

Secretary Training

Tonya Aston, Utah PTA Secretary

Agenda

- The Basics of PTA
 - General “It’s good to know” Information
 - Types of Meetings
 - “Other” duties of the Secretary
 - What is Parliamentary Procedure and who is Robert?

- Main Duties of the Secretary
 - Prepare for meetings
 - Record business
 - Record storage

The Basics of PTA

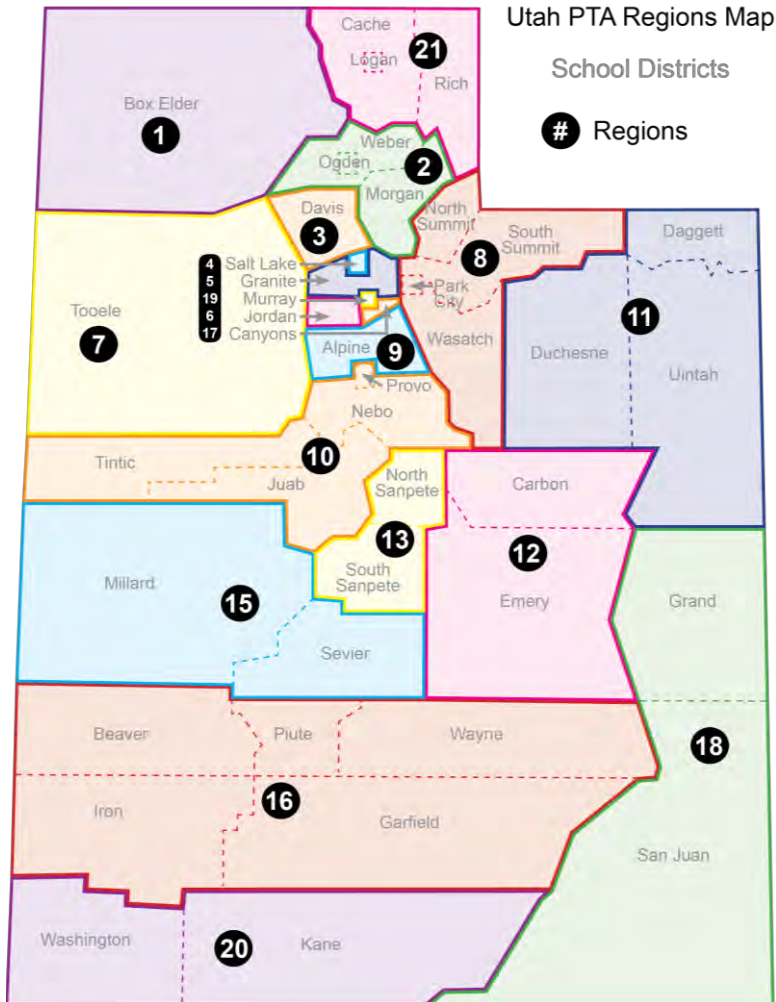


Get yourself a copy
of the
Secretary Handbook

Download at:

www.UtahPTA.org/Handbooks

It's Good to Know ...



- 21 Regions in Utah
- 10 Regions have only 1 school district, the rest have 2 or more
- 10 of the Regions have Councils (2, 3, 4, 5, 6, 9, 10, 17, 20, 21)

It's Good to Know ...

PTA Line of Communication

National → State → Region → Council → Local

and

Local → Council → Region → State → National

It's Good to Know ...



The Secretary position is part of the Executive Committee on the PTA Board with voice and vote in all meetings

Local PTA/PTSA Bylaws (2020-2021)

ARTICLE VI: Officers and Their Election

...

Section 4. Officers (executive committee) and their election:

- a. The officers of this PTA/PTSA shall be one (1) president, one president-elect, _____ (number, at least two [2] – this number includes the principal and teacher) vice presidents, one (1) secretary, and one (1) treasurer. The president-elect shall automatically succeed to the office of president.

Secretary's have voice and vote in meetings. Don't get so caught up in taking minutes that you forget to be part of the conversation and votes!

