

PRESIDENT'S GUIDE

2018 – 2019

Section 3

INTRODUCTION

The president directs the affairs of the association in cooperation with the other members of the board of directors for a term of office specified in the bylaws. Participation and cooperation secured from officers, chairs and members will determine the success of the administration.

MAJOR DUTIES

The president has duties both as a presiding officer and as an administrative officer.

Administrative Officer

- Study the bylaws and materials received from predecessor
- Attend district, Louisiana and National PTA training
- Attend all district meetings
- Schedule meetings of the executive committee, board of directors and general membership
- Distribute materials to appropriate officers and chairs
- Serve as ex-officio member of all committees except the nominating committee
- Call for required reports at specified times in accordance with specified procedures
- Keep a procedure book
- Exercise responsibility in oversight of financial operations of the unit
- Lead the PTA in addressing the needs of children and their families
- Oversee projects and programs, delegating responsibilities as necessary,
- Develop positive interpersonal relationships with school staff, PTA officers and members
- Assure that the incoming president receives all materials and training to facilitate a smooth transition of leadership

Presiding Officer

- Familiarize yourself with the work of PTA and parliamentary procedure
- Preside at all executive committee, board of directors and general membership meetings
- Maintain a fair and impartial position at all times
- Carry out the will of the association
- Prepare an agenda with all business outlined for every meeting
- Express appreciation for a job well done

IMPORTANT DOCUMENTS AND INFORMATION

Charter

A charter is issued when a group has completed the requirements for organization as a PTA including approval of the bylaws. A charter is evidence that a local PTA is a unit of the Louisiana PTA.

Bylaws

Bylaws provide the rules for the association. They describe the rights and duties of the members. They are the backbone of your PTA.

All local PTA units are required to have their bylaws approved by the Louisiana PTA. The Louisiana PTA is responsible for insuring that unit and district bylaws are in compliance with Louisiana and National PTA bylaws.

Review your bylaws annually to make sure they are in compliance with the Louisiana and National PTA bylaws and that they reflect the way your PTA functions. Louisiana PTA rules require units and districts to review their bylaws, update them if needed, and submit them to the Louisiana PTA for approval at least every five years. It is important to keep your bylaws current and to refer to them often.

Employer Identification Number (EIN)

An EIN, also known as a Tax Identification Number, is a nine-digit number assigned to business entities by the Internal Revenue Service. A unit's EIN identifies it as a non-profit organization.

Your EIN is never shared with any other organization/individual. If you are unsure of your number, contact the Louisiana PTA office or your district president.

From time to time, your PTA may be required to verify its non-profit status and/or EIN number (e.g. applying for a grant, opening a bank account). If this situation arises, call the Louisiana PTA office or LAPTA President to request an EIN letter.

Local Unit Number (LUR #)

Each PTA, when it is chartered, is issued a local unit number (also known as a National PTA ID #). As long as the unit is affiliated with National PTA, this number never changes. You can find this number on the label of any material received from National PTA. This number is important and should be kept with your permanent records. Membership cards require a local unit number.

QUALITIES OF AN EFFECTIVE PTA

- Supports the Purposes and policies of the Louisiana and National PTAs
- Reaches out to and welcomes into membership parents, teachers, students and all other persons from the community at large who are interested in the well-being of children and youth
- Has bylaws that have been approved by the Louisiana PTA at least every 5 years
- Has officers who understand their role and facilitate the affairs of the association
- Sets its goals and carefully plans its budget with an awareness of Louisiana and National PTA goals and priorities
- Maintains good records including a current copy of the bylaws, a list of officers, a membership list, financial data (bank account number, IRS number, audit report) and other essential information
- Forwards the Louisiana and National PTA portions of membership dues promptly
- Meets financial obligations in a responsible manner and complies with tax and liability requirements
- Plans programs with a purpose based on programs and projects of the National PTA and on the needs of the members
- Raises funds only to provide working capital for predetermined, budgeted purposes that further PTA work
- Uses Louisiana and National PTAs publications in promoting the work of the PTA
- Plans regularly scheduled executive committee, board of directors and general membership meetings at times that meet the needs of members
- Involves teachers, administrators and other school staff, provides opportunities for involvement and input, and follows the proper lines of communication in the school and in the school district
- Takes advantage of training opportunities
- Has a legislative committee which promotes the advocacy effort of the Louisiana and National PTAs
- Appreciates the differences among people

COMMUNICATION

With the Principal

Meet with the principal to discuss school plans for the year and keep him informed of PTA activities throughout the year. Make sure board members know they must check with you and the principal before starting any work not in their plans of work or before sending any correspondence.

