

Penn Hills Charter PTA

STANDING RULES

Keep in mind that standing rules should be reviewed annually and revised as needed. The original adoption of a standing rule takes only a majority vote. Once adopted however, standing rules become “previous action” and may only be changed, rescinded, or suspended by a majority vote with previous notice, or without previous notice, a 2/3 vote.

PART 1: ADMINISTRATION

A. Executive Board Duties.

1. Executive board members are expected to attend all regular and special meetings of the Executive Board, assigned committee meetings, and general membership meetings. Failure to attend three consecutive board meetings without being excused is grounds for removal from the board. If unable to attend meetings, notify the president.
2. Executive board members who fail to attend meetings, for which a financial obligation has been made, without cancellation of reservations, will be billed for the cost.
3. Any executive board member, funded by the PTA, attending workshops, conventions, or conferences, shall file a written report with the Executive Board or verbal report at the next PTA meeting.
4. Executive board members are expected to help carry out the program at general membership meetings.
5. Procedure books shall be kept current and at the end of the term of office each officer shall turn over books to incoming officers and chairmen shall turn over books to the president.
6. A yearly calendar shall be submitted by the PTA President to the School Principal by June 30th of each year.

B. PTA Board Roles and Responsibilities

1. PTA President
 - a. Submit information to the Innovation Specialist, Mrs. Williams, for the school newsletter by the 2nd Friday of each month.
 - b. Meet with the Innovation Specialist, Mrs. Williams and/or the School Principal at least once per month.
 - c. Facilitate Public and Executive Meetings.
 - d. Oversee work of officers and committees
2. 1st Vice President
 - a. Manage calendar and follow up with committee chairs for public meeting presentations
 - b. Seek community partnerships and sponsorships
3. 2nd Vice President
 - a. Volunteer recruiting
 - b. Homeroom Representative Chair
4. Recording Secretary

- a. Records minutes at each meeting and distributes within 48 hours to main e-mail account, Facebook group and school website.
 - b. Maintain a copy of ByLaws and Standing Rules, Membership List and all records.
 - c. Keep written records available for review for at least the last 12 months.
 - d. Counts and records votes at meetings.
 - e. Creates groups on main e-mail account and Sign-Up Genius for communication
 - f. Maintains excel document with volunteer contact information
5. Corresponding Secretary
- a. Create calendar invitations for all executive, public and executive planning committee meetings and sends to appropriate parties.
 - Public meeting events should be created on the Facebook group
 - Creates events for all fundraisers and events on the Facebook group
 - Sends e-mails pertaining to staff prior to distribution when appropriate to help enlist the support of the school to promote and collaborate for events.
 - Maintain a binder of all correspondence (flyers etc.) for the entire year
 - Keeps time at meetings.
6. Treasurer
- a. Obtain hard copy of financial records and materials such as supplies, ledger, checkbook, tax records, and procedure book from predecessor.
 - b. If the previous PTA treasurer utilized a computer program to maintain the financial records, identify how those files have been saved, how the computer files will be transferred, and if a computer program will continue to be used.
 - c. File new signature cards for PTA account at bank approved by executive board. Require two signatures on all checks. Authorized signers SHALL NOT be related by blood or marriage or reside in the same household and shall only be those officers as authorized in the bylaws.
 - d. Serve on and meet with audit committee appointed by president-elect as soon as committee appointment is made. It is important to meet as early as possible to establish goals, identify projects, and develop the budget for the upcoming term. The treasurer is designated the audit committee chairman.
 - e. Develop a carefully considered budget as a financial guide for the year.
 - f. Budget membership income reflecting only the local portion of membership dues. The portions of membership dues for council, district PTA, state and National PTA are transitory funds.
 - g. Present the proposed budget to the executive board for suggestions.
 - h. Have the executive board recommend adoption of the budget to the association at the first regular meeting of the year. The association may amend the budget before voting on adoption.
 - i. Issue a receipt for all monies received and, if there is no financial secretary, deposit all monies promptly in the unit PTA bank account.
 - j. Pay by check all bills duly authorized. The budget is not an authorization to pay bills. Bills must be presented to the association or to the executive board for payment or ratification according to procedures specified in unit bylaws.
 - k. Transfer funds, such as membership dues, freewill offerings and insurance premiums, must be sent no later than due dates to the council or district PTA. No authorization is needed for these payments. Transfer of these funds must be noted in the next treasurer's report.
 - l. Comply with all due dates set by council and district PTA (if out of council) for remittance of monies and forwarding of reports, allowing for the timely receipt by council or district PTA (if out of council) through channels. Channels are the formal communication route through an organization to ensure that each level within the organization is informed. In PTA, the channel is from the unit to the council (when within a council) or from the unit to the district PTA

(when there is no council), from the council to the district PTA, and from the district PTA to the state.

