



## **PTA STANDING RULES**

Approved and adopted: \_\_\_\_\_

The Standing Rules of the Stiles Point Elementary School PTA are determined by the Board of Directors to supplement and interpret the Bylaws. These rules may be amended or rescinded without notice by a two-thirds vote of the Board of Directors or by a majority vote if previous notice has been given to General Membership. However, no standing rule, resolution or motion may conflict with the Bylaws of the Stiles Point Elementary School PTA or those of the South Carolina PTA or National PTA.

The Stiles Point Elementary PTA Board of Directors shall consist of the elected officers, school principal or a representative assigned by them, teacher representative and committee chairmen.

### **QUALIFICATIONS OF BOARD MEMBER**

Each member of the Board of Directors shall:

1. Maintain a current membership in the Stiles Point PTA;
2. Have knowledge of, and a belief in, the PTA mission: \*To support and speak on behalf of youth in the schools, in the community, and before governmental agencies and other organizations that make decisions affecting children; \*To assist parents in developing the skills they need to raise and protect their children, and \*To encourage parent and public involvement in the public schools of this nation;
3. Demonstrate an enthusiastic attitude toward PTA; and
4. Be willing to cooperate with others.

### **RESPONSIBILITIES OF BOARD MEMBERS**

1. Possess a copy of our local unit bylaws and standing rules and have a clear understanding of the content.
2. Attend all PTA board meetings, PTA general meetings and PTA sponsored events. Please notify the PTA President in advance if you are unable to attend the monthly board meeting. The Executive Committee reserves the right to dismiss board members with three or more unexcused absences.
3. Operate their program or event within their given budget.
4. Meet with their committee to develop a plan of work and have it approved by the Principal and President and/or designated Vice President before any action is taken. After your concept has been approved and your committee has developed a recommendation for the board, request to be placed on the board meeting agenda to report on your committee's plan of action. Please advise the President if you intend to bring any motions to the board for their consideration. All board meetings are conducted consistent with Robert's Rules of Order. The President will conduct the meeting and recognize PTA board members before they speak.

5. The PTA President is an ex-officio member of all committees. Please remember to invite the President, designated Vice President (as necessary) to all committee meetings.
6. Submit all correspondence, written or electronic (i.e. email, informative flyers, order forms, parent letters, etc.) for review and obtain approval by the Principal, President and/or designated Vice President before correspondence is distributed.
7. Maintain a procedure book. These books should contain procedures for planning and organizing the program or event, a timeline for planning the event and any other pertinent information relating to the event or program by the end of the school year. A copy of all contracts must be provided to the President.
8. Regularly check e-mail and PTA board mailboxes for correspondence.
9. Attend Meet Your Teacher Day and Open House to recruit PTA members and volunteers to serve on committees.
10. Provide the Newsletter/Publicity Chair with information concerning events and activities.
11. Besides the President and Vice President, other executive committee members may serve a maximum of four consecutive years (two (2) year terms) in one position, unless there is no replacement available. President and Vice President may only serve a maximum of two consecutive years (one (2) year term).
12. Assist other committee chairs with the completion of their tasks and attend/support all PTA sponsored activities.
13. Perform all functions as assigned by the President.

### **MEETING GUIDELINES**

1. All soliciting by charitable organizations, businesses, or fundraising companies is expressly prohibited during any Stiles Point Elementary PTA meetings. These groups may be invited to speak when appropriate.
2. Non-PTA board members (parents/guardians/staff members) that wish to speak at a meeting must contact the PTA President a minimum of one week prior to the scheduled meeting to request placement on the agenda (name of person wishing to speak and topic).
3. All new business items shall be submitted to the President one week prior to the board meeting so that they may be considered for placement on the agenda.

### **EXECUTIVE COMMITTEE**

The PTA Executive Committee shall consist of the four elected PTA officers, consistent with the Stiles Point Elementary PTA Bylaws as follows: President, Vice President, Treasurer and the Secretary. A committee of the outgoing and incoming Executive Committee members will select the members of the PTA Board. All discussions of the committee shall be confidential.

### **BUDGET COMMITTEE**

The Budget Committee shall consist of the Executive Committee. The Treasurer shall be responsible for collecting budget feedback from the Board of Directors at the conclusion of the school year for the next year's budget planning session. The executive committee shall set-up a meeting with the Board of Directors to develop a new budget. The budget meeting shall take place during the summer months, after the completion of the Audit/Financial Review of the prior year's books. The Treasurer shall present the proposed budget to the Board of Directors for review and comment prior to the general membership meeting.

## **AMENDING THE BUDGET**

**BOARD OF DIRECTORS:** Board of Directors shall have the authority to amend the budget by moving funds from line item to line item as needed or as they see fit.

All non-budgeted requests for funds **less than or equal to \$500** must be submitted in writing to the PTA Board of Directors. Permission for expenditures less than or equal to \$500 may be made by a majority vote of the Board of Directors. These expenditures must be reported at the next General PTA Meeting.

**GENERAL MEMBERSHIP:** In order to add a line item **more than \$500** to the budget, the item must be voted on by 2/3's vote of the general membership.

