

BOARDSMANSHIP

2023-2024

RESOURCE GUIDE

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Table of Contents

About PTA	2
Leadership Competencies	3
Texas PTA Diversity, Equity, and Inclusion Policy	4
Standards of Continuing Affiliation	5
Importance of Boardmanship	6
Getting Started	7
Keeping Records	8
Sample Plan of Work	9
Being an Executive Board Member	10
Communications for Executive Board Members	12
Fiduciary Duty	14
Finance for Executive Board Members	15
PTA Year-At-A-Glance	18
Governing Documents	20
Membership Meetings	22
Committee Work and Meetings	27
Virtual Meetings	29
The Business of PTA	30
Voting	30
Motions: Ranking and Requirements	33
Protecting Your PTA with Insurance	34
Training & Learning Resources	35
Texas PTA Staff and Board of Directors Support	37
Notes	38

Easy access to all of the live links in the Resource Guide are available at a scan of the QR code.



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.
- 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: **Welcome All Families** The school treats families as valued partners in their child's education and facilitates a sense of belonging in the school community.
- Standard 2: **Communicate Effectively** The school supports staff to engage in proactive, timely, and two-way communication so that all families can easily understand and contribute to their child's educational experience.
- Standard 3: **Support Student Success** The school builds the capacity of families and educators to continuously collaborate to support students' academic, social, and emotional learning.
- Standard 4: **Speak Up for Every Child** The school affirms family and student expertise and advocacy so that all students are treated fairly and have access to relationships and opportunities that will support their success.
- Standard 5: **Share Power** The school partners with families in decisions that affect children and families and together—as a team—inform, influence, and create policies, practices, and programs.
- Standard 6: **Collaborate with Community** The school collaborates with community organizations and members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.



Leadership Competencies

Skills and Abilities Demonstrated by Effective Leaders

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 that effective leaders demonstrate. Current and potential leaders can use these skills and abilities to improve their leadership. Local or Council PTA nominating committees can use them to recruit, nominate, and elect effective leaders. The 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
<i>Integral to All Categories</i>	
Communications	Listens actively and conveys information clearly, concisely, and accurately in both writing and speech
<i>Adaptive</i>	
Creativity	Sees and thinks of new ideas, alternatives, and ways to do things
Continuous Learning	Pursues the development of skills and knowledge
<i>Forward-Thinking</i>	
Critical Thinking	Obtains all relevant information, identifies problems and causes, evaluates information, and determines criteria that indicate solutions
Motivation	Demonstrates and promotes interest and enthusiasm
Vision	Demonstrates a clear understanding of the future and how to get there
<i>Interpersonal</i>	
Collaboration	Works as a team to achieve a common purpose, putting service before self
Initiative	Steps up unprompted and goes above and beyond with excellence
Relationship Building	Develops trust and mutual respect, and values diversity
<i>Intrapersonal</i>	
Empathy	Expresses verbal and nonverbal recognition of feelings, needs, and concern for others
Integrity	Does the right thing when no one is watching
Self-Awareness	Assesses their own strengths and weaknesses
<i>Technical</i>	
Delegation	Shares responsibilities, including guidance and follow up
Time & Resource Management	Effectively prioritizes and manages the resources to accomplish the goals of the group or project



Texas PTA Diversity, Equity, and 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 designed to further the commitment of Texas PTA to diversity, equity, and inclusion: To continually be a voice for all children by reflecting diversity and inclusivity 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 amended as of May 23, 2023, 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 guide Texas PTA, its Board, 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, ethnicity, culture, religion, socioeconomic status, age, geographic area, sexual orientation, 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 represent the wide 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 are provided with what they need to be engaged and successful. This moves beyond an “equal across the board” approach to include the following:
 - a) Recognize and address bias and privilege.
 - b) Understanding and attending 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 safe, welcomed, and accepted. This means putting diversity into action with skill and intentionality, striving to ensure everyone feels respected, supported, and valued—and can fully participate with an equal voice and a right to be heard. This includes actively seeking out voices that have been traditionally underrepresented and/or marginalized.

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

- Promote and encourage awareness, inclusion, and engagement of all diverse populations represented in the community.
- Openly assess beliefs and practices to ensure inclusiveness and equity and to guard against discrimination.
- Strive to ensure that the membership, leadership, programs, partnerships, and published materials reflect the diversity of their communities.
- Facilitate communication with families in their communities in languages 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.
- Provide resources and training that develop a more diverse and inclusive group of members, leaders, and community.

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

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.

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

1. Maintain Active Status with Texas PTA.¹ (see requirements above)
2. Report all 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.²
4. Review Local PTA bylaws (and standing rules, if applicable) every three years and submit to Texas PTA for approval.³
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".

