

# PTA President

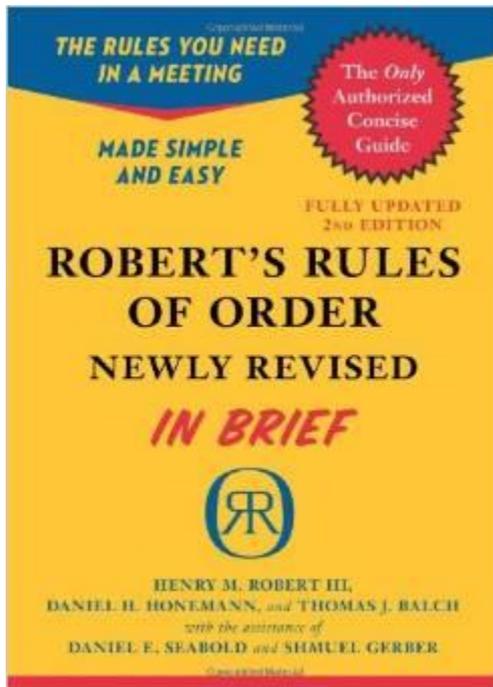
The President shall:

- Preside at all meetings of the association;
- Perform such other duties as may be prescribed in these bylaws or assigned by the association;
- Be a member ex officio of all committees except the nominating committee;
- Coordinate the work of the officers and committees of the association;
- Attend meetings called by the Council, when in membership with Council, or arrange for his duly elected alternate to attend.
- In the event of consolidation, change of name, or disbandment of the unit, notify the Michigan PTA
- Select chairmen of standing committees with the approval of the Executive Board.

# PTA Vice President

- **The Vice President is responsible for:**
- Performing specific duties as provided for in the bylaws;
- Assuming responsibility for duties designated by the president;
- Representing the president in his or her absence or upon request.
  
- **Vice Presidents should have the following information:**
- Unit bylaws and standing rules
- Unit approved budget
- Minutes of at least the last six previous meetings
- Contact information for all officers
- Contact information for state PTA leaders
  
- A Vice President is encouraged to be ready to assume leadership. Therefore, a vice president is encouraged to attend state PTA training and events, and to be familiar with all PTA programs and resources.

# Roberts Rules



To help you and your board feel comfortable with Parliamentary Procedure and use it effectively, consider taking the [Parliamentary Procedure](#) e-learning course.

Visit the Robert's Rules of order website at [robertsrules.com](http://robertsrules.com).

Keep a copy of Robert's Rules of Order Newly Revised (designated in the bylaws as the form of parliamentary procedure followed by PTA). - See more at: <http://www.ptakit.org/PTA-President/Effective-Meeting-and-Important-Rules/Parliamentary-Procedure.aspx#sthash.BluVzFIH.dpuf>

# Conducting Meetings

The primary role of the president during meetings is to act as facilitator to organize and conduct the business of the PTA.

Good meetings stay on track, follow an agenda, and run smoothly so that all members feel welcome and are able to participate.

# Agenda

The usual order of business in a meeting as recommended by Michigan PTA is as follows:

- I. Call to order
- II. Inspirational message (if provided for in your Standing Rules)
- III. Presentation and adoption of minutes  
Minutes need not be read aloud if provided prior to the meeting
- IV. Statement of the treasurer
- V. Reading of communications and discussion of material sent by Michigan PTA and National PTA
- VI. Committee Reports (report of officers, standing committees and special committees as needed)
- VII. Special orders (mostly business that comes up once a year; nominations/elections)
- VIII. Unfinished business (motion that was under discussion and tabled at last meeting)
- IX. New business
- X. Announcements
- XI. Leadership Development
- XII. Adjournment

# Sample Agendas

## Sample Meeting Agenda

PTA: ABC Middle School PTA, General PTA Business Meeting

Date: September 6, 2014

Time: 7:00 p.m.–8:00 p.m.

