

# SO YOU'RE THE SECRETARY... NOW WHAT?

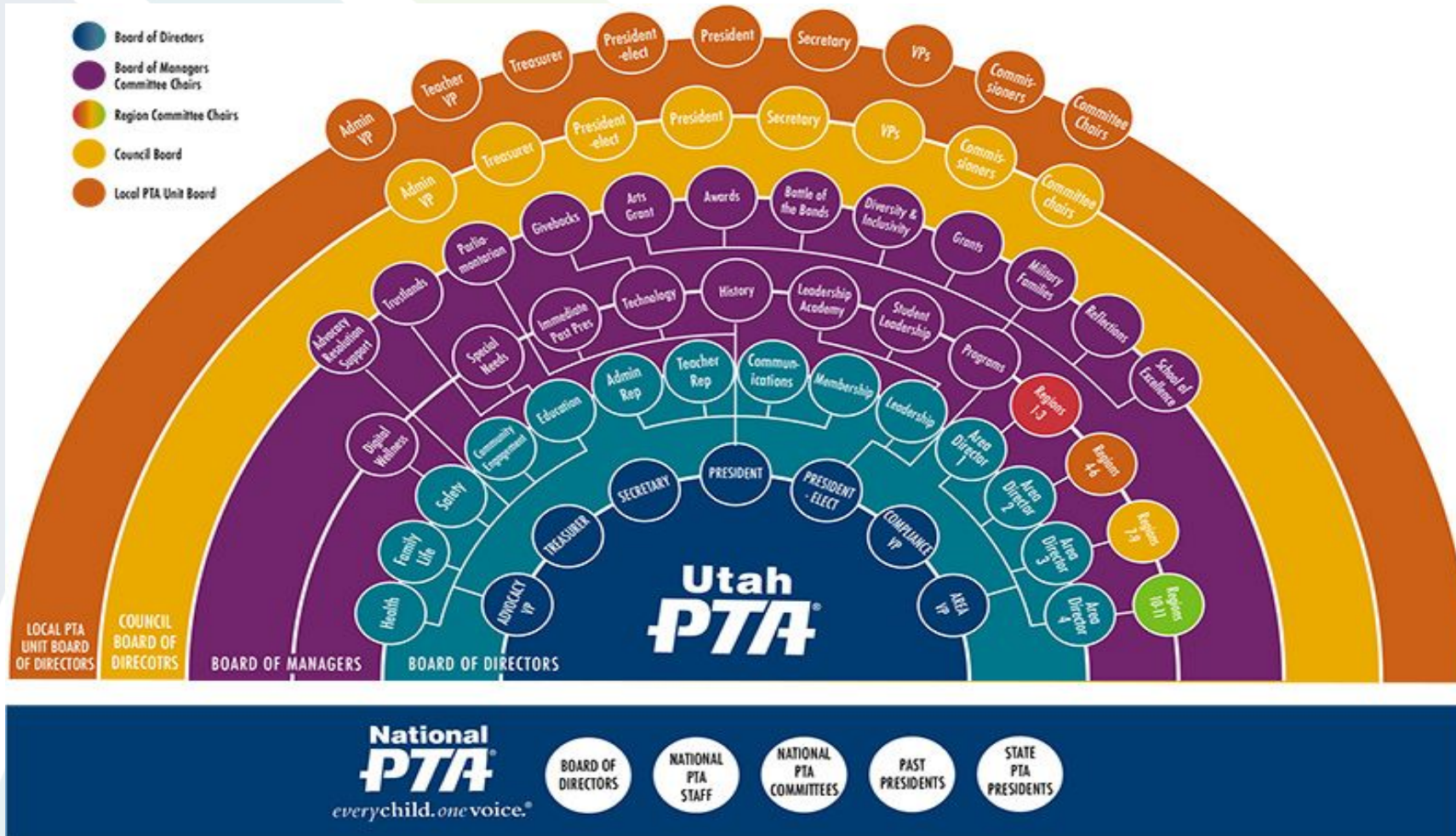