It's Good to Know ...

Be a Responsible Board Member

- Attend all meetings of the Board and be an active participant.
- Deal with facts - not personalities. Avoid prejudiced judgements or decisions.
- Avoid conflicts of interest or self-dealing.
- Understand the associations finances.
- Support the decisions of the Board despite personal feelings.

It's Good to Know ...



ALL Executive Committee members should have a working knowledge of parliamentary procedure, the bylaws, and standing rules.



The Secretary may conduct the correspondence of the association. This could include: Thank You notes, birthday cards, special notices, meeting notices, etc.



The Secretary can be a signer on the checking account if necessary

Types of Meetings

Executive Committee Meetings

- President
- President-elect
- Vice Presidents
- Secretary
- Treasurer
- Hold as necessary – once a month is a good schedule

Board Meetings

- All elected and appointed leaders
- Hold at least every other month or more often if necessary to ensure the business of your PTA is handled in a timely manner.

General Membership Meetings

- All PTA members in your association
- Hold at least 3 a year (see your Local PTA Bylaws – ARTICLE XI: General Membership Meetings for specific meetings and times)

Bylaws

Bylaws exist to give an organization structure. They define the organization's primary characteristics, how it functions, and the rights and duties of members.

They also help to keep a PTA in compliance with federal and state tax law so that they don't lose their 501(c)(3) tax-exempt status.

Read them!
Use them!

Local PTA/PTSA Bylaws (2020-2021)

Region _____
Council _____
Local _____
PTA Unit ID Number _____
Employer Identification Number (EIN) _____

ARTICLE I: Name

The official name of this association is the _____ (School name)
PTA (Parent-Teacher Association) OR the _____ (School name)
PTSA (Parent-Teacher-Student Association) located in _____ (Town), Utah.
(PTA or PTSA must be included in your name on all records and correspondence.) It is a local PTA/PTSA organized under the authority of the Utah Congress of Parents and Teachers (Utah PTA), a branch of the National Congress of Parents and Teachers (National PTA).

*ARTICLE II: Purposes

Section 1. The Purposes of the Utah PTA, in common with those of the National PTA, are

- To promote the welfare of children and youth 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 and youth;
- To promote the collaboration and engagement of families and educators in the education of children and youth;
- To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- To advocate for fiscal responsibility regarding public tax dollars in public education funding.

Section 2. The Purposes of the National PTA and the Utah PTA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public developed through conferences, committees, projects, and programs; and governed and qualified by the basic principles set forth in Article III.

Section 3. National PTA is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (referred to as "Internal Revenue Code").

*ARTICLE III: Principles

The following are basic principles of the Utah PTA, in common with those of the National PTA:

- The association shall be noncommercial, nonsectarian, and nonpartisan.
- The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- The association shall work to promote health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
- Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in National PTA.

