

## Roger Sherman PTA Policies and Procedures

Policies and Procedures are a living document, meant to be changed as necessary by a majority vote of the board of directors. These Policies and Procedures are not meant to replace the Bylaws, but rather to complement them and provide guidance in various situations. If there is a conflict between the Bylaws and Policy and Procedures, the Bylaws take precedence.

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### Section 1: PTA Fund Requests

1. Requests for PTA funds must be submitted for a board vote and approval, or a vote and approval by the general membership, depending on the amount of funding and purposes as outlined below:
  - a. One time/ special case funding requests - board approval process: One-time funding requests up to \$2000: Funding requests must be submitted to the President/s. The President will send the request to the board and will call for a vote. Once the request has been circulated via e-mail, board members can submit questions/comments for discussion to the President. A majority vote of the board will be necessary to approve.
  - b. Budget revisions up to \$2000: Revisions an existing budget (e.g., for a committee) may be made in one of two ways:
    - i. The committee chairperson may make a request using an overage form. The form is routed to the President/s and Treasurer/s, who may initiate a vote of the board (see above).
    - ii. The committee chairperson may make the request in writing prior to the board budget meeting for the following academic year.
2. New events/ programs with budgets exceeding \$2000: The person (or group of people making the request) must submit a written request to the President/s to propose a new initiative, and must then present the initiative at a regular membership meeting.
  - a. The written proposal must be submitted to the President/s and Treasurer/s for review at least one month in advance of the meeting in which the proposal is to be presented. Following approval from the President/s, the proposal will be added to the agenda for the next general meeting.

- b. The written proposal must contain, at a minimum: 1) Goal of the initiative or event; 2) specific budget, 3) date of event or initiative; 4) timeline for completion of work. See {Committee Chair document folder} for a suggested outline and sample proposal.
- c. At the general meeting, the person/group requesting the new initiative must present their request and be prepared to answer questions from members. Members may ask questions of the requestor at the meeting at which it is presented.
- d. If a time sensitive request comes in outside of this period, the Board of Directors can decide whether or not to present it at the next meeting for membership to vote on it.
- e. If members at the meeting do not feel they have sufficient information to vote on a request, the request can be postponed until the next meeting.
- f. All funding requests prepared for the meeting will be presented at the meeting before anyone can make a motion to vote on them.
- g. Votes will occur by voice vote.
- h. If the President has received notification from a member of the board or the general membership in which significant concerns have been raised, the vote will occur by ballot. Ballots that contain members' votes will be collected and counted at the meeting.

## **Section 2: Financial Policies**

1. Conflict of interest: If a PTA officer is providing goods or services to PTA, two other officers must approve the transaction. The transaction must be reported at a member meeting.
2. All cash and receipts received by PTA must be accompanied by proper documentation, including an initial and second counter's signatures will be accounted for and deposited within three business days.
3. All invoices supported by fully completed check request forms including appropriate signatures from committee chairperson and PTA President will be paid within seven business days of receipt by the Treasurer. If this is not possible for some reason, officers will be notified within this time period to resolve the issue.
4. Members who receive a reimbursement check from PTA are expected to deposit the check within 30 days.
5. An officer or volunteer should check the mailboxes at school weekly when school is in session.

## **Section 3: Voting policies**

Paid members, in attendance at membership meetings, are permitted to cast votes. No proxy votes are permissible.

## **Section 4: Committee chair responsibilities and procedures.**

Committee chairs are responsible for managing the planning, execution, and financial matters relevant to their committee. Specific responsibilities include:

1. Email all volunteers who have signed up for the committee
2. Inform/invite all volunteers of any meetings of the committee.
3. When relevant: complete **Check request form** and route to President- allow 3 days for President's approval. Allow for 3-5 days for issuance of check. Note the check will require both Treasurer and President signature if above \$500. Include invoice (for vendors) or receipts.
4. Petty cash requests must be routed to the President for approval/signature at least 3 days in advance of the event. Cash will be handed to the committee chair in an agreed upon location prior to the event.
5. Budget overage requests must be submitted as soon as an overage has been identified, ideally prior to commitment/payment of funds. Please note that if funds have been spent prior to approval of the Budget Overage Request Form these expenses may not be reimbursed by the PTA.

6. Complete **Counting Money Form** listing all bills (currency), coins, and checks on the form. A separate sheet or back of form may be used for listing the checks (can list check by denomination or check number and denomination). If MySchoolAnywhere has been utilized for online sales, please list the online sales figures on the money counting form. A second counter is required before the form is provided to the Treasurer.
7. All financial forms must be submitted to the President and Treasurer as noted above within 28 days of the event to receive reimbursement.
8. Create electronic documents and email or share with [rssptapresident@gmail.com](mailto:rssptapresident@gmail.com)
9. Meeting attendance: In the month preceding and following the committee event, the committee chair or proxy is to attend the regular PTA meeting. If attendance is not possible, the chair may send in a written report prior to the meeting.

### **Section 5: Room Reservations - procedure**

Any committee chair or member seeking to reserve space in the school should follow the following steps:

1. Please ask Joe Ceste first for room availability. He has the best idea of what teachers needs are and if a classroom is already being used on a different day.
2. Once the activity leader has a room from Joe they can request that the PTA book the room into School Dude. Send email request to [shermanreservations@gmail.com](mailto:shermanreservations@gmail.com)
3. The activity leader should inform the front office of the activity, days the group will meet, times and classroom that has been assigned.
4. The activity leader also needs to inform parents that are attending an activity that they must come through the main office.