Carol Rednour, Utah PTA Secretary



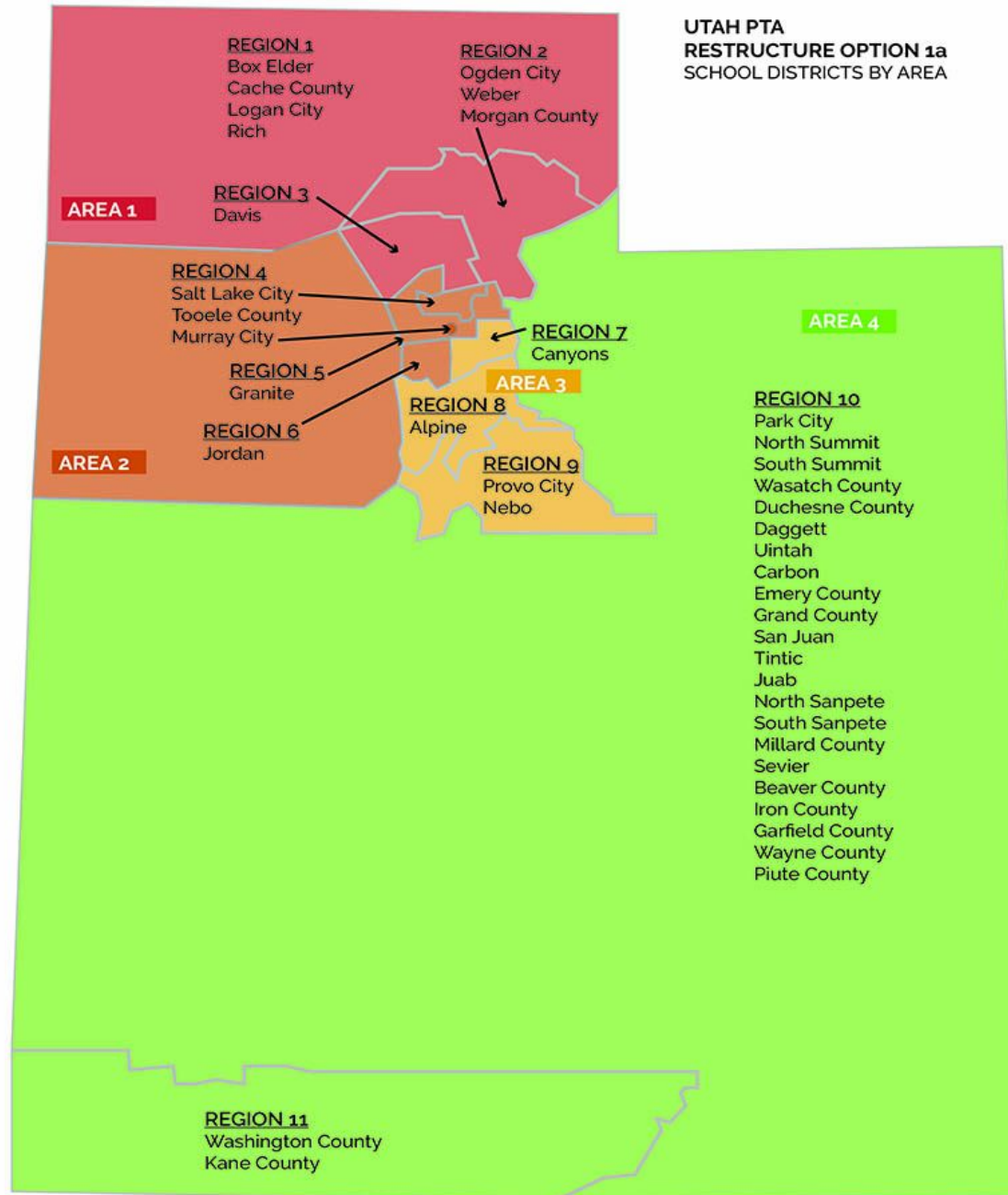
# What We Will Learn...

