

PTA BASICS

2007 – 2008

Louisiana
PTA[®]

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PTA BASICS

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**Presidents, please copy and distribute this section
to all board members.**

NATIONAL PTA

THE MISSION OF THE PTA

- To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children;

- To encourage parent and public involvement in the public schools of this nation.

THE PURPOSES OF THE PTA

- To promote the welfare of the children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

HISTORY

The National PTA was founded in 1897 in Washington DC as the National Congress of Mothers by Alice McLellan Birney and Phoebe Apperson Hearst. They knew there is no stronger bond than that between mother and child. Therefore, they felt it was up to mothers of this country to eliminate the threats that endangered children. They called for action and more than 2,000 people responded, all with a commitment to children. In 1925, the name was changed to the National Congress of Parents and Teachers.

With the help of the National PTA, the National Congress of Colored Parents and Teachers was organized in 1925. Selena Sloan Butler was elected as its first president. The two organizations united on June 11, 1970 to serve all children with equal concern.

Today, National PTA is the largest and oldest volunteer organization that works exclusively on behalf of children and youth. PTA is a powerful voice for children, a relevant resource for parents and a strong advocate for public education.

GOVERNANCE

National PTA is composed of 54 congresses and nearly 26,000 local units in all 50 states, the District of Columbia, U.S. Virgin Islands, and the Department of Defense Schools in Europe and the Pacific. National PTA, as directed by its board of directors, provides leadership, programs, support, and resources to its members at all levels of the association.

NPTA's board of directors consists of the president, president-elect, secretary-treasurer, seven members elected from the National Council of States, ten members elected by convention delegates, six at-large members and two youth members.

The National Council of States is composed of one member from each of the congresses and ten at-large members. Its charge includes identifying and recommending action to the board of directors on emerging issues, policies and legislative trends.

PTA NAME, LOGO, TAGLINE

Parent Teacher Association, PTA, is a registered service mark of the National Congress of Parents and Teachers and may be used only by those affiliated with the National PTA. A service mark has the same legal status as a trademark but is the designation used for services rather products. The tagline, **everychild.onevoice.** is also a registered service mark of the National PTA.

GUIDELINES FOR USE

- Don't use periods, hyphens or small letters.
- When used as a plural noun, it should be PTAs.
- The logo and tagline artwork can be downloaded from the NPTA website. (www.pta.org, Leadership Resources, National and State Leadership, Logo usage.)
- If customizing the logo with your PTA's name, the name of your PTA should be typed above the logo in Arial Black font.

- Do not repeat “PTA” in the name above the logo.



LOUISIANA PTA

The Louisiana PTA is the liaison between the local PTA and National PTA, helping each to function effectively and to support and sustain the other. The LPTA also:

- coordinates programs statewide on behalf of children and youth.
- is represented on state committees and commissions dealing with children and youth.
- provides conferences, workshops, publications and resources on issues and leadership development.
- services units and districts.

Members of the Louisiana PTA board of directors include the president, president-elect, vice president for membership, vice president for programs, secretary, treasurer, district presidents, region directors and committee chairs. The president, president-elect, two vice presidents, secretary, treasurer and district president's representative make up the executive committee.

DISTRICT PTA

PTA. The role of the district is to inform, advise, guide, instruct and encourage the leaders of the local units and to be responsive to the needs for leadership training.

RESPONSIBILITIES

- Helps build stronger, more effective units.
- Establishes new or reactivates inactive units
- Provides leadership training and opportunities for local unit members. Encourages local unit members to attend state and national conventions.
- Acts as a coordinating body to promote communication and cooperation among its members units.
- Engages in community wide projects
- Relays information, instructions and news from the state and national organizations to local units in its membership.

