Local Unit information

Complete the information below and use as a reference.
If you need assistance, contact the LAPTA Office at (985) 789-9349.

<table>
<thead>
<tr>
<th>Local Unit Name:</th>
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</thead>
<tbody>
<tr>
<td>Local Unit Number (LUR #):</td>
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<tr>
<td>District/Council:</td>
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<tr>
<td>District/Council President:</td>
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<tr>
<td>School Address:</td>
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<tr>
<td>School City/Zip:</td>
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<tr>
<td></td>
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<tr>
<td>President Phone:</td>
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<tr>
<td>President Email:</td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

## Louisiana PTA (Section 1)
- State Office .................................................................................................................. 2
- 2020 - 2021 Calendar .................................................................................................. 3
- Unit in Good Standing .................................................................................................. 4
- District in Good Standing ............................................................................................. 4
- Board of Directors: Officers ....................................................................................... 5
- Board of Directors: District/Council Presidents ......................................................... 6
- Board of Directors: Committee Chairs ...................................................................... 7

## PTA Basics (Section 2)
- Procedure Book ......................................................................................................... 2
- Email Protocol ............................................................................................................. 3
- Parliamentary Law ....................................................................................................... 5

## President’s Guide (Section 3)
- Introduction .................................................................................................................. 2
- Major Duties ................................................................................................................ 2
- Important Documents and Information ....................................................................... 3
- Qualities of an Effective PTA ....................................................................................... 4
- Communication ........................................................................................................... 4
- Membership ................................................................................................................ 5
- Finances ........................................................................................................................ 6
- Program Planning ......................................................................................................... 7
- Involving the School Community .............................................................................. 8
- Meetings, Meetings, Meetings .................................................................................... 9
- How to Handle Disruptions ....................................................................................... 12
- School Level Complaints ........................................................................................... 14
- Plan of Work ................................................................................................................ 18
- PTA Conflict of Interest Policy ................................................................................... 19
- Local Unit Check List ................................................................................................. 20

## Secretary (Section 4)
- Introduction .................................................................................................................. 2
- Duties ............................................................................................................................ 2
- Minutes ......................................................................................................................... 3
- Miscellaneous Information ......................................................................................... 7
- Sample Minutes .......................................................................................................... 8
- Sample Motion Form ................................................................................................... 9

## Treasurer (Section 5)
- Introduction .................................................................................................................. 2
- Responsibilities of the Treasurer ................................................................................. 2
- Reference Materials .................................................................................................... 3
- Principals of PTA Financial Management .................................................................... 3
Board of Directors (Section 6)
Introduction ............................................................................. 2
Board of Directors ........................................................................ 2
Executive Committee ..................................................................... 3
Committees .................................................................................. 4
Board Orientation .......................................................................... 8
Setting Goals ................................................................................. 9
How Boards Succeed...A Checklist ................................................. 10

Nominating Committee and Elections (Section 7)
Nominating Committee .................................................................. 2
Elections ..................................................................................... 4
Script for Non-Contested Election .................................................. 6
Script for Contested Election ........................................................ 7
Nominating Committee Report Form ............................................. 9
Teller Committee Report Form .................................................... 10

Membership (Section 8)
Introduction .................................................................................. 2
Goals .......................................................................................... 2
Duties of the Membership Chair .................................................... 3
Plan of Work ................................................................................. 4
Membership Facts ......................................................................... 5
Membership Campaign ............................................................... 5
Student Involvement ...................................................................... 10
Calendar ...................................................................................... 11
Membership Recognition .............................................................. 14
Membership Card Order Form ..................................................... 15
## Advocacy (Section 9)

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Responsibilities of Legislative Chair</td>
<td>2</td>
</tr>
<tr>
<td>Advocacy vs Lobbying</td>
<td>3</td>
</tr>
<tr>
<td>Legislative Activity Guidelines</td>
<td>4</td>
</tr>
<tr>
<td>Developing an Advocacy Initiative</td>
<td>6</td>
</tr>
<tr>
<td>Communicating with Lawmakers</td>
<td>8</td>
</tr>
<tr>
<td>Resolutions</td>
<td>10</td>
</tr>
<tr>
<td>Legislative Platform</td>
<td>11</td>
</tr>
<tr>
<td>Format of a Resolution</td>
<td>14</td>
</tr>
<tr>
<td>Sample Resolution</td>
<td>15</td>
</tr>
</tbody>
</table>

## Diversity, Inclusion, & Outreach (Section 10)

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diversion and Inclusion in PTA</td>
<td>2</td>
</tr>
<tr>
<td>How Diverse is your PTA Board</td>
<td>4</td>
</tr>
<tr>
<td>Personal Action Plan</td>
<td>5</td>
</tr>
<tr>
<td>National PTA Resolution</td>
<td>6</td>
</tr>
</tbody>
</table>

## Bylaws and Standing Rules (Section 11)

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bylaws</td>
<td>2</td>
</tr>
<tr>
<td>Updating</td>
<td>2</td>
</tr>
<tr>
<td>Bylaws Approval Form</td>
<td>4</td>
</tr>
<tr>
<td>Instructions for Fill-in-the-Blank Bylaws</td>
<td>6</td>
</tr>
<tr>
<td>Standing Rules</td>
<td>8</td>
</tr>
<tr>
<td>Sample Standing Rules</td>
<td>9</td>
</tr>
<tr>
<td>Articles of Incorporation</td>
<td>13</td>
</tr>
</tbody>
</table>
All calls will be returned after 3 pm Monday – Thursday

