

THE LEGAL DOCUMENTS OF YOUR PTA/PTSA

1. CHARTER ~

- Issued by the California State PTA when your PTA/PTSA was first organized.
- It should be kept where it can be easily found by its members. A charter may be replaced (See **California State PTA Toolkit** for details).

2. MINUTES ~

- The permanent legal record of all business and financial reports at PTA/PTSA meetings.
- Are to be kept by the Secretary.
- Are filed and bound with a current copy of the PTA/PTSA bylaws.

3. BYLAWS ~

- The rules of your association, as voted upon by your members and as approved by the California State PTA Parliamentarian.
- Reviewed and updated as necessary, at least every two years.

**ALL NONPROFIT ORGANIZATIONS ARE REQUIRED BY CALIFORNIA STATE LAW
TO HAVE THESE DOCUMENTS AND PROVIDE THEM UPON REQUEST.**

PROCEDURE BOOKS

procedure book contains all materials needed to carry out the work of the office or chairmanship and any additional information a new volunteer might find helpful. Procedure book contents should be placed in a loose-leaf binder large enough to hold 8-1/2" x 11" paper.

Procedure books are to be maintained and updated regularly in order that new officers elected and assuming their positions have a record of business conducted by previous officers in this position. Procedure books are PTA property and must be passed on to your successor.

A PROCEDURE BOOK SHOULD INCLUDE:

1. Title page with:

- Name of office or chairmanship
- Name of association, council (if in council) and district
- Previous officer/chairman and dates served, and
- The statement "This procedure book belongs to the PTA unit and not the individual."

2. Job description located in the *California State PTA Toolkit* for specific position (if applicable).

3. Bylaws and standing rules

4. Agendas and minutes

5. Finance section that includes the annual budget, financial reports, and audit reports

6. Calendar of events

7. Reports from current and previous officers/chairmen and information from conferences and workshops.

8. Newsletters and other unit communications

9. Membership directory

MINUTES

Minutes are **PERMANENT LEGAL RECORDS** of all proceedings of the association.
The minutes should be accurate and concise.

SAMPLE MEETING MINUTES

| SHOULD CONTAIN | EXAMPLE |
|--|---|
| TITLE: Name of association, type of meeting (general, executive board or special), date, time, place, name and title of presiding officer. | The General Meeting of the XYZ District PTA was called to order by Sue Nelson, president, at 9:30 A.M. in the XYZ County Office of Education Boardroom on July 1, 2012. |
| OPENING CEREMONIES: When the meeting is held in a public building, the Pledge of Allegiance should be recited. Other ceremonies are optional. | The Pledge of Allegiance was led by John Wilson, ABC Council President. Jane Smith, Orange Council President, shared an inspirational message. |
| DISPOSITION OF MINUTES of the previous meeting: Minutes are read or distributed and approved or approved as corrected. | Minutes of the July 1, 2012 meeting were read and approved. <u>OR</u> Minutes of the July 1, 2012 meeting were read and approved as corrected. |
| TREASURER’S REPORT: Should contain the balance on hand, receipts and disbursements. A statement is required to list the beginning and ending balance; receipts totaled and disbursements totaled. | John Jones, treasurer, reported a balance on hand as of July 1, 2011 was \$1,234.56. Receipts totaled \$789.00; disbursements totaled \$987.65. Balance on hand as of August 1, 2011 is \$1,035.91. (Entire report should be written in the minutes or attached to the master copy of the minutes.) |
| PRESENTATION OF BILLS: Approval of the budget does not authorize the expenditure of funds. Bills must be presented and payment must be voted upon by the association. Bills should be itemized as to the amount, the payee, and the purpose of the payment. | MOTION: John Jones, treasurer, moved to pay bills in the amount of \$1,272.07. (An itemized list of bills should be written into the minutes.) ADOPTED. |
| REPORTS OF OFFICERS AND/OR CHAIRMEN: Reports should be summarized. Written detailed reports should be filed in the chairman’s procedure book and attached to the master copy of the minutes. | Community Concerns chairman, Betty White, reported that the Internet Safety presentation held on June 25, 2011 had a total of 67 attendees. |
| MOTIONS: Record the name of the maker and whether the motion was adopted or defeated. The name of the person seconding the motion and any discussion is not included. | MOTION: Evelyn Brown moved that the district conduct a survey of the 20 councils and their PTAs on programs they’d like the district to provide. ADOPTED. |
| PROGRAM: List name and title of speaker and type of program. | Louis Gray, program chairman, introduced the speaker, Sgt. Ed Collins, from the Sheriff’s Department. He presented information about Internet Safety for children. |
| ANNOUNCEMENTS: These are detailed in the minutes, but not read. | List the announcements that were made. |
| ADJOURNMENT: Time of Adjournment | The meeting was adjourned at 11:30 a.m. |
| SIGNATURE: Secretary’s signature | Sign name and title. “Respectfully submitted” is no longer used. |