- ❖ **The Basics of PTA**
  - ❖ General “It’s good to know” Information
  - ❖ Types of Meetings
  - ❖ “Other” duties of the Secretary
  - ❖ What is Parliamentary Procedure?
  
- ❖ **Main Duties of the Secretary**
  - ❖ Prepare for meetings
  - ❖ Record business
  - ❖ Record storage

# It's Good to Know ...



**UTAH PTA  
RESTRUCTURE OPTION 1a  
SCHOOL DISTRICTS BY AREA**



# PTA Line of Communication

## PTA LINE OF COMMUNICATION

**M**EMBER → **L**OCAL → **C**OUNCIL → **R**EGION → **S**TATE → **N**ATIONAL

**N**ATIONAL → **S**TATE → **R**EGION → **C**OUNCIL → **L**OCAL → **M**EMBER

# Job Description



The Secretary position is part of the Executive Committee on the PTA Board with voice and vote in all meetings

## Local PTA/PTSA Bylaws

### ARTICLE VI: Officers and Their Election ...

#### Section 4. Officers (executive committee) and their election:

- a. The officers of this PTA/PTSA shall be one (1) president, one president-elect, one (1) administrative vice president, one (1) teacher vice president, up to \_\_\_\_\_ (number) additional vice presidents, one (1) secretary, and one (1) treasurer. The president-elect shall automatically succeed to the office of president.

Secretaries have voice and vote in meetings. Don't get so caught up in taking minutes that you forget to be part of the conversation and votes!

# More of the Job...



ALL Executive Committee members should have a working knowledge of parliamentary procedure, the bylaws, and standing rules.



The Secretary may conduct the correspondence of the association. This could include: Thank you notes, birthday cards, special notices, meeting notices, etc.



The Secretary should be a signer on the checking account.

# Types of Meetings

## Executive Committee Meetings

- ❖ President
- ❖ President-elect
- ❖ Vice Presidents
- ❖ Secretary
- ❖ Treasurer
- ❖ Hold as necessary – once a month is a good schedule

## Board Meetings

- ❖ All elected and appointed leaders
- ❖ Hold at least every other month or more often if necessary to ensure the business of your PTA is handled in a timely manner.

## General Membership Meetings

- ❖ All PTA members in your association
- ❖ Hold at least 3 a year (see your Local PTA Bylaws – ARTICLE XI: General Membership Meetings for specific meetings and times)

# Bylaws

Bylaws exist to give an organization structure. They define the organization's primary characteristics, how it functions, and the rights and duties of members.

They also help to keep a PTA in compliance with federal and state tax law so that they don't lose their 501(c)(3) tax-exempt status.

Read them!

Use them!

## Local PTA / PTSA Bylaws

**Region:**  
**Council:**  
**Local:**  
**PTA Unit ID:**  
**EIN:**

*\*Utah PTA Requirements for all councils and/or local PTAs/PTSAs*

*NOTE: Only information written in the blanks may be amended. Any other changes will render Bylaws invalid*

### ARTICLE I: Name

The official name of this association is the PTA Utah Congress \_\_\_\_\_. This PTA (Parent-Teacher Association) / PTSA (Parent-Teacher-Student Association) is located in \_\_\_\_\_ (town), Utah. (PTA or PTSA must be included in your name on all records and correspondence.) It is a local PTA/PTSA organized under the authority of the Utah Congress of Parents and Teachers (Utah PTA), a branch of the National Congress of Parents and Teachers (National PTA).

students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic principles set forth in Article III.

**Section 3.** National PTA is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (referred to as "Internal Revenue Code").

