1897  The National Congress of Mothers founded by Alice McLellan Birney and Phoebe Apperson Hearst
1898  Utah Congress of Mothers was formed by Mrs. C. E. Allen, one of Utah’s delegates to the National Congress
1905  Resolutions endorsed federal aid for kindergartens and elementary schools and recommended salary increase for teachers
1906  National Congress of Mothers Magazine (forerunner of Our Children magazine) first issued
1925  Utah joined the National Congress of Parents and Teachers
1935  Warm lunches were provided for 1,200 children who left home early and rode long distances in buses
1938  On May 15-20 the 42nd National Convention was held in Salt Lake City
1941  School lunch program inaugurated on nationwide basis
1951  Every school in Utah had a PTA
1952  Board recommended PTAs work for fluoridation of community water supplies
1956  Goal of 10 million National PTA memberships reached and library services bill, long advocated by PTA, signed into law
1958  National PTA Board formally authorized the use of PTSA (Parent Teacher Student Association) as a further incentive for student participation
1970  National PTA and National Congress of Colored Parents and Teachers united to serve all children and youth
1970  Critical Issues Conferences began – Now called Advocacy Conference
1981  National PTA sponsored Family Reading Week
1988  The 92nd National PTA Convention was held in Salt Lake City
1990  Utah PTA won every major award given at the National PTA Convention in Indianapolis
1992  Due to Utah PTA efforts, the Utah Legislature passed seven bills dealing with the management of the school trust lands
1994  Passage of School Trust Lands Management Act
1997  National PTA succeeded in getting content information included in TV ratings system
2000  National PTA Launched Building Successful Partnerships Program
2001  National PTA unveiled new logo and tagline “everychild. on voic e.”
2006  National PTA launched Take Your Family to School Week
2007  Utah PTA became founding member of Utahns for Public Schools, promoting public education and fighting for repeal of voucher legislation
2016  Utah PTA was instrumental in the passage of Constitutional Amendment that increased and stabilized funds distributed to Utah schools from the permanent State School Trust Fund.
2018  National PTA passed Utah PTA Resolution “High Expectations for Students with Disabilities”
# Table of Contents

## Secretary

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>5</td>
</tr>
<tr>
<td>Structure of PTA</td>
<td>6</td>
</tr>
<tr>
<td>Over 120 Years Strong</td>
<td>7</td>
</tr>
<tr>
<td>Why be a PTA School?</td>
<td>8</td>
</tr>
<tr>
<td>PTA Line of Communication</td>
<td>9</td>
</tr>
<tr>
<td>Be a PTA Professional</td>
<td>9</td>
</tr>
<tr>
<td>Utah PTA Facts</td>
<td>10</td>
</tr>
<tr>
<td>What are the National Standards?</td>
<td>11</td>
</tr>
<tr>
<td>Transformative Family Engagement</td>
<td>13</td>
</tr>
<tr>
<td>Duties of the PTA Secretary</td>
<td>14</td>
</tr>
<tr>
<td>Meeting/Project Planning Assignment Sheet</td>
<td>16</td>
</tr>
<tr>
<td>The Agenda</td>
<td>17</td>
</tr>
<tr>
<td>Sample Agenda</td>
<td>19</td>
</tr>
<tr>
<td>The Minutes</td>
<td>20</td>
</tr>
<tr>
<td>Sample Set of Minutes</td>
<td>21</td>
</tr>
<tr>
<td>PTA/PTSA Bylaws Information</td>
<td>22</td>
</tr>
<tr>
<td>Parliamentary Procedure Information</td>
<td>25</td>
</tr>
<tr>
<td>Parliamentary Procedure Guide</td>
<td>26</td>
</tr>
<tr>
<td>Steps to Process a Main Motion</td>
<td>27</td>
</tr>
<tr>
<td>Voting and Amending Motions</td>
<td>28</td>
</tr>
<tr>
<td>PTA Ethics/Conflict of Interest Policy</td>
<td>29</td>
</tr>
<tr>
<td>Problem Solving Pointers</td>
<td>31</td>
</tr>
<tr>
<td>Conflict Management</td>
<td>32</td>
</tr>
<tr>
<td>Financial FAQs</td>
<td>33</td>
</tr>
<tr>
<td>What is a PTA in Good Standing?</td>
<td>33</td>
</tr>
<tr>
<td>Is Our Local PTA Tax Exempt?</td>
<td>33</td>
</tr>
<tr>
<td>What is an IRS Determination or 501(c)(3) Letter?</td>
<td>34</td>
</tr>
<tr>
<td>What are the Requirements for Acknowledging Donors or Sponsors?</td>
<td>34</td>
</tr>
</tbody>
</table>
Table of Contents

Budgets 34
Where Can I Find a List of What Our PTA Can or Cannot Spend Money On? 35
How Do We Get an Annual Financial Reconciliation (AFR) of Our PTA Done? 35
What is a Year-End Financial Statement? 36

Utah Regions Map .................................................... 37
Resources ........................................................... 38
The information in the handbook has been compiled by Utah PTA to help you carry out the responsibilities associated with your PTA position. For more detailed information about your position, please see www.utahpta.org.

The Secretary is a very important position on a Local PTA/PTSA Executive Committee. The PTA/PTSA 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 handbook will familiarize you with the responsibilities required and opportunities available to be an effective Secretary.

---

Correct Usage of the PTA Name

PTA and PTSA (Parent, Teachers, Students Association) are registered service marks of the National Congress of Parents and Teachers and are registered in the U.S. Patent Office. National Parent Teacher Association is also a registered name, as are National PTA and Utah PTA. Only organizations chartered by the PTA may use its name.

DO NOT USE PERIODS, HYPHENS, OR SMALL LETTERS

For more information click here: PTA Branding and Web Guidelines

Utah PTA

everychild. one voice.
Structure of PTA

Each PTA level has its own leadership structure. To see how to structure the elected and appointed positions of your local PTA, see section 2 of the President’s handbook or the Utah PTA website, www.utahpta.org.

**National PTA Board of Directors**
- President, President-elect, Secretary, Treasurer, Vice President of Membership, Vice President of Advocacy, Board of Directors, National Constituent Association Advisory Council (NCAAC), Nominating Leader Recruitment Committee (NLRC)

**Utah PTA Board of Directors**
- President, President-elect, Vice Presidents, Directors, Secretary, Treasurer, Administrator & Teacher Representatives, Immediate Past-President, Commissioners, Region & Associate Region Directors, Board Specialists

**Region Board of Directors**
- Region Director, Associate Director (where applicable), Assistant Region Directors, Superintendent(s), Secretary, Treasurer, if applicable

**Council Board of Directors**
- President, President-elect, Vice Presidents (including Administrative VP and Teacher), Secretary, Treasurer, Commissioners

**Local Board of Directors**
- President, President-elect, Vice Presidents (including Administrative VP and Teacher), Secretary, Treasurer, Commissioners
For more than 120 years, National Parent Teacher Association (National PTA®) has worked toward bettering the lives of every child in education, health and safety. Founded in 1897 as the National Congress of Mothers by Alice McLellan Birney and Phoebe Apperson Hearst, National PTA is a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for public education.

