



ABC PTA/PTSA
Membership Meeting
(Month, Day, Year)
(Time of Meeting)
(Location of Meeting)

The meeting of the (name) PTA/PTSA was called to order on (month, day, year) at (time) (a.m./p.m.) in the (place meeting held) by president, (name of president), the secretary being present. A quorum was established. This being the first meeting of the association for the fiscal year (insert year – ex: 2024-2025) there are no previous minutes to approve.

The treasurer's report showed (the beginning balance amount, total receipts, total disbursements, and ending balance as of (date)). Report is attached. The treasurer's report was filed for reconciliation.

(Name of Treasurer) presented the proposed budget for (insert fiscal year, ex: 2024-2025). (Name of member) moved to approve the proposed budget as presented (or amended if a member moves to amend and that amendment passes). The motion passed/failed.

The Arizona PTA Unified Local PTA/PTSA Bylaws were presented by (name). (Name of member) moved to ratify the Arizona PTA bylaws. A second was received. The motion passed.

The (Name of Local PTA/PTSA) standing rules were presented by (name). (Name of member) moved to adopt the (Name of Local PTA/PTSA) standing rules as presented (or amended if a member moves to amend, and that amendment passes). A second was received. The motion passed/failed.

The (Name of Local PTA/PTSA) financial reconciliation was presented by (name of treasurer). (Name of member) moved to accept the financial reconciliation. A second was received. The motion passed/failed.

The meeting adjourned at (time, a.m./p.m.)

Signed: (Name)
Secretary, (Name of Local PTA/PTSA)