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.*

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 presents 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 understand how the decisions and actions of individual executive board members reflect on the perception of the entire executive board by current and future PTA members, leaders, school staff, and the greater community. 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 undermines any efforts to gain support for PTA events and programs or to make a real difference in the school community.

Collaboration is also key. It requires each executive board member to work in a complementary fashion, supporting all executive board members' work in PTA. The structure of the executive board and committees, using 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 reflects 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 need to check the following tasks 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 txpta.org/officer-intake.
- 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 bylaws template annually. Your PTA should download a new copy every year after August 1st at txpta.org/bylaws 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 the FOUNDATIONS Essentials and Basics Boardsmanship training within 30 days of election or appointment. The courses can be found on the Texas PTA website at txpta.org/courses.
 - FOUNDATIONS Essentials is required once in your PTA career.
 - Position training should be reviewed each time your executive board role or campus changes.
- Download and read your position's Resource Guide. Each position is supported specifically with training by Texas PTA and is listed at txpta.org/local-pta-leaders.
- Follow Texas PTA and National PTA on social media.

Duties at a Glance

- Attend training in addition to the required training. This 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 PTA's bylaws and standing rules and the 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 (for example, the procedure book) to know what has been done in the past.
- Form your Committee! One of the first things you should do is find a few people to help you. If your PTA has them, check your standing rules to see if the number of committee members 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 the PTA.
 - Executive board, membership, and committee meetings are scheduled throughout the year. Check your bylaws for which months are 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.

Keeping Records

Compiling and maintaining a complete record of your activities can help the PTA Leaders who follow behind you. Passing important information to your successor gives them what they need to get started. A PTA should 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 on 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), any registered executive board member can download 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 for the request form and more information.

Rosters

- Current roster of executive board members, with their contact information
- Contact information for your Texas PTA Field Service Representative, Council of PTAs (if applicable), Texas PTA Board of Directors with comparable responsibilities, and the Texas PTA State Office
- Resources, 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 FOUNDATIONS 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 funds request forms with receipts, and copies of all deposit forms that you have signed
- Promotional material, newsletter articles, evaluations, and so on
- 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)



Sample Plan of Work

Muestra Plan de Trabajo

Executive Board Member Name: (Nombre del Miembro de la Mesa Directiva)			
Position: (Puesto)		Year: (Año)	

Reproduce as needed for the appropriate number of goals.
(Reproducir según sea necesario para el número apropiado de metas)

Responsibilities / Duties: (Responsabilidades/Obligaciones)		Committee Members: (Miembros del Comité)	
Goal: (Objetivo)		Evaluation Process: (Proceso de Evaluación)	

Specific Action Steps (Pasos de Acción Específico)	Start Date (Fecha de Inicio)	Completion Date (Fecha de Terminación)	Budget (Presupuesto)

Resources: (Recursos)	
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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 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 position at a time.
- 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 delegates
- Faculty representatives
- Student representatives
- Others

Duties of the Executive Board

Each executive board member shall carry out the fiduciary responsibilities for this PTA by exercising duty of care, duty of loyalty and duty of obedience.

The duty of care requires each executive board member to use the same care and concern for executive board responsibilities as any prudent and ordinary person would, including:

1. complete all components of FOUNDATIONS training and deliver proof of completion to secretary within 30 days of election or appointment;
2. reimburse all FOUNDATIONS training related expenses for each executive board member;
3. create standing and special committees;
4. submit and have approved, written Plans of Work for all executive board members and committee chairs;
5. have a current copy of the PTA governing documents;
6. fill executive board vacancies;
7. deliver all official materials to successor or the president no later than 15 days following the end of term;
8. transact necessary business in the intervals between membership meetings;
9. attend all meetings; and,
10. present an executive board report, financial report, and all other necessary reports at each regular membership meeting.

The duty of loyalty requires each executive board member to place the interests of this PTA above any other, including:

1. refrain from making any slanderous or defamatory statements that will in all likelihood result in harm to the PTA name or brand;
2. present publicly a united front on decisions made as an executive board;
3. maintain confidentiality; and
4. not communicating to school district personnel or media as representing this PTA unless authorized to do so by the president or executive board.

The duty of obedience requires each executive board member to adhere to the law and PTA's mission, purposes and governing documents, including:

1. comply with the legal filing requirements of state and federal government agencies;
2. annually review the records retention policy;
3. annually review and have membership adopt the e-commerce policy and the social media guidelines, unless these are covered in the PTA's Standing Rules;
4. sign the Confidentiality, Ethics and Conflict of Interest Agreement;
5. ensure an annual budget for the upcoming fiscal year is adopted by membership at the annual meeting;
6. abide by policies and procedures as set forth by Texas PTA; and
7. perform duties outlined in these bylaws, governing documents and those assigned by the president.

