recommendation from the executive board be adopted, it is handled as a motion. When the vote is announced, the Chair announces, "The motion is carried." (NOT "The recommendation is adopted.")
14. If a motion from the floor has not received a second, the Chair may or may not ask for one. If no second is forthcoming, the Chair does not state the motion.
15. No motion is on the floor until the Chair has stated it.
16. Once a motion is on the floor, the membership may discuss it.
17. Tips on discussion:
  - The Chair may not state opinions or participate in debate. If the Chair wants to enter into the discussion, he must leave the Chair and not return until a vote has been announced. The vice president assumes the Chair.
  - The Chair may explain a point without leaving the Chair.

- For the good of the total group, the Chair preserves the right of individuals to speak only as long as they do not abridge the rights of others.
  - If a speaker departs from the agenda, enters into personal comments not related to the subject at hand, or interrupts another speaker, or in any way becomes abusive of his parliamentary rights, the Chair can rule the speaker's action (not the speaker) out of order.
  - If discussion may be lengthy, the group may decide to set special rules at the onset, such as limiting the number of speakers, limiting the number of times an individual speaker may speak, setting time limits on speakers, setting time limits on discussion, etc.
  - If such rules have not been adopted, the Chair can allow the group to rule on time limits during the debate if no motion is on the floor at the time. If he senses the group would like the meeting expedited, he can say, "The Chair will entertain a motion to \_\_\_\_\_" (whatever seems in order). He also has the privilege to overlook recognizing a speaker who may be dominating the floor in favor of others who may not have spoken.
  - If a group continues to disagree on an issue, a motion may be in order to refer the issue to a committee for further study.
18. When discussion has ended, it is time to take the vote. Announce the method that will be used for voting (e.g., "aye," show of hands, standing). Do not say, "By the usual sign."
  19. Use the same courtesy for both the positive and negative vote, i.e., if you say, "Please say 'aye,'" you should also say, "Please say 'no.'"
  20. If an issue has been contentious, a ballot vote may be recommended.
  21. The Chair announces the result of the vote. If a ballot vote has been taken, the chair of tellers reads the results. The Chair rereads the report and announces the results.
  22. Consult with the secretary before the meeting to see if there is any unfinished business from the last meeting. Do not ask for unfinished business during a meeting—the Chair should know the answer.

## Conducting Elections

### Nominating Committee

The Nominating Committee is a special committee that holds the key to a successful PTA. Its responsibility is to present the best qualified nominees for office.

### Forming the Committee

The Nominating Committee is elected at least a month prior to the meeting at which the election is held. No member automatically serves on this committee because of his office in the Local PTA or position in the school system. The president does not serve as an ex-officio member nor appoint this committee. Additionally, the principal does not serve on the committee unless elected.

The bylaws provide for the number of members and alternates elected. Any member who cannot attend the any meeting is replaced by an alternate, who then becomes the member of the committee. The meeting can legally be conducted only if a majority of the committee is present. A member of the committee may be named as a nominee if he has the necessary qualifications. That member would leave the room while his qualifications are being discussed, and the vote for that position is conducted by ballot.

A majority of the committee must agree on the slated nominees.

### Committee Responsibilities

The committee considers qualified members, starting with the highest office, after having discussed duties and responsibilities of each office to be filled. Only officers named in the bylaws are slated. The responsibilities of an officer should never be minimized or misrepresented. The association needs interested, responsible, energetic leaders and each nominee must be qualified for the office for which he is nominated. The chair of the committee is authorized to contact the nominees for their consent.

If the Nominating Committee cannot slate a nominee to fill a position, then nominations are taken from the floor at the election meeting. If the position is not filled at the election meeting, then the executive board must fill the vacancy. Until the position is filled, responsibilities of the office may be assumed by existing executive board members.

*See the Local PTA bylaws for the procedure for filling a vacancy on the executive board.*

**The Nominating Committee's discussion is strictly confidential, and no names are revealed until they are released according to established procedures.**

*The PTA Nominating Committee Confidentiality Agreement may be found on the Texas PTA website.*

The committee chair reports a complete list of the nominees to the president and publicizes the list to the membership, as stated in the bylaws, at least seven days before the election meeting. As a courtesy, the report is presented to the executive board prior to publication, but the executive board does not approve the slate.

The Nominating Committee, unlike other special committees that are automatically discharged when their report is made, has not completed its work until balloting for nominees has begun. If a nominee withdraws before the balloting begins, the Nominating Committee may present another nominee. In the event the Nominating Committee cannot secure a nominee, it must report that fact to the membership. A vacancy is stated and nominations from the floor are called for at that time.

## **Election Meeting Report**

The Nominating Committee Chair reports at the election meeting held in the month designated in the bylaws. No action is taken on the report from the Nominating Committee after it is read by the committee chair. The report is handed to the Chair, who then proceeds with the election as prescribed in the bylaws

A member of the Nominating Committee should not nominate someone from the floor if that committee member signed the committee report.

By signing the committee report, the committee member is signifying agreement with the slate of officers recommended by the committee.

## **Election of Officers**

The report of the Nominating Committee and election of officers is a special order since the month in which it is held is directed in the bylaws. It is placed after committee reports and before unfinished business.

The procedure for conducting the election is:

- At appointed time, the Chair asks for the portions of the bylaws pertaining to the nomination and election of officers to be read to the entire membership.
- The Chair asks for the Nominating Committee report.
- The chair of the Nominating Committee reads report and hands it to the Chair.
- The Chair rereads the report (may ask each nominee to stand).
- The Chair goes through one office at a time and states nominee for each office, beginning with the president, then asks for additional nominations from the floor for that office. All nominees from the floor must give their consent to serve, if elected. Nominations do not require a second.
- The Chair allows sufficient time for nominations from the floor before a motion to close nominations is in order. The Chair should rule out of order a motion to close nominations if it seems that the motion was made to defeat democratic procedures. The Chair may close nominations by general consent without a motion.
- The qualifications for a candidate running from the floor may be read by that nominee, the person

making the nomination, the Nominating Committee Chairman, or by another means determined by the membership.

- If there is only one nominee for an office, the election may be by voice vote or the Chair may declare the nominee elected (acclamation). A motion to accept the slate of officers by acclamation is out of order

*Note: A nominee does not have to be a member of the Local PTA. According to the bylaws, "An individual must be a member of the Local PTA prior to taking office."*

## **Contested Election**

The election is by ballot when there is more than one nominee for an office. A ballot election can be conducted in two ways:

- On single ballot may be conducted after nominations are closed for all offices. The Chair gives directions as to how to mark and fold ballots. Each person places his own ballot in the voting box.
- Multiple ballots may be conducted. one for each office immediately following nominations from the floor for that office. The ballots are counted for one office and the result of that election is announced. Then the next office to be voted on is opened for nominations from the floor.

An individual may be nominated for and elected to more than one position. However, since the bylaws only allow for a member to hold one position, the individual elected must choose in which position he will serve.

Take care not to adjourn the meeting before the results of the election are announced. A tie vote may occur, and another ballot may be necessary.

*A sample election meeting script may be found on the Texas PTA website.*

## **Tellers Committee**

In the case of a ballot vote, the Chair appoints a Tellers Committee to collect and count ballots and to report the vote.

A tellers' report includes:

- number of ballots counted;
- number necessary to elect;
- method of election (majority for officers or plurality for Nominating Committee members);
- list of candidates in order of number of votes received;
- number of votes received after each name; and
- number of illegal ballots.

The chair of the Tellers Committee reads the report when called upon by the Chair. He then hands the report

to the Chair, who rereads the report and declares the name of the person elected. If no one is elected on the first ballot, the Chair declares who will be on the ballot in the ensuing election.

Illegal ballots include:

- two ballots folded together;
- a ballot including the names of too many candidates; and
- an unintelligible ballot.