Calendar

The president should establish a PTA calendar in cooperation with the principal. Mark all known dates as soon as possible including:

- School holidays/first and last days of school
- Board meetings
- General PTA meetings. These should not conflict with meetings at other schools.
- District meetings
- Your unit's special event.
- All PTA election dates, dates for selecting budget and nominating committees
- PTA Day at the Capitol
- Program deadlines
- Founders Day (February 17th)
- Membership dues deadlines
- Membership awards deadlines
- Leadership training
- PTA conventions
- Committee award deadlines at all levels of PTA

Board Orientation

Schedule a board meeting/orientation to organize for the coming year. Include in the agenda making introductions; setting board meeting dates/times and arranging regular PTA meetings, as specified in bylaws; discussing plans of work; discussing possible programs; and encouraging board members to keep a procedure book and attend PTA workshops.

MEMBERSHIP

Dues

Membership dues are made up of three parts -- the national, state and unit portions. The unit's portion is determined by the membership and included in the bylaws. Any change in the unit dues, requires a bylaws change.

Each unit forwards to the Louisiana PTA the portion of dues collected for state and national dues. This is \$4.00 per member -- \$2.25 to National; \$1.75 to the state; 50¢ of the state's portion is returned to the district. The state and national portion of the dues should be forwarded monthly. The PTA does not have to vote to do this; the treasurer automatically forwards that part of the dues. **These portions of dues should never be recorded as unit income.**

PTA memberships are sold to individuals. If a PTA wishes to sell family memberships, it must collect enough to cover the state and national portions for each person in the family and to issue a membership card to each person.

Membership Plan

It is important to have a year-long membership plan, which describes both how to encourage people to join and also what to do with them once they become a member.

FINANCES

Budget

Every PTA must have a budget that is approved by its membership before it can spend money. Determining PTA goals is an important step in the budget process. The use of funds outlined in the budget should reflect those goals.

Approving the Budget

After the budget has been drafted, it must be presented by the committee chair to the board of directors for consideration and then to the general membership for approval. A majority vote of the members at the general meeting is required for adoption. The budget is presented item by item to allow for discussions and amendment.

Utilizing the Budget

All expenses for the PTA are disbursed in accordance with the approved budget for that year. Funds not spent in one year should be included in next year's budget.

Amending the Budget

The budget is an estimate of the planned revenue and expenses for the year. When there are additional expenses, differences in revenues or a change in an approved expense, the budget may be amended by a vote of the general membership at any regular meeting or at a special meeting called for that purpose. Any additional proposed expenditure or fundraising project, not provided for in the budget, must be presented to the association for approval before proceeding with the project or payment. To amend something previously adopted, it is necessary to have a two-thirds majority or a simple majority if prior notice has been given.

PTA Books and Records

The treasurer is responsible for maintaining the books and records of the PTA. The books include the check book, deposit slips and check register or ledger which show income (and its source) and expenses (and the purpose).

Carryover Funds

There is no ruling from the IRS, National or Louisiana PTA that limits the amount of money that a local unit may carry over from one year to the next. However, it is best if all funds earned within a year are spent in the same year. The amount of carry-over is based on what funds are needed to continue PTA business until the next income opportunity. This will vary from one PTA to another. If your PTA continues to carry over large sums of money, you should reduce the number of fundraisers to bring revenues in line with program requirements.

Obligating Future Boards

PTAs should not obligate future boards to a contract or a particular expenditure. This means, a future board is not obligated to spend funds as designated by a previous board. A board may designate part of its carry over, but the next board does not have to use it for that purpose. Only the general membership may decide how its funds are spent.

