

## Section 10 - GLOSSARY OF PTA TERMS

**ADVOCACY:** PTA defines advocacy as the act of mobilizing individuals and local PTA units to work with other parents in their unit, community, district, state and national PTA to spark changes in programs and policies that benefit children.

**AGENDA:** Also called “order of business” – A written outline for a meeting prepared cooperatively by the president and the secretary.

**ANNUAL REPORT:** A written report, usually presented at the end of the year’s activities, including programs, projects and finances.

**BOARD OF MANAGERS (BOM):** The elected body acting as managers for Virginia PTA. It is made up of elected officers, standing committee chairs, district directors and assistant district directors.

**BULLETIN OR VIRGINIA PTA BULLETIN:** An official publication of Virginia PTA, the Bulletin is published as needed to meet legal obligations and highlight awards and honors. Each local unit PTA receives up to five hard-copy subscriptions, including the PTA president and school principal. Unlimited subscriptions are available electronically.

**BYLAWS:** Specific rules of operation adopted by vote of the members for orderly conduct of business. All PTA bylaws have certain specified sections in common. Any change in bylaws requires a two-thirds vote. Local unit, council and district bylaws need to be reviewed and approved every five years.

**CONVENTION:** The annual state or national PTA business meeting; where representatives from local units elect state or national officers, amend bylaws and adopt resolutions in addition to attending workshops.

**COUNCIL:** A group of three or more local unit PTAs organized by the state PTA for the purposes of conference, leadership training and coordination of the efforts of local PTAs.

**DISTINGUISHED SERVICE AWARD:** A special recognition by Virginia PTA that can be given to individuals who have distinguished themselves in service to children and youth.

**DISTRICT:** A geographic division of the state PTA established for convenience in administering PTA programs and projects.

**EXECUTIVE BOARD:** A group composed of the elected officers and other persons, usually standing committee chairmen, and others prescribed in the association bylaws.

**EXECUTIVE COMMITTEE:** A group composed of the elected officers and often the principal as prescribed in the association bylaws.

**HONORARY LIFE MEMBERSHIP:** The highest and most special PTA recognition conferred by national and state PTAs upon individuals who have distinguished themselves in service to children and youth.

**INCLUSIVENESS:** The goal of making PTA practices implement PTA philosophy and policies; to provide maximum opportunities to achieve the broadest possible representation of and participation by all families and individuals.

**LEADERSHIP TRAINING CONFERENCE (LTC):** A training session with workshops that provide attendees with knowledge related to their PTA responsibilities and an opportunity to learn about PTA and share ideas with other PTA members from Virginia.

**LEADERSHIP TRAINING WORKSHOPS (LTW):** A series of informational workshops offered by council, district or state PTA to train local officers and chairmen.

**LEGISLATION/EDUCATION CONFERENCE (LEG/ED CONFERENCE):** This conference is designed to assist local units to understand the legislation process and their role as a unit and as an individual member. The conference helps leaders to develop and strengthen advocacy skills, and gaining insight into the educational objectives of the Virginia Department of Education.

**LEGISLATIVE ACTION ITEMS:** Requests for introduction, passage or defeat of specific legislation by the General Assembly and/or regulations by the Board of Education or other appropriate agencies.

**LEGISLATIVE MEETINGS:** Districts hold two meetings annually. The spring meeting is to review the Preliminary Proposed Legislative Program. Comments and concerns from this meeting are presented at the spring Virginia PTA Board of Managers meeting. The fall meeting is to review the Proposed Legislative Program prior to local PTA meetings where voting will take place. Tallies of these votes are reported to their district directors and forwarded to Virginia PTA.

**LEGISLATION PROGRAM:** The legislative action items and policy statements that serve, with resolutions, as the authority for any action by Virginia PTA on legislation.

**LOCAL UNIT:** A self-governing PTA unit that plans programs and activities to meet the needs of children and youth.

**LOCAL UNIT BYLAWS TEMPLATE:** Most-current edition of bylaws for local units to use in their revision/amendments process. Templates are also provided for councils and districts. Copies are forwarded (upon request) to each local unit, council and district from Virginia PTA prior to their five-year revision.

**LOCAL UNIT IN GOOD STANDING:** Defined as a local unit that:

- a) adheres to the objects and basic policies of PTA;
- b) remits membership dues to Virginia PTA by Dec. 1 and
- c) has bylaws revised, submitted and approved by Virginia PTA every five years.

