

## Overview

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This section provides job descriptions and suggested activities for officers, chairmen and principals.

## How to Use

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Copy and distribute to the appropriate board members for their procedure book. Each person should familiarize themselves with their job duties.

## Who Should Use

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- President
- Officers
- Chairmen
- Principal

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## Vice President

The vice president, who may be called upon at any time to temporarily assume the role of the president, should make a thorough study of the president's duties and responsibilities and be familiar with the work of the association.

### Major Duties

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Preside at meetings in the absence or inability of the president to serve.
- Act as aide to the president.
- Perform any other duties specified in the bylaws.
- Assume responsibility for administrative details delegated by the president.
- Represent the president upon request.
- Understand the duties of each executive board member.
- Assume, temporarily, the duties of the president in case of a vacancy, and fill the position in accordance with the bylaws.
- Pass procedure book to successor.

### Suggested Activities

Refer to the "You're the President, Let's Get Started" section of this handbook.

## Secretary

The secretary keeps accurate records of the proceedings of the association. The primary qualifications include promptness; accuracy; a thorough knowledge of the PTA Vision, Mission, Purposes, bylaws, policies and procedures; an understanding of parliamentary law; and a sincere desire to help the president conduct a businesslike meeting.

### Major Duties

- Present a Plan of Work to the executive board for approval.

- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Record all business transacted at each meeting of the association and the executive board.
- Present the minutes for approval. Minutes of the executive board are approved by the executive board, and minutes of the regular meeting are approved by the membership. Minutes may also be approved by a committee appointed by the president.
- The secretary always sits close to the president and rises to read the minutes. (Minutes of the preceding meeting may be printed and distributed with the word "DRAFT" prominently printed on them. The word "DRAFT" is not removed until approved.)
- Maintain the minutes and record books, as well as copies of the state-approved bylaws and standing rules, a current membership list (in alphabetical order), a listing of all current committees with all committee members' names, a copy of the approved budget and a copy of each agenda. If items are distributed in a meeting, a copy of each item is attached to the minutes. The secretary also maintains other lists, such as the names and dates officers completed the Texas PTA Leader Orientation, items purchased for the school by PTA and a list of assets purchased for the PTA.
- Retain the records retention policy (adopted by the membership) and the ethics/conflict of interest policy (adopted and signed by the current executive board members).
- Maintain an attendance record. At executive board meetings, take roll call by voice or use a sign-in sheet. At regular meetings, take roll by having the members sign in. These procedures establish that a quorum is present for each meeting.
- Collect and preserve documents relating the history of the association (unless there is a historian to fulfill this responsibility).

- Present a written report to the association as the official history to be adopted at the annual meeting (unless there is a historian to fulfill this responsibility).
  - Present a report of the executive board meeting, with any actions and recommendations at each regular meeting. When recommendations are contained in the report, the secretary moves the adoption of each recommendation.
  - Contact executive board members and remind them of the executive board meetings, usually by telephone, fax, e-mail or mail.
  - Act as corresponding secretary if none is provided for in the bylaws (see Major Duties below). When there are two secretaries, the recording secretary is usually referred to as *the* secretary and the corresponding secretary is referred to by his full title.
  - Assist the president in counting a standing vote.
  - Keep copies of all contracts.
  - Give successor all minutes, records, reports, procedure book and other pertinent materials (including your telephone number).
- Date your letter. In an informal note of appreciation, it may be written below and to the left of your signature.
  - Quote a worthy comment made by the presenter.
  - Reaffirm the group's appreciation for the time and thought the speaker gave to the presentation.
  - Sign the Local PTA's name followed by your signature. Be sure to identify your relationship to the PTA, i.e., Jane Smith, Corresponding Secretary.
- Write "sympathy/sunshine" notes. When writing notes to members concerning grief, illness, a new baby, etc.:
    - Remember that the message is from the Local PTA, not the writer.
    - Recognize the specific reason for writing.
    - Express the group's interest and reaction to what has happened to the member.
    - End on an appropriate note.
    - Date your letter.
    - Sign the Local PTA's name and your name as corresponding secretary.
  - Pass procedure book to successor.

## Corresponding Secretary

### Major Duties

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Read communications at meetings. In reading correspondence, first read the name of the person and/or organization, and then proceed with the body of the letter or note.
- Write thank-you notes to anyone who gives a presentation during your Local PTA meeting; however, this responsibility may be assigned to some other officer or committee. When thanking a program participant:
  - Be prompt in expressing appreciation.

## Treasurer

The treasurer is the authorized custodian of the funds of the association. He receives and disburses all monies indicated in the budget and prescribed in the Local PTA bylaws or as authorized by action of the association.

### Major Duties

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.

- Study carefully all references to duties and finances in the Local and Texas PTA bylaws.
- Have custody of all funds of the association.
- Be an authorized signer on all bank accounts.
- Keep an accurate and detailed account of all monies received and disbursed, maintaining bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the adopted records retention policy.
- Keep on permanent file the Local PTA's Employer Identification Number (EIN) assigned by the IRS and the sales-tax permit assigned by the Texas Comptroller's office, if one has been acquired.
- Present a treasurer's report at regular meetings of the association, executive board meetings and when requested by the association or the executive board. This report should include the following:
  - Beginning balance (ending balance from the last report)
  - List of all receipts in detail and total of those receipts.
  - List of all disbursements, itemized and total of those disbursements.
  - Ending balance as of the date of the report.
- Match beginning balance of the treasurer's report with the ending balance from the previous meeting. Therefore, there are different reports for the executive board and the regular association meetings. All accounts, such as savings accounts, special projects accounts and/or certificate of deposit accounts should be reported in the same manner at all meetings.
- Refer these financial reports to the Audit Committee, which reports to the association at such time as the bylaws may require.
- Report each fundraising activity, with the cost for the activity as well as the profit.
- Document all items purchased by the Local PTA for cost, ownership and liability. Compile and maintain a list of assets owned by the Local PTA. Give a current list to the secretary.
- Receive all monies and deposit them in a timely manner in a bank approved by the executive board. This account is in the name of the Local PTA. Never deposit monies in a personal bank account or in the school account.
- Issue receipts for all monies received.
- Reconcile bank statements monthly upon receipt. The back of the bank statement usually has a printed form that can be used for reconciliation. The bank statements should be opened, reviewed, initialed and dated by a non-signer on the account, who was appointed by the president and approved by the executive board, and then given to the treasurer to reconcile.
- Make disbursements as authorized by the association in accordance with the budget adopted by the association. All bills must be paid by check, never cash. Checks cannot be written unless sufficient funds remain in the budget category to cover the expenditure. If not, a budget amendment must be passed by the membership at a regular meeting prior to issuing the check.
- Credit the amount of the dues covering National and Texas PTA portions to the state fund, which is entered in the Local PTA treasurer's book. National and Texas PTA portions of the dues are forwarded to the Texas PTA Office without authorization by the association.
- Work with the Membership chairman to forward the National and Texas PTA portions of the dues to the Texas PTA Office on a regular basis. PTA members are not considered "members in good standing" of their Local PTAs until their names and the National and Texas PTA portions of their dues have been

forwarded and recorded in the Texas PTA Office.

**NOTE:** The National and Texas PTA portions of dues do not belong to the Local PTA and are never recorded as part of the Local PTA income. National and Texas PTA portions of dues must be collected for each person joining the Local PTA. (Texas PTA Honorary Life Members are exempt from the Texas PTA dues portion for only one Local PTA each membership year.)

- Make a preliminary annual report to the membership at the annual meeting.
- Finalize the report at the end of the fiscal year and give it to the Audit Committee along with the other records for audit.
- Submit to the Audit Committee the previous audit report and copies of the current year's budget adopted by the association with the approval date. Include copies of any amended budgets with the date of the amendment, copies of all financial statements, the checkbook, bank statements with canceled checks, deposit slips, vouchers/receipts for checks and the ledger showing a running total of the transactions in each budget category. Upon completion of the audit, the committee will forward these items to the new treasurer.
- Maintain (for manual accounting systems) a ledger sheet for each budgeted category showing an opening balance, a credit column, a debit column and a current balance column. Each transaction should be recorded showing date, check number, payee and amount. The balance should be recorded after each transaction.
- Review (for computerized accounting systems) the Texas PTA Policies for

computerized financial management systems in the "Money Matters" section of this handbook.

- File, as the outgoing treasurer, the 990-N, 990, or 990-EZ in a timely manner. (The appropriate form is due four and one-half months after the fiscal year end.) If authorized in the budget a professional may be retained to prepare the 990 for the association. The 990 should be completed by the outgoing treasurer who was custodian of the books for that fiscal year.
- Leave a detailed report of all fundraisers conducted from January 1 to the end of the fiscal year listing all sales, taxable sales and tax collected in order for the incoming treasurer to knowledgeably complete the sales tax return for the calendar year the following January. This documentation is important, since most Local PTAs file annual sales tax returns that overlap two administrations.
- May chair the Budget and Finance Committee
- Pass procedure book to successor.

Two signatures are required on all checks. The treasurer is an authorized signer on all bank accounts with a minimum of two additional officers authorized to sign. Individuals authorized to sign checks **cannot** be related to each other by blood or marriage and cannot reside in the same household.

### **Bonding/Insurance**

It is strongly recommended the Local PTA have the treasurer and all other individuals authorized to handle funds of the association covered by a fidelity bond. The executive board may determine the amount of the bond based on the Local PTA's annual income. The Local PTA should pay the expenses of such insurance.

## When Do I Have to Collect Sales Tax?

	TAXABLE	NONTAXABLE
Candy bars*		X
Popcorn, popped*		X
Spaghetti supper		X
Concession sales*		X
Raffle tickets		X
Cookbooks produced by the PTA		X
Cookbooks purchased for resale	X	
Student directories produced by the PTA		X
Other writings and publications of the PTA		X
Gift wrap	X	
School supplies	X	
T-shirts	X	
Admission ticket (if all the proceeds go to PTA)		X
Admission ticket (if a portion of the fees go to a for-profit business)	X	
Discount coupons		X
Flowers, plants, pumpkins	X	
Books (not written by the PTA)	X	
Silent auction items - DEPENDS ON THE ITEM AUCTIONED	X	X
Garage sale items	X	
Pictures with Santa	X	
Booth rental fee		X
Confetti eggs at carnivals	X	
Games of chance at carnivals		X
Face painting		X
Educational activities such as coloring, painting, crafts		X
Gift items sold at Santa's Workshop	X	
Pre-sale magazine	X	
Cookie dough		X

\* These items would be taxable if the PTA is not the determined seller by both purchasing inventory **and** determining the sales price.

Generally, profit is not a factor in determining if sales tax must be collected and remitted to the state on the sale of an item. The exception to this general rule is when a PTA purchases food from a for-profit business and turns around and sells it at no markup to its members. In this circumstance, the sales are NOT exempt from the collection of sales tax. PTA cannot act as a conduit to circumvent the collection of sales tax on a sale that in no way is benefiting the PTA.

Example: The PTA purchases pizza from a restaurant and sells it to members at a meeting as a convenience to provide dinner.

- Since the restaurant is not allowed to sell without collecting tax, tax must be paid on the resale of the pizza. A resale certificate is given to the restaurant, because PTA is going to resell the pizza. The PTA must collect tax on the sale.
- If the PTA purchased the pizza to provide dinner at the expense of the PTA, the PTA would be exempt from PAYING the sales tax.
- If the PTA sold the pizza at a profit, no tax would be collected.

PTAs may hold two one-day (24-consecutive hour), tax-free sales for which the PTA is the determined seller or auctions each calendar year that should be designated in the minutes. Sales of otherwise taxable items made during the 24-hour period designated as the tax-free sale or auction need not be taxed.

The Texas Comptroller's office has ruled that brochure/catalog sales are not eligible for tax-free declaration by the PTA because, for these sales, the PTA is acting as an agent for the vendor, who is the determined seller. The PTA should collect sales tax on the sales price and remit it to the vendor to remit to the Comptroller's office,

The Texas Comptroller's office has ruled that PTAs may consider advance-order sales fundraisers as one of their tax-free days, provided the following criteria are met:

- 1) All orders must be submitted by the PTA to the supplier on one day.
- 2) All merchandise must be delivered to the PTA by the supplier on one day (need not be the same day as indicated above).
- 3) The merchandise must be delivered to the purchaser over a reasonable period of time. PTA recommends this period of delivery not to exceed three weeks.

A tax-free sale must not be a year-long activity, such as a school store. School supplies sold during a three-week period with a few additional isolated sales would qualify. However, the additional sales would be taxable if made outside the event's stated time frame.

A Local PTA is required to have a sales tax permit if the PTA sells tangible items, such as handicrafts, candles, t-shirts, cups, books and school supplies other than at the tax-free days.