Executive Board Meetings

The meeting calendar for executive board meetings is established during the first executive board meeting of the year. 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 (agenda, meeting minutes, financial reports) so that you can constructively participate in discussions and voting. PTAs use 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.

All executive board meetings are closed meetings. All executive board members must maintain the confidentiality of all discussions and opinions shared in the meeting. Maintaining confidentiality builds trust among executive board members. It preserves the executive board meetings as a safe place to share 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. They must then leave the meeting. A non-executive board member cannot participate in the discussion or 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 method.

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.

Communications for Executive Board Members

The executive board plays a role in communicating the PTA story. Who we are—as demonstrated in our vision, mission, purposes, and values—and what we do—as evidenced through our history, efforts, and accomplishments—is the story only we can tell.

Everyone must be prepared to share this quickly and concisely when speaking with various existing and potential stakeholders. An elevator speech is a great tool to introduce to the rest of your executive board.

Elevator Speech

From Wikipedia: “An elevator pitch, elevator speech, or elevator statement is a short description of an idea, product, or company that explains the concept so that any listener can understand it in a short period of time. This description typically explains who the thing is for, what it does, why it is needed, and how it will get done.” You must be ready to share your elevator speech in various ways, depending on the situation and your audience.

Sample of a Generic Elevator Speech for PTA

PTA is a grassroots organization of parents, teachers, students, and others nationwide interested in children, families, and schools with three primary objectives: parent involvement, parent education, and advocacy. In Texas, PTA membership is as diverse as Texas itself in cultures, education levels, and parenting skills. When you join PTA, you become part of the largest child advocacy organization in the state and the nation as a member at the local, state, and national levels.

General Communications

- Remember that PTA is noncommercial, nonsectarian, and nonpartisan.
- Use multiple forms of communication to reach the entire community.
- Survey your members about what information they would like to receive and how and when they would like to receive it. Do not assume you know how your members would like to receive information.
- Use various communication methods, and offer options, in case some of your members do not have access to technology.
- Be aware of cultural and language differences. Know who your members are, and provide information and resources in appropriate languages. Whenever possible, use a delivery platform that enables translation.
- Be aware of privacy and other issues if the members want a website or social media account. Check the [Texas PTA Sample Media Policy](#) for guidance.
- Be respectful of your members’ time and attention. Don’t inundate your members with too many emails. Coordinate your communications and combine them whenever possible.
- Pay attention to the details. Check the spelling and grammar. Confirm that the information is correct and the message is appropriate and clear. Refer to the [National PTA Style Guide](#).

Personal Communications

- Show respect.
- Be positive.
- Collaborate and problem-solve.
- Delay the response to a difficult question or person until you carefully consider the wording. Never respond when your emotions are high.
- Postpone a discussion if it becomes too difficult.
- Be all-inclusive.
- Model sensitivity to all.
- Think twice before clicking Reply All, but do copy the appropriate people.

Website

- Make sure you are representing the PTA brand correctly. Refer to the [National PTA Visual Identity Standards](#) for guidance.

- Be inclusive. Use images and settings that show diversity, inclusion, and outreach.
- Be user-friendly. Your site should be well organized and provide easy access to important information.
- Be timely and up-to-date. Remove or archive dated information quickly.
- Link to resources from Texas and National PTA. Programs, guides, and more can be hyperlinked to give your audience easy access to important news and information.

Social Media

Social media platforms such as YouTube, Twitter, Facebook, and blog sites allow the PTA to connect to members and potential members in a very interactive way.

- Share information, photos, and videos that can help increase membership, communicate with current and potential members, fundraise, generate positive exposure, receive feedback, and network.
- Share information from Texas and National PTA. Remind your members that their dues make them members of the local, state, and national levels of PTA.
- Use social media to teach, remind, and recognize your members and leaders. Celebrate your successes and the positive outcomes of your efforts.
- Monitor your sites constantly. Assign administrators, and train them to quickly address any inappropriate messages or misuse of the PTA brand. Be sure to have your site's protocols posted prominently and deal with potential problems with respect and equity.
- Attribute appropriately. Remember to provide a link to the original content and use the author's name and/or organization whenever possible.
- Be professional and respectful. Agree to disagree, but do not attack anyone personally.
- Be consistent. Be sure to maintain consistency across platforms and with PTA brand guidelines. Adopt a social media policy, and follow it. Refer to the [Texas PTA Sample Social Media Policy](#).
- Respect the privacy of children and families. Do not post photos of or tag anyone without their written permission.