### **Section 6: Fundraising policies**

1. Fundraising is the method of raising money to finance Roger Sherman PTA programs and projects. The Walkathon is the primary means of fundraising.
2. Fundraising projects must support the stated goals and mission of the Roger Sherman PTA, with the emphasis on student enrichment, and be related to the educational, charitable and philanthropic purposes as a tax-exempt organization.
3. When planning the year's activities, the Roger Sherman PTA shall use the 3 to 1 rule. For every one fundraising activity, there should be at least three non-fund raising programs aimed at helping parents or children or advocating for school improvements.
4. Children should never be used to sell door to door or exploited to raise funds.
5. Fundraising should involve as many members as possible and be fun. It should not be a burden to the school, staff or parent volunteers, and it should not conflict with other PTA, school or community events.
6. Fundraising shall not involve commercial or advertising obligations.
7. Projects must have a specific purpose. The project, if it is an ongoing activity or program, must be approved each year by the association membership. This vote may be as simple as the approval of a proposed budget listing the stated fundraiser.
8. All fundraising shall be consistent with: school district policy for use of school grounds, equipment, food services, the local permits for solicitation, municipal regulations for public gatherings, fire, curfew, traffic, food sales, health and safety, and regulations governing tax reporting requirements.

### **Section 7: Electronic communication guidelines: use of the website, Sharkbytes and Shark Attack (PTA Flash)**

1. The Roger Sherman website and the weekly newsletter Sharkbytes shall be used for the exclusive use of the Roger Sherman PTA .

2. Sponsors who have donated materials, time, or funds may be recognized in Sharkbytes and the website.
3. The Sharkbytes newsletter shall be used exclusively for the purpose of informing the Roger Sherman School community of Sherman School related and PTA related events and activities. Fairfield community related events are included as a courtesy and shall only list events that support non-profit organizations.
4. The Flash is reserved for change of date, location, time, cancellation of an event or other such emergency situations, or as requested by the principal.
5. All submissions should be channeled through a the President or other appointed board liaison and should be concise and contain only the most important information.
6. The official PTA facebook group is intended for communication about PTA-related events and will be monitored by members of the board. It is to be a closed group. Only current families/caregivers, teachers/staff, and community members who are paid PTA members will be admitted to the group.

### **Section 8: Media Representation**

Only the President/s may speak to media sources as a formal spokesperson of this local PTA. In special circumstances, the President/s may appoint a proxy; such appointment will be made in writing.

### **Section 9: PTA Closet**

1. The key to the closet is stored in the cabinet to the left of the counter in the main office.
2. The closet is to be kept neat and organized at all times. Any items to be stored in the closet should be neatly organized within labeled storage containers.
3. When turning over an event to a new chair, please show them EXACTLY where and what you have stored for them.
4. All items stored in the pta closet must be stored in clear storage containers.
5. Under no circumstances may food be stored in the closet--this includes coffee, sugar packets and non-dairy creamers. These items may be passed directly to the chair of a future event or donated to the staff lounge where it will be greatly appreciated.
6. A box of PTA office supplies is located in the cabinet to the left of the counter in the main office. Tape, scissors, markers, etc. are stored there for your use.
7. All utensils, napkins, paper towels, plates, etc. must be stored in a SEALED bag or container.
8. Before buying new products, please make sure those items are not already in the closet (i.e. raffle tickets, plastic utensils, etc.)

### **Section 10: PTA-owned equipment: Popcorn machine and PA System**

Any RSPTA Member who wishes to use the popcorn maker or PA system must have prior written permission from the President and must have prior knowledge of how to use them or have a quick tutorial.

### **Section 11: General membership meetings.**

Meetings are to occur monthly during the school year, except during the month of December. The President/s set the agenda. Individuals requesting to present or to bring up new business should contact the President at least one week prior to the meeting to request to be added to the agenda.

### **Section 12: Grant-writing.**

Grants may be written and submitted by individual members and by committee. Prior to submission of any grants submitted under the name of this local PTA, the grant application must be submitted to the President/s for review. The grant may also be reviewed by the Treasurer and board of directors. No member of the PTA may submit a grant in this local PTA's name without written approval of the President/s.

**Section 13: Meetings with School Administrators and Staff**

Committee chairs may schedule meetings with teachers and staff when such a meeting would be directly relevant to their specific role (e.g., room captain, art show chair). Beyond the specific role outlined by the committee description, no member may schedule a PTA-related meeting with staff, teachers, or the principal without advance written approval from the President/s.

**Section 14: Records and communication**

Chairpersons are expected to keep a written record of all committee activities including financial records and to submit these to the President upon request. Written reports are to be submitted within 2 days of such requests.

**Section 15: Advertisements and other forms of written communication**

Written material (educational, advertisement, or social media posts) distributed on behalf of the PTA must receive written approval by the President/s in advance of distribution.

**Section 16: Political statements**

The PTA is a non-partisan 501(c)(3) organization. The organization, officers in their official capacities shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise. The organization or officers in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Purposes of the organization.

**Section 17: Warnings/ sanctions**

Any officer or chairperson who violates these policies will receive a written warning from the President/s or from a Parliamentarian appointed by the CT PTA. Any breach of policies and procedures following an initial warning will warrant removal of the individual from their appointed or elected position.

**Section 18: Policy for Removal**

By two-thirds vote of the PTA Board of Directors, any member of a committee, officer, and Board of Directors who fails to meet the qualifications or to fulfill the responsibilities of the position may be removed.

Committee chair signature: \_\_\_\_\_

Date: \_\_\_\_\_