

PTA

# Secretary Handbook



Summer 2020

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# Duties of the Secretary

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## Responsibilities of the Secretary

- Attends all meetings, "Secretary Pro-tem" when you are unavailable
- Keep an accurate record of each meeting
- Have an up-to-date list of PTA members provide by membership chair
- Retain all master copies of minutes
- Have a current copy of the bylaws with all amendments recorded
- Keep rosters and lists up-to-date
- Handle correspondence as assigned by the president, when there is no corresponding secretary
- Notify members of meetings if the president requests this duty
- Retain all materials, contracts, motions, etc., until end of term
- Pass on all materials and records in a timely manner at end of term

## Fiduciary Responsibilities

The responsibilities of financial officers are specified in the association bylaws and are also established in California State PTA policies and procedures. Additional information can be found in the Finance and Job Descriptions chapters of the Toolkit. The Toolkit can be found on the PTA website, [www.capta.org](http://www.capta.org).

The treasurer, financial secretary and auditor are generally considered the financial officers. The president, secretary and vice presidents/chairmen also have specific financial responsibilities. **Every PTA board member has a fiduciary responsibility to:**

- Protect the assets of the organization. These assets include cash, assets, volunteers and the PTA's reputation.
- Ensure compliance with all laws. These include federal and state laws as well as the policies and procedures of the PTA.
- Ensure the assets are used to meet the needs of the children and members served by the PTA.
- Ensure continuity of the association by preserving assets for the future and not encumbering future boards.
- Ensure the association remains transparent – all the members are given the opportunity to participate in decision making and to view financial reports.
- Ensure the association is carrying out the purposes of PTA. These include increasing family engagement, advocacy and increasing communications between home and school. Fundraising is not a purpose of PTA, but PTAs may fundraise to provide PTA programs. Councils and districts have an additional purpose, which is to train and support local associations and their officers.

*PTA officers/chairmen need to understand why they are doing the things they are doing and be committed to doing them correctly and completely.*

## **Secretary Financial Duties**

- Sign all authorizations for payment.
- Record financial reports in, and attach to, the minutes.
- Record motions to adopt audit reports, budgets, the annual financial report, and check ratifications in the minutes.
- Record other financial motions such as budget adjustments, authorizations and releases of funds.

## **Bring to All Meetings**

- Two years' worth of minutes for reference
- Copies of agendas
- Current bylaws and standing rules
- Current membership list
- Roster of elected officers and appointed chairmen
- Current reports
- Paper for ballots
- Correspondence received - may be duty of corresponding secretary
- Motion blanks
- Office supplies as needed - red pen

## **What Goes into the Secretary Book?**

The minutes, of course! Along with the minutes each month, you will have different supporting documents. These are your supporting documents.

- The check detail – list of checks approved/ratified at each executive board meeting.
- Membership numbers - each month.
- The budget in the month it is adopted.
- The PTA calendar in the month it is adopted.
- A copy of the tax returns in the month that they are presented as filed by the treasurer or president.
- The audits in the months they are presented - mid-year audit and year-end audit by the elected or appointed auditor.
- Annual Report by the historian of volunteer hours accrued by the unit.
- The Annual Financial Report - usually presented at the beginning of the following year.
- Attendance list for association meetings (sign in sheets).
- Any important or signed contracts.
- Fiduciary Agreements that gifted money to the school site for a specific purpose.
- Correspondence received by the association or the board.

## **Secretary Officer Supplies**

The key to a successful year is organization. If the previous secretary did not leave you tools, then you will need to purchase and be reimbursed for:

## Secretary Officer Supplies

The key to a successful year is organization. If the previous secretary did not leave you tools, then you will need to purchase and be reimbursed for:

- A binder or file box
- Black pen, red pen
- Section separators by the month - 2 sets
- Plastic sheet covers to store completed motion sheets for each meeting.
- Section separators general
- PTA secretary's book, if using (available from the CAPTA.org PTA store)
- Optional – a pad or composition book for taking meeting notes
- Optional – hole punch (for papers without)

In the binder or file box you should have:

- A “wet ink” signed copy of the bylaws
- A copy of the budget for the year
- A roster of officers
- A list of members provided by the membership VP or chairman, updated each month
- Copies of all agendas and handouts from each meeting - using the monthly section separators.