### \*ARTICLE II: Purposes

**Section 1.** The Purposes of the Utah PTA, in common with those of the National PTA, are

- 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.

**Section 2.** The Purposes of the National PTA and the Utah PTA are promoted through advocacy and education in collaboration with parents, families, teachers, educators,

### \*ARTICLE III: Principles

The following are basic principles of the Utah PTA, in common with those of the National PTA:

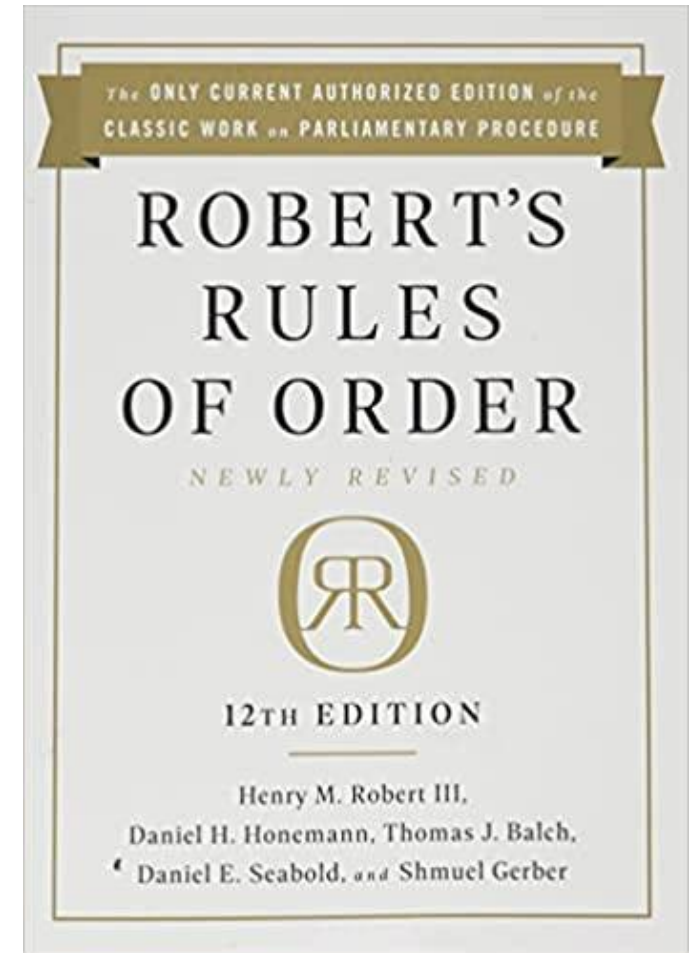
- The association shall be noncommercial, nonsectarian, and nonpartisan.
- The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- The association shall work to promote health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
- Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in National PTA.

# Parliamentary Procedure

## The Rules PTA Follows

### ARTICLE XIV: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this PTA/PTSA in all cases in which they are applicable and in which they are not in conflict with these Bylaws, the Bylaws of the Utah PTA, the National PTA Bylaws, or the articles of incorporation.



# Duties of the Secretary

## Local PTA/PTSA Bylaws

### ARTICLE VII: Duties of Officers

#### Section 4. The secretary shall:

- a. Record the minutes of all meetings of this PTA/PTSA, the Board of Directors, and the executive committee, including the motions and actions taken;
- b. Have and bring to all meetings a current copy of these Bylaws;
- c. Maintain an accurate and current membership roster;
- d. Conduct correspondence; and
- e. Perform such other duties as may be provided for in these Bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the executive committee.

# Prepare for Meetings

Prepare the Agenda for the presiding officer. If the presiding officer would like to do this themselves, you can still distribute and make copies for the meeting.

- ❖ Go through the minutes from the previous meeting and prepare a list of anything that needs to be addressed in the upcoming meeting
  - ❖ For example: “Sally was going to ... and report back.” Sally now needs time on the agenda to report on what she found.
- ❖ Request agenda items from Board members so they can be included in the agenda.