DISTRICT IN GOOD STANDING

A district PTA in good standing is one which:

- adheres to the Purposes and basic policies of the PTA;
- remits the national and state portions of the local unit dues to the Louisiana PTA at least bi-monthly;
- has approved bylaws on file in the Louisiana PTA office. Bylaws must be approved by the State Secretary at least once every five (5) years;
- submits to the Louisiana PTA office by October 1st a current year's budget verified by a budget approval form signed by the president, treasurer, and one other officer;
- has been assigned its own Employer Identification Number (EIN/ Tax Identification Number) from the I.R.S. and has reported the number to the Louisiana PTA office;

- during the membership year;
- submits to the Louisiana PTA office by October 1st a copy of its previous fiscal year's audit report;
- submits to the Louisiana PTA office by August 1st the names and contact information for district officers and committee chairs and updates as necessary;

- submits to the Louisiana PTA office by October 1st the names and contact information for local unit presidents and updates as necessary;
- provides local unit training.

A district meeting these requirements:

- will be eligible to receive all state recognitions and awards.
- will receive distribution of dues.

LOCAL UNIT PTA

The local unit is a self governing body which plans its programs and activities to meet the needs of children and youth in its own school and community. The bylaws of each unit must conform to the policies of the National and Louisiana PTAs and must be approved by the LAPTA secretary.

National and state leaders help local units by preparing guidelines and plans of work for various areas of concern, and offering suggestions for programs and projects. All other divisions – district, state and national – exist to serve the local PTA.

The success of the entire association depends upon the loyalty and effort made by each local unit. The strength and effectiveness of PTAs depend on the interest and participation of individual members and in the efforts of informed and dedicated leaders.

MEMBERSHIP AND DUES

and basic policies of PTA and who will pay dues may become a member of a local unit. Every person who joins a local PTA automatically becomes a member of both the state and National PTAs.

Membership dues include three portions:

- the National PTA portion of \$1.75

- the Louisiana PTA portion of \$1.00.
- the local unit portion as stated in your bylaws

Every member should receive a membership card. It is valid until October 31st of the year indicated on the card.

EMPLOYER IDENTIFICATION NUMBER (EIN)

An EIN, also known as a Federal Tax Identification Number, is a nine-digit number assigned to business entities by the Internal Revenue Service. A unit's EIN identifies it as a 501(c)(3) or non-profit organization. Each PTA is required by the Louisiana PTA to apply for an EIN when it is organized. The application can be completed online at <http://www.irs.gov>.

Contact the LAPTA Office or the president when a unit is required to verify its non-profit status or EIN if, for example, it is applying for a grant or opening a new bank account.

LOCAL UNIT NUMBER (LUR #)

When a PTA is chartered, it is issued a local unit number from National PTA. This number never changes. If a unit is reactivated, it will be assigned the same number. You can find the number on the label of any material sent from National PTA and on the top of the first page of your bylaws. If you are unsure of this number, contact the LAPTA Office or your district president.

REQUIREMENTS FOR A UNIT IN GOOD STANDING

- Remits the national portion of the dues through the state PTA to reach the national office by dates designated by the National PTA;
- Has approved bylaws on file in the Louisiana PTA office. Bylaws must be approved by the State Secretary at least once every five (5) years.

- Has a current years budget verified by a local unit budget approval form signed by the local president, treasurer and another member; and submitted to the Louisiana PTA office.
- Has been assigned its own Employer Identification Number (EIN/Tax Identification Number) from the I.R.S. A copy of the confirmation letter with the Employer Identification Number (EIN/Tax Identification Number) must be forwarded to the Louisiana PTA office.
- Must purchase a PTA membership card for every paying member. Each unit must purchase a minimum of twenty-five (25) cards per year.

To enter programs, apply for awards and send voting delegates to state convention:

- Entries to all recognitions and awards for the Louisiana PTA and National PTA will be ineligible unless the criteria for a unit in good standing has been met by the district and state deadlines, whichever comes first.
- All local PTA units must meet the criteria for a unit in good standing by March 31st of each year to send voting delegates to the Louisiana PTA state convention.