# What PTA Minutes Should Contain

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As one of three required officers for a PTA, the secretary plays an important part in running a unit. One main task is to provide concise and complete minutes for board and association meetings.

Here are some tips on how to produce and handle meeting minutes to help you get started.

## Recording

When taking minutes at a meeting, focus on noting:

- Actions taken by group in the order they took place
- What is done, not what is said

This means that any detailed discussion or personal opinion is **not** included in the minutes.

*The minutes are not a transcript, nor should they try to be a verbatim account of the meeting.* They should be simply a record of the decisions made and the action taken. When there is a debate or discussion to be recorded, only the major points for and against the issue at hand should be included. It is important for members to be able to have meaningful discussions without being concerned about individual liability; therefore, names or direct quotations should not be recorded in relation to the debate.

Enough information should be provided for minutes to be a useful resource. Someone looking at the minutes should be able to understand what decisions were made and the reasons why. Skeletal minutes that only include the motions and whether they passed do not provide an adequate record.

**Do not use a recording device to tape meetings.** It is illegal to record meetings without express written permission from EVERY person in attendance and it is not recommended. *Please see current Covid-19 guidelines at <https://capta.org/news-publications/covid-19/covid-19-resources-for-pta-leaders>.* If you have difficulty recording minutes because members speak too quickly or there are too many conversations occurring, **ASK PEOPLE TO SLOW DOWN AND SPEAK CLEARLY**. Ask the president/meeting chair and the parliamentarian to assist you by keeping the meeting in order and allowing only one speaker at a time.

Whether you hand-write or use a laptop or device to take notes at a meeting to produce the minutes, remember to include the following information:

## Meeting Details:

- Name of your PTA
- "MINUTES"
- Date, place and type of meeting
- Start time and end time of meeting
- Attendance list
- Name and title of presiding officer

## Business Items:

- Approval of previous meeting's minutes 'as written' or 'as corrected' with a list of corrections
- Summary of treasurer's report listing date and balance on hand in the last report, income, expenses and date and balance on hand in the current report
- Motions to adopt budget, financial reports, audit reports and resolutions
- List of payments authorized or expenditures ratified to pay bills
- Motions to approve projects, fundraisers, contracts and bylaws changes, noting person's name making a motion and vote's result if adopted or defeated
- For motions with a counted vote, record if a quorum or majority was needed and the number for and against the motion
- For motions requiring a two-thirds vote, note that a two-thirds vote was required for approval after the outcome of the motion

## Summaries of Reports/Presentations:

- Summary of officer, chairmen and administrator reports with important, written reports attached
- Election results with nominees' name and the number of votes each nominee received
- Brief reference to program presented at an association meeting, noting type of presentation, presenter, title and organization represented

In addition, at the end of the minutes, add your signature and title: e.g. 'Maria Perez, Secretary'.

## Minutes Checklist

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Here's a quick checklist of what your meeting minutes should contain:

- ✓ Name of the PTA/PTSA as listed on the bylaws
- ✓ Type of meeting - association, executive board, special, etc.
- ✓ Date, time and location of meeting
- ✓ Presiding officer
- ✓ Attendance list
- ✓ Disposition of previous minutes - approved as presented or corrected
- ✓ Financial reports attached or in body of minutes including starting balance, monthly income and expense detail, and ending balance on hand.
- ✓ Bills approved for payment and checks ratified
- ✓ Officers/chairmen reports
- ✓ Motions as moved and voted on with maker's name
- ✓ Disposition of motions - adopted or defeated, tabled, postponed
- ✓ Election results and votes cast
- ✓ Program notes
- ✓ Time of adjournment



- ✓ Signature and title of secretary
- ✓ Approval date

## Handling Reports in the Minutes

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Individuals giving reports should provide the secretary with a copy of the report to ensure that all important facts are entered into the minutes. Reports of great importance are entered into the minutes in their entirety for future reference. A formal motion is made to request a report's inclusion into the minutes.

Lengthy reports or materials distributed during the meeting that must become part of the permanent record need not be retyped or rewritten into the minutes. It shall be noted in the minutes, "The report of \_\_\_\_\_ is attached to the master copy of the minutes."

