



# LAPTA ToolKit

2022 - 2023



# Secretary

## 2022 – 2023

### Section 4

# INDEX

<u>About National PTA</u> .....	3
<u>Leadership Traits</u> .....	4
<u>Importance of Secretary</u> .....	4
<u>Dates and Deadlines</u> .....	5
<u>Responsibilities of Secretary</u> .....	7
<u>Historian</u> .....	8
<u>Minutes</u> .....	9
<u>Motions and Elections</u> .....	10
<u>Content of Minutes</u> .....	10
<u>Records Retention</u> .....	12
<u>Secretary’s Binder</u> .....	12
<u>Customize the PTA Logo</u> .....	12
<u>Communications and Social Media</u> .....	13
<u>Sample Agenda</u> .....	15
<u>Sample Minutes</u> .....	16
<u>Motion Form</u> .....	17
<u>Roster Sign-In Sheet</u> .....	18
<u>Confidentiality, Ethics, and Conflict of Interest Policy</u> .....	19
<u>What is Active Affiliation?</u> .....	21
<u>Retention Plan</u> .....	21
<u>Reactivation Phase</u> .....	21
<u>Active Affiliation Overview</u> .....	22
<u>Active Affiliation Cover Page</u> .....	23
<u>Active Affiliation: Plan of Action Form</u> .....	24
<u>Inventory Accountability Form</u> .....	25



# ABOUT NATIONAL PTA

The Local PTA Unit is a member of the Louisiana PTA (LAPTA) and National PTA organizations, maintains the requirements for active affiliation, and shares the mission, purposes, values, and standards of National PTA. Find more information at LouisianaPTA.org and pta.org.

**Why are we here? Mission:** To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

## Purposes

- To promote the welfare of children in home, school, places of worship, and throughout the community;
- To raise the standards of home life;
- To advocate for laws that further the education, physical and mental health, welfare, and safety of children;
- To promote the collaboration and engagement of families and educators in the education of children;
- To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children;
- To advocate for fiscal responsibility regarding public tax dollars in public education funding.



## Values

- **Collaboration:** We work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.
- **Commitment:** We dedicate ourselves to children's educational success, health, and well-being through strong family and community engagement while remaining accountable to the PTA's founding principles.
- **Diversity:** We acknowledge the potential of everyone without regard to age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.
- **Respect:** We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our PTA's goals.
- **Accountability:** All members, employees, volunteers, and partners share responsibility to align their efforts toward the achievement of our PTA's strategic initiatives.

## National PTA Standards for Family-School Partnerships

- Standard 1: **Welcoming All Families Into the School Community** – Families actively participate in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.
- Standard 2: **Communicating Effectively** – Families and school staff engage in regular, two-way, meaningful communication about student learning.
- Standard 3: **Supporting Student Success** – Families and school staff continuously collaborate to support students' learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively.
- Standard 4: **Speaking Up for Every Child** – Families are empowered to be advocates for their own and other children, and to ensure that students are treated fairly and have access to learning opportunities that will support their success.
- Standard 5: **Sharing Power** – Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.
- Standard 6: **Collaborating With Community** – Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

# LEADERSHIP TRAITS

Successful leaders are effective leaders. Their skills and abilities allow them to step into a variety of roles, and they see the value people have to offer and seek their involvement. They provide a clear purpose that others want to follow. They lead with integrity and strive to continually improve. As Secretary, you are a leader.

The following are competencies effective leaders demonstrate and use to make every child's potential a reality.

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

## IMPORTANCE OF THE SECRETARY

The Secretary is a particularly critical position on a Local PTA Board and one of only two positions that are required by law as an organization in Louisiana (Secretary and President). The PTA Secretary is responsible for keeping accurate records of the proceedings of the PTA, maintaining complete records of members and leaders, and sending communications on behalf of the Board.

Never say, "I'm just the Secretary"! An effective Secretary should be prompt, accurate, and dependable, and have a thorough knowledge of the PTA purposes, Bylaws, Standing Rules, policies, and methods. This guide will familiarize you with the responsibilities required and the opportunities available to be an effective Secretary. The records the Secretary maintains will be the history of the PTA.



# LAPTA IMPORTANT DATES AND DEADLINES

## July 2022

- July 1 Board position terms begins
- July 15 Submit officer data at [LouisianaPTA.org/submit-officer-data-1](https://form.jotform.com/221816998285068)
- July 25 “Ask LAPTA” Zoom Meeting at 12:00 pm and 7:00 pm
- July 25 Submit new membership dues at [LouisianaPTA.org/membership](https://form.jotform.com/221816998285068)

## August 2022

- August 1 Reflections Program opens at [LouisianaPTA.org/reflections-program](https://form.jotform.com/221816998285068)
- August 12 Start working on Active Affiliation Report (<https://form.jotform.com/221816998285068>)
- August 12 “Ask LAPTA” Zoom Meeting at 12:00 pm and 7:00 pm
- August 20 LAPTA Leadership Training South for southern Local PTA Units**
- August 25 Submit new membership dues at [LouisianaPTA.org/membership](https://form.jotform.com/221816998285068)
- August 27 LAPTA Leadership Training North for northern Local PTA Units**
- August 30 Reflections Program Training Zoom Meeting at 12:00 pm and 7:00 pm

## September 2022

- September 1 Review PTA.org and LAPTA ToolKit: Grants for available grants and their deadlines
- September 12 Reflections Q&A Zoom Meeting at 12:00 pm and 7:00 pm
- September 21 “Ask LAPTA” Zoom Meeting at 12:00 pm and 7:00 pm
- September 25 Submit new membership dues at [LouisianaPTA.org/membership](https://form.jotform.com/221816998285068)