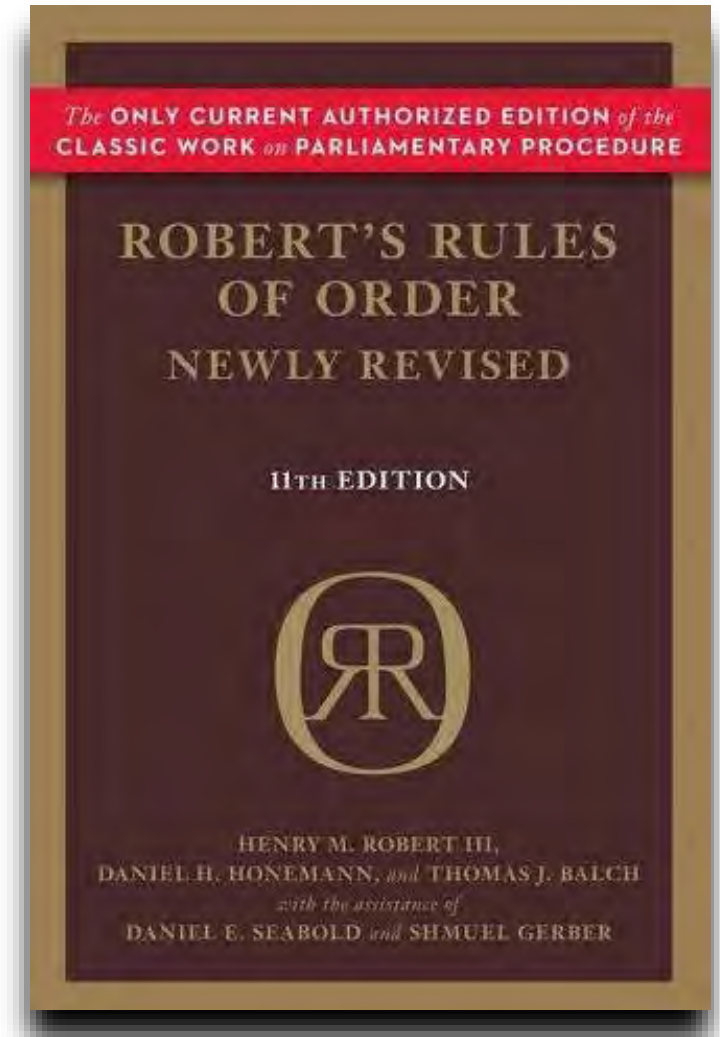
*ARTICLE IV: Relationship with National PTA and Utah PTA

Section 1. This PTA/PTSA shall be organized and chartered under the authority of the Utah PTA in the area in which this PTA/PTSA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Utah PTA in its Bylaws prescribes. The Utah PTA shall issue to this PTA/PTSA an appropriate charter evidencing the due

The Rules PTA Follows

ARTICLE XIV: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this PTA/PTSA in all cases in which they are applicable and in which they are not in conflict with these Bylaws, the Bylaws of the Utah PTA, the National PTA Bylaws, or the articles of incorporation.



Parliamentary Procedure



First English Parliament



Henry Marvyn Robert

Duties of the Secretary



Duties of the Secretary

Local PTA/PTSA Bylaws

ARTICLE VII: Duties of Officers

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Section 4. The secretary shall:

- a. Record the minutes of all meetings of this PTA/PTSA, the Board of Directors, and the executive committee, including the motions and actions taken;
- b. Have and bring to all meetings a current copy of these Bylaws;
- c. Maintain an accurate and current membership roster;
- d. Conduct correspondence; and
- e. Perform such other duties as may be provided for in these Bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the executive committee.

Prepare for Meetings

Prepare the Agenda for the presiding officer. If the presiding officer would like to do this themselves, you can still distribute and make copies for the meeting.

- Go through the minutes from the previous meeting and prepare a list of anything that needs to be addressed in the upcoming meeting
 - For example: “Tonya was going to ... and report back.” Tonya now needs time on the agenda to report on what she found.
- Request agenda items from Board members so they can included in the agenda.

The Agenda

Name of PTA
Date and Time (beginning to end)
Location of meeting

- I. Call to Order: PTA President
- II. Reverence:
- III. Pledge:
- IV. Minutes: Secretary
- V. Financial Report: Treasurer
- VI. Officer & Commissioner Reports (time allotted)
 1. President
 2. President-elect
 3. Membership Vice President
 4. Teacher
 5. Principal
 6. Commissioners
 7. Other
- VII. Calendar: Upcoming Events
- VIII. Assignments
- IX. Special Guests (optional)
- X. Date of next meeting

- 🔊 Call to Order / Welcome
- 🔊 Reverence
- 🔊 Pledge of Allegiance
- 🔊 Reading and approval of the previous meeting's minutes
- 🔊 Reports from Board members and Committees
- 🔊 Reports by Officers, Committees, etc.
- 🔊 Unfinished Business from the previous meeting - NOT "old business" - that's something completely different!
- 🔊 New Business
- 🔊 Announcements
- 🔊 Adjournment (Indicate the time meeting adjourned in the minutes.)

Prepare for Meetings



Notification of meetings, distribution of minutes, fliers, or other communication is most easily accomplished by email.