## Distribution of Minutes

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It's always best to complete the minutes soon after a meeting. Send a copy to the president to review before distributing minutes to the group that generated them.

The executive board minutes go to the president for distribution to the executive board. They should be distributed as soon as possible to board members to allow time for thoughtful correction and any assignments, plans or actions made at the executive board meeting to be completed in a timely manner by elected and appointed officers. This also allows for those not present to catch up on meeting action etc. in preparation for the next meeting.

Association minutes are also sent to the president and usually not distributed until 10 days prior to the next association meeting to association members with the meeting agenda.

Meeting minutes should be available when asked for by executive board members.

The president should not hold the minutes for any reason. However, it's important to keep in mind that PTA minutes are produced only for members and are not for public distribution. For this reason, they are not posted on any website, on social media or in a newsletter in their entirety.

### Preserving the Minutes

Minutes are the legal, permanent records of a PTA as a nonprofit organization and are kept forever. At the end of the term, the master copy of the minutes, from board and association meetings, should be bound and passed on to your successor.

***MINUTES MUST NEVER BE POSTED ON A WEBSITE.*** A **summary** of the minutes may be posted for the benefit of members and nonmembers:

SAMPLE

**PHOEBE APPERSON HEARST ELEMENTARY SCHOOL PTA  
GENERAL ASSOCIATION MEETING  
August 5, 2020**

*Summary of the General Association Meeting Minutes dated August 5, 2020.*

**RECOGNITIONS**

Selena Sloan Butler was recognized for her efforts in parent involvement.

**REPORTS**

Committee reports were given by the Bake Sale, Hospitality, Membership, and Fundraising.

**ACTION ITEMS**

Consideration and approval of:

- A field trip to the Natural History Museum for Grades 4 – 5.
- Science Camp for Grades 4 – 5 in Sacramento, CA.
- 2020 – 2021 Proposed Budget
- 2020 – 2021 fundraising project with ABC Giftwrap, Inc. to raise funds for field trips.
- 2020 – 2021 fundraising project to provide a guest speaker regarding parent involvement.

**PLANNING ITEMS**

- Discussion regarding implementing the Reflections Art Program in September
- Discussion regarding Red Ribbon Week in October

## Approving PTA Minutes

Only the group generating the minutes approves the minutes; thus the association approves the association minutes and the executive board approves the executive board minutes. The minutes may be read aloud, posted in the meeting room, or copied and distributed to those attending the meeting.

The president asks if there are any corrections to the minutes and if there are none, the president states, "The minutes were read and approved." If there are corrections, the corrections are stated and then are noted in the master copy of the minutes in red ink. The president states, "The minutes were read and approved as corrected."

With the approval of the association or group, the reading of the minutes may be postponed to a succeeding meeting, or a committee of three people may be appointed to read the minutes and report their findings. If a committee is appointed, all members must have been present at the meeting for which the minutes are being reviewed. The members of the committee must sign their names at the end of the master copy of the minutes signifying their approval.

At the end of the minutes, next to the secretary's signature, write "approved" and the date of approval. At the next meeting, note that the minutes were "read and approved" or "were read and approved as corrected" and the date. This provides a cross-reference between the master copy of the minutes and the minutes of the meeting where the approval was recorded.

## Correcting the Minutes

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Corrections to the minutes are made immediately following the reading or presentation of the minutes during the time specified on the agenda, or at any subsequent meeting when errors are discovered.

- All corrections should be made on the master copy
- Corrections are made after presentation
- Corrections are made in red ink
- Circle errors and make corrections in the margins
- Corrections must be dated and initialed
- Corrections are only made by the group that generated the minutes being corrected
- Corrections may be made at any meeting when errors are discovered
- Corrections to past minutes will be noted in current minutes

Corrections to minutes previously approved may be made - even years later - by means of a motion to amend something previously adopted. Such a motion requires a two-thirds vote without notice, or a majority vote with prior notice.

