



# Boardsmanship

2022 - 2023



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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.

## VALUES

- **Collaboration:** We will partner 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 achieving our association's strategic initiatives.

## 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 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 school and have regular opportunities to strengthen their knowledge and skills effectively.
- Standard 4: **Speaking Up for Every Child** Families are empowered to advocate for their own and other children to ensure that students are treated fairly and have access to learning opportunities to 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.



# Leadership Competencies

## Skills and Abilities Effective Leaders Demonstrate

Successful leaders are effective leaders. Think of some of the most effective PTA leaders you have worked with. They fill their PTA role well, but their leadership capacity goes beyond that. They have skills and abilities that allow them to step into various roles. They see the value people have to offer and seek their involvement. They provide a clear purpose that others want to follow. They lead with integrity and strive to improve continually.

Texas PTA has identified a set of competencies effective leaders demonstrate. Current and potential leaders can use these skills and abilities to help them improve their leadership and by Local or Council PTA nominating committees to recruit, nominate, and elect effective leaders. These competencies also drive our Full Circle Leadership Development program.

This list is by no means exhaustive. Rather, it is representative of the qualities PTA leaders demonstrate in the work they do to make every child's potential a reality.

Competencies	Descriptions
Self-Awareness	An individual's ability to assess their own strengths and weaknesses
Vision	Demonstrates a clear understanding of the future and how to get there
Relationship Building	Develops trust, mutual respect, and values diversity
Critical Thinking	Obtains all the relevant information, identifies problems and causes, evaluates information, and determines criteria that indicate solutions
Time & Resource Management	Effectively prioritizes and manages resources to accomplish goals of group or project
Motivation	Demonstrates and promotes interest and enthusiasm
Empathy	Expresses verbal and nonverbal recognition of feelings, needs, and concerns of others
Creativity	Sees and thinks of new ideas, alternatives, and ways to do things
Communication	Listens actively and conveys information clearly, concisely and accurately in both writing and speech
Collaboration	Works as a team to achieve a common purpose Puts service before self
Delegation	Shares responsibilities including guidance and follow up
Continuous Learning	Pursues development of skills and knowledge
Integrity	Doing the right thing when no one is watching
Initiative	Steps up unprompted or going above and beyond with excellence

# Diversity, Equity, & Inclusion Policy



This Policy has been developed by the Texas PTA Diversity, Equity and Inclusion Task Force, adopted by the Texas PTA Board of Directors (“Board”), and is intended to be consistent with the National PTA’s Diversity, Equity and Inclusion Policy. This Policy is also intended to further the commitment of Texas PTA to diversity, equity, and inclusion, which is: To continually be a voice for all children by reflecting diversity and being inclusive in our membership, leadership, program content, advocacy, training, partnerships, and communications.

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.

**Effective Date:** This policy was adopted as of April 19, 2021, shall be reviewed by the Board every two years, and shall remain in effect until amended or replaced in its entirety as a result of action by the Board.

**Scope:** This policy shall apply as guidance to Texas PTA, all constituent divisions (Local PTAs and other divisions, including Council PTAs), and their respective members.

**Definitions:** For the purpose of this policy:

- *Diversity* is the representation of, and respect for, people from different backgrounds and identities—including but not limited to race, culture, religion, socio-economic status, age, geographic area, sexual orientation, and gender identification, language, approaches to learning, diagnoses, or exceptionalities impacting learning or access to learning, and physical appearance. It also involves bringing different ideas, perspectives, lived experiences, talents, values, and worldviews to the table to represent the broad variety of children, caregivers, educators, and communities within the PTA family.
- *Equity* provides fairness and access to resources, opportunities, and outcomes so that all communities get what they need to be engaged and successful. This moves beyond an “equal across the board” approach to
  - a) Recognizing and addressing bias and privilege.
  - b) Understand and attend to specific individual and community needs, providing additional resources to those with greater needs.
- *Inclusion* is actions, behaviors, and social norms that strive to ensure all people feel they are safe, welcomed, and that they belong. This means putting diversity into action with skill and intentionality, striving to ensure everyone feels respected, supported, and valued—and can fully participate with equal voice and right to be heard. This includes actively seeking out voices that have been traditionally underrepresented and/or marginalized.

**Policy:** Texas PTA and its constituent divisions (Local PTAs and other divisions including Council PTAs) shall:

- Promote awareness, inclusion, and engagement of all diverse populations represented in the community and encourage all;
- Openly assess beliefs and practices to ensure inclusiveness, equity, and to guard against discrimination;
- Strive to ensure that the membership, leadership, programs, partnerships, and printed materials across Texas reflect the diversity of their communities;
- Communicate with families in their communities in languages which they understand, to the extent possible;
- Identify and address barriers that hinder inclusivity;
- Foster programs and practices that eliminate bias, prejudice, and misunderstanding;
- Advocate for funding, laws, and regulations that support programs, policies, and services that meet the health, safety, and educational needs of all student populations in Texas public schools; and
- Provide resources and training that develop a more diverse and inclusive group of Texas PTA members, leaders, and community.

*Texas PTA first adopted a Cultural Diversity and Inclusion policy on July 26, 2012*

# Importance of Boardmanship

Serving on an executive board extends beyond management and completing your position-specific duties. You must understand the duties of the executive board and your duties as an executive board member. This guide will present these specific duties, which are also in your bylaws.

Effective executive board members know that in addition to satisfying requirements detailed in the PTA's governing documents, particular skills are essential to a well-functioning board - a unified voice, collaboration, and relationship building.

It is important to be aware of how the decisions and actions of individual executive board members reflect on the perception of the entire executive board by their PTA members, future PTA members, leaders, school staff, and the greater community. It is important that no matter the differences of opinion shared within the executive board meeting, the PTA executive board presents itself with a *unified voice*. Not doing so will undermine any efforts to gain support for PTA events and programs and make a real difference in the school community.

*Collaboration* is also key. It will require that each executive board member works in a complementary fashion, supporting all executive board members' work in PTA. The structure of the executive board and committees, utilizing parliamentary procedure to ensure all voices are heard and requiring meetings, creates a collaborative environment for conducting the business of PTA. Sharing the responsibility for all PTA actions, messaging, programs, and events is essential in projecting a positive opinion of PTA on your campus. There should be no distinction between executive board members' responsibilities from the outside. The reputation earned by the PTA will be reflected on the entire executive board, not on specific individuals. Working together to ensure that each executive board member successfully executes their responsibility and participates in meetings will go a long way toward establishing respect and support for PTA in your school community.

Among many other important soft skills, a unified voice and collaboration are most often accomplished through positive *relationship building*. If there are good, strong, positive relationships between executive board members, the work of the PTA will be successful and fun. The essential building blocks of relationship building are mutual trust, respect, taking responsibility, valuing others, and open communication. In addition to building relationships amongst executive board members, remember that your PTA's relationship with the school staff, district, families, and the greater community is essential to the success of your PTA.

Effective management of these soft skills and your specific executive board duties, as described in this guide, will ensure the success of your PTA and make you the best PTA leader possible.

# Getting Started

Congratulations! As a newly elected executive board member, it is important to get started as early in the fiscal year as possible to set yourself up for success.

## Quick Start Actions

Each year, PTA leaders have a few things that they need to make sure to check off the list as soon as possible after their election or appointment.