- m. Forward through channels:
- n. Council/district/State/National PTA portions of membership dues;
- o. Comprehensive General Liability, Directors and Officers Liability, Bonding, and Workers' Compensation insurance premiums;
- p. Copies of government reporting forms, as required. (e.g., IRS 990/990EZ, CA/99, CARRF-1) and any independent contractor report forms.
- q. Keep in ink (no erasures or whiteout) an accurate and detailed account in the permanent treasurer's book (ledger) of all monies received and disbursed; the number of members; the amount of dues collected from members; and amount of membership dues remitted through channels to the California State PTA.
- r. Amend notations by drawing a single line through the number to be changed. Note the changed amount above or in the margin.
- s. Keep treasurer's book (ledger) and checkbook up to date, with current balance shown in checkbook at all times.
- t. Reconcile bank statement immediately upon receipt.
- u. It is strongly recommended for the protection of the unit PTA, that the auditor or another elected officer who does not sign PTA checks also reconcile monthly bank statements in addition to the treasurer.
- v. Watch for checks that do not clear within a reasonable time and investigate.
- w. Submit written reports for each bank account at regular meetings of the executive board and the association, the total balance on hand at the beginning of the period covered by the report;
- x. Prepare an annual financial report
- y. Make all financial records available for audit at the times specified in the Bylaws for Local PTA/PTSA Units. Books must be audited mid-year and fiscal year end and at any time a financial officer or check signer resigns or is terminated, before the new officer assumes the duties, and whenever deemed necessary.

C. General Information.

1. PTA members may attend the following:
 - a. General meetings
 - b. Council of PTAs meetings
 - c. Council of PTAs leadership training seminars
 - d. Region meetings
 - e. State PTA convention and training sessions
 - f. National PTA convention

D. Meetings.

1. Regular meetings of the Executive Board shall be held on the 1st Monday of each month via Video Conference. Meetings shall begin at 9:30p.m. and shall adjourn no later than 10:30p.m..
2. General membership meetings shall be held on the 2nd Wednesday of every other month beginning in September during the school year. Meetings shall be held in room 210 and childcare will be held in room 219.
3. All motions shall be verbally made at a Public PTA Meeting.

4. All minutes must be sent to the main e-mail account, Pennhillscharterpta@gmail.com within 48 hours after the meeting. Minutes shall be posted to the Facebook Group and the School Website.
5. Agendas will be distributed at all meetings.

E. Finances.

1. When authorized purchases are made for which the PTA is to be billed:
 - a. A disbursement request form shall be completed, signed, and forwarded to the treasurer with the bill within 10 days of receipt of the bill.
 - b. If the purchase was paid by the member, the receipts and disbursement form shall be sent to the treasurer within 30 days.
2. The unit treasury shall pay expenses for the president, officers and/or board members to attend council, region and state leadership training events, state and National conventions, as funds are available.
 - a. The board will approve all delegates and will reimburse the driver for mileage and tolls in a manner consistent with IRS Charitable-Use Deductions. Each delegate will be reimbursed a maximum of \$25/day for state convention and \$35/day for National convention to cover the cost of meals.
 - b. All delegates who attend any leadership training will submit a verbal report and receipts for reimbursement at the next board meeting.
 - c. Members who do not attend a pre-paid training session or function must either find an alternate or reimburse the PTA for the cost.

F. Subscriptions.

The treasurer shall order subscriptions to PTA publications for the executive board. These subscriptions shall be paid for with PTA funds and will be included in the budget. The following publications will be ordered:

- a. "PTA in Pennsylvania" (President receives complimentary subscription)
- b. "Our Children" (President receives complimentary subscription)

G. Insurance.

The treasurer shall purchase liability and bonding insurance on a yearly basis. Carrier of coverage to be determined by the executive board.

H. Collecting Donations - *Suggestions and Guidelines (AIM Insurance).*

Business donations to PTA are becoming more commonplace in today's budget and fundraising efforts. Although this might seem like a very low risk activity, there are several PTAs across the country that have gotten themselves into trouble when it comes to accepting business donations. Included below are some tips and guidelines that you should follow to keep your PTA's risk at a minimal level.

1. Allow only PTA Board Members to collect and solicit donations from outside businesses. This will keep "too many hands out of the pot."
2. Decide as a board which businesses you are going to contact. Make sure that the mission statement of the business doesn't conflict with your PTAs mission statement.
3. Decide as a board which board member will approach which businesses. This will keep the PTA from soliciting the same business that has already given a donation.
4. Determine what your needs are and solicit donations to cover those specific needs. This will allow businesses to know exactly what their funds are going towards.

5. Thank the businesses that give to your PTA. Whether it's a plaque or a certificate, businesses enjoy the recognition that comes with their donation.

I. State PTA/ Region/ Incorporation Bureau Forms.

Immediately following the election, the president shall send the names of the newly elected officers to the state PTA office, region vice-president, and the Department of State, Incorporation Bureau (308 North Office Building, Harrisburg PA 17120) on the appropriate form.