## **SUGGESTED GUIDELINES FOR THE BUDGET COMMITTEE**

It is recommended that the Budget Committee set aside sufficient funds to:

1. Establish a "Field Trip Scholarship" fund to assist students in need with field trip fees.
2. Establish a "Sports Scholarship" fund to assist students in need who would like to participate in school activities.
2. Allot monies for SCPTA and District dues and a donation to the SCPTA scholarship fund.

## **PROCEDURES FOR BUDGET APPROVAL**

A member of the Executive Committee shall present the proposed budget, on a line-by-line basis, at the first PTA General Meeting in August or September. A quorum must be present. Any PTA member may move to amend the proposed budget, on a line-by-line basis, during the Treasurer's presentation. The proposed budget, as amended, shall be voted upon by the general membership at the conclusion of the budget presentation. PTA members must be present to vote, voting by proxy, absentee, email, or phone is not permitted.

## **INCOMING PTA FUNDS**

All PTA monies must go through the treasurer's books. When submitting monies for deposit, please complete and submit a "Funds To Be Deposited" form by following the "Procedures for Handling Incoming PTA Funds", as written below.

## **PROCEDURES FOR HANDLING INCOMING PTA FUNDS**

1. All PTA funds should be counted by at least two PTA board members. Funds collected should be documented on a "Funds To Be Deposited" form. Each person counting and verifying should sign off on the form.
2. If there are checks involved, complete the "Funds To Be Deposited" form and place it and the cash, checks and adding machine tape in a sealed envelope addressed to "Name of Treasurer, PTA Treasurer".
3. Call the PTA Treasurer to notify her that you have a deposit. If she is unavailable, please call any other elected officer to arrange for pick up of the PTA funds.

## **OUTGOING PTA FUNDS**

1) **REIMBURSEMENT REQUESTS PROCEDURE (NOT SCHOOL STAFF)** When requesting a reimbursement for monies spent, please submit the "Check Reimbursement Form" with an original, detailed, itemized receipt attached. No copies will be accepted. All reimbursement PTA requests must be submitted by April 30. All check reimbursement forms must first be approved and signed by the

President or Vice President. All expenses incurred by the President must be approved by the Vice President prior to being submitted to the Treasurer and vice versa. The Treasurer will distribute reimbursement checks to the requestor's mailbox in a timely manner.

## 2) **REIMBURSEMENT REQUEST FOR SCHOOL STAFF:**

Teachers, Administration and Staff have the opportunity to apply for a grant for items for their classroom (see approved budget for amount). In order to receive this grant teachers must submit the following:

- a) Must be a member of the PTA
- b) PTA reimbursement form filled out
- c) Original receipt
- d) NO PERSONAL ITEMS CAN BE ON THE RECEIPT. MAKE TWO TRANSACTIONS IF NECESSARY.**
- e) Only one check will be written to the teacher for reimbursement. Please collect your receipts until you have spent the full \$200 or however much you would like to spend.
- f) If you would prefer not to spend your own funds, feel free to turn in an invoice to be paid.
- g) PLEASE USE THESE FUNDS BEFORE JANUARY 15.**
- h) Teachers may only use funds for items that will be going to the kids. Consumables are preferred.
- i) PTA funds shall not be used professional fees or licenses.

## **SUGGESTED GUIDELINES FOR THE NOMINATING COMMITTEE**

It is recommended that a nominated President serve a minimum of one year on the Stiles Point Elementary Executive Committee prior to serving as President.

## **AUDIT/FINANCIAL REVIEW COMMITTEE**

The PTA President shall appoint the Audit/Financial Review Committee at the April board meeting. The Audit/Financial Review Committee shall consist of a professional auditor/ CPA, or three (3) PTA members consisting of Board members (from the year to be audited) or the general PTA Membership. No member of this committee may be a signor on the PTA bank account or may serve more than three consecutive terms on this committee. The Committee shall meet together to perform its review in a timely fashion, but no later than the end of July. The review shall include all financial records for the prior school year (beginning July 1st through June 30th). For additional guidance, see the Money Matters section of the National PTA's Annual Resource materials.

## **Procedures For Annual PTA Audit/Financial Review**

1. Review each budget line item to ensure the Treasurer's binder has a corresponding section.
2. Match all receipts/contracts to a corresponding "Check Reimbursement Form" and verify the accuracy of the total reimbursement on the Check Reimbursement Form.
3. Total all Check Reimbursement Forms for each budget line item and verify that the total matches the amount on the final budget line item for expenses. Research any differences and resolve with the Treasurer.

4. Match all deposits to a corresponding “Funds To Be Deposited” form and verify the accuracy of the total deposit on the Funds To Be Deposited Form.
5. Total all “Funds To Be Deposited” forms for each budget line item and verify that the total matches the amount on the final budget line item for income. Research any differences and resolve with the Treasurer.
6. Prepare the “Stiles Point Elementary PTA Audit Report Form” when all income and expense line items in the budget balance and ensure that all members of the audit committee sign the “Stiles Point Elementary PTA Audit Report Form.”
7. Prepare an oral report on the finding of the Audit/Financial Review to be given by one member of the Committee at the August Board of Directors Meeting and the September General PTA Meeting.

**RETENTION PLAN**

1. PTA shall maintain seven (7) years of cash receipts and petty cash records, Bank deposits, invoices and statements
2. PTA shall keep three (3) years of budgets.

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Signature of President

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Signature of Secretary

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Name (Please Print)

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Name (Please Print)