PTA Audit

The purpose of an audit is to certify the accuracy of the books and records of the treasurer. It also assures the membership that the organization's resources and funds are being managed in a professional manner. The audit process need not be complicated. A committee of three persons, none of whom are authorized to sign checks, can certify the records, using the fairly simple procedure in the PTA Back-to-School Kit (www.ptakit.org). Your bylaws state when the annual audit should be made and reported to the membership. The records should always be audited before they are given to the new treasurer. This prevents confusion should there be a question about the records.

Treasurer's Reports

The treasurer is responsible for preparing financial reports. A report, showing income and expenses since the last report, should be given at each executive committee, board of directors and general membership meeting. In addition, the treasurer should prepare reports itemizing receipts and disbursements by budget category, to allow comparison of the actual expenditures to the budget amount. Financial reports are attached to the minutes and filed for audit.

Fundraising

Fund-raising is not a primary function of the PTA. The real working capital of a PTA lies not in its treasury, but in its members' energy, resourcefulness and determination to promote the well-being of children and youth. Funds are raised when needed to carry out PTA work. Do not raise money just to raise money. National PTA suggests that when planning the year's activities, PTAs should use the three-to-one rule. For every fundraising activity, there should be at least three non-fundraising projects aimed at helping parents or children or others advocating for school improvements.

PROGRAM PLANNING

The term program has two meanings in PTA:

- *the planned activities of the association, and*
- *the presentation or special event scheduled for each meeting.*

In order to plan an effective program, the PTA should conduct a needs assessment. Next, determine the goals of the association for the year based on the assessment. Organizational needs of the association (increasing membership participation, developing leaders, providing opportunities for parents and teachers to communicate, etc.) should be considered. The board

reviews the program plan. After approval, work is started. There are many sources of help in planning effective programs including district and Louisiana PTA leaders.

INVOLVING THE SCHOOL COMMUNITY

Parents

Parents want to participate in programs that will benefit their children and the school they attend. They also want to participate in workshops and seminars that will help them to be better parents. As PTA leaders, you can promote parent involvement by designing programs to meet their needs. Take into consideration the population of your community and work to involve single parents, working parents, fathers and blended families.

Volunteers

One of the most widely used services and productive functions of any local unit is that of the school volunteer. Parent involvement in the school can provide numerous benefits for both the volunteer and the school. The volunteer has the richly satisfying experience of sharing talents and knowledge with young people and the opportunity of gaining insights into the workings of the educational process. The school benefits by receiving many services which aid the teacher, the child, the school administration and the community. Full and creative participation by PTA members in a volunteer program can add immeasurably to the education of children and bring a great sense of accomplishment to the volunteer.

Teachers

Many teachers are active, devoted members of their PTAs. Other teachers aren't convinced that PTA wants their participation. In addition to being a resource, teachers are essential to the success of PTA. Parent teacher cooperation in educating children is one of the most important reasons for the existence of the PTA. Consider it your challenge to explain to teachers why it is important for them to join and the many ways they can benefit.

Principals

Principals face many complex problems. They are expected to be the educational leader and administrator in charge of implementing directives from the school district, as well as the state and federal governments. Further, they are accountable for their actions to the superintendent, the board of education, teachers and school support staff, students and parents, citizens groups, the general public and the news media. The principal sets the tone for education in the building.

PTA can gain the trust, support and membership of the principal and other school administrators by emphasizing that the PTA's involvement in the school can help them do a more effective job. Additionally, it is important that the president and the principal meet regularly to discuss activities and plans for the year.

MEETINGS, MEETINGS, MEETINGS

Elements of a Successful Meeting

All meetings share certain common elements. Some meetings may be more formal than others, but to be productive all must be organized and well-run. An agenda establishes the order of business. Be sure to follow the agenda, discussing and completing each item before going on to the next. It is much less confusing to stick to one topic at a time. The use of parliamentary procedure protects the rights of the members, while allowing the group to discuss the business at hand.

