



SECRETARY

BASICS Resource Guide

2017-2018



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About PTA

VISION Every child's potential is a reality.

MISSION To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PURPOSES

- To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- To raise the standards of home life;
- To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- To promote the collaboration and engagement of families and educators in the education of children and youth;
- To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- To advocate for fiscal responsibility regarding public tax dollars in public education funding.

PTA NATIONAL STANDARDS FOR FAMILY-SCHOOL PARTNERSHIPS

- **Standard 1: Welcoming All Families into the School Community**
Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.
- **Standard 2: Communicating Effectively**
Families and school staff engage in regular, two-way, meaningful communication about student learning.
- **Standard 3: Supporting Student Success**
Families and school staff continuously collaborate to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.
- **Standard 4: Speaking Up for Every Child**
Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.
- **Standard 5: Sharing Power**
Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.
- **Standard 6: Collaborating with Community**
Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.



Introduction

The secretary is a very important position on a PTA board, and one of only two positions that are required by law as an organization in Texas. The PTA secretary is responsible for keeping accurate records of the proceedings of the association, complete records of members and leaders, as well as sending communications on behalf of the board of directors. Never say, “I’m just the secretary!”

An effective secretary should be prompt, accurate, dependable and have a thorough knowledge of the PTA Purposes, bylaws, standing rules, policies and methods. This guide will familiarize you with the responsibilities required and opportunities available to be an effective secretary.



Plan of Work Plan de Trabajo

Officer/Chairman Name:
(Nombre de Oficial/Presidente de Junta) _____

Position: **SECRETARY** Year:
(Posición) _____ (Año) _____

*Reproduce as needed for the appropriate number of goals.
(Se puede reproducir para metas adicionales.)*

Responsibilities / Duties: (Responsabilidades)	To manage and keep the records of local PTA business, conduct and maintain correspondence, and be the custodian of the historical records of the PTA.	Committee Members: (Miembros del Comité)	Minutes Committee, only if appointed by the president to review the minutes of board and/or association meetings.
Goal: (Meta)	To record, maintain, and keep accurate accounts of local board and association business.	Evaluation Process: (Proceso de Evaluación)	Approved minutes by the committee, board, and association.

Specific Action Steps (Proceso Especifico de Acción)	Start Date (Fecha de Empezio)	Completion Date (Fecha de Terminación)	Budget (Presupuesto)
Keep all minutes, reports, records, governing documents, policies, and maintain a procedure book.	July	July	\$10
Collect, maintain, and preserve the historical records/files of the organization by assuming the duties of historian.	July	July	\$10
Assisting the president/and or the board prepare for meetings (send meeting announcement, help the president develop the agendas, etc.)	July	July	\$10
Act as corresponding secretary. (Read communications, write thank-you notes, and “sympathy/sunshine” notes, etc.)	July	July	\$10

Resources: (Recursos)	Council Secretary and board, Texas PTA Field Service Representative, Texas PTA Secretary Resource Guide and website, Texas PTA Parliamentarian Resource Guide, National PTA website (e-learning)
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Position Responsibilities

Secretary

- Participate with the full rights of a board member, make motions, nominate candidates, enter into discussion, and vote.
- Prepares order of business, if asked by the president, on all pending matters known in advance.
- Record in the minutes all business transacted at each meeting of the association and the board.
- Report all board member information to Texas PTA within 15 days of their election or appointment.
- Sit close to the president, standing to read the minutes or when making the board report.
- Notifies board members, as requested, by telephone, fax, email or mail of called meetings.
- Assist the president in establishing a quorum and maintain a roll call record. At board meetings, the general method of roll call is by voice. At association meetings, the general method is to have the members sign in or use membership/credential cards.
- Present a report, when requested, of the board meeting, its actions and recommendations, at the next meeting. When recommendations are contained in the report, move the adoption of each recommendation.
- Assist in counting a standing vote when requested by the president.
- Calls the meeting to order in the absence of the president and vice president(s) and presides until a temporary chair is elected by the membership.
- Prepares for the president, a draft of the minutes of a meeting within two to five days after each meeting.
- Ensure all members of the executive board have completed the following:
 - Completed FOUNDATIONS: Leader Orientation
 - Signed the Local PTA Ethics/Conflict of Interest Policy
 - Reviewed annually, and submitted to the membership for adoption, the Records Retention Policy
- Maintain the following:
 - Current copy of the bylaws, request annually at the start of the school year to ensure the most current Texas PTA approved version.
 - Minutes record books
 - Standing rules (if adopted)
 - Current membership list (in alphabetical order)
 - List of all current committees including members' names
 - Copy of the approved budget
 - Copies of the agendas
 - Committee reports
 - Adopted records retention policy
 - Signed Local PTA Ethics/Conflict of Interest policies (originals)
 - Signed Consent Form for Minors to Serve on Board/Committee if applicable
 - List of the names and dates of board members who completed FOUNDATIONS: Leader Orientation
 - List of assets of the association, and assets for the school that were purchased with PTA funds.