# The Agenda

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

- Call to Order / Welcome
- Reverence
- Pledge of Allegiance
- Reading and approval of the previous meeting's minutes
- Reports from Board members and Committees
- Reports by Officers, Committees, etc.
- Unfinished Business from the previous meeting - NOT "old business" - that's something completely different!
- New Business
- Announcements
- Adjournment (Indicate the time meeting adjourned in the minutes.)

# Prepare for Meetings

Notification of meetings, distribution of minutes, fliers, or other communication is most easily accomplished by email.

It is recommended that any documents that are distributed be in .pdf format. This makes “editing” by others difficult.

For other communication use whatever process works best for your PTA (Email, text, GroupMe, etc.)



# Prepare for Meetings

Local Bylaws, ARTICLE IX: General Membership Meetings, Section 1. says that additional notice of meetings are needed. Additional notification must be given 7 days prior to each meeting.

## Send out the “Call” or Notice of Meetings

- ❖ This is generally done in the form of an email.
- ❖ Attach the proposed agenda and any accompanying documentation as needed.

Example Call:

The Board meeting of LMNOP Elementary PTA will be held on Monday, January 1, 20xx, at 8:00 PM in the lunchroom of the elementary school.

The agenda and accompanying documents are attached.



# Duties at Meetings

Bring with you to every meeting:

- ❖ The official membership roll
- ❖ A list of existing committees and their members
- ❖ The Bylaws and Standing Rules
- ❖ Recent minutes

Read minutes, correspondence, and resolutions as necessary

Record motions

Assist with voting – including counts and paper votes

# The Minutes

- ❖ Any time the General Membership, Board of Directors or Committees meet, meeting minutes should be taken.
- ❖ Even meetings via Zoom or any other electronic means should have documentation. If minutes are not recorded, it is as if the meeting did not take place because there is no concrete proof about what topics were discussed and what decisions were made.
- ❖ Lack of meeting minutes would allow the IRS (and the general public) to question the organization's compliance in following the organization's bylaws, as well as Board participation about following nonprofit law and compliance under Internal Revenue Code Section 501.

# The Minutes

Minutes are typically taken by the organization's secretary.

If the Secretary is not present, another officer or director should be chosen to record the minutes.

The President or Committee Chair **CANNOT** also act as the Secretary.



According to *Robert's Rules of Order*, minutes should record what is DONE, not what is SAID.

Minutes are NOT a transcript of the meeting, avoid writing down what everybody said.

# The Minutes

There are 2 types of minutes.

Action Minutes - These are “the facts only” minutes.

These have basic information and just the motions made and the outcome, nothing else. Or, in other words the ‘actions’ taken by the body.

Summary (or Discussion) Minutes – These include points that were made during the discussion, without attribution to individuals.

For a non-profit such as PTA, the summary minutes are the best. It shows the actions taken along with important points of discussion which can be used for reference or action items later.

# The Minutes

- ❖ Minutes should be accurate, concise and summarize the major points of what happened at the meeting.
- ❖ Actions must be recorded in the order that they occur. If the agenda is not followed, do not reorganize the minutes to reflect the layout of the agenda.
- ❖ Minutes are **NOT** a catalog of the secretary's opinions about or commentary on the business attached. They are a record of actions taken. Personal observations or judgmental comments should not be included in meeting minutes. All statements should be as neutral as possible.

# The Minutes

## Attendance must be noted at each meeting

- ❖ For smaller meetings, send around a sign-in list or have it placed in a public area where everyone will pass it and can sign in.
- ❖ At a General Meeting that is held as part of a school activity there are a couple of ways to note attendance.
- ❖ Request that whomever is in charge of the meeting to have PTA members stand so you can see them and get a quick count.
- ❖ Your members present statement could read: “A standing count shows 43 members present.” Make sure that your Board members are included in that count.
- ❖ OR - You could say: “A quorum was present at the start of the meeting.” if you are not able to get a count.