The Appendix of this guide contains a sample of a completed permit application form, blank form and instructions for their use. The permit is issued from the Texas Comptroller's office. The form requires the Local PTA's EIN to complete the application. It is recommended that the school address be used for the application, returns and correspondence.

Make at least two copies of the permit. File one copy with the treasurer's records, and give the other copy to the fundraising chairman or coordinator to display during the activity.

There is no fee for the permit, and it remains valid until a request to cancel it is made by the PTA or cancelled by the State Comptroller. When your permit is issued, you will be assigned a reporting period. This could be monthly, quarterly or annually, depending on your sales volume. Most PTAs are on an annual filing basis; therefore their returns are due on January 20 for the previous **calendar** (January-December) year. If the due date falls on Saturday, Sunday, or a legal holiday, the return may be postmarked on the next business day and still be considered timely. The return must be filed if you have a permit, **even if you have no sales tax due during the reporting period.** Line 1 reports "Total Sales," which includes food items, publications, and sales made at your tax-free days as well as all taxable sales. Line 2 reports "Taxable Sales" or only those sales where you were required to collect sales tax. Line 3, "Merchandise Purchased for Own Use," will always be zero.

A PTA purchasing taxable items for resale must obtain a sales tax permit and issue a resale certificate to the seller in lieu of paying sales tax. A PTA does not have the option of paying the sales tax when the merchandise is purchased in order to avoid collecting the sales tax as merchandise is sold. When the items are resold, the PTA must collect and remit the sales tax to the Texas Comptroller unless the taxable items are sold only during a tax-free day. If taxable items are sold only at the tax-free day, an exemption certificate is given to the seller rather than the resale certificate.

The following items are not subject to sales tax:

- When the PTA is determined to be the seller by purchasing the goods AND determining the selling price, PTA food sales made at a PTA fund-raising event are exempt from sales tax unless the PTA is in direct competition with a retailer required to collect sales tax. In this circumstance, the PTA would be required to collect sales tax as well.
- There is no tax on admission tickets (including those at carnivals); fees or raffle tickets provided all the proceeds go directly to the PTA.
- Student directories, yearbooks, cookbooks, and any other publications of the PTA are exempt from sales tax.

See "When Do I Have to Collect Sales Tax?" in this guide for a chart of examples of taxable and

nontaxable items. Items marked taxable are taxable unless sold at one of the association's two tax-free days.

A PTA may participate in the annual State Sales Tax Holidays if they are selling items included in this event. For more information, visit the Texas Comptroller's Web site at [www.window.state.tx.us](http://www.window.state.tx.us).

## Sales Tax Status Report

Every outgoing treasurer should prepare a report to leave with the incoming treasurer detailing any outstanding tax liability. The following example includes all the information the new treasurer will need from his predecessor in order to complete the annual sales tax return.

Sample Sales Tax Status Report						
Fundraisers Held from January 1 to May 31, 2007						
		Total Sales	Taxable Sales	Tax Collected	Designation	
Date(s)	Event					
2/18/07	Sweatshirts	\$ 5,417.00	\$ .00	\$ 0.00	2/18 Tax free	
04/15/07	Carnival	\$ 8,330.00	\$ 895.00	\$ 73.84		
All semester	School Supplies	\$ 2,220.00	\$ 2,220.00	\$ 183.15		
Totals		\$ 15,967.00	\$3,115.00	\$ 256.99		

## Historian

The historian prepares and updates a record of the activities and achievements of the association and makes historical facts available on request to the membership. A permanent record of the activities should be kept in a convenient place, such as the school library.

### Major Duties

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Act as custodian of records pertinent to the history of the association.
- Keep early records intact. They should contain:
  - Name of association, date and place of organization;
  - Names of organizers, with photographs, if possible;
  - Bylaws adopted at the organizational meeting;
  - Lists of officers and committee chairmen;

- Picture of school building, date of construction;
- Names of principals and years served; and
- List of special activities.
- Compile and keep a record of current association events and activities to be presented in the form of an annual history. This report will be adopted at the annual meeting by the membership. The report should include:
  - Names of Local PTA officers, chairmen of committees, Council PTA delegates;
  - Names of Council, Area, Texas and National PTA presidents;
  - Programs;
  - Activities and projects carried on during the year;
  - Special business activities such as amendments to bylaws and creation of new committees;
  - Social and entertainment affairs of importance;
  - Names of delegates to Area PTA annual meeting, Texas PTA Annual Convention and National PTA Annual Convention, as well as attendees to the Texas PTA Summer Leadership Seminar; and
  - Annual budget.



- Note important changes in the school building – additions, major improvements and temporary buildings – with dates.
- Pass procedure book to successor.

### **Suggested Activities**

If no previous history has been kept, develop the background from old minutes or contacts. This information does not have to be presented for adoption by the members. You also may be interested in purchasing a “Publicity Record Book” (PRB) from the Texas PTA to begin your history book.

## **Parliamentarian**

A parliamentarian should have a fair and impartial mind and attitude, as well as knowledge of parliamentary procedure. A parliamentarian in PTA – whether he serves at the Local, Council or Area PTA level – should have a fundamental knowledge of the Vision, Mission, Purposes, and policies of the PTA.

### **Major Duties**

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Advise the chair on parliamentary law and matters of procedure, when requested.
- Sit near the chair for easy consultation.
- Vote only when the vote is by ballot.
- Notify the chair when something is being done out of order by writing a few words on a piece of paper and quietly placing the note on the chair’s desk or rostrum.
- Advise the chair. The chair may call on the parliamentarian for advice at any time. Only upon the chair’s request may the parliamentarian explain a parliamentary point to the assembly. Members desiring parliamentary information should make their requests to and through the chair. The chair alone has the power to make decisions or rule on a point of order. Thus, after the

parliamentarian has given his advice, the chair must make the ruling to the assembly; he is not obliged to follow the recommendation of the parliamentarian. Only the minimum amount of parliamentary procedure is necessary to assure democratic rule.

- Be thoroughly familiar with the bylaws and standing rules (if any) of the group that he serves. He should have on hand at every meeting the following:
  - copy of Local PTA’s bylaws and standing rules (if any); and
  - copy of *Robert’s Rules of Order Newly Revised*.
- Pass procedure book to successor.

## **Arts in Education**

The focus of the Arts in Education Chairman is to promote the arts in the school and community to provide a well rounded education. Additionally, the chairman oversees the National PTA Reflections program in their school.

### **Major Duties**

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Study Local PTA bylaws, standing rules and materials that have been received from the previous chairman.
- Organize the Reflections Program for the Local PTA.
- Work with a committee.
  - Check Local PTA bylaws about selection of members. Related Local PTA chairmen may be members of this committee as well as other members.
  - The committee should meet and formulate plans for the coming year. Set at least one goal, listing strategies for accomplishing the goal(s).
  - Money may be needed for art supplies, film, awards, certificates, judges’ gifts, copying, and postage/shipping.

- Keep accurate records of all activities and expenses even if private money has been used.
- Pass procedure book to successor.

National PTA Reflections program provides the opportunity for students in preschool through grade 12 to create works of arts for recognition and enjoyment in six areas: dance choreography, film production, literature, musical composition, photography and visual arts.

All forms and rules for the Reflections Program are available on the Texas PTA Web site under “Programs.”

### Suggested Activities

- Use fine arts in developing monthly PTA programs. Incorporate the talents and creative contributions of parents, teachers and students in programs and projects.
- Promote the Reflections Program as a way to develop a sense of unity in the school and community as well as giving all students a chance to express themselves creatively.
- Use the list of participants’ families in the Reflections Program as potential members in spring membership drive.
- Promote cultural events in the community and surrounding area that school groups, Local PTAs or families would be interested in and encourage their attendance and participation.
- Stress the importance of family involvement in the cultivation of the arts.
- Acquaint parents with the many cultural experiences that can enrich children’s lives and encourage creativeness through projects that begin in the home.
- Show parents of early childhood students how the arts are important to the total development of the child. Emphasize the need for early childhood experiences in performance, literature, music, art and cultural heritage. This is a wonderful way to

help “start” early childhood PTAs. Make yourself available to help.

- Meet with the school’s principal to find out about field trips, artist in residence and in-school programming by art/culture groups and make plans for the year. Many Local PTAs supplement the schools’ enrichment program. Contact the Texas PTA Arts in Education Chairman for more information.
- Consider sponsoring a reading incentive in your school or area. Organize volunteers to tell stories or read aloud to groups of students while teachers work with small groups, conduct conferences, or other special activities. All children should have someone read aloud to them.
- If scholarships are given, consider future teachers in the fine arts field. Check with Texas PTA about scholarship programs.
- Cooperate with the community in fine arts projects. Be sure the community knows PTA is involved with the project.
- Stress an understanding of heritage in the community, state and nation. Understanding can lead to appreciation of others.
- Work with other community groups in organizing a summer recreation program for children to include the arts, as well as games and sports. For the best defense against drugs and violence: make art the “substance” of choice.
- Support funding of quality arts programming that **directly benefits the child**. Work closely with administrators and teachers to assist them.
- Inform others of the beneficial economic impact of the nonprofit and for-profit arts industry. Especially pertinent is the impact on the Local PTA community.
- Actively work in support of Texas and National PTA legislative positions affecting arts education.
- Hold a recognition event to honor Reflections Program participants.

An Arts in Education Chairman’s Guide is available from the Texas PTA at a nominal cost or can be found online at [www.txpta.org](http://www.txpta.org).

## Audit Committee

The Audit Committee certifies the accuracy of the books and records of the PTA. The committee assures the membership that the association's resources/funds are being managed in a business-like manner within the procedures established.

### What is an Audit?

Auditing involves following financial transactions through the records to be sure that receipts have been properly accounted for and expenditures made as authorized in the budget, as approved by the membership at a regular meeting, and in conformity with Local PTA bylaws and standing rules. The audit must review all accounts of the Local PTA.

### Committee Composition

The committee is composed of not less than three members appointed by the president with the approval of the executive board at least 30 days before the last meeting of the year (check your Local PTA bylaws, \*Article XV: Fiscal Year, Section 2).

No one who is an authorized check signer on any bank account may serve on the committee. Members of the Audit Committee shall not be related by blood or marriage and shall not reside in the same household as the authorized signers. It is recommended that the incoming treasurer not serve on the committee.

During the audit process, authorized signers are not present but can be contacted if necessary to answer any questions that arise.

An audit is performed:

- at the end of the fiscal year.
- when any authorized check signer is added or deleted on any bank account.
- any time deemed necessary by the president or three or more members.

### Preparing for the Audit

The outgoing treasurer is responsible for putting the financial records in order for the committee. The outgoing treasurer delivers all materials to the Audit Committee chairman. See the

"Resources/Forms" section of this handbook for a checklist for preparing for an audit.

Once the records are turned over to the committee, the outgoing treasurer can no longer write checks. The treasurer should go to the bank immediately with the incoming treasurer and additional authorized check signers to change the signature cards. During the audit, checks should only be written in the case of an emergency and would be signed by the incoming treasurer. Any deposits should continue to be made. See the "Resources/Forms" section of this handbook for a checklist for preparing for an audit.

### Irregularities in the Records

If the Audit Committee finds irregularities in the records of the treasurer, the following steps should be followed:

- Contact the treasurer to secure additional records or information.
- If the matter cannot be settled to the committee's satisfaction, contact the Local PTA president to work out what additional steps need to be taken.
- The Local PTA president should request additional guidance from the Council PTA president (if the Local PTA is in a Council PTA) or the Area PTA president (if not in a Council PTA).
- A Council PTA president can request additional assistance from the Area PTA president if the matter cannot be resolved at the Council PTA level.

NOTE: The audit must be conducted by three members of the Local PTA. A Council or Area PTA representative may only conduct an audit when authorized by the Texas PTA President.

### Audit Report

A member of the Audit Committee should make a report to the membership at the first regular meeting held after the conclusion of the audit. The association should adopt the report at that time. A copy of the annual report should be attached to the audit report and maintained permanently by the treasurer and placed in the minutes. In the event a complete audit cannot be done because of the inadequacy or unavailability of the records, this situation is reported to the

membership as well. Steps should be recommended for adoption to correct the situation. In the event the validity of the audit report is questioned, the Council PTA should be contacted for assistance. If the Local PTA doesn't belong to a Council PTA, then the Area PTA president should be contacted. If a Certified Public Accountant (CPA) is contracted, the membership must approve any funds to be expended prior to engaging the services of the CPA. However, an Audit Committee must still be appointed and review the findings of the CPA for the final report to the membership. The president or three members must sign the "Requested State Review Form" to request assistance from Texas PTA. The form can be found in the "Resources/Forms" section of this handbook.