LEGAL BASICS

To qualify for a federal income tax exemption as a charitable organization under Section 501 (c)(3) of the Internal Revenue Code, a nonprofit organization must be organized and operated exclusively for charitable, educational purposes. PTAs meet the organizational test because Article II (Purposes) of their bylaws limits the organization's activities to those consistent with its charitable purpose.

A PTA must also meet the operational test in order to maintain its income tax exemption. This means that the operation of a PTA is subject to inspection by the IRS and the public. A unit must operate in conformance with the purpose for which it was granted tax-exempt status as stated in Article III (Basic Policies).

PTA Policies

PTA is noncommercial, nonsectarian and nonpartisan. No commercial enterprise and no candidate may be endorsed. Neither the name of the Louisiana PTA, its districts and units nor their officers in their official capacities may be used in connection with a commercial concern, with any partisan interest or for any purpose other than the regular work of the organization.

Fiduciary Responsibility

PTA board members must meet certain standards of conduct and attention in carrying out their responsibilities to the organization. Imposed both by the courts and the state and federal statutes, these duties are usually described as the duty of care, the duty of loyalty and the duty of obedience. Collectively they are known as Fiduciary Duties.

A fiduciary is expected to act in the best interest of the PTA at all times. They are charged with acting with the same degree of judgment in administering the affairs of the organization as they would in their personal affairs.

Duty of Care

A board member must discharge her duties with care and prudence. She does not always

A board member must actively participate in the management of the organization including attending meetings, evaluating reports and reading minutes. The board is responsible for reviewing the organization's annual budget prior to its adoption and should require the treasurer to produce timely and adequate reports.

Board members should receive sufficient information to carry out their duties. When a problem exists, they have a duty to inquire.

Duty of Loyalty

Decisions must promote the association's purpose. Any signs of conflict of interest should be avoided. If a conflict arises, it should be reported immediately and the director may be required to prove the transaction is fair and reasonable and in the best interest of the association. A sample conflict of interest policy is included at the end of this section.

Duty of Obedience

Each board member has a duty to follow the organization's bylaws. Additionally, they must comply with state and federal laws that relate to nonprofit associations.

PROCEDURE BOOKS

One valid criticism of PTAs is that they close up shop every spring. When the new owners come to open up in the fall they know nothing of the stock on the shelves and very little about how to manage the store. Procedure books keep the store open from year to year. If each district and local unit officer and chairs would compile a procedure book, the work of our associations would be more efficient.

WHAT IS A PROCEDURE BOOK?

or no experience in the job, they need a procedure book. It will help them to identify the **Plan of Work**

A plan of work is a summary of goals, plans and resources needed by an officer or committee.

After the plan of work is approved, the budget committee works to insure that adequate financial resources are available to support the work.

task and to chart a course of action. A procedure book tells of the background of the association, contributions of others, successes and failures. It is an up-to-date record that gives a foundation on which to build. If you have not received one from your predecessor, now is the time to start one.

A loose-leaf binder makes a serviceable and convenient procedure book to which pages and dividers can easily be added. If some of your materials won't fit in a binder, an expandable folder may be useful. It is suggested that each book be used for more than one year and be updated by the current user. Remember that a procedure book is the property of the association and not of the person who is using it.

SUGGESTED TABLE OF CONTENTS

Directory

- Your name and contact information plus your position and term of office
- Address and telephone number of the LAPTA Office
- Address and telephone number of National PTA Office
- Unit, district and LAPTA board of directors rosters with addresses and telephone numbers
- Names, addresses and telephone numbers of committee members
- Resource people, related agencies and organizations in the community

Goals

Overall goal of the organization

The plan usually includes goals or purpose, steps to accomplish goals, responsibilities, estimated revenue to be generated and estimated expenses, resources needed, staff involvement, sponsor and partner participation and evaluation plans. Two examples of plans of work are included at the end of this section.