Susie King moved that Sunshine Elementary PTA purchase a new microphone for use at PTA meetings using budget line item "PTA Equipment and Supplies" up to \$150. Motion seconded. **Motion adopted.**

\* Susan 6/15/2018  
ASKamin

## More Tips for Secretaries

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- **Use a bound book for permanent storage.** Don't use a loose-leaf binder as pages can be lost.
- Write minutes directly into the bound book, paste typewritten or computer-generated minutes into the book, or have all minutes bound at a printer at the end of the year.
- Number pages in consecutive order.
- **Keep minutes from all meetings** of the Executive Board, executive committee, and Association in the same minute book.
- Record minutes that are brief, yet contain all-important information needed to check past proceedings.
- Record what is done, not what is said.
- Do not reflect the secretary's personal opinion about anything that is said or done.
- Record the business in the order it happened.
- Record minutes in paragraph form or by department/subject headings.
- Write minutes immediately following the meeting.
- Leave a wide margin in the book to allow space for corrections.
- Send an advance copy of the minutes to the president as soon as they are completed.
- **Use motion forms** to ensure accurate wording of all motions. Refer to the motion form for specific wording when completing the minutes.
- **Record all motions** except those withdrawn, all points of order, and appeals.
- Record the name of the member who introduced the motion and the results of the vote (adopted or defeated).
- *Do not record the name of a person who offered the second.*
- Record a **ballot vote** as follows: number of eligible votes, number of affirmative votes (ayes), and number of negative votes (nos). For an election, include the name of the nominees and the number of votes each nominee received. A motion to destroy the ballots is in order.

# How to Record Minutes – Examples

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## Opening Section - Header

Record the type of meeting - association, executive board, special - legal name of the association – "MINUTES", date, time and place

## Attendance, Absences and Courtesy Seats

In the minutes of the executive board/committee, those who are attending, those who are absent, and those who have been given an excused absence are noted. Any courtesy seats granted by the president are noted, with the name of the guest, proper title, and the name of the organization represented, if any. The attendance sheet is attached to the master copy of the minutes for all meetings.

## Call to Order

Note the hour of the meeting and the name of the presiding officer. In the absence of the president, secretary, or parliamentarian, the names of the substitute - "pro tem" - should be recorded.

## Minutes of Previous Meeting

A statement is required concerning the disposition of the minutes of the previous meeting, e.g. "*The minutes of the last meeting were approved as read/distributed/printed.*" OR "*The minutes were approved as corrected.*" If corrected, provide a list of the corrections.

## Statement of Account

A statement concerning the treasurer's report is required:

|   |              |
|---|--------------|
| Balance on hand as of May 1, 2020       | \$ 12,494.27 |
| Receipts totaling                       | \$ 653.96    |
| Disbursements totaling                  | \$ 1,492.99  |
| Balance on hand as of date May 31, 2020 | \$ 11,655.24 |

## Treasurer's Report

Note the ratification of the checks that have been written since the last meeting and the motions to pay bills. *Treasurer's report can be mentioned as attached and the report can be put into the secretary book.*

## Communications

If there is any correspondence, a statement is required regarding from whom it was received, a brief explanation of content, and what action was taken, if any.

## Executive Board Report - Phoebe Hearst, Secretary

The secretary reports that the executive board/committee met on (date) and has three recommendations for consideration. Recommendations from the executive board of a committee do not require seconds because they are coming from a group.

Report whatever else is necessary for the information of the association. Report any items that need to be ratified.

*Example:*

Motion: Phoebe Hearst, secretary, moved on recommendation of the executive board that..."  
Motion adopted.

## **Reports**

*Example:*

### **Reflections - Betty Jones**

Betty Jones reported that there were 257 entries this year in the Reflections program, 131 in Visual Arts, 73 in Photography, 43 in Literature, 4 in Musical Composition, 4 in Dance Choreography, and 3 in Film/Video Production. The judging will take place during the week of October 23, with the due date of November 1. The Reflections Reception will take place on October 30 in the school library from 7:00 p.m. to 8:30 p.m.

Motion: Betty Jones moved that \$500 in the Reflections budget be released to pay for hospitality, certificates, and awards for the Reflections students. Selena Butler moved to amend by striking \$500 and inserting \$600. **Motion adopted.**

**For all motions** – The name of the maker of the motion is recorded. *The name of the person seconding the motion does not need to be recorded.* Motions are Adopted or Defeated.

### **Membership - Jennifer Rich**

Jennifer Rich, membership chairman, reported that membership to date is 934, an increase of 21% over last year at this time.