Call Meeting to Order

Approval of the Minutes

Reports of Officers (try to limit to 2-3 minutes of highlights, put the rest in writing for all to see)

Treasurer's Report

President's Report

Membership Report

Principal's Report

Reports of Committees (same—2-3 minutes, in writing if more complicated)

Back-to-School Picnic Chairperson

Family Swim Night Chairperson

Fundraising Chairperson

Apparel Chairperson

Unfinished Business

Dads and Donuts—Postponed this item at the last meeting. Discussion tonight regarding whether to have a Dads and Donuts morning this school year. Approximate cost is \$200, unless we can get business sponsors to donate donuts, juice, and paper products. Budget adjustment may be necessary.

New Business

Math Club (\$100 donation for supplies)—The Math Club requests six new calculators for an upcoming competition. The club has grown by 10 new students this year. Budget adjustment may be necessary.

Ink cartridge recycling program—Smith Recycling has a program to recycle empty printer ink cartridges. We can earn money and/or choose items from their catalog to benefit the school. Do we want to add this fundraiser?

Announcements

September 15—Swim Night

October 2—Breakfast with the Principal



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## AGENDA

**Executive Board Meeting – April 15 – Churchill High School**

Call to Order - 6:30 p.m.

**Approval of Minutes**

**Officers' reports**

Treasurer – Debbie Pline

Secretary – Karen Werden

2<sup>nd</sup> Vice President – Stacey Dogonski

1<sup>st</sup> Vice President – John Grzebik

President – Julie Thompson

**Superintendent's Report - Dr. Liepa**

**LPS Reports**

Elementary – Jon Wennstrom, Rosedale Elementary Principal

Secondary – Keith McDonald, CHS Principal

**Committee / Liaison Reports**

Membership - Joy Ellis

Evening with your legislators - John Grzebik

YMAD - Debbie Pline

**New Business**

**Adjournment**

**COMING UP:**

**April 21** - Livonia PTSA Council YMAD Celebration - Stevenson High School

**April 29** - Livonia PTSA Council Reflections WORKSHOP for students - Riley Upper Elementary

**May 2** - Michigan PTA Reflections Awards Ceremony - Johnson Upper Elementary

**May 27** - Livonia PTSA Council Officer Training - Frost Middle School

**June 1** - ANNUAL PTA DUES are due to the Michigan PTA office (send a copy to Council)

**July 15** - Livonia PTSA Council AUDIT PARTY - LPS Board Meeting Room

**August 8** - Michigan PTA SUMMER LEADERSHIP ACADEMY - Edsel Ford High School, Dearborn

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**PTSA** Council

# Meeting Motions

- **Parliamentary procedure is a set of rules for conducting orderly meetings that accomplish goals fairly.**
- **There should only be one motion on the floor at a time.** People must speak to the motion on the floor. Do not lose control of the meeting by letting the conversation get sidetracked.
- **Ask for a motion.** It is easier to focus conversation if your unit starts with a motion. Then discussion can be channeled around pros and cons as the group explores one idea at a time. Motions make people focus on an issue.
- Once the motion has been discussed, the motion should be repeated and seconded. **At that time a vote must take place.**
- **Budget changes must be voted upon.**
- **Treasurer's report and meeting minutes need not be voted on, but do need to be presented and accepted as written or amended.**

# Minutes

The official record of a meeting is referred to as the minutes.

According to the IRS, minutes need to be treated as a permanent file and kept forever. All officers should have copies of the minutes in their procedure books. The originals and a copy should be kept in a secure file, if possible. Minutes MUST be in order to prove that action has been taken, for example, to prove that funds were expended in accordance with the bylaws and approved budget. A treasurer's report should be attached to the minutes. The minutes also should include a sign-in sheet or other record of attendance. Remember, if it is not in the minutes, it did not happen. Minutes do not include opinion, lengthy descriptions of discussions, or detailed quotes from speakers. To ensure proper minutes are kept, you and your PTA's secretary should consider taking the [Secretary's e-learning course](#). - See more at: <http://www.ptakit.org/PTA-President/Effective-Meeting-and-Important-Rules/Effective-Meetings.aspx#sthash.0mDA25th.dpuf>