In reporting an audit that finds inaccuracies in the records of the treasurer, the following statement should be given at the appropriate time:

*"The Audit Committee has examined the records of the treasurer of \_\_\_\_\_ PTA for the period (\_\_\_\_\_\_). The current balance on hand is \$\_\_\_\_\_."*

*The following irregularities have been found:  
(List all irregularities)*

*The following steps were taken to correct the problems:  
(List all steps)*

*To prevent these types of problems from occurring in the future, we recommend the following:  
(List the recommendations)*

Remember, the treasurer is legally responsible for all the funds of the association. However, the officers of the association are elected by the membership and have a fiscal responsibility to keep the affairs of the association on a sound financial basis.

**IMPORTANT: Any investigation by the Audit Committee must be kept confidential.**

## Budget and Finance

The real working capital of a PTA lies in its members, not in its treasury. Although funds are necessary in order for a PTA to develop and implement its programs, the primary emphasis should be focused upon the promotion of the Vision, Mission and Purposes, not upon fundraising.

The association is obligated to use its funds for the purpose for which they are raised and this purpose is to finance PTA work. Local PTAs do not raise funds for other organizations.

Develop a budget to meet the needs of the year's activities as planned by the Local PTA. The budget is an outline that coordinates income and expenses. Effective budgeting requires a determination of both the goals that are to be sought and the specific means to be used to achieve these goals.

### Major Duties

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Study the previous year's budget and financial reports to determine how well that budget met the association's needs.
- Encourage all committee chairmen to present information on the anticipated budgetary needs as a part of their Plans of Work. Work with the president to establish a deadline for submission.
- Estimate probable income from all sources. National and Texas PTA portions of dues are never considered as income or expenditure.
- Pass procedure book to successor.

### Committee Composition

This committee may be elected or appointed according to the Local PTA's bylaws or standing rules. It should consist of at least three members, one of whom should be the treasurer, who may also serve as chairman.

### Annual Report

Accounting records and budgets must be maintained in accordance with the Local PTA's fiscal year. Article XV: Fiscal Year, Section 1 of the Local PTA bylaws specifies the fiscal year end. An annual report recapping all income and expenses by category as compared to the final amended budget should be prepared at year-end. This report should be retained permanently.

### Budget

A budget must be in place at all times in order for expenditures to be made and fundraisers to be conducted. Therefore, the budget for the next fiscal year must be developed and adopted prior to the end of the current fiscal year. Future plans and activities may not be finalized, so the budget need only include those income and expense items that are known at the time it is developed. At the first regular meeting of the new year, the treasurer should present an amendment to the budget to change or delete any existing line items and add any additional fundraisers and expenses based upon the Plans of Work submitted to the newly-elected board.

After the budget has been adopted, it may be amended at any time. **To amend something previously adopted, it is necessary to have a two-thirds vote or, if previous notice was given, a majority vote.**

Any time budgeted items do not have sufficient funds in the line item to cover an expenditure, the budget has to be amended (i.e., a check cannot be written from this line item until the budget has been amended by the association at a regular meeting). The same is true of the income items. If they do not equal or exceed the amount that was anticipated, then income amounts have to be amended as well. This may necessitate a reduction in some expense items to maintain a balanced budget.

The budget should show:

- Anticipated income (i.e., Local PTA portion of dues, all fundraisers, interest earned, etc.).
- Anticipated expenditures such as:
  - Parent education
  - Newsletter publishing costs
  - Scholarships
  - Cost of merchandise sold
  - Leadership training (Texas PTA Leader Orientation, Area PTA annual meeting and workshops, Texas PTA Summer Leadership Seminar, Texas PTA Annual Convention, National PTA Annual Convention).
  - Local PTA administrative expenses
- Anticipated income and anticipated expenditures **must** balance.

### Year- Round Schools

All the budget and finance information on these pages may be used by the Budget and Finance Chairman in year-round school PTAs.

- Carnivals can be one night, but advertise well to on- **and** off-track parents and students.
- Book fairs may run two consecutive weeks around track changes.
- Other sales should run for both on- and off-track students. You need to have different start/stop dates for different tracks.
- Coordinate activities with school calendar.
- Avoid holding special events when the chairman is off-track.
- Prepare notices and fliers of events well in advance and give them to the students going off-track.
- Fundraisers should be scheduled throughout the year to cover all "track on/track off" times.
- Budget consideration:
  - Bulk mail permit, extra publications and leadership training for board members (if there is an increased number) or the cost of increasing the number of regular meetings or assemblies.
  - Cost of mailing executive board packets to off-track members.
  - Money to publish a newsletter. Communication is vital to a year-round PTA.

- Sponsor money for a Parent Brunch at the beginning of the year to discuss year-round school. You may need to hold a Parent Brunch for each track.

## Environmental

The Environmental Chairman develops programs and projects that will enhance the beauty of the school and community. The chairman promotes environmental education, publicizes and promotes student participation in the Texas PTA Environmental Awareness Program and applies for the Texas PTA Environmental Award.

### Major Duties

- Present a Plan of Work to the executive board for approval. Include any budgetary needs.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Consider collecting cans and paper for recycling to raise funds for a beautification project.
- Study Local PTA bylaws, standing rules, *Texas PTA Handbook* and all material from National and Texas PTA relating to your chairmanship.
- Meet with the previous chairman and review their procedure book for ideas and guidance.
- Research potential resources at the government and community organizations dedicated to environmental issues.
- Build your committee. Work with related committee chairmen such as Healthy Lifestyles, Parent Education, Youth Protection, Legislative Action and Arts in Education, as well as the principal and science or social studies teachers. Encourage non-board members to be committee members.
- Review the Texas PTA Environmental Award requirements and plan activities accordingly.
- Support legislation by Texas PTA on environmental issues that involve the health and welfare of children and youth – such as indoor air quality, air pollution, lead in drinking water, pesticides, playground safety and safe communities.
- Educate school personnel, students and PTA members about environmental issues through articles in the newsletter or on the Web site.
- Encourage the executive board to adopt healthy fundraisers and policies that minimize their impact on the environment.
- Attend all executive board meetings and chair the environmental committee meetings.
- Pass procedure book to successor.

A chairman's guide concerning the duties of the Environmental Chairman is available for purchase from Texas PTA or may be downloaded without charge from the Texas PTA Web site.

## Fundraising

Fundraising should only be undertaken to provide funds for the promotion of the PTA Purposes and Local PTA planned activities. Any fundraising event should reflect the high principles of the association. Each event should have educational, social or recreational value.

### Major Duties

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Coordinate and work with a committee.
- Comply with local, state and federal laws, along with school district policy and procedures.
- Verify that the board has approved and the president has signed the contract or agreement.

- Make certain that all money collected is turned over to the treasurer immediately.
- Two people from separate households, in addition to the treasurer, should always count money at the same time and both should sign an Itemized Receipt Form verifying the amount.
- Ensure money is promptly deposited to the Local PTA bank account.
- Pay expenses by check—NEVER BY CASH! Incoming money should be deposited and not used to pay expenses prior to depositing.
- Report to the executive board and the association all expenditures and profit from the fundraising event at the meeting immediately following the activity.
- Pass procedure book to successor.

Refer to the “Money Matters” section of this handbook for more fundraising information.

## Handbook/Directory

The Handbook/Directory Chairman compiles and arranges for publication of the handbook or directory for the Local PTA’s members. The purpose of the handbook is to give relevant facts and figures to the membership about their Local PTA.

### Major Duties

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Look at examples of handbooks produced by other Local PTAs or the Council PTA in your community.
- Decide on format, page size, number of pages and content which will best suit your needs.
- Get a cost estimate from local printers, your school office or printing department.
- Get the cost approved and included in the budget.
- Get written permission from parents/guardian to publish student’s personal information.
- Contact local businesses about purchasing advertising space in handbook/directory, if advertising space is being sold to offset printing costs.
- Distribute handbook/directory to Local PTA membership
- Apply for any handbook/directory awards at the Council or Area PTA levels
- Pass procedure book to successor.

## Healthy Lifestyles

The Healthy Lifestyles Chairman provides programs, projects and services to promote good physical and mental attitudes, health education and illness prevention. The chairman also works with related health agencies in appropriate activities and dissemination of approved materials.

### Major Duties

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Determine health education needs in the community. Contact school administrators to express interest in health-related programs or projects. Ask to be included on the district Comprehensive Health Committee. Survey teachers and school personnel on needs and effects of existing health services within the school.
- Encourage a comprehensive K-12 health education program instead of zeroing in on crisis situations. Meet with the school board and request new programs. Have suggestions ready for presentations.
- Promote and provide members with essential materials and information

concerning health issues such as HIV/AIDS and STDs.

- Work with the local police department or drug education coalition on providing information on drug abuse issues.
- Assist the school food service department in monitoring lunchroom services. Organize a Local PTA lunchroom committee with the assistance of the dietitian or principal. A parent advisory council is required for all schools who participate in the federal lunch program. Provide information on good nutritional habits.
- Promote immunization clinics. Provide information to parents on the need for immunizations and the current immunization schedule.
- Promote children's health insurance programs. Sponsor sign-up for CHIP and Medicaid.
- Encourage members to take an active stance in working with policy makers in broadening insurance options for the health and welfare of all children.
- Distribute information on various diseases, such as meningitis, helping parents become informed on the diseases as well as the ways to treat and/or prevent them from occurring.
- Work with other chairmen to develop and introduce ongoing programs for workshops and projects on alcohol, drugs, child abuse, HIV/AIDS, STDs, sexuality, immunizations, physical education, obesity and other issues identified by your committee.
- Apply for the Texas PTA Healthy Lifestyles Achievement Award. .
- Pass procedure book to successor.

### **Suggested Activities**

- Conduct a cardiopulmonary resuscitation (CPR) course. Encourage PTA members to become certified in this life-saving technique. Encourage administrators to have at least one graduate of a CPR course on each school campus.
- Conduct a First Aid course.
- Participate in a health fair. Bring together various health-related services at one time and in one place. Secure a copy of the Texas PTA publication "How to Plan a Health

Fair" for information on planning this project.

- Encourage participation in Mental Health Awareness month in May. Provide information to parents on children's mental health issues. Help parents make informed decisions on when to seek mental health services for their child.
- Provide opportunities for teachers and parents to receive health services such as mammograms.
- Promote awareness activities on juvenile diabetes.

A Chairman's Guide concerning the duties of the Healthy Lifestyles Chairman is available for purchase from Texas PTA or may be downloaded without charge from the Texas PTA Web site.

## **Hospitality**

The Hospitality Chairman creates a feeling of friendliness and warmth at each PTA meeting by providing greeters, nametags, registration sheets, refreshments and other activities as planned. The chairman may provide special activities during such times as American Education Week, Texas Public Schools Week, National PTA Teacher Appreciation Week, etc.

### **Major Duties**

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Act as the official host for the association.
- Assist all officers and chairmen in the work they are doing for children and youth.
- Create warmth and friendliness, a "we" feeling in every meeting situation. Be prepared to make available, wherever possible, considerations for special populations, such as deaf attendees or the needs of those with disabilities.
- General responsibilities for each meeting:



- Work with the Program Chairman and coordinate the theme when preparing nametags for each meeting.
- Arrange for official greeters. Advise the chair of those arriving who should be introduced (press, special guests, etc.). Provide a separate guest sheet for the chair at the beginning of the meeting to help expedite introductions. This guest sheet should contain name, title and position within the community.
- Check with other chairmen to determine special needs for each meeting (i.e., a membership table, a publications table or a volunteer table).
- Pass procedure book to successor.

### **Suggested Activities**

- Do something special for the teachers during American Education Week, Texas Public Schools Week and National PTA Teacher Appreciation Week. Items of appreciation should be token and must not violate IRS rules regarding member or personal benefit.
- Host a luncheon for the teachers prior to the beginning of school.
- Host a luncheon for teachers at the end of school.
- Organize a welcoming committee to take information about the Local PTA and school to new families enrolled at the school. Use the school registration time to solicit new volunteers and perhaps put together your hospitality committee.

## **Inclusiveness**

The Inclusiveness Chairman increases sensitivity to all situations and families in the school community and creates opportunities for maximum participation in all PTA activities.

### **Major Duties**

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs,

contacts, communications, statistics and budget information.

- Objectively assess the school population and attempt to assure some representation on the board from each group.
- Actively promote inclusiveness in all Local PTA activities so that the initiatives build a more inclusive community.
- Help promote a climate that encourages mutual respect, values diversity, increases sensitivity and creates opportunities for maximum participation.
- Provide information on religious holidays and observances to planning committees in order to schedule meetings and activities that would not conflict with these special observances; the initiatives should encourage and facilitate a shared information network for others to utilize.
- Establish and nurture a climate in the Local PTA that demonstrates its genuine regard for diversity of all kinds and reflects the richness of a pluralistic society.
- Be aware of new family configurations and work patterns. Ensure that the PTA adapts and enlarges agendas and outreach to meet the needs of all members.
- Work to ensure that regardless of cultural, ethnic, racial, religious, educational, or socioeconomic differences, no one is made to feel excluded from participating in the Local PTA. Men and women, lay and professional, should feel welcome and needed so that the best interests of children and youth can be served.
- Reach out to meet the concerns of those who either may be unaware of the PTA Mission or, for a variety of reasons, (including economic, logistic, or language) may be uncertain or uncomfortable about belonging to PTA.
- Pass procedure book to successor.

