

# PTA PRESIDENT 101

## ANSWERS



### EXECUTIVE BOARD

1. **The President should make all of the decisions and inform the Executive Board of these decisions AFTER the fact.**

- **False:** The Executive Board is in place for the President to get feedback, insight and ideas. All decisions made by the President on behalf of the PTA should include the Executive Board members. It is a good practice to 'cc' your board members on e-mail correspondences as a FYI to keep them informed. Also, by including them in these type of communications they may feel more comfortable stepping up to take on the role in the near future 😊

2. **Since typically the only people that attend the meetings are the people on the Executive Board, it is not necessary to hold separate Executive Board meetings throughout the year.**

- **False:** A General Meeting and Executive Board Meeting serve different purposes. An Executive Board meeting is for the purpose of discuss the details of business items to be presented to the general membership; you do not want to take up time during your General Meeting with these type of discussions. Your General Meeting is viewed as your opportunity to disseminate information.

3. **Workshops and Convention costs are a good use of the PTAs money and should be paid by the PTA.**

- **True!!!** A responsibility of the PTA leader is to stay informed and build leadership skills; these opportunities are offered at these types of events. This will also ensure that your PTA will thrive as new ideas will be brought forth and leadership will be developed.

### MEETINGS

4. **Robert's Rules of Order is a guide on how to set a table for a dinner party.**

- **False.** Roberts Rules of Orders contains the written rules of parliamentary procedure, which detail the processes used by the PTA to make decisions. A copy of the book should be available at all your meetings for reference.

5. **The use of Robert's Rules of Order is only for those PTAs that are 'in trouble' or who have overly controlling Presidents:**

- **False:** Roberts' Rules or Order ensures that all members have the opportunity to speak and discuss maters. It ensures the maintenance of order, consideration of one thing at a time, rule of the majority, and rights of the minority

6. **A quorum is a kind of stone.**

- **False:** A quorum is the number of members, as dictated by your local Bylaws, many people must present at your meeting if you are to conduct PTA business.

7. **People who do not belong to your PTA have a right to speak at your meetings.**

- **False:** Meetings are for members. Unless there is a rule to the contrary, only members of the particular body are allowed to speak, make motions, or vote. Only board members have a right to participate in board meetings. Only association members have a right to participate in membership meetings. While an assembly can permit anyone to speak, no one but members can demand that right.

8. **Members can add items to the Agenda and it can be voted on at the meeting.**

- **True:** PTA Members may make a request to be placed on the Agenda or bring up the topic during the *New Business* portion of the Agenda. These items can be become a motion and voted upon at the meeting they are presented. It is recommended that any motions that might require a large expenditure on behalf of the PTA is tabled for further discussion at an upcoming meeting.

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### 9. Motions can be made by the President and the President is allowed to vote.

- **True:** the President as a member of the PTA has the exact same rights as any member does to make a motion, discuss and vote. However, the impartiality required of the presiding officer of an assembly (especially a large one) precludes exercising the right to make motions or debate while presiding, and also requires refraining from voting except (i) when the vote is by ballot, or (ii) whenever his or her vote will affect the result.

### 10. Motions are made in the following order: Motion, Second, Discussion then Vote

- **True:** A motion can only be discussed after it has been seconded and while the motion is on the table this is the only thing that can be discussed until the motion is acted on (withdrawn, tabled, voted, etc.)

### 11. It is necessary to have motion slips available at the meetings

- **True:** Motion slips should be filled out each time a motion is made by the person making the motion. This ensures that there is not confusion regarding the wording of the motion.

### 12. You only need to read your By-laws when they are up for renewal every three years.

- **False:** the first meeting of the PTA each year should include the distribution of the Bylaws to EACH Board member. Also copies should be made available to members and if possible posted on the PTA website. Each unit has Bylaws that are specific to their PTA and is a method of maintaining consistency from one year to the next. It is imperative that your board has some general knowledge of the Bylaws so that decisions made by the board and the membership are not called into question based on not following actions written in the units' Bylaws.

### 13. A motion needs to be made to accept both the previous meeting minutes and the Treasurer's report.

- **False:** The minutes do not need to be approved by the membership the secretary simply makes any changes on the minutes and initials it with the date; it is not necessary to retype the minutes with the corrections. The Treasurer's report simply needs to be noted that it was reviewed during the meeting in the meeting minutes.

## COMMITTEES

### 14. If a committee chair is not found the PTA President must do it

- **False:** The primary job of the President is to delegate; the result of not doing so can negatively affect the PTA. Members might perceive that the job of the President as 'too much work' for them to step up to. Also it does not allow time for the President to oversee and support the functions of the PTA as necessary. And finally, when this 'overachieving President' (i.e. the majority) leaves the office there are very little people left to fill her shoes. The more you involve others outside of your Executive Board the more likely you will have people willing to take on leadership roles!

### 15. The President is the chair of the Nominating Committee

- **False.** It is important to refer to your Bylaws to see how the Nominating Committee is to be set up and when they are to bring forth a slate of nominations. The President can not be on the nominating committee in any position.

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**FINANCES**

**16. An audit can be done by the Treasurer and/or the President.**

- **NEVER!!!** If you are not able to secure a CPA to perform the yearly audit then you have the option of setting up an audit committee as laid out in the PTA President's Guide, again the Treasurer or President may not sit on this committee there responsibility is to provide the committee with all of the information that they might need to perform the task.

**17. Unrelated business income is selling advertisement in your phone directory to local businesses.**

- **True:** Any income raised outside of your tax-exempt status purpose (i.e. "charitable organizations") is considered 'un-related income' and once you take in over \$1,000 of unrelated business income your PTA will be required to submit an additional report to the IRS. Other examples include Scrip cards, concession stands, these types of activities might not need to be reported as unrelated income if they fall under one of the exemptions set by the IRS (attached) PTAs must remain non-commercial.

**18. The budget is only for members of the PTA and should not be handed out to just anyone.**

- **False:** as a PUBLIC non-profit organization this information is termed as "open to public inspection" Therefore it is advised that you post it on your website, have copies in the office, newsletter post it on the bulletin board, etc. This might also have the affect of getting more people involved in your PTA as they can see exactly what great things you are doing!

**19. By not following good financial procedures (i.e. chair people filling out receipt vouchers, monthly bank reconciliation, yearly audits and counting of money by two people at each event) it puts your PTA at risk**

- **TRUE!!!!** It is imperative that your PTA is following good financial procedures to ensure its viability. Your PTA is a business and you need to be accountable to your stockholders – your members. It is much easier to address issues as they might arise if the finances are in order. (Remember: "Sometimes good people do BAD things when given the opportunity"). In addition your insurance can become null and void when a claim is made if the procedures are not followed.

**20. The 3 to 1 rules mean s that you should have three (3) fundraisers to one (1) program.**

- **False:** The 3 to 1 rule is the recommendation of the National PTA that for every **one (1) fundraiser** that the PTA holds has **three (3) services/programs/events**. Remember that fundraising is not a primary function of PTA and that funds are raised to carry out PTA work.