Today’s PTA is a network of millions of families, students, teachers, administrators, and business and community leaders devoted to the educational success of children and the promotion of family engagement in schools.

National PTA Mission Statement

PTA’s mission is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.

Utah PTA Mission Statement

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

Utah PTA Vision Statement

To fulfill the mission, Utah PTA will:

• Advocate by speaking on behalf of all children and youth in schools, in the community, before governmental bodies, and before other organizations that make decisions affecting children.
• Develop programs, resources, and leadership skills that enhance the lives of all children, youth, and their families.
• Engage the public in united and equitable efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth.

Purposes of PTA

• 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 Values

Collaboration: We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

• Commitment: We are dedicated to children’s educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.
• Diversity: We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.
• Respect: We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association’s goals.
• Accountability: All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association’s strategic initiatives.
Why be a PTA School?

Utah PTA is the largest volunteer child advocacy organization in Utah with over 675 local units and councils. Utah PTA is a partnership between parents, educators, students, and individuals who want to make a difference in the life of a child. Members of Utah PTA are also affiliated with millions of members of National PTA, an association that is actively involved in promoting activities and legislation that support the nation’s public school children.

A PTA School:

♦ Is a member of the largest child advocacy group in Utah and the United States.
♦ Has only one agenda - ALL children.
♦ Functions under the umbrella of Utah PTA’s 501(c)(3) with their own EIN for banking purposes and IRS filings.
♦ Functions under the umbrella of Utah PTA’s Charitable Solicitation Permit, allowing them to fundraise and deposit fundraising money in their own checking account.
♦ Has leadership training available through the year for fully trained leaders.
♦ Networks with other PTA leaders throughout the district and state.
♦ Has bylaws to govern them.
♦ Has the support and training of Utah PTA and National PTA.
♦ Has access to resources and updated handbooks from Utah PTA.
♦ May participate in the PTA Reflections program.
♦ May participate in PTA Awards and any PTA program.

Utah PTA:

♦ Supports many of the National PTA programs and legislative efforts as they relate to the welfare of Utah’s public school children.
♦ Participates in numerous committees, coalitions, conferences, summits, and programs for children and youth.
♦ Holds an annual Leadership Convention to train PTA leaders across the state as well as an annual PTA Day at the Capitol and Advocacy Conference to bring important grassroots issues to the membership.
♦ Provides valuable parent information through leadership trainings, various handbooks and emails. Utah PTA has programs for children and youth, including Reflections, Battle of the Bands, PTA Take Your Family to School Week, Teen Dating Violence Awareness and Prevention Week and more.
♦ The backbone is the organization of diverse volunteer members who donate millions of hours to benefit the children in local public schools.
♦ Advocates for all children in schools and districts, and by following bills that are supported by Utah PTA resolutions that originate from the grassroots—their members.
♦ Is the watchdog for Trust Lands money, making sure the monies keep flowing to the local schools and that all uses of the land benefit the children of Utah.
♦ Supports all public schools, including public charter schools.
According to the PTA bylaws, all meetings shall be governed by "Robert's Rules of Order Newly Revised."

In addition, all Board members shall:

- Abide by all PTA rules and meet all PTA deadlines.
- Ensure the confidentiality of the PTA member contact information be for the use of PTA only.
- Attend all Board meetings and applicable Executive Committee meetings.
- Notify the President as soon as possible if an emergency occurs and they are unable to attend a scheduled PTA meeting.
- Arrive on time and remain to the conclusion of the meeting except in cases of individual emergencies.
- Begin all meetings on time.
- Be allowed a 10-minute break every two hours, returning promptly.
- Turn all cell phones to off or vibrate. Leave the room if you must answer a call.
- Complete preparation before or after meetings, not during meetings.
- Refrain from holding side conversations.
- Direct all comments and questions through the chair.
- Maintain professional courtesy at all times, including being supportive rather than judgmental, respecting differences of opinion, and listening to others’ ideas without prejudice.
- Give feedback directly and openly in a timely fashion.
- Acknowledge problems and deal with them as they arise.
- Be prepared to present agenda items in a concise manner and focus on tasks and the process and not on personalities or hidden agendas.
- Obtain missed information during breaks out of consideration of others.
- Adjourn at the scheduled time, as per the printed agenda.
- Dress to match the dress of those also attending a meeting when representing PTA.
- Wear PTA logo items such as name tags, badges, or attire when representing PTA.
- Notify President of address, phone number, and email changes as soon as possible.
- Stay at home out of consideration for the health of others if ill and possibly contagious.
- Set meeting guidelines and expectations.
- Give proper notice of meetings and deadlines.
Utah PTA Facts

**Utah PTA** is the largest advocacy association in Utah. Many individuals volunteer and participate at the Local and Council PTAs within the state.

**Utah PTA** divides the state into 20 geographic PTA regions, each served by a Region Director. In large districts, the Region Director works with area Councils. The Council President then works with the local school PTA President. In rural areas, two (2) or more school districts are under one (1) Region Director. Local PTA Administrative VPs meet on a regular basis throughout the school year with Council Presidents/Region Directors. Presidents-elect and Administrative VPs may also be included in these meetings. Local PTAs also meet on a regular basis throughout the year in Executive Committee and Board meetings and work with administrators, teachers, staff, parents, and students.

**Utah PTA** is an affiliate of the National PTA. National PTA is composed of 54 state congresses and more than 20,000 local units in all 50 states, the District of Columbia, U.S. Virgin Islands, Puerto Rico and the Department of Defense Schools in Europe. State PTAs are the liaison between the local PTA and National PTA, helping each to function effectively and to support and sustain the other. PTAs at the local level are valuable assets to their school communities by providing educational and parent involvement information, resources, events, and activities.

**Utah PTA** volunteers reported 1,201,761 hours of service to Utah's children in their local public schools in 2020. If this volunteer service were translated into monetary value, it would be worth $31,486,138.20!

**Utah PTA** also has an exemption from sales tax from the Utah State Tax Commission. Every local unit in good standing qualifies for this exemption under the umbrella of Utah PTA. See the Utah PTA Treasurer Handbook for more information.