Meeting Dates

It is important to set regularly scheduled meeting dates for general membership and board of director meetings. This allows for people to plan ahead. Meetings should be scheduled so they are held at a time that is convenient for the members. Some units have scheduled the same general program meeting for two different dates so that as many people as possible could attend. Check with other PTAs, feeder schools and others in your community to coordinate meeting dates. Some people may belong to several PTAs in the area.

Tips for Presiding Officers

Arrive early; know the bylaws; study parliamentary procedure; keep calm; be tactful, appreciative, courteous, charitable and well-groomed.

As Presiding Officer

The president, or in the president's absence, the vice-president, is the presiding officer. The presiding officer calls the meeting to order at the specified time and, if a quorum is present, proceeds with business. The president refers to self impersonally as "the chair."

In formal meetings of the general membership, the president takes no part in business and should not express a personal opinion while presiding. The president facilitates the business before the group. In meetings with fewer participants, such as the executive committee, the president may participate and parliamentary procedure need not be as formal.

Preparing the Agenda

Robert's Rules of Order Newly Revised states the agenda may be prepared by the secretary. However, many presidents prefer to prepare it themselves. Read the previous minutes to find any business left unfinished at the last meeting. Confer with officers and committee chairs to see if they have a report. Have names of those who will speak written on the agenda. Do not call on anyone who does not have a report.

Parliamentary Procedure

Parliamentary procedure is a consistent set of rules that governs associations. The rules protect the rights of all attendees, require courtesy to all, and show partiality to none. It is not necessary to know all of the rules, but a good basic knowledge is helpful in conducting a productive meeting. A copy of the bylaws and *Robert's Rules of Order Newly Revised* should be available at each meeting for reference.

It is helpful for a president to have a board member with some knowledge of parliamentary procedure. Most PTAs do not need a registered parliamentarian at every meeting.

More information on parliamentary procedure can be found in the PTA Basics section of this guide.

Quorum

According to *Robert's Rules of Order Newly Revised*, "A quorum in an assembly is the number of voting members who must be present in order that business can be legally transacted. The quorum refers to the number of such members present, not to the number actually voting on a particular question." It is strongly advised the current membership list be available at every PTA meeting and that a sign-in sheet is utilized. Have PTA members present their PTA membership card and sign their name in recognition of attendance to the meeting. This is the best method to use when establishing a quorum.

Agendas

It is important to have an agenda to make sure business is conducted efficiently. The following is the normal order of business:

- Call to Order
- Opening Ceremonies (optional)
- Approval of Minutes
- Report of the Treasurer (filed for audit)
- Report of the President
- Report of the Principal, if present
- Report of Standing Committees, as needed
- Report of Special Committees, as needed
- Unfinished Business
- New Business
- Program
- Announcements
- Adjournment

Minutes

It is important that the minutes reflect an accurate account of what occurred at a meeting. The minutes should be entered into the official minute book. If it is not in the minutes, then it did not occur. Minutes should be brief and indicate actions taken

The minutes should show:

- Type of meeting (executive committee, board of directors, general membership, special, etc.)
- Name of the unit
- Date, time and location of meeting
- Name of presiding officer or secretary
- Attendance - at board meetings, there is a roll call; for general membership meetings, use a sign-in sheet
- A statement concerning the disposition of the minutes of the previous meeting (whether accepted or corrected, changes)
- A statement concerning the disposition of the minutes of the previous meeting (whether accepted or corrected, changes)
- A record of all motions, the names of the maker of the motion (but not the name of the member who seconded it) and what action was taken on the motion.
- Program topic, method of presentation, speakers and important points covered.
- Time of adjournment

Action Taken on Minutes

The minutes of the previous meeting should be read or distributed for approval at the beginning of the meeting. The president asks if there are any corrections or additions to the minutes. If there are none, the minutes are approved as read, written or distributed. If there are corrections, the corrections are noted and the minutes are approved as corrected.

Following this action the secretary makes any needed corrections or additions to the minutes and completes the approval process by writing at the end of the minutes approved (as corrected). She then signs and dates them.