- Join your local PTA! All executive board members must be PTA members during the school year they were elected or appointed.
- Register your executive board position with Texas PTA by completing the Local Leader/Officer Intake form at [www.txpta.org/officer-intake](http://www.txpta.org/officer-intake). Additional directions can be found here: <https://www.txpta.org/register-as-a-board-member>
- Ask for the Plan of Work for your position from the previous school year. Review it and be prepared to make adjustments. Each executive board member should have a Plan of Work approved as part of the annual budgeting process.
- Ask for the current copy of the PTA's bylaws and standing rules.
  - These documents must be reviewed locally and approved by Texas PTA at least every three years. The date of approval is found on the front page by the official stamp.
  - Texas PTA updates the bylaw templates annually. Your PTA should ask for a new copy every year after August 1st to make sure you are operating using the most current template. The date of the bylaws template being used is found on the last page of your bylaws.
- Complete FOUNDATIONS Essentials and BASICS Boardsmanship training within 30 days of election or appointment. The courses can be found on the Texas PTA website, [txpta.org/training](http://txpta.org/training).
  - FOUNDATIONS Essentials is required once in your PTA career. All other position training is necessary at a minimum of every two years. Position training should be reviewed each time your role changes within the executive board.
- Download and read through your position's Resource Guide. Each position supported specifically with training by Texas PTA is located at [txpta.org/local-leaders](http://txpta.org/local-leaders).
- Follow Texas PTA and National PTA on social media.

## Duties at a Glance

- Attend training in addition to the required training. These can include workshops at Texas PTA events, Texas PTA webinars, and Officer and Chair workshops hosted by your Field Service Representative or Council PTA.
- Review and become familiar with your Local PTA's bylaws and standing rules and the Local PTA Standards of Continuing Affiliation.
  - These requirements can determine your eligibility to earn membership awards, participate in programs, and gain opportunities provided by Texas and National PTA.
- Contact your predecessor to request previous records and other relevant information (i.e., Procedure "Book") to know what has been done in the past.
- Form your Committee! One of the first things you want to do is find a few people to help you. If your PTA has them, check your standing rules to see if the number is specified.
- Start keeping your own Procedure "Book" to provide your successor with everything you and your committee members do throughout the year.

## Required Monthly Duties

- Attend all meetings of your association held each month
  - Executive Board, membership, and committee meetings are all scheduled throughout the year. Check your bylaws for which months may be required to have specific meetings.
  - Your presence is necessary to ensure a quorum is met.
  - Your participation is imperative to the success of the PTA.
- Present a report at regular executive board and membership meetings as necessary for your position to keep all aware of the progress you are making in regard to your Plan of Work.



# Being an Executive Board Member

## Executive Board Eligibility

- Subscribe to, believe in, and support the mission, purposes, values, and policies of National PTA and Texas PTA.
- Become a member of your Local PTA within 30 days of the start of the membership year you serve.
- Receive no compensation from the association except reimbursement for reasonable expenses outlined in PTA policies and procedures.
- Serve no more than two consecutive terms in the same position.
- Sign the Confidentiality, Ethics, and Conflict of Interest Agreement annually.

## Other Considerations for Executive Board Members

- Executive board members shall serve in only one capacity.
- Elected and appointed executive board positions may only be filled by one person (co-chairs are prohibited).

## Executive Board Composition

The composition of your executive board is found in your bylaws. The executive board automatically includes the officers of your PTA, a parliamentarian, and the campus principal (or the principal's representative). Your PTA also can include any of the following as members of the executive board:

- Standing committee chairs,
- Council delegate(s),
- Faculty representative,
- Student representatives, or
- Others.

## Duties of the Executive Board

Executive board members shall carry out the fiduciary responsibilities for this association by exercising the duty of care, the duty of loyalty, and the duty of obedience.

- The duty of care requires each to use the same care and concern for executive board responsibilities as any prudent and ordinary person would, including but not limited to
  - completing all components of required training,
  - submitting and having approved a written Plan of Work,
  - delivering all official materials to your successor or the president following the end of your term, and
  - attending all meetings of the association.
- The duty of loyalty requires placing the interest of the association above any other, including but not limited to:
  - refraining from making any slanderous or defamatory statements that will in all likelihood result in harm to the PTA name or brand;
  - presenting a united front on decisions made as an executive board;
  - maintaining confidentiality as a member of the executive board.
- The duty of obedience requires adherence to the law and the association's mission and governing documents, including but not limited to:
  - complying with the legal filing requirements of the state and federal government agencies;
  - reviewing the records retention policy annually;
  - reviewing and having membership adopt the e-commerce policy and the social media guidelines unless these are covered in the Local PTA's Standing Rules;
  - signing the Confidentiality, Ethics, and Conflict of Interest Agreement;
  - ensuring an annual budget for the upcoming fiscal year is prepared and submitted to the association for adoption at the annual meeting;
  - abiding by the policies and procedures set by Texas PTA, and
  - performing the duties outlined by the governing documents and those assigned by the president.

## **Executive Board Meetings**

All executive board members are expected to be prepared for a productive executive board meeting. In addition to having your specific position report ready to share, every executive board member has additional responsibilities during the meeting.

Be ready to participate in the discussions during the meeting. Read any reports or information distributed before the meeting (i.e., agenda, meeting minutes, financial reports) so that you can constructively participate in discussions and voting. PTAs utilize parliamentary procedures to ensure that everyone has the opportunity to express their opinions fairly and positively. Participating in meetings means being ready to speak and being ready to listen as well.

Remember that all executive board meetings are closed meetings, and all executive board members must maintain the confidentiality of all discussions and opinions shared in the meeting. Maintaining confidentiality builds trust amongst executive board members. It preserves the executive board meetings as a safe place to share all the diverse opinions needed by the executive board to make the best decisions. Specifically,

- Texas PTA is a membership association and thus is not subject to the Texas Open Meeting Act.
- Only executive board members attend executive board meetings. A non-executive board member may request the permission of the president to address the executive board but is only allowed to ask a question, give a report or provide information. Then they must leave the meeting. A non-executive board member cannot participate in the discussion or the voting process.
- The PTA bylaws contain special provisions for emergency voting by the executive board. If authorized by the president, these procedures must be followed for any vote by phone, email, or other electronic means.

A quorum must always be established to do the business of the executive board. A quorum is defined as the majority (more than half) of the filled positions for executive board meetings. For example, if there are 25 positions on the executive board, but only 12 are filled, then the quorum is seven.

*Note: An individual can only serve in one position. An executive board member may temporarily assume the duties of a vacant position until that position is filled, but no executive board member should serve simultaneously in two positions.” Co-officers/co-chairs are prohibited.*

In addition, no one may attend an in-person meeting virtually. Additional information regarding virtual meetings can be found in the Virtual Meeting section of this guide.

# PTA Year-At-A-Glance

In addition to the executive board duties previously mentioned, you should also be aware of the timing of when executive board-specific activities should be happening throughout the year. Although these duties may not specifically relate to your position, it is important that you are aware of them and respectfully speak to the president about them if you notice certain duties aren't being performed.

## Within 30 Days of Election:

- Each executive board member submits their contact information to Texas PTA.
- The newly elected president should call an executive board meeting for the newly elected officers. During that meeting:
  - A parliamentarian is appointed.
  - Standing committee chairs are appointed.
  - New check signers (other than the president and treasurer) are approved if not already specified in the standing rules.