- Act as corresponding secretary if one is not designated in the bylaws. *Note: When there are two secretaries, the recording secretary is usually referred to as “the secretary” and the corresponding secretary is referred to by the full title.*
- Assume the duties of the historian if one is not designated in the bylaws.
 - Collect and preserve documents relating to the history of the association
 - Present a written report to the membership as the official history to be adopted at the annual meeting
- Provide successor all minutes, records, reports, procedure book and other pertinent materials.

Note: The secretary, as the keeper of the records, may not serve on the financial reconciliation committee

Corresponding Secretary

- Conducts the correspondence of the association. Local PTAs who have the corresponding secretary as an officer must list that officer’s duties in the standing rules.
- Read communications at meetings. In reading correspondence, first read the name of the person and/or organization, and then proceed with the body of the letter or note.
- Write thank-you notes, as requested, to someone who gave a presentation to your PTA.
Note: This responsibility may be assigned to some other office or committee.
- When thanking a program participant:
 - Be prompt in expressing appreciation.
 - Date the letter. In an informal note of appreciation, the date may be written below and to the left of your signature.
 - Quote a worthy comment made by the presenter.
 - Reaffirm the group’s appreciation for the time and thought the speaker gave to the presentation.
 - Sign the PTA’s name followed by your signature. Be sure to identify your relationship to the PTA, i.e., Jane Smith, Corresponding Secretary.
- Write “sympathy/sunshine” notes, as requested. When writing notes to members concerning grief, illness, a new baby, etc.:
 - Keep in mind that the message is from the PTA, not the writer.
 - Recognize the specific reason for writing.
 - Express the group’s interest and reaction to what has happened to the member.
 - End on an appropriate note.
 - Date your letter.
 - Sign the PTA’s name and your name as corresponding secretary.

Historian

The position of historian is an optional position. If the PTA does not have a historian, these duties are the responsibility of the secretary. Check your PTA bylaws to determine if your PTA has a historian or not.

The PTA may have a tradition that a history book or scrapbook be compiled including all activities sponsored by the PTA and includes the Historian Report. This book should be kept in a convenient place, such as the school library or office. In this case, the Historian is usually a designated position and NOT the responsibility of the Secretary.

Responsibilities and Objectives

The historian prepares and updates a record of the activities and achievements of the PTA and makes historical facts available on request to the membership.

The historian's formal, written report is the official history, presented and adopted at the annual association meeting and filed with the minutes. It is a summary of all the PTA's activities for that fiscal year.

Historian Report

Includes:

- a list of the board members and when they were elected or appointed;
- all board meeting and association meeting dates along with any major business conducted by the board and presented to the membership;
- the programs and activities hosted by the PTA during the year including a brief description of each; and
- training or other events or activities that board members attended.

Sample Agenda

ABC PTA Regular Meeting Agenda September 1, 2012

Call to Order:

The Chair stands, raps the gavel one time, if used, and says “The ABC PTA regular board/association meeting will come to order.”

Opening Ceremonies

This part of the agenda varies from PTA to PTA – Invocation, Pledge of Allegiance, poem or inspirational message (in this order, if presenting some or all of these items).