Treasurer's Report

The treasurer's report should show:

- Balance of funds on hand at the date of the treasurer's previous report
- List of receipts, in detail and totaled, and list of all disbursements, itemized and totaled
- Receipts and disbursements should be itemized to show the amount received or spent in each budget category. The totals per category should be compared to budgeted amount.
- Balance of funds on hand at the date of the current report.

Action is not taken on a financial statement. A motion is not made to approve the financial statement. The statement is filed for audit. The action will be taken when the audit is presented to the membership.

Committee Reports

From time to time, committees may be required to report their progress to the general membership. Usually the chairman is the person who presents the report. Not every report will require action. If a report gives information only, not even a motion to accept the report, is required. The report is "heard" and placed on file with the secretary.

If a report requires the approval of the members, the person making the report moves its adoption. Because the recommendation for action comes from a committee, the motion requires no second. Once the motion is on the floor, it is debatable and amendable as is any other motion.

Program

A well-planned program provides an opportunity for PTA members to increase their knowledge about areas of interest. Programs should encourage active participation of all members. There are many good resources for sources of information. Refer to your PTA resources for program ideas.

Adjournment

After the program, when there is no further business to come before the group, the meeting is adjourned. The presiding officer may state "If there is no further business, the meeting is adjourned." Adjourning the meeting before the program is not an acceptable practice. Many PTAs have a social time with refreshments after the close of the meeting.

HOW TO HANDLE DISRUPTIONS

The PTA that is informed and alert can best guard against disruptions. However, it may not be possible to avoid. In addition to a working knowledge of parliamentary procedure on the part of the president, the following may be helpful.

The Presiding Officer Should:

- Maintain poise in the face of interruption
- Wait for the disrupter to finish
- Suggest that the speaker be allowed to finish his sentence or thought
- Suggest that in this group it is regarded as simple courtesy not to interrupt a speaker. If the disruption continues, repeat the above statement, but do not try to out-talk or out-shout the other person.
- If there is whispering in small groups, remain silent to get attention. Do not start talking again until the whispering has stopped.
- If name-calling is resorted to, calmly say, "Of course, you are entitled to your own opinion. May we go on now?"
- If integrity is challenged, do not be defensive. Suggest that opinions are not facts.

- If ridicule is attempted, respond, "You are entitled to feel this way, but maybe we should wait until we hear more about it," or "One can't argue about opinion. Let's look at the facts."
- If a "loaded" unanswerable question is asked, request that the question be rephrased. Usually it can't be.
- Don't mislay your sense of humor! A humorous remark has pricked more than one inflated balloon or relieved many a tense situation.

Parliamentary Procedure Tips

The chair recognizes the privilege of each individual to agree or disagree with the views of a speaker. The speaker is stating his opinion and is not asking for conclusions from the audience, so interruptions are inappropriate. Board members with a background in parliamentary law should be present to aid the president with helpful motions at opportune times. Honest differences of opinion may be discussed at the close of the meeting.

Local bylaws should contain the following statement: "The privilege of making motions, debating, and voting shall be limited to members of the association who are present and whose dues have been paid." It may be helpful to call this to the attention of the group or to an individual who is not a member of the association.

The secretary should have in the minute book a current list of those members who have paid their dues and are voting members.

If a discussion is to be held which has the potential of becoming heated, it is helpful if ground rules for debate are established and accepted by the group in advance. A society has the right to determine who may be present at its meetings. While persons other than members may be present, remember that the PTA still has the privilege of restricting the right to speak and vote to its members.

SCHOOL LEVEL COMPLAINTS

Occasionally, a PTA president or board member will receive a call from someone who has a problem or complaint about something that happened at the school. It is important to remember that you are not the judge. The PTA is not responsible for handling complaints about the operation of the school or the staff. You should be aware of parents' and students' rights and responsibilities so you can act as a resource person. You can help by providing information, but the individual must follow prescribed district procedures to solve the problem.

Refer the parent to the school district's policy on handling complaints about a teacher or principal. If necessary, help the parent obtain a copy of the policy. You may suggest that the parent put the complaint in writing. The usual "chain of command" is the following:

1. The teacher
2. The principal
3. The principal's supervisor
4. The superintendent
5. The school board

A parent complaint about the principal is handled similarly. However, communication begins with the principal and proceeds from there.