## October 2022

- October 1 Deadline for National PTA.org School of Excellence Submission
- October 9–16 Fire Prevention Week 100<sup>th</sup> Anniversary & Safety Poster Contest (Pre-K – 6<sup>th</sup> Grade)
- October 12 Reflections Q&A Zoom Meeting at 12:00 pm and 7:00 pm
- October 13 “Ask LAPTA” Zoom Meeting at 12:00 pm and 7:00 pm
- October 18 Safety Poster Deadline to Submit Winners (<https://form.jotform.com/221746113272146>)
- October 21 LAPTA Safety Poster Winners Announced
- October 23–31 Red Ribbon Week: “Celebrate Life. Live Drug Free”
- October 28 Deadline for Active Affiliation Report (<https://form.jotform.com/221816998285068>)**
- October 25 Submit new membership dues at [LouisianaPTA.org/membership](https://form.jotform.com/221816998285068)

## November 2022

- November 1 Plan Family Reading Experience Event; visit [PTA.org/home/programs/family-reading](https://form.jotform.com/221748002230038)
- November 4 LAPTA Reading & Literacy Grant Deadline (<https://form.jotform.com/221748002230038>)
- November 8 Election Day – Advocate for all children by voting
- November 10 Reflections Theme Contest Submission Deadline (<https://form.jotform.com/221745830340147>)
- November 10 Reflections Q&A Zoom Meeting at 12:00 pm and 7:00 pm
- November 14 “Ask LAPTA” Zoom Meeting at 12:00 pm and 7:00 pm
- November 25 Submit new membership dues at [LouisianaPTA.org/membership](https://form.jotform.com/221816998285068)
- November 28 LAPTA Reflections Theme Search Winners Announced

## December 2022

- December 1 LAPTA Reading & Literacy Grant Winners Announced
- December 5 Reflections Q&A Zoom Meeting at 12:00 pm and 7:00 pm
- December 12 “Ask LAPTA” Zoom Meeting at 12:00 pm and 7:00 pm
- December 20 Submit new membership dues at [LouisianaPTA.org/membership](https://form.jotform.com/221816998285068)

## January 2023

- January 15 Reflections Submission Deadline to LAPTA
- January 17 "Ask LAPTA" Zoom Meeting at 12:00 pm and 7:00 pm
- January 20 Deadline for PTA Legislative Convention (LegCon) Grants <https://form.jotform.com/221776439055159>
- January 25 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership)

## February 2023

- February 1 Newsletter Award Application Deadline (<https://form.jotform.com/221745628447059>)
- February 1 Advocacy Award Application Deadline at [LouisianaPTA.org/grants](https://LouisianaPTA.org/grants)
- February 9 Louisiana PTA's 100<sup>th</sup> Birthday
- February 9 "Ask LAPTA" Zoom Meeting at 12:00 pm and 7:00 pm
- February 17 National PTA Founders' Day
- February 17 LAPTA Day of Service Grant Application Deadline (<https://form.jotform.com/221748846538166>)
- February 21 Mardi Gras Day
- February 28 LAPTA National PTA Legislative Convention (LegCon) Grant Winners Announced
- February 28 Deadline for PTA Convention Grants, Volunteer of the Year Award, and Mentor-a-PTA Award
- February 28 Deadline for Love Louisiana Video Challenge (<https://form.jotform.com/221775295270157>)
- February 28 Deadline for Creative Teacher Grants (<https://form.jotform.com/221796420623152>)
- February 28 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership)

## March 2023

- March 1 LAPTA Reflections Program Winners Announced
- March 2 Read Across America Day ([nea.org](https://nea.org))
- March 6 "Ask LAPTA" Zoom Meeting at 12:00 pm and 7:00 pm
- March 15 Deadline for Membership Reports for use in determining LAPTA Membership Awards
- March 24 & 25 LAPTA Centennial Celebration in Baton Rouge with Children's Recognition Ceremony**
- March 25 LAPTA General Membership Meeting; Winners of LAPTA Day of Service Grants, National PTA Virtual Convention Grants, Outstanding Newsletter Awards, Love Louisiana Video Challenge, Creative Teacher Grants, and Volunteer of the Year Winners Announced
- March 25 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership)
- March 27 LAPTA Healthy Minds Grant Application Deadline (<https://form.jotform.com/221748198534162>)
- March TBA Virtual National PTA Legislative Convention (LegCon)

## April 2023

- April Transition Time: Planning for the Year Ahead
- April 20 "Ask LAPTA" Zoom Meeting at 12:00 pm and 7:00 pm
- April 25 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership)
- April 28 Submit officer data at [LouisianaPTA.org/submit-officer-data-1](https://LouisianaPTA.org/submit-officer-data-1)

## May 2023

- May Transition Time: Planning for the Year Ahead
- May 1 LAPTA Healthy Minds Grant Winners Announced
- May 8–12 Teacher Appreciation Week
- May 15 "Ask LAPTA" Zoom Meeting at 12:00 pm and 7:00 pm
- May 25 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership)
- May 25 Submit new officer data at [LouisianaPTA.org/submit-officer-data-1](https://LouisianaPTA.org/submit-officer-data-1)

## June 2023

- June 1 Search, share, and publicize Summer Learning Programs at [PTA.org](https://PTA.org) and your local community
- June 12 "Ask LAPTA" Zoom Meeting at 12:00 pm and 7:00 pm
- June 22–25 National PTA Virtual Convention (tentative dates)
- June 25 Submit new officer data at [LouisianaPTA.org/submit-officer-data-1](https://LouisianaPTA.org/submit-officer-data-1)