A ballot may be illegal if cast for an ineligible, unidentified, or fictitious person. Ballots are not considered illegal because of a misspelled name when the intent of the vote is clear. If the meaning is doubtful but the ballot would not affect the result of the election, the ballot should be ignored. If the ballot would affect the outcome, it should be shown to the Chair who would ask the assembly for a ruling.

Take all illegal ballots into account to determine the number of ballots cast to compute a majority.

*A sample Tellers' Report may be found on the Texas PTA website.*

## **Election Takes Effect**

Those elected to office assume the office at the close of the school year as specified in the bylaws. An installation ceremony may be conducted to emphasize the duties and opportunities for service for the incoming officers; however, it is a ceremony only and is not required.

If a vacancy occurs after the election has been completed, the vacancy is filled by the executive board according to the bylaws. If the vacancy occurs in the office of president, the first vice president calls the executive board together to fill the vacancy according to the bylaws.

## **Strategic Alliances**

The policies of PTA guide the Local PTA in its alliances with other organizations or groups. It is important that Local PTAs work closely with related organizations such as the school's administration, school board and other personnel, as well as community organizations and law-making bodies.

## **Working with Other Groups**

**Schools:** PTA, as a citizens' group, has the right and responsibility to ensure that the decision-making process for establishing school policy has the benefits of public thinking and public understanding. The Local PTA can lead the way in providing citizen input into educational decision making.

The role of any PTA working with a specific school is to support, in a positive way, the school board and administration for the benefit of all children. While the Local PTA supports the school, it is not a part of the school or its administration. PTA understands that administrators are hired and school boards elected to make and implement policy decisions.

When working with school boards and administration:

- Follow the chain of command. Go from teacher to principal to superintendent and finally to the school board as the last resort.
- Have Local PTA representatives attend school board meetings and report back to membership.
- Give the school board the Local PTA's input on issues. When National or Texas PTA has adopted a position on the issue, share that information.
- Cooperate and work with administrators and school boards.
- Be informed on issues so you can give correct information.
- Represent the membership. Local PTA leaders can speak in favor of school district policies, budgets and actions only if the Local PTA membership has voted to take such a position.

## **The National PTA Bylaws**

- Article III(b)—“The association shall work with the schools and community to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.”
- Article III(g)—“The association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office...”

*Much can be accomplished if PTA and the school board work together cooperatively.*

**The School Board:**

- Is elected to serve the patrons of the school district.
- Consists of a seven-member board, with a few exceptions
- Watches over the multi-million dollar investments and business of the schools.
- Hires a school superintendent and holds him or her responsible for the schools.
- Sets policy for the school district.
- Serves without pay.

**The PTA:**

- Is a voluntary service organization committed to the welfare of children and youth.
- Is available for curriculum studies, citizen advisory or site-based decision-making committees, building surveys and dissemination of information.
- Is eager to participate in the decision-making process in a rational and considered method that will be of assistance to the school board and administrator.
- Should be represented at all school board meetings as an observer.



## A PTA SHOULD...

- Become aware of school district policies with regard to district and campus decision-making committees.
- Attend school board meetings to stay informed.
- Encourage parent representatives on campus and district site-based decision-making committees to become PTA members.
- Know the policies of the school district.
- Be placed on the agenda of the school board if the PTA representative wishes to speak on behalf of the Local PTA. (A PTA member may only represent the Local PTA if that PTA's membership has authorized him to do so.) Each school district has prescribed methods by which this may be done.
- Request information or an explanation regarding any phase of school curriculum or school practice.
- Undertake a study or survey on any phase of schoolwork, if necessary.
- Present results of studies or surveys to the administration and the school board to indicate how the respondents feel on an issue or item.
- Make a recommendation for action to the school board when the study is complete and its members have voted to support the request.
- Present both pros and cons of every issue before making a decision.
- Disseminate information to the residents of the district.
- Know the members of the school board and invite them to PTA meetings.
- Act rationally and with decorum should the school board disagree with the request from the Local PTA. This does not mean the Local PTA should give up if their membership still supports the request. Persistence and repeated pressure are indicated, but cooperation need not be lost during the negotiation of an issue. Dignity and determination will pay off for the children and youth, and the Local PTA will gain respect of the school board.

**Coalitions:** Often PTAs find it useful and beneficial to work in coalitions with other groups that have similar positions on a particular issue. PTAs might consider forming or joining a coalition to:

- Share information and resources.
  - Present a united voice.
  - Disseminate information more successfully to the public.
  - Develop a network within a community.
  - Provide a needed community service that no one group could handle alone.
1. No Local PTA may join any other group or agree to abide by any other group's bylaws or policies. No Local PTA representative shall sign applications or renewals for youth group charters, which commit the Local PTA to the bylaws and other regulations of another organization.
  2. PTA should retain its own identity and should not be committed to courses of action outside its own field of operation.
  3. When a Local PTA participates, it makes sure that the rules of procedure or bylaws of that organization do not conflict with its own bylaws and the bylaws of the National and Texas PTA. In the event of such conflicts, the Local PTA should withdraw from participation.

## Cooperative Agreements

### *Interpretation*

Local PTAs often act jointly with other organizations to achieve common goals. Such cooperative efforts are frequently in response to an invitation from another group or initiated by the Local PTA.

### *Limits of Cooperation*

Cooperation does not include participation in fundraising or membership enrollment activities of other organizations. Cooperation does not include contributing funds to finance the work of another organization. A Local PTA may bear its share of the costs of a cooperative project or the operating expenses of a Council PTA in which it participates.

The Local PTA assumes no obligation (expressly or otherwise), responsibility or liability for the competence, actions or omissions of any person or persons who may have been or may become a leader, participant or otherwise in any organization or group partnering with the Local PTA.

A Local PTA does not join any other group or agree to abide by any other group's bylaws or policies. No Local PTA representative shall sign applications or renewals

for youth group charters that commit the Local PTA to the bylaws and other regulations of another organization.

The Local PTA retains its own identity and shall not commit to courses of action outside its own field of operation.

When a Local PTA participates, ensure that the rules of procedure or bylaws of that organization do not conflict with its own bylaws and the bylaws of National and Texas PTA.

## Cooperative Relationships

Cooperative relationships are maintained within three kinds of groups:

*Official Agencies:* Local PTAs cooperate with certain official agencies that are public, tax-supported governmental organizations, established to serve the people, such as: the departments of health; recreation commissions; police and probation departments; and federal agencies.

*Professional Organizations:* Local PTAs cooperate with professional organizations in education, health, social welfare and related fields to undertake joint studies, surveys or projects.

*Youth-Serving Agencies:* The Local PTA considers the work done by many youth-serving organizations and character building groups to be of tremendous value. Local PTAs are, therefore, encouraged to aid them through:

- Reinforcing the work of youth groups through moral support and encouragement.
- Encouraging interest in the need for youth groups and stimulating leadership.

## Working with the Media

The PTA president is automatically the designated media spokesperson unless otherwise designated by the board or the membership. The president may choose to delegate this responsibility to a more knowledgeable or more qualified member, when appropriate.

Only one person should speak with the media on a topic or situation, in order to prevent information contradiction. Be certain to follow any school district procedures before speaking with the media, and, always, keep the campus principal informed.

- Determine your PTA spokesperson at the beginning of the school year.
- Establish media contacts well before any event.

- Know media deadlines and provide information in advance of the event.

**Any spoken word “on or off the record” may end up in print or on television.**

## Publicity

### Tips on Interviews

Brevity is key in television and radio. When being interviewed, remember that your response may be presented in a ten-second format.

- Incorporate the question into the reply instead of answering “yes” or “no.”
- Look at the interviewer when speaking, not the camera or the surroundings.
- Respond in positive, concise answers.

*The Texas PTA Communications Resource Guide contains additional information on working with the media.*

## Crisis

A crisis consists of any situation that threatens the integrity or reputation of the association, usually created by negative media attention.

When a situation arises, contact your Council or Area PTA president and individuals who are key to the situation such as school district personnel. Feel free to contact the Texas PTA Office as well.