Events, projects and programs

- Louisiana PTA, school district and your unit calendars in order to plan your activities.
- List on separate pages each event, project and program including dates, responsibilities, expenses and an evaluation form.

Resource Materials

- Information received from the National, Louisiana and district PTAs
- Notes from workshops, conferences and conventions attended
- Copy of unit bylaws, current budget
- All correspondence pertaining to your office or chairmanship

Reports

- Reports given at any meeting or sent to the district or state PTAs
- Forms submitted for awards at the district, state or national level

Evaluation and recommendations for the future

EMAIL PROTOCOL

become the new way to communicate. It is used to send and receive personal and business mail; shop; and for research, reference, and other information. Therefore, it has become necessary to establish policies for PTA members conducting business via email.

Electronic mail messages are NOT private communications – unlike letters you receive at home. Courts have determined that organizational email users do not have the right to privacy where email messages are concerned. Email as a means of

communication is subject to the same professional standards one would use in writing a letter or speaking as a PTA representative.

As a representative of the PTA, it is important to design and respond to email in a professional manner.

- Don't write anything in an email message that you wouldn't want to see printed in a memo to all board members or on the front page of a newspaper. Email messages can be easily forwarded to people you did not intend to see the message. Be careful what you say.
- Email is not to be used for discussing details of sensitive issues that relate to an individual's removal from office, hearings or investigative meetings. To protect confidentiality, correspondence regarding these matters must be sent in writing and signed by the author.
- Use the proper chain of command when copying PTA members. Your emails should be directly related to your PTA position and responsibilities. You should copy the president and/or vice president when appropriate and obtain the approval of the president if the email is considered important or being sent to a large number of members.
- Using email under a PTA heading to send jokes, stories, gossip, solicit PTA members for personal gain or anything not related to PTA business is inappropriate and prohibited.
- Proofread your work. Many times the tone or phrasing of email can be misinterpreted and used to your disadvantage. Re-check for spelling and grammatical errors.

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your professionalism when advocating for the children of your unit and our state.

- Always include names, proper openings, closings and "PTA" in the subject heading.
- When possible, use the tagline **everychild.onevoice**.
- Keep messages short when possible.
- If the email message is lengthy, make appropriate breaks so it is easy to read. Run-on emails

- with no clear separation are difficult to read.
- If sending an attachment with the email, always include a message in the body of the email.
- If sending to a large number of people protect the email address list by sending the email to yourself and blind copy everyone else. This way the recipients don't see everyone else's email address and don't have to scroll through a list of names.
- If using blind copying, a notation regarding who is receiving the email should be in the body. (This email is being sent to the executive committee and the board of directors or to the membership, etc.)
- Check your email messages daily or as often as possible to stay current and avoid your mailbox from exceeding its capacity.
- Because email is considered informal, don't overuse for official correspondence, to deliver bad news or to send repeated messages for the purpose of criticizing or complaining. These matters should be handled in person, by phone or in writing.
- If you send a wrong message to the wrong person, immediately phone and ask him or her to delete it or simply apologize.
- Notify the appropriate state, district and local unit members when you change your email address.
- Be considerate of the person

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your response should be sent to that person only. If they send you an email and have copied others, it's permissible to respond and copy the same names. It's suggested you get

the sender's permission to forward an email intended for your eyes only.

- Do not send PTA messages that are:
 - Flaming – a term used for messages that are highly emotional, angry, contain profanity or are insulting.
 - SHOUTING – a term used for messages that contain all CAPITAL LETTERS. (To most people this is offensive).
 - Spamming - indiscriminately sending email. If you do this too often, you suffer the risk of having your emails deleted before they are read.
 - Contain symbols - Most people don't use them because they create a familiarity or give the impression of a casual email.
- Use the "C's" – Check to make sure your email is courteous; concise; clear; communicates the message; has a cooperating tone and has been checked. Once you send an email, it cannot be undone.