Establish Quorum

The Chair declares a quorum. (Quorum for an executive board meeting is a majority of all filled board positions; for an association meeting, look in your bylaws, Article I: Meetings). No business can be conducted without a quorum.

Approval of Minutes

The Chair states if the minutes draft have been handed out or calls the secretary forward to read the minutes. The Chair only asks for corrections to the minutes but never asks if there are any additions – corrections are additions. The Chair states whether the minutes stand approved as (written, read or corrected).

Treasurer’s Report

The treasurer reads the report (even if distributed), stating the beginning balance as of (date), total income, total expenses and ending balance (as of today’s date). The Chair asks if there are any questions about the report. The Chair states that the report will be filed for financial reconciliation. (The president and secretary receive a hardcopy of the report even if the treasurer did not distribute copies.)

Correspondence

If there are any thank you notes or other correspondence, the secretary stands and reads them.

Officer and Standing Committee Chair Reports (These may be listed separately.)

All officers and committee chairs should present their own report. If a report also has a motion in it, the officer or committee chair makes the motion. “By recommendation of the executive board, I move to... (state the motion).

Special Committee and/or Special Orders

This is where you would have the election of the nominating committee, the nominating committee report, the election of officers, the appointment of the financial reconciliation committee and the financial reconciliation committee report. The chairman of the financial reconciliation committee reads the report and makes the motion to adopt the report: “By direction of the financial reconciliation committee, I move the adoption of the financial reconciliation committee report.” You must vote to adopt the financial reconciliation report.

Unfinished Business

This should only be brought up if the Chair knows that there is business to come back before the group. Otherwise, you do not have to say anything or have it on your agenda.

New Business

The Chair always asks if there is any new business to come before the association.

Program

The Chair introduces the officer or committee chair who will present the program. The Chair never “turns the meeting over” to someone else.

Announcements

The Chair states any announcements and also asks if anyone has any other announcements. The Principal should be given an opportunity to speak as well.

Adjournment

The Chair states, “If there is no objection, the meeting will now adjourn. (pause) Since there is no objection, the meeting is adjourned.” You do not need a motion to adjourn.

For more information, see Parliamentarian or President Resource Guide for full script.

Minutes

Minutes are not a report, but a record of the business of the association. They contain a record of what is done, not what is said. Personal opinions are not recorded. Minutes specify in the first paragraph the date, place, time, type of meeting and the names and presence and of the presiding officer and secretary or names of their alternates. Accuracy is the key of a good secretary.

The minutes contain a record of all action taken by the group, including the exact wording of every motion, the name of the maker of the motion and the action taken on the motion. Personal opinion and/or discussion are not included in the minutes.

Minutes are efficiently written – complete, concise and accurate. They must be as brief as possible, but include all necessary information. Action must be recorded in the order in which it took place.

Writing the minutes

Minutes record action taken by the group, including:

- The exact wording of motions as stated by the chair. (The presiding officer can require any main motion or amendments to the motion to be in writing before it will be stated by the chair. The secretary can request the presiding officer to require that this be done.)
- The name of the member who moved the adoption of a motion, but not the name of the individual who “seconds” the motion, unless the assembly orders that it also be included.
- The action taken on the motion (pass/fail).

The minutes are typed or written legibly in permanent black ink and signed by the secretary.

Minutes are recorded in an official minutes record and must have numbered pages in order to avoid alteration or removal of pages.

Taping the meeting has special considerations. There can be technical issues, it requires 100% consent of the body and disposal and use in case of lawsuits is another factor.

Each PTA maintains two separate minutes record books — one for the board and one for the association meetings.

Minutes are read (or a draft printed and distributed) and approved or corrected immediately after the call to order, opening ceremonies and after a quorum has been established.

Should minutes not be available for approval, then those minutes are approved first at the next meeting. Minutes are approved in the order that the meetings occurred.

Minutes of an association meeting may not be approved at a special meeting.

Minutes are read only to the body creating them, i.e., board minutes and association meeting minutes for the next association meeting. Minutes protect the association and its dues-paying members. Unless password-protected, do not post on websites. Do not publish in newsletters or post on doors for non-members to access.