## June - August

- Each executive board member must complete FOUNDATIONS Essentials and FOUNDATIONS BASICS training if they have not already done so.
- Each executive board member must become a member of each PTA they serve on the executive board.
- A calendar for the executive board and membership meetings is established. Months of membership meetings are set in your bylaws. Specific months are set aside for the election and annual meeting.
- Executive board members register for and attend LAUNCH if PTA funds allow.
- The IRS Form 990 is electronically filed and accepted within 60 days of the PTA's fiscal year-end.
- The Financial Reconciliation Committee meets to review the records of the previous year.
- Each executive board member completes their Plan of Work and submits it to the executive board for approval.
- All executive board members sign the Confidentiality, Ethics, and Conflict of Interest Agreement.
- The Records Retention Policy is reviewed and updated if necessary. A majority vote of members present and voting at a membership meeting is required to update the Records Retention Policy.
- A PTA member, who is not a check signer, is appointed to review all bank statements monthly using the [Statement Review by Non-Signer form](#).
- After August 1, a copy of the bylaws and standing rules (if adopted) should be requested from Texas PTA to ensure your bylaws reflect the most recent bylaws template available. New bylaws templates created by Texas PTA go into effect on August 1 of each year. The bylaws and standing rules should be provided to each executive board member. Each year the bylaws and standing rules, if adopted, are reviewed for any changes that are deemed necessary.
- Each executive board member begins using Texas PTA's Local Roster as a resource regarding your PTA's active and good standing status (discussed later) and information regarding awards received.

## September - December

- 1st membership meeting of the year is held (*Note: Most first membership meetings are held in August or September*)
  - Any proposed amendments to the budget adopted during the annual meeting at the end of the previous school year are presented to the membership for approval.
  - The financial reconciliation report is presented by the financial reconciliation committee chair and adopted by the membership.
  - The treasurer presents the finalized annual report for the prior fiscal year, and it is filed for financial reconciliation.
- The state and national portion of membership dues collected are submitted to Texas PTA along with the membership roster. Membership is year-round, and dues should be submitted at least monthly.
- Council PTA dues are submitted by the first delegate meeting to the Council PTA treasurer. Council delegates and all alternates are submitted by the first delegate meeting to the Council PTA secretary. This does not apply to independent PTAs.

- The Reflections program begins. Local PTAs organize student art entries and select those entries to advance to the next level. Your PTA's achievement of Active Status with Texas PTA by October 31 allows your school to participate in the National PTA Reflections Program.
- Review and renew PTA insurance as it comes due.

#### **January - February**

- The nominating committee is elected at a membership meeting. The month of the nominating committee election is based on when your election meeting is held, which can be located in your bylaws. The nominating committee election must be held at a meeting before the election meeting.
- If your PTA has a Sales and Use Tax Permit, a return must be filed annually or quarterly, even if simply reporting that nothing is owed. Sales and Use Tax Returns are due annually on January 20, in addition to the quarterly filings due on April 20, July 20, and October 20. Some PTAs are only required to submit annually. Check with the state comptroller's office to determine your PTA's requirements.

#### **March - May**

- New PTA officers are elected at a membership meeting. The month of the election meeting is stated in your bylaws.
- An annual membership meeting is held as the final membership meeting of the year.
  - A budget is presented for membership to approve so that the newly elected executive board may conduct business during the summer until the first membership meeting of the following year.
  - The president appoints the members to the Financial Reconciliation Committee by the last membership meeting of the year

#### **At Every Executive Board Meeting and Membership Meeting**

- A quorum should be established. If a quorum is not present, voting cannot occur. Executive board quorum is the majority of filled positions, and membership meeting quorum is outlined in your bylaws.
- A financial report is presented and filed showing each budget line's current period actuals, year to date actuals as well as the approved budget amount.
- If changes are needed to the approved budget, those changes are presented at a membership meeting for approval.
- Minutes are taken and those minutes are submitted and approved promptly.



# Sample Plan of Work

**Officer/Chairman  
Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Reproduce as needed for the appropriate number of goals.**

Responsibilities/ Duties:		Committee Members:	
Goal:		Evaluation Process:	

Specific Action Steps	Start Date	Completion Date	Budget

<b>Resources:</b>	
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# Governing Documents

## Bylaws

The bylaws of a PTA contain the basic rules relating to the association rather than to the parliamentary procedure that it follows. These bylaws define the primary characteristics of the association, prescribe how the association functions, and include all rules that the association considers vital to the rights and responsibilities of the membership.

Each Local PTA is governed by the bylaws of National PTA, Texas PTA, your Council PTA (if in membership with a Council PTA), and its bylaws. Since Texas PTA organizes and charters every Local and Council PTA within the state, as authorized by the National PTA, certain information is included in every set of bylaws.

Texas PTA has adopted bylaws templates for all Local PTAs and Council PTAs. These templates include uniform (mandatory) wording that cannot be changed except by a vote of the Texas PTA Board of Directors. Local and Council PTAs only have the authority to change the language specific to their association (amount of local dues, months for meetings, number of officers, etc.). Per the Texas PTA Standards of Continuing Affiliation, PTAs must review and submit their bylaws and standing rules (if adopted) at least once every three years.

If Texas PTA changes any wording, then that wording is incorporated promptly and verbatim into the Local or Council PTA bylaws, and approval by the membership is not required.

To ensure that your PTA operates under the most current bylaws template, a current copy of your bylaws should be requested from Texas PTA after August 1 each year. The request form is located at [txpta.org/bylaws](https://txpta.org/bylaws).

For more information, contact Texas PTA's state office at 1-800-TALK-PTA or [memberservices@txpta.org](mailto:memberservices@txpta.org).

Specifically found in the bylaws of your PTA are Texas PTA's standardized requirements for each officer position. Be sure to review those details to thoroughly understand the full responsibilities of your role within the executive board.

## Standing Rules

Standing rules are administrative rules for the guidance of an association that may be adopted as needed.

Standing rules:

- Relate to the details of administration specific to your PTA's activities and structure
- May neither conflict with approved bylaws nor duplicate wording from the bylaws
- Are adopted as a need arises
- May first be adopted by a majority vote without previous notice
- May be amended by a two-thirds affirmative vote without prior notice or a majority vote with notice
- May be suspended, unlike bylaws, for a current session by a majority vote
- Must be submitted electronically after adoption or amendment to the Texas PTA office for review and approval.

The needs of the PTA dictate the contents of the standing rules. Some rules are needed to guarantee that past efforts will be documented with procedures. Other rules contain procedures for standard operations and other circumstances necessary for the protection of the association, its officers, and its members. No template is provided for standing rules, but suggested and/or required wording is provided in the Sample Standing Rules for Local PTAs/PTSAs, available for download on [txpta.org/standing-rules](https://txpta.org/standing-rules).

*Note: While not every PTA is required to adopt standing rules, standing rules are necessary for PTAs that engage in certain activities, such as providing scholarships. The Internal Revenue Service (IRS) requires that the selection process, funding, and awarding of the scholarships be documented in the standing rules. In some cases, such as the procedures for credit/debit cards, the wording provided must be used verbatim.*

For PTAs with standing rules, additional information specific to the local PTA regarding executive board members' roles and responsibilities is included. To understand your executive board position requirements, it is necessary to check both the bylaws and standing rules.

**Standards of Continuing Affiliation**

Texas PTA establishes minimum requirements for PTAs to continue operating under the PTA brand via the Standards of Continuing Affiliation. These standards set out basic criteria for PTAs to attain Active Status annually and to remain in Good Standing with the association. All PTAs must review the requirements and subsequent retention plans annually.