Allow only the designated spokesperson to speak on behalf of the association. The spokesperson should issue a simple crisis statement such as, “A (what happened) at (location) involving (what) occurred today at (time). The incident is under investigation and more information is forthcoming.” This type of statement will allow the crisis team time to investigate the situation and develop a plan.

Never give any media outlet an exclusive, especially during a crisis.

## News Releases

All Local PTAs should send out news releases. News stories that merit a release include new or special programs, PTA’s response to issues that affect children, officer elections, membership achievements, awards or honors and any human-interest stories.

*The Texas PTA Communications Resource Guide contains additional information on writing press releases and working with the media.*

# Local President's Checklist

## After Election

Set up a meeting with the school principal. The channel of communication should always remain open between the PTA and the school administration. Discuss with your principal the goals of the school, the vision of his administration, the role of PTA in schools, and your PTA's goals, projects, programs, parent education courses and budget. Working together can bring the home and school into a closer relationship.

## Familiarize yourself with the following:

- Your Local PTA bylaws and standing rules – verify they have been recently updated by comparing your Local PTA's latest version with the Local PTA or PTSA Bylaws Template found on the Texas PTA website.
- Council PTA bylaws and standing rules, if in membership in a Council PTA
- Texas PTA Bylaws, found on the Texas PTA website
- National PTA Bylaws, found on the Texas PTA website
- Robert's Rules of Order Newly Revised*
- BASICS: President Resource Guide*
- National PTA Quick-Reference Guides*

## Get Organized and Begin Planning

- Call a meeting of newly-elected officers within 30 days of election to approve appointment of parliamentarian and historian (if one is indicated in your bylaws) and to appoint standing committee chairs, subject to the approval of the executive board.
- Send the Local Officer Information Form with names of new officers and committee chairs by May 1 to the Texas PTA Office and to your Council PTA.
- Attend the Council PTA's Officer and Chair Training with your officers and committee chairs or contact your Field Service Representative for training if your Local PTA is not in a Council PTA.
- Review procedure books of previous officers and committee chairs and distribute to the new leaders.
- Review list of Leader Orientation graduates from list maintained by secretary.
- Instruct new board members that they must be graduates of the current Texas PTA Leader Orientation by October 15.
- Encourage all board members to subscribe to National PTA publications: *Our Children* available by subscription or online at [www.pta.org](http://www.pta.org); *PTA Local Leader News* via email monthly; PTA Action Alerts via email as needed.

- Encourage all board members to subscribe to Texas PTA publications.
- Distribute all Texas and National PTA materials.
- Assess needs and set goals and objectives with your executive board and the principal; set dates for the new school year.
- Verify that a financial reconciliation of the PTA's books has been properly conducted, signature cards at the bank have been changed, IRS reports have been completed, state sales tax has been paid and that you know your PTA's Federal (Employer) Identification Number (FIN or EIN).

## June/July/August

- Attend National PTA Convention in June if your budget allows.
- Attend Texas PTA Summer Leadership Seminar in July; visit publications area for helpful tools. Encourage all members to attend and take advantage of this wonderful parent education and training opportunity.
- Review bylaws, immediately incorporating any mandated Texas PTA changes, if any.
- Confirm that the executive board has reviewed and the membership has adopted the Texas PTA Records Retention Policy.
- Confirm that the executive board has adopted and signed the Texas PTA Council/Local PTA/PTSA Ethics/Conflict of Interest Policy.
- Ensure that the Financial Reconciliation Committee report is ready for presentation at the first regular membership meeting.
- Confirm that the outgoing treasurer completed the appropriate IRS return, either Form 990, 990-N or 990-EZ.
- Remind board members to develop Plans of Work (action steps to achieve goals) for approval.
- Review the budget and prepare any necessary amendments. Review the Local PTA Awards Overview published on the Texas PTA website, using the awards criteria for goal setting and best practices for your Local PTA. Share the awards information with the appropriate committee chairs.
- Work with the Membership Chair and committee to plan membership enrollment.
- Work with the Arts in Education Chair and committee to plan the year. Schedule Local PTA deadline for the National PTA Reflections program, setting a deadline that will allow time for judging at your PTA before advancing to the next level. Check with the Council PTA president or Arts In Education Chair for the deadline for advancing entries and plan accordingly. If the Local PTA is not a member of a Council PTA, contact your Field Service Representative for instructions.

- Work with the Programs Chair and committee to plan the year's programs. Encourage multiple methods to provide value to members at every meeting.
- Work with the Parent Education Chair and committee to plan the year's parent education articles and presentations.
- Work with the Newsletter Chair and committee on the first newsletter.
- Work with Environmental Chair and committee to plan the year.
- Consult with the Handbook/Directory Chair on the progress of the handbook/directory.
- Prepare an agenda for the first executive board meeting.
- Approve Plans of Work and budget at the first executive board meeting.
- Confirm that National and Texas PTA dues and membership lists are submitted to Texas PTA as received.

### **September/October**

- Prepare agendas for executive board and membership meetings and articles for newsletter.
- Confirm that Texas and National PTA dues and membership lists are submitted to Texas PTA as received.
- Adopt financial reconciliation and annual reports at the first regular membership meeting.
- Amend the PTA budget at the first regular membership meeting to include all planned activities for the year.
- Ensure that the appropriate IRS return, either Form 990, 990-N or 990-EZ, has been filed by the reporting deadline (October 15 for PTAs whose fiscal year ends May 31 and November 15 for PTAs whose fiscal year ends June 30).
- Conduct the fall membership enrollment campaign. Distribute membership cards as members enroll.
- Attend Council PTA Officer and Chair Training with your board members or contact your Field Service Representative for training if your Local PTA is not in a Council PTA.
- Complete FOUNDATIONS: Leader Orientation offered by Council PTA or online, as needed, prior to October 15.
- Train/instruct room representatives, Council PTA delegates and volunteers.
- Conduct the National PTA Reflections program. Consider ways to recognize student efforts.
- Submit suggested nominees for Texas PTA officer positions by the published date to the Texas PTA Nominating Committee in odd-numbered years.

- Submit proposed resolutions to Texas PTA by September 1 for possible consideration by the delegates at convention.
- Submit proposed legislative positions to Texas PTA by September 1 for possible consideration by the delegates at convention.
- Submit Council PTA dues to Council PTA treasurer and names of Council PTA delegates and alternates to the Council PTA secretary by October 15.
- Recognize Texas PTA's Founder's Day (October 19, 1909).

### **November/December**

- Prepare agendas for executive board and suggested meetings and articles for newsletter.
- Confirm that Texas and National PTA dues and membership lists are submitted to Texas PTA as received.
- Promote attendance at Texas PTA's biannual legislative session event, *Rally Day* in Austin (odd-numbered years only).

### **January/February**

- Prepare agendas for executive board and suggested meetings and articles for newsletter.
- Confirm that Texas and National PTA dues and membership lists are submitted to Texas PTA as received.
- Submit the EIN Verification Form to the Texas PTA Office by January 31.
- Ensure that the Sales Tax Return has been filed with the Texas Comptroller's office (due January 20).
- Begin spring membership enrollment campaign.
- Celebrate National PTA Founder's Day (February 17, 1897).
- Attend Texas PTA Family Engagement Conference and encourage all members to attend. (even-numbered years only)
- At a membership meeting, elect a Nominating Committee and alternates as prescribed in the Local PTA bylaws.
- Provide clear instructions and guidelines to Nominating Committee. Ensure all members and alternates have signed the PTA Nominating Committee Confidentiality Agreement, downloadable from the Texas PTA website.
- Appoint committee to review bylaws and recommend revision or amendments if needed.
- Promote and attend Texas PTA's biannual legislative session event, *Rally Day* in Austin (odd-numbered years only).

## **March/April**

- Prepare agendas for executive board and membership meetings and articles for newsletter.
- Confirm that Texas and National PTA dues and membership lists are submitted to Texas PTA as received.
- Publish Nominating Committee slate according to bylaws.
- Conduct election of new officers.
- Remind newly-elected president to call a meeting to fill board positions and conduct any other necessary business.
- Prepare Texas PTA award entries. (The deadline for the majority of the awards is May 15. Check the Texas PTA website for details)
- Appoint Financial Reconciliation Committee, subject to the approval of the executive board.