Media

Using print and electronic media to share your PTA's successes positively attracts members, donors, and sponsors. You can control the message when you contact the media. However, when the media contacts you, it is usually for a reason that may be negative. Be sure to have certain protocols in place.

- Designate an official spokesperson for your PTA in your standing rules. This is normally the PTA president or their designee.
- Know your school district's media policies and follow them.
- Always notify your principal, executive board members, and school district that the media has contacted you.
- When contacted by email, ask why they are contacting you and when their deadline is. Do not reply until you have thoroughly prepared for the interview.
- When contacted by telephone, explain that you cannot speak with them then, and ask why they are contacting you and when their deadline is. Do not respond to any questions until you have thoroughly prepared for the interview.
- Remember that you cannot respond on behalf of the PTA unless the members have permitted you to speak on a specific topic on their behalf. Even if you decide to speak as an individual, you will probably be introduced and associated with your PTA position.
- Whenever possible, rely on positions and resolutions adopted by Texas and National PTA.
- Remember that anything you say can be used in whole or, more frequently, in part. Preparation is key.
- When in doubt, contact Texas PTA for assistance.

Fiduciary Duty

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.”

Fiduciary duty is a legal responsibility to act in the best interest of another person. Fiduciary implies a level of trust that is necessary to represent our members.

Executive board members have three fundamental fiduciary duties:

- The **duty of care** means that an executive board member actively participates, attends executive board meetings, is educated on the industry, provides strategic direction, and oversees the daily operations of the PTA.
- The **duty of loyalty** requires an executive board member to operate in the interest of the PTA and not to use their position to further a personal agenda.
- The **duty of obedience** requires an executive board member to know the state and federal laws and regulations that apply. This includes the regulations and guidance issued by the IRS and the Texas State Comptroller’s Office. Obedience to governing documents requires a deep understanding of the operating documents (bylaws, standing rules, policies, executive board resource guides, and required Texas PTA training). Finally, obedience requires that an executive board member not act outside the scope of the PTA’s legal documents.

Fiduciary duty in PTA means the executive board members act as trustees of the organization. This includes exercising due diligence to oversee that the organization is well-managed and that its financial situation remains sound.

Finance for Executive Board Members

Financial Considerations

Every 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 much more involved in the daily financial management of a PTA...these are the basics.

Budget Basics

The budget is a financial representation of the activities and operations a PTA expects to conduct during the PTA's fiscal year. An adopted budget must be in place at all times for fundraisers to be conducted and expenses to be paid. 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 of the next fiscal year based on approved plans of work submitted by the incoming executive board. The membership always approves expenses and income via the budget, which can be amended as needed.

Payments

Payments are never made in cash, and signed blank checks are never handed out. All payments must relate to an adopted budget line item and have a [funds request form](#) attached with a receipt and/or invoice.

Deposits

To protect the PTA and its volunteers, PTA funds should always be counted and verified by the signature of two individuals on the Deposit Form found at txpta.org/treasurer. All signers should retain a copy or image of the completed deposit form. The treasurer may be one of the two counters unless prohibited by the PTA's standing rules.

All money should be deposited in the bank on a daily basis. Never deposit money in a personal account or leave the money in someone's home. Cash should never be taken from an event's collected money to use to pay expenses, reimburse individuals, or use as start-up cash for a later event.

Banking

PTA money cannot be mingled with other funds and must be kept in a PTA bank account at a financial institution. The money of another group or organization is never deposited into a PTA account. Any request to use a PTA bank account is unacceptable and possibly illegal, even if it costs the PTA no money. Money can never be "turned over" to the school and/or principal to spend at their discretion.

Financial Reports

To keep members informed, a financial report is presented at every regular executive board and membership meeting. The report covers the financial transactions since the last meeting of that type. The report should include each budget line's current period actuals, year-to-date actuals, and adopted budget amount. The verbal report should include the starting balance, total income, and expenses for the current period, change to sales tax liability during the current period, change in state/national dues liability during the current period, ending cash balance, and ending balances of the sales tax liability and state/national dues liability accounts. Your financial software may refer to liabilities as escrow or off-budget. As the funds belong to the members, they have the right to access the financial reports presented at any membership meetings. See a sample financial report at txpta.org/treasurer.

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 PTA 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 next executive board meeting. If the reviewer identifies items for further review on the Statement Review by Non-Signer form, these items should be investigated by the executive board. The results of the investigated items should be attached to the Statement Review by Non-Signer form. If evidence of theft, fraud, or embezzlement is discovered, the Theft, Fraud, and Embezzlement Policy found at txpta.org/polices should be followed.

State and National Filing Requirements

The executive board verifies that all filing requirements and tax obligations are completed. At a minimum, this includes filing the IRS Form 990 and having proof of acceptance by the IRS within 60 days of the PTA's year-end.