---

National and Utah PTA Programs

- Reflections
- Healthy Lifestyles
- School of Excellence
- Take Your Family to School Week
- Teacher Appreciation
- Battle of the Bands (PTSA) (Utah Only)

Conferences and Trainings

- Advocacy Conference (Oct)
- PTA Day at the Capitol (Feb)
- Leadership Convention (May)
- PTSA Student Leadership Conference (Sept)

Utah PTA Awards and Grants

- Utah PTA Awards
- LEAP Award
- Utah PTA Gold Star Awards
- Membership Awards
- Arts Education Grant
- Art Supplies Grant

Utah PTA Commissioners

- Community Engagement
- Education
- Family Life
- Health
- Individual Development
- Safety
- Student Leadership

Utah PTA Specialists

- Arts Grants
- Awards
- Bylaws
- Family Engagement
- Digital Citizenship
- Diversity & Inclusivity
- Male Engagement
- MemberHub
- Military Families
- Reflections
- Resolutions
- Special Needs
- Trust Lands
The National Standards for Family-School Partnerships are voluntary guidelines to strengthen parent and family involvement on behalf of children in schools and other programs. The six standards and their quality indicators provide PTAs, schools, and communities with the components that are needed for highly effective family-school involvement programs.

PTA leaders and all those interested in more effective family/school/community connections will find the National Standards for Family-School Partnerships to be a valuable resource and catalyst for action.

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.

2 Communicating Effectively
Families and school staff engage in regular, two-way and meaningful communication about student learning.

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 that will support their success.

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.

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.

6 Collaborating With Community
Families and school staff collaborate with community members to connect students, families, and staff to expand learning opportunities, community services, and civic participation.

Background
Our nation acknowledged the important role of parent involvement through its enactment of the 8th National Education Goal:

- Every school will promote partnerships that will increase parental involvement and participation in promoting the social, emotional, and academic growth of children.

Utah PTA supports this goal. The standards were designed to raise the level of expectation about how family-school involvement programs can improve student achievement and life success by engaging families in true partnership with educators and community leaders.
How Were the Standards Developed?

The standards were developed by the National PTA in collaboration with parent involvement researchers and other national leaders. They are endorsed by more than 30 professional education and family-school involvement organizations. The standards clearly delineate those practices that have been shown to lead to success and high-quality parent involvement programs. The standards were developed to be a practical tool for meeting the threefold purpose of the national standards which is:

1. To promote meaningful parent and family participation
2. To raise awareness regarding the components of effective programs
3. To provide guidelines for schools that wish to improve their programs

How Can My PTA Use These Standards?

Before you begin to develop new or improve on existing family-school involvement programs, form a committee or action team including all of the stakeholders—parents, teachers, administrators, support staff, and community leaders. Be sure everyone involved understands the group’s purpose: to recognize the importance of parent and family involvement, review the standards, look broadly at current programs or practices at your school, and make recommendations about what steps are needed to initiate positive change.

Developing genuine collaboration is critical. The views of all stakeholders should be considered and valued and no one group should control the outcomes. Establishing trust and a true partnership will take time, but the extra effort is well worth the lasting benefits that can be gained. Meaningful change requires thoughtful, incremental steps. Laying a solid foundation can make all the difference in the final outcomes and success of your programs.

Creating an Action Plan

When parents, educators and community leaders make parent involvement a mutual goal, they can begin to work together as a team to create an action plan for reaching and maintaining the standards. Give each step adequate attention to ensure the overall effectiveness of your plan. Set realistic and achievable goals. Remember: Success Breeds Success. Accomplishing obtainable goals and then setting additional ones works better than reaching too high and trying to achieve too much in the beginning.

When implementing your action plan, consider local needs, priorities, and the demographics of your school and community. Involve those who will be instrumental in carrying out the plan to help develop the steps or procedures to implement it. This uses a bottom-up rather than top-down team approach which allows for greater support and cooperation from everyone involved.

Family involvement should not be seen as an “add-on” program feature, but rather as an essential component in the ongoing goal of improved student success. In order to be most effective, the family-school involvement plan should be fully integrated into the overall school or program improvement process.

Making Progress

Once the groundwork is laid and all stakeholders understand the value of the partnership, then redefining, reshaping and “scaling up” planned activities and goals maintains the momentum of program change. As noted, family involvement is a process, not merely a series of “one shot” activities or plans carried out and then retired. It is crucial that the standards be implemented in an ongoing pattern of planning, action, and evaluation on a consistent basis. Each measurable success fosters a pattern of continual, meaningful partnership.
Parents know that they play an important role in their child’s success. But traditional family engagement practices don’t always meet the needs of each and every family, nor treat them as equal partners in ensuring their child’s success. Family-school partnerships often focus primarily on academic success, but whole child development is also an essential part of the conversation.

The solution? Transformative Family Engagement.

Transformative Family Engagement is shared effort of families, schools, and community leaders to advance programs, practices, and policies that empower every parent to make their child’s potential a reality.

So, what does Transformative Family Engagement look like in schools and Local PTAs? Using research findings and best practices for family-school partnerships, we use the guiding principles of the 4-I’s of Transformative Family Engagement—Inclusive, Individualized, Integrated, Impactful—with strategies you can use as a model to implement these principles in your school community.

The Four ‘I’s of Transformative Family Engagement outline how your PTA can become more inclusive, individualized, integrated, and impactful in its approach to family engagement.

For more information on how to implement the Four I’s of Transformative Family Engagement with your PTA, visit: www.pta.org/center-for-family-engagement/four-parts-of-family-engagement

4 Principles of Transformative Family Engagement

- **Inclusive**: Embracing and valuing diverse perspectives.
- **Individualized**: Meeting the unique needs of every family and child.
- **Integrated**: Connecting and aligning with the educational system.
- **Impactful**: Empowering families to support their child’s success.
Duties of the PTA Secretary

Welcome to your role as the Secretary of your PTA. Serving in the PTA at your school is one of the best ways to improve your child’s education. As you spend time in the school, you increase the educational value for every child.

The main role of the Secretary is to keep minutes of motions and decisions made by the Board of the association. Minutes from meetings are considered legal documents for the IRS and other entities. The Secretary also conducts correspondence for the association. The Secretary should serve as a support to the President in whatever is needed.

**Duties**

1. Prepare for Board Meetings
   - At the request of the President, prepare the agenda. If the President prepares the agenda, the Secretary can offer to make the copies.
   - Call or email the Board members in advance of the meeting to allow them to add items to the agenda.
   - Call, mail or email the board members to invite them to the meeting. With email, a copy of the agenda may be sent as an attachment.
   - Present a copy of the minutes from the previous meeting. If these are sent out (possibly by email) prior to the meeting, the approval process is accelerated and could shorten the meeting duration.

2. Record business
   - The Secretary should sign all minutes with name, title, and date and enter the minutes in the Secretary’s Book. Minutes should be complete, concise, and accurate. Action must be recorded in the order it took place.
   - Minutes must contain:
     - Name of PTA (or PTSA)
     - Kind of meeting (for example, Board, Executive, or General)
     - Date, time, and place
     - Name and title of President/officer
     - Attendees
     - Treasurer’s Report
     - Content of the meeting according to the printed agenda
     - Time of adjournment
   - Motions should be in the following format: “A motion by Sally Member for the School PTA to conduct a Fun Run was approved.” This should be recorded after the motion is seconded and voted on.
   - The Secretary should take a count at each meeting to ensure that there is a quorum present. The number required for a quorum will be found in your association’s bylaws.
   - Count a rising vote when requested by the President.
Act as custodian of all records, except those specifically assigned to others (Treasurer).