Any updates to these standards will be widely published and take effect on August 1 of each year, in conjunction with the new membership year and any changes to the bylaws template. The Standards of Continuing Affiliation for the current year are provided on the following page.

# 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 and 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 executive board member, preferably the president.

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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.<sup>1</sup> (see requirements above)
2. Report all additional members and remit state/national dues to Texas PTA each year.
3. Submit to Texas PTA the name and contact information for all additional executive board members within 15 days of election or appointment.<sup>2</sup>
4. Review Local PTA bylaws (and standing rules, if applicable) every three years and submit to Texas PTA for approval.<sup>3</sup>
5. Each year, within 60 days of fiscal year-end, electronically file and have accepted by the IRS the appropriate "Form 990 Return of Organization Exempt from Income Tax".

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### **Local PTA Retention Plan (initiated when a Local PTA does not maintain Good Standing)**

**Notification:** Texas PTA will notify the PTA of the actions required to attain Good Standing. The PTA will have 30 days from the date of the notification to meet all Good Standing requirements to avoid moving into the Restriction Phase.\*

**Restriction:** While in the Restriction Phase, the PTA is not eligible for awards, programs, or grants administered by Texas PTA or National PTA. The PTA will have 30 days to meet all Good Standing requirements to avoid moving into the Restructure Phase.

**Restructure:** For PTAs that do not attain Good Standing following the Notification and Restriction Phases, Texas PTA may begin the process of restructuring the leadership of the PTA or revoking the PTA's charter. A PTA that signs an Action Plan may temporarily move into Intervention, giving them time to resolve any outstanding issues. The PTA will continue to be ineligible for awards, programs, and grants administered by Texas PTA and National PTA until Good Standing is achieved.

**Intervention:** Once in the Intervention Phase, Texas PTA will assign a support team to assist the PTA. If all Action Plan requirements are not resolved by the agreed-upon date, the PTA will be moved back into Restructure. *\*With cause, Texas PTA may place a Local PTA that has not met all Good Standing Requirements into the Intervention Phase early.*

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 executive 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.
4. Proof of filing and acceptance is the Exempt Organization Business Master File issued regularly by the IRS.



# Membership Meetings

Meetings are held for members to make the decisions that direct the association's actions and be kept informed of the progress and business being conducted on their behalf. The members direct all decisions by approving everything from the bylaws and standing rules to budgets and activities.

*Note: Only members may participate in a membership meeting. While non-members may attend, they may not speak, make motions, debate, or vote. In addition, no one may attend an in-person meeting virtually. Additional information regarding virtual meetings can be found in the Virtual Meeting section of this guide.*

## Membership

In membership meetings, the association members, those who have paid their dues for the current membership year, direct the association's work.

## Types Of Meetings

- Regular meetings – Membership meetings set by the bylaws and the executive board meetings set at the beginning of the year.
- Special meetings – Meetings that are called, with appropriate notice, between the regular meetings to address a specific item(s) of business. The PTA bylaws contain special provisions for calling special meetings.

## Quorum

According to *Robert's Rules of Order Newly Revised*,

*"The minimum number of members who must be present at the meetings of a deliberative assembly for business to be validly transacted is the quorum of the assembly."*

*"The quorum refers to the number of members present, not to the number actually voting on a particular question."*

In setting a quorum, it should be the largest number that can be expected to attend any meeting except in very bad weather or other extremely unfavorable conditions.

A meeting can be called to order if there is not a quorum. Reports can be presented, and announcements can be made, but no action can be taken without a quorum.

The quorum for membership meetings is stated in the bylaws. The minimum required by Texas PTA for a Local PTA is ten members, but each PTA has the discretion to determine a higher quorum number within its bylaws.

- It is the secretary's responsibility to assist the president in confirming quorum at the opening of each meeting.

## Member Rights and Responsibilities

According to the PTA bylaws, "Membership in PTA shall be open without discrimination to anyone who believes in and supports the mission and purposes of National PTA and Texas PTA."

Paying dues to a Local PTA includes membership in National PTA and Texas PTA, with all the benefits of such membership.

Parliamentary procedure is used to protect the members' rights, but too often, only the group leaders are knowledgeable enough to use it effectively. Leaders and members all need to be aware of their rights and responsibilities.

## Leadership Roles in a Meeting:

While every member is responsible for carefully observing the proceedings and taking action when necessary, the association's officers have specific roles in managing a successful meeting.

### President

The success of the association depends largely upon the attitude and skill of the chair, who should be impartial, courteous, tactful, dignified, firm, and self-controlled.

The chair should be familiar with parliamentary law to inform the assembly on proper procedures and observe the rules for the protection of all. Following parliamentary procedure allows the chair to facilitate business and consider all questions fairly. In order to do this, the president

- secures order and quiet through poise, dignity, and respect - noise is never subdued by noise,
- shows tolerance for the opinions of all members, recognizing them as a means of broadening judgment and, possibly, benefiting the PTA,
- prepares an agenda with all business outlined in proper order,
- stands to call the meeting to order, to put the question to a vote, to give his or her decision on a point of order, and, in large assemblies, to recognize speakers,
- refers to themselves in the third person as “the chair” and avoids terms such as “I” and “my,”
- retains control of the entire meeting and does not “turn over” the meeting to anyone,
- carries out the will of the assembly, as the elected leader, and does not bend the will of the assembly to his own,
- calls for a report of a committee, not the report of a committee chair,
- treats all members and all matters equally,
- ensures that the membership understands the result of the vote pending, and may if there is any confusion, clarify the effect of an affirmative or negative vote,
- verifies the result of a vote, and calls for a counted vote when a rising vote was inconclusive,
- provides opportunities for other executive board members to share responsibility and participate in meetings,
- asks for advice from the parliamentarian when a question is raised about parliamentary procedure,
- decides all parliamentary questions,
- uses unanimous or general consent (“If there is no objection ....”) in order to expedite business, especially for noncontroversial amendments or whenever the will of the membership seems clear.

### **President-elect**

PTAs have the option to add president-elect as a position on the executive board. The president-elect position holds the same privileges as the president and is the first in line to chair membership and executive board meetings when the president is not available.

### **Vice President(s)**

In the absence of the president (and president-elect), the first vice president chairs the meeting. If the PTA has multiple vice presidents and the first vice president is not present, then the meeting is chaired by the next vice president as designated in the order listed in the bylaws.

If the president and vice presidents are absent, the secretary calls the meeting to order and follows the procedure indicated below.

### **Secretary**

The secretary records all business transacted at the meetings of the membership and of the executive board and

- has a copy of the bylaws, standing rules, membership list, minutes record book, and a roster of executive board members and committee members for reference at each meeting,
- prepares, presents, and maintains the minutes of the meetings,
- assists the president in establishing a quorum,
- calls the meeting to order in the absence of the president and vice president(s) and proceeds with the election of a chair *pro tem* (temporary) to run the meeting, and
- counts a rising vote when requested by the chair.

### **Parliamentarian**

The parliamentarian assists the chair of the meeting by conferring with them before each meeting to address areas where questions may arise during the meeting. At each meeting, the parliamentarian maintains a position of impartiality by not making motions or voting unless it is by ballot and ensures that all necessary governing documents and voting materials are available.