# RESPONSIBILITIES OF THE SECRETARY

- Register as a PTA Leader at <https://LouisianaPTA.org/submit-officer-data-1>.
- Work with the outgoing Secretary to review your responsibilities and the PTA's practices.
- Provide guidance to incoming Board members on best practices for your PTA.
- Sign the Louisiana PTA (LAPTA) Confidentiality, Ethics, and Conflict of Interest Policy.
- Ensure all members of the Board have completed LAPTA Training and signed the PTA Confidentiality, Ethics, and Conflict of Interest Policy.
- Review annually the Records Retention Policy.
- Keep accurate records of the proceedings of the PTA and complete records of members and leaders.
- Send communications on behalf of the Board.
- Participate with full rights of a Board member, make motions, nominate candidates, enter discussions, and vote.
- Prepares order of business, if asked by the President, on all pending matters known in advance.
- Record in the minutes all business transacted at each meeting of the General Membership and Board.
- Sit close to the President and stand to read the minutes or when making the Board report.
- Assist the President in establishing a quorum and maintain a roster record. See a sample Roster Sign-In Sheet at the end of this section.
- Assist in counting a verbal vote when requested by the President.
- Call the meeting to order in the absence of the President and Vice-President(s) and preside until a temporary chair is elected by the membership.
- Prepare a draft of the minutes of a meeting within five days after each meeting for the President.
- Assume the duties of the historian if one is not designated in the Bylaws. Collect and preserve documents relating to the history of the PTA. Present a written report to the membership as the official history to be adopted at the annual meeting (optional).
- Maintain all minutes, records, reports, procedure book, and other pertinent materials.
- Maintain records in compliance with the PTA's Records Retention Policy.
- Study all references to duties in the PTA Bylaws, policies, and Standing Rules.
- Ensure your local PTA meets all requirements of Active Affiliation with LAPTA. If not, follow up on what is missing.
- Keep on permanent file the PTA Employer Identification Number (EIN) as assigned by the IRS.
- Notify Board members, as requested, of all called meetings.
- Present a report of the Board meeting's actions and recommendations at the next meeting.
- Coordinate with the membership chair to report member totals and amount of dues submitted to Louisiana PTA.

Local PTA Units may have one Secretary perform all duties of the office or have a Corresponding Secretary and Recording Secretary share duties. Below are how the duties might be divided.

## The Corresponding Secretary

- Manages all correspondence promptly and accurately.
- Writes letters for the President as directed by the Board or PTA.
- Gives information with copies of recommendations, resolutions, motions, and reasons for any action taken.
- Keeps copies of all letters received and replies written.
- Notifies members of their election to office.
- Notifies officers and committee chairs of meetings.
- Reads correspondence aloud, summarized, or passed around for all to read.



## Recording Secretary

- Prior to each meeting, if requested and at the consultation of the President, the Secretary prepares a complete agenda. An agenda shows the order in which business should come before the group.
- Maintains roster record for meetings.
- Assists the President in determining if a quorum is present.
- The Secretary should have the following available at all meetings:
  - Minute book (bound journal with numbered pages)
  - Agenda
  - Most current and approved Bylaws and Standing Rules
  - PTA Calendar
  - Minutes of previous meetings
  - List of Standing and Special Committees and their members' names
  - Membership list (A list of Board members is needed for Board meetings. A list of all members is needed for General Membership meetings. The membership list is maintained by the Membership Chair.)
  - Copy of Robert's Rules of Order, Newly Revised, if possible
  - Blank paper for ballots
  - Motion Forms (See end of this section.)
- Calls the meeting to order in the absence of the President and Vice-President, unless the Bylaws state otherwise, and presides until election of a *chair pro tem*.
- Accurately records all business transacted at each meeting of the PTA, which includes General Membership, Board of Directors, and Executive Committee meetings.
- Distributes the appropriate minutes for each meeting type. Board of Director meeting minutes are read and distributed only at Board meetings. General Membership meeting minutes are read and distributed only at General Membership meetings.
- Stands and reads the minutes at all meetings.
- Acts as custodian of all records except those specifically assigned to others.
- Makes minutes and records available upon the request of a member. The records of the Secretary are open for the inspection of any member. However, records must not be released from the custody of the Secretary except upon written order of the President.
- Attends all training offered.
- Perform other delegated duties as assigned such as those of a corresponding Secretary.
- Counts a rising vote when requested by the presiding officer.



## HISTORIAN

The position of historian is an optional position. If the PTA does not have a historian, these duties are the responsibility of the Secretary. Check your PTA Bylaws to determine if your PTA has a historian. The PTA may have a tradition that a history book or scrapbook is created to include all activities sponsored by the PTA and includes the Historian Report. This book should be kept in a convenient place such as the school library or office. In this case, the historian is usually a designated position and not the responsibility of the Secretary.

The historian prepares and updates a record of the activities and achievements of the PTA and makes historical facts available on request to the membership. The historian's formal written report is the official history, presented and adopted at the annual membership meeting, and filed with the minutes. It is a summary of all the PTA's activities for that fiscal year. The Historian Report includes:

- A list of the Board members and when they were elected or appointed.
- All Board meeting and membership meeting dates along with any major business conducted by the Board and presented to the membership.
- The programs and activities hosted by the PTA during the year, including a brief description of each training or other events or activities that Board members attended.



# MINUTES

The official record of all meetings is referred to as the minutes. They need to be kept forever as the permanent record of the PTA. Because minutes can be used as legal documents in litigation, it is imperative that they be objectively recorded and conscientiously transcribed into a final document. Although it is the responsibility of the Secretary to record, prepare, and preserve the minutes, it is every member's responsibility to read the minutes. Remember, if it is not in the minutes, it did not happen.

Minutes are not a report but a record of the business of the PTA. Minutes protect the PTA and its members. They contain a record of what is done, not what is said. Personal opinions and discussions are not recorded. The minutes contain a record of all actions taken by the group, including the exact wording of every motion, the name of the maker of the motion, and the action taken on the motion. Minutes are written efficiently – complete, concise, and accurate. They must be as brief as possible but include all necessary and accurate information.

## Writing the Minutes

The minutes are written legibly in permanent black or blue ink and signed by the Secretary in a **bound journal** with **numbered pages** to avoid alteration or removal of pages. PTA units may choose to have one journal for all meetings or to have two journals (one for the Board of Director meetings and one for the General Membership meetings.) Minutes specify the date, place, time, type of meeting, and the names and presence of the presiding officer and Secretary or names of their alternates. Then the Secretary follows the agenda, taking notes on information and motions, while excluding personal opinions and discussions. At the close of the meeting, the Secretary signs the minutes.