**MEMBER:** A person who, by joining a local PTA, becomes a member of both the national and state PTAs.

**OUR CHILDREN:** The official magazine of National PTA.

**PARLIAMENTARY PROCEDURE:** The consistent set of rules governing deliberative assemblies and designed to maintain order, ensure justice and expedite business.

**PLAN OF WORK:** Outline of the goals and projects of a standing committee, special committee, ad hoc committee and officers that is approved by the executive committee.

**POLICY STATEMENTS:** PTA statements on general issues. They may be used as a basis for addressing issues at the General Assembly, before boards of education and other appropriate agencies.

**PRESIDENT'S HONOR AWARD:** Special recognition conferred by Virginia PTA upon individuals who have distinguished themselves in service to children and youth. This award is given to those who have already received a Virginia PTA Life Membership Award.

**PROCEDURE BOOK:** Materials necessary to the work of a particular office or committee that should be compiled for their own use during their term and passed on to their successors.

**PROPOSED LEGISLATION PROGRAM (PLP):** After the PPLP or Preliminary Proposed Legislative Program is approved; it is called the PLP or Proposed Legislative Program. The contents are reviewed at the fall district legislative meetings and are voted on by local PTA members. These votes determine the actual contents of Virginia PTA'S Legislative Program for that year.

**PROPOSED PRELIMINARY LEGISLATION PROGRAM (PPLP):** The first draft of the legislative program that represents Virginia PTA's official position on a wide variety of issues affecting children and youth. It consists of legislative action items and policy statements. Its contents are discussed at spring district Legislative meetings and at a public session held by Virginia PTA Board of Managers.

**PTA AND PTSA (NOT P.T.A. or P.T.S.A.):** Parent Teacher Association and Parent Teacher Student Association are registered service marks of the National Parent Teacher Association or National PTA. Only organizations chartered by PTA may use its name. Students in grades 9-12 may be members of a PTSA in Virginia.

**PTA DAY AT THE GENERAL ASSEMBLY:** Each year, PTA leaders gathers in Richmond to be briefed on the status of bills that have an impact on state PTA's legislative program. Attendees are encouraged to meet their legislators, to share the PTA positions and seek support for the legislative program.

**QUORUM:** The number of members, as specified in the bylaws, required to be present for business to be transacted.

**REFLECTIONS:** A student arts and recognition program of the national PTA that begins at the local level and progresses through councils, districts, and state PTA to the National PTA.

**REGION:** One of six geographical divisions of Virginia PTA.

**RESOURCE GUIDE:** A guide on PTA policies, procedures and programs. There is a Virginia PTA resource guide (Local Unit Resource Guide) and a national PTA resource guides (Quick-Reference Guides).

**RESOLUTION:** A resolution is an original main motion, which because of its importance, length or complexity is submitted in writing. Virginia PTA convention resolutions call for action by Virginia PTA.

**ROBERT'S RULES OF ORDER:** A book of parliamentary procedure used as the basis for conducting meetings. The rules contained in the current edition shall govern the national PTA and its constituent organizations when they are not in conflict with the bylaws of Virginia PTA, national PTA or articles of incorporation.

**SPECIAL COMMITTEE:** Appointed as the need arises to perform a specific task.

**STANDING COMMITTEE:** Permanent committee created to perform a continuing function.

**STANDING RULES:** The details of administration of an association. They are adopted by majority vote as needs arise by the body they govern. There can be executive board and local unit standing rules.

**TECHNOLOGY TOOL KIT:** A downloadable resource in the Virginia PTA web site's Technology Library to assist PTAs in developing their technological expertise.

**VIRGINIA PTA VOICE:** An official PTA publication, the VOICE is an email newsletter published free to subscribers on the first and third Mondays of the month and as events warrant.

**WEB SITE:** An official PTA publication located at <http://www.vapta.org> that provides the most up-to-date information on state PTA matters. (National PTA web site is located at <http://www.pta.org>)

**WHAT'S HAPPENING IN WASHINGTON:** The legislative newsletter of National PTA which is included in National PTA's Our Children magazine. Email registration is available through National PTA's Web site for This Week in Washington, a weekly version of this legislative newsletter.