## **Order of Business**

The order of business is dictated by parliamentary procedure, as found in *Robert's Rules of Order Newly Revised*. A motion or unanimous consent is needed to change the order of business.

*Note: If the chair is concerned that quorum may be lost and important business is pending, he or she would be advised to ask the membership to change the order to allow that business to be addressed.*

### **Agenda**

- Call to Order
- Opening Ceremonies (optional)
- Approval of Minutes
- Report of Treasurer
- Letters or Communications
- Report of the executive board
- Reports of Officers and Standing Committees
- Reports of Special Committees and/or Special Orders
- Unfinished Business
- New Business
- Program
- Announcements
- Adjournment

### **Call to Order**

The president, as the chair, stands, raps the gavel once and calls the meeting to order. The president declares whether or not a quorum is present, so both the members are aware, and the secretary notes the fact in the minutes.

If the secretary and/or the parliamentarian are not present, the chair appoints a member(s) to perform those responsibilities for the meeting.

### **Opening Ceremonies (Optional)**

An invocation, pledges to the flags, a poem, a song, or an inspirational message may be presented. If more than one of these is used, use the rule of "God before country" when determining the order.

### **Approval of Minutes**

The chair recognizes the secretary for the approval of the minutes.

The secretary stands and either reads the minutes, announces the minutes draft has been distributed, or announces that a committee approved the minutes.

The chair can either accept a motion to approve the minutes (as presented or amended) or use unanimous consent.

The chair may allow the membership to approve the minutes at the next meeting or appoint a committee to approve the minutes for the current meeting. Committee approval is recommended when the time between meetings causes concern for accuracy (for example, the last meeting of the year).

Minutes are presented at every meeting unless they were previously approved by a committee, which is announced and noted in the current meeting minutes.

### **Report of Treasurer**

The chair recognizes the treasurer for the financial report. A financial report *is not optional* and must be presented at every meeting, *both verbally and visually*.

The treasurer stands, addresses the chair, and reads the report including (at the least) the beginning balance, total income, total expenditures, the ending balance, and changes to and the final balance of any escrow funds such as state income tax and state/national dues. The chair states that the report is filed for financial reconciliation.

**Letters or Communications**

The secretary reads any communications received. Action is considered if required.

**Report of the Executive Board**

The secretary reads a summary report (not the minutes) for the information of the members. If recommendations are presented, the secretary moves the adoption of each recommendation individually in the form of a motion (no second required).

**Reports of Officers and Standing Committees**

The chair calls for the committee's report (not the chair's report).

A report from a committee may be informational or require action, as determined by a majority vote of the committee. Reports with information only are read to the voting body. Those reports requiring action are presented as a motion to the membership (no second required), and the members either vote to approve—as presented or amended—or vote to reject.

The member (usually the committee chair) presenting the report moves the adoption of the motion. If no recommendation is made, no motion is needed.

The chair need not recognize the committee chair if there is no report.

The principal will often report at this time, following the president's report.

**Reports of Special Committees and/or Special Orders (If Needed)**

The chair calls for the report of the special committees if needed.

The reports of special committees follow the same rules as those of standing committees. If no special committees exist, this item of business does not appear on the agenda.

Motions made a "special order"—by a two-thirds vote at an earlier time—are addressed at this point. Also, matters required by the bylaws to be taken up at a specific meeting are in order (election of Nominating Committee, Financial Reconciliation Committee report, election of officers, etc.).

*Note: The chair may determine that this business needs to be moved higher in the agenda to maintain quorum.*

**Unfinished Business**

The chair announces (but does not call for) business under this item. Unfinished business consists of business left unfinished at the previous meeting or business postponed to this meeting (if the group meets at least quarterly). Minutes of the previous meeting will indicate any unfinished business. If there is no unfinished business, the chair simply states, "there is no unfinished business."

**New Business**

The chair calls for new business. Members may bring any new business before the association (if it is within the scope of the association). A motion is necessary to introduce new items of business.

**Program**

The chair introduces the program/parent education chair, presenting the program or introducing the program presenter(s).

The meeting is not "turned over" to the program chair, nor does the program chair "turn the meeting back to the president." The chair remains in control of the meeting from the call to order until adjournment.

**Announcements**

The chair should, if possible, make all announcements. Announcements include the date of the next meeting, important events, activities, etc.

The principal may be asked to speak here.

**Adjournment**

The chair asks if there is any further business. If any additional business exists, it is handled at this time. If no further business exists, then the chair declares the meeting adjourned.

No motion to adjourn is necessary.

# Committee Work and Meetings

## Committees

Two types of committees exist in PTA.

- A *standing committee* is a committee whose work is ongoing throughout the year.
- A *special committee* is a committee with a specific task, and the committee is dissolved once that task has been completed.

*Examples: A Program Committee works year-round, whereas a Nominating Committee is elected, completes the slate, and dissolves after the election.*

Committees are critical to the success of PTA and are one of our best methods to recruit new volunteers. They provide an opportunity for individuals to do the kind of work for which they are especially suited. Members develop a sense of worth and personal satisfaction as they contribute to the total work of the PTA. Committee chairs are responsible for appointing their committee members with the executive board's approval.

## Advantages

Committees can work more effectively on many tasks. The procedures are informal, so individuals are more likely to discuss freely and make more significant contributions. Make sure the environment you create is open, relaxed, and supportive.

## Size of the Committee

The committee's size should be small enough to allow for greater efficiency and flexibility and large enough to complete the task. In some cases, your bylaws and standing rules may specify the number of members on the committee.

## Committee Responsibilities

A committee only has the authority that it is specifically given.

- Committees do not function as separate groups but are part of the association and must operate within PTA bylaws, policies, and procedures.
- All projects and activities must have the approval of the executive board and the association in advance. This is often accomplished with the approval of the Plan of Work.

## Committee Meetings

- Before you have one, make sure it's necessary.
- Send the agenda ahead of time. Make sure you describe any items you would like feedback on so your committee members can come prepared with suggestions. Also, send any materials they need to review ahead of time, so they have time to review and have questions or concerns ready for the meeting.
- Begin and end on time.
- Facilitate the meeting process.
- Ask direct questions of those that are not engaging. Corral the over-talkers, so they don't dominate.
- Don't just ask yes or no questions. Include open-ended questions so you can draw out their opinions.
- Sum up all recommendations made and go over any assignments and due dates.
- Be positive.
- Be impartial and know the information you are presenting to them.
- Evaluate your meetings throughout the year. Is the structure working? Are committee members participating? Make any corrections needed.

Quorum for a committee meeting is a majority (more than half) of the filled positions. Example: If there are ten positions on the committee, but only seven positions are filled, then the quorum is four.

*Note: An individual can only serve in one position. Co-officers/co-chairs are prohibited.*

No meetings can be held in a hybrid format. All meetings are either one hundred percent in-person or virtual.

**Remember to**

- Delegate the tasks that fit with your members' skill sets, even if the tasks are something you could have done.
- Have a list of responsibilities and skills needed when recruiting volunteers.
- Listen to all the different ideas and input - each committee member brings different perspectives and is unique. Just because something has always been done and done a certain way doesn't mean it can't be updated, changed, or not done moving forward. Always be open to new ideas.
- Your committee will have volunteers with varying degrees of experience and confidence. Make sure all feel welcomed and valued.