SAMPLE CALENDAR

JULY/AUGUST

- Board members should obtain all materials from their predecessors, if they have not already done so. If procedure books have not been kept, start them now.
- Board meets to prepare for the coming year
 - Consider the materials in the summer packet sent from the Louisiana and National PTAs.
 - Review the unit bylaws. Each officer should have a copy.
 - Set goals based on the needs of children.
 - Begin to develop a plan of work to meet the goals. (Remember: raise funds only to meet needs. Fundraising is not the purpose of the PTA.)
 - Prepare a preliminary budget. Consider including funds for necessary insurance and/or bonding.
 - Make plans for sending delegates to the Louisiana PTA Convention in April. Include the necessary funds in the preliminary budget. National PTA Convention is in June.
 - Review criteria for Louisiana and National PTA awards.
 - Consider the positions which will need to be filled and people who might be capable and willing to fill them.
 - Secure the necessary signatures for any PTA accounts. Be sure all checks have two signatures.
- Order any National or Louisiana PTA materials or kits you may need.
- Begin enrolling members at any event held prior to the beginning of school.
- Send a list of your new officers to your district and the Louisiana PTA, if not already done.

SEPTEMBER

- PTA Membership Month. Continue membership enrollment. Keep an accurate list of members.
- Survey your community needs as you make plans for your association's program and projects for the school year.
- Publish your first monthly newsletter to keep members informed.
- Present budget at first general membership meeting for approval.
- Be sure to involve the principal and staff as much as possible.
- Hold a volunteer orientation to acquaint your volunteers with the school and the PTA.
- Provide all program chairs with a procedure book.
- At each PTA meeting, especially board meetings, circulate correspondence or newsletters from the Louisiana and National PTA.
- Attend your local district meeting. Encourage all officers to attend.
- Participate in "Back to School Nights" and Open Houses.
- Make plans to participate in the **National PTA's Reflection and Louisiana PTA's Safety Drawing Programs and My Louisiana Essay Program and to celebrate National Hispanic Heritage Month.**

OCTOBER

- Remember that you may request information and help if needed from the Louisiana PTA.
- Attend your district meeting.
- During parent/teacher conferences, consider setting up a display telling what your PTA is doing and what your plans are for the future. Let folks know they can help!
- "Safe" Halloween is a good program idea for this month.
- Make progress on your plan of work and prepare for upcoming events.
- Observe **LGBTQ History Month**.

NOVEMBER

- Continue to inform your members of PTA activities by publishing newsletters.
- Celebrate **Native American Heritage Month**.
- Continue to attend district meetings. Respond to requests for information.
- Communicate with your local and state elected officials. Make them aware of your views and concerns for children and youth.
- Make progress on your plan of work.

DECEMBER

- Make plans for January membership campaign.
- Select Educator of Distinction.
- Observe **National Special Education Month**.

JANUARY

- Plan a mid-year membership enrollment. Revitalize your roster with new parents.
- Select individuals to receive **Louisiana PTA Life Service Awards and Memberscrolls**, honoring exemplary service to children. Order pins and certificates.
- Review your goals and evaluate your activities.
- Watch for convention registration forms. Register early. Attend the district meeting.
- Designate someone to prepare your applications for PTA awards.
- Make progress on your plan of work.
- Submit applications for PTA awards and Educator of Distinction.

FEBRUARY

- Continue to monitor activities of the legislature. Respond as needed.
- Elect the nominating committee according to procedures outlined in your local bylaws.
- Attend the district meeting.
- Make progress on your plan of work.
- Observe **African American History Month**.

MARCH

- Continue to publish newsletters publicizing your activities.
- Mail your Louisiana PTA convention registration forms. Consider having your next year's officers attend.
- Encourage retiring PTA leaders to seek district or state PTA leadership positions.
- Attend the district meeting.
- Make progress on your plan of work.