## **Program**

Include the program topic, type of presentation, and name(s) of participants(s). If there is an outside presenter, include his/her name, title, and the organization he/she represents.

## **Announcements**

Record any announcements.

## **Adjournment**

The meeting was adjourned at (time).

## **Secretary's Signature**

Sign the minutes. Minutes do not need to be approved to be signed. Note the date of the meeting at which the minutes were approved.

## Sunshine Elementary PTA MINUTES



SAMPLE

1234 Main Street, Anytown, CA 90000 • office@sunshineelementarypta.org

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Mary Brown, president, called the Sunshine Elementary PTA meeting to order on July 15, 2020, at 6:30 p.m. in the school library. Boy Scout Troop 1234 presented the colors and led the Pledge of Allegiance.

The minutes of the June 15, 2020 meeting were printed and approved as distributed.

Frank Green, treasurer, presented the treasurer's report. Complete report included in the master copy of the minutes.

|                                     | CHECKING           | SAVINGS            |
|-------------------------------------|--------------------|--------------------|
| <b>Balance on Hand @ 6/16/2020</b>  | \$ 2,800.00        | \$7,000.00         |
| <b>Receipts</b>                     | 500.00             | 2.00               |
| <b>Disbursements</b>                | - 499.00           | - 0.00             |
| <b>Balance on Hand @ 07/14/2020</b> | <b>\$ 2,801.00</b> | <b>\$ 7,002.00</b> |

Heather Grey, auditor, moved to adopt the audit report covering the period January 1, 2020 through June 30, 2020. **Motion adopted.**

There were no recommendations or audit findings.

F. Green moved the adoption of the 2020 - 2021 Sunshine Elementary PTA budget. Complete budget included in the master copy of the minutes. **Motion adopted.**

F. Green moved to pay Circus Book Fairs \$499.00 for the September 2nd book fair. **Motion adopted.**

Phoebe Hearst, secretary, presented the executive board report including:

- Interview of family engagement program providers
- Interview of fund raising companies

Action will be brought to a future meeting when plans are confirmed.

Carol Black, fundraising vice president, reported consideration of fundraising companies for the spring fundraiser. Action will be brought to a future meeting when plans are confirmed.

John Taylor, family engagement committee chairman, moved Sunshine Elementary PTA sponsor a multi-culture pot luck dinner in November in the school multipurpose room. **Motion adopted.**

J. Taylor introduced Dr. William White who presented a program on how to increase family involvement at school.

M. Brown announced the next association meeting will be August 15 in the school library at 6:30 pm. The president invited all to partake in refreshments.

The meeting adjourned at 7:30 p.m.

*Phoebe Hearst*

*Phoebe Hearst, Secretary*

**July 11, 2020**

*Date approved*

# Common Motions/Statements That You Will Hear and Record

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## Each Meeting

**By the Treasurer:** I move to ratify checks #1234 through #5678 totaling \$2,368.93 from the general account.

By the Membership VP or Chair or Treasurer: The number of PTA members is 254.

## Twice a Year

**By the Auditor:** I move to adopt the [Mid-Year, Year-End] audit for the [Your Unit Name] PTA.

## Once a Year

**By the Treasurer:** I move to adopt the budget for [list fiscal year].

**By a member of the Calendar Committee or Executive Board:** I move to ratify the [Your Unit Name] PTA Calendar for [list fiscal year].

**By VP/Chairman of Fundraising:** I move that [Your Unit Name] PTA have the following fundraisers and authorize the president and one other elected officer to sign the contracts: list of fundraisers.

**Anyone:** I nominate [member's name] to be [on the Nominating Committee, for President, etc].

## At Any Time

**Adding a new event:** I move to have a movie night, as a program, on [date] and charge admission of 50¢ for each person with expenses not to exceed \$1,500 dollars.

**Letting the board spend budgeted money:** I move to release funds for the CAPTA Convention up to the budgeted amount of \$1,500.00.

**By the President:** I appoint [member's name] to be Chairman of the [name of committee].

**By another officer:** I move to ratify the action of the President in appointing Person to be Chairman of the [name of committee].