## **Year End/May/June**

- Prepare agendas for executive board and membership meetings and articles for newsletter.
- Prepare and present at the annual (last) meeting a year-end summary report of the year's activities (funds raised and how those funds were expended to benefit the students, the school and the PTA; volunteer hours recorded and in what areas, etc.).
- Adopt budget at the annual meeting for the next year. Confirm that the budget includes funding for training, including Texas PTA Family Engagement Conference and Summer Leadership Seminar.
- Coordinate installation of new officers; thank this year's PTA workers and school volunteers.
- Send the Local Officer Information Form with names of new officers and committee chairs by May 1 to the Texas PTA Office and to your Council PTA president.
- Register newly-elected/appointed board members for Texas PTA Summer Leadership Seminar.
- Update president's procedure book.
  
- Remind outgoing officers and committee chairs that their procedure books and materials must be submitted within 15 days after their successors assume their duties.
- Pass all information along to the newly-elected president to ensure a smooth transition.

# The Leadership Team

## Executive Board

### **Members of the Board**

The association's bylaws describe the composition of the executive board. Generally, the executive board includes the elected and appointed officers, chairs of standing committees and the school principal or a representative appointed by him.

### **Duties**

The duties of the executive board, as outlined in the bylaws, are to:

- transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association.
- present a report at the regular meetings of the association.
- approve the Plans of Work of all officers and committee chairs.
- create standing and special committees.
- adopt a conflict of interest policy annually, using Texas PTA Ethics/Conflict of Interest Policy.

The executive board adopts the policy annually, and each board member signs it, as required in the bylaws.

- review the records retention policy annually.

The executive board reviews this policy for accuracy annually and then presents it to the membership for adoption.

- prepare an annual budget for the upcoming fiscal year and submit to the association for adoption at the annual meeting .
- approve routine bills within the limits of the budget .
- fill vacancies of officers and chairs.

The duties of the each board member, as outlined in the bylaws, are:

- be a graduate of the Texas PTA Leader Orientation or complete the course by October 15 after their election or appointment

- submit a written Plan of Work to the executive board for approval
- have a current copy of the Local PTA bylaws
- attend all meetings of the association
- sign the adopted ethics/conflict of interest policy (a possible reason for removal if not signed)
- abide by the policies and procedures as set forth by Texas PTA
- perform the duties outlined in the bylaws and assigned by the president or membership

## **Officers**

The elected officers of the PTA are the president, one or more vice presidents, secretary and treasurer. The newly-elected president appoints the remaining officer positions of historian (optional) and parliamentarian, subject to the approval of the board.

### **Vice President**

The vice president, who may be called upon at any time to temporarily assume the role of the president, should make a thorough study of the president's duties and responsibilities and be familiar with the work of the association.

### **Major Duties**

- Attend available pertinent training for the position.
- Maintain a procedure book, which includes information on activities, programs, contacts, communications, statistics and budget information.
- Preside at meetings in the absence or inability of the president to serve.
- Act as aide to the president.
- Assume responsibility for administrative details delegated by the president.
- Represent the president upon request.
- Understand the duties of each executive board member.
- Assume, temporarily, the duties of the president in case of a vacancy, and conduct the meeting to fill the position in accordance with the bylaws.

## Secretary

The secretary keeps accurate records of the proceedings of the association. The primary qualifications include promptness; accuracy; a thorough knowledge of the PTA Vision, Mission, Purposes, bylaws, policies and procedures; an understanding of parliamentary law; and a sincere desire to help the president conduct a business-like meeting.

*See the Texas PTA Secretary's Resource Guide, available for purchase or download it from the Texas PTA website, for more complete information.*

## Treasurer

The treasurer is the authorized custodian of the funds of the association. He receives and disburses all monies indicated in the budget and prescribed in the Local PTA bylaws or as authorized by action of the association.

*See the Texas PTA Treasurer's Resource Guide, available for purchase or download it from the Texas PTA website, for more complete information.*

## Principal

The principal is the most consistent member of the executive board and can provide important information:

- Working on the campus with teachers and staff
- Working within the school district, following the chain of command
- Following school district policies and procedures
- Understanding the history of the campus and the PTA
- Building relationships with teachers, staff, administrators, parents and students

The principal should be consulted on all plans, and effort by the PTA president to build a working relationship with the principal is essential to success.

## Historian

The historian prepares and updates a record of the activities and achievements of the

association and makes historical facts available on request to the membership. A permanent record of the activities should be kept in a convenient place, such as the school library.

## Major Duties

- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Act as custodian of records pertinent to the history of the association.
- Keep early records intact. They should contain:
  - Name of association, date and place of organization;
  - Names of organizers, with photographs, if possible;
  - Bylaws adopted at first meeting;
  - List of first officers and committee chairs;
  - Picture of school building, date of construction;
  - Names of principals and years served; and
  - List of special activities.
- Compile and keep a record of current association events and activities to be presented in the form of an annual history. These include:
  - Names of Local PTA officers, committee chairs, Council PTA delegates;
  - Names of Council, Area, Texas and National PTA presidents;
  - Program and study group outlines;
  - Activities and projects carried on during the year;
  - Special business activities such as amendments to bylaws and creation of new committees;
  - Social and entertainment affairs of importance;
  - Names of delegates to fall workshop, Area PTA annual meeting, Texas PTA Family Engagement Conference and Summer Leadership Seminar and National PTA Annual Convention; and
  - Annual budget.
- Note important changes in the physical plant of the school building – additions, major

improvements and temporary buildings – with dates.

### **Suggested Activities**

If no previous history has been kept, develop the background from old minutes or contacts. This information does not have to be presented for adoption by the members. You also may be interested in purchasing a “Publicity Record Book” from the Texas PTA to begin your history book.

### **Parliamentarian**

A parliamentarian should have a fair and impartial mind and attitude, as well as knowledge of parliamentary procedure. A parliamentarian in PTA – whether he serves at the Local, Council or Area PTA level – should have a fundamental knowledge of the Vision, Mission, Purposes, and policies of the PTA.

### **Major Duties**

- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Advise the chair on parliamentary law and matters of procedure, when requested.
- Sit near the Chair for easy consultation.
- Vote only when the vote is by ballot.
- Notify the Chair when something is out of order by writing a few words on a piece of paper and quietly passing a note to the Chair.
- Provide advice to the Chair.
  - The Chair may call on the parliamentarian for advice at any time. Only upon the Chair’s request may the parliamentarian explain a parliamentary point to the assembly. Members desiring parliamentary information should make their requests to and through the Chair.
  - The Chair alone has the power to make decisions or rule on a point of order. Thus, after the parliamentarian has given his advice, the Chair must make the ruling to the assembly; he is not obliged to follow the recommendation of the parliamentarian.

- Only the minimum amount of parliamentary procedure is necessary to assure democratic rule.
- Be thoroughly familiar with the bylaws and standing rules (if any) of the group that he serves. He should have on hand at every meeting the following:
  - copy of Local PTA’s bylaws and standing rules (if any); and
  - copy of *Robert’s Rules of Order Newly Revised*.

### **Additional Board Positions**

The Local PTA may choose to add additional members to the executive board by amending their bylaws to include those positions. The positions most often added are explained below.

### **Council PTA Delegate**

The Council PTA delegate acts as a liaison between the Local and Council PTA. The delegate:

- Promotes the programs and plans of the Council PTA to the Local PTA,
- Communicates effectively the needs and wishes of the Local PTA, and
- Accurately represents the Local PTA in all matters requiring debate and vote.

Council delegates may be elected by the membership, elected by the executive board or appointed by the president subject to the approval of the executive board.