PARLIAMENTARY LAW

have been modified through the years. They are designed to maintain order, ensure justice and equality, expedite business and enable an organization to accomplish the objectives for which it was formed. These rules are based on logic, good sense and fair play. It is democracy

in action. Every member should understand at least the fundamentals or correct procedures. Robert's Rules of Order, Newly Revised is the parliamentary authority adopted by all levels of PTA.

Parliamentary law requires us to accept the will of the majority and respect the opinion of the minority. The president (the chair), as the

the office, not in the person.

Although it is not necessary to know every rule, a basic knowledge and a copy of your bylaws will serve you well.

BASIC GUIDELINES

- All members are equal.
- An established number of voting members must be present to conduct business (quorum).
- Only one main motion may be before the assembly at a time and only one member may have the floor at any one time.
- A 2/3rds vote is necessary when a motion limits or interferes with the privileges of a member or of the assembly bylaws, cutting off debate, closing nominations, rescinding action without notice, etc.
- General consent is a silent method of voting; by silence the membership agrees to go along with the decision of the majority.

QUORUM

The quorum is the minimum number of members who must be present to conduct business at a meeting. The number of members constituting a quorum is indicated in your unit bylaws.

MOTIONS

A motion formally proposes that the organization take a certain action or express certain views. A motion introduces business in a meeting. A main motion brings a subject

before the organization for its consideration and action.

There are three types of secondary motions.

- A subsidiary motion is used to help

to the pending question, are not debatable and are of such importance as to require that they take precedence over all other questions.

- An incidental motion is one that will allow for temporary interruption of the immediate business to attend to something incidental or relating to the business of the organization.

Before making a motion, a member should know what result is desired. The following is a brief list of results you might wish to accomplish and the motion necessary to reach that goal.

(If one wants this result, then make this motion.)

- Introduce new business – main motion
- Kill the motion – postpone indefinitely
- Change the motion – amend
- Study the motion – commit or refer
- Defer action – postpone to a certain time
- Change rules of debate – extend/limit debate
- Stop debate – previous question
- Return to the order of business – call for orders of the day
- Take care of an emergency matter – question of privilege
- Provide for a break – recess
- Close the meeting – adjourn
- Continue present meeting another day – fix time to adjourn
- Reverse the decision of the chair – appeal
- Enforce the rules – point of order
- Avoid the consideration of a motion – object to consideration

- Take up a question not in order – suspend the rules
- Verify the vote of the assembly – division of the assembly
- A primary amendment amends the main motion.
- A secondary amendment amends the primary amendment.

EIGHT ESSENTIAL STEPS OF A MAIN MOTION

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POINTS TO REMEMBER

- **Obtaining the floor** – member rises, addresses the chair by proper title.
- **Assigning the floor** – the chair recognizes the member.
- **Member states his motion** – or question by saying, I move . . .
- **Seconding the motion** – another member must second the motion letting the chair know that more than one person has an interest in the subject of the motion.
- **Stating the motion** – chair restates the motion thereby formally placing the motion before the assembly.
- **Discussion (or debate)** – must be addressed to the chair and continues until no one wishes to speak or until someone moves to close debate. To close debate, a member says, I move the previous question. The motion requires a second, is not debatable and requires a 2/3rds vote. If the motion to close debate is adopted, the chair immediately takes the vote on the motion pending.
- **Putting the question (or taking the vote)** -- The chair restates the motion, states the method of voting and calls for both affirmative and negative votes.
- **Announcing the vote** – the chair announces the result of the vote and states the action the assembly will take.
- The correct language is – I move that or I move to.
- The maker of the motion should be allowed, if he wishes, to begin discussion.
- A motion that does not come from a committee must be seconded.
- On rare occasions, the presiding officer may enter a discussion. He must relinquish the chair for the duration of the discussion and the vote. The president returns to the chair only after the vote has been announced.
- If the president and vice president are absent, the secretary calls the meeting to order.
- The president may vote on a pending question when her vote would change the outcome – to break a tie. The president may also vote when voting is by ballot.