## Preparation

When taking the minutes of the meeting, have extra pens, the bound journal for minutes, and blank Motion Forms (found at the end of this section). Arrive at the meeting site early to ensure that everything is ready. Have a copy of the agenda, the roster sign-in sheet, as well as any reports, financial statements, or other documents that may be referred to during the meeting. In the absence of the Secretary, a *secretary pro tem* may be elected.

All meetings may be recorded (audio or video) by one Board member, preferably the Secretary, for the purpose of accurately documenting business conducted during the meeting. Everyone present must be told at the start that the meeting will be recorded, and anyone may request to pause the recording during discussion. All recordings are to be destroyed after minutes have been documented.

## What to Record

The most difficult part of taking minutes is deciding what information must be written down verbatim, what can be paraphrased, and what is nonessential for the official record. Minutes are meant to be concise, factual, and objective records of what has happened during the meeting. Therefore, do not allow personal preferences to influence notetaking. It can be difficult to discriminate from among all the opinions and facts. Record the proceedings fairly and take a disinterested position. As a recorder, listen carefully and ask the President or Chair for clarification, if needed.

When a **counted vote** occurs, the manner and number of votes for each side should be recorded. The Secretary should be prepared with blank paper for voting by ballot and help count the vote when requested. Reports of officers, standing, and special committees may be attached to the minutes to avoid copying. The Secretary can record a brief statement of activity. Any motions coming from the report must be recorded in the minutes.



At the end of a meeting, a motion to adjourn is only necessary if a member wants to adjourn before completing all business.

# MOTIONS & ELECTIONS

Motions are statements that describe a proposed action or decision. The process of making motions ensures that all decisions are fairly discussed and voted on. It is necessary to record motions verbatim, as well as the names of the individuals who made them. There is an optional **Motion Form** at the end of this section to assist in recording motions properly. Record the name of the person who made the motion, whether there was a second, the date, the exact verbiage of the motion, verbal or ballot vote, and whether the motion passed or failed. When there are multiple motions in a meeting, keep the motions numbered and in order. If a motion is withdrawn, it is as though it never happened. Only record the final version of a motion.

When typing a motion in the minutes, it shall be indented, in bold, and all caps. Here is an example:

**A MOTION WAS MADE** by Kaionnia Snow and seconded to create a Nominating Committee of Cindy Allen, Ree Jones, and Tonya Lincoln. A verbal vote was taken. **MOTION PASSED.**

## Elections

When writing the minutes for election results, use the following sample template.

No nominations from the floor were submitted. A verbal vote was taken, and the slate of officers was accepted. **The elected Board of Directors** for 2022-2023 ABC PTA is:

Abby Lincoln, President  
Gina Washington, Vice-President  
Kami Adams, Treasurer  
Ree Kennedy, Secretary



## Courtesy Seat

Only those persons listed on the agenda may speak at a meeting. Therefore, a “Courtesy Seat” may be extended to a visiting non-Board member. The minutes would state, “**A courtesy seat was extended to** Officer Brown with Louisiana State Police. He spoke about dismissal traffic concerns.”

# CONTENT OF MINUTES

- **Heading:** Kind of meeting (General Membership, Board of Directors, Special); PTA name; date; location
- **Call to Order:** by \_\_\_\_\_ (name) at \_\_\_\_\_ (time)
- **Opening:** optional such as stating the PTA Mission and why we PTA; note what it was and by whom
- **Attendance:** Names of members present (usually in Board or Committee meetings with 20 or fewer members) may be included or attach a sign-in sheet; quorum was or was not established.
- **Minutes:** Draft minutes from (date) meeting were read (or distributed or emailed) and approved as read (or approved as corrected) or the reading of the minutes was waived and approved as distributed.
- **Treasurer’s Report:** State the bank name and account balance(s); attach the reconciliation report, budget report, reviewed and signed bank statement, and other details; a motion is not required to file the reports.
- **President’s Report:** details
- **Principal’s Report:** details
- **Committee Reports:** List the PTA committees and their details
- **Unfinished Business:** details
- **New Business:** details
- **Announcements:** details
- **Adjournment:** The meeting adjourned at \_\_\_\_\_ am/pm.
- Secretary shall sign their full name and date the minutes in both the journal and the final approved minutes.

## Draft Minutes

Minutes shall be typed within five days of its meeting, which are called the “draft minutes.” To begin, have the agenda, bound journal, Secretary’s binder, any reports or documents distributed at the meeting, verbatim copies of motions, and Bylaws at hand. Use the same template for all minutes which can be in a narrative or outline form. Number the pages consecutively. Assemble all attachments for inclusion with the final copy. Minutes are written in the third person. It is good practice to present the President with a draft to help find misinterpretations or sensitive material that should not be printed.

## Approved Minutes

At the next meeting of that body and after the call to order, opening, and establishment of a quorum, the Secretary immediately stands and reads the distributed draft minutes. By a majority vote without debate, the reading of the minutes may be waived and not read. The minutes can also be read later in the meeting. Upon completion, the Secretary asks, “**Are there are any corrections?**” Corrections are made in red ink by drawing a line through the information with the correction above or written in the margin. The minutes are either “approved as read” or are “approved as corrected,” with the date of approval recorded, and the Secretary’s signature on the minutes. The Secretary closes by saying, “**The minutes are approved as read**” or “**The minutes are approved as corrected.**” A motion is not needed to approve the minutes. Once approved, the minutes become the official, recorded minutes.

The written minutes remain in the bound journal. All audio or video recordings must be discarded. A copy of the minutes may be stored on a computer to transfer to an external drive for successors. Should minutes not be available for approval, then those minutes are approved first at the next meeting. Past minutes are approved in date order. Minutes of a General Membership meeting may not be approved at a Board or Special meeting. Minutes are read-only to the body who created them. Unless password-protected, do not post on websites. Do not publish in newsletters or post where non-members may access them.