*See your Local PTA bylaws for more information on Council PTA delegates.*

### **Teacher Liaisons and Student Representatives**

Teacher and student members may serve on the executive board as liaisons between the PTA and the faculty, staff and student body of the school. These positions should be listed in the Local PTA’s bylaws as members of the executive board.



## Committees

There are three types of committees:

- **Standing committees**, which have a continuing existence;
- **Special committees**, which go out of existence as soon as they have completed a specified task; and
- **Executive committees** (Local and Council PTAs do not have executive committees.)

### Standing Committees

The number of standing committees necessary to carry on the work of the Local PTA will depend on the size of the membership, its program and activities and the interests of the community. The Local PTA standing rules should include a list of standing committees and their duties.

The newly-elected president calls a meeting of the officers within 30 days of the election meeting for the purpose of selecting standing committee chairs. This group has the advantage of their combined knowledge of the qualifications of the membership. The chairs should represent a cross section of the membership. A good rule of thumb would be one-third new members who have never served on the executive board, one-third who had served on the executive board the previous year and one-third who were members last year but were not on the executive board. Committee chairs should be named as soon as possible after the election of officers to permit them to attend Officer and Chair Training and to allow time for planning of the coming year's work. Each committee should consist of the chair and two or more members chosen according to procedures adopted by the Local PTA.

Committees do not function as separate groups but are at all times subject to the direction and control of the association. Chairs of all standing committees must present Plans of Work—activities and projects—to the executive board of the Local PTA for approval. It is recommended that they present proposed budgets to the Budget & Finance Committee.

Leadership potential is developed, interest in PTA increased and the work of the Local PTA expanded if committees are:

- Comprised of several members;
- Provided with pertinent materials;
- Familiar with PTA Purposes;
- Trained in their specific responsibilities; and
- Encouraged to assist in the development of a Plan of Work so that each committee member may participate in PTA activities.

### Special Committees

Special committees are created for a specific purpose. The committee is automatically dissolved as soon as that purpose is accomplished and the committee report made. The special committee may not be able to complete its assignment during a school year. If not, its members function into the ensuing year until the purpose of the committee has been achieved.

The executive board has the authority to create special committees as necessary. These committees may also be created by the membership. The president appoints the chairs of special committees, subject to the approval of the executive board.

The executive board approves committee plans and projects after careful study. The only requirement is that the program or project be within the scope of parent-teacher work as outlined in the Purposes and in harmony with the National PTA and Texas PTA policies and procedures.

Local PTA committees report the work done during the school year as directed. A final report is presented at the annual meeting. All officers and chairs should keep procedure books to hold those materials considered important to the work of a particular office or committee. Such books, passed on to succeeding officers and committees, help to ensure ongoing PTA programs. This also serves as an excellent source of information when reporting.

## **Committee Reports**

A committee report can contain only what has been agreed to by a majority vote of the committee. Reports with information are read to the voting body. Those requiring action are recommended to the voting body. The reporting member usually moves for adoption (no second needed) and the membership votes to accept or reject. A committee's motion must be approved by the membership of the association. The president of the association is an ex-officio member of all committees except the Nominating and Financial Reconciliation Committees, as stated in the bylaws of Texas PTA.

## **Suggested Committees**

Create committees and appoint chairs to fit the needs, programs and projects of your Local PTA. These guidelines are only suggestions. Duties and responsibilities may vary with each Local PTA. Use only those committees and guidelines that apply to your Local PTA.

- Arts in Education
- Budget and Finance
- Communications
- Environmental Awareness
- Fundraising
- Healthy Lifestyles
- Hospitality
- Inclusiveness
- Legislative Action
- Membership
- Parent Education
- Programs
- Room Representatives
- Special Populations
- Volunteer

*Texas PTA publishes resource and quick-start guides containing duties, resources and best practices for the majority of the executive board positions. The resource guides are available for purchase or download at the Texas PTA website,*

*and the quick-start guides are available for download.*

## **Executive Board Meetings**

Meetings of the executive board are not subject to the Texas Open Meetings Act, and only members of the executive board attend board meetings. A non-board member or guest may, with the permission of the president, attend a meeting to give a report or provide information. They should leave when they complete their business. Non-board members are not entitled to attend executive board meetings except under these circumstances.

The executive board may act only on those matters that have been stated in the bylaws and standing rules or that have been delegated by the membership. Other matters may be discussed, and recommendations then are made to the association for adoption, amendment or rejection.

## **Records**

### **Minutes**

Minutes are accessible only to the members of the executive board or committee that created them. Minutes of the executive board are read only to members of the executive board unless the association, by a two-thirds vote or a majority vote if previous notice was given, orders them read to the association.

### **Reports**

A report from the executive board is given at the membership meeting for the information of the members. No action is necessary unless the report contains recommendations or resolutions. The association may amend, adopt or reject any or all of the recommendations. Vote on each recommendation separately. Executive board meetings are usually held monthly during the school year.

## Responsibilities of the Executive Board

- **Commitment** - Accept the position and contribute intelligently to the board decisions. Participate constructively at meetings.
- **History** - Know and adhere to PTA philosophies, principles, policies and procedures. Study the structure of PTA.
- **Knowledge** - Understand the value of training by attending conferences, workshops, Texas PTA Summer Leadership Seminar and Family Engagement Conference . Become well informed in all areas of PTA programs and projects.
- **Plan** - Set goals and establish action steps and procedures to attain them.
- **Organize** - Arrange activities in such a way as to accomplish them most effectively.
- **Staff** - Select and place the right people in the appropriate jobs.
- **Delegate** - Identify tasks to be delegated and select capable people.
- **Direct** - Motivate and communicate with leading members/volunteers.
- **Develop** - Identify and strengthen leadership. Ensure adequate skills and continual development.
- **Manage** - Regulate the process, its costs and the members/volunteers who carry it out. Meet deadlines set by National Texas, Area and Council PTA and fulfill assignments promptly.
- **Release** - Pass on all materials including a procedure book to your successor.

## Financial Responsibilities

Each executive board member has the fiduciary responsibility to ensure that the Local PTA is following correct PTA policies and procedures as well as adhering to IRS regulations. The treasurer is legally responsible for all the funds of the association. However, the officers of the association are elected by the membership and should be committed to keeping the affairs of the association on a sound financial basis.

PTAs at all levels are classified as tax-exempt 501(c)(3) nonprofit under the Internal Revenue Code. It is very important that PTAs do not jeopardize their favorable tax-exempt status. They must not violate certain restrictions that apply to their 501(c)(3) classification.

## Principles of PTA Financial Management

- No other organization may pass money through PTA accounts. Only funds owned and controlled by the PTA membership are in the PTA account.
- The PTA membership must authorize the expenditure of all funds by approving and amending the budget throughout the year. All officers and committee chairs who deal with money should be bonded.
- Money is counted by at least two persons at the same time, and an Itemized Receipt Form signed by both. The money is then given to the treasurer, who also counts and signs the Itemized Receipt Form. A copy of this form is retained by all signers of the form.
- PTA monies are never deposited in a personal or school account.
- Personal or school monies are never deposited in a PTA account
- Cash should always be deposited in the PTA bank account as quickly as possible, not kept at home or school.
- All bills must be paid by check — not by cash.
- PTAs are not permitted to have debit or credit cards issued in the name of the PTA.
- Individuals authorized to sign on the bank account cannot be related by blood or marriage or reside in the same household.
- **Never** sign a blank check.
- Money is never to be “turned over” to the school and/or the principal to spend at their discretion.
- Texas and National PTA portions of dues are never recorded as PTA income and are

not a source of revenue to the Local PTA; therefore, those dues are not included in the calculation of gross income on IRS Form 990-EZ or 990.