It is recommended that any documents that are distributed be in .pdf format. This makes “editing” by others difficult.

For other communication use whatever process works best for your PTA (Email, text, GroupMe, etc.)

Prepare for Meetings

Send out the “Call” or Notice of Meetings

- This is generally done in the form of an email.
- Attach the proposed agenda and any accompanying documentation as needed.

Example Call:

The Board meeting of LMNOP Elementary PTA will be held on Monday, January 1, 20xx, at 8:00 PM in the lunchroom of the elementary school. The agenda and accompanying documents are attached.

Prepare for Meetings

Duties at a Meeting:

Bring with you to every meeting:

- The official membership roll
- A list of existing committees and their members
- The Bylaws and Standing Rules
- Recent minutes

Read minutes, correspondence, and resolutions as necessary

Record motions

Assist with voting

The Minutes

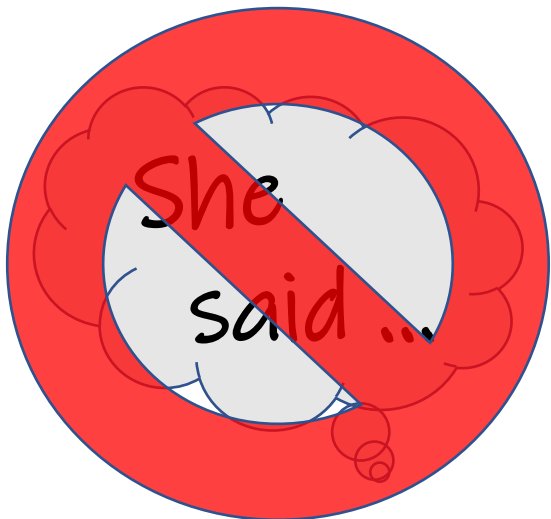
- Any time the Board or Committees meet, meeting minutes should be taken.
- Even meetings having taken place via Zoom or any other electronic means should have documentation. If minutes are not recorded, it is as if the meeting did not take place because there is no concrete proof about what topics were discussed and what decisions were made.
- Lack of meeting minutes would allow the IRS (and the general public) to question the organization's compliance in following the organization's bylaws, as well as Board participation about following nonprofit law and compliance under Internal Revenue Code Section 501.

The Minutes

Minutes are typically taken by the organization's secretary.

If the Secretary is not present, another officer or director should be chosen to record the minutes.

The President **CANNOT** also act as the Secretary.



According to *Robert's Rules of Order*, minutes should record what is DONE, not what is SAID.

Minutes are NOT a transcript of the meeting, avoid writing down what everybody said. Do



The Minutes

There are 2 types of minutes you should use.

Action Minutes - These are “the facts only” minutes.

These have basic information and just the motions made and the outcome, nothing else. Or, in other words the ‘actions’ taken by the body.

Summary (or Discussion) Minutes – These include points that were made during the discussion, without attribution to individuals.

For a non-profit such as PTA, the **Summary** minutes are the best. It shows the actions taken along with important points of discussion which can be used for reference or action items later.

The Minutes

- Minutes should be accurate, concise and summarize the major points of what happened at the meeting.
- Actions must be recorded in the order that they occur. If the agenda is not followed, do not reorganize the minutes to reflect the layout of the agenda.
- Minutes are **NOT** a catalog of the secretary's opinions about or commentary on the business attached. They are a record of actions taken. Personal observations or judgmental comments should not be included in meeting minutes. All statements should be as neutral as possible.

The Minutes

Attendance must be noted at each meeting

- ❖ For smaller meetings, send around a sign-in list or have it placed in a public area where everyone will pass it and can sign in.
- ❖ At a General Meeting that is held as part of a school activity there are a couple of ways to note attendance.
 - Request that whomever is in charge of the meeting to have PTA members stand so you can see them and get a quick count.
 - Your members present statement could read: “A standing count shows 43 members present.” Make sure that your Board members are included in that count.
 - OR - You could say: “A quorum was present at the start of the meeting.” if you are not able to get a count.