RULES OF CONDUCT

- No one has the right to do anything that prevents others from seeing or hearing the presiding officer or speaker.
- No one has the right to converse, move about or stand, except to address the presiding officer.
- If several members rise at the same time to claim the floor, the chair recognizes one and the others should be seated immediately.
- When two members address the chair simultaneously, the chair recognizes one and then calls upon the other as soon as possible.

AMENDMENTS TO MOTIONS

After the chair has stated the motion and before a vote is taken, it may be desirable to change – or amend -- the motion in some way. There are two types of amendments.

RULES OF DEBATE FOR LARGE MEETINGS

- One must always address remarks to the chair and never refer to another by name when it is possible to do otherwise such as, "the member who spoke last," or "the previous speaker."
- The member may deny the correctness of a statement of fact, but must never accuse another of improper motives or use discourteous language.
- In debate, remarks must be confined to the question under consideration.
- A member may speak once to each question and twice if no one cares to speak who has not already spoken. No one may speak a third time to the same question without the consent of the assembly.
- At any meeting, limits of debate may be changed by a motion to "limit debate," or debate may be stopped entirely by the motion "I move the previous question." Both require a 2/3 vote because they restrict the right of debate.

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DISSOLVING

The procedures for dissolving a local PTA unit can be found in the bylaws, including the distribution of the unit's assets including cash, accounts receivable, other property and any rights that have monetary value.

BYLAWS REQUIREMENTS

Louisiana PTA bylaws Article VI: PTAs/PTSAs

- Section 10.** A PTA may dissolve and wind up its affairs in the following manner:
- a. The executive committee (or other body that, under its bylaws, manages the affairs of the PTA) shall adopt a resolution recommending that the PTA be dissolved and directing that the questions of such dissolution be submitted to a vote at a general meeting of the members having voting rights. Written notice stating that the purpose of such meeting is to consider the advisability of dissolving the local PTA shall be given to each member entitled to vote at least thirty (30) days prior to the date of such meeting.
 - b. Written notice of the adoption of such a resolution accompanied by a copy of the notice of the special meeting of members shall be given to the president of the Louisiana PTA at least twenty (20) days before the date of such special meeting.
 - c. Only those persons who were members in good standing of the PTA on the date of the adoption of the resolution and who continue

to be members in good standing on the date of the meeting shall be entitled to vote on the question of dissolution.

- d. Approval of the dissolution of the PTA shall require an affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the special meeting.

Local Unit bylaws

Article IV: Relationship with National PTA and State PTA

Section 12. This local PTA is obligated, upon withdrawal of its charter by the Louisiana PTA:

- a. to yield up and surrender all of its books and records and all of its assets and property to the Louisiana PTA or to such agency as may be designated by the Louisiana PTA or to another local PTA organized under the authority of the Louisiana PTA;
- b. to cease and desist from the further use of any name that implies or connotes association with the National PTA or the Louisiana PTA or status as a constituent organization of the National PTA; and
- c. to carry out promptly, under the supervision and direction of the Louisiana PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA.

IMPLICATIONS OF DISSOLVING A PTA UNIT

Local units contemplating dissolution should be aware of the rules and their legal implications.

- A unit will have to close its checking account and give all funds to the LAPTA, another local unit in Louisiana or to the school.
- A unit will have to apply to the IRS for a new EIN.
- A unit will no longer be covered under the 501(c)(3) blanket exemption of the LAPTA. Contributions to the unit will no longer be tax deductible for donors. Additionally, the unit will be unable to apply for any funds available to non-profit organizations.
- A unit will be unable to profit further from funds or services established using the PTA -- Winn Dixie cards, pizza nights, labels and box tops for education, etc.
- Unit leaders will not be able to attend workshops, leadership training and conventions. Nor will they receive the many resources available to PTA members.
- Students will be ineligible to participate in any PTA programs including Reflections, My Louisiana Essay and the Safety Drawing Programs.