- Texas and National PTA portions of dues are never recorded as PTA income and are not a source of revenue to the Local PTA; therefore, those dues are not included in the calculation of gross income on IRS Form 990-EZ or 990.
  - Texas and National PTA portions of dues must be remitted to the Texas PTA on a regular basis. PTA members are not considered “members in good standing” of their Local PTA until their names and dues are received in the Texas PTA Office.
  - Texas and National PTA portions of dues must be collected from each individual who joins a Local PTA. (Texas PTA Honorary Life Members are exempt from the state portion of the dues of only one Local PTA.)
- Changing or adding signatures on the bank account requires that two of the current signers go to the bank with (1) the minutes of the elections meeting and the new signers or (2) the minutes showing an approved motion to add or delete a signer and the new signer. Many banks require a letter of authorization (a letter on PTA letterhead, signed by the current president, stating the new officers and any changes in signers).
  - Any gift cards purchased by a PTA should not exceed \$25 in value and must be retail-specific (i.e. branded cards of restaurants, stores, etc). Generic cards (MasterCard, Visa, etc) are not permitted. Gift cards are cash equivalents, so PTAs should exercise the same care when storing and distributing gift cards.
  - PTAs are permitted to accept payment by credit cards or other online collection systems for dues, donations and fundraising.

## Bylaws

Bylaws are the fundamental governing rules of a PTA. The bylaws of a PTA contain basic rules relating to the association as an organization in order to conduct the Local PTA's business and govern its affairs. These bylaws define the primary characteristics of the association, prescribe how the association functions and include all rules that the association considers important to the rights and responsibilities of the membership, whether present or absent from the assembly. The provisions contained therein determine the amount of control the members and assembly are to retain and the powers and limitations of powers to be allowed officers, boards and committees.

Every member of the Local PTA should be given access to the bylaws. If a copy of the bylaws cannot be found locally, the Local PTA president may request a copy of the last approved set of bylaws from the Member Services Department of Texas PTA.

Texas PTA provides a bylaws template for Local PTAs and PTSAs and Council PTAs. According to the Texas PTA Policy on Local and Council Bylaws, the wording of the template is mandatory and may not be changed. The templates are revised by Texas PTA approximately every two years, and any changes in the template must be incorporated immediately without further approval by your membership or Texas PTA.

According to the Local PTA bylaws, every Local PTA must submit its bylaws to Texas PTA for review every five years. If an amendment (change) is made by the Local PTA, the amended wording must be submitted to Texas PTA for approval before any changes go into effect.

*See "Steps to Updating Bylaws" in this handbook or on the Texas PTA website.*

### **How to Amend Bylaws**

A proposed bylaws amendment is an incidental main motion that "the amendment be adopted as

presented." This motion requires previous notice to the membership and a second (unless it comes from a committee), is debatable and requires a two-thirds vote of those present and voting.

Before it is actually voted on, a proposed amendment to the bylaws can have both primary and secondary amendments applied to it. Such amendments must be considered first and require only a majority vote. There is, however, one important restriction upon all primary and secondary amendments to proposed bylaws amendments. In addition to being germane (closely related) to the amendment proposed to amend, the degree of modification for which previous notice has been given cannot increase. For example, if notice has been given to increase dues from \$5 to \$10, it would not be in order to propose an amendment to change to a number less than 5 or greater than 10.

### **Notice of Amendment**

The notice of a proposal to amend the bylaws can be given by any member at any regular meeting.

A Bylaws Committee can give notice under "Reports of Committees" in the order of business. Most members tend to give notice of proposed bylaw amendments under "New Business." If the notice was not given at the previous regular meeting but there are more than 30 days before the next meeting, notice may be given in writing via the regular publicity channels. A means of asking questions concerning the proposed amendment(s) should be provided.

At the time the notice is given, the proposed amendment may be discussed briefly and informally, but it is not debated until the next meeting, when it is formally presented for adoption to the assembly.

### **Steps to Updating Bylaws**

Form a committee of experienced and knowledgeable PTA members. The secretary should have the original bylaws signed by the Texas PTA President. Each member of the committee should have a copy of the existing

bylaws. (If necessary, you may request a copy of your current bylaws from the Texas PTA Office.) Secure a copy of the Local PTA's existing bylaws and make enough copies for everyone on the committee.

- Review existing bylaws and compare them to the Local PTA bylaws template. Per Texas PTA Policy, the Local PTA bylaws template shall be incorporated by the Local PTA and must be *verbatim (exactly word-for-word)*. Note: The current bylaws template is available at the Texas PTA website.
- Consider recommendations submitted by the executive board or membership to see whether:
  1. they meet the needs of the local PTA;
  2. their intent is clear; and
  3. they are not in conflict with mandatory articles or sections.
- The *Bylaws Made Easy Checklist for Local PTAs* shall be used to submit the choices made by the Local PTA. (See *Instructions for Local PTA Bylaws Made Easy Checklist*.)
- Present proposed bylaws or amendments to the membership and follow the process as required in Article XVI, Section 1a:

“These bylaws may be amended at any meeting of the association, provided a quorum is present, by a two-thirds (2/3) vote of the members present and voting. Notice of each proposed amendment shall be provided to the membership through regular publicity channels thirty (30) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting. The amendment shall be subject to the approval of the executive board.”

## Standing Rules

Standing rules:

- Relate to the details of administration
- May not conflict with approved bylaws
- Do not repeat what is stated in the bylaws
- Are adopted as a need arises
- Require a majority vote for adoption
- May be amended by a two-thirds affirmative vote without previous notice or a majority vote with such notice

- May be suspended, unlike the bylaws, for a current session by a majority vote

Standing rules and their amendments are submitted to and maintained on file by Texas PTA after adoption by the membership.

## Examples of What Standing Rules Could Contain:

- Duties of standing and special committee chairs
- Provision containing procedures for returned checks
- Reimbursement for PTA expenses
- List of who serves as delegates/attendees to Texas PTA Family Engagement Conference and Summer Leadership Seminar
- What expenses shall be paid for delegates/attendees to attend Texas PTA Family Engagement Conference and Summer Leadership Seminar
- Provision that the Local PTA will pay for the Texas PTA Leader Orientation that each board member is required to take
- Provision for who shall attend the Council PTA Founder's Day celebration
- Provision for the number of National PTA Life Achievement awards or Texas PTA Honorary Life Memberships and/or Extended Service Awards, with appropriate pin
- Recognition that might be awarded members for perfect attendance or students for specific accomplishments
- Special awards to members for community involvement or special projects
- Functions sponsored by the PTA during the school year
- Courtesies or sympathies extended by the PTA – to whom and in what manner
- Provision for baby-sitting for membership meetings
- Rules for scholarships (If a Local PTA gives scholarships, procedures dictated by the Internal Revenue Service [IRS] must be included in the Local PTA's standing rules.)
- Criteria for special committees, purchases or special projects

## Steps to Adopting or Updating Standing Rules

Form a committee of experienced and knowledgeable PTA members. Secure a copy of the Local PTA's existing bylaws and standing rules and make enough copies for everyone on the committee.

- Review existing bylaws and standing rules. Both documents should be reviewed since they both contain information as to the structure and governance of the PTA. If no standing rules exist, model *Sample Standing Rules* are provided at the Texas PTA website.
- Consider recommendations submitted by the executive board or membership to see whether
  1. they meet the needs of the Local PTA;
  2. their intent is clear;
  3. they are not in conflict with nor repeat any item in the bylaws; and
  4. they follow Texas PTA procedures and guidelines contained in Texas PTA publications.
- Present proposed standing rules or amendments to the membership. For adoption, a majority vote is required. For amending, with notice, a majority vote is required. For amending without notice, a two-thirds (2/3) vote is required.

## Upon Approval of the Membership

- Send the following to the Texas PTA:
  1. *Bylaws Submission form*,
  2. *Bylaws Make Easy Checklist* with information approved by your membership, noting amended items;
  3. Standing Rules (if your PTA has them).
- These documents can be submitted online at <http://www.txpta.org/members/bylaws-submit.html> (preferred), via email to

bylaws@txpta.org or by mail to the Texas PTA state office.