As you plan the committee's work, keep in mind the reasons that people volunteer for PTA. Everyone wants to belong to something and make a meaningful contribution. Try to make sure that everyone who wants to be is included and has more than busywork to do. Building fun into the tasks with plenty of opportunity for laughter can smooth the way when people don't know each other well. Remember to celebrate along the way. Celebrate big and little milestones. When volunteers feel appreciated and celebrated, they're more likely to volunteer for the next committee.

# Virtual Meetings

Local and council PTAs in Texas are allowed to hold virtual meetings given specific guidelines and requirements for executive board meetings and membership meetings.

## Executive Board Meetings

Executive board meetings may be held virtually, except for the first meeting of the year and one additional meeting, by following the guidelines and requirements below:

- Virtual meetings require a 3-day notice
- Notice shall include the link to register, an explanation of the meeting technology, and meeting rules.
- A change of date requires a 3-day notice.
- A change from an in person meeting to a virtual meeting requires a 3-day notice.
- A special meeting requires 3-day notice.
- All executive board members shall have access to the virtual meeting technology.
- The chair shall present the meeting technology and rules before conducting any business.
- The meeting technology must allow each member participating to communicate with all other members participating in the meeting.

## Membership Meetings

Membership meetings, other than the first membership meeting of the year and the election meeting as indicated in the bylaws, may be held virtually, following these guidelines and requirements:

- Virtual meetings require a 10-day notice.
- Notice shall include the link to register, an explanation of meeting technology, and meeting rules.
- A change of date requires a 5-day notice.
- Attendees must register to attend no later than five days before the meeting to allow for membership verification.
- A change from an in person meeting to a virtual meeting requires a 5-day notice.
- A special virtual meeting requires 10-day notice.
- The meeting chair shall present meeting technology and rules before conducting any business.
- The meeting technology must allow each member to communicate with all other members in attendance at the meeting.

## Emergency Voting

In an emergency, the executive board may vote by phone, email or other electronic means if authorized by the president or a majority of the executive board. Most emergencies are items of business that need approval before the next regularly scheduled executive board meeting, and the president believes that no discussion will be necessary. However, emergency voting via electronic means is required to be done through a process that allows for all voices of the executive board to be heard.

- Executive board members must have at least 24 hours to cast their votes.
- A two-thirds vote of the entire executive board is required for the motion to pass.
- No discussion is allowed. If it is determined that discussion is needed, a special meeting needs to be called and the current motion withdrawn.
- The chair announces the results by the same electronic means as the vote was held.
- The results of the vote are recorded in the minutes of the next regular executive board meeting.



# The Business of PTA

All of the business of PTA is done through motions. All officers, other than the president, president-elect, parliamentarian, and all members of the Local PTA, may make a motion.

## Eight Essential Steps of a Main Motion

### ACTION FROM THE FLOOR

1. Obtaining the Floor: Member rises and addresses the chair by saying: *"Mr. President"* or *"Mr. Chairman."*



### ACTION BY THE CHAIR

2. Assigning the Floor: The chair recognizes the member by bowing to him or by speaking his name: *"Mr. Jones."*

3. Making the Motion: The proper form for introducing a motion is: *"I move that..."*



↓

4. Seconding the Motion: Member states: *"I second the motion."* A second is necessary to avoid spending time considering a question that only one member favors.



5. Stating the Motion: The chair states: *"The motion has been made and seconded that... Is there discussion?"* Only after the motion is stated by the chair is it before the assembly.

6. Discussion: (debate) All statements must be addressed to the chair. Debate continues until no one wishes to speak or until someone moves to close debate.



7. Putting the Question: The chair states: *"The question is on the motion (state motion). Those in favor will say 'aye.' Those opposed will say 'no.'"* (The negative vote is called for on all motions except courtesy motions.)



8. Announcing the Vote: The chair states either, *"The affirmative has it and we will..."* or *"The negative has it, and the motion is lost."* The chair always announces the vote.

# Voting

Members may determine the outcome of a question by voting in one of these ways:

- Voice (viva voce) – This is a customary method for voting on motions that require a majority vote.
- Unanimous Consent (general consent) – This form of voting asks the members if there is any objection to the motion; if no one objects, the motion is adopted. If there is an objection, the issue must be settled through the normal motion process.
- Show of Hands or Cards – Members raise their hands or voting cards to vote. This is used when a two-thirds vote is needed.
- Standing or Rising Vote – Members stand to vote. This is used when a two-thirds vote is needed. This is seldom used but is helpful when it is difficult to tell whether those in favor outnumber those against.
- Standing Counted Vote – Members stand to vote and remain standing until their vote is counted.
- Roll Call Vote – When each name is called during roll call, the vote is “Aye,” “No,” or “Present” (if abstaining). The record of how each member voted is recorded in the minutes. This is the method used for emergency voting.
- Ballot Vote – A member can request this method, and it is often used when a confidential vote is desired (controversial issue). It is also necessary when there are two or more nominees for an elected position.

The privilege of voting is limited to members of the association who are present. The easiest method to verify voting members is to have a printed list of the current membership organized alphabetically by class/grade. Have everyone sign in, and members receive a “voting card” (colored slip of paper) or a ballot if the need is known in advance. You can arrange for a voting members section if desired.

The president (or chair) appoints a tellers’ committee, including a chair and at least two tellers whose duties are to distribute, collect, and count the ballots. A nominee for an office cannot be involved in the election procedure as a teller. The tellers’ committee chair will present a “tellers’ committee report” with the outcome of the vote.

The tellers’ committee report would state:

- the number of votes cast;
- the number of ballots determined illegal (unable to be read, more names on the ballot than directed, names on the ballot who have not been nominated, two or more ballots folded together);
- the number of votes cast for each person (or in the case of a Yes/No ballot, the number of votes cast for each).

If it is a plurality vote, the outcome is the person(s) with the most votes. (See the Plurality Vote Example provided.)

If it is a majority or two-thirds vote, the number needed for the motion to pass would also be stated.

*Example of a majority ballot vote report: Total votes cast 100, votes necessary for approval 51, illegal votes two, votes in favor 62, votes against 36. (The ineligible number plus those in favor and those against must equal the total number of votes cast.) The chair will repeat the report and state the outcome, which in this case, is that the motion passes.*

*Example of a two-thirds ballot vote report: Total votes cast 100, votes necessary for approval 67, illegal votes two, votes in favor 62, votes against 36. (The ineligible number plus those in favor and those against must equal the total number of votes cast.) The chair will repeat the report and state the outcome, which is that the motion fails.*

The president (or chair) repeats the report of the tellers’ committee and declares the outcome of the vote (person elected, motion passes/fails).

*All these numbers are recorded in the minutes.*

Following the announcement of the outcome of the vote, the chair of the tellers' committee (or another member) moves that the ballots be destroyed to avoid storing them beyond the election. This would require a second and a majority vote.

PTA, per the bylaws, does not allow proxy voting. Members must be in attendance at the meeting to vote. No one can cast a vote for another member.

Different types of motions require different types of approval to pass. Refer to the chart "Motions: Ranking and Requirements" in this publication for the type of vote required. In general, a larger number of votes are necessary if the decision may limit a member's rights. For example, a motion to end debate (previous question) may mean that a member does not have the opportunity to speak. This motion requires a two-thirds vote to pass.