(The first one is a better option because it shows how many of your total members voted.)

The Minutes

A Template

Meeting
Date
Location
Time

Chair:
Secretary:

In Attendance:

Excused:

Absent:

Is a Quorum Present?

Welcome:

Reverence & Pledge:

Motion on Agenda:

Motion on Minutes:

1.

Note any Action Items, Topics for Later Discussion or Calendar Items

Utah PTA Board of Directors Meeting

Thursday, March 18, 2021

Zoom

9:00 AM – 4:00 PM

Chair: Laney Benedict, Utah PTA President**Secretary:** Tonya Aston, Utah PTA Secretary

In Attendance: Stacey Mollinet, Alexis Beazer, Allison Tran, Amy Choate-Nielsen, Becca Crookston, Betty Shaw, Kathy Allred, Dawn Davies, Carol Rednour, Cheryl Phipps, Corey Fairholm, Heidi Grimshaw, Jeana Stockdale - left early, Jeannette Bowen, Joann Brown, Johanna Williams - left early, Karen Beebe, Karen Conder, Kris Dension, LeAnn Wood, Lee Ann Brocious, Linda Zenger, Lynette Checketts, MarChe Hindes, Maresa Manzione, Marianne McGregor Guelker, Melanie Hammer, Monica Strong, Jason Nackos, Rebekah Pitts, Sheri Mattle, Stacy Adams, Stacy Bateman, Taitum Abrams, Terri Francis, Todd Hougaard, Tonya Rhodes, Kari Montoya, Lori Harding, Debbie Jacobs, Kara Sherman – late, TC Walls – late, Misty Morris - late

Is a Quorum Present? Yes**Welcome:** Laney Benedict**Reverence & Pledge:** Jeannette Bowen

Link arms with others to accomplish amazing things and assist them to do so as well.

Motion on Agenda: Motion by Betty Shaw, I MOVE that we accept the agenda. Second by Melanie Hammer. Motion passes.

Motion on Minutes: Motion by Sheri Mattle, I MOVE that we approve the minutes from Thursday, January 7, 2021. Second by Jeannette Bowen. Motion passes.

1. Leadership Tip – Julie CluffA. Video: It's not about willing, it's about finishing - <https://youtu.be/cvIUdJ2iBIU>B. Video: Don't give up – you have seeds - <https://youtu.be/yobobnrv0sU>**2. Membership Tip – Melanie Hammer**

A. We are currently at 55,085 members which is down 29,345 from last year – about 35%

B. Goals we had this year:

1. Each member would find 2 additional people to join PTA
2. Each committee, commission and region would have membership as their plan for this year
3. Each region was challenged to raise their membership by 2% this year

C. What did you do to help with that? What can you still do?

D. There are still things that can be done

1. Locals may have unsubmitted membership
2. There may be questions that you can answer that will help the locals

E. Thanks to all Board members who have assisted Melanie with membership this year.

3. Secretary – Julie Cluff
4. Director of Leadership – Heidi Grimshaw
5. Individual Development Commissioner – Chrsi Call
6. Education Commissioner – France Barral
7. Student Leadership commissioner – Tod Hougaard
8. Administration Representative – Dr. Anthony Godfrey

C. The position of Director of Membership has come open again. The committee is meeting again and accepting new applications for the still open positions.

D. One year terms that have come available and have been filled by the committee:

1. Regions VP – Melanie Hammer
2. Family Life Commissioner – Chris Pexton

8. Motions from Bylaws Committee – Maresa Manzione

A. **Motion #1** Clarification of officers to include Administrative (Principal) and Teacher VP Local Bylaws ARTICLE VI: Officer and their Election, Section 4. A and b (2nd reading)

1. **I MOVE the adoption of the following changes to the local bylaws:** (see the Meeting Motions & Materials packet for text)

- a. Motion is from a committee so a second is not necessary.
- b. We currently have many PTAs who put only 2 vice presidents in the blank, not realizing or reading ahead to see that the teacher and principal take up two vice-president spots and that would allow them no more vice presidents. Re-wording the section keeps the same intent, but calls for the PTA/PTSA to have other vice presidents.
 - i. Vote called by Chair. **Motion passes.**