(Copy form as needed for appropriate number of goals.)

Officer/Chair Name _____

Position _____

Responsibilities/ Duties			
Goal			
	Specific Action Steps	Start Date	Completion Date
Budget			
Resources			
Evaluation Process			
Committee members			

DISTRICT TREASURER

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GOAL	STRATEGY	BUDGET	RESOURCES	EVALUATION
<p>increase number of trained local unit treasurers</p>	<ul style="list-style-type: none"> ⇒ present workshop at summer training ⇒ contact those treasurers who did not attend the workshop ⇒ help treasurers set up software when-ever requested 	<p>\$50</p>	<ul style="list-style-type: none"> ⇒ notebook distributed at summer training ⇒ district PTA board members 	<ul style="list-style-type: none"> ⇒ ? an increase in number of treasurers attending training ⇒ ? an increase in number of books audited that demonstrate principles of good financial management
<p>increase number of local unit books that have verifiable audits</p>	<ul style="list-style-type: none"> ⇒ encourage local unit leaders to have the district PTA review their books ⇒ request an audit report from all local units 	<p>\$0</p>	<ul style="list-style-type: none"> ⇒ district PTA board members 	<ul style="list-style-type: none"> ⇒ ? an increase in number of audits performed by district ⇒ ? an increase in audit reports submitted by local unit
<p>adhere to the bylaws and standing rules requirements for treasurer</p>	<ul style="list-style-type: none"> ⇒ work with the budget committee to develop budget ⇒ maintain accurate financial records ⇒ present financial reports at each mtg. ⇒ submit records to audit committee at end of fiscal year 	<p>\$0</p>	<ul style="list-style-type: none"> ⇒ district PTA board members ⇒ QuickBooks software 	<ul style="list-style-type: none"> ⇒ ? are requirements fulfilled

**PTA
Conflict of Interest Policy**

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Members of the Board of Directors (hereafter called Directors) of the _____ Parent Teacher Association (here after called this PTA) serve in a fiduciary capacity and owe a duty of care and undivided loyalty to this PTA. Directors must conduct themselves with integrity and honesty and act in the best interests of this PTA.

Directors may not use their relation to this PTA for personal gain. Directors must avoid conflicts of interest between their duties to this PTA and their duties to other organizations, including other local PTAs, or their professional or personal interests. Full disclosure by a Director of any actual or potential conflict is required by the standard of good faith. A conflict of interest exists when a Director participates in the deliberation or resolution of an issue important to this PTA while, at the same time, the Director has professional, business, or volunteer responsibilities outside this PTA that could predispose or bias the Director to a particular view or goal.

Director's Statement on Conflicts of Interest

In order to avoid any actual or potential conflict of interest, the undersigned Director agrees to abide by the following Conflict of Interest Policy:

When any actual or potential conflict of interest exists with respect to any subject requiring action by the Board of Directors of this PTA or any of its committees, the Director having an actual or potential conflict shall immediately notify the President or committee chair of such conflict. Additionally, the Director shall not participate in the deliberations, shall not vote on the subject with which the member has an actual or potential conflict of interest, shall not use his or her personal influence, and in those cases where the quorum of the meeting called for the purpose of voting on the subject has not yet been established, the Director shall not be counted.

If excluded from voting because of an actual or potential conflict of interest, a Director will be required to briefly state the nature of the conflict and may be requested to answer pertinent questions of other Directors when that Director's knowledge of the subject will assist the Board or any of its committees. The Board may request that a Director thus excluded from voting on a subject leave the meeting temporarily while the subject is debated and voted upon.

The minutes of the meeting shall reflect that a disclosure was made, that the Director who stated a conflict of interest did abstain from voting, and, in those cases where the quorum was not already established, that the Director was not counted in determining the quorum.

Director

Date