- **Majority Vote** – Requires more than one-half of the votes cast. For example, if 30 votes were cast, you would need 16 in favor of the vote to carry. Majority votes are used to approve or adopt new business items. An example would be the first time the new budget is presented for the year; it is adopted by majority vote.
- **Two-Thirds Vote** – Requires at least two-thirds of the votes cast for the vote to carry. Two-thirds votes are used to approve changes to items after they are adopted. An example would be amending the budget, which requires a two-thirds vote.
- **Tie Vote** – This vote results in neither a majority nor a two-thirds vote, so it is a lost vote. In cases of an election, the vote would be retaken. In the case of a motion, the motion fails when the vote is a tie.
- **Plurality Vote** – Per the bylaws, the nominating committee is elected by plurality. This means that the candidates who receive the most votes (not necessarily a majority) are the winners. This requires a ballot vote. (see procedures above)

### **Plurality Vote Example**

Three nominating committee members are required per the bylaws and one alternate. Five members are nominated for the committee, and members are instructed to vote for three members.

The votes are counted:

Member A – 28 votes  
Member B – 8 votes  
Member C – 35 votes  
Member D – 16 votes  
Member E – 12 votes

The elected nominating committee members are C, A, and D, with E being the alternate. If there is a tie, a re-vote is in order. The full tellers' report, including the number of votes, is recorded in the minutes.

# Motions: Ranking and Requirements

RANKING MOTIONS		PRINCIPAL REQUIREMENTS						
The motions are listed in order of rank. When any one of these motions is immediately pending, those above it are in order and those below it are not in order.		Recognition	Second	Debatable	Amendable	Vote Required	Reconsiderable	May Interrupt
<b>PRIVILEGED MOTIONS</b>								
13. Fix the time to which to adjourn	yes	yes	no	yes	majority	yes	no	
12. Adjourn	yes	yes	no	no	majority	no	no	
11. Recess	yes	yes	no	yes	majority	no	no	
10. Raise a question of privilege	no	no	no	no	X	no	yes	
9. Call for order of the day	no	no	no	no	X	no	yes	
<b>SUBSIDIARY MOTIONS</b>								
8. Lay on the table	yes	yes	no	no	majority	no	no	
7. Previous question (to close debate)	yes	yes	no	no	2/3 vote	yes*	no	
6. Modify debate	yes	yes	no	yes	2/3 vote	yes	no	
5. Postpone definitely	yes	yes	yes	yes	majority	yes	no	
4. Commit or recommit	yes	yes	yes	yes	majority	yes*	no	
3. Amend	yes	yes	yes*	yes*	majority	yes	no	
2. Postpone indefinitely	yes	yes	yes	no	majority	+	no	
1. MAIN MOTION	yes	yes	yes	yes	majority*	yes	no	
<b>NON-RANKING MOTIONS</b>								
Whether these motions are in order depends upon the business already under consideration and what purpose they may serve when introduced.								
<b>INCIDENTAL MOTIONS</b>								
Appeal	no	yes	*	no	majority	yes	yes	
Close nominations or the polls	yes	yes	no	yes	2/3 vote	no	no	
Consider seriatim	yes	yes	no	yes	majority	no	no	
Divide the question	yes	yes*	no	yes*	majority*	no	no*	
Division of the assembly	no	no	no	no	no	no	yes	
Object to consideration of a question	yes	no	no	no	2/3 vote	#	yes*	
Parliamentary inquiry	no	no	no	no	chair	no	yes	
Point of order	no	no	no	no	chair	no	yes	
Reopen nominations or the polls	yes	yes	no	yes	majority	#	no	
Suspend the rules*	yes	yes	no	no	2/3 vote*	no	no	
Withdraw a motion	yes	no	no	no	majority	#	yes*	
<b>MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY</b>								
Reconsider	yes	yes	=	no	majority	no	no	
Take from the table	yes	yes	no	no	majority	no	no	

## KEY TO MARKINGS

\* See *Robert's Rules of Order Newly Revised* for special rules.

X Usually no vote taken; chair rules.

+ Only an affirmative vote may be reconsidered.

# Only a negative vote may be recognized.

= Debatable when applied to a debatable motion.

# Finance for Executive Board Members

## Financial Considerations

Every single executive board member should be knowledgeable about the financial responsibilities of the PTA. Below is basic information on finances that every executive board member needs to know. There is so much more involved in the everyday financial management of a PTA...these are the basics.

## Fiduciary Responsibility

The Internal Revenue Service (IRS) (as included on Form 990) requires reporting by nonprofits on a range of governance issues that reach far beyond financial reporting, including executive board member “fiduciary duty.”

Executive board members have three fundamental fiduciary duties: a duty of care, a duty of loyalty, and a duty of obedience.

- The **duty of care** means that the executive board member actively participates, attends executive board meetings, is educated on the industry, provides strategic direction, and oversees the day-to-day operations of the PTA;
- The **duty of loyalty** requires the executive board member to operate in the interest of the local PTA and not to use the position to further personal agenda;
- The **duty of obedience** requires the executive board to know the state and federal laws and regulations that apply. This includes the regulations and guidance issued by the IRS. Obedience to governing documents requires a deep understanding of the operating documents (by-laws, rules, executive board manuals). Finally, obedience requires that the executive board not act outside the scope of the organization’s legal documents.

Fiduciary responsibility in a PTA means the executive board members act as trustees of the organization’s assets and must exercise due diligence to oversee that the organization is well-managed and that its financial situation remains sound. The executive board verifies that all filing requirements and tax obligations are completed. If theft, fraud, or embezzlement is suspected, a PTA must follow the Texas PTA Theft, Fraud, and Embezzlement policy.

## Budget Basics

The budget creates the framework for program management and overall administrative decisions. An approved budget must be in place at all times for expenditures to be made and fundraisers to be conducted. The budget for the following year is presented and adopted by the membership at the last membership meeting of the year. It is amended at the first membership meeting based upon approved Plans of Work submitted by the new executive board members. The members always approve expenses and income via the budget, which can be amended as needed.

## Payments

Payments are never made in cash, and blank checks are never issued. All payments must relate to an approved budget item and have a funds request form attached with a receipt and/or invoice. No other organization may pass its money through the PTA account to achieve tax-exempt status, and money can never be “turned over” to the school and/or principal to spend at their discretion.

## Deposits

All monies collected are turned over to the treasurer as soon as possible. At least two people count money simultaneously, and both counters and the treasurer each sign and keep a copy of the completed deposit form. The treasurer may be one of the two counters.

## Financial Reports

To keep people informed, a current financial report is presented at every regular executive board and membership meeting that covers the financials since the last meeting of that type. The financial report should include each budget line’s current period actuals, year-to-date actuals, and the approved budget amount. The verbal report should include the starting balance, total income, and total expenses for the current period, the change to sales tax and state/national dues liability during the current period, and the ending balance. As the funds belong to the members, they have the right to access the financial reports presented at membership meetings.

**Statement Reviews**

The president appoints a member, subject to the executive board's approval, who is not authorized to sign on the bank account to review each account statement. The statement reviewer utilizes the Texas PTA Statement Review by Non-Signer Form. The secretary presents the result of this review at the executive board meeting.

**Financial Reconciliation**

A financial reconciliation is performed: at the end of the fiscal year when any authorized check signer is added or deleted on any bank account; and at any time deemed necessary by the president or three (3) or more members. The president appoints the financial reconciliation committee consisting of not less than three (3) members who are not authorized signers, the current secretary, incoming treasurer, nor be related by blood or marriage or reside in the same household as the authorized signers or current secretary. The financial reconciliation committee report shall be adopted by a majority vote of the association at the regular membership meeting immediately following the financial reconciliation.