APPROVING PTA MINUTES

Only the group generating the minutes approves the minutes; thus the association approves the association minutes and the executive board approves the executive board minutes. The minutes may be read aloud, posted in the meeting room, or copied and distributed to those attending the meeting. **MINUTES MUST NEVER BE POSTED ON A WEBSITE.**

The president asks if there are any corrections to the minutes and if there are none, the president states, **“The minutes were read and approved.”** If there are corrections, the corrections are stated and then are noted in the master copy of the minutes in red ink. The president states, **“The minutes were read and approved as corrected.”**

With the approval of the association or group, the reading of the minutes may be postponed to a succeeding meeting, or a committee of three people may be appointed to read the minutes and report their findings. If a committee is appointed, all members must have been present at the meeting for which the minutes are being reviewed. The members of the committee must sign their names at the end of the master copy of the minutes signifying their approval.

At the end of the minutes, next to the secretary’s signature, write **“approved”** and the date of approval. At the next meeting, note that the minutes were **“read and approved”** or **“were read and approved as corrected”** and the date. This provides a cross-reference between the master copy of the minutes and the minutes of the meeting where the approval was recorded.

CORRECTING PTA MINUTES

Corrections to the minutes are made immediately following the reading or presentation of the minutes during the time specified on the agenda, or at any subsequent meeting when errors are discovered.

CORRECTIONS ARE:

- Noted in the minutes of the current meeting.
- Made by the secretary on the master copy of the minutes by circling the incorrect words using red ink and noting the correction in the margin. Never correct a computer generated copy and then reprint.
- To be dated and initialed.
- Never erase or strike out words when correcting the minutes.

Corrections to minutes previously approved may be made - even years later - by means of a motion to amend something previously adopted. Such a motion requires a two-thirds vote without notice, or a majority vote with prior notice.

MINUTES ON THE WEBSITE

Minutes are not to be posted on a website. A summary of the minutes may be posted on the website. The following is an example:

**PHOEBE APPERSON HEARST ELEMENTARY SCHOOL
GENERAL ASSOCIATION MEETING
JULY 1, 2014**

RECOGNITIONS ~

- Selena Sloan Butler was recognized for her efforts in parent involvement.

REPORTS ~

Committee reports were given by the Bake Sale, Hospitality, Membership and Ways and Means.

CONSENT ITEMS ~

Consideration and approval of:

- A field trip to the Natural History Museum for Grades 4 – 5.
- Science Camp for Grades 4 – 5 in Sacramento, CA.

ACTION ITEMS ~

Consideration and approval of:

- 2014 – 15 Proposed budget
- 2014 – 15 fundraising project with ABC Giftwrap, Inc. to raise funds for Science Camp.
- 2014 – 15 fundraising project to provide a guest speaker regarding parent involvement.

PLANNING ITEMS ~

- Discussion regarding implementing the Reflections Art Program in September
- Discussion regarding Red Ribbon Week in October

Summary of the General Association Meeting Minutes dated July 1, 2012.

ADOPTED AT THE JANUARY 29, 2012 CALIFORNIA STATE PTA BOARD OF MANAGERS

_____ PTA

REQUEST FOR REIMBURSEMENT AUTHORIZATION
ATTACH ALL RECEIPTS TO THIS EXPENSE STATEMENT

Name _____
 PTA Position _____
 Address _____
 City/Zip _____
 Telephone (____) _____ E-mail _____

Expenditure was for: _____

List Expenditures: _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
TOTAL EXPENSE \$ _____

Total Amount Claimed From Above \$ _____
 Minus Advance Received \$ _____
 Reimbursement Claimed \$ _____
 Not claimed - donate to PTA \$ _____
 Refund to PTA (Enclose Check) \$ _____

Signature _____ Date _____

FOR PTA TREASURER USE:

- Membership-approved activity Funds released by membership
 District Board-approved expenditure

| Check Number | Category | Amount Advanced | Expenses | Amount Used or Due |
|--------------|----------|-----------------|----------|--------------------|
|--------------|----------|-----------------|----------|--------------------|

President's signature: _____ Date _____

Date approved in minutes _____ Secretary's signature _____

The recording secretary is elected by the association and is one of the three required officers for a PTA. The secretarial responsibilities may be assigned to one person or divided between a recording secretary and a corresponding secretary, as specified in the bylaws. If there is no corresponding secretary, the duties of the corresponding secretary may be combined with the duties of the recording secretary, in accordance with the bylaws. In addition to the bylaws, the duties of a secretary are discussed in the *California State PTA Toolkit* and *Robert's Rules of Order Newly Revised*.

RESPONSIBILITIES

- Attend PTA-sponsored workshops or trainings.
- Obtain the secretary's record book, which contains the minutes from previous executive board and general association meetings. Also obtain the procedure book which contains the master set of the bylaws, list of members and other official documents and records of the PTA.
- Keep an accurate, concise, permanent record of the proceedings of all meetings of the association and of the executive board. These minutes are the legal record of the PTA/PTSA and the original copy of the minutes is known as the master copy.
- Minutes are entered into a bound book. Minutes may be handwritten in permanent ink, typed, or computer generated. The original copy must be bound.
 - ♦ Minutes contain a record of action taken by the group, with action recorded in the order it took place. Personal opinion and discussion are not included.
- Prepare a list of unfinished business items for the president and assist with preparation of the agenda, if requested.
- Have on hand for reference at each meeting a copy of the bylaws and standing rules, copies of agendas, motion forms, minutes of previous meetings, list of all committees, and an up-to-date list of all members.
- Read the minutes of any previous meeting, when called upon to do so.
 - ♦ Copies of the association minutes may be prepared for each member to expedite the meeting, or association minutes may be published in the association newsletter. When the newsletter is distributed to the school community, only a summary of action is printed.
 - ♦ With approval of the association, reading of the minutes may be postponed to a succeeding meeting, or a committee may be appointed by the president to read the minutes and report.
 - ♦ Minutes are not to be posted on any website; however, a summary of association minutes is appropriate.
- Prepare the minutes and give a copy to the president soon after each meeting.
- Make all corrections to the official minutes. Corrections to the minutes are made immediately following the reading of the minutes, during the time specified on the agenda for minutes, or at any subsequent meeting when errors are discovered. The current minutes shall reflect that a correction was made. In the master copy of the minutes, the secretary circles the incorrect words with a red ink pen and notes the correction in the margin. Corrections must be dated and initialed. Only the group that held the meeting for which minutes were taken (executive committee, executive board, association) may correct them.
- Prepare and read a report (not the full minutes) of each executive board meeting at each association meeting, and move the adoption of board recommendations.
- Sign, with the president, authorizations for payment after the association votes to pay a bill. Record all expenditures in the minutes.
- Enter all amendments to the bylaws in the minutes, at the meeting at which the vote is taken.
- In the absence of the president and vice presidents, call the meeting to order and preside until the election of a chairman pro tem, unless the bylaws specify otherwise.
- Be prepared to help count a rising vote when requested, and have blank paper available for voting by ballot.
- Be responsible for all records, documents and papers (except those assigned to others).

SAMPLE SUMMARY OF ASSOCIATION MEETING
PHOEBE APPERSON HEARST ELEMENTARY SCHOOL
JULY 1, 2011

RECOGNITIONS ~

- Selena Sloan Butler was recognized for her efforts in parent involvement.

REPORTS ~

Committee reports were given by the Bake Sale, Hospitality, Membership, and Ways and Means.

CONSENT ITEMS ~

Consideration and approval of:

- A field trip to the Natural History Museum for Grades 4-5.
- Science Camp for Grades 4-5 in Sacramento, Calif.

ACTION ITEMS ~

Consideration and approval of:

- 2011-12 proposed budget
- 2011-12 fundraising project with ABC Giftwrap, Inc., to raise funds for Science Camp.
- 2011-12 fundraising project to provide a guest speaker regarding parent involvement.

PLANNING ITEMS ~

- Discussion regarding implementing the Reflections Art Program in September.
- Discussion regarding Red Ribbon Week in October.