Financial Reconciliation

A financial reconciliation is required to be 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 no fewer than three (3) members who are not authorized signers, the current secretary, the incoming treasurer, a majority of student members related by blood or marriage or reside in the same household as the authorized signers or current secretary. The financial reconciliation committee report is adopted by a majority vote of the members at the regular membership meeting immediately following the financial reconciliation.

Financial Mismanagement

Mistakes in managing the PTA's finances can occur, and sometimes a trusted individual will take advantage of their role in the PTA for their own financial benefit. It is important to seek help from your Council president or FSR as soon as possible to limit any additional losses to the PTA. If theft, fraud, or embezzlement is suspected, the PTA is required by the bylaws to follow the Texas PTA Theft, Fraud, and Embezzlement Policy found at txpta.org/policies.

Financial Red Flags

- Bank statements are not seen by the treasurer and nonsigner monthly.
- Financial reports are not given at executive board or membership meetings.
- The beginning balance of a financial report doesn't agree with the last reported ending balance.
- Amounts in the financial reports do not balance the total.
- Money is counted by only one person.
- Checks or deposits are missing.
- Checks are made payable to a check signer's family members.
- Checks are made payable to "Cash."
- Checks are payable to the same payee made out for the same amount each month.
- Two or more signers on the bank account are related by blood, marriage, or reside in the same household.
- Receipts are missing from funds request forms.
- The membership did not approve the budget.
- The membership did not approve fundraising activities.
- The amount of profit doesn't agree with the amount in the contract signed with the fundraising company.
- Less money was deposited for a fundraiser than paid to the company for the product received.
- Bills are received for unbudgeted items.
- Individual PTA members profit monetarily from any fundraiser.
- Children are used to raise funds for PTA.
- The required annual financial reconciliation report was not presented to the membership at the first membership meeting of the new year.
- The financial reconciliation committee consists of signers on the bank account or of individuals related to those signers.

IRS 990 Filing Requirements

All PTAs are classified as tax-exempt 501(c)(3) nonprofits under the Internal Revenue Code and must submit a 990 return to the IRS. Texas PTA requires PTAs to electronically file the appropriate IRS Form 990 and have it accepted by the IRS within 60 days of the PTA's fiscal year-end. PTAs must file one of three IRS Form 990s annually:

- The 990-N is required for PTAs whose gross receipts are \$50,000 or less.
- The 990-EZ and Schedule A are required for PTAs that gross more than \$50,000 but less than \$200,000.
- The 990 and Schedule A are required for PTAs who gross \$200,000 or more.

Proof of the 990 filing is presented at the first executive board meeting of the year. For more details on financial procedures for your PTA, visit txpta.org/treasurer.

PTA Year-At-A-Glance

In addition to the executive board duties previously mentioned, you should be aware of the timing of when executive board-specific activities should happen 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 for which 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 reserved 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 Status and Good Standing designation (discussed later) and information regarding awards received.

September - December

- The first membership meeting of the year is held according to the meeting months listed in your bylaws. (Best practice is to hold the first membership meeting 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. *Note: 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 at the annual meeting.

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, and 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.

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 PTA functions, and include all rules that the association considers vital to the rights and responsibilities of the membership.

Each PTA is governed by the bylaws of National PTA, Texas PTA, the Council PTA (if in membership with a Council PTA), and its bylaws. Since Texas PTA organizes and charters every 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 mandatory wording that cannot be changed except by a vote of the Texas PTA Board of Directors. PTAs only have the authority to change the language specific to their PTA (amount of dues, months for meetings, number of vice presidents, and so on). 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, the bylaws template is updated on August 1 each year and added verbatim into the PTA bylaws, and approval by your membership is not required.

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

For more information, contact Texas PTA's state office at 1-800-TALK-PTA or leaderengagement@txpta.org.

The bylaws of your PTA include 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 a PTA 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 PTA, its officers, and its members. No template is provided for standing rules; instead, suggested and/or required wording is provided in the [Sample Standing Rules for PTAs](#) found at 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 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 has established minimum requirements for PTAs to continue operating under the PTA brand via the Standards of Continuing Affiliation. These standards set basic criteria for PTAs to attain Active Status and to remain in Good Standing with Texas PTA annually. All PTAs must review the requirements and subsequent retention plans each year.

Any updates to these standards will be widely published and take effect on August 1 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 located in this guide.

Membership Meetings

Meetings are held for members to make the decisions that direct the PTA's actions and to 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 PTA members, specifically those who have paid their dues for the current membership year, direct the PTA's work.

