

# 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 by the president(s) or treasurer and the committee chair. The secretary, treasurer, president(s), and the chair are to keep copies of the contracts.

### **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 30<sup>th</sup> 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 one month 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. The requests MUST benefit the majority of the student body or at least a particular grade level.

### *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.

### *Approval of Requests:*

- When requests are received, the PTA president(s) will review them with the principal and the officers first and then later the executive board
- The executive board will prioritize the requests and finalize 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 must be ordered and purchased by the end of the fiscal PTA budget year, June 30<sup>th</sup>, unless the officers approve a time extension into the next fiscal year (i.e. bully prevention shirts)

## **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 Week

Barnes & Noble Event

Book Fair

Box Tops

Caring Trees

Carnival

Chick-fil-A

Holiday Shop

Kids of Steel

Membership

Reflections

Stem Fair

Spirit Wear

Square 1 Art

Traveling Art Gallery

Trick or Treat Trail

Yearbook

4<sup>th</sup> Grade Farewell