B. **Motion #2** Reordering of dissolution procedures - Local Bylaws Article IV: Relationship with National PTA and Utah PTA, sections 18-20 and Council Bylaws Article IV, Sections 16-18 (2nd reading)

1. **I MOVE to make the following changes to make the following changes to the Local and Council bylaws.** (see the Meeting Motions & Materials packet for text)

- a. Motion is from a committee so a second is not necessary.
- b. Reorders and clarifies the text concerning dissolutions so it is more easily understood.
 - i. Vote called by Chair. **Motion passes.**

C. **Motion #3** Articles of Organization (2nd read) - Utah PTA Bylaws Article IV, Section 2 (2nd reading)

1. **I MOVE the adoption of the following motion for presentation to the general membership at the Leadership Convention in May.** (see Meeting Motions & Materials packet for text.)

- a. Motion is from a committee so a second is not necessary.
- b. Puts into bylaw current practice
 - i. Vote called by Chair. **Motion passes.**

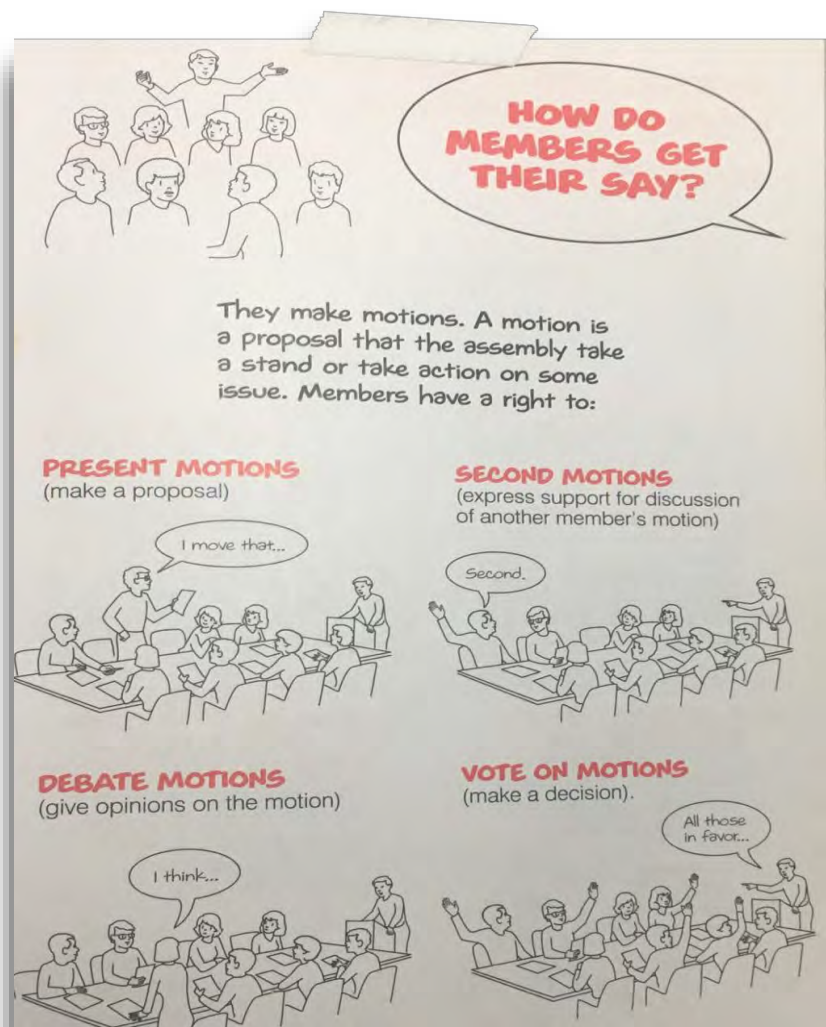
D. **Motion #4** Nominating Committee (2nd read) - Utah PTA Bylaws, Article VIII, Section 15, a and b (2nd reading)

1. **I MOVE the adoption of the following motions for presentation to the general membership at the Leadership Convention in May.** (see Meeting Motions & Materials packet for text.)