APRIL

- Attend the Louisiana PTA Convention.
- Attend the district meeting.
- Elect officers and auditing committee according to the procedures outlined in your bylaws.
- Celebrate **Month of the Military Child and National Arab-American Heritage Month.**

MAY

- Observe **Teacher Appreciation Week, Asian-Pacific American Heritage Month, and National Foster Care Month.**
- Evaluate your activities, prepare a year-end report, and publicize your accomplishments.
- Install new officers.
- Plan to show appreciation for volunteers.
- Send names and contact information for newly elected officers to your district president and the Louisiana PTA office.
- Make an inventory of all PTA supplies and inform new president of their location.
- Evaluate your activities in writing. Make sure all procedure books are in order and ready to pass along.
- Hold a joint board meeting of old and new officers and chairs, give procedure books to incoming members and discuss plans for the coming year.
- Make plans for the financial audit. Ensure orderly transfer of financial records after the audit is completed.
- Attend the district meeting with new officers.

Plan of Work

2018-2019

(Copy form as needed for appropriate number of goals.)

Officer/Chair Name _____

Position _____

Responsibilities/ Duties		
Goal		
Specific Action Steps	Start Date	Completion Date
Budget		
Resources		
Evaluation Process		
Committee members		

PTA Conflict of Interest Policy

2018-2019

Members of the Board of Directors (hereafter called Directors) of the _____ of the Parent Teacher Association (here after called this PTA) serve in a fiduciary capacity and owe a duty of care and undivided loyalty to this PTA. Directors must conduct themselves with integrity and honesty and act in the best interests of this PTA.

Directors may not use their relation to this PTA for personal gain. Directors must avoid conflicts of interest between their duties to this PTA and their duties to other organizations, including other local PTAs, or their professional or personal interests. Full disclosure by a Director of any actual or potential conflict is required by the standard of good faith. A conflict of interest exists when a Director participates in the deliberation or resolution of an issue important to this PTA while, at the same time, the Director has professional, business, or volunteer responsibilities outside this PTA that could predispose or bias the Director to a particular view or goal.

DIRECTOR'S STATEMENT ON CONFLICTS OF INTEREST

In order to avoid any actual or potential conflict of interest, the undersigned Director agrees to abide by the following Conflict of Interest Policy:

When any actual or potential conflict of interest exists with respect to any subject requiring action by the Board of Directors of this PTA or any of its committees, the Director having an actual or potential conflict shall immediately notify the President or committee chair of such conflict. Additionally, the Director shall not participate in the deliberations, shall not vote on the subject with which the member has an actual or potential conflict of interest, shall not use his or her personal influence, and in those cases where the quorum of the meeting called for the purpose of voting on the subject has not yet been established, the Director shall not be counted.

If excluded from voting because of an actual or potential conflict of interest, a Director will be required to briefly state the nature of the conflict and may be requested to answer pertinent questions of other Directors when that Director's knowledge of the subject will assist the Board or any of its committees. The Board may request that a Director thus excluded from voting on a subject leave the meeting temporarily while the subject is debated and voted upon.

The minutes of the meeting shall reflect that a disclosure was made, that the Director who stated a conflict of interest did abstain from voting, and, in those cases where the quorum was not already established, that the Director was not counted in determining the quorum.

Director

Date

LOCAL UNIT CHECK LIST

Local Unit: _____

District: _____

Enclosed are the required forms to be submitted for every school year.

Please send two (2) copies of the completed packet to your

District President

- () Current Local Unit Budget Approval Form
- () Current Proposed Budget
- () Audit Committee Report (previous school year)
- () Purchase PTA Membership Cards
(30 minimum required for a unit in good standing)
- () Local Unit Bylaws last approved on _____.
(Required approved within the last 3 years)
- () copy of 990-N (last fiscal year). (IRS email confirmation)
- () Current Board of Directors' list sent to District
- () If incorporated – documentation of Board of Directors update
(Look up your PTA on the website www.sos.la.gov)

All new units must be incorporated

Local Unit President _____

Date _____

*If completed and received by District President by due date,
Local Unit will be recognized as a Distinguished Unit by LAPTA.*