Minutes are signed by the secretary, using the secretary’s given name. Example: Sue Jones, Secretary. The words “Respectfully submitted” represent an older practice that is not essential in signing the minutes.

Minutes of the preceding meeting may be printed and distributed if clearly marked as “draft.”

If the secretary is not present at a meeting, the president appoints a secretary pro-tem, who then provides a draft to the secretary for approval at the following meeting.

After the minutes have been read (or distributed) and approved, the secretary writes “Approved as read (or printed)” or “Approved as corrected,” the date of approval and the secretary’s initials. If your minutes are approved by a three-person committee (e.g. your last meeting of the school year), the review committee is appointed by the president to approve the minutes. Each committee member will sign and date the minutes after reading and making necessary corrections. The president simply states, “The minutes of the ___(date) meeting were approved by a committee consisting of ___ (names).” If someone wishes to correct those minutes, they may, but the president does not ask for corrections.

Correcting the Minutes

Corrections are suggested without motion or vote. Be grateful for corrections to the minutes. At least someone was listening closely enough to detect an error, and those corrections enable you to keep a more accurate record for the association.

Minutes may be corrected whenever the error is noticed, regardless of the time that has elapsed. To correct minutes after they have been approved requires a 2/3 vote. Corrections are made in ink by drawing a line through the information with the correction above (if space allows) or written in the margin. Red ink is preferred to indicate a correction. Nothing is ever erased.

Any member has a right to examine the minutes of the association, but this right must not be abused. The original minutes must not be released from the custody of the secretary except upon written order of the president. If a committee needs records held by the secretary, the secretary provides a copy to the committee chair after consulting with the president.

For help or questions, call your Council PTA, Field Service Representative or Texas PTA secretary.

Contents of Minutes

1. First paragraph

- Kind of meeting (membership, special, adjourned)
- Name of association
- Date, place and time of meeting
- Quorum established
- Presence and names of president and secretary or names of their alternates
- Details of whether minutes of previous meeting were read (or printed and distributed) and approved (or approved as corrected)
- Names of members present (usually in board or committee meetings with 20 or less members) may be included or attach a sign-in sheet, but this is not required.

2. Second paragraph: Treasurer's report

- Beginning balance (ending balance at last meeting)
- Total receipts (since last meeting)
- Total disbursements (since last meeting)
- Ending balance (current meeting date)
- Attach report to the minutes

3. Third paragraph: Communications read

4. Fourth paragraph: Reports of the board, standing committees, special committees (copies of reports may be attached to minutes)

5. Unfinished and New Business Motions--Separate paragraph for each subject covered

- All main motions (except those withdrawn), name of maker of motion, second, disposition of motion, whether adopted or not adopted
- Announcement of previous notice of motions to be made at a later meeting
- Points of order and appeals, whether sustained or lost
- Number of votes for and against on a vote by ballot or a counted vote
- Number of votes per person for plurality or ballot election

6. Program topic, method of presentation, names of participants

7. Announcements

8. Time of adjournment--no motion necessary

9. Signature, typed or printed name and title of secretary ("Respectfully submitted" is not used in signed minutes)

Sample Minutes

Minutes are the permanent record of all action taken by the association; they are a legal document. The following sample is offered as a guide for the secretary. Wording in *italics* provide an example of how the minutes should be stated.

PTA/PTSA

*(Membership/Board) Meeting (Month, day),
20__*

The (regular/special) meeting of the (name) PTA/PTSA was called to order on (month, day), 2__ at (time) (a.m./p.m.) in the (place meeting held) by president, (name), the secretary being present or (name) acting as secretary. A quorum was (established/not established). (Name) presented the invocation and (name) led the pledge or (name) led the pledge and (name) presented an inspirational thought. The minutes of the (previous date and type of meeting) were: (Read and approved) or (read and approved as corrected) or (approved as distributed, posted, or published) or (approved as corrected). The treasurer's report showed: (beginning balance, receipts, disbursements, ending balance). The treasurer's report was filed for financial reconciliation.