(The first one is a better option because it shows how many of your total members voted.)

# What is a quorum and when do you need one.

**A quorum must be met when business is being conducted.**

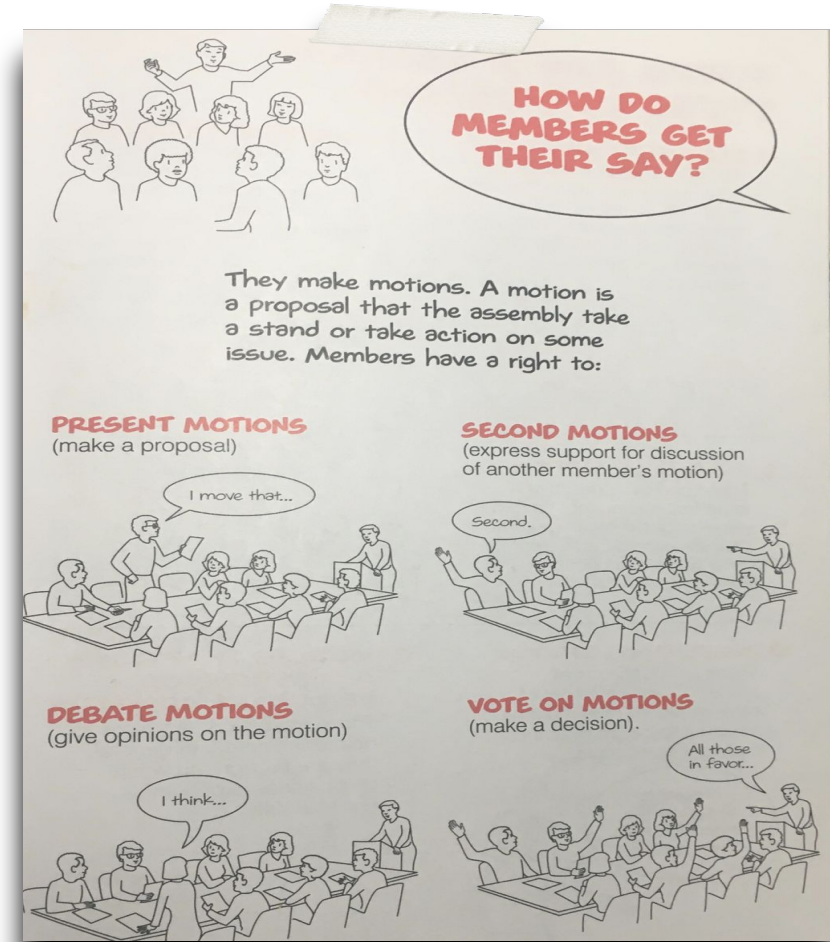
- ❖ A quorum for executive committee, board meetings as well as committee meetings is half of the committee plus one.
- ❖ For a general membership meeting, check your bylaws for the number needed for a quorum.  
(It is at least 10 members)



# The Minutes

**Motions** are used for business in a PTA - spending money, deciding on programs that take a lot of work, actions which could involve outside people/vendors, etc.

You do not need motions for general discussion.



# The Minutes

## How to Record Motions

- ❖ Who the motion was made by
- ❖ Text of Motion: MUST BE CONCISE AND ACCURATE.
  - ❖ Consider having the maker of the motion write it down so you know exactly what they are proposing.
- ❖ There MUST be a second, however it does not need to be recorded.
  - ❖ Motion seconded.
- ❖ Discussion (if necessary) - you could just put “Discussion was held.”
- ❖ Outcome of vote:
  - ❖ Motion passed
  - ❖ Motion failed
  - ❖ Motion passed with 2 Nay votes noted

# The Minutes

## Business Motions

- ❖ Motion by Abby Jackson
  - ❖ I MOVE that we hire the Clown Around Company for our field day activities this year.
  - ❖ Motion Seconded.
    - ❖ Discussion
      - ❖ What will it cost us?
      - ❖ Is this the best option?
      - ❖ We've looked at several options, this gives us the most activities and options for food.
  - ❖ Vote called by Chair. Motion passed with 2 nays noted.