### **Suggested Activities**

- Add inclusiveness training to all leadership-training sessions.
- Have a welcoming committee to reach out to newcomers by matching veteran members with new members.

- Invite leaders from various groups within the community to speak and attend meetings.
- Print information about meetings and other events in the languages that are spoken by the families within the community.
- Make programs and activities accessible to people with disabilities. Have ramps for people in wheelchairs and sign language interpreters for hearing impaired.
- Sponsor an ethnic heritage day/festival where families bring special dishes and explain how the food is part of a traditional celebration. Consider having calendars that would help increase understanding about the special days of observation.
- Offer carpools and other forms of transportation to those who may need it.
- Sponsor a “people with disabilities” awareness event where people must get around in wheelchairs, on crutches, blindfolded, etc., in order to become more sensitive to these needs.

## Legislative Action

The Legislative Action Chairman keeps Local PTA membership aware of pending state and national legislative action and involves membership in the legislative process. The chairman keeps members informed of happenings in community such as school board elections, bond elections and general elections. The chairman may sign up for the National PTA’s PTA Takes Action Network: Federal Policy Update and PTA Action Alerts or Texas PTA’s Legislative Action Team to receive timely information and requests to contact national and/or state legislators about priority issues. The Legislative Action Chairman may present advocacy training and information for members.

### Major Duties

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.

- Keep Local PTA membership aware of the legislative process and informed of pending legislative action.
- Involve Local PTA members and other appropriate persons in the legislative process.
- Be prepared with dates of school board elections, bond elections, general elections, Texas PTA Day at the Capitol, etc. Keep the Local PTA membership well informed about the happenings in the community that will affect them. The local League of Women Voters may have extra Voters Guides for distribution to Local PTA members.
- Request that one program during the year concern legislation. Have a panel comprised of school board members, state legislators, county commissioners and city council members (or any combination of these) discuss various topics. Timely topics could be child abuse prevention or the role of the local school board.
- Know who to contact for help or information. City and county officials, legislators and school board members can give invaluable aid when there is a problem to solve or in making contact to have changes made. Make a list of addresses, telephone numbers and titles of all these people to keep handy for reference. Members of the Local PTA may request this information. Include the names, addresses and telephone numbers of these people in the Local PTA newsletter, which is distributed to the membership.
- Attend advocacy training offered by Texas PTA and train Local PTA members to be strong advocates for children in the community.
- Pass procedure book to successor.

**National Legislative Program** - National PTA began adopting an annual PTA Federal Public Policy Agenda in 2009. This agenda outlines policy priorities and recommendations for Congress. The priorities are selected based on the following criteria:

- Timeliness of issue (is it being considered before Congress and the Administration);

- Opportunities for PTA to provide leadership and expertise to Congress;
- Alignment to PTA's mission and resolutions; and
- Ability to achieve a meaningful policy change that will produce positive results for children and their families.

PTA resolutions and position statements are official documents outlining the opinion, will, or intent of the association to address national problems, situations, or concerns that affect children and youth and require national action to seek resolution on the issue. They serve an important purpose in formalizing and focusing the positions of the organization on various important and relevant issues. Any PTA may submit a resolution to the National PTA Resolutions Committee for review for possible recommendation to National PTA Board of Directors. If a resolution receives the approval of the National PTA board, then it is presented to the delegates at convention for adoption.

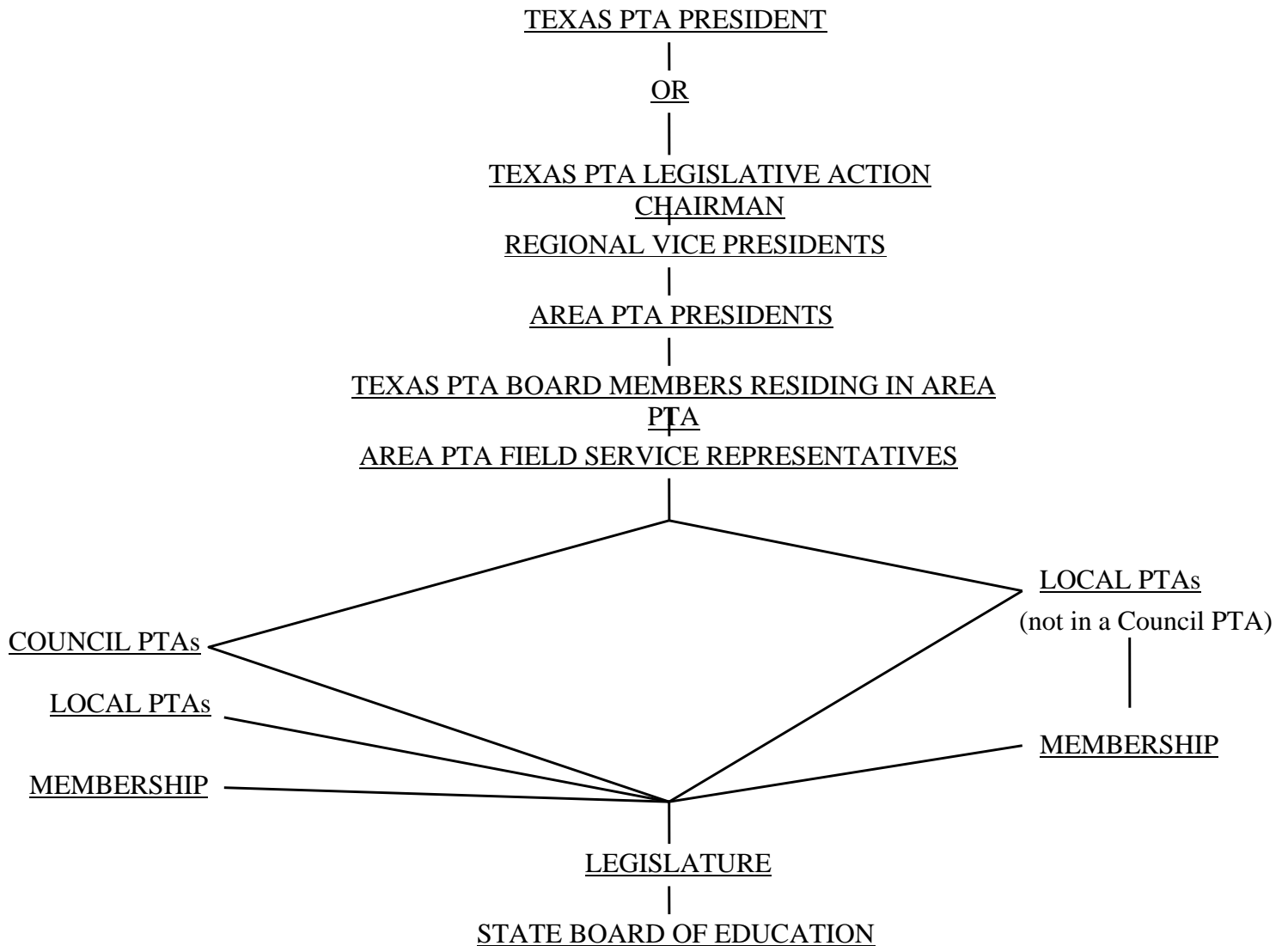
**Texas Legislative Program** - The Texas legislative program is developed from positions adopted by the Texas PTA delegate body in annual convention. Positions adopted remain active parts of the program for five years and then are either reaffirmed or retired to the historical record. The legislative program defines policies and/or areas of legislative action and gives authority to the association to speak on issues pertaining to those positions. Locals may submit recommendations for positions to be included in the legislative program. These must be sent to the Texas PTA Legislative Action chairman by the date publicized through the Texas PTA *The Voice*. The Texas PTA Board of Directors may initiate legislative positions, which must be submitted to the convention body for approval.

A chairman's guide concerning the duties of the Legislative Action Chairman is available from the Texas PTA at a nominal cost or can be found online at [www.txpta.org](http://www.txpta.org) in the Resources section.

# TEXAS PTA

## LEGISLATIVE LINK

### COMMUNICATION CHART



## Preparing Resolutions and Legislative Positions

The Texas PTA Board of Directors reserves the right to reject a resolution/legislative position for any reason deemed necessary for the best interest of the Texas/National PTA.

### What is a legislative position?

A *legislative position* is a call by the Texas PTA for new laws or for revisions to existing laws.

### What is a resolution?

A *resolution* is an original main motion which, because of its importance, length, or complexity, is submitted in writing. Resolutions call for action by the Texas PTA or its constituent - bodies (Area, Council or Local PTAs). Resolutions seek to address problems, situations or concerns which affect children and youth and which require action for solution.

### Why submit a resolution or legislative position?

Texas PTA resolutions and legislative positions seek to address problems, situations or concerns that affect children and youth statewide and that require statewide action to be resolved. Positions and resolutions that receive approval from the - delegates at Texas PTA convention each year become part of the Texas PTA's legislative agenda. Board members, volunteers and staff use this agenda — the voice of our membership — to persuade legislators and government officials to enact PTA's positions into law.

### How long are they effective?

Texas PTA resolutions and legislative positions remain effective for five years after adoption at a Texas PTA Annual Convention. They may be reaffirmed, if necessary. Legislative positions may be withdrawn once the requested legislation is enacted.

### Who submits a resolution or legislative position?

Local, Council, or Area PTAs or the Texas PTA Board of Directors may submit resolutions or legislative positions for consideration by the Texas PTA convention body. The resolution or

legislative position must have been presented to and adopted by the voting body of the submitting group. Criteria are the same for all PTA bodies at any level. A member of the submitting body must be present at the Texas PTA Annual Convention to move its adoption. After the motion is on the floor, a member of the submitting body will be allowed to speak in support of the motion in accordance with the prescribed convention rules.

### What do they look like?

*Resolutions* usually consist of two parts:

1. **Whereas Clause(s)** — preamble or introductory statement(s) that contain the background information and reasons for the resolution. Each statement of information or rationale is listed separately and begins with the word “whereas.”
2. **Resolved Clause(s)** — the request for action. Each action has its own “resolved” clause.

*Legislative positions* usually consist of a single statement listing the new law or the change to existing law that is requested.

### When are they submitted?

Two copies of the resolution or legislative - position submission package must be sent to the Texas PTA Office, postmarked or electronically time stamped by October 1 prior to convention.

### What criteria must they meet?

Each resolution or legislative position submitted to the Texas PTA is subject to consideration by a committee of the Texas PTA Board of Directors and must meet the following criteria:

- Concern the program of the Texas PTA;
- Be in harmony with national and state PTA policies — noncommercial, nonpartisan, nonsectarian;
- Concern a matter of national or state scope, not merely local interest;
- Request action that is both physically and financially feasible for the Texas PTA to undertake; and
- State a position not previously adopted by the Texas PTA.

### What must be submitted?

1. The Submission Cover Sheet completed and signed by the originating group. The cover sheet must include the signatures of the PTA president and secretary and indicate the date on which the proposal was adopted by the originating group. The appropriate cover sheet form is included in the Resources/Forms section of this handbook.
2. The resolution or legislative position itself.
3. Table of Contents for supporting materials.
4. A Rationale Statement (one page or less) summarizing the issue and the need for the requested action.
5. Background materials, documenting each “whereas” clause in a resolution or each statement in a legislative position. This material should indicate that the subject was well researched by the submitting group and should be sufficient to give a person with no previous knowledge of the subject enough information to make an intelligent decision. The material must be unbiased and well balanced and may include PTA-related information such as statements or policies; copies of document research, pertinent laws, surveys or statistics; and copies of relevant articles from publications. Newspaper articles and editorials alone are not sufficient background material.

### What happens if an issue arises after the deadline?

Emergency resolutions or legislative positions must conform to all established criteria and procedures for other resolutions or legislative positions. In addition, the issue which the proposed emergency resolution or legislative position addresses must have arisen after the normal deadline for submitting resolutions and legislative positions. Those wishing to propose an emergency resolution or legislative position must deliver two copies of the complete submission package for the proposal to the Texas PTA Office at least 14 days prior to the first general meeting of the state convention.

The Texas PTA Board of Directors will meet after this deadline to determine if the proposed emergency resolution or legislative position meets all requirements for presentation to the

convention body. Copies of emergency statements approved for presentation to the convention body shall be prepared for all delegates by the submitting group and delivered to the Texas PTA convention office prior to the business meeting.

A two-thirds affirmative vote of the delegate body is necessary before an emergency resolution or legislative position shall be considered. There are no guarantees that the convention delegate body will agree to consider the resolution or legislative position.