Reports from officers would follow any correspondence and should be read after the treasurer's report. If votes on the reports are necessary, the minutes should state:

(Name) moved the adoption of the (name of the committee/executive board) recommendation to (state exact wording). After discussion, the motion (carried/failed).

Reports from the standing committee would follow in the order given. State who presented the report for each committee and include a summary of the facts and action taken, if any. If the report is very long, it is permissible to attach the report to the official copy of the minutes (with a notation in the minutes to refer to the attachment).

If a member of the association makes a motion, minutes should state who made the motion and the exact wording of the motion. The name of the person who seconded the motion is not included, but the minutes should indicate that the motion was seconded and the action taken. For example:

(Name) moved that (exact wording of the motion). The motion was seconded and (carried/failed).

If a motion is amended, the minutes should not include the amendment(s) or the name(s) of the person(s) making the amendment. The minutes should only state the motion's final approved wording.

If the motion requires a two-thirds (2/3) vote, such as an amendment made to the bylaws or standing rules, the minutes should state that *the amendment carried by a 2/3 vote.*

If an election is held, the minutes should state the names of the nominees and the results of the election. After unfinished business, new business, programs, and announcements have been noted in the minutes, the adjournment is recorded.

The meeting was adjourned at (time) (a.m./p.m.).

(Signature)

(Name), Secretary (or Secretary Pro-tem)

Approved (or Approved as Corrected) (Month, day), 20__ (Initials of Secretary)

Any corrections should be written on the minutes in the correct place and initialed by the secretary.

Best Practices

Preparation

If you are required to take the minutes of the meeting, bring along pens, writing paper, and blank motion forms. Arrive at the meeting site early to ensure that everything is ready. To take the minutes, have plenty of materials available (paper, forms, etc) to get through a possibly lengthy session. Make sure you have a copy of the agenda, the roster, as well as any reports, financial statements, or other documents that may be referred to during the meeting.

What to Record

The most difficult part of taking minutes is deciding what information has to be written down verbatim, what can be paraphrased, and what is nonessential for the official record. Minutes are meant to be concise, factual and objective records of what has happened during the meeting. Therefore, you cannot allow personal preferences to influence your note-taking.

It can be very difficult to discriminate from among all the opinions and facts just what will be recorded in the minutes, and to record the proceedings fairly, it is necessary to take a disinterested position. As a recorder, you must listen carefully and ask the president or chair for clarification if needed.

It is necessary to record motions verbatim as well as names of the individuals those who made them. You may want to have blank copies of motion forms or index cards for this purpose.

Recording Guidelines

To begin your note-taking, follow these guidelines.

- Write down the date, location and time the meeting begins.
- Record the names of those present and absent (usually if the number is 20 or less). A quorum check is necessary for larger meetings.
- Identify the type of meeting (such as association, board, special).
- Identify the presiding officer and secretary or their alternates.
- Record the action. When the meeting begins, key your notes to match numbered items on the agenda. When drafting, you simply refer to your agenda to transcribe the key.
- You may want to number the motions as you receive them in order to place them correctly as the action occurred.
- When you receive the copy of the motion, make sure it contains the name of the person who made the motion, whether there was a second, the date, and whether the motion was made in the board or association meeting.
- Remember: If a motion is withdrawn, it is as though it never happened.
- If deciding to personalize a template to help record the minutes for meetings, make sure template is consistent with the agenda that is drafted. You may want to bullet your entries in order to facilitate the recording of all actions.
- Consider making a template for the order of business and make it available for the minutes review committee to follow the proceedings as well.
- Record the time of adjournment.

Since the minutes serve as the official records of meetings, it is imperative that they be objectively recorded and conscientiously transcribed into a final document.

Drafts

When you sit down at your computer, you must have the following materials accessible:

- The agenda
- Your notes
- Any reports or other documents distributed at the meeting
- Verbatim copies of motions
- Copy of bylaws

Format Guidelines

Prepare a draft according to these general guidelines. To determine the specific format, examine previous copies of the minutes in your files, and follow the format established for your PTA unless it has been determined that you will use a new format.