- Minutes should contain:
 - ♦ Name of the association and kind of meeting (association, executive board, special);
 - ♦ Date, time and location of meeting;
 - ♦ Name and title of presiding officer (or pro tem);
 - ♦ Attendance list;
 - ♦ Disposition of minutes of previous meeting – whether read and approved/corrected, or their reading postponed, including when and how they are to be approved;
 - ♦ Statement of account as given and list of bills approved for payment;
 - ♦ Summarized reports of other officers and chairmen (important reports such as budget should be attached to the minutes);
 - ♦ Record of each motion voted upon, the name of member who made the motion, and whether adopted or defeated (the name of the member who seconded the motion is not recorded); if counted vote requested, record if a quorum or majority was needed and the number for and against the motion; if a two-thirds vote was required; i.e., for bylaws changes, it must be noted after the outcome of the motion;
 - ♦ Copy of any resolutions adopted;
 - ♦ Record of results of any election and votes cast;
 - ♦ Brief notation of program topic, names of participants, and method of presentation;
 - ♦ Time of adjournment; and
 - ♦ Signature of secretary, using own given name and date approved.

Corresponding Secretary

Responsibilities of the corresponding secretary are defined in the bylaws and include other related duties that the president or executive board may assign.

RESPONSIBILITIES

- Send notices of meetings to executive board members and/or association members, as directed.
- Read correspondence at executive board and association meetings, as requested by the president.
- Check with the president about letters to be written immediately after the meeting.
 - ♦ Some letters will be written for the president to sign and will contain specific wording, as directed by executive board or association action.
 - ♦ Other letters will be written and signed by the corresponding secretary following general instructions.
- Write authorized letters promptly.
 - ♦ Be accurate – check names and titles carefully.
 - ♦ Give precise information, with exact copy of recommendations, resolutions or motions and reasons for action taken.
 - ♦ Refer to any one of many reference books on writing business letters for suggestions as to form and style.
- Keep file of all letters received and copies of replies written.
 - ♦ Important correspondence should be passed along to successor or placed with the official records of the unit.
- Unless the bylaws specify otherwise, notify officers and committee members of their election or appointment.

Council Secretary

In addition to the duties listed for the PTA secretary, the council secretary shall:

- Maintain a list of member units.
- Keep an accurate, concise, permanent record of the proceedings of all meetings of the executive committee and of the council.
- Have on hand for reference at each meeting a list of all unit representatives to the council and a membership list for each unit belonging to the council.
- Have available at each meeting motion forms/blanks.
- Plan and present PTA secretary training for member units.

COUNCIL CORRESPONDING SECRETARY

In addition to the responsibilities listed for the PTA corresponding secretary, the council corresponding secretary shall:

- Send notices to unit representatives and council board members, as directed.
- Notify officers and committee members of their election or appointment unless the bylaws specify otherwise.
- Plan and present PTA corresponding secretary training for member units.

District PTA Secretary

In addition to the duties listed for the council secretary, the district PTA secretary shall:

- Maintain and have on hand for reference at each meeting a list of member units and councils.
- Keep an accurate, concise, permanent record of the proceedings of all meetings of the executive committee.

DISTRICT PTA CORRESPONDING SECRETARY

In addition to the responsibilities listed for the council corresponding secretary, the district PTA corresponding secretary shall:

- Notify officers and committee members of their election or appointment unless the bylaws specify otherwise.

RESOURCES

PTA Management, Chapter 2, *California State PTA Toolkit*

FOR REFERENCE

Council/District PTA Secretary

Name

(_____) _____
Telephone

Address

City/Zip

Dates of PTA Workshops/Training

01/2011

Sample Minutes

Golden State Elementary PTA
Association Meeting
February 6, 2015

The association meeting of the Golden State Elementary PTA was called to order by Selena Butler, president, at 7:00 PM in the school library on Wednesday, February 6, 2015.

Attendance: List attendees or attach.

The Pledge of Allegiance was led by Girl Scout Troop 122. Phoebe Hearst shared an inspirational message.

The minutes of the January 9, 2015 meeting were approved as presented (or corrected; if corrected, include corrections).

John Jones, treasurer, reported a balance on hand of \$_____, with receipts of \$_____ and disbursements of \$_____. (Entire report should be written in or attached to the minutes.)