# Bylaws

- Bylaws are the rules the local unit must follow. They are adopted and amended by a vote of your unit's members at a general meeting. PTA bylaws may not conflict with the bylaws of National PTA or the state PTA and they cannot conflict with state or federal law. If your unit is a 501(c)(3), bylaws are required for nonprofit status. If you cannot find a copy of your unit's bylaws, contact the state PTA office to obtain one. All officers and board members should be familiar with their local unit bylaws.
- Any member has a right to view your bylaws. Your entire board should have their own copy.
- - See more at: <http://www.ptakit.org/PTA-President/Effective-Meeting-and-Important-Rules/Bylaws-and-Standing-Rules.aspx#sthash.ky7E9bmG.dpuf>

# Bylaws should provide:

- The structure of the local unit board
- Information on required meeting dates (may include how meeting notification is given)
- Requirements for a nominating committee
- How and when to conduct elections
- Dates for the fiscal year
- Requirements of a quorum for conducting business
- Directions for making, amending or revising the bylaws -  
See more at: <http://www.ptakit.org/PTA-President/Effective-Meeting-and-Important-Rules/Bylaws-and-Standing-Rules.aspx#sthash.ky7E9bmG.dpuf>

# Differences between Bylaws & Standing Rules:

- Bylaws usually state the number of meetings an association must hold or the group responsible for setting the meeting calendar. *Standing rules tell where and what time these meetings are held.*
- Bylaws give the primary responsibilities of officers and chairs. *Standing rules give the specifics.*
- If the bylaws state that the first vice president is responsible for a program, *the standing rules would list the various chairs who work with the vice president under the first vice president's title.* - See more at:  
<http://www.ptakit.org/PTA-President/Effective-Meeting-and-Important-Rules/Bylaws-and-Standing-Rules.aspx#sthash.ky7E9bmG.dpuf>

# Standing Rules OR Policies & Procedures

Standing rules are the procedures of the organization, or general policy that is not included in the bylaws.

They cannot be in conflict with the bylaws. Unlike bylaws, standing rules can be changed or amended at any time, with a two-thirds vote of the board and do not need to be presented to the general membership.

Standing rules are unique to each specific PTA/PTSA, and are for the use of the PTA/PTSA board, therefore, they do not need to be sent to the state office.

Standing rules can be considered the details of daily PTA/PTSA work as they outline the frequent/common actions of the board to avoid misinterpretation of implied rules of the PTA/PTSA board. They are intended to provide for fairness and continuity of board decisions.

# Standing Rules may include:

- Committees that your board will include
- A list of officers and committee chairmen that will comprise your board
- Provisions for expense reimbursement for board members
- Provisions for gifts for retiring staff, faculty, retiring officers
- If, and to whom, and under what circumstances flowers, gifts or cards will be sent
- Amount of money to be spent on gifts for staff, faculty, and board members
- Provision for notification when a board member cannot attend a meeting
- Delegates/members of the board who may attend the state, district and other PTA/PTSA events at your PTA/PTSA's expense
- When board meetings will be held
- Who the check signers will be
- Policy regarding handling money
- Provisions of replacing a board member, should the board member miss too many meetings unexcused, or fail to carryout his/her responsibilities
- Standard expectations of board members

# Financial Management Checklist

## As PTA president, you must work with your treasurer to:

- File a new signature card with the bank immediately (a transition letter from the outgoing treasurer to the bank may be necessary to enact the change).
- Know the PTA's bank balance.
- Make sure the treasurer has viewed the books before accepting them from the outgoing treasurer.
- Ensure the budget is approved by general membership if bylaws mandate before funds are spent.
- See that the treasurer gives a written financial report at all PTA meetings (board and general membership).
- See that the treasurer has the unit's federal Employer Identification Number (EIN).
- Ensure that two signatures are on all checks.
- Make sure the treasurer pays, as authorized, all expenses by check (never cash) and never uses signed blank checks.
- Help the treasurer get receipts for every expense and require receipts for reimbursement of expenses.