### Correcting the Minutes

Corrections are suggested without motion or vote. Be grateful for corrections to the minutes. At least someone was listening closely enough to detect an error, and those corrections enable you to keep a more accurate record for the PTA. Minutes may be corrected whenever the error is noticed, regardless of the time that has elapsed. To correct minutes after they have been approved requires a 2/3 vote. Corrections are made in red ink by drawing a line through the information with the correction above or written in the margin and initialed by the Secretary.

Nothing is ever erased once the minutes have been approved and signed. Any member has a right to examine the minutes of the General Membership meetings, but this right must not be abused. The original minutes must not be released from the custody of the Secretary except upon the written order of the President. If a committee needs records held by the Secretary, the Secretary provides a copy to the committee chair after consulting with the President. For example, during the financial reconciliation process, the Secretary should present the approved minutes from General Membership and Board meetings along with the current membership roster and the current Bylaws and Standing Rules. For help or questions, contact LAPTA at [office@LouisianaPTA.org](mailto:office@LouisianaPTA.org).

## Distribution

The Secretary should provide the President with a copy of the minutes within five days and well in advance of the next meeting. Minutes of Board meetings can be distributed by email to save time at meetings. General Membership meeting minutes can be disbursed or posted on a bulletin board. If minutes have been previously distributed, they can be approved without reading and recorded as “approved as distributed.”

It is permissible, if the meeting occurs less often than quarterly, to authorize a committee to approve the minutes on behalf of the assembly. An annual convention is a good example. It would be futile to get the minutes one year later.

# RECORDS RETENTION

Digital and paper records are acceptable.

## Permanent

- Minutes
- Bylaws and Standing Rules
- PTA Charter
- Confidentiality, Ethics, and Conflict of Interest Policy
- Tax and Legal Correspondence
- Insurance Policies and Claims

## 7 Years

- Contracts and leases
- Budgets adopted at meetings
- Financial Report
- Grant Agreements

## 3 Years

- Bank statements
- Deposit Forms
- Expense Forms
- General correspondence

# SECRETARY'S BINDER

Create a Secretary's Binder using the previous Secretary's Binder or start a new one. Suggested sections:

Tab 1: Summary of PTA accounts and passwords and the Board roster.

Tab 2: LAPTA Toolkit: Secretary, plus sections 1, 5, 9, and 10 (at minimum)

Tab 3: Membership: spreadsheets, reports, notes, email campaigns, Welcome Packet, etc.

Tab 4: Agendas, Minutes, meeting rosters, committee reports from meetings

Tab 5: Copies of Deposit Forms and Expense Forms (optional)

Tab 6: Charter Info (filed IRS taxes, Bylaws, Standing Rules, Secretary of State Annual Report, insurance policy, past audit reports)

Tab 7: Other

# CUSTOMIZE THE PTA LOGO

PTA established guidelines for the proper use of the PTA name, logos, and tagline (*everychild.onevoice*). When used properly, PTA's logo and tagline create a consistent message, help to unify all PTAs, and set PTA apart from other organizations. The success of the PTA brand identity depends on all PTAs' adherence to the guidelines. PTA.org provides a uniform, effective system for PTAs to maintain a consistent, visual style and brand identity for all PTA-produced materials. Visit [PTA.org/home/run-your-pta/PTA-Branding-and-Web-Guidelines](http://PTA.org/home/run-your-pta/PTA-Branding-and-Web-Guidelines). Download "**Customize Your PTA Logo**" Power Point file to type in the PTA name and save the customized logo.

Just as a Chick-fil-A franchise wouldn't change the logo of the company for its location, Local PTA Units may not change the PTA logo. It is a registered trademark. **The PTA Blue is Pantone 541c, or hex code #1A3E6F, or RGB (26, 62, 111). Only PTA Blue, black, or white may be used. The font is Arial Black.** The Registered Trademark symbol must follow "PTA" and the tagline "*everychild.onevoice*."



# CENTENNIAL BUTTON PINS



It is a special birthday for LAPTA! To celebrate our centennial year, every member will receive a free button from LAPTA! The pin-on button is a 1½" circle with the blue and white "Here We Geaux!" slogan. It is important to submit dues monthly for every member so that LAPTA sends the correct number of buttons to the Local PTA Unit to distribute to their members with the membership thank you note. This really is a big deal and something to be very proud of. Please pass that enthusiasm on to the members!

## **Social Media Administrators**

Local PTA Units are encouraged to have an online presence through social media and other platforms. All PTA social media posts must be respectful, truthful, discreet, and responsible. Posts must be noncommercial, nonsectarian, and nonpartisan according to PTA policies. The purpose is to increase awareness, promote participation, and increase membership in PTA. Social media accounts must include “PTA/PTSA” or “Parent Teacher Association” to designate a different entity from the school. The administrators of social media accounts must be PTA Executive Committee or Board Members with a minimum of two administrators per account. The PTA has authority over the PTA social media accounts. Local PTA Units must respectfully work with their principals who shall be informed of any online accounts. Content must follow all school and school board rules, guidelines, and policies. No school may operate social media accounts with PTA/PTSA in its name.

## **Communication Strategy**

Before posting on social media, take time to consider what information will be most useful for members and what communication methods will be most efficient. Use a variety of communication methods to reach all constituents. Not all communities have equal access to technology. Be aware of cultural and language differences and translate your materials into other languages as needed.

## **Social Media**

Social media platforms allow PTA to connect to members and potential members in a very interactive way. PTAs can share information, photos, and videos that can help to increase membership, communicate with current and potential members, fundraise, generate positive exposure, receive feedback, and network. Use social media to teach, remind, and recognize the members. Consistently monitor the sites. Give credit where it is due. In the process of gathering ideas and being influenced by others, remember to provide a link to the original content and use the author’s name and/or organization whenever possible. Keep content and comments professional and respectful. Be consistent. Be sure to maintain consistency across platforms with PTA brand guidelines. Be safe. Be particularly mindful of child and family privacy.