**By the Treasurer:** I move to amend the budget by [list transfer of funds from one line item to another]

The minutes should reflect the motion maker's name and be worded in the past tense: "Mary Brown, treasurer, moved to amend the budget by \$XXX from line item XX to line item XX."

The following page is a sample motion slip. Make copies, cut, and distribute at your meetings to make your job easier!



## MOTION SLIP

I move...

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Motion made by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Adopted

\_\_\_\_ Defeated

## MOTION SLIP

I move...

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Motion made by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Adopted

\_\_\_\_ Defeated

# Making a Motion

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A motion to take action is introduced by a member, seconded, discussed, and is voted upon. Only persons who have been members for at least 30 days are legally qualified to make motions, discuss, and vote. The steps are:

1. Member raises his/her hand and waits to be recognized.
2. Chairman recognizes the member.
3. The member presents the motion by stating, "I move..."
4. The motion is seconded by another member. This shows that more than one person is interested in bringing the business before the group for discussion.
5. The chairman restates the motion. This ensures all members understand what is to be discussed.
6. Discussion is held on the motion. During discussion, all members participate fully.
7. The chairman puts the motion to a vote by stating, "All those in favor say 'aye.'" (Pause for vote) "Those opposed say 'no.'"
8. The chairman announces the result of the vote to assure all members know whether the motion carried or failed.

## Examples of Motions

- "I move to release funds in the amount of [\$\_\_\_\_\_] for budget line item [\_\_\_\_\_]."
- "I move to adopt the budget for the 2020 – 2021 school year as presented."
- "I move that all proceeds from the Scholastic Book Fairs be granted to Sunshine Unified School District to buy materials for the Sunshine Elementary library."
- "I move that the budget line item 'Field Trip Buses' be increased from \$7,000 to \$8,000."
- "I move that Restaurant Nights fall on the last Friday of the month."

## Amending Motions Already Presented

Original motion: "I move that the Sunshine Elementary PTA purchase a new 10 foot by 10 foot EZ-Up shade structure."

- "I move to **amend** by inserting the phrase 'not to exceed \$150 dollars' at the end of the motion."
- "I move to **amend** by striking out the word 'new'."
- "I move to **amend** by striking out the words 'shade structure' and inserting the word 'canopy'."

## **FAQs for Making Motions**

### **I want to end the discussion and have the vote.**

"I move to the previous question." You are voting only on whether or not to end the discussion on the motion, not to kill the motion itself.

### **I think discussion should continue, but I don't want it to go on all day.**

"I move to limit debate to [insert time limit you desire, i.e. "two minutes"]."

### **I want the chair to enforce the rules about time limits and the number of times people are allowed to speak.**

### **I notice an item on the agenda was skipped over without explanation from the chair.**

"Point of order!" Point out the rules being violated. The chair is then obliged to follow the rules.

### **The chair has been enforcing the rules about time limits and the number of times people are allowed to speak, but I really think we need to discuss this more.**

"I move to extend debate for [insert time you desire, i.e. "five more minutes"]."

### **I think the motion needs more attention/investigation/discussion than we can give it today.**

"I move that the Fall Picnic committee select two of these vendors for us to vote on at the next association meeting."

### **I need a bathroom break.**

"I move to recess for five minutes."

### **I have no idea what is going on.**

### **I want to make a motion to do something, but I'm not sure how to do it or if it is in order right now.**

"Madam President, I rise to parliamentary inquiry." The chair will recognize you, and you may ask your question.

### **I have a question for the person who is speaking.**

### **I have a question for the maker of the motion or someone who has already spoken.**

"Madam President, I rise to a point of information." or "A point of information, please."

### **I made a motion and now I think it's dumb.**

Wait to be called upon to speak and then ask permission to withdraw the motion.

# What Are Bylaws?

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**Bylaws are designed to help your PTA function in an orderly manner.** PTA bylaws describe the purpose of PTA and its mission, and members' rights, in addition to officers, committees and their respective duties. The bylaws do not tell you what programs to bring to your school or what fundraisers to run. The members of the PTA approve programs and fundraisers annually.

The only official set of PTA bylaws for any PTA is an original approved current set of bylaws, signed and dated by the state parliamentarian, PTA president and secretary, and on file with the unit PTA secretary.

