Your School PTA/PTSA
Location
Date
Time

ASSOCIATION MEETING/EXECUTIVE BOARD MEETING

Presidents: The agenda must list the Title of the Organization, the Location, the Date, and the Time. It should also list what type of meeting it is!

Meeting Called to Order at time

Pledge of Allegiance

Quorum established/not established

You must have **quorum** to vote!

Introduction: Name, President

You don't have to introduce yourself every time!

Adoption of the Agenda

This is not a requirement; however, it is more often seen at formal meetings. The action of adopting the agenda means that everyone knows and agrees on the business to be covered in the meeting.

President – "The agenda has been provided for your reference. If there are no objections, we will consider the agenda adopted with changes as deemed necessary by the chair." *If there are no objections, say,* "As there are no objections, the agenda is adopted." *If there are objections, ask for someone to make a motion to adopt the agenda with changes as deemed necessary by the chair. Once the motion is made*, say "The motion on the floor is to adopt the agenda as presented with changes as deemed necessary by the chair. Is there a second?" *Wait for the second.* "Is there any discussion?" *Wait to see if there are any questions, then say,* "All those in favor, say 'Aye.' Any opposed, say 'no.' Motion adopted/fails."

Approval of the Minutes

President - The minutes from the date of last Association meeting have been posted in the foyer/on the wall/printed for your convenience and review. Are there any corrections to these minutes? Seeing none, the minutes are approved as posted/provided. If corrections are needed: The minutes are approved as corrected.

No motion needed!

<u>Treasurer's Reports:</u>

- ***Annual Report Presentation***

Treasurer - The 20XX-20XX report has been posted in the foyer/on the wall/printed for your convenience. The report covers the 20XX-20XX fiscal year.

The beginning balance for the checking account on July 1, 20XX was **$XXX**
We had total income of **$XXX**
We had total expenses of **$XXX**
Balance on hand on June 30, 20XX of **$XXX**

The beginning balance for the savings account on July 1, 20XX was **$XXX**
We had total income of **$XXX**
We had total expenses of **$XXX**
Ending balance on June 30, 20XX was **$XXX**

President - Are there any questions? **This report will be filed for financial review.**

No motion needed!

Treasurer - **I move to ratify checks #XXX to #XXX in the amount of $XXX as listed on the Annual Report.**

These are the checks written before the close of the fiscal year that may not have been ratified!

Don't forget, checks should be ratified at **every meeting!**

President – Is there a second? The motion on the floor is to ratify checks **#XXX** to #**XXX** totaling $**XXX.** Is there any discussion? All those in favor, say "Aye." Any opposed, say "no." Motion adopted/fails.

- ***Proposed Budget Adoption***

Order of Operations:
- **Adopt the Budget** (with Association)
- **Release the Funds** (with Association and *before spending*)
- **Pay the Bills** (typically EB, but Association is fine, too)
- **Ratify Checks** (*After* spending)

We release what we need from one meeting to the next!

It's all about transparency!

Treasurer - The proposed budget for the 20XX-20XX fiscal year is posted in the foyer/on the wall/printed for your convenience. **I move to approve the budget for the 20XX-20XX fiscal year.**

President – Is there a second? The motion on the floor is to approve the budget for the 20XX-20XX fiscal year. Is there any discussion? All those in favor, say "Aye." Any opposed, say "no." Motion adopted/fails.

- ***Proposed Budget Amendment***

Presidents: **Budget amendments must have a 2/3 vote of approval to be adopted!**

This includes the addition of **any** programs or fundraisers or changing or movement of funds.

Treasurer - **I move to amend the budget to increase a line item/reallocate funds from one line item to another/decrease a line item in the amount of $XXX.**

President – Is there a second? The motion on the floor is to amend the budget to increase a line item/reallocate funds from one line item to another/decrease a line item in the amount of $XXX. Is there any discussion? All those in favor, say "Aye." Any opposed, say "no." Motion adopted/fails.

