

STANDING ORDERS

Rowan Elementary PTA

Standing rules are to be reviewed yearly and revised as needed. Rules may be adopted without previous notice by a majority vote at any business meeting. Revisions must be approved by a majority of eligible members present and voting.

Committee Budgets

Each committee has a specific budget decided upon the year before. The amount is determined by the minimum amount of money it takes to effectively operate the committee for a fiscal year.

Contracts

All contracts used for PTA sponsored events and vendors must be presented and reviewed by the officers and then signed and kept by the committee chair

Spending Non-Budgeted Funds

The officers can vote to spend up to \$300 and the executive board may vote to spend up to \$700. Anything above these amounts must be voted on by the general membership. In an emergency a phone or email vote may be taken by the officers or executive board.

Reimbursements

Any member requesting reimbursement for a budgeted item must have a receipt for the items purchased and a completed Reimbursement Form. All reimbursements must be completed by fiscal year-end June 30th of the year it was purchased.

Insurance

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

Finances

- All checks shall require two signatures: treasurer and a president
- Three signatures will be kept on file at the bank: president, treasurer, and one vice president
- Deposits will be initialed by 2 members
- No checks will be issued without a receipt
- No blank checks will be issued
- The treasurer shall present written, detailed report of income and expenses at executive board meetings and general membership meetings. This report shall be on file with the secretary's minutes

- An audit shall be completed no later than three months after the close of the fiscal year and the books transferred to the incoming treasurer.
- The auditor's report shall be given at the first general membership meeting of the school year
- All tax forms required by law must be filed, by the treasurer, within 5 months of the close of the fiscal year

Educational Fund Money

Surplus funds not needed for the yearly operative budget MAY be used to grant Educational Requests. Educational Requests will be accepted twice a school year – once in the fall and once in the spring. The requests will be prioritized in the following order: Priority # 1 – benefits the majority of the student body, Priority # 2 – benefits more than one grade level, Priority # 3 – benefits one entire grade level, Priority # 4 – benefits a subset of students within the school (i.e. learning support teams, design thinking groups, specific classrooms).

Initiating the Request:

- Requests may only be submitted for consideration by teachers, staff, or parents who are current paid members of the Rowan PTA
- Requests for items must be made in writing on the Educational Fund Request Form.
- An explanation of how it would benefit the educational, physical, or visual process of learning must be submitted at the time of request in addition to the model number, price, and place of purchase. Exceptions will be given to projects that provide a “will not exceed” amount as an estimate if a final cost is not available.

Approval of Requests:

- When requests are received, the PTA president(s) will review them and make priority recommendations with the principal and treasurer and then review with officers and later the executive board
- The executive board will finalize the priority of the requests to be presented to the general PTA membership for a vote
- The PTA members must receive notice that voting for the requests will take place at a particular general PTA meeting
- After the general PTA membership vote, the members(s) requests the funds will be notified by the PTA officers via a Disposition Letter
- All requests for the fall time period must be ordered and purchased by the end of the current calendar year, unless the officers approve a time extension into the next calendar year.
- All requests for the spring time period must be ordered and purchased by the end of the fiscal PTA budget year, June 30th, unless the officers approve a time extension into the next fiscal year (i.e. bully prevention shirts)
- Any educational request materials purchased with PTA funds will remain with each classroom/grade level/school as they will be owned by the PTA.

Maintenance of PTA Purchased Items

Once an item is purchased by the PTA, maintenance or repair will be considered individually by the executive board.

State PTA/District/Incorporation Bureau Forms

Immediately following the election, the president shall send the names of the newly elected officers to the state PTA office, district director, and the Department of State, Incorporation Bureau on the appropriate form.

PTA Bylaws

The bylaws of this unit must be reviewed every five years and submitted for approval according to the guidelines as provided for in the bylaws and the state PTA. The current bylaws were approved April 2018.

Standing Committees

Art Show

Author's Day

Barnes & Noble Event

Book Fair

Box Tops

Giving Trees

Carnival

Chick-fil-A

Holiday Shop

Kids of Steel

Reflections

Stem Fair

Spirit Wear

Square 1 Art

Traveling Art Gallery

Trick or Treat Trail

Yearbook

4th Grade Farewell