A copy of the association's Bylaws for the Local PTA/PTSA Units must be made available to any association member upon request. A copy should be provided to all officers and board members. Each executive board member is responsible for making a thorough study of them.

## What is in the bylaws?

**Association Meetings:** The bylaws state how often the members of your association meet. Most PTAs meet monthly, but some meet less frequently.

**Audits:** Audits are required twice a year and are presented at the next convenient association meeting.

**Elections:** The election month is determined by the association meetings and will typically be in March or April. Most officers must run for office each year.

**Executive Board Officers:** The elected and appointed officers of the executive board are defined in the bylaws.

**Fiscal Year:** Each PTA determined what the fiscal year will be. Most use July 1 – June 30, but some units have fiscal years that coincide with the school year.

**Identification Numbers:** Units have a California State and a National PTA identification numbers as well as Federal and State Tax ID numbers and a Charitable Trust number for government filings. Those numbers are listed in the bylaws.

**Membership Dues:** Membership dues are specified in the bylaws.

**Nominating Committee:** The size of the nominating committee is determined by the bylaws and in the same section, the report date is called out. The nominating committee must be elected at an association meeting that falls at least two months before the annual election date.

**PTA Name:** The legal PTA name is the first item of the articles and is on the cover of your bylaws.

**Quorum:** Quorums for all meeting are defined in the bylaws. This is the minimum number of members needed to conduct business.

Special Meetings: Special meetings can be called by any member of the association using the rules of Article VII.

**Standing Committees:** Along with officers, some committees operate year-round and are counted in the executive board quorum. These committees are listed in the standing rules – found on the last pages of the bylaws.

**Vice-Presidents:** The number and official duties of the vice presidents are listed in Article VI.

**Unbudgeted Spending between Association Meetings:** The executive board has the authority to spend money not budgeted between meetings up to an amount specified in the bylaws. This action must be ratified at the next association meeting. The association may vote against the spending of unbudgeted funds, in which case the executive board is held personally liable to repay the funds. Executive boards must make these decisions wisely.

## **Types of PTA Meetings**

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There are three types of PTA meetings. Each meeting has assigned functions and authority. Association and executive board meetings produce minutes which are entered into the secretary book, committee minutes are not entered into the secretary book but the final committee report is entered.

### **Association Meetings**

The association consists of all the members of your PTA. Associations meet as defined in the bylaws. The association is the voting body for all action taken, including adopting bylaws, adopting the programs and the budget for the year, electing the nominating committee, electing officers and state convention delegates and approving all programs, fundraisers, contracts and expenditures.

#### ***ASSOCIATION MEETINGS ARE REQUIRED***

Can we just skip association meetings and let the board make decisions/do the work? No. Association meetings are a requirement in your PTA bylaws because California corporate law for all non-profits requires them. Your bylaws state the quorum needed to vote on business items – even if the board has already voted YES on them. Your nominating committee must be elected by the membership. PTA events are only insured if the association adopted the events and the action is recorded in the minutes of the association meeting. However, you do not need to have a monthly association meeting and your bylaws can be amended to change the number of association meetings you must hold. Check with your council PTA (if you have one) or your district to find out the process for doing so.

### **Executive Board Meetings**

The executive board consists of the elected and appointed officers, the principal, the teacher representative and the standing committee chairs. The executive board meets monthly to transact the necessary business between association meetings.

The executive board should meet no less than two weeks prior to each association meeting so that members receive advance written notice according to the bylaws of all recommendations to be considered at the association meeting. None of its acts shall conflict with action taken by the association.

**Executive board meetings and minutes are confidential and attendance is limited to those individuals specifically listed in the bylaws.** Guests may be invited to attend executive board meetings as well as association meetings. The president grants a courtesy seat to the guests present. A guest may bring information to share with the group. *However, guests do not participate in the discussion or voting and should leave after their information is presented.*

The executive board is responsible for receiving and studying recommendations to be presented to the association for approval. The bylaws and California State PTA Toolkit detail the executive board's responsibilities.

## **Minutes – Presented Every Meeting**

Each PTA group should preserve their activities by recording minutes and the minutes must be approved by the group that attended the meetings. The minutes can be filed by date. Only the association can approve association meeting minutes. Only the executive board can approve executive board meeting minutes. Recording the meeting business is not legal without consent of all members in attendance. The executive board meetings cannot be combined with the association meeting.