### Forwarding Resolutions to National PTA

A Texas PTA resolution may cover an issue of national scope and therefore be appropriate for consideration by a National PTA convention. Resolutions passed by a Texas PTA convention will be forwarded to the National PTA only if the resolution includes the clause *“Be it resolved that this resolution be forwarded to National PTA.”*

There are very specific requirements that a resolution must meet in order to be considered by the National PTA. Please refer to the National PTA Web site for additional information.

### Examples

One of the most common questions that the Texas PTA Office receives is, “Should I submit a resolution or a legislative position?” There is no single answer to this question — it depends on the issue and on what you hope to accomplish. A resolution can be submitted on virtually any topic that meets the criteria listed above, while a legislative position is usually reserved for issues that require a new law or changes to existing law. Many topics can be covered by either a resolution or a legislative position; a resolution says, “We believe something **should** happen...” while a legislative position says, “We want a law **requiring** something to happen...”

As an example, consider the National PTA resolution passed in 1983 concerning guidance

counseling services in schools. The resolution reads as follows:

*Whereas, Students in school are vulnerable to the pressures and problems of the society in which they are nurtured; and*

*Whereas, Families need information, - assistance, and support in raising children in a rapidly changing society; and*

*Whereas, The failure to identify learning problems and difficulties encountered by young children may result in problems of greater magnitude and severity as they mature; and*

*Whereas, The responsibility for providing appropriate educational programs, counseling, and coordinating services lies with state and local agencies; now therefore be it*

*Resolved, That the National PTA encourage state PTAs/PTSAs to support the development of a comprehensive guidance counseling plan which provides services to all children; and be it further*

*Resolved, That the National PTA encourages state and Local PTAs/PTSAs to seek funding for implementation of comprehensive guidance counseling services.*

In response to this resolution, Texas PTA developed the following legislative position, currently listed as position II-R-93.

*PTA supports requiring a full-time counselor for every school or cooperative of schools with 500 or more students, whether or not compensatory funds are available.*

**The rationale statement and other supporting documentation would be roughly the same for either the resolution or the legislative position. Note that, while the legislative position text is shorter, it is more specific and is written so that it can be applied to specific legislation and funding programs.**

## TEXAS PTA ADOPTED RESOLUTIONS

### —2009—

#### **DOOR-TO-DOOR FUNDRAISING PROHIBITION**

Resolved that all local units refrain from organizing and participating in any fund-raising activities that may entice a student to go door-to-door.

Resolved that Texas PTA educate the local unit PTA boards, principals, administrators and parents to the existing standards and guidelines concerning the role of children in fund-raising.

Resolved that Texas PTA inform potential exhibitors of PTA fund-raising guidelines and admit only those exhibitors who adhere to those guidelines.

#### **PARENTS EVALUATING ADMINISTRATORS**

Resolved that Texas PTA will work with the Commissioner of Education to include Parental Involvement as one of the Performance Domains in administrator evaluation.

Resolved that parental input be included in the evaluation process.

#### **EXPRESSING SUPPORT FOR INSTITUTE OF MEDICINE RECOMMENDATIONS ON ALCOHOL ADVERTISING PLACEMENT**

Resolved that the Texas PTA supports that public health agencies monitor the placement and limitation of alcohol advertising.

### 2008

#### **CRIMES AGAINST CHILDREN**

Resolved that anyone convicted of sexual offenses against children should receive the maximum sentence allowed by law and encourage that the offender should be required to serve the full sentence without the option of parole.

Resolved that anyone convicted of murdering a child should receive the maximum possible sentence allowed by law, and encourage that the offender should be required to serve the sentence without the option of parole.

#### **PARENTAL INVOLVEMENT**

Resolved that Texas PTA encourage teacher-preparation programs to include courses on parental involvement.

Resolved that Texas PTA request the State Board for Educator Certification (SBEC) to require proficiency in parental involvement for state teacher certification.

#### **SEXUALLY ORIENTED BUSINESSES**

Resolved that the Texas PTA encourage and support local PTAs/PTSAs to work with the government officials and policy-makers in their communities to ensure that sexually oriented businesses or signs advertising these businesses are not located within 1,000 feet of residential areas, schools, religious facilities, libraries, recreational facilities, public parks, school activity centers or thoroughfares used regularly by school buses transporting children.

#### **SUMMER FOOD SERVICE**

Resolved that Texas PTA and its constituent bodies encourage school districts to participate in the Summer Food Service Program.

#### **SPECIAL EDUCATION CLASS SIZE**

Resolved that Texas PTA bring pressure to bear on the Texas legislature to require that the Texas Education Agency mandate maximum class size for all students classified as needing special education services.

Resolved that Texas PTA actively lobby that such class size recommendations be made according to handicapping condition and basic tenets of the Individual Educational Plan (IEP).

### **2007**

No newly adopted resolutions

### **2006**

#### **FUNDING**

Resolved that Texas PTA implores the governor of this state in conjunction with the Legislative Budget Board to use their statutory powers to provide adequate funding for current textbook purchases as required by the Texas Constitution.

Resolved that Texas PTA encourages the governor and the Texas legislature to fully fund the state's portion of all other public education expenses for future legislative bienniums and to make funding of enrollment growth a top priority for the state, as it is with local school boards.

#### **SCHOOL CHOICE**

Resolved that Texas PTA assume a leadership position in raising questions and exploring ideas that will help legislators, policy makers and school districts make sound judgments on issues of school choice.

Resolved that Texas PTA recommends that choice options and alternatives for public schools should ensure that a viable public school system is sustained in every community; parents have the opportunity for involvement in their children's education; a fair and equitable selection process is maintained for schools of choice; adequate and objective information is provided so that parents can make informed choice decisions for all children, including those with special needs, have equal opportunity to participate in the choice plan; appropriate and free transportation is provided for all students participating in the choice plan.

Resolved that Texas PTA provides information and guidelines to local units and councils that would facilitate understanding and discussion, and enable members to make informed decisions on issues of school choice.

#### **PARENTAL INVOLVEMENT**

Resolved that Texas PTA encourages the Commissioner of Education to establish an Office of Parental Involvement at the Texas Education Agency to conduct research and maintain resource materials to enable Education Service Centers to train schools in implementing effective parental involvement programs.



### **VIOLENCE PREVENTION EDUCATION**

Resolved that Texas PTA shall promote educating youth and the community about violence and shall promote providing practical skills for preventing violence.

Resolved that Texas PTA supports training children in nonviolent conflict resolution and youth violence prevention.

Resolved that all faculty and staff in schools receive non-violent conflict resolution training.

### **TABLOID-TYPE TELEVISION PROGRAMS**

Resolved that Texas PTA and its constituent bodies embark upon a campaign to urge television networks and syndicators to air tabloid-type programs during school hours or in the evening when parental supervision is available.

### **SAFE SCHOOLS**

Resolved that Texas PTA commits to making all schools safe by offering support for implementing school policies that do not tolerate weapons, assaults, sexual harassment, or drugs.

Resolved that Texas PTA commits to making all schools safe by supporting the removal of students involved in violent acts from the regular school program.

Resolved that Texas PTA supports providing, to the extent possible, alternative placements for students removed from the regular school program.

Resolved that Texas PTA commits to working collaboratively with community agencies; city, county and state governments; and the judiciary to resolve issues affecting school and community safety.

Resolved that Texas PTA supports providing opportunities for schools and students to prepare for these changes.

Resolved that Texas PTA urges all families to make a special commitment to review and support the local student code of conduct, to

sending students to school on a regular basis, and to working with schools regarding all aspects of student learning.

### **PLAYGROUND SAFETY**

Resolved that Texas PTA urges their local units to encourage their local school boards or appropriate entities to adopt a playground maintenance checklist to insure safe play areas for our children.

### **PROHIBITING ALCOHOLIC BEVERAGES AT PTA FUNCTIONS**

Resolved that Texas PTA requires that the serving of alcoholic beverages be prohibited at PTA-sponsored functions or related PTA activities.

## **2005**

### **REDUCTION IN CHILDHOOD OBESITY**

Resolved that Texas PTA is dedicated to the reduction and prevention of childhood obesity in Texas. Texas PTA will continue to insist on regular physical activity in schools and support efforts to improve the nutritional value of foods and beverages served in schools throughout the state.

### **VIOLENCE PREVENTION IN SCHOOLS**

Resolved that the Texas PTA, its units, councils and districts reaffirm its commitment to the promotion and support of violence prevention in schools and communities.

Resolved that the Texas PTA encourage its units, councils and districts to promote education of parents, students, teachers and the community in recognizing signs and circumstances that may lead to potential outbursts of violence.

Resolved that the Texas PTA support efforts to ensure that adequate counseling and other support services are available in the elementary, middle and secondary schools of Texas.

Resolved that the Texas PTA support measures to improve the ability of school staff to respond to incidents that may occur, and promote the inclusion of violence reduction programs in the elementary, middle and secondary schools.

## **FINE ARTS IN THE CORE CURRICULUM**

Resolved that Texas PTA supports fine arts in the core curriculum.

Resolved that Texas PTA supports requiring fine arts to be utilized for integrated instruction as well as maintaining their own integrity.

### **TEXAS PTA POSITIONS**

#### **—2009**

#### **I. Education**

A.09. School Nurses. PTA supports requiring a full-time registered nurse for every school or cooperative of schools with 1,000 or more students.

B.09. School Counselors. PTA supports requiring a full-time counselor for every school or cooperative of schools with 500 or more students.

C.09. Enrichment TEKS. Texas PTA supports requiring that the Texas Essential Knowledge and Skills (TEKS) be taught in the enrichment curriculum to ensure that all children have access to a well-balanced curriculum.

D.09. Site Based Decision Making Reps. Texas PTA supports requiring parent representatives on the campus and district-wide site based decision making committees be selected by parents.

E.09. High School Degree Plan Options. Texas PTA supports high school diploma degree plan choices that recognize individual students' natural talents, interests and abilities and prepares all students for a variety of careers and continuing education.

F.09. Inclusion of courses to meet GPA calculations. Texas PTA supports the inclusion of courses needed to meet minimum graduation requirements in Grade Point Average (GPA) calculations.

G.09. GPA calculations for advanced level academic courses. Texas PTA supports extra weight in Grade Point Average (GPA)

calculations for advanced level academic courses.

H.08. Dyslexia. PTA supports allowing modifications and/or accommodations on the TAAS Test for students with dyslexia and/or related disorders as set forth by the individual student's ARD or "504" committee. Such students may be exempt from the TAAS Test until such time that a TAAS Test for dyslexic and related disorders students is developed and field tested.

I.08. Programs for At-Risk Students. PTA supports extended programs for children at risk.

J.06. Mandatory Recess in Our Elementary Schools. PTA supports mandatory recess in elementary schools.

K.06. Alternative Educational Programs. Texas PTA supports the establishment of standards for the educational programs in alternative education settings.

L.06. Dropouts. PTA supports identification and tracking of dropouts at all grade levels.

M.05. Reduced Class Sizes. PTA supports legislation which addresses class size in core subjects for grades 5 through 12 and supports state funding for the costs associated with legislative limitation on class size.

N.05. School Boards and Personnel. PTA opposes mandatory bilateral decision making between school boards and personnel.

O.05. Non-Public School Guidelines. PTA supports requiring non-public schools to meet guidelines that would ensure a quality education for all children.

#### **II. Health, Welfare and Safety**

A.08. Expansion of Sales Tax Holiday. Texas PTA supports expanding the list of items eligible for sales tax free purchase during the sales tax holiday weekend to include school supplies.

B.08. Teen Drivers and Wireless Communication Devices. Texas PTA supports legislation that further restricts the use of wireless communication devices, including cellular phones, by youth under the age of 18 while operating a motor vehicle.

C.08. Gun Safety. PTA supports legislation on gun safety and gun safety education.

D.08. TB Testing. PTA supports TB testing of children and school personnel.

E.08. Suicide Prevention. PTA supports in-service training for school personnel regarding suicide prevention.

F.08. Random Drug Testing of School Employees. PTA supports legislation that would allow districts to conduct random drug testing of employees.

G.08. Leave for School Involvement. PTA supports legislation prohibiting discrimination by an employer for allowing an employee to use prearranged vacation time or personal leave to participate in a school activity of the employee's child.

H.06. Parental Rights Concerning Committing Youth to Mental/ Behavioral Health Care Facilities. Texas PTA supports the retention of parental rights regarding mental/behavior health care decisions pertaining to their children, including commitment to mental/behavioral health care facilities, until the child reaches the age of eighteen.

I.06. Substance Abuse Treatment Facilities. PTA supports increasing the availability of substance abuse treatment facilities.

J.05. CHIP/CPS Funding. PTA supports full funding of the Children's Health Insurance Program (CHIP) and the Child Protective Services (CPS) in order to protect children and their health.