Choose PTA individuals who are willing and able to provide high-quality basic social media posts, produce content, and moderate content posted by others. Disagreements are central to growing ideas, but do not attack anyone personally. Quickly address any inappropriate messages or misuse of the PTA brand. Be prepared to respond to negative or inaccurate posts if a reply is warranted; however, some negative comments do not require a response, while others should be taken seriously and addressed.

Personal lives and professional work can intersect on social media. Navigating between them can be difficult. Communicate the ground rules ahead of time to ensure that all volunteers are clear about the expectations. When volunteers communicate through social media, unless authorized to speak on behalf of PTA, they are representing themselves and should use a disclaimer that what is being said is representative of their own views and opinions. If an individual is speaking on behalf of PTA, that should also be made clear.

## **Privacy and Permission**

PTA should not post photographs or images of any volunteers, families, children, etc., on any social media without having their express permission to do so. Secure a written consent form at events or at the beginning of the school year releasing the rights to use and post pictures. Do not discuss a situation involving individuals on a social media site that might identify the person. Don't post anything that would not be appropriate to present at a conference or in person. When sharing information from another source, assume that it is copyrighted and properly cite the source or provide a link to the original content.

**AIM Insurance offers** additional coverage for Media Liability to cover online liability.

## Remember, You Are Representing the PTA

- Adhere to PTA policies regarding noncommercial, nonpartisan, and nonsectarian content.
- Inform every family in the school about the aims and accomplishments of the PTA.
- Encourage and highlight attendance at PTA meetings and family engagement in PTA programs.
- Foster cooperation with the school in keeping parents informed about school functions, regulations, and procedures on child-related issues.
- Inform the community about PTA activities and school functions.
- Express appreciation to those participating in or contributing to programs.
- Tackle barriers such as language and culture by translating materials.

## Ensure Quality Communication

- The principal is responsible for the accuracy of school information and compliance with the State Education Code and school district policy, while the PTA president is responsible for the accuracy of PTA information and compliance with PTA policies.
- Use the PTA logo in all communications.
- Abide by copyright laws and republish articles and art in an ethical manner.
- Do not include photographs of or specific information (names, class, email, address, etc.) about adults or students without written permission.
- Create visually interesting communications with careful use of photographs, bullets, quotes, and graphics.
- Have 2-3 people other than the author proofread prior to publishing or posting.
- Keep your message brief and to the point.
- Arrange for translation services.
- Date all materials.

## Social Media Guidelines

- **All PTA social media posts must be respectful, truthful, discreet, and responsible. Posts must be noncommercial, nonsectarian, and nonpartisan according to PTA policies.**
- Have at least two administrators for each site.
- Posts should be PTA-related such as flyers, events, grants, PTA and school deadlines, and other information valuable to PTA members.
- Keep information current.
- Respond promptly to messages and comments.
- Cite or link the source of original content.
- State when someone is speaking on behalf of the PTA.
- Contact the insurance company to discuss additional coverage for Media Liability.
- Consult Louisiana PTA for further guidance at [President@LouisianaPTA.org](mailto:President@LouisianaPTA.org).



# SAMPLE MINUTES

## ABC PTA Board of Directors Meeting

November 12, 2022  
ABC Faculty Lounge

Call to Order: President Kayla Pagel opened the Board of Directors meeting at 9:03 a.m.

Opening: PTA Mission read by Kayla Pagel

Attendance: See the attached roster. A quorum was established.

Minutes: The minutes from 10/12/22 were dispersed by Secretary Beth Cleveland and approved as read.

Treasurer's Report: The XYZ Bank account balance is \$#,###. The dispersed budget and reconciliation reports were reviewed and filed. Treasurer Catherine Tully filed IRS taxes on 10/4/22.

President's Report: The Lunch & Learn for Family Engagement on 11/20/22 will have the LA Children's Advocacy Group to speak about students' reading skills. The Macho Taco food truck will be there for ordering food.

**A MOTION WAS MADE** by Tamika Anderson and seconded to create a Nominating Committee of Beth Allen, LaRonda Jones, and Sally Lincoln. A verbal vote was taken. **MOTION PASSED.**

Principal's Report: Volunteers are needed for the vision screening on December 2, 2022, at 9:30 a.m. Continue to check in at the office and follow all school visitor rules. Food drive on 12/19/22 needs non-perishable food donations.

Committee Reports:

Membership: 652 memberships YTD; submitted dues to LAPTA on 11/5/22 for 289 new members

Reflections: A verbal vote was taken in favor of a \$25 Barnes & Noble gift card for the Reflections winners.

Hospitality:

**A MOTION WAS MADE** by Julia Johnson and seconded to provide snacks for the teachers every Friday. **MOTION FAILED.**

Newsletter: Photos needed at the 8<sup>th</sup> Grade Dance on 11/28/22 and band concert on 12/6/22

Beautification: Need to decorate campus for Christmas/winter holidays.

Program: Sam Wright, DOTD, presented information about the Safe Routes to Schools Program.

Traffic:

**A MOTION WAS MADE** by Ree Townsend and seconded that the ABC PTA petition the city council to place a four way stop sign at the intersection of Fifth and Main Streets. **MOTION ADOPTED.**

Unfinished Business: Backordered fundraising prizes are still on order.

New Business:

Announcements: Next Meeting is on December 10, 2022, at 9:00 a.m.

Adjournment: The meeting adjourned at 10:15 a.m.