- Double space the draft, even if the final version will be single spaced, so that handwritten corrections can be made between the lines.
- Number the pages consecutively at the top or bottom of the pages.
- Identify the meeting and date at the top of the page.
- Identify the participants (if 20 or less — according to the guidelines established for your PTA) and the presiding officer and secretary in the first paragraph, and state when the meeting was called to order.
- Make sure that you indicate there was a quorum present in order to proceed with the order of business.
- Use subheads for different topics if warranted by the length and complexity of the minutes.
- Assemble all attachments for inclusion with the final copy.

Copy Distribution

It is good practice to present the president with a draft to help find misinterpretations or sensitive material that should not be printed.

Final Copy

The final copy may be single or double spaced. Check copies of previous minutes for your PTA's preferred style. Most minutes are written in a narrative style.

Once minutes are approved and signed, all drafts, notes and audio or video recordings will not be retained in the official files; they must be discarded.

You may keep a copy of the minutes on your computer to transfer to a external drive for your successor.

Sample Motion Form

I move that:

Printed Name

Signature

Date

For Secretary's Use

Meeting

Date

Motion Number

Carried

Amended

Failed

Withdrawn



Records Retention Policy For Local and Council PTAs

The _____ PTA/PTSA adopted this policy regarding records retention on _____ (date). This policy shall be reviewed by the _____ PTA/PTSA executive board annually and may only be changed by a majority vote of membership at a regular meeting. This document shall be maintained by the secretary of this PTA.

Description of Record(s)	Manner of Record-Keeping*	Disposition
Accounts Payable Records		7 Years
Annual Audit Reports		Permanent
Articles of Incorporation (if applicable)		Permanent
Bank Reconciliations		1 Year
Bylaws, including all amendments		Permanent
Cancelled Checks – Incidental		7 Years
Cancelled Checks – Legal / Contractual		Permanent
Cash Receipt Records		7 Years
Contracts and Leases		7 Years After Expiration
Corporation Reports Filed with Secretary of State (if applicable)		Permanent
Correspondence – Customers and Vendors		1 Year
Correspondence – General		3 Years
Correspondence – Legal		Permanent
Employee Records (if applicable)		3 Years After Separation
Ethics / Conflict of Interest Agreement	PTA Secretary	Permanent
Equipment Inventory		Permanent
Financial Records – Journals and Ledgers		Permanent
Financial Records – Statements and Budgets		10 Years
Financial Records – Check Requests		7 Years
Financial Records – Duplicate Deposit Slips		1 Year
Grant Agreements		10 Years
Insurance Records – Policies, Claims and Certificates		Permanent
Inventory – Products and Materials		7 Years
Invoices		7 Years
Meeting Minutes – Association, Board and Committees		Permanent
PTA Charter		Permanent
Purchase Orders		7 Years
Record Retention Policy		Permanent
Tax-Exempt Documents – EIN Notification, Form 990, Sales Tax Returns and IRS Correspondence		Permanent
<i>Please use the second page of this policy to include any additional PTA records and their retention plan.</i>		



Ethics/Conflict of Interest Agreement for Local PTA or Council PTA Board Members

Name of Chartered PTA	
Name of School District (if applicable)	
Name of PTA President	

Members of the board of directors (board members) of this Council or Local PTA/PTSA (hereinafter referred to as "PTA") serve in a fiduciary capacity and owe a duty of care, a duty of obedience, and a duty of loyalty to this PTA. Board members shall conduct themselves with integrity and honesty and act in the best interests of this PTA. Disclosure by a board member of any potential or actual conflict of interest is required by the standard of good faith and for the benefit of the PTA and protection of each individual.