Make copies of the minutes for the President and the Treasurer.

Have on hand for reference at each meeting the following:
- Bylaws and Standing Rules for your association
- Agenda and Minutes
- Copies of Treasurer’s reports
- Approved budget
- Lists of membership and committees and their members
- Yearly Calendar

1. Special Items
- Back To School Night or budget approval meeting minutes. These minutes must be taken and signed by both the President and the Secretary. This document must be turned in with your approved budget to your Council President/Region Director.
- The Secretary may call a Board meeting to order in the absence of the President and Vice Presidents, unless the bylaws specify otherwise, and preside until a chairman pro-tem is elected.
- The Secretary should have a working knowledge of parliamentary procedure, the bylaws, and standing rules.
- The Secretary is a signer on the bank account jointly with the Treasurer and President.
- The Secretary helps the President with the details. The Vice Presidents help the President with the projects and programs.

2. Maintain an accurate record of PTA Board Members
- Use the Critical Information At-A-Glance to start collecting information. All Board members should provide email addresses. It is recommended that a contact list of your board is created in your email account for ease in communication.
- Conduct correspondence of the association. This may include: thank you notes, birthday cards, special notices, meeting notices, etc.

3. Be a responsible Board Member
- **Attend all meetings of the Board** and actively participate.
- Deal with facts—not personalities. Avoid prejudiced judgments or decisions.
- Avoid conflicts of interest or self-dealing. Avoid even the appearance of conflicts of interest that might embarrass yourself or other Board members. Never accept gifts or favors from anyone who does business with the association.
- Understand the association’s finances. Thoroughly read and understand the financial statement at every Board Meeting.
- Subordinate your personal interest to the whole association. Serve the unit as a whole, rather than any special interest.
- Support the decisions of the Board, despite personal feelings. Members are obligated to support the decision of the board.
Meeting/Project Planning Assignment Sheet

This page is provided as a guide for setting up a plan of work for projects.

Officers in charge: (assignments)

Committee:

Business to be conducted:

1. 
2. 
3. 
4.

Presentations:

Publicity:

- Fliers
- Community Newspaper (press release)
- Posters
- Websites
- Other (PTA newsletter, local radio or television stations)

Physical Facilities:

Handouts:

1. 
2. 
3. 
4. 
Other:

Costs:

Evaluation:

Subject:

Letters:

School Papers:

Calls:
The Agenda

An agenda is a list of items to be discussed at a formal meeting. The President works with the Secretary to compile this list to be presented at the meeting and the order in which they should appear. The Secretary then compiles the agenda and distributes it to the Board members in advance of the meeting, at least one (1) week is preferable. This gives those who are attending a heads-up and a chance to prepare before the meeting begins.

It is helpful to made copies of the agenda to have for distribution at the meeting. Prepare extra for those who may attend but are not on your Board.

It is recommended that the PTA agenda include (as appropriate) the following items:

**Call to Order/Welcome (Indicate the time meeting started in the minutes)**
The President stands, raps the gavel once, and calls the meeting to order: “The meeting will please come to order.”

**Reverence**
Inspirational thought or poem.

**The Pledge of Allegiance**
Recite the Pledge of Allegiance and/or conduct a flag ceremony (optional).

**Reading and approval of the minutes**
The minutes should be distributed to those attending the meeting. The President or Secretary will say, “Are there any corrections?” If there are changes or additions to the minutes, a motion to approve with corrections and a subsequent vote are needed. (“Seeing none, the minutes will be approved as written,” or “All those in favor of approving the minutes as amended say aye.” “Any opposed?” “The minutes stand approved as corrected.”)

**Report of the Treasurer**
No motion is needed for adoption unless it is the report of the complete audit. The President says, “We will have the Treasurer’s report.” The Treasurer gives her report. “Are there any questions?” “The report will be filed for audit.”

**Letters of Communication**
Communications are read by the Secretary and are acted on as they are read if action is required. “Are there any communications?”

**Reports of Commissioners & Committees**
Before the meeting, the President consults with the Commissioners to find if they need to report or if their committee needs to report at the meeting. The President calls for the Commissioner or their committee to report. If the committee has a chair, the chair will make the report. The person making the report moves for its adoption. (No second is needed since the motion was made on behalf of the committee.)
The chair calls for discussion and/or follows steps of a motion. The President says, “We will hear the report of the _________ committee given by ____________chair (or other title).” “Are there any questions regarding the report? If not, the report will be filed.”

**Reports of Special Committees**
This can be a progress report or a final report. Upon completion of its specified duties, the committee ceases to exist. The report is handled in the same manner as those of the prior Commissioners and Committees above.

**Additional Reports**
These could be reports from staff, students in a PTSA, principal, senior citizen, or other special volunteers.

**Unfinished Business**
Minutes of the previous meeting will indicate any unfinished business. Note that unfinished business is not called “old” business.

**New Business**
The chair or members may bring new business before the association. A motion is necessary before discussion and vote.

**Announcements**
The date of the next meeting and important activities should be announced.

**Adjournment (Indicate the time meeting adjourned in the minutes)**
No motion is necessary to adjourn. Rap the gavel once. “Is there any further business to come before the meeting?” “The meeting is adjourned.”
Sample Agenda
Distribute to attendees one week in advance of meeting

Name of PTA
Date and Time (beginning to end)
Location of meeting

I. Call to Order: PTA President

II. Reverence:

III. Pledge:

IV. Minutes: Secretary

V. Financial Report: Treasurer

VI. Officer & Commissioner Reports (time allotted)
   1. President
   2. President–elect
   3. Membership Vice President
   4. Teacher
   5. Principal
   6. Commissioners
   7. Other

VII. Calendar: Upcoming Events

VIII. Assignments

IX. Special Guests (optional)

X. Date of next meeting
The Minutes

Minutes, also know as protocols or, informally, notes, are the instant written record of a meeting. They typically describe the events of the meeting and may include a list of attendees, a statement of the issues considered by the participants and related responses. Decisions (votes) on these issues must be indicated in the minutes along with the outcome of the vote.

It is recommended that the PTA minutes include the following:

- Name of PTA
- Kind of meeting (Executive, Finance, Special Committee, General, etc.)
- Date, time, place of meeting
- Attendance - Members
- Attendance - The minutes should note who was present and if a quorum was present. Also note those Board members who were excused and any non-PTA members who are present.
- Call to Order (time)
- Note who gave the Reverence and the Pledge of Allegiance.
- The agenda was presented and adopted by the Board of Directors.
- The minutes were presented and approved and list any corrections.
- The Treasurer’s report: given by ____________________. An outline of the Treasurer’s report and any action taken should be reported here.
- Reports from the members of the Executive Board: List each Executive Board Member’s name, what was reported, and any decisions, actions, or motions that were taken.

