

# 2023 Jeffco PTA Secretary & Bylaws Training

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# 2023 Jeffco PTA Secretary & Bylaws Training



*Be Accountable*  
*Be Transparent*  
*Be Diligent*



The secretary shall:

- \*a. record the minutes of all meetings of the PTA Meetings, board of directors and executive committee
- b. be prepared to read the records of any previous meetings;
- \*c. file and maintain all records in accordance with document retention requirements;
- d. have a current approved copy of the bylaws;
- e. maintain a current membership list; and
- f. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee

# PTA Basics

- PTA Mission: To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.
- PTA Values:
  - Collaboration
  - Commitment
  - Diversity
  - Respect
  - Accountability

# Bylaws

- Bylaws are the governing rules of the association and include:
  - Local Unit PTA/PTSA Name
  - Officers
  - Standing/Special Committees
  - Meetings
  - Quorum
  - Nominations, elections, vacancies
  - Finances

# Bylaws

If it's time to review and submit your bylaws, please make sure you **get the current approved template from your AAVP or Jeffco PTA.**

Keep them simple, don't add excessive language or positions. If you need assistance, reach out to Jeffco PTA!

If you need a copy of your bylaws, contact Jeffco PTA!

# Bylaws

## **How are changes made to the bylaws?**

To consider changes to the bylaws, a small committee should be appointed to study the proposed changes and to make recommendations to the board for their approval. Your bylaws will tell you how much notice is necessary. This is usually 30 days. A bylaws change typically requires a two thirds majority vote of the members present at the general meeting.

# Bylaws

**What is a quorum, and how do I know what our unit's quorum is?**

The quorum is the minimum number of members who must be present to conduct business at a PTA or board meeting. The number for your unit is set by your bylaws. If a quorum is not met at a meeting, then a vote cannot be taken. You may hold a PTA meeting without a quorum, but a vote cannot be taken. Check with your state PTA to determine the minimum quorum allowed by state law.



# Bylaws

## **What is the difference between bylaws and standing rules?**

Standing rules outline the procedures of the association with specific details that are not included in the bylaws and that must not conflict with the bylaws. Standing rules are a board document. Unlike bylaws which can be changed only by membership, standing rules can be changed more easily, usually by a majority of the board at a regularly scheduled board meeting.

# Parliamentary Procedure

- A set of rules for conducting orderly meetings
- Most PTAs/PTSAs use Robert's Rules of Order or Bob's Rules
  - Ensures consideration of one item at a time
  - All sides are heard
  - Everyone has an opportunity for input
  - Majority rule

# Procedures

- Should be kept by each officer and committee chair – written instructions on procedures for duties for historical and ongoing operations. Google drive/flash drive is fine.
- Include items frequently used such as position description, bylaws, standing rules, calendar, minutes, forms, and contact list(s).
- Permissions for online documents.

# 501(c)(3)

- IRS classification that the organization is organized and operated solely to accomplish a charitable purpose or mission
- Regulations:
  - File appropriate annual 990 form
  - Ensure no single individual benefits from PTA/PTSA funds
  - Abstain from supporting or campaigning for a candidate for public office
  - Limit time and money spent to influence legislation
  - Limit fundraising from trade/business unrelated to PTA mission and purpose

# PTA Secretary

- Elected by the members
- The secretary's job is to manage and maintain the records of PTA/PTSA business and to conduct correspondence as directed by the bylaws and the board of directors
- The secretary keeps the minutes that are the permanent, legal, official documents of the organization
- Have on hand at every meeting:
  - Minutes
  - Bylaws/Standing Rules
  - Motion Forms
  - Ballots
  - Membership List

# Role of the Secretary

- **The secretary has three main roles:**
  - **Recording minutes**
    - **Include attendance or ensure a sign-in sheet is passed around to be included with the minutes**
    - **Ensure a quorum is present as defined in the bylaws**
    - **Present minutes for approval at each meeting**
  - **Correspondence**
    - **Read notes and communications at meetings**
    - **Write thank you notes as applicable**
  - **Maintaining historical records/files**
- **Other roles as assigned may include:**
  - **Presiding over meetings in the president's absence (if indicated by your bylaws)**
  - **Signing, with the president, all official papers**

# Meeting Minutes

- Minutes are legal documents and the official record of the actions of the association
- Minutes should state what is done, not what is said
- Minutes should be brief and factual
- All motions should be recorded
  - There is no need to record who seconded the motion or those in favor of or against the motion, only include the motion and whether it was adopted or was defeated
- Corrections should be included with the minutes from the current meeting

# Meeting Minutes (cont.)

- The following should be included in the minutes:
  - The type of meeting (regular, special, etc.)
  - Date, time, and place of the meeting
  - Time the meeting was called to order
  - Quorum established
  - Approval of previous minutes
  - Summarized reports of officers/committee chairs, reports should be attached to the final minutes
  - Name and subject of a guest speaker can be included, but not a summary of remarks
  - All motions, the maker of the motion, and the outcome of the motions
  - Unfinished business
  - Announcements
  - Time of adjournment



# Meeting Minutes (cont.)

- The following should NOT be included in the minutes:
  - Personal opinions
  - Judgmental phrases
  - Motions that are withdrawn
  - Flowery language
  - Detailed reports
  - Transcripts of the meeting
  - Zoom recordings
  - Name of the person who seconds a motion

# Meeting Minute Tips

- Have the agenda for the meeting and all background information prior to the meeting
- Sit as close as possible to the presiding officer (Zoom)
- Number pages if hand written
- Don't force yourself to write the minutes in chronological order of the discussion – it may not work

# Record Retention

- The secretary maintains the historical documents for the association
- All documents and minutes of the units should be maintained and accurate. The secretary should keep an official copy of the bylaws updated with amendments or changes as approved.
- Records retention info can be found on [www.jcpta.org](http://www.jcpta.org)

# PRINCIPALS OF PARLIAMENTARY PROCEDURE (Robert's Rules of Order)

- The right of the **majority** to rule
- The right of the **minority** to be heard
- The right of the **individual** to equality of right
- The right of the **absentee** to be protected
- *The right of all these together to **achieve** the objective of the group with consideration for **all***

# Steps to a Motion

- “I MOVE THAT...”
  - Motion is written, clear, concise, specific
- SECOND - Name is not noted in the minutes, does not need to be recognized by the chair, a motion by a committee does not need to be seconded
- CHAIR STATES THE QUESTION
- DEBATE/DISCUSSION – once a motion is made debate must address the motion: either the main motion or the amendment.
- VOTE – ask for “all in favor,” “all opposed,” and any “abstentions.” If there is a tie, the President votes. Count does not need to be recorded in the minutes, just the outcome of the vote: Adopted or Defeated.

# Additional Resources

- Roberts Rules of Order Newly Revised, 11<sup>th</sup> Edition
- Jeffco PTA [www.jcpta.org](http://www.jcpta.org)
- Colorado PTA
- PTA.org
- Annual conventions/trainings
- National PTA e-Learning courses
- National PTA Quick Reference Guides
- Previous PTA officers

THANK  
YOU for all  
you do



to ensure every  
child's potential is a  
reality!



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