Motion can be highlighted, bolded or underlined - this makes it easier to find and read in the future.

# The Minutes

## Other Thoughts

Once the meeting is concluded, it is VERY important that minutes are distributed to all those in attendance as well as any excused members, as quickly as possible.

This allows people to read through them and note changes that need to be made. If it is done quickly, they easily remember the meeting. If you wait too long, people will not remember what actually happened at the meeting and errors could be moved forward in your record.

If someone notes a mistake, don't take it as an insult, be grateful they're making you look good :D

# The Minutes

## Easy Items

### For the Agenda and Minutes Approval

- ❖ Chair asks if there are any additions or corrections  
The Chair would say, “If there is no objection, the Agenda will stand as written or amended or corrected.”
- ❖ If there are **no** additions or corrections, the minutes can state:  
The 3-3-2023 Minutes stand approved as written without objection.
- ❖ If there are additions or corrections, the minutes could say:  
The agenda stands approved as amended without objection.

# The Minutes

## Budget Approval Meeting Minutes

The Budget Approval Meeting (Back to School Meeting or whatever you choose to call it) is the first General Membership meeting of the year.

These minutes **MUST** be taken and signed by both the President and the Secretary.

This document **MUST** be turned in with your approved budget (Beginning of the Year papers) through Givebacks or to your Council/Region. This is a requirement to stay in good standing.

# The Minutes

## After the Meeting

Minutes should be signed after they are approved.

Until minutes are approved they are not “official”. Once minutes have been approved they become a legal, binding record and should be kept as PERMANENT records.

At the bottom of the minutes you can handwrite (in ink) something to the effect of: “Minutes approved at the Board meeting on May 1, 2020.” After that you sign it, add your position title and the date.

If a digital copy is being kept, a typed version of the above is fine.

# Record Storage

It is good practice to keep 2 copies of the minutes

One copy should be a hard copy and kept in 3-ring binders that are labeled and dated.

The other copy can be a digital copy and should be kept in a different place than the hard copy to provide back-up if it is ever needed.

To eliminate the change of the information being lost on a personal computer, the digital copy should be kept in a generic location accessible to all Board members such as under a PTA gmail Google Drive.

# Record Storage

## Permanent File –Kept Forever!

In a 3-Ring Binder, labeled with the PTA Name and Years if there is more than 1 volume.

- ❖ AFR (Annual Financial Reconciliation) reports and related year-end financial statements
- ❖ Bylaws, including all amendments
- ❖ Contracts and leases still in effect
- ❖ Legal correspondence
- ❖ Insurance records, accident reports, claims, policies, certificates
- ❖ National PTA unit identification number
- ❖ Minutes of board and committee meetings
- ❖ Standing rules (current)
- ❖ Tax-exempt status documents
- ❖ Letter from IRS assigning EIN
- ❖ Determination letter
- ❖ Form 990EZ and related schedules, if required, or Form 990N
- ❖ Form 990T, if applicable, for unrelated business income
- ❖ Correspondence with IRS

**QUESTIONS???**

**CAROL@UTAHPTA.ORG**

**UTAH PTA SECRETARY**

**SAMPLE MINUTES CAN BE FOUND ONLINE AT  
UTAHPTA.ORG, UNDER SECRETARY TAB**



<https://www.utahpta.org/secretary>



# Connect with us on social media



FACEBOOK

- Utah PTA
- Utah PTA Advocacy
- Utah PTA Super Secondary
- Utah PTA Excellent Elementary
- Utah PTA Treasurers
- Utah PTA Reflections
- Utah School Community Councils
- Utah PTA Teachers

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