Types Of Meetings

- **Regular meetings:** Membership meetings set by the bylaws. These meetings should include the approval or acceptance of prior meeting minutes as well as the presentation of a financial report,
- **Special meetings:** Meetings that are called, with appropriate notice, between the regular meetings to address specific items of business. The PTA bylaws contain special provisions for calling special meetings. Prior meeting minutes are not approved or accepted, and a financial report is not presented at these 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 10 members, but each PTA has the discretion to determine a higher quorum number within its bylaws.

The secretary assists 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 PTA's officers have specific roles in managing a successful meeting.

President

The success of the PTA 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 their own preference.
- 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

This structure has been discontinued as an option effective May 23, 2023. Any Local PTAs who currently have the President-Elect model will be allowed to continue operating using that model.

The president-elect 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.

When a president-elect is included as an officer, the term limits for the president and president-elect are limited to one year, meaning they cannot be re-elected to the same position. The president-elect would serve as an aide to the president, with other duties as assigned, and would then automatically become president the following year.

If a Local PTA would like to transition from the president-elect model to the traditional model, this transition can only occur at the beginning of the next fiscal year, so planning ahead is crucial. The Local PTA will need to propose the bylaw amendment removing the president-elect early enough in the current year so that the nominating committee knows what positions to slate for the upcoming year. The motion to remove the president-elect model should come from the executive board. “By recommendation of the executive board, I move to remove president-elect as an officer from Terrific PTA’s bylaws and all corresponding changes, effective [insert first day of your next fiscal year].” The current board will finish the term using the president-elect model.

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 performs the following tasks:

- 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.
- 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 presiding chair is concerned that quorum may be lost and important business is pending, they should ask the membership to change the order to address that business towards the beginning of the meeting.

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

If the secretary and/or parliamentarian are absent, the presiding chair appoints a member(s) to perform those responsibilities for the meeting.

Opening Ceremonies (Optional)

An invocation, pledges to the flags, a poem, song, or 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 presiding 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 presiding chair can either accept a motion to approve the minutes (as presented or amended) or use unanimous consent.

The presiding 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 regular meeting unless they were previously approved by a committee, which is announced and noted in the current meeting minutes.

Report of Treasurer

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

The treasurer stands, addresses the presiding chair, and reads the report, including (at least) the beginning balance, total income, total expenditures, ending balance, and changes to the final balance of any liability funds, such as state sales tax and state/national dues. The presiding 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 presiding 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. The 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 presenting the report (usually the committee chair) moves for the adoption of the motion. If no recommendation is made, no motion is needed.

The presiding 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 presiding 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 by 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).

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

Unfinished Business

The presiding 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 presiding chair simply states, “there is no unfinished business.”

New Business

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

Program

The presiding chair introduces the program/parent education chair, presenting the program or introducing the program presenters.

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

Announcements

The presiding chair should, if possible, make all announcements, including the date of the next meeting, important events, activities, and so on.

The principal may be asked to speak here.

Adjournment

The presiding 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 presiding 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. 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 PTA and must operate within PTA bylaws, policies, and procedures.
- All projects and activities must have the approval of the executive board and the membership in advance. This is often accomplished with the approval of the plan of work.

Committee Meetings

- Before you have a meeting, 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 who 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 opinions.
- Summarize all recommendations and review any assignments and due dates.
- Be positive.
- Be impartial and know the information you are presenting.
- 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 10 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 fully in-person or virtual.

Remember

- 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 different ideas and input - each committee member brings different perspectives and is unique. Just because something has always been 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 big and little milestones along the way. When volunteers feel appreciated and celebrated, they're more likely to volunteer for the next committee.

Virtual Meetings

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 following guidelines and requirements:

- Virtual meetings require a 3-day notice.
- The 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 virtual to in person meetings requires a 3-day notice.
- A special meeting requires a 3-day notice.
- All executive board members must have access to the virtual meeting technology.
- The chair shall present the meeting technology and rules before conducting 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, using the following guidelines and requirements:

- Virtual meetings require a 10-day notice.
- The 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 virtual to in person meetings requires a 5-day notice.
- A special virtual meeting requires a 10-day notice.
- The meeting chair shall present meeting technology and rules before conducting business.
- The meeting technology must allow each member to communicate with all other members in attendance.

Executive Board Emergency Voting

In an emergency, the executive board may vote by phone, email, or other electronic method 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 when the president believes no discussion will be necessary. However, emergency voting via an electronic method 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 vote.
- A two-thirds vote of the entire executive board is required for the motion to pass. Executive board members who do not respond within the voting period are counted as “abstaining” making it harder to achieve a two-thirds vote.
- 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 method by which 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 business brought before the membership is put in the form of a motion. The following steps are required to handle a motion, as explained below.