*Beth Cleveland*

Beth Cleveland, Secretary (or Secretary Pro-tem)

Approved as read on 11/12/22 or approved with corrections on \_\_\_\_\_

*Any corrections shall be written on the minutes in the correct place and initialed by the Secretary.*



# MOTION FORM



I move that: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed name of person who made the motion

\_\_\_\_\_  
Signature

## FOR SECRETARY'S USE

\_\_\_\_\_  
Meeting

\_\_\_\_\_  
Date

\_\_\_\_\_  
Motion Number

Motion was:  Seconded  Adopted  Amended  Failed  Withdrawn

I move that: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed name of person who made the motion

\_\_\_\_\_  
Signature

## FOR SECRETARY'S USE

\_\_\_\_\_  
Meeting

\_\_\_\_\_  
Date

\_\_\_\_\_  
Motion Number

Motion was:  Seconded  Adopted  Amended  Failed  Withdrawn



# CONFIDENTIALITY, ETHICS, AND CONFLICT OF INTEREST POLICY

Members of the Board of Directors of the PTA/PTSA serve in a **fiduciary capacity** and owe a **duty of care**, a **duty of obedience**, and a **duty of loyalty** to the PTA. Board members shall conduct themselves with **integrity** and **honesty** and act in the **best interests** of the PTA. Disclosure by a board member of any potential or actual conflict of interest is required by the standard of good faith and for the benefit of the PTA and protection of everyone.

In consideration of the PTA's affiliation with the Louisiana Congress of Parents and Teachers (LAPTA), for the protection of its integrity and its 501(c)(3) status, and for our protection, we, the undersigned officers, individually, during our terms of office, shall:

1. Abide by and represent our PTA Bylaws, LAPTA policies, positions, procedures, and National PTA purposes and mission statement.
2. Discharge the duties and responsibilities of our individual offices with fidelity, integrity, and honesty and declare all personal and extended family conflicts of interest when PTA issues, decisions, and funds are involved.
3. Not misuse the PTA's federal tax-exempt status for personal or unauthorized purposes nor disburse funds for any purpose other than authorized, budgeted PTA programs, projects, and activities.
4. Refrain from making any slanderous or defamatory statements that could result in harm to the PTA name or brand.
5. Publicly present a united front on decisions made as a Board.
6. Maintain confidentiality as a member of the Board.
7. Follow the LAPTA and school district guidelines for fundraising.
8. Abide by the following conflict of interest policy.
  - a. Board members and their families shall not use their relation to this PTA for financial, professional, business, employment, personal, or political gain.
  - b. A conflict of interest exists when a Board member would have to participate in the deliberation or decision of any issue of this PTA while, at the same time, the board member and their extended family has financial, professional, business, employment, personal or political interests outside the PTA that could predispose or bias the board member to a particular view, goal, or decision.
  - c. Board members shall declare to the officers of this PTA conflicts of interest (stating the nature of the conflict and pertinent information as appropriate) between their duties of this PTA and their or their extended families' financial, professional, business, employment, personal or political interests.
  - d. When a conflict of interest is declared, the Board members shall not use their personal influence of position to affect the outcome of a vote and shall leave the room during deliberations and the vote.
  - e. The **minutes of the meeting shall reflect if any conflict of interest was declared.**
  - f. Board members shall not:
    - i. Use PTA's name, influence, or resources for their benefit or gain when running for any public elected office or while serving as an elected official.
    - ii. Directly or indirectly use their current PTA position, the PTA name or organization for or against any specific candidate for elected public office, which is contrary to federal tax laws and the guidelines and policies of the PTA.



## WHAT IS ACTIVE AFFILIATION?

Each membership year, Local PTA Units must submit paperwork to obtain **Active Affiliation Status** with Louisiana PTA and National PTA. To have “Active Affiliation” means that the Local PTA Unit is current with its obligations to maintain its IRS status and National PTA affiliation. The Active Affiliation Report includes nine items which are detailed later in this section. The files are easily submitted online in many file formats at <https://form.jotform.com/221816998285068> or scan the QR Code. PTAs that do not maintain Active Affiliation will be subject to the Retention Plan. See the next page for detailed list of items.



## WHAT IS THE RETENTION PLAN?

If a Local Unit fails to submit the Active Affiliation Packet by the yearly deadline, then the Retention Plan is initiated by LAPTA. When a Local Unit fails to submit the yearly requirements to maintain its IRS non-profit status and National PTA affiliation, then LAPTA has a “Retention Plan” to get units back on track. The goal of the LAPTA Retention Plan is to support Local Units and to make the process as easy as possible. LAPTA recognizes that some PTAs might inherit a PTA not in compliance and are usually not initially familiar with the requirements of Active Affiliation. Communication with LAPTA is key. Local Units will not be “in trouble” or scolded, but rather LAPTA welcomes their efforts and is eager to get Local Units back to Active Affiliation status.

There are five phases to the **Retention Plan**.

1. **Notification:** LAPTA notifies the PTA of the missing Active Affiliation Report (due October 28, 2022) and gives the PTA 30 days to submit the report from the date of notification.
2. **Restriction:** After 30 days without proper submission, the PTA moves into the **Restriction Phase**. The Local Unit is given a second 30-day period to submit the report and are additionally not eligible for awards, programs, or grants administered by LAPTA or National PTA.
3. **Restructure:** After 60 days without proper submission, the PTA moves into the **Restructure Phase** where LAPTA may choose to restructure the leadership of the PTA. However, a PTA may sign a “Plan of Action” to avoid the Restructure Phase and instead move directly into the Intervention Phase. If no Plan of Action is implemented, then the LAPTA may consider moving the Local Unit into the Dissolution Phase earlier. *See Plan of Action Form at the end of this section.*
4. **Intervention:** After a PTA signs a Plan of Action, then the LAPTA will assign a support team and the Plan of Action is implemented according to its details and dates.
5. **Dissolution:** A Local Unit is considered for revocation of their charter and loss of their LAPTA associated IRS 501(c)(3) nonprofit status under these circumstances: Active Affiliation is not acquired for three consecutive years; the Local Unit leadership refuses to implement a Plan of Action when placed in the Restructure Phase; or the Local Unit is not in compliance with the Purposes and Principles of PTA as defined in the Local Units Bylaws Template, adopted May 2022, Articles II and III. The Local PTA Unit must cease and desist further use of the PTA name when the charter is revoked. Bank and online accounts must be closed with any remaining funds donated to a PTA.