- The bylaws and/or amendments are *not official* and should not be implemented until your PTA receives a stamped, approved copy signed by the Texas PTA President. Adoption of or amendments to the standing rules are effective upon membership approval.
- Bylaws will be accepted for review September 1-June 30. Allow 6-8 weeks for response from the Texas PTA Office. During holidays and convention, an additional 2-3 weeks processing time is added. Bylaws will be returned to "Person Submitting Bylaws" noted on the *Bylaws Submission form*. If you have any questions, call 512.476.6769 or 800.TALK.PTA, or visit the website at [www.txpta.org](http://www.txpta.org).
  - Submitted Standing Rules will be reviewed and kept on file at Texas PTA.
  - A current copy of the bylaws and standing rules must be on file with Texas PTA.

Prepare additional copies of approved, stamped bylaws and provide them to the membership as requested.

**Remember, the bylaws of the association are always superior to and supersede the standing rules/procedures and parliamentary authority.** Always look first in Local, Council, Texas PTA bylaws and/or the Texas PTA Policy on Local and Council PTA Bylaws for information on any question, then refer to the standing rules, if any, and, finally, in *Robert's Rules of Order Newly Revised*.

## Parliamentary Procedure

Parliamentary procedure provides the fundamental rules for conducting meetings, which are designed to maintain order, ensure justice and equality, expedite business and enable an organization to accomplish the purposes for which it was formed. These rules are based on logic, good sense and fair play. It is

democracy in action. Every member should understand at least the fundamentals of correct procedures. Both the National PTA and the Texas PTA adopted *Robert's Rules of Order Newly Revised* as their parliamentary authority.

Parliamentary law requires us to accept the will of the majority and respect the opinion of the minority. The president (the Chair), as the elected leader, carries out the will of the assembly—not bending the will of the assembly to his own. Remember, authority is vested in the office, not in the person.

## Motions

A motion formally proposes that the association take a certain action or express certain views. A motion introduces business in a meeting. A **main motion** brings a subject before the association for its consideration and action.

**Secondary motions** consist of three types: subsidiary, privileged and incidental.

- A **subsidiary motion** is used to help dispose of a main motion.
- **Privileged motions** are those requiring immediate attention. They do not relate to the pending question, are not debatable and are of such importance as to require that they take precedence over all other questions.
- An **incidental motion** is one that will allow for temporary interruption of the immediate business to attend to something incidental, or relating to, the business of the association.

The president may vote on a pending question when the vote would change the outcome; that is, to make or break a tie. The president may vote in all cases where the voting is by ballot, but may vote only once.

To obtain action of the assembly on a main motion, take these necessary eight steps:

1. **Obtain the floor:** Member rises and addresses the Chair, “Mr. (or Madam) President,” and awaits recognition by Chair.
2. **Assign the floor:** The Chair recognizes the member and assigns the member the floor by speaking the member’s name or nodding to the member.

3. **Make the motion:** Member introduces the motion by stating “I move that...”
4. **Second the motion:** Another member seconds the motion by saying, “I second the motion” or, simply, “Second.” (By seconding the motion, the member merely agrees the motion should come before the assembly, not that he necessarily favors the motion.)
5. **State the motion:** The Chair states the question on the motion saying, “It has been moved and seconded that...”
6. **Debate the question:** The Chair calls for remarks by asking, “Is there discussion?” and recognizing maker of motion as first speaker or by asking, “Are you ready for the question?”
7. **Put the question:** When debate seems to have ceased, the Chair says, “The question is on the adoption of the motion. All those in favor say ‘aye.’ (Pause for vote.) Those opposed say ‘no.’”
8. **Announce the result of the vote:** The Chair states the results of the vote saying, “The ayes have it and the motion is adopted and (indicate the effect of the vote)” or “The no’s have it and the motion has failed.” Action is not complete until the Chair has stated the result of the vote.

## Amendments

After the Chair has stated a question and before the vote is taken, it may be desirable to change the motion in some way. Amending the motion does this. There are two kinds of amendments: primary and secondary.

- A **primary amendment** amends the main motion and must relate closely to the same subject matter.
- A **secondary amendment** amends the primary amendment and must be closely related to the primary amendment.

## What is an Activities and Financial Review?

An activities and financial review involves a thorough analysis of minutes, bylaws and financial records by a team assigned by the Texas PTA President.



A state activities and financial review may be initiated by the state president or may be granted by the state president after receipt of a written request that has followed these procedures. All reviews shall be at the discretion of the state president.

### **Procedure for Local and Council PTA Activities and Financial Reviews**

The following procedures will be followed for requesting and implementing a review.

#### **A. Request for Review**

1. The Requested State Activities and Financial Review Form (Local or Council PTA) is completed and sent to the state president at the Texas PTA Office.
  - a. For review of a Local PTA, the request must be signed by the president or three members of the association.
  - b. For review of a Council PTA, the request must be signed by either:
    - Council PTA president
    - or**
    - Three Council PTA board members
    - or**
    - Local PTA presidents belonging to the Council PTA according to the Texas PTA records as follows:
      - Council PTAs with less than 10 Local PTAs - 3 presidents
      - Council PTAs with 10-20 Local PTAs - 5 presidents
      - Council PTAs with 21-50 Local PTAs - 8 presidents
      - Council PTAs with more than 50 Local PTAs - 10 presidents
  - or**
  - Three principals of Local PTAs belonging to the Council PTA
  - or**

- Superintendent(s) of Local PTAs belonging to the Council PTA
  - or**
  - Any member of the Texas PTA Board of Directors
2. At the direction of the state president, the association and/or those requesting aid shall be contacted.
  3. The state president has the authority to require the association to halt all action and expenditure of funds until the review process is completed.

#### **B. Review Committee**

1. The state president shall appoint a committee consisting of at least one current or former Texas PTA board member to conduct a review.
2. The review committee shall use the Texas PTA Local/Council PTA Review Checklist form to complete the review process and shall conduct the review within 30 days of their appointment by the state president. The state president may direct the committee to complete the review in a shorter timeframe if extenuating circumstances exist.
3. Within 10 business days after the completion of the review, the review committee shall send a report to the state president that includes any recommendations for the Local or Council PTA.

#### **C. Determination Following the Review**

1. The state president, after considering the report of the review committee, may take the following actions:
  - a. No action, if the report shows the association to be in order;
  - b. Determine recommendations that shall be overseen by a mentor appointed by the state president; or
  - c. Refer the matter to the State and Constituent PTA Relationships Committee for any of the following actions:
    - i. No action, if the report shows the association to be in order;

- ii. Determine recommendations that shall be overseen by a mentor appointed by the state president;
  - iii. Place the association on probation freezing all funds and halting all activities; or
  - iv. Recommend removal of charter to the Texas PTA Board of Directors.
2. Within 15 business days after the review committee report is received, the Texas PTA Office, on behalf of the state president, shall send the review response letter by certified mail, return receipt requested to those requesting review, the Local/Council PTA president, the principal of the Local PTA (if a Local PTA was reviewed), members of the review committee and all Local/Council PTA officers whose names and addresses are available to the Texas PTA Office. Copies are also sent to the Council PTA president (for a Local PTA review), Area PTA president and others as designated by the state president.
  3. At any time during or after the review process, the state president may refer the matter to the State and Constituent PTA Relationships Committee for further action.
  4. Records of all reviews shall be kept in the Texas PTA Office according to the approved Texas PTA Records Retention Policy.

#### D. Appeal Procedure

This procedure requires adoption by the Texas PTA Board of Directors, according to Texas PTA Bylaws.

##### 1. Initial Appeal

- a. To appeal a review response, the president of the reviewed Local/Council PTA must notify the state president in writing at the Texas PTA Office of the intent to appeal within 15 business days after the date the review response letter was received by the Local or Council PTA.