If a Board Member makes a motion, the minutes for it should include this information:

- Highlight and underline any motion - this makes it easier to read in the minutes.
- Include:
  - The name of who made the motion
  - What the motion said
  - If the motion passed or failed.
  - Example: Abby Jackson made a motion that we hire the Clown Around Company for our field day activities this year. Motion passed unanimously (or motion failed).
- Commissioner’s and Committees reports: Make note of each commissioner’s name, assignment, and important information from their report. Make note of any decisions, actions, or motions that are taken.
- Additional reports: Other reports from the agenda that were presented at the meeting.
- New business and action items: List any new business or action items that will take place for the next meeting.
- Calendar Events: Note any calendar events coming up before the next PTA board meeting and important information involving these events.
- Adjournment: Note the time the meeting adjourned.
- Approval of Minutes: At the next meeting the minutes will be read and approved. The approval of minutes should include.
- Minutes accepted:_____(date)________Secretary____________(signature).
Union Elementary PTA Board Meeting Minutes  
Tuesday, May 7, 2013, 2:00 PM  
Union Elementary School Media Room

Members Present: Sally Jones, Susan Longmore, Thomas Martin, Mary Jansen, Diane Day, Judy Millis, Abby Jackson, Colleen Baker, Dennis Morrison

Members Excused: Ruth Smith

Reverence: Susan Longmore  
Pledge: Dennis Morrison

The agenda was reviewed and adopted as amended.  
The minutes of the April board meeting were accepted as corrected.

Treasurer’s Report: Given by Judy Millis.

- Balance in checking account, as of April, 2013, is $745.00.
- New members this month—25. Income for PTA memberships is $50.00.
- Expenditures: PTA membership envelopes, $10.00; Health Fair expenses, $247.50.

Health Commissioner Report: Given by Mary Jansen. Over 275 people attended the fair. This was a very successful event judging from the evaluations turned in. The attendees felt that the fair should be repeated again next year with an emphasis on home first-aid kits. Sally will turn in a procedure outline of the Health Fair at the next meeting.

Volunteer Coordinator Report: Given by Abby Jackson. Abby said that a few more volunteers are needed for the field day activities at the end of the month. The Clown Around Company can provide the dunking booth and other rented games at a savings of $35.00.

Motion by Abby Jackson: I move that we hire the Clown Around Company for our field day activities this year. Vote affirmative. Motion adopted.

Calendar of events for the month:

- May 27- June 1: Teacher Appreciation Week
- June 4: Field Day
- June 5: Sixth Grade Advancement

Meeting adjourned at 3:00 p.m.

Next meeting will be ____________________________.

Minutes accepted: __________ (date) __________ Secretary ________________ (signature)

Sign the minutes with title, when they have been copied and put in the permanent binder.

_________________________________ (Name)       (title)

Sample Set of Minutes
Bylaws are the legally binding set of rules that guide an organization and are of such importance that they can be changed only after ample (at least thirty [30] days) notice has been given and the members have voted to approve the change (amendment). Bylaws are comparable to a constitution and are organized into articles and sections.

If you need a copy of your current bylaws, your President and Secretary, your Council President, your Region Director, and the Utah PTA office should all have a copy.

As soon as you are elected, copy your current bylaws and distribute them to your incoming executive committee. Study your bylaws so they will be as helpful as possible. Review them again with your executive committee at the beginning of the school year. Then you will avoid problems and know what to expect during your term.

The numbers written in your bylaws must be adhered to exactly—they are not a minimum.

Take note of dates and special instructions to help you plan your PTA calendar.

The approval and expiration dates of your bylaws are written in the red seal on the front page.

Bylaws must be submitted to the Utah PTA for renewal every three years. Bylaws and amendments are valid only after they are returned to you with the red seal stamped on them.

The current local PTA/PTSA bylaws form is in the “Bylaws” section of this handbook.

The following are some questions about PTA that your bylaws will answer:

- When your bylaws were last approved by the Utah PTA and when they expire (Your PTA Unit ID Number and EIN are on the front page of your bylaws).
- Your official local name, which always includes “PTA” or “PTSA.”
- The purposes and basic policies of PTA.
- Your relationship with National PTA and Utah PTA.
- How to submit membership dues—National, State, and, if applicable, Council—and the amount of your dues.
- When to elect your nominating committee, how many serve on it, how it should function, and when it must report its nominees.
• What officers you should elect and when, and length of their term of office.
• How to fill vacancies in offices.
• The duties of each officer.
• Information about having the Treasurer’s books annually reviewed.
• The duties of your Executive Committee (officers).
• When some of your general membership meetings are to be held.
• How many members constitute a quorum for transacting business.
• How many commissioners you should have and whether they are elected or appointed.
• Who comprises your Board of Directors.
• Information about committees.
• If you are in a Council, which Council you belong to, how many voting delegates you are allowed, and the amount of your Council dues.
• Your fiscal year.
• When you must read and reaffirm your bylaws.
• What is the PTA parliamentary authority.
• How to amend your bylaws.

Meetings
Your PTA must hold at least three (3) general membership meetings during the school year. The purpose of these three meetings should at least include: 1) approving your AFR and annual budget at your first meeting (prior to October 1); 2) electing your nominating committee (prior to December 31); 3) nominating your nominees (at least thirty (30) days prior to your election meeting); and 4) electing your new officers (prior to March 31).

Dues
Dues should not be considered a fundraising endeavor and should be an amount low enough to encourage individuals to join. Funds to sustain the programs of your PTA may be raised in other ways.

Officers
National PTA has advised that there are to be no co-officers in PTA. The “president-elect” is the officer who automatically assumes the office of President for the following term and is not a Vice President. Your PTA must have at least two (2) Vice Presidents: your principal and a teacher. They are called Vice Presidents and should be presented with the other nominees at your nomination and election meetings so everyone realizes they are PTA officers. The Treasurer shall accept only reconciled books.

Nominating Committee
Your nominating committee must be elected by your general membership prior to December 31 and must always have an uneven number of members. No committee meeting shall be held with fewer than three (3) members in attendance. The President shall not serve on the committee but shall orient the members to its duties and procedures at its first meeting. The chair is elected by the committee members and should have a copy of the bylaws at each meeting to know each officer’s duties. The committee reports its nominees at a
general membership meeting at least thirty (30) days prior to the election meeting. Others who wish to run for an elected office may be nominated at the general membership meeting in which the committee reports or they may notify your secretary at least five (5) days prior to the election meeting.

**Council Membership**

If your PTA is in a PTA Council, your Council officers will instruct you as to the amount of your Council dues and the number of delegates from your local PTA that have the right to vote on your Council voting body, although all members of your PTA may attend Council meetings. Your President-elect should attend Council meetings. Your Council may not make any decision that is binding on your PTA.