In consideration of our PTA affiliation with the Texas Congress of Parents and Teachers (the Texas PTA), for the protection of its integrity and its 501(c)(3) status, and for our protection, we, the undersigned officers, individually, during our terms of office, shall:

1. Abide by and represent our PTA bylaws, the Texas PTA policies, positions, procedures and National PTA purposes and mission statement;
2. Discharge the duties and responsibilities of our individual offices with fidelity, integrity, and honesty and declare any and all personal and/or extended family conflicts of interest when PTA issues, decisions, and funds are involved;
3. Not misuse the PTA's federal tax-exempt status or exemption from sales tax for personal or unauthorized purposes nor disburse funds for any purpose other than authorized, budgeted PTA programs, projects, and activities.
4. Refrain from making slanderous or defamatory comments regarding any individual or organization.
5. Follow the Texas PTA and school district guidelines for fund-raising.
6. Abide by the following conflict of interest policy:
 - a. Board members and/or their families shall not use their relation to this PTA for financial, professional, business, employment, personal, and/or political gain.
 - b. A conflict of interest exists when a board members would have to participate in the deliberation or decision of any issue of this PTA while, at the same time, the board member and/or his/her extended family has financial, professional, business, employment, personal and/or political interests outside the PTA that could predispose or bias the board member to a particular view, goal or decision.
 - c. Board members shall declare to the officers of this PTA conflicts of interest (stating the nature of the conflict and pertinent information as appropriate) between their duties of this PTA and their and/or their extended families' financial, professional, business, employment, personal and/or political interests.
 - d. When a conflict of interest is declared, the board members shall not use his/her personal influence of position to affect the outcome of this vote and shall leave the room during deliberations and the vote.
 - e. The minutes of the meeting shall reflect that a conflict of interest was declared.
 - f. Board members shall not:
 - i. Use PTA's name, influence, or resources for their benefit or gain when running for any public elected office or while serving as an elected official.
 - ii. Directly or indirectly use their current PTA position, the PTA name or organization for or against any specific candidate for elected public office, which is contrary to federal tax laws and the guidelines and policies of the PTA.

What is a Procedure Book?

A Procedure book is an annual record of the plans and activities of a given PTA position; a method to help you stay organized and focused; and is vital to the effectiveness of an on-going officer or chair.

How to Compile a Procedure Book

- Ask yourself, “If I knew nothing about the job, could I do it with this procedure book?”
- Depending on your position, you may need hard copy materials at your fingertips (President, Secretary, Treasurer, Parliamentarian, Membership). If so, using a loose-leaf folder or binder with tabbed dividers is recommended.
- If your position does not require hard copy materials available at meetings, you can organize your procedure book with digital files and folders and store it on a USB drive.
- Note: Be sure to turn over the procedure book and all digital records to the new chair/officer at the completion of your term (see bylaws, board member duties).

Suggested Table of Contents

BYLAWS/STANDING RULES

- A current date stamped copy of the PTA bylaws and Standing Rules (request a copy of these items on the Texas PTA website annually)

ROSTERS:

- Dated Roster: contact information for your PTA board including committee members and relevant staff
- Contact information of Council and Texas PTA officers or chairs with comparable responsibilities
- Resource people, related agencies and organizations in the community

ITEMS RELATED TO YOUR POSITION (as applicable)

- Description and responsibilities of your job (found in the bylaws, Standing Rules, previous year’s Procedure Book)
- Current Texas PTA Resource Guide(s) relevant to your position
- Copy of your approved Plan of Work
- All Reports given by you or your committee at meetings
- Financial records related to your position including expense reports with copies of your receipts, a copy of Itemized Receipt Forms (counting sheets) that you signed.
- Copy of promotional material, newsletter articles, planning sheets, evaluations, etc
- Award forms submitted by you or your committee to Council, Texas or National PTA
- Annual report- summary of your accomplishments during the year including recommendations for the following term

PTA MEETINGS

- Agendas and approved minutes from each meeting
- Financial Information
 - Approved/Amended Budget
 - Treasurer’s Report
 - Blank voucher forms for reimbursement of expenses
 - Tax exempt forms
- Handouts and updates received from Texas PTA, Council and Local PTAs
- Record of volunteer hours at home and school to be reported to the volunteer coordinator (if applicable)



Local PTA Standards of Continuing Affiliation

Each membership year, Local PTAs must meet **both** of the following requirements to attain Active Status with Texas PTA. The membership year begins on August 1.