K.05. Expanded Newborn Screening. PTA supports expanding the screening of all newborns for physical and/or mental disorders

that may not be readily apparent to facilitate early detection and treatment.

L.05. Safe Campuses. PTA supports safe campuses and other school district facilities.

M.05. School Staff Trained in CPR. PTA supports requiring the presence of at least one adult staff person trained in CPR and first aid at each school building during school hours.

N.05. Alcohol, Drugs and Tobacco. PTA supports strengthening the laws dealing with the use or abuse of alcohol, drugs and tobacco.

O.05. Smoking. PTA supports restriction of smoking in public places.

P.05. Forfeiture and Seizure Proceeds. PTA supports dedicating a portion of forfeiture and seizure proceeds to substance abuse prevention and education.

Q.05. Child Abuse Laws. PTA supports strengthening child abuse laws and case worker funding.

R.05. Laws Governing Day Care Centers. PTA supports strengthening laws governing day-care centers and increasing their availability.

S.09. Door-to-Door Sales. PTA supports banning door-to-door sales by children 17 and under without parental accompaniment.

T.09. Sexually Oriented Businesses. Texas PTA supports regulations and/or legislation to ensure that sexually oriented businesses cannot locate within 1,000 feet of a residential area, school, religious facility, library, recreational facility, public park, or school activity center.

U.09. State Matching Funds. Texas PTA supports appropriation or designation of state funds at any time to secure the maximum federal dollars available for children's programs in Texas.

V.09. Tobacco Settlement Money. Texas PTA supports directing tobacco settlement money to programs that benefit children.

### **III. School Finance**

A.09. Priority Funding. PTA supports making primary and secondary public education the number one priority in the state budget appropriation process.

B.09. Proration. PTA supports eliminating the state's ability to prorate available monies to school districts.

C.08. Staff Development. PTA supports increased funding for professional staff development in public schools.

D.08. Tax Abatements. PTA supports legislation that prohibits school tax abatements and provides alternatives to attract businesses.

E.08. Tax Abatements. PTA supports legislation to ensure that tax abatements and exemptions are not imposed on school districts without public participation as well as concurrence.

F.08. Dyslexia. PTA supports state funding for student needs related to dyslexia and related disorders.

G.08. Equity. PTA supports increased state spending to achieve financial equity without leveling down.

H.07. Local Control. PTA supports local control for school districts.

I.06. Permanent School Fund. Texas PTA supports retaining the principal in the Permanent School Fund and using the proceeds from that fund for public education only.

J.06. Mandated Programs. PTA supports state funding for state-mandated educational programs.

K.06. School Facilities. PTA supports state funding assistance for school facilities.

L.06. Early Grades. PTA supports priority funding for the early grades.

M.06. School Personnel. PTA supports increased funding for school personnel.

N.06. Performance Based Funding. PTA opposes performance-based funding.

O.05. State's Share of Funding. PTA supports increasing the state's share of funding to the local school districts.

P.05. Revenue Enhancement. PTA supports any type of revenue enhancement that would continue or increase funding for public education.

Q.05. Funding for Specific Areas. PTA supports continued state funding of pre-K, kindergarten, bilingual education, vocational education, compensatory education, gifted and talented, special handicapped needs, textbooks, education service centers, libraries and community education.

R.05. TRS. PTA supports cost-of-living increases for retirees and increases in the state's contributions to the Teacher Retirement System.

### **Texas PTA Legislative Position Adoption Process**

Formulating the state PTA legislative positions begins with recommendations from Local, Council or Area PTAs; Texas PTA Board; or from interim statewide study committees. Recommendations are presented to the PTA Legislative Committee which is appointed by the state president. The Legislative Committee prepares a "proposed position" and presents it to the board of directors. Positions approved by the board are mailed to all local PTA units 90 days before the annual statewide convention, at which time the convention body debates and adopts the final official position of the Texas PTA. Each position automatically stays in effect for five years after adoption.

**NOTE:** By virtue of the Texas PTA affiliation with National PTA, the Texas PTA supports legislation introduced addressing the National PTA legislative directives, policies and specific items.

## Life Memberships

The Life Membership Chairman may select recipient(s) for recognition after careful consideration of qualifications for any of these awards: Texas PTA Honorary Life Membership, Texas PTA Extended Service Award, National PTA Life Achievement Award, and/or Texas PTA Recognition Square. The chairman secures certificate(s) and/or pin(s) for presentation.

### Major Duties

- Present a Plan of Work to the executive board for approval. Include the number of honorary Texas Life Memberships, Texas PTA Extended Service Awards or Recognition Square awards to be presented and the amount of money needed.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Maintain a list of past recipients.
- Review resources: materials from predecessor, printed materials from the Texas PTA Web site.
- Schedule a committee meeting to select recipient(s).
  - Consider the qualifications of all persons whose names have been submitted.
  - Select recipient(s).
  - Agree not to discuss selection(s) with anyone.
- Verify with the Texas PTA Member Services Department that the recipient has not been previously awarded an Honorary Life Membership or Extended Service Award from a Local, Council, or Area PTA.
- Order certificate(s) and pin(s) from the Texas PTA Office.
- Plan the presentation by consulting with the president and the Programs Chairman. Prepare a list of outstanding contributions made by recipient(s).
- Report as requested.
- Pass procedure book on to successor.

### Texas PTA Honorary Life Membership

Since 1909, the Texas PTA has made available the Texas PTA Honorary Life Membership as one of the highest honors that may be presented to individuals for outstanding service to children and youth. Life memberships may be conferred at any time by the Local, Council, Area or Texas PTAs, individuals, or interest groups. The recipient does not have to be a PTA member nor must the service for which the honor has been bestowed be connected with the PTA.

The only requirement for receiving a Texas PTA Honorary Life Membership is that the recipient is making or has made a worthwhile contribution to the well-being of children and youth. The recipient does not have to be a PTA member nor must the service for which the honor has been bestowed be connected with the PTA.

Life memberships are honorary and do not carry with them automatic rights to vote or to hold office. In order to participate actively in PTA, an honorary life member must enroll in a Local PTA by paying the National and Local PTA portions of the dues, and his name must be included on the membership list sent to the Texas PTA Office.

Texas PTA life members are exempt from paying the Texas PTA portion of dues for only one Local PTA per membership year unless they have received more than one Honorary Life Membership. In that case, they may register as a Texas PTA life member with as many Local PTAs as they have Texas PTA life memberships.

### Texas PTA Extended Service Award

In 1987, the Texas PTA Board of Directors developed the criteria for awarding a Texas PTA Extended Service Award to those people who have continued to give outstanding service to the Texas PTA. This award may be presented at any time by a Local, Council, Area or Texas PTA. The recipient must have been actively involved in the Texas PTA for 10 years and be a Texas Life Member.

## Recognition Square

In 1998, Recognition Square was built at the Texas PTA headquarters building. This is a place to permanently recognize an individual or group in a special way. A brick may be purchased by an individual or a Local, Council, Area or Texas PTA through the Texas PTA Office. A pin and certificate may be sent for presentation to the recipient.

The awarding of a Texas PTA Honorary Life Membership certificate, Extended Service Award or Recognition Square award certificate serves two purposes: (1) it honors an individual; and (2) the funds that are sent in payment for the membership are used in the extension of PTA work such as leadership training, Area conferences and workshops. The ideal time for presenting an honorary Texas Life Membership certificate, Extended Service Award certificate or Recognition Square award certificate (pinettes are available and optional for each) is at the February meeting – Founders Day – which celebrates the PTA’s beginning on February 17, 1897.

## National PTA Life Achievement Award

This award is the highest honor from the nation’s largest child advocacy association—to the person who daily lives out his or her commitment to children. The \$125 fee for presenting the Life Achievement Award supports the National PTA Endowment Fund and helps ensure the longevity of the association. Your honoree need not be a PTA member to receive the award. Go to <http://www.pta.org> or call 1-800-307-4PTA.

## Membership

The Membership Chairman builds an informed and participating membership by enrolling parents, teachers and interested citizens and sends membership lists and dues to the Texas PTA Office on a weekly basis. The chairman encourages participation in Texas PTA membership awards programs.

## Major Duties

- Present a Plan of Work to the executive board for approval.

- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Select a committee in the spring and include the principal or his representative. Meet in the summer to make plans for membership enrollment. Attend Texas PTA Summer Leadership Seminar membership workshops.
- Review the following resources: materials from predecessor, printed materials and audiovisuals from the Texas PTA. Contact the Council, Area or Texas PTA Membership Chairman if you have questions or need ideas.
- Select a theme (consider using the Texas PTA theme), symbol and a slogan to use in the enrollment campaign.
- Set a membership goal. An ideal goal would be to enlist every parent, teacher and student as an active member. Set the membership goal to equal the school’s enrollment. Or, look at last year’s membership total and set a new goal that is at least a 10 percent increase.
  - A member may enroll in more than one PTA by paying all portions of dues to each Local PTA.
  - Students must be in the ninth grade to hold a membership in a Local PTA.
- Begin membership enrollment early—kindergarten registration, regular meetings after March, the first executive board meeting, the first PTA meeting, school pre-registration days. Send a letter to parents the first day of school and set up membership tables at all PTA and school functions.
- Arrange publicity (including membership education) on the benefits of belonging to the Texas and National PTA. Emphasize the Texas PTA Annual Convention in February.
- Distribute membership cards to each member. Membership cards are sent to each Local PTA from the Texas PTA office after August 1 provided the president’s name and address are on file at the Texas PTA Office.

Additional cards may be requested from the Texas PTA Office as needed.

- Work with the treasurer to send membership list along with dues to the Texas PTA Office. Include \$1.75 for the National PTA portion and \$2.25 for the Texas PTA portion for each regular member. For Texas Life members, include list of names and \$1.75 National PTA portion of dues for each member. Memberships received at the Texas PTA Office for the October 15 reporting deadline ensure PTA representation at the annual convention in February. Remember, a person is not a member until his name and dues are received by the Texas PTA Office.
- Continue to contact potential members throughout the year. Send names of these members, together with dues, to the Texas PTA Office as regularly as possible.
- Work with these committees to involve an active and interested membership – program, publicity, hospitality, parent education, volunteer services and room representatives.
- Apply for Council, Area and Texas PTA awards and achievements. Meet the deadlines for judging. Share your successes with others. Evaluate the committee's activities.
- Pass procedure book to successor.

### **The Value of Your Membership Provided by Dues Income**

#### **The \$2.25 paid to the Texas PTA provides:**

- Membership in the state's largest child advocacy association
- Training for PTA officers on leadership, accounting, conflict resolution, and much more at Texas PTA events like Summer Leadership Seminar, Texas PTA Annual Convention, PTA Day at the Capitol
- Parent education programs on current topics affecting parents and students at your school at no additional charge
- Non-profit IRS 501 (c)(3) status
- Toll-free number for member assistance
- Interactive membership database

- Networking opportunities at PTA events
- Texas PTA Web site
- Assistance for financial reporting and Form 990 preparation
- Representation and a "voice" at the Texas Legislature
- National PTA Reflections Program
- Maintenance of the Texas PTA Office and its trained staff
- **The Voice** – Texas PTA's official newsletter
- Discounts and special offers from companies state- and nationwide just for PTA members
- Guidance, support and crisis management from a network of trained volunteers in your area
- Texas PTA Legislative Alerts to keep you informed regarding proposed bills and new laws affecting you and your children and their education

#### **The \$1.75 paid to the National PTA provides:**

- National PTA officers to provide instruction, leadership training, inspiration and consultant services for state and Local PTA leaders
- Publication of *Our Children*, which contains current programs, projects and bilingual reproducible sections
- Maintenance of the National PTA offices and its staff
- National PTA Web site and electronic newsletters
- Resources and networking opportunities for parents and PTA leaders
- Advocacy for children in state and national legislatures

#### **Membership Cards**

- Membership cards are available from the Texas PTA Office during the summer provided the president's name and address are on file at the Texas PTA Office. The number sent is based on the preceding year's membership.
- Distribute cards as members enroll. Issue a membership card for each person enrolling upon payment of dues.

- Remind each member that membership cards must be signed on the front.
- Membership cards are valid until October 14 of the year indicated on the card and must be presented, with credentials, by members registering as voting delegates at state and national conventions and Area PTA meetings. Dues paid after March 31 confer membership for the current and following membership year. If someone joins your PTA on April 1, they are a member until October 14 of the following calendar year. For example – If someone joins your PTA on April 17, 2009, he or she is a member until October 14, 2010.
- Additional membership cards may be requested from the Texas PTA Office if a Local PTA has submitted dues to the state office for its initial supply.
- Membership cards are issued to members until March 15 and will expire October 14 of the same year.