## WHAT IS THE REACTIVATION PHASE?

If a PTA has not maintained Active Affiliation for at least three years but wants to reaffiliate with Louisiana PTA and the National PTA, then the Local Unit may move into the **Reactivation Phase**. For Local Units that have not filed taxes for at least three years yet want to reactivate their PTA, LAPTA is here for you. First, contact LAPTA at [afiles@LouisianaPTA.org](mailto:afiles@LouisianaPTA.org). It is recommended that you apply online for a new EIN with the IRS with a new PTA unit name. Complete the **Reactivating an Existing PTA Packet**.

# ACTIVE AFFILIATION REPORT

## DEADLINE: OCTOBER 28, 2022

Each membership year, local PTAs must submit the following requirements to obtain **Active Affiliation Status with Louisiana PTA and National PTA**. The files are easily submitted online at <https://form.jotform.com/221816998285068> or scan the QR Code. PTAs that do not maintain Active Affiliation will be subject to the Local PTA Retention Plan.



When submitting the report online, you need the Local PTA Unit name, parish, LUR#, and the President's name, email, and phone number. You will then upload the following items individually into the corresponding field.

### Required forms are:

1. **MEMBERSHIP:** Submit member dues to LAPTA for all members with a minimum requirement of 30 members. Go to [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership) and select *Submit Unit Dues*. Save the email confirmation of payment.
2. **LEADER DATA:** Submit to Louisiana PTA the name and contact information of the Board and Committee members and chairs within 15 days of election or appointment at <https://form.jotform.com/221275677028157>.
3. **BYLAWS:** Submit the first page of Bylaws showing the LAPTA approval stamp and approval date. Bylaws must be updated every three years with the LAPTA Bylaws Template. Visit [LouisianaPTA.org/bylaws](https://LouisianaPTA.org/bylaws).
4. **TAXES:** Submit proof of 2020 filed and accepted IRS Form 990 tax filing.
5. **BUDGET:** Submit the Local Budget Approval Form and the Approved Annual Budget.
6. **AUDIT REPORT:** Submit the Audit Committee Report for the previous year.
7. **ARTICLES OF INCORPORATION:** Submit the updated Annual Report of the Articles of Incorporation from Louisiana Secretary of State at [geauxbiz.com](https://geauxbiz.com).
8. **INSURANCE:** Submit the insurance declaration page, if applicable. This will be required for 2023-24 year.
9. **TRAINING:** Submit proof of PTA Leadership Training for all officers at either the LAPTA Leadership Training or at PTA.org. (Create a PTA.org account, go to *My Profile*, select *eLearning* or *Thrive*, and download the eLearning certificates.)

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If the Active Affiliation Report is not submitted by the yearly deadline, then the Local PTA **Retention Plan** will be initiated. The five phases of the Retention Plan are Notification Phase, Restriction Phase, Restructure Phase, Intervention Phase, and Dissolution Phase. For a PTA not in compliance, complete the *Plan of Action Form* at <https://form.jotform.com/221817137059053>. For Local Units that have not filed taxes for at least three years yet want to reactivate their PTA, complete the **Reactivating an Existing PTA Packet**.

Questions? Email LAPTA at [afiles@LouisianaPTA.org](mailto:afiles@LouisianaPTA.org).

# ACTIVE AFFILIATION: PLAN OF ACTION

For Local Units in the Restructure Phase, contact LAPTA at [aafiles@LouisianaPTA.org](mailto:aafiles@LouisianaPTA.org) to discuss your situation. Complete the Plan of Action Form online at <https://form.jotform.com/221817137059053> or scan the QR Code to work toward Active Affiliation status. This form is for your records only.



\_\_\_\_\_

Local Unit Name	Parish	Local Unit LUR#	Date
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**CHOOSE all that apply.** Note the date for each item after speaking with LAPTA officer. Active Affiliation Report was incomplete because:

- MEMBERSHIP: A minimum of 30 LAPTA membership dues was not submitted.  
New deadline: \_\_\_\_\_ Emailed to LAPTA Date: \_\_\_\_\_
- LEADER DATA: Board data was not submitted to LAPTA at <https://form.jotform.com/221275677028157>.  
New deadline: \_\_\_\_\_ Emailed to LAPTA Date: \_\_\_\_\_
- BYLAWS: Bylaws are outdated or were not submitted.  
New deadline: \_\_\_\_\_ Emailed to LAPTA Date: \_\_\_\_\_
- TAXES: IRS taxes were not filed.  
New deadline: \_\_\_\_\_ Emailed to LAPTA Date: \_\_\_\_\_
- BUDGET: Local Budget Approval Form with the Approved Budget was not filed.  
New deadline: \_\_\_\_\_ Emailed to LAPTA Date: \_\_\_\_\_
- AUDIT REPORT: Audit Committee Report was not filed.  
New deadline: \_\_\_\_\_ Emailed to LAPTA Date: \_\_\_\_\_
- ARTICLES OF INCORPORATION: Active Annual Report from LA Secretary of State was not filed.  
New deadline: \_\_\_\_\_ Emailed to LAPTA Date: \_\_\_\_\_
- TRAINING: Proof of PTA Leadership Training for all elected officers was not filed.  
New deadline: \_\_\_\_\_ Emailed to LAPTA Date: \_\_\_\_\_

*I, the authorized representative of the Local PTA Unit, hereby agree to the above Plan of Action to acquiring Active Affiliation.*

\_\_\_\_\_

Local Unit President's Name	LAPTA Officer's Name
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Submit the information online at <https://form.jotform.com/221817137059053> or scan the QR Code.