**Insurance**

It is in the PTA's best interest to cover the treasurer and all other persons authorized to handle money with an embezzlement (bond) policy and directors and officers liability insurance to cover losses through any fraudulent or dishonest act. Insurance premiums are budgeted as an expense line. For these policies to apply, account statements are regularly reviewed by a non-signer, and financial reconciliations occur at least annually.

For more details on financial procedures for your PTA, please visit [txpta.org/treasurer](https://txpta.org/treasurer).

# Keeping Records

Compiling and maintaining a complete record of your activities can help those PTA Leaders who follow behind you. Passing along important information to your successor gives them what they need to get started! New Leaders who access previously implemented PTA practices can more easily adjust and make needed changes. Additionally, a PTA should closely follow its records retention policy to be sure they are properly storing the records they need to maintain regulatory compliance.

## How to Compile Your Records

Ask yourself, “If I knew nothing about the job, could I do it with this information?” Depending on your position, you may need hard copy materials at your fingertips. If so, use a loose-leaf folder or binder with tabbed dividers. Other positions could easily keep their records electronically via cloud-based storage or a USB drive.

## Suggested Content

### *Bylaws/Standing Rules*

- A current, date-stamped copy of the PTA Bylaws and Standing Rules. Each year (after August 1), the parliamentarian should request a copy of your PTA's bylaws and standing rules from Texas PTA. They should be distributed to all executive board members and reviewed annually. Visit [www.txpta.org/bylaws](http://www.txpta.org/bylaws) for the request form and more information.

### *Rosters*

- Current roster of executive board members with their contact information
- Contact information for Texas PTA Field Service Representative, Council PTAs (if applicable), Texas PTA Board members with comparable responsibilities, the Texas PTA State Office
- Resources, and related agencies and organizations in the community relevant to your position

### *Items Related To Your Position (As Applicable)*

- Description and responsibilities of your position
- Current Texas PTA BASICS Resource Guide(s)
- Plan of Work approved by the executive board
- Reports prepared for meetings (executive board, membership, and committee)
- Financial records including approved budgets, detailed reports with copies of your PTA Funds Request Forms with receipts, and copies of all deposit forms that you have signed
- Promotional material, newsletter articles, evaluations, etc.
- Award applications submitted to Council, Texas, or National PTA
- Summary of your term, including recommendations for the following year

### *PTA Meetings*

- Agendas and approved minutes from each meeting
- Financial reports
- Relevant committee reports
- Information on upcoming events and programs sponsored by PTA at all levels
- Record of volunteer hours to be reported to the volunteer coordinator (if applicable)

# Resources

Texas PTA believes that volunteer at-home accessibility to FOUNDATIONS Training is important. As such, training can be found at [txpta.org/courses](http://txpta.org/courses). Our volunteer leaders across the state can access quality educational resources to support success within their roles and build strong Local and Council PTAs.

## FOUNDATIONS Trainings:

1. **ESSENTIALS** is a high-level orientation to PTA that is taken online via the Texas PTA website at [www.txpta.org/training](http://www.txpta.org/training). It contains the mainstay information that every PTA Leader should know. Executive board members should take this training at least once in their PTA career. Leaders are encouraged to take Essentials (formerly titled Foundations Leader Orientation and Leadership Orientation Training) again whenever the training is updated.
2. **BASICS** contain detailed information to support PTA Leaders in their specific executive board position. Every executive board member must attend a BASICS course for their specific position at least once every two years. These training sessions are available on-demand via the Texas PTA website. Visit us online at [www.txpta.org/training](http://www.txpta.org/training) to register.
  - a. BASICS includes a workshop and companion Resource Guide, along with other supporting resources.
  - b. PTA Leaders can access the Resource Guides via the Texas PTA website or online store. Visit [www.txpta.org/local-pta-leaders](http://www.txpta.org/local-pta-leaders) to download free PDFs or [www.txpta.org/shop](http://www.txpta.org/shop) to purchase hard copies.
3. **SPOTLIGHTS** offers 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. Spotlights are free and are not mandatory but offer vital insights on specific and timely topics.

Reminder: Both the ESSENTIALS and BASICS are mandatory for executive board members. Visit [www.txpta.org/training](http://www.txpta.org/training) to learn more!

## Newsletters and Alerts:

Texas PTA provides content-specific newsletters based on your PTA position. Please submit your information to Texas PTA each year. Registering as a Local PTA Leader will help ensure you receive important updates and position-specific newsletters! Visit [www.txpta.org/officer-intake](http://www.txpta.org/officer-intake) to access the form.

All executive board members are encouraged to closely follow Texas PTA legislative advocacy efforts by subscribing to Under the Dome, our advocacy newsletter. Sign up at [txpta.org/take-action](http://txpta.org/take-action).

## Leadership Development Resources:

Texas PTA training goes beyond the FOUNDATIONS by offering Leadership Development resources. The topics covered are the result of polling local and council PTA leaders across the state.

All PTA leaders are encouraged to go to [txpta.org/leadership](http://txpta.org/leadership) to discover what Extra Credit course they might like to take next to continue exploring their leadership development and investigate the Full Circle Leadership development program rolled out in March of 2022.



# Texas PTA Staff and Board Support

## **BOARD OF DIRECTORS** | [Contact Form](#)

The Texas PTA Board of Directors are your volunteer representatives at the state level. From the president to the secretary, Texas PTA Board can help answer your questions and address your individual needs. You can reach them at: <https://bit.ly/3zp81Es>.

## **COMMUNICATIONS** | [communications@txpta.org](mailto:communications@txpta.org)

The Communications team manages and produces all Texas PTA communications, including *The Voice* (our quarterly newsletter), specialized newsletters (advocacy, healthy lifestyles, arts in education, environmental awareness, membership, and field service), social media outlets, and the Texas PTA website. They also serve as Texas PTA's contact for all media inquiries.

## **FINANCE** | [finance@txpta.org](mailto:finance@txpta.org)

Texas PTA understands the responsibility of managing your member dollars. The Finance team is charged with monitoring Texas PTA resources according to the annual budget, as adopted by the Board of Directors.

Members of the Finance team are also available to support PTA leaders in their compliance with state and federal financial requirements, such as filing the annual 990 with the IRS and sales tax filings with the State Comptroller.

## **MEMBER SERVICES** | [memberservices@txpta.org](mailto:memberservices@txpta.org)

The Member Services team gives direct support to PTA leaders and members. They assist with member recruitment strategies, bylaws and standing rules, organizing PTAs, and general questions on leading and managing a PTA.

The Member Services team is responsible for developing recruiting resources that may be adapted for all levels of PTA – early childhood, elementary and secondary. Staff processes officer information, membership rosters and dues, and requests for copies of bylaws and standing rules. Staff also coordinates membership awards and the distribution of membership cards to Local PTAs.

## **PROGRAMS** | [programs@txpta.org](mailto:programs@txpta.org)

The Programs team is focused on connecting PTA members and leaders with the information they need to be successful and develop programs. Whether your PTA is registering for LAUNCH or requesting a Connect Program, the Programs team is available to assist you.

The Programs team is also your contact for student programs, such as Reflections, Camp Just Imagine, and Texas PTA's scholarship program.

## Notes

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Texas PTA



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**THIS ITEM IS FOR PTA USE ONLY**