### Payment of Dues

- It is not necessary for members to wait until after the beginning of the school year to join their Local PTA for that year. Individuals are welcome to join year round.
- The Local PTA treasurer keeps the record of national and state portions of dues separate from the record of the general funds belonging to the Local PTA.
- Lists of members and a dues report form should be forwarded to the Texas PTA Office, accompanied by \$4.00 dues per regular member and \$1.75 dues per Texas PTA Honorary Life Member.
- Send names as members enroll. Do not hold dues for more than a week. The members of the Texas PTA are the individual members of the Local PTAs whose names are on file in the Texas PTA Office and for whom the National and Texas PTA portions of dues have been received by the Texas PTA. Individuals may expect their dues to be received in the Texas PTA Office five working days after being received by the Local PTA.
- Additional dues forms do not need to list all previous members. List only the names of

members for which you are submitting dues at that time.

- The Local PTA's National and Texas PTA portions of dues, plus names of all members enrolled, must be postmarked by October 15 and received in the Texas PTA Office **within five working days** to be eligible for voting representation at the Texas PTA Annual Convention.

### Helpful Hint

Mail your membership list and check by certified mail, return receipt requested, especially if your check is for a large amount.

- Those Local PTAs that have not remitted dues for at least 20 members by October 15 will be sent a certified letter in November stating that services from National PTA and Texas PTA may be stopped if dues for at least 20 members are not remitted before March 15..
- Spring membership dues must be postmarked by March 15 to be credited to the current school year. Those Local PTAs that have not paid dues for a minimum of 20 members for the entire school year by March 15 will be sent a letter stating that services from National PTA and Texas PTA will be stopped until dues for at least 20 members for that Local PTA are received by the Texas PTA Office. The Internal Revenue Service will be notified to remove the Local PTA from affiliation with Texas PTA's group exemption number if dues are not received from that Local PTA for two consecutive school years.

### Membership Lists

- As memberships are received, make a complete list of names, along with addresses and telephone numbers. You may use the forms provided by Texas PTA, the spreadsheet available for download from the Texas PTA Web site, or a spreadsheet you create on your computer. The lists do not have to be alphabetized or typed but doing so makes re-checking easier



- When you collect membership envelopes, make sure money in them is correct as you open them. It is wise to have at least two volunteers help count the money. Give the money to your treasurer, and get a receipt. Remember to keep all returned envelopes for your records.
- The membership list should begin with the names of the Texas PTA life members. However, list only those Texas life members who have paid the Local and National PTA portions of the dues for the current year.
- Prepare at least four copies of each membership list –
  - one copy to be forwarded to the Texas PTA Office
  - one copy for the treasurer's files
  - one copy the secretary **must** keep with the minutes book to check membership when requested
  - one copy to be kept in the membership committee file.
- Remember to update all these copies as more members join.

**PTA membership lists are not to be released to outside interests by Texas PTA, Area, Council or Local PTAs.**

## Parent Education

The Parent Education Chairman promotes parent education by working with others in the community. The chairman makes information available on and promotes programs and projects dealing with issues affecting children and youth, helping parents become more actively involved in all areas of concern. The chairman promotes parent education study courses and participates in the Texas PTA Parent Education Programming Award.

The PTA has long recognized the importance of the family and of the home. The Purposes of PTA begin with these two purposes:

*“To promote the welfare of children and youth in home, school, community and place of worship.”*

*“To raise the standards of home life.”*

Parent education programs and projects make available information on issues affecting children and youth and help parents become more aware of the need to become actively involved in all areas of concern in the lives of children. Such study/discussion sessions offer parents the opportunity to become more knowledgeable and more capable in handling their responsibilities.

## Major Duties

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Study all available information on parent education in the *National PTA Quick-Reference Guides*, on the National PTA and Texas PTA Web sites and in other materials provided by Texas PTA.
- Form a committee to assist with the planning and presentation of the parent education programs. This committee may:
  - Prepare and distribute a survey, such as the Interest-Finder located in the “Resources/Forms” section of this handbook.
  - Evaluate results of the survey to identify topics of interest.
  - Meet with the principal and other school staff to get their input and suggestions.
  - Prepare a list of resources and speakers for the selected topics.
  - Set dates for programs, invite speakers and make other necessary arrangements.
  - Publicize the programs in the PTA newsletter, local paper, and radio and TV stations if possible.
  - Evaluate the programs and include this information in the procedure book along with any suggestions for improvement.
- Apply for Texas PTA Parent Education Programming Award. Visit the Awards section of the Texas PTA Web site for criteria.

- Pass procedure book to successor.

A chairman's guide with more complete information concerning the duties of the Parent Education/Programs Chairman is available for purchase from Texas PTA or may be downloaded without charge from the Texas PTA Web site.

## Programs

The Programs Chairman plans and arranges for programs that carry out the PTA Purposes. The chairman also coordinates Local PTA programs with state programs and projects.

### Major Duties

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Study problems concerning education today, such as changing neighborhood schools, politics in public education, finance, parenting with all of its implications, absenteeism and involvement. Give guidance to the participants in these issues through challenging programs.
- Provide opportunities for persons of different race, color, creed and philosophy to study and develop skills in learning how to get along together – especially in rearing children to become men and women of good will.
- Create programs that will help families learn how to communicate and live together in a wholesome manner.
- Help parents develop and improve their parenting skills.
- Initiate action that will improve our community. Cooperate with other organizations in their efforts to better our community.
- Work with all Local PTA chairmen and faculty in the implementation of the program. Select the type of presentation that

will permit a maximum number of members to participate in the program.

- Check to see that each area (planning, publicity, presenting program, extending courtesies and evaluating) is covered.
- Make a study of the needs and concerns of the members with the goal of creating programs to meet these needs.
- Keep a file on the programs, lists of interesting speakers and materials and other pertinent information in order to establish continuity. Pass these on to the succeeding program chairman.
- Pass procedure book to successor.

### Founders Day

Founders Day occurs on February 17 to honor the founding of the National PTA on that date in 1897.

A Founders Day program has three objectives:

- to honor our founders;
- to bring to the members and the public-at-large information about the parent-teacher movement; and
- to encourage every member to give a Founders Day gift to be used to extend the work of PTA and to develop leadership. This is the only time of the year that a collection is taken. Be sure to inform your members of the extension service that is paid for by this collection – field service, the organization of new Local PTAs, etc.

A chairman's guide concerning the duties of the Parent Education/Programs Chairman is available for purchase from Texas PTA or may be downloaded without charge from the Texas PTA Web site.

## Public Relations

The Public Relations Chairman submits articles and pictures regarding PTA events and issues to local media reporters and school district public relations officer. The chairman also cooperates with other community organizations in building coalitions regarding children, youth and school-related activities.

## Major Duties

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Establish a committee which includes the principal, one or more teachers, community leaders within the school attendance area, retired person(s), key Local PTA officers and chairmen and representatives of the local media.
- Maintain good records, share progress with the president and make certain other PTA activities are not concurrently vying for the attention of those targeted by the committee.
- Identify needs that are going unanswered but that PTA, in partnership with others, can resolve. Examples of these needs may include latchkey children, parent involvement in education, “at risk” children, dropouts, juvenile crime, nutrition and other.
- Use thorough interviews or telephone questionnaires to determine how much interest and concern exist in your community regarding these and other issues: how people learn about community events (word of mouth, newsletters, press, etc.) and what community resources (service clubs, church groups, chamber of commerce, civic groups, etc.) might be mobilized or channeled to help meet the need.
- Use research to determine the committee’s focus. Set reasonable targets to be achieved within the year. What accomplishments can be expected and by when? What groups do you want to reach?
- Match public, message and media. Using information gained in needs assessment, determine what media should be used to reach an audience and what messages will galvanize their interest and participation. Remember there is competition for attention in a world flooded with information; no one medium is likely to do the job for any given audience.

- “Piggyback” on already existing channels of communication: church, civic, school newsletters, local media, etc.
- Don’t miss any significant audience. Generally lost in the shuffle are non-parents, parents of preschool-age children and senior citizens.
- Write a public relations plan. Detail planned activities along with a time line for each, list resources needed, who handles what and final evaluation activities.
- Monitor and adjust the campaign as appropriate. Maintain good records. Share the news of successes far and wide! Nothing succeeds like success.
- Pass procedure book to successor.

A chairman’s guide concerning the duties of the Public Relations Chairman is available for purchase from Texas PTA or may be downloaded without charge from the Texas PTA Web site.

## Room Representative

The Room Representative Chairman serves as spokesman for elected room representatives from each classroom. The chairman secures names and addresses of parents whose children are enrolled in each room and promotes parent participation in PTA activities.

Room representatives promote the fourth Purpose of the PTA:

*“To bring into closer relation the home and the school so that parents and teachers may cooperate intelligently in the education of children and youth.”*

## Major Duties

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.

- Serve on the executive board of the PTA as the official spokesman for the room representatives.
- Study all materials that are given by the president and by the person who served as the previous chairman.
- Secure names, addresses and telephone numbers of parents whose children are enrolled in each room.
- Pass procedure book to successor.

### **Suggested Activities**

- All room representatives should be friendly, enthusiastic, interested and willing to learn about the school and the PTA. At least two parents, preferably more, should be selected to represent each room.
- Meet as a committee early in the PTA year to consider the following items of business:
  - To select one of the representatives to serve as chairman unless otherwise specifically provided for in the PTA bylaws;
  - To coordinate plans for the coming year (could include parties, refreshments, teacher appreciation day, etc.); and
  - To determine the financial needs of the committee so that this amount can be included in the Local PTA budget.
- Arrange an informal meeting, such as a coffee, for each room so that the parents and the teacher or teachers can become better acquainted.
- Promote attendance at Local PTA meetings by written invitation or telephone. Offer transportation, if necessary.
- Visit and welcome new PTA members.
- Contact uninvolved families. Assure them that they are welcome and are needed as active PTA members.
- Arrange special meetings – home meetings, area meetings, coffees, etc. – for uninvolved parents who are reluctant to attend regularly-scheduled Local PTA meetings.
- Acquaint parents with the value of teacher-parent conferences.
- Recruit volunteers to assist in field trips, registration, health projects, safety projects, etc. This must be in accordance with the policies of the school administration.

- Assist Membership Chairman in promoting the objectives of these committees.
- Work with the hospitality committee to create a friendly atmosphere at PTA meetings. It is especially important to see that the parents in each room are introduced to other parents, to the teacher or teachers and to the principal. If requested, cooperate with the Hospitality Chairman in securing refreshments for PTA meetings.
- Cooperate with Budget and Finance Committee in necessary fundraising projects – Halloween carnivals, dinners, garage sales, etc., to meet the budget of the PTA.

### **Junior and Senior High School PTAs**

Although the duties of parent representatives are basically the same as for elementary PTAs, methods of selection and duties may differ somewhat.

Representatives may be selected from each homeroom, an assigned area, or in heavily populated areas (such as apartment complexes) from each block.

Additional duties include involving students in the total program of the Local PTA and encouraging more active participation from high school parents, thus helping to eliminate dropout PTA members.

Representatives from booster clubs should be encouraged to participate in Local PTA activities.

### **Special Populations**

The Special Populations Chairman provides workshops and parent training tailored specifically towards the needs of the families and educators of children with special needs or gifts. The chairman promotes inclusiveness and PTA as a reliable resource to families with children whose needs may not be addressed in the normal classroom environment.

### **Major Duties**

- Present a Plan of Work to the executive board for approval.

- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Provide meaningful and positive resources that support and empower parents and families to be effective and engaged advocates for their children with special needs or gifts.
- Develop advocacy resources and training available through PTA partnerships for parents and families children with special needs or gifts.
- Support special populations in positive advocacy and training aligned with the Purposes of PTA.
- Direct parents and families to state agencies for resources and utilize agencies for workshops.

## Spiritual-Character-Citizenship Education

The Spiritual-Character-Citizenship Education Chairman encourages programs that provide training for parents in developing spiritual values, good character traits and citizenship awareness in children and youth. The chairman cooperates with youth-focused organizations that stress character building.

A basic Purpose of the PTA is *“To promote the welfare of children and youth in home, school, community and place of worship,”* which establishes, as a priority of the association, the development of moral and spiritual values, good character traits and citizenship education.

### Major Duties

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.

- Study *Texas PTA Handbook* and *National PTA Quick-Reference Guides*.
- Use available materials from Texas and National PTA on character and citizenship (see Texas and National PTA publication brochures).
- Discuss with committee members and formulate a schedule for including character, spiritual and citizenship building in the yearly activities.
- Encourage the inclusion of inspirational features in Local PTA programs.
- Use the talents of various religious and cultural groups for programs.
- Cooperate with character-building youth groups in projects and programs.
- Plan with other chairmen (such as parent education, arts in education, etc.) in bringing programs that develop worthwhile character traits.
- Promote understanding of and respect for religious and cultural diversity of all people.
- Display American flag and include Pledge of Allegiance at all meetings.
- Educate members in the proper protocol for the American flag and pledge, as well as Texas flag and pledge.
- Encourage members to participate in voting, legislative activities and community events.
- Plan activities that educate and involve youth in citizenship activities.
- Pass procedure book to successor.