- a. Motion is from a committee so a second is not necessary.
- b. Consistency with other nominating committees
- c. Vote called by Chair. **Motion passes.**

9. Motion #5 Allowing non-PTA members to join the Utah PTA advocacy, excellent elementary and super secondary groups on Facebook – Amy Choate-Nielsen

The Minutes



Motions are used for business in a PTA - spending money, deciding on programs that take a lot of work, actions which could involve outside people/vendors, etc.

You do not need motions for general discussion.

The Minutes

How to Record Motions

- Who the motion was made by
- Text of Motion: MUST BE CONCISE AND ACCURATE.
 - Consider having the maker of the motion write it down so you know exactly what they are proposing.
- There **MUST** be a second, however it does not need to be recorded
- Discussion (if necessary) - you could just put “Discussion was held.”
- Outcome of vote:
 - Motion passes
 - Motion failed
 - Motion passes with 2 Nay votes noted
 - etc.

The Minutes

Motions for approval of Agenda and Minutes

Abby Jackson motioned that the agenda be approved. No changes were suggested. Motion passes.

Colleen Baker made a motion to accept the minutes from last months meeting. Second by Judy Millis. Mary Jansen noted that the Fall Carnival is actually going to be held on October 15th, not the 20th. Chair called the vote to accept the minutes as amended. Motion passes unanimously.

- OR -

Colleen Baker motioned to accept the minutes from last months meeting as amended. Motion passes.

The Minutes

Business Motions

- Motion by Abby Jackson
 - I MOVE that we hire the Clown Around Company for our field day activities this year.
 - Second by Susan Longmore.
 - Discussion
 - What will it cost us?
 - Is this the best option?
 - We've looked at several options, this gives us the most activities and options for food.
 - Vote called by Chair. Motion passes with 2 nays noted.

Motion can be highlighted, bolded or underlined - this makes it easier to find and read in the future.

The Minutes

Other Thoughts

Once the meeting is concluded, it is VERY important that minutes are distributed to all those in attendance as well as any excused members, as quickly as possible.

This allows people to read through them and note changes that need to be made. If it is done quickly, they easily remember the meeting. If you wait too long, people will not remember what actually happened at the meeting and errors could be moved forward in your record.

If someone notes a mistake, don't take it as an insult, be grateful they're making you look good :D

The Minutes

Budget Approval Meeting Minutes

The Budget Approval Meeting (Back to School Meeting or whatever you choose to call it) is the first General Membership meeting of the year.

These minutes **MUST** be taken and signed by both the President and the Secretary.

This document **MUST** be turned in with your approved budget (Beginning of the Year papers) to your Council or Region. This is a requirement to stay in good standing.

The Minutes

After the Meeting

Minutes should be signed after they are approved.

Until minutes are approved they are not “official”. Once minutes have been approved they become a legal, binding record and should be kept as PERMANENT records.

At the bottom of the minutes you can handwrite (in ink) something to the effect of: “Minutes approved at the Board meeting on May 1, 2020.” After that you sign it, add your position title and the date.

If a digital copy is being kept, a typed version of the above is fine.

Record Storage

It is good practice to keep 2 copies of the minutes

One copy should be a hard copy and kept in 3-ring binders that are labeled and dated.

The other copy can be a digital copy and should be kept in a different place than the hard copy to provide back-up if it is ever needed.

To eliminate the change of the information being lost on a personal computer, the digital copy should be kept in a generic location accessible to all Board members such as under a PTA gmail Google Drive.

Record Storage

Permanent File

In a 3-Ring Binder, labeled with the PTA Name and School Year,

- Bylaws & Standing Rules
- Minutes of Board and Committee Meetings
 - Arranged by date with most current in front
- Contracts & Leases
- Insurance records
 - Policies
 - Certificates
 - Accident Reports
 - Claims

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Groups you can join:

- Utah PTA Advocacy
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