**Amending Your Bylaws**

Instructions for amendments are in Article XV of your bylaws. Only information written in the blanks may be amended. Additional information and the amendment form are in the bylaws section of this handbook. If your officers or members decide an amendment needs to be made to your bylaws, it must be presented at a general membership meeting and/or in a newsletter. After at least a thirty (30) day waiting period, the amendment must be voted on at a general membership meeting and approved by a two-thirds (2/3) vote of the membership present and voting. If it is approved, six (6) copies of the amendment are then sent to the Utah PTA for approval. It is effective only after you receive your two (2) red seal copies from the Utah PTA.

**Renewing Your Bylaws**

This is the responsibility of your President, who may assign this responsibility to another officer. About three (3) months before your bylaws expire, go over them as officers and also compare them with the current bylaws form in this handbook to see if they are still applicable to how your PTA functions.

1. If they are still applicable, fill in the current form as they were last approved. Do not re-type the form. At a general membership meeting or in a newsletter at least sixty (60) days before they expire, announce that your bylaws need to be submitted for approval and will be posted at the school. List the locations at the school where they may be read by any PTA member for consideration. If any amendment(s) is recommended, it (they) must be submitted to the President by a stated date. If no amendment(s) is recommended, wait to vote at least thirty (30) days after the bylaws are posted. At the next general membership meeting your President asks for a motion and a second to the motion to reaffirm your bylaws on the current form. If they are reaffirmed by a two-thirds (2/3) vote of the general membership present and voting, six (6) sets of your bylaws are then sent to the Utah PTA office for approval.

2. If your officers or general membership decides an amendment(s) needs to be made to your bylaws, follow the instructions in the step above and you can vote on the amendment(s) and then reaffirm your bylaws at the same general membership meeting. Note: Only information in blanks may be amended.

**Standing Rules**

Standing rules are semi-permanent guidelines adopted by your local PTA for direction, training, and continuity. They may contain additional information about your bylaws or any traditions or specific information that pertains to your PTA. They may not conflict with your bylaws. They may be amended or rescinded by a two-thirds (2/3) vote at any meeting or by a majority vote if previous notice has been given. Additional standing rules may be adopted at any general membership meeting by a majority vote. A standing rule may be suspended for the duration of any general meeting by a majority vote.

Your bylaws and standing rules need to be retained in your officers’ procedure books and passed on to incoming officers.
Parliamentary procedure is an orderly set of rules for conducting meetings of organized groups, for the purpose of accomplishing their goals fairly. Use of parliamentary procedure ensures:

- Justice and courtesy for all
- Maintenance of order
- Consideration of one item at a time
- The rule of the majority
- The rights of the minority

**Terminology**

**Bylaws**
Specific rules adopted by a PTA that must be followed. Should be reviewed every three (3) years for necessary amendments or renewal. Bylaws forms for Local PTAs and Councils are available in the Bylaws section of this handbook.

**Chair**
The presiding officer.

**Majority Vote**
At least one more than half the votes cast.

**Motion**
A formal proposal made to bring a subject before an assembly for its consideration and action. Begins “I move.”

**Quorum**
The number of members required to be present at a meeting, as set forth in the bylaws, in order that the assembly may transact business. The number can be found in your Bylaws Article IX, Section 8.

**Standing Rules**
Rules outlining procedures of the organization which are not included in the bylaws and which must not conflict with the bylaws. They may be amended or rescinded at any time by a two-thirds (2/3) vote, or if notice has been given, by a majority vote. They may be set aside, for one meeting only, by a majority vote.
**Parliamentary Procedure Guide**

**A SIMPLE TABLE OF MOST FREQUENTLY USED MOTIONS**

<table>
<thead>
<tr>
<th>Motion</th>
<th>Second?</th>
<th>Vote Required</th>
<th>Debatable?</th>
<th>Amendable?</th>
<th>Reconsiderable?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjourn Meeting</td>
<td>Yes</td>
<td>Majority</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Amend a Pending Motion</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes, if motion to be amended is debatable</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Call the Previous Question</td>
<td>Yes</td>
<td>2/3</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Close Nominations</td>
<td>Yes</td>
<td>2/3</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Division of Assembly</td>
<td>No</td>
<td>Any Member</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Limit or Extend Debate</td>
<td>Yes</td>
<td>2/3</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Main Motion</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Point of Order</td>
<td>No</td>
<td>Ruled on by Chair</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Postpone to a Definite Time</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Question of Privilege</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Recess</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes, if motion to which it applied is debatable</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Reconsider</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Refer (commit)</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Rescind</td>
<td>Yes</td>
<td>Majority with notice, 2/3 without notice</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Suspension of Rules</td>
<td>Yes</td>
<td>2/3</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Table a Motion</td>
<td>Yes</td>
<td>Majority</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Remove Motion From Table</td>
<td>Yes</td>
<td>Majority</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Withdrawal of Motion</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

1. A tie vote is a lost vote.
2. Hasty action may be corrected by use of the motion to reconsider: This motion may be made only by one who voted on the prevailing side.
3. To stop debate and force the vote a member should obtain the floor and say, "I move the previous question." This requires a second and a 2/3 vote.
Steps to Process a Main Motion

Member rises and addresses the chair or raises hand:

“Madam President.”

Chair recognizes the member:

“The chair recognizes —”

Member makes a motion:

“I move that —”

Another member seconds the motion:

“Second (or) I second the motion.”

The chair states the motion and opens debate:

“It is moved and seconded that — Is there any discussion?”

Chair recognizes members wishing to speak.

After debate concludes, chair puts the question to a vote:

“The question is on the motion — (chair should read the motion again).
Those in favor of the motion say aye. Those opposed say no.”

Chair then announces the result of the vote and what action will be taken:

“The Ayes have it, and the motion is adopted. We will — (states action to be taken).”
- OR -

“The Nos have it, and the motion fails.”

The chair then continues with the next item of business in order, using the above steps as often as necessary.

Listed below is a general overview of holding a vote. Specific instructions are found in the Presidents Handbook, Nominations and Elections section.
Voting and Amending Motions

Voting

General Consent vote:

“If there is no objection, we will — . Are there any objections? Seeing no objection, we will—”

- OR -

“Seeing there is objection we will — .

∗ For a Voice or Rising vote, if a majority is not evident, a count should be taken.
∗ If a Voice vote majority is not evident, the chair then declares there will be a rising vote.
∗ Counters can/should be designated in advance to be prepared to go through the audience and physically count the yea and then the nay votes, reporting their totals to the chair.

Voice vote:

“As many as are in favor say ‘aye.’ Those opposed, say ‘no.’”

“The ayes/nos have it, and the motion is adopted/defeated.”

Rising vote (not counted):

“Those in favor will rise. Thank you, be seated. Those opposed will rise. Thank you, be seated.

“The ayes/nos have it, and the motion is adopted/defeated.”

Methods of Amending a Motion

By striking out:

Example: “I move to amend the motion by striking out the word ‘Denver.’”