## Volunteer

The Volunteer Chairman coordinates PTA volunteer activities in the school in cooperation with school staff. The chairman encourages participation by parents and interested citizens in the school program through volunteerism and encourages participation in the TEPSA/TASSP Parent Involvement Award.

### Major Duties

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs,

- contacts, communications, statistics and budget information.
- Check to see if your school district has a volunteer coordinator or someone who performs these duties. For schools/school districts that have school volunteer programs, it is vital these programs remain active.
  - Contact the school district's volunteer coordinator and explain your Local PTA's role in wanting to be a part of the volunteer effort in your school. Be enthusiastic about the job and let them know how much of a role you, as chairman and your Local PTA in general are willing to take in this effort.
  - For ideas on how other Local PTAs and organized volunteer programs have worked together, contact Texas PTA or other schools in your area that have active programs.
  - The school district volunteer coordinator, the Local PTA Volunteer Chairman and the principal or his representative will serve as the nucleus for a resource group for training volunteers in various aspects of their responsibilities.
- If your school district does not have a district-wide coordinator for volunteers the following guidelines may be used:
  - Acquaint the superintendent, principal, teachers and school board with the volunteer program. Find out what the school district's requirements are for a volunteer program.
- Contact Texas PTA or the Council or Area PTA Volunteer Chairman, or schools in your area for additional information.
- Arrange a meeting with superintendent/principal to discuss the possibilities about a volunteer program and send out a needs assessment survey.
- Inform parents and interested individuals in the community – through personal contact, newspapers and school newsletters – that by making available their talents, resources and time they can help to enrich the school program through volunteering.

- Encourage the school system to show interest and concern for the volunteer's talent and time as they assist in the school.
- Keep school, volunteers and community informed about the program through newspaper, personal contacts and school newsletters.
- Share your ideas and suggestions with the Council and Area PTA Volunteer Chairman.
- Have a special appreciation item to thank the volunteers for their dedications to the program and encourage their continued participation. A volunteer's only reward is a pat on the back – tell them thank you often.
- The Volunteer Chairman and principal may serve as a nucleus for a resource group for training volunteers in various aspects of their responsibilities.
- Participate in Texas Association of Secondary School Principals (TASSP) and Texas Elementary Principals and Supervisors Association (TEPSA) Parent Involvement Award.
- Pass procedure book to successor.

A chairman's guide concerning the duties of the Volunteer chairman is available for purchase from Texas PTA or may be downloaded without charge from the Texas PTA Web site.

## Web site

The Web site Chairman compiles and updates data on the Local PTA Web site. The purpose of the Web site position is keep the PTA Web site up to date so that parents, faculty and the community are informed about the activities of the PTA.

## Major Duties

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.

- Research other Web sites maintained by other Local PTAs or the Council PTA in your community
- Decide on the theme, format and content of the Web site. (Use Texas PTA Web site Award criteria as a guideline)
- Get cost of domain name approved and include in the budget.
- Update Web site on a regular basis, making sure that the PTA roster, meeting schedule, calendar and other information are current.
- Apply for the Texas PTA Web site Award.
- Pass procedure book to successor.

## Youth Protection

The Youth Protection chairman determines local needs in developing programs and projects to help make the community safe for children and youth. This person networks with community organizations and agencies that share a mutual concern.

### Major Duties

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Study the Local PTA bylaws and the Texas and National PTA materials. Contact Texas PTA or other schools in your area that have strong youth protection programs.
- Pass procedure book to successor.

### Suggested Activities

- Organize a brainstorming meeting to assess the community's concerns. Invite other appropriate officers and chairmen, school personnel, students, law enforcement personnel, city and county officials and individuals from the community. A diverse committee can provide needed expertise and resources. Use their input to determine the problems or issues to be addressed.

- Organize a committee to develop a plan of action and to carry out the activities.
- Work with other PTA officers and chairmen such as Parent Education, Programs, Publicity, etc.
- Plan activities around calendar observances (i.e., October is "Crime Prevention Month;" November is "Child Safety and Protection Month;" May is "National Bike Safety Month;" etc.)
- Inform parents and individuals in the community about the activities through the news media, school newsletters and personal contacts. Let them know how they can use their talent, time and resources to make the community safer for children and youth.
- Keep the committee informed and involved. Give recognition for their work.
- Share ideas with Council, Area and Texas PTA Youth Protection Chairmen.
- Issues this committee might address include: child abuse; transportation or traffic issues; bicycle safety; seat belt safety; tobacco use; drug and alcohol abuse; violence; gangs; conflict resolution; juvenile justice issues; divorce; students at risk; mental health issues; undesirable businesses near schools; media influences; and safety in general.
- Evaluate the committee's activities and make recommendations for the following year.

A chairman's guide concerning the duties of the Youth Protection Chairman is available for purchase from Texas PTA or may be downloaded without charge from the Texas PTA Web site.

## Executive Board Members

The Council PTA delegate has an essential and vital role in PTA. Each delegate attends the regular meetings of the Council PTA, representing the Local PTA as a voting member of the Council PTA voting body.

Council delegates may be either elected by the membership, elected by the executive board or appointed by the president subject to the approval of the executive board. The method of selection is designated in Article XIII: Council

Membership, Section 1b of the Local PTA bylaws. If the delegates are members of the executive board, then appropriate wording must be added to the bylaws.

The delegate receives information and training from the Council PTA, reports actions of the Council PTA to the Local PTA and votes as directed by the Local PTA membership.

### **Major Duties**

Each delegate has the responsibility to:

- Present a Plan of Work to the executive board for approval.
- Attend available pertinent training for the position.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Attend all Council PTA regular meetings or see that a duly elected (or appointed) alternate is able to attend.
- Attend all meetings of the Local PTA.
- Represent the Local PTA as a member of the Council PTA voting body.
- Participate fully in Council PTA discussions and deliberations. Each delegate (or alternate, if the delegate is not in attendance) is entitled to make motions, debate and vote at the Council PTA meeting.
- Report to the Local PTA and executive board any announcements, important actions and give synopsis of any programs presented by the Council PTA. The Local PTA shall determine if these reports should be verbal or written.
- Place announcements of Council PTA activities in the Local PTA's bulletin or newsletter.
- Seek information or approval from the Local PTA on matters referred to the Local PTA and be ready to report and/or vote accordingly at the Council PTA meeting.
- Notify Local PTA board members of Council PTA meeting dates and urge them to attend as a guest.
- Pass procedure book to successor.

### **Each Local President Should:**

Submit delegate(s) and alternate(s) name(s) to the Council PTA secretary by October 15. See Local PTA bylaws, Article IX: Duties of Officers, Section 1m.

### **Each Local Should:**

Determine which delegate (if more than one) will report on the Council PTA meeting. (An example of a report is included in the "Resources/Forms" section of this handbook – a copy should be filed with the Local PTA secretary.)

**NOTE:** A Local PTA must have sent membership dues to Texas PTA and have paid the dues to the Council PTA in order to have delegate representation.

## **Principal Role**

Principals have an important role in the Local PTA. The principal serves as a member of the Local PTA executive board and should be consulted on all plans. A supportive administrator encourages teachers to participate in Local PTA activities and meetings and cooperates with the Local PTA in the use of school facilities.

### **Executive Board**

The composition of the executive board is determined by the bylaws. It may include the elected and appointed officers, chairmen of standing committees and the school principal. Members of the association who are not members of the executive board or committee (and sometimes non-members) may be invited to attend meetings to give a report, but they are not entitled to attend. Final decisions may be made only on matters, which have been delegated to the executive board. Such specific power must be granted in the bylaws or standing rules or by vote of the Local PTA. Other matters may be discussed and recommendations presented to the association for amendment, adoption or rejection.

### **Working with Local PTA President**

The Local PTA president is encouraged to set up a meeting with the school principal after elected to office. Texas PTA encourages the Local PTA



president to communicate regularly with the superintendent and the principal. The channel of communication should always be open between the Local PTA and the school administration. Discuss with the new Local PTA president the goals of the school, your vision of his/her administration, the role of PTA in schools and the PTA's goals, projects, programs, parent education courses and budget. Working together can bring the home and school into a closer relationship.

The president should assess needs and set goals and objectives with the executive board and the principal, as well as set dates for the PTA year.

### **Meetings**

The Local PTA should ask the permission of the school principal to hold meetings at the school. The Local PTA can hold meetings at another location if agreed upon by the membership.

Because of their training and background in education issues, many Local PTA members make good school board members. This is encouraged, but the Local PTA should not be used to gain election. Individual members of the Local PTA may work for the candidate of their choice.

### **Financial**

Local PTA money should never be "turned over" to the school and/or the principal to spend at their discretion.

All monies collected should be turned over to the treasurer immediately. A PTA should never deposit money in anyone's personal account or leave the money in the school building, (even in a vault), or in someone's home. Local PTA funds belong to the association and should never be made part of the school building, principal or activity funds. Personal and school monies should never be deposited in a Local PTA account. No funds of another organization can ever be deposited in the Local PTA account.

### **Fundraising**

All Local PTAs should refrain from organizing and participating in any fundraising activities that may entice a student to go door-to-door.

### **Property Purchases**

All purchases of property made by this Local PTA shall be subject to a contract between the Local PTA and the school.

The approval of the principal is necessary before purchasing items for the school. Schools should have specifications for items that can be purchased. If the school will accept the gift it should be responsible for repair and upkeep in the future. The school should be responsible for the installation.

### **Playground Equipment**

Many questions have been asked regarding the topic of liability involving PTAs purchasing playground equipment for their campuses. There have been several cases in past PTA history of lawsuits being filed against a Local PTA and officers of that Local PTA for injury to a child and/or damages.

If a Local PTA purchases **and** installs the playground equipment, the liability remains with the Local PTA regardless of any exemption statements made by the campus principal or school district. It is important to note that Texas school districts may not be sued.

### **Nominations and Elections**

The Nominating Committee holds the key to a successful Local PTA. Its responsibility is to present the best qualified nominees for office. The portions of the bylaws pertaining to the nomination and election of officers should be read to the entire membership before election of the Nominating Committee. The Nominating Committee is elected at a regular meeting prior to the meeting at which the election is held. No member shall automatically serve on this committee because of his office in the Local PTA or position in the school system. The president does not serve as an ex-officio member or appoint the committee. Additionally, the principal does not serve on the committee unless elected.

## **Council PTAs**

A Council PTA consists of a group of Local PTAs organized under the authority of the Texas PTA. These Local PTAs constitute the members of the Council PTA, with the Local PTA presidents, principals and delegates providing representation at the Council PTA meetings. The voting body also includes the officers of the Council PTA, the chairmen of the standing committees and the superintendents of the school districts in Council PTA membership.

### **Council PTA Officers and Standing Committee Chairmen**

Every Council PTA creates those offices and standing committees necessary to carry out its work. The officers of the Council PTA are the president, one or more vice presidents, a secretary, a treasurer, a historian (optional) and a parliamentarian. The executive board consists of the officers and the chairmen of the standing committees. The executive board may also include the superintendents of the school districts or their representatives, the principals or their representatives and the Local PTA presidents or their representatives who are in Council PTA membership, as indicated in the bylaws. The newly-elected president shall call a meeting of the newly-elected officers within 60 days after the election meeting for the purpose of selecting standing committee chairmen.

### **Council PTA Dues and Membership**

Primarily, membership dues fund Council PTAs (not to exceed \$125), paid by the Local PTAs no later than October 15 of each year, although additional Local PTAs may be accepted as

members at any time upon payment of their dues. If a Council PTA finds it necessary to raise additional funds, participation of the member Local PTAs is voluntary. Care should be taken not to compete with or duplicate the efforts of the Local PTAs. The Local PTAs within a Council PTA's boundaries are its members. Although membership is voluntary, each Local PTA within the boundaries is urged to belong.

Each Local PTA is represented in the Council PTA voting body by their president, principal and delegates or alternates. Local PTAs must file a list of delegates and alternates with the Council PTA secretary each year, no later than October 15. Council PTA bylaws specify the number of delegates from each Local PTA. Delegates are selected in the method chosen by their Local PTA and vote as instructed by the Local PTA, unless authorized to vote according to their own judgment. Delegates or alternates may represent only one Local PTA. Members of the Council PTA executive board may not also represent a Local PTA as a voting delegate of the Council PTA.

### **How may I get on the Nominating Committee?**

To be eligible for election to the committee, you must be a member of the voting body of the Council PTA, i.e., Council PTA board member, Local PTA president, principal or delegate. You may ask someone to nominate you.

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