The Eight Essential Steps of a Main Motion

ACTION FROM THE FLOOR

1. Obtain the Floor: Member rises and addresses the chair by saying: *“Madam President”* or *“Mr. Chairman.”*



3. Make the Motion: The proper form to introduce a motion is: *“I move that...”*



4. Second the Motion: Member states: *“I second the motion.”* A second is necessary to avoid time spent considering a question that only one member favors.



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.



ACTION BY THE CHAIR

2. Assign the Floor: The chair recognizes the member by bowing to him or by speaking his or her name: *“Ms. Jones.”*

5. State 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.

7. Put 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. Announce the Vote: The chair states, *“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 the following ways:

- Voice (viva voce): This is a conventional method for voting on motions that require a majority vote.
- Unanimous Consent (general consent): This type 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 method 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 method 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. Roll Call can be used on an emergency phone vote since votes cannot be seen.
- Ballot Vote: A member can request this method. 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 PTA 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 who 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

- number of votes cast;
- 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); and
- 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 presiding 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 presiding chair will repeat the report and state the outcome, which in this case, is that the motion fails.

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

All of 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 (not half plus one). For example, if 31 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, meaning the candidates who receive the most votes (not necessarily a majority) are the winners. A ballot vote must be used. (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
	PRIVILEGED MOTIONS						
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
SUBSIDIARY MOTIONS							
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
NON-RANKING MOTIONS							
Whether these motions are in order depends upon the business already under consideration and what purpose they may serve when introduced.							
INCIDENTAL MOTIONS							
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*
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY							
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.

Protecting Your PTA with Insurance

Texas PTA strongly encourages PTAs to obtain adequate insurance protection against liability and financial loss due to fraud, embezzlement, or dishonest acts.

Texas PTA negotiated a group discount with Association Insurance Management (AIM) (800-876-4044) to obtain insurance coverage at affordable prices. Similar coverage may be obtained from any insurance company, locally or otherwise.

AIM offers several types of coverage listed below, and PTAs may secure any combination of coverage at any time during the year. Additional information may be found at txpta.org/pta-insurance.

Event/General Liability Coverage

- \$1,000,000 or \$2,000,000 liability coverage per occurrence (no deductible)
- Protection from lawsuits if someone is injured at one of your events
- \$5,000 per person medical payment included (no deductible)
- Option for increased medical payments: \$10,000, \$25,000, and \$50,000
- Option for Media Liability to cover misuse of the content on your PTA website or social media
- Option for Hired and Non-owned Auto Liability
- Option for Abuse and Molestation Coverage

Event/general liability insurance covers carnivals, bounce houses, dunking booths, fun runs, skating parties, auctions, and more.

Directors & Officers Liability Coverage

- \$1,000,000 liability limit (no deductible)

If someone sues the officers of your PTA for mismanagement, misrepresentations, dissemination of false or misleading information, or inappropriate actions, this coverage pays to defend them against those actions.

Embezzlement Coverage (Fidelity Bond)

- Coverage available: \$10,000 to \$250,000 (usually based on annual revenue)
- \$250 deductible

Embezzlement insurance covers monetary losses sustained by a PTA through any fraudulent or dishonest act(s) or embezzlement committed by any of the elected officers, members, volunteers, or employees.

Note: For embezzlement insurance to apply, a PTA must have account statements reviewed monthly by a non-signer and conduct an annual financial reconciliation.

Business Personal Property Coverage (Inland Marine)

- Coverage available: \$10,000 to \$250,000
- \$250 deductible

Property insurance covers items such as raffle merchandise, auction items, and fundraising supplies while in your PTA's care, as well as your PTA's personal property like popcorn machines, school store supplies, emergency relief supplies, and more.

Training & Learning Resources

Texas PTA believes that volunteer at-home accessibility to FOUNDATIONS Training is important. As such, all required training is located at txpta.org/courses. Our volunteer leaders across the state can access quality educational resources to support success within their roles and build strong PTAs.