John Jones moved to pay the bills in the amount of \$_____. (List bills.) **Adopted.**

Community Concerns chairman, Betty White, reported that the Internet Safety presentation held on January 25, 2015 had a total of 67 attendees.

Evelyn Brown, Vice President Programs, moved to host a Parent Education program on April 28, 2013, cost not to exceed \$_____. **Adopted.**

A short presentation was given by the fire department on school safety. Announcements were made and the meeting was adjourned at 8:15 PM.

Casey Smith, Secretary

Date approved _____

Secretary Records

The PTA secretary should bring the following to meetings:

Procedure book containing:

- Two years minutes (for reference)
- Copies of agendas
- Current bylaws and standing rules
- Current membership list
- Roster of elected board and appointed chairmen
- Current reports
- Paper for ballots
- Correspondence received (if there is no corresponding secretary)
- Motion blanks
- Office supplies as needed

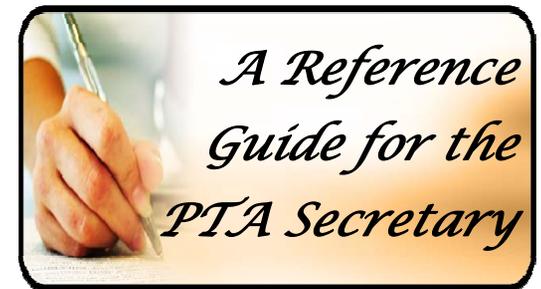
Mission Statement of the CALIFORNIA STATE PTA

The mission of the California State PTA is to positively impact the lives of all children and families.

CALIFORNIA STATE PTA
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February 2015

For the Record



California State
PTA[®]
everychild.one voice.

PTA Secretary

The secretary is elected by the association and is one of the three required officers to be a PTA/PTSA. The secretarial responsibilities may be assigned to one person or divided between a recording secretary and a corresponding secretary as specified in the bylaws. If there is no corresponding secretary, those duties may be combined with those of the recording secretary, in accordance with the bylaws.

Responsibilities of the Secretary

The PTA secretary shall:

- √ keep an accurate record of the action taken at the meeting
- √ have extra copies of agendas and motion forms
- √ retain all master copies of the minutes
- √ have a current copy of the bylaws with all amendments recorded and a current copy of the standing rules
- √ keep up to date membership roster and lists of PTA committees
- √ handle correspondence as assigned by the president
- √ notify members of meetings
- √ retain all materials, contracts, motions, etc., until the end of the term
- √ perform other duties as assigned by the president or listed in the bylaws or standing rules
- √ pass on all materials and records in a timely manner at end of term
- √ sign all authorizations for payment upon approval of association or executive board

Correcting the Minutes

All corrections to the minutes should be made on the Master Copy of the Minutes.

Corrections are made after presentation, during the time specified on the agenda for the minutes. Corrections are to be made in red ink.

Circle mistakes and make corrections in the margins.

Corrections must be dated and initialed.

Corrections may only be made by the group that generated the minutes being corrected.

Corrections may be made at any meeting when errors are discovered.

Corrections to past minutes will be noted in current minutes.

Master Copy of the Minutes

The **Master Copy of the Minutes** is the official copy that is signed, dated for approval, and corrected as necessary, and filed in a bound secretary book. This is the copy used for purposes of auditing the PTA books.

Electronic Posting of Minutes

Minutes are not to be posted on a website or other electronic media. A summary of the minutes may be posted.

PTA Minutes

PTA minutes should contain:

- legal name of the PTA/PTSA as listed on the bylaws
- type of meeting (association, executive, board, committee, special)
- date, time, and location of meeting
- name of presiding officer
- names of those attending (include any excused)
- the required quorum and if established
- disposition of the previous minutes (approved as presented/corrected, etc.)
- financial report including balance on hand, receipts, and disbursements (entire report attached to minutes)
- itemized bills approved for payment
- summarized reports (reports may be attached)
- motions as moved and voted upon (**Adopted or Defeated**) and maker of the motion
- election results and votes cast
- brief notes on programs presented
- time of adjournment
- signature and title of secretary
- approval date

Minutes are the official legal record of the PTA/PTSA and are to be retained permanently in a bound book.

For further information on the duties of the PTA secretary, please refer to the California State PTA *Toolkit*, section 2.3.12 Secretary, and *Robert's Rules of Order, Newly Revised*.