## **Committee Meetings**

Committees are where the major work of the PTA is done. A committee may be a standing committee with regular ongoing responsibilities during the PTA year or a special committee organized for a short-term activity. An example of a standing committee is a communications committee that operates all year long. An example of a special committee is a dance committee that operates only for the time it takes to organize and run a dance. Committees make recommendations to the executive board concerning the assigned activity and report to the executive board at the monthly meeting while this committee is active.

## **Committee Reports**

Each committee produces a committee report which specifies what the committee has agreed to do, how much money is being spent or made, and how many volunteer hours occurred during the event and planning. The report is based on the minutes of the committee meetings and the outcome of the event.

# **What Are the Legal Documents of Your PTA?**

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## **Charter**

- Issued by the California State PTA when first organized
- Must be kept where it can be easily found

## Minutes

- Your permanent record of all business and financial reports at PTA meetings
- Master copy of minutes kept by secretary
- Kept forever
- **\*\*NEW\*\*** You can store minutes on a secure site IN A MANNER IN WHICH THEY CANNOT BE ALTERED (i.e. as a protected document). Your PTA must have exclusive access and maintenance of the cloud storage where the minutes are stored. The storage must NOT be accessible by the general public. Method of storage must be voted upon by the executive board and your association. **Contact your council or district PTA for more information.**

## Bylaws

- Reviewed each year and updated every three years

## Membership Records

- Also sent to council PTA, if in council.

## Financial Records

- Kept for a minimum of seven (7) years

## Historical Records

- Names of past presidents
- Honorary Service Award (HSA) recipients
- Charter membership list

# Records Retention and Destruction Policy

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## Model Practices for Districts, Councils and Units

It is very important that certain records be retained. The current IRS letter of determination, the current bylaws and standing rules approved by the state parliamentarian and the articles of incorporation (for incorporated PTAs) should be readily acceptable at all times.

A policy was adopted by the State Board of Directors and Board of Managers November 2016 and meets all applicable state and federal statutes as it relates to document retention and nonprofit organizations. This policy is intended as a guide for model practices at the local district, council and unit level.

Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of local PTA as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Directors (the "Board"), officers, and other constituencies with respect to their responsibilities concerning document retention and destruction.

Please refer to the *Toolkit* online at [toolkit.capta.org](http://toolkit.capta.org) for the complete policy recommended for all districts, councils and units.

## **Retention Schedule**

### **Permanent Storage**

#### **Accounting & Finance**

- Annual Financial Statements & Audit Reports
- Cancelled Checks – special, such as loan repayment
- General Ledger

#### **Contributions/Gifts/Grants**

- Contribution Records
- Documents Evidencing Terms of Gifts

#### **Governance**

- Articles of Incorporation & Amendments
- Bylaws & Amendments
- Minute Books, including Association, Board & Committee Minutes
- Annual Reports & Returns to State & Federal Agencies
  - IRS 990N, 990EZ or 990
  - Franchise Tax Board 199N or Form 199
  - Attorney General –
    - RRF-1
    - Raffle Reports (if applicable)
- Secretary of State SI-100 (if incorporated, filed biennially)
- IRS Rulings
- Licenses and Permits
- Employer Identification (EIN) Designation
- Any other correspondence with State or Federal Agencies

#### **Electronic Mail (Email)**

- Emails considered important or of lasting significance

#### **Retirement & Pension Records**

- Not applicable for Unit PTAs

#### **Insurance**

- Property, D&O, Workers' Compensation & General Liability Insurance Policies
- Insurance Claims Records

#### **Legal Correspondence**

### **10 Years**

- Personnel Records
- Employee Contracts



- Personal Property Leases

### **7 Years**

- Accounts Payable
- Accounts Receivable
- Bank Statements, Reconciliations & Deposit Slips
- Cancelled Checks – routine
- Credit Card receipts
- Employee/Business Expense Reports/Documents
- Interim Financial Statements
- Grant Records

### **2 Years**

- Hard copy correspondence and internal memoranda – routine matters
- Electronically stored documents – routine matters

### **12 Months**

- Emails – routine