1. Remit to Texas PTA state/national membership dues for at least 20 members.
 2. Submit to Texas PTA the name and contact information (mailing address, phone number, and email address) of at least one current board member, preferably the President.
-

Local PTAs must comply with **all** of the following standards to remain in Good Standing with Texas PTA. Local PTAs that do not maintain Good Standing will be subject to a Local PTA Retention Plan as described below.

1. Maintain Active Status with Texas PTA.¹(see requirements above)
 2. Report all members and remit all state/national dues to Texas PTA each year.
 3. Submit to Texas PTA the name and contact information for each board member within 15 days of election or appointment.²
 4. Annually file Return of Form 990 Organization Exempt from Income Tax with the IRS, within 60 days of fiscal year end.
 5. Review Local PTA bylaws and standing rules (if applicable) every three years and submit to Texas PTA for approval.³
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Local PTA Retention Plan (initiated when a Local PTA does not maintain Good Standing)

Notification: Texas PTA will notify the Local PTA of the action(s) required and allow the Local PTA 60 days, from the date of the notification, to attain Good Standing.

Restriction: A Local PTA that does not attain Good Standing within 60 days of the original notification will enter a restriction period. While in this restriction period, the Local PTA is not eligible for awards, programs or grants administered by Texas PTA or National PTA.

Intervention: If the Local PTA remains non-compliant after 45 days in the restriction period, Texas PTA will assign a Support Team to assist them, including the development of a written action plan to attain Good Standing. Restrictions will remain in place until an action plan is approved.

Restructure: For Local PTAs that do not attain Good Standing following the notification, restriction and intervention periods, Texas PTA will begin the process of restructuring the leadership of the Local PTA or revoking the Local PTA's charter.

1. Active Status is used to determine eligibility in many Texas PTA programs and services. Please reference specific program eligibility requirements to ensure your PTAs participation.
2. PTAs submit board member information to Texas PTA electronically via the Texas PTA website.
3. Bylaws are submitted via the Bylaws Submission Form found on the Texas PTA website.

Resources

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.

TRAINING

FOUNDATIONS courses provide a broad overview of “what” PTA is, and share important information that every PTA leader should know. All incoming board members are required, per the bylaws, to complete the *FOUNDATIONS: Leader Orientation* course prior to October 15th following their election or appointment.

FOUNDATIONS: Leader Orientation has two components that must be completed. There is \$10 course fee payable with the first component and this fee is reimbursable by your PTA.

Welcome to PTA is a high-level orientation to PTA that can only be taken online via the Texas PTA website at txpta.org/training.

Serving on a Local Board is the nuts and bolts of leading your PTA. This portion of the course is taken in person and provided by Council PTAs and Field Service Representatives.

BASICS contain detailed information to support volunteer leaders in their specific board position. Every board member is strongly encouraged to attend a BASICS course for their own position, as well as any other related positions.

BASICS include a workshop and companion Resource Guide, along with other supporting resources. The workshops may be available via webinar, at Texas PTA events such as LAUNCH, or locally through your Council PTA or Field Service Representative training opportunities. PTA Leaders can access the Resource Guides via the Texas PTA website or online store.

SPOTLIGHTS offer a short, in-depth review of some of the specific yet important topics and recurring PTA functions such as Bylaws and Standing Rules, Financial Reconciliations, Conducting a Meeting, and Nominations and Elections.

Training may be available via webinar, at Texas PTA events such as LAUNCH, or locally through your Council PTA or Field Service Representative training opportunities.

NEWSLETTERS AND ALERTS

PTA Leaders can stay up-to-date by visiting the Texas PTA website to subscribe to content-specific e-newsletters or *The Voice*, Texas PTA’s e-magazine.

These timely and relevant communications allow PTA Leaders to stay current with important issues and programs, such as:

- Helpful hints to make PTA leadership effective and rewarding
- Sharing PTA successes in engaging members of their community
- Status of legislative priorities and public policy initiatives
- Programming updates on healthy lifestyles, arts in education, and Schools of Excellence
- Availability of Ready. Set. Achieve! parent education programs
- Recognition opportunities through honors, awards and scholarships

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