- ***Standard Treasurer's Report***

Reports and audits must be done for **all** PTA accounts, whether the accounts have been used or not!

Treasurer - The Treasurer's reports have been posted in the foyer/on the wall/printed for your convenience. The report covers the period from our last Association meeting through yesterday, date-date.

The beginning balance for the **checking account** on July 1, 20XX was **$XXX**
We had total income of **$XXX**
We had total expenses of **$XXX**
Balance on hand on July 31, 20XX of **$XXX**

The beginning balance for the **savings account** on July 1, 20XX was **$XXX**
We had total income of **$XXX**
We had total expenses of **$XXX**
Ending balance on July 31, 20XX was **$XXX**

President - Are there any questions? **This report will be filed for financial review**

Treasurer - **I move to ratify checks #XXX to #XXX in the amount of $XXX as listed on Treasurer's report.**

President – Is there a second? The motion on the floor is to ratify checks **#XXX** to #**XXX** totaling $**XXX.** Is there any discussion? All those in favor, say "Aye." Any opposed, say "no." Motion adopted/fails.

- ***Release of Funds***

Treasurer - **I move to release funds from the following line items (list line items) in the amount of $XXX. Funds will be used for designated purpose.**

President – Is there a second? The motion on the floor is to release funds from the following line items (list line items) in the amount of $XXX. Funds will be used for designated purpose. Is there any discussion? All those in favor, say "Aye." Any opposed, say "no." Motion adopted/fails.

- ***Payment of Bills***

Treasurer - **I move to pay the following bills: (list bills and amounts) for the amount of $XXX.**

President – Is there a second? The motion on the floor is to pay the following bills: (list bills and amounts) for the amount of $XXX. Is there any discussion? All those in favor, say "Aye." Any opposed, say "no." Motion adopted/fails.

- ***Semi-Annual Financial Review Report Adoption***

Financial Reviewer - The financial review report covering the period of date-date has been posted in the foyer/on the wall/printed for your convenience/will be read. The financial records of Your School PTA/PTSA have been examined by Name, Your School PTA Financial Reviewer for 20XX-20XX and were found:

- to be correct, or
- to be correct with the following recommendation
- to be substantially correct with the following recommendations (recommendations are read aloud upon request)
- to be partially correct but more adequate accounting procedures are needed so that a more thorough financial review report can be given, or
- to be incorrect.

The financial review was completed on date. **I move to adopt the financial review report as presented.**

President – Is there a second? The motion on the floor is to adopt the financial review for the period of date-date. Is there any discussion? All those in favor, say "Aye." Any opposed, say "no." Motion adopted/fails.

- ***Calendar Adoption***

President [Alternately, Programs Chairman] – The proposed calendar, including proposed programs and fundraisers, has been posted in the foyer/on the wall/printed for your convenience. [*If Programs Chairman]* **I move to approve the 20XX-20XX calendar and programs as posted.** [*If President]* **I invite a motion to approve the 20XX-20XX calendar and programs as posted.** *[Someone else then needs to make the motion to adopt the calendar]*.

President – Is there a second? The motion on the floor is to approve the 20XX-20XX calendar and programs as posted. Is there any discussion? All those in favor, say "Aye." Any opposed, say "no." Motion adopted/fails.

- ***Bylaws Adoption***

Bylaws adoptions require a 2/3 vote of approval to be adopted.

Parliamentarian - I move to approve the following changes to the Your School PTA bylaws:

List changes

President – Is there a second? The motion on the floor is to adopt the Your School PTA bylaws with the changes as stated. Is there any discussion? All those in favor, say "Aye." Any opposed, say "no." Motion adopted/fails.

Unfinished Business

President – Is there any unfinished business? *[Generally, there will be none unless something has been specifically designated at a previous meeting]* Then we will move on to announcements.

Announcements

President – Our next meeting will be held on date, at time, at location.

Adjourning the Meeting

President – This meeting is adjourned at time.