By inserting:

Example: “I move to amend the motion by inserting the word ‘Las Vegas’ after the word ‘Portland.’”

By striking out and inserting:

Example: “I move to amend the motion by striking out the phrase ‘$35’ and inserting the phrase ‘$50.’”
PTA Ethics/Conflict of Interest Policy

Members of the Board of Directors (Board members) of this PTA/PTSA serve in a fiduciary capacity and owe a duty of care, a duty of obedience, and a duty of loyalty to this PTA/PTSA. Board members shall conduct themselves with integrity and honesty and act in the best interests of this PTA/PTSA. 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 local PTA/PTSA affiliation with the Utah Congress of Parents and Teachers (Utah PTA), for the protection of its integrity and its 501(c)(3) status and for our protection, we, the undersigned officers, individually, during our term of office, shall:

1. Abide by and represent our PTA/PTSA bylaws, Utah 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
   ♦ Refrain from having disruptive arguments around children and on school property
5. Follow Utah PTA and school district guidelines for fundraising
6. Abide by the following conflict of interest policy:
   ♦ Board members and/or their families shall not use their relation to this PTA/PTSA for financial, professional, business, employment, personal, and/or political gain.
   ♦ A conflict of interest exists when a Board member would have to participate in the deliberation or decision of any issue of this PTA/PTSA 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.
   ♦ Board members shall declare to the officers of this PTA/PTSA conflicts of interest (stating the nature of the conflict and pertinent information as appropriate) between their duties of this PTA/PTSA and their and/or their extended families' financial, professional, business, employment, personal, and/or political interests.
   ♦ When a conflict of interest is declared, the Board member shall not use his or her personal influence or position to affect the outcome of the vote and shall leave the room during deliberations and the vote.
   ♦ The minutes of the meeting shall reflect that a conflict of interest was declared.
   ♦ Board members shall not:
     • Use PTA’s name, influence, or resources for their benefit or gain when running for any public elected office or while serving as an elected official.
- Directly or indirectly use their current PTA position, the PTA name, or the association for or against any specific candidate for elected office, which is contrary to federal tax laws and the guidelines and policies of the PTA. (Past PTA experience may be listed in any brochures.)

- Be in violation of nor be in the act of violating any state or federal laws and/or court orders, including, but not limited to misdemeanors, felonies (e.g., trespass, possession or use of any illegal substances, public intoxication) and/or protective/restraining orders, while conducting any PTA/PTSA business and/or while participating in any PTA/PTSA sponsored activity or event, including, but not limited to activities for students, PTA/PTSA Board meetings and/or conventions, nor while transporting themselves or others to any PTA/PTSA sponsored activity or event.

1. PTA does not recognize co-elected positions. Refer to PTA/PTSA Bylaws information in President’s Handbook (refer to officer’s section Bylaws)

Guidelines to Follow When There has been Mismanagement or a Conflict of Interest

1. When mismanagement and/or conflict of interest is suspected, the following PTA lines of communication of informing, receiving direction and assistance should be followed: The local PTA should contact the Council. The Council in turn should contact the Region, and the Region will contact Utah PTA. If for some reason assistance cannot be obtained through this line of communication, contact Utah PTA directly.

2. When any wrongdoing is suspected those involved should have a meeting with the local executive committee with notification given to the Council/Region representative. If the outcome of the meeting is unsatisfactory for either party, the decision may be appealed up the lines of communication. If the issue involves a President or President-Elect, Council/Region leadership must facilitate the meeting. Once wrongdoing is suspected, a meeting should take place in a timely manner. If an outside investigation is warranted, authorities may become involved.

3. The PTA officers and/or Board members have a responsibility to the membership and to act in a professional manner. Refer to local PTA bylaws (Article VI, Section 1), “The officers of this PTA/PTSA shall abide by, promote, and represent the Purposes, mission, bylaws, policies, and procedures of PTA.” The PTA officers and/or Board members should protect the person’s reputation by using discretion in what is said and done, especially in the preliminary stages of an investigation. However, it is not acceptable to disregard the incident.

4. Refer to local PTA bylaws (Article VI, Sections 7b, c and d):
   7b. “If an officer or appointee fails . . . to perform the duties of his office the members of the executive committee shall meet and declare the office or position vacant.”
   7c. “All resignations must be made in writing to the President.” If the office of President is declared vacant, the letter of resignation must be made to the Council/Region/Utah PTA.
   7d. A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by the President-Elect, who shall then cease to be President-Elect. A vacancy occurring in the office of President-Elect shall be filled by a vote of the general membership at a special election meeting called by the President, all members having been notified. A vacancy occurring in any other office shall be filled for the remainder of the unexpired term by a person elected by a majority vote of the remaining members of the executive committee, all members of the committee having been notified.”

5. When necessary, the Region Director and/or Utah PTA may declare the office or position vacant.
Problem Solving Pointers

- Let people solve their problems—don't take responsibility for others’ problems.
- Most problems are best solved at the level at which they occur—that is where you start to solve the problem.
- Avoid using a message that starts with “you.” “You have a problem” will cause others to be defensive.
- Use “I” messages. “I have a problem. I don’t understand (name the problem). How can we work together to solve it?”
- Identify the problem—be specific without assigning blame.
- Allow that others may be having a bad day. Keep the discussion at the level of the problem. Take it seriously, not personally, and avoid making personal comments.
- Solve only one issue at a time.
- Make sure both sides of the issue are heard.
- Listen carefully, wait, and give feedback to make sure you heard what the people are trying to tell you. Sometimes they just need to be heard.
- Talk about different ways to solve the problem. Ask, “What would you like to see happen?” Then choose one or two that you both agree are the “best” solutions.
- Make sure you have the same understanding of what the solution is. This is done with feedback. You might say, “Thank you so much for your time. I understand that (then repeat what you understand to be the solution).”
- Ask positive questions and listen to the person. “What happened?” “What do you want me to do?” “What are the possible solutions?” Help them pause and think. They might come up with their own solution.
Conflict Management

Conflict in PTA usually revolves around three areas:

1. Individual conflicts
2. Problems relating to PTA activities
3. Group/individuals in opposition to PTA policies or positions

Some conflicts can be avoided when you are:

- Knowledgeable
- Familiar with bylaws
- Following the policies of PTA
- Informed about the issues
- Sensitive to the rights of members
- Able to avoid personality conflicts

Remember to: Listen to Understand
Agree to Disagree,
and Be Tolerant of Intolerance
What is a PTA in Good Standing?

For a local PTA to be “in good standing,” it must be in compliance with National PTA and Utah PTA bylaws and guidelines, including the following:

- Adhering to the Purposes and basic policies of PTA
- Having an EIN (Employer Identification Number) from the IRS on file with Utah PTA
- Submitting to Utah PTA the names and contact information of current officers
- Having bylaws renewed by Utah PTA every three (3) years
- Remitting National and State portions of membership dues to Utah PTA by dates designated. The current procedure requires local PTAs to make monthly remittances, by the 25th of each month.
- Submitting to Council and/or Region year-end financial statement, annual financial reconciliation, and approved budget
- Submitting appropriate IRS filings by August 1.