- b. This notification to the state president must be sent by certified mail, return receipt requested. Justification for the appeal should be included in the appeal notification letter to the state president.
- c. The state president shall appoint a special committee of three state board members who are not members of the State and Constituent PTA Relationships Committee, not to include the Area PTA president of the reviewed of the Local/Council PTA. This committee shall meet in order to make a decision regarding the appeal and provide a written response within 10 business days to the state president.
- d. The state president shall provide a written response, sent by certified mail, return receipt requested, to the president of the reviewed Local/Council PTA within 15 business days of the receipt of the appeal notification letter from the Local/Council PTA. Copies shall also be mailed to the review requesters, the Local/Council PTA president, the principal of the Local PTA (if a Local PTA was reviewed), members of the review committee and all Local/Council PTA officers whose names and addresses are available to the Texas PTA Office, the Council PTA president (for a Local PTA review), Area PTA president and others as designated by the state president.

##### 2. Appeal Hearing with the State and Constituent PTA Relationships Committee

- a. If the reviewed association finds the decision of the appointed special committee unacceptable, the president of the reviewed Local/Council PTA may request a hearing with the State and Constituent PTA Relationships Committee.

- b. A letter requesting a hearing is sent to the Chair of the State and Constituent PTA Relationships Committee (state president) and the Texas PTA Executive Director. The letter must be sent by certified mail, return receipt requested, within 15 business days after receipt of the appeal response letter from the State and Constituent PTA Relationships Committee.
  - c. A hearing shall be scheduled to be held within 20 business days after receipt of the hearing request. The notice of such shall be sent to all members of the State and Constituent PTA Relationships Committee and the president of the reviewed Local/Council PTA. The hearing notice shall be sent to the president of the reviewed Local/Council PTA by certified mail, return receipt requested, at least 15 business days prior to the date of the hearing.
  - d. The Local or Council PTA may be represented by up to five persons:
    - i. The president or his designee and up to three additional representatives
    - ii. The Area PTA president, who acts as spokesman for the appealing party
  - e. Texas PTA shall be represented by:
    - i. State and Constituent PTA Relationships Committee
    - ii. Regional Vice President of the Local/Council PTA (non-voting if not a member of the State and Constituent PTA Relationships Committee)
    - iii. Texas PTA Executive Director (non-voting)
    - iv. Texas PTA Treasurer (non-voting if not a member of the State and Constituent PTA Relationships Committee)
    - v. Texas PTA Councils Chair (non-voting if not a member of the State and Constituent PTA Relationships Committee)
    - vi. Texas PTA Membership Chair (non-voting if not a member of the State and Constituent PTA Relationships Committee)
    - vii. Chair of the review committee for this review
  - f. The State and Constituent PTA Relationships Committee shall meet immediately following the hearing in order to reach a decision regarding the appeal.
  - g. The Chair of the State and Constituent PTA Relationships Committee shall send a letter stating the decision of the committee within 10 business days after the hearing to the president of the reviewed Local/Council PTA by certified mail, return receipt requested. Copies shall also be mailed to the review requesters, the Local/Council PTA president, the principal of the Local PTA (if a Local PTA was reviewed), members of the review committee and all Local/Council PTA officers whose names and addresses are available to the Texas PTA Office, the Council PTA president (for a Local PTA review), Area PTA president and others as designated by the state president.
3. Appeal Hearing with the Texas PTA Board of Directors
- a. If the reviewed association finds the appeal hearing decision of the State and Constituent PTA Relationships Committee unacceptable, the association may request a hearing with the Texas PTA Board of Directors.
  - b. A letter requesting a hearing is sent to the state president and the Texas PTA Executive Director. The letter must be sent by certified mail, return receipt requested, within 15 business days after receipt of the appeal hearing response letter from the State and Constituent PTA Relationships Committee.
  - c. A hearing is set for the next board of directors' meeting. The

Local/Council PTA is notified in writing of the time and date for the hearing at least 15 business days prior to the hearing. This notification shall be sent by certified mail, return receipt requested.

- d. Only the same parties present for the Local/Council PTA at the appeal hearing with the State and Constituent PTA Relationships Committee shall represent the Local or Council PTA at this hearing. If any change of Local/Council PTA representatives is anticipated, a written notice of the change shall be sent to the state president at least five business days prior to the hearing. Texas PTA shall not incur any travel expense for any Local/Council PTA representatives to attend this hearing.
- e. The problem is stated by one representative from the Local/Council PTA to the Texas PTA Board of Directors.
- f. A response and explanation is stated by one representative from the State and Constituent PTA Relationships Committee.
- g. The Local/Council PTA representatives leave the hearing.
- h. The Texas PTA Board of Directors deliberates and gives a ruling.
- i. The ruling, signed by the state president and state secretary, is sent by certified mail, return receipt requested, to the Local/Council PTA president. The ruling shall be mailed to the Local/Council PTA within five business days of the hearing date by certified mail, return receipt requested. Copies shall also be mailed to the review requesters, the Local/Council PTA president, the principal of the Local PTA (if a Local PTA was reviewed), members of the review committee and all Local/Council PTA officers whose names and addresses are available to the Texas PTA Office, the Council PTA president (for a Local PTA

review), Area PTA president and others as designated by the state president.

## **Member Repercussions/Rights**

When a Local PTA votes to dissolve, all members relinquish their member rights. All their rights and privileges as members of PTA, including but not limited to the use of the “PTA” name, goodwill, dues, funds and other assets raised or procured as a Local PTA, access to Texas PTA or other PTA benefits, are also dissolved (unless they are members of another Local PTA).

The dissolved Local PTA shall discontinue the use of the “PTA” name immediately upon dissolution. Texas PTA shall discontinue service to the dissolved Local PTA and shall notify the National PTA office and Internal Revenue Service, thereby de-activating the use of the tax-exempt Employer Identification Number.

A dissolution packet, which provides the procedures required to dissolve a Local PTA, must be ordered from the Texas PTA Office.

# RESOURCES

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Texas PTA is committed to providing our volunteer leaders across the state with the knowledge and skills they need to be successful in their role within PTA. Access to quality educational resources is a key component in supporting this success, as well as continuing to build strong Local and Council PTAs.

## FOUNDATIONS

*FOUNDATIONS* courses provide a broad overview of “what” PTA is, and share important information that every PTA leader should know. In addition to the courses offered for all board members, Texas PTA has also created a series of brief *FOUNDATIONS* courses that provide general information for many Local PTA board positions. It is important to note that these position-specific courses are not meant to be comprehensive training, rather a quick review of each position for newly-elected or prospective nominees. Other than *FOUNDATIONS: Leader Orientation*, all *FOUNDATIONS* courses are web-based presentations.

### ALL BOARD MEMBERS

- Council PTA Board Orientation
- Inclusiveness
- Leader Orientation
- Local PTA Board Orientation

### POSITION SPECIFIC

- Arts in Education
- Communications
- Environmental Awareness
- Fundraising
- Healthy Lifestyles
- Historian
- Legislative Action

## BASICS

The *BASICS* series contains detailed information to support volunteer leaders in their specific board position. Texas PTA strongly encourages every board member to attend a *BASICS* course for their own position, as well as any other related positions.

*BASICS* courses are currently available for face-to-face presentations during LAUNCH and through your Council PTA or Field Service Representative, as well as scheduled web-based trainings hosted by Texas PTA. In addition to the training presentation, all *BASICS* courses have a companion Resource Guide, Quick-Start Guide, and Duties-at-a-Glance. These guides are available via download from the Texas PTA website or for purchase through Texas PTA’s STAR Co-op (online store). Courses marked with an asterisk (\*) will debut at a future date.

- Arts Education
- Communications
- Environmental Awareness\*
- Fundraising
- Healthy Lifestyles
- Legislative Action
- Membership
- Parent Education / Programs
- Parliamentarian
- President

## SPOTLIGHTS

PTAs have many unique programs, processes and responsibilities as healthy, thriving non-profits. *SPOTLIGHTS* courses offer an in-depth review of some of these most important and recurring PTA functions.

*SPOTLIGHTS* courses are available during LAUNCH and through on-demand, web-based presentations hosted by Texas PTA.

- Bylaws and Standing Rules
- Conducting a Meeting
- Financial Reconciliation
- Nominations and Elections

# CONTACTS

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L6311  
President's Resource Guide

\$7.50



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