# Financial Management Checklist (cont'd)

- Make sure that your insurance payments are paid in a timely manner.
- Make sure receipts are written by the treasurer when money is received by the PTA.
- Make sure your unit has a procedure for counting money (e.g., from a fundraiser) that includes two people and a signed receipt documenting the amount.
- See that deposits are made in a timely fashion into an authorized PTA bank account (never into a personal account, into a school building account, or into the account of another organization).
- Ensure appropriate financial records are kept on file including receipts and invoices.
- Verify that all expenditures are reflected in the minutes kept on file.
- Check to see that bank statements are reconciled monthly immediately upon receipt by the treasurer.
- See that dues are paid on time.
- Ensure books and records are reviewed annually.
- - See more at: <http://www.ptakit.org/PTA-President/Running-Your-PTA/President-s-Role-in-Managing-Money.aspx#sthash.rsgNNJNp.dpuf>

# Amending the Budget

Since the budget is only an estimate of the planned expenditures for the year, it may be necessary to amend it. **When there are additional expenses or a change in an allocated expenditure, the budget may be amended by a vote of the unit at any general membership meeting or at a special member meeting called for that purpose.**

# Committees: How They Work and Their Relationship to the Board and President

- Presidents and officers should never do it all. Committees are a way to share the work. Committees are also a vital part of a PTA and are a great way to develop new leadership. Sometimes bylaws define committee structure, but your board may want to establish additional committees. Committees plan and promote the activities of the local unit. Committees are designated in two ways:
- Standing committees are permanent. These committees conduct business year-round.
- Special committees conduct specific business on an ad hoc (as needed) basis. These committees are charged with a specific task and dissolve when the business they were charged to do is complete.
- A committee begins with a plan of work for the year that includes goals, action steps, timelines and an evaluation for each activity. A [plan of work](#) form can be found in this guide.
- - See more at: <http://www.ptakit.org/PTA-President/Running-Your-PTA/Roles-and-Responsibilities-of-Committees.aspx#sthash.NW46O2Qg.dpuf>

# General committee chair responsibilities include:

- Providing notice of all meetings to all committee members, including the PTA president;
- Working closely with other committee chairs (possibly combining efforts) so duplication will be avoided and programs and projects will be strengthened by new ideas and manpower;
- Preparing committee reports for board meetings;
- and Seeking member and board approval before taking any action (including distribution of public notices). - See more at: <http://www.ptakit.org/PTA-President/Running-Your-PTA/Roles-and-Responsibilities-of-Committees.aspx#sthash.NW46O2Qg.dpuf>

# Don't be this PTA:

Your story couldn't have arrived at a better time! My daughter is also in 1st Grade and I also received the "volunteer or die" recruitment guilt call. I signed on as the VP of Fundraising and soon learned that I have a \$250K goal for the year! Our first Exec Staff meeting (which I left work early for) was interesting and as we tried to figure out when we were going to meet next, the PTA President announced, "As we know, Jane WORKS outside of the home. I respect her decision to do that, but I don't know how many meetings we'll be able to have at night to accommodate HER schedule." Talk about crappy early initiation. I asked my SAHH (Stay at home husband) if he'd go to the meetings for me and he said he'd rather have a root canal.

Our first official PTA meeting is tonight and my PPT slides aren't done, so I better finish those before I get back to my REAL job!

# Or this PTA:

So funny. My mom was so involved so when my kid started kindergarten I went to the first meeting and what a joke. It was ok we have this much money, need to do this, and here is a performance by some of our students. My mom was surprised. I found out the PTA is run by 5 moms who just rotate jobs. Its hard to break in. You have to chair a committee which they don't want unless you are always up there. Well I can't. I stay at home with the baby and I work 3 different jobs from home. I do as much as possible in the class but I swear the school is run by the mommy mafia. They have no younger ones at home or they can afford daycare and stay at home. Well what's the point of staying at home if you are a professional volunteer and put the younger kiddos in daycare. And Lord forbid you go up there only a couple times a month. You get dirty looks from other professional volunteers. They aren't aware I do work at home for the teacher at night. I have to say the teachers are grateful for anything I do. Well that's my thought.

# Resources

- <http://livoniaptsacouncil.org/>
- <http://livoniapublicschools.org/>
- <http://www.michiganpta.org/>
- <http://www.pta.org/>
- <http://www.ptakit.org/>
- <http://robertsrules.com/>