If a Local PTA is not in good standing, neither the PTA nor the students attending the PTA’s school are eligible to participate in PTA programs (such as Reflections or Battle of the Bands) or receive awards. Sales tax refunds will not be issued to PTAs not in good standing, and these PTAs may be subject to loss of their tax-exempt status through Utah PTA’s group exemption with the IRS.

Is Our Local PTA Tax Exempt?

Utah PTA has secured a 501(c)(3) exemption ruling from the IRS, recognizing it as a public charity. Each Local PTA in Utah in good standing is covered under Utah PTA’s group exemption. (The IRS group exemption number (GEN) is 7212.) The IRS requires Utah PTA to submit annually a list of its subordinate units (Local, Council, and Region PTAs) in good standing.

One major advantage of exempt status under section 501(c)(3) is that contributions to Utah PTA and its subordinate units may be treated as charitable contributions by donors in calculating their federal income taxes. If a potential donor needs verification of a local PTA’s exempt status, the local PTA should contact the Utah PTA office, who will provide a letter about the group ruling. Another significant advantage of exempt status is that most PTA fundraising activities are exempt from federal income taxes.

Utah PTA also has an exemption from sales tax from the Utah State Tax Commission. State law requires every PTA to pay sales tax on purchases under $1000 and then request a refund. Utah PTA has established a procedure for applying for a refund; instructions and forms are located in the Treasurer handbook and at
The IRS issues a “determination letter” to organizations that have qualified for tax-exempt status. Because Utah PTA, as a central organization, determines which PTAs are included as subordinates under its group exemption ruling, anyone seeking to verify that a PTA in Utah is tax-exempt should contact the Utah PTA Treasurer. Utah PTA can provide a letter about the group ruling and a copy of its determination letter from the IRS for potential donors, sponsors, or grantors. According to IRS Publication 4573, “donors may rely upon central organization verification with respect to deductibility of contributions to subordinates covered in a section 501(c)(3) group exemption ruling.”

What are the Requirements for Acknowledging Donors or Sponsors?

IRS Publication 1771, Charitable Contributions – Substantiation and Disclosure Requirements, explains the federal tax law for charities (like PTAs) that receive tax-deductible contributions. The publication can be downloaded from the IRS website (www.irs.gov). Information about how the law applies to PTAs can be found in the Treasurer Handbook.

Budgets

The budget is your financial road map for the year. The budgeting process should be taken seriously. However, it does not need to be complicated.

Sources of information to create the upcoming or current year’s budget include the previous year’s financial records, a needs assessment, and input from each commissioner and/or chairperson.

The Treasurer is the chair of the budget committee. The President is a member of the budget committee, as are other elected officers or general members as either elected or appointed by the President. The budget committee will develop a budget and then propose it to the entire Executive Committee for their approval. Once the proposed budget is approved by the Executive Committee, it must be approved by a majority vote of a quorum of the membership at the first general membership meeting of the year. A copy of the approved budget and the minutes of the general membership meeting where it was approved must be submitted to the Council/Region by October 1.

Additional information about the budgeting process, including making motions and amending an approved budget, can be found on the Treasurer page of the website at www.utahpta.org/treasurer.
Where Can I Find a List of What Our PTA Can or Cannot Spend Money On?

There is no published list from either National PTA or the IRS of acceptable PTA expenditures. PTA's Mission and its tax-exempt status should guide your decisions. All expenditures in the PTA budget must support the Mission of PTA. If there is a questionable expenditure, a good rule of thumb is to authorize the expenditure only if you could defend it to the IRS in case of an audit.

Utah PTA takes no official position on the appropriateness of specific expenditures of its affiliated Local PTAs, except as follows:

- All activities should be in accordance with the Purposes and Mission of PTA, as outlined in the bylaws and as required by our status with the IRS as a 501(c)(3) public charity.
- A needs assessment should direct the work of the local PTA and its annual goals and objectives.
- All expenditures must be made with the budget categories and amounts approved by the general membership.
- Local PTAs should comply with the guidelines of the school district in which they operate.

How Do We Get an Annual Financial Reconciliation (AFR) of Our PTA Done?

- An Annual Financial Reconciliation (AFR) must be conducted at the end of each fiscal year, and in the event of a vacancy in the office of Treasurer, before the new Treasurer takes office.
- An AFR may be performed by an auditor or AFR committee of at least three (3) members, appointed by the Executive Committee.
- The AFR report must be adopted by the general membership at the first general membership meeting of the new fiscal year.
- A copy of the AFR report must be submitted to your Council President/Region Director by August 1.

An annual AFR of the PTA’s books is required by the bylaws (Article VII, Section 6). The AFR is to be performed either by an AFR committee of at least three (3) members of the PTA or by an auditor. An AFR committee would perform an “internal AFR,” following Utah PTA’s recommended AFR procedure checklist (a copy of which can be found in this section of the handbook). An outside auditor is not required to perform an AFR in accordance with generally accepted reconciliation standards. “Agreed-upon procedures” (based on the recommended internal AFR procedures) are sufficient to fulfill the requirement. An auditor who is a member of the PTA could perform an “internal AFR” such as would be performed by an AFR committee. Additional information about PTA AFR can be found in the Treasurer Handbook and on the Treasurer page of the website at www.utahpta.org/treasurer.
What is a Year-End Financial Statement?

- A year-end financial statement must be prepared by the Treasurer, giving a full accounting of all income and expenses for the year, including beginning and ending balances.
- The statement should include all accounts in the PTA name.
- The year-end financial statement must be submitted with the Treasurer’s records for reconciliation.
- A copy of the year-end report must be submitted to your Council President/Region Director by August 1.
Resources

Utah PTA

5192 S. Greenpine Drive
Salt Lake City, UT  84123

Phone: (801) 261-3100
Fax: (801) 261-3110
kids@utahpta.org
www.UtahPTA.org

Monday - Thursday
9:00 am - 3:00 pm

Closed Friday | Closed holidays
Please call before you come to ensure office is open.

National PTA

1250 N. Pitt Street
Alexandria, VA  22314

Phone: (703) 518-1200
Toll Free: (800) 307-4PTA (4782)
Fax: (703) 836-0942

info@pta.org
www.PTA.org

Follow Utah PTA

Facebook
Utah PTA
Facebook Groups that you can join:
  Utah PTA Advocacy
  Utah PTA Super Secondary
  Utah PTA Excellent Elementary
  Utah PTA Treasurers
  Utah PTA Reflections
  Utah School Community Councils

Twitter
@UtahPTAOneVoice

Pinterest
@utahpta

YouTube
Utah PTA One Voice

Instagram
Utahpta

Utah PTA One Voice App
Available on Google Play and Apple Store
Search for: Utah PTA One Voice