PART 2: STANDING COMMITTEES

J. Duties.

1. Each committee shall have a Chair appointed and each PTA Board member is required to serve as the Chair on at least one (1) committee.
2. Develop a plan of work to present to the executive board for approval 2 months prior to the event.
3. Maintain a procedure book.

K. Committee Procedure Book

1. Each Procedure Book shall contain the following elements:
 - a. Committee name
 - b. Chairman's name and telephone number
 - c. Names of committee members
 - d. Goals for the year
 - e. Activities to accomplish goals
 - f. Anticipated expenses
 - g. All flyers and contact information related to the committee
 - h. Notes from previous year's committee event

L. Standing Committees and Responsibilities.

Committees shall be in process for the 2016-2017 school year and implemented 2017-2018, with the exception of the Executive Planning Committee, Nominating Committee and Auditing Committee which will be in effect immediately.

1. Cultural Arts
 - a. Promote the National PTA Reflection program
 - b. Plan for student programs throughout the year
2. Legislation
 - a. Study legislation at the local, state, and national levels that pertain to children and youth and/or educational matters
 - b. Present the state and national legislative program to the membership
 - c. Draft testimony to reflect the position of the PTA
3. Hospitality
 - a. Arrange for refreshments at all executive board and general membership meetings
 - b. Arrange luncheon for teachers on parent/teacher conference day.
 - i. Plan 8-10 weeks in advance to seek out restaurant donations.
 - c. Write thank you cards and/or a plaque or certificate to businesses for any donations throughout the year at the direction of the PTA Board.

- d. Plan volunteer and school staff recognition efforts
4. Homeroom Representatives
 - a. Organize classroom holiday parties
 - b. Organize teacher gift for teacher appreciation week
 - c. Organize guest readers or volunteer classroom support in collaboration with the homeroom teacher
 5. Fundraising
 - a. Gather information and establish a file on current fundraisers.
 - b. Gather information and establish a file on potential fundraisers.
 - c. Review fundraisers to assure all legal/ethical requirements are met
 - d. Plan and determine a committee member to execute each fundraiser.
 - i. Fundraiser execution procedure
 1. Determine dates for selling, submission and distribution.
 2. Create, copy and send flyer with catalog.
 3. Organize and/or designate one or more individual (as necessary) for pick up of fundraiser goods or check.
 4. Organize sorting and dispersal volunteers.
 6. Holiday Shop
 - a. Dates should be planned a year in advance and submitted by the PTA Board in their yearly calendar
 - b. Create flyers
 - c. Create a Sign-Up Genius to organize volunteers
 - d. Order/Re-Order product
 7. Book Fair
 - a. Dates should be planned a year in advance and submitted by the PTA Board in their yearly calendar
 - b. Organize a Reading Night/Evening Family Book Fair
 - c. Create flyers
 - d. Create a Sign-Up Genius to organize volunteers
 - e. Order/Re-Order product
 8. Spring Fling Family Dance
 - a. Dates should be planned a year in advance and submitted by the PTA Board in their yearly calendar
 - b. Determine entry cost
 - c. Plan food/activities/Chinese auction
 - d. Create a Sign-Up Genius to organize volunteers
 - e. Seek business donations a minimum of 8-10 weeks in advance
 9. Box Tops and Labels for Education
 - a. Submit materials in accordance with the submission dates on each company's website.
 - b. Send home periodic flyers and create contests to boost involvement.
 10. Spirit Wear
 - a. Plan, organize and sell School Spirit Gear
 11. Auditing
 - a. An audit shall be performed 3 times per year, in October, February and June by the auditing committee.
 - b. An audit is a formal examination of the financial books and records of the financial officers of the PTA. It serves to certify that receipts and expenditures, as authorized in

the minutes, are in conformity with bylaws, standing rules, and budget limitations.

- c. The PTA audit serves as an official examination of the financial records at the times specified and when there is a change in financial officers.

12. Nominating

- a. Composed of (3) members elected by the PTA in January, at least 2 months prior to the election.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report a slate as its nominees to the general membership meeting in March. Before the election takes place, the president shall call for nominations from the floor.
- c. Only those individuals who have met the qualifications as outlined in Article VIII, Section 4 and who have signified their consent to serve if elected, shall be nominated for, or elected to, such office.

13. Executive Planning Committee

- a. Shall be comprised of the School Principal or designee, at least 3 teachers (can be more) and a community member (community member is optional but suggested).
- b. The PTA Board shall meet with the executive planning committee a minimum of 5 times in a calendar year to collaborate and communicate, at a date and time decided by the PTA President which is found to be most convenient for the entire team.

Adopted at the _____ (date) meeting of the _____ (name) PTA
_____ (board or general membership).

Other sections that might be included

How elections are conducted - who makes up ballots, who will count ballots, etc.

Awards - criteria for receiving, when given, etc.

Specific officer duties – elaborate language found in bylaws