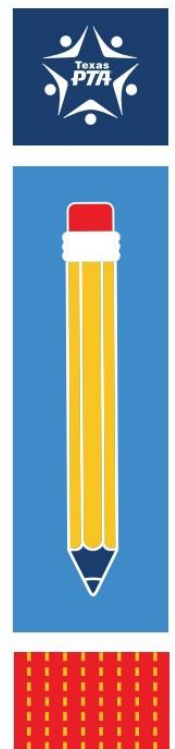
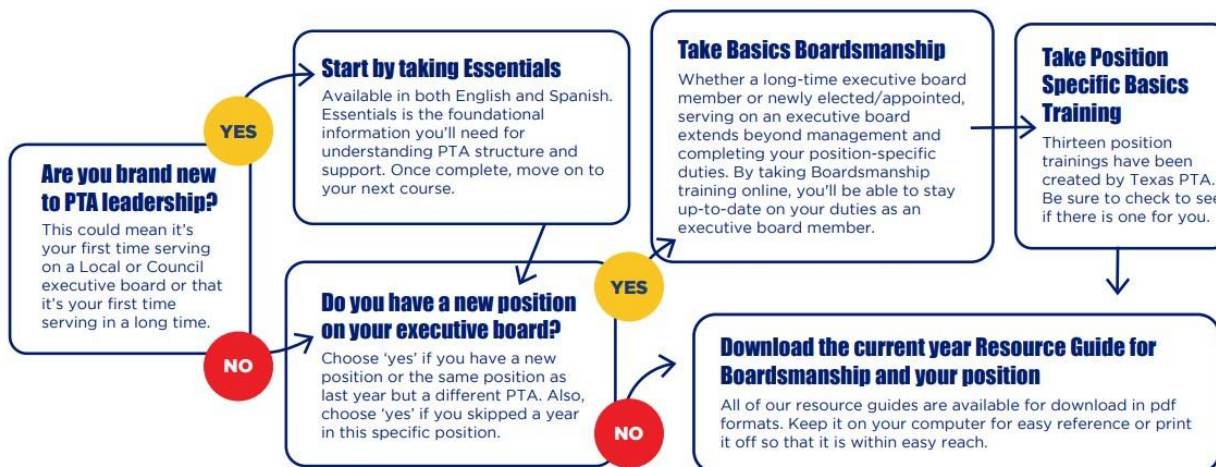
FOUNDATIONS Required Training

- **Essentials** is a high-level orientation to PTA, taken online via the Texas PTA website at txpta.org/pta-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 (FLO) and Leadership Orientation Training (LOT)) again whenever the training is updated.
- **Basics** courses contain detailed information to support PTA Leaders in their executive board position. Every executive board member must attend a Basics course for their position at least once every two years. These training sessions are available on-demand at www.txpta.org/courses. Basics content includes an online training video, a companion Resource Guide, and other supporting resources.
 - a. PTA Leaders can access the Resource Guides via the Texas PTA website. Visit txpta.org/local-pta-leaders to download free PDFs.

Reminder: Both Essentials and Basics courses are mandatory for executive board members. The path to ensure that all required training has been completed is explained in the following graphic.

PTA Online Training | Where Do I Start?

Texas PTA requires all Local and Council board members to complete FOUNDATIONS Essentials training once in their PTA career. Position-specific Basics Training should be completed each time a PTA executive board member changes positions or campuses. All trainings can be found online at txpta.org/courses.



FOUNDATIONS: Spotlights

Spotlight courses offer short, in-depth reviews of 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 optional, but offer vital insights on specific and timely topics.

Newsletters and Alerts

Texas PTA provides content-specific newsletters based on your PTA position. Registering as an executive board member with Texas PTA each year helps ensure you receive important updates and position-specific newsletters! Visit 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, at txpta.org/newsroom. You can sign up for advocacy Action Alerts at txpta.org/take-action.

Leadership Development Resources

Texas PTA training goes beyond the FOUNDATIONS by offering Leadership Development resources. The topics covered result from polling PTA leaders across the state.

All PTA leaders are encouraged to visit txpta.org/leadership to discover Extra Credit courses to continue their leadership development and to investigate the Full Circle Leadership program.

Texas PTA Staff and Board of Directors Support

BOARD OF DIRECTORS | txpta.org/bod

The Texas PTA Board of Directors are your volunteer representatives at the state level. From the president to the directors at large, Texas PTA Board members can help answer your questions and address your needs. You can reach them at the address above.

COMMUNICATIONS | 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

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.

LEADER ENGAGEMENT | leaderengagement@txpta.org

The Leader Engagement team gives direct support to PTA leaders and members. They assist with standards of continuing affiliation, bylaws and standing rules, organizing PTAs, and general questions on leading and managing a PTA.

MEMBER RELATIONS | memberrelations@txpta.org

The Member Relations team is responsible for developing recruiting resources that may be adapted for all levels of PTA – early childhood, elementary, and secondary. Staff assists with member recruitment strategies, processes membership rosters and dues, and coordinates membership awards and the distribution of membership cards to Local PTAs.

PROGRAMS | 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. The Programs team is your contact for student and staff programs, such as Reflections, Texas PTA's scholarship, and educators awards, as well as Texas PTA's turnkey campus program library- Connect. Whether your PTA is registering for LAUNCH or requesting a Connect Program, the Programs team is available to assist you.



Texas PTA



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THIS ITEM IS FOR PTA USE ONLY