The Louisiana PTA office serves as a resource and support for local units, districts and the Louisiana PTA Board of Directors. Please call if you have questions or need information.
2020 - 2021
LOCAL UNIT INFORMATION

OCTOBER - JUNE
Leadership training conducted by local Districts

MONTHLY
Submit membership dues and new membership rosters to state

NOVEMBER 15 DEADLINE  ** Extended to January 1 by LAPTA
Unit in good standing files due to district President

FEBRUARY 1 DEADLINE
Reflections entries from district boards due to LAPTA 3rd VP Programs

MARCH 1 DEADLINE
LAPTA Grant applications due to the LAPTA President

MARCH 1 DEADLINE
Nominations for 2021-2023 LAPTA State Executive Officers (President, 1st VP Advocacy, and 2nd VP Membership) -- email nominations to LAPTA State Office

Will not be conducted in the 2020-2021 School Year
Educator of Distinction Award

Will not be conducted in the 2020 - 2021 School Year
Outstanding Newsletter Award and Outstanding Website Award

Will not be conducted in the 2020 -2021 School Year
Advocacy Award

May TBD
State Conference via Zoom, Voting and By-Law Amendments

JUNE 24 – 27
2021 National PTA Convention and Expo, Grapevine, Texas
UNIT IN GOOD STANDING

A local PTA in good standing is one that:
1) adheres to the Purposes and basic policies of the PTA;
2) remits the national portion of the dues through the state PTA to reach the national office by dates designated by the National PTA;
3) has approved bylaws on file in the Louisiana PTA office. Bylaws must be approved by the State Bylaws Committee Chair at least once every three (3) years.
4) has a current year’s budget verified by a Local Unit Budget Approval form signed by the local president, treasurer and principal; and submitted to the applicable District PTA Board of Directors. In the instance that the unit is a community or non-traditional PTA, another member may sign in place of the principal.
5) has been assigned its own Employer Identification Number (EIN/Tax Identification Number) from the I.R.S. A copy of the confirmation letter with the Employer Identification Number (EIN/Tax Identification Number) must be forwarded to the Louisiana PTA office.
6) must purchase a PTA membership for every paying member. Each unit must submit membership dues for a minimum of thirty (30) members per year.
7) must file the IRS 990 and adding proof to local unit checklist packet
8) submit the previous fiscal year’s audit committee report

To enter programs, apply for awards and send voting delegates to state convention:
1) Entries to all recognitions and awards for the Louisiana PTA and National PTA will be ineligible unless the criteria for a unit in good standing has been met by the district and state deadlines, whichever comes first.
2) All local PTA units must meet the criteria for a unit in good standing by March 15th of each year to send voting delegates to the Louisiana PTA state convention.

DISTRICT IN GOOD STANDING

A district PTA in good standing is one which:
1) adheres to the Purposes and basic policies of the PTA;
2) remits the national and state portions of the local unit dues to the Louisiana PTA at least bi-monthly;
3) has approved bylaws on file in the Louisiana PTA office. Bylaws must be approved by the Bylaws Chair or State Secretary at least once every three (3) years;
4) submits to the Louisiana PTA office by November 1st a current year’s budget verified by a budget approval form signed by the president, treasurer, and one other officer;
5) has been assigned its own Employer Identification Number (EIN/ Tax Identification Number) from the I.R.S. and has reported the number to the Louisiana PTA office;
6) has a minimum of two hundred ten (210) cards purchased by local units during the membership year;
7) submits to the Louisiana PTA office by November 1st a copy of its previous fiscal year’s audit report;
8) submits to the Louisiana PTA office by August 1st the names and contact information for district officers and committee chairs and updates as necessary;
9) submits to the Louisiana PTA office by November 1st the names and contact information for local unit presidents and updates as necessary; and
10) provides local unit training.
11) Has at least five (5) local units in good standing in their district.

A district meeting these requirements:
1) will be eligible to receive all state recognitions and awards.
2) will receive distribution of dues.

4
PRESIDENT
Shannon Howard
471 Libuse Cutoff Rd
Pineville, LA
Email: president@louisianapta.org

2nd VP Membership
VACANT
Email: president@louisianapta.org

1ST VP ADVOCACY
Buffie Singletary
35202 Herman Singletary Rd
Pearl River, LA 70452
Email: lap talegislation@gmail.com

3rd VP PROGRAMS
Sarah Ladner
P.O. Box 8232
Shreveport, LA 71148
Email: laptaprograms@gmail.com

SECRETARY
VACANT
Email: president@louisianapta.org

TREASURER
Kayla Pagel
944 Winona Drive
Mandeville, LA 70471
Email: laptatreasurer@gmail.com
DISTRICT PRESIDENTS
2020 - 2021

CADDO
Sarah Ladner
P.O. Box 8232
Shreveport, LA 71148
Email: caddodistrictptaprograms@gmail.com

ST. TAMMANY
Kayla Pagel
944 Winona Drive
Mandeville, LA 70471
Email: president@sttammanyppta.org
COMMITTEE CHAIRS

BYLAWS
VACANT

PUBLIC RELATIONS
VACANT

LEADERSHIP DEVELOPMENT
VACANT

SPECIAL AWARDS
VACANT