

# Fort Washington Elementary School PTA



*PA PTA Region 12*

Standing Rules

Original Adoption: 11/17/15

Amendment Date: 2/24/16

*This PTA is affiliated with National PTA and is governed by the Uniform PTA Bylaws.*

## **OFFICERS – GENERAL INFORMATION:**

- Please see uniform PTA bylaws, Article VIII.
- Per bylaws, the only elected officers of this PTA are a president, two vice presidents, a secretary & a treasurer.
- Officers will be elected in April.
- To change the offices or number of vice presidents requires an amendment of these standing rules and a vote by the PTA board of directors.
- Officers' elections will be handled by the Nominating Committee.

### **Replacement process for board members, nominating and election process.**

- General membership meeting must be the venue for the process.
- Specific meeting notification is required per the bylaws.
- VP conducts the meeting when the president has resigned.
- Secretary is to take the minutes.
- Parliamentary procedure (per Roberts Rules of Order, per the bylaws) will govern the election
- President will announce replacement of board member or incoming executive board at the next general meeting.

### **Duties of Board Members:**

#### President:

- Please see uniform PTA bylaws, Article IX.
- Keep the board of directors informed of PTA activities on an ongoing basis;
- As the presiding officer, maintain a fair and impartial position at all times and encourage members to participate.
- Keep a current copy of bylaws, standing rules and budget.
- Be familiar with Roberts Rules of Order;
- Approve all PTA correspondence in conjunction with the principal prior to distribution to school, community or staff.
- Prepare meeting agendas and lead monthly board and membership meetings.
- Serve as spokesperson for PTA for parent orientations and where PTA representative is necessary.

#### 1<sup>st</sup> Vice President:

A vice president is encouraged to be ready to assume leadership. Therefore, a vice president is encouraged to be familiar with all PTA programs and resources.

- The vice president is responsible for performing specific duties as provided for in the bylaws, Article IX.
- Representing the president in his or her absence or upon request.

- Attend monthly board and membership meetings. Assist with various school activities such as new student orientations, where PTA representatives are needed.
- In charge of all electronic PTA communication such as emails, Facebook page and PTA website.

#### Second Vice President:

- Please see uniform PTA bylaws for Vice President, Article IX.
- Attend monthly board and membership meetings. Assist with various school activities such as new student orientations, where PTA representatives are needed.
- Room parent coordinator, support and oversee fifth grade committees, and be a liaison for field trips between teachers and treasurer (to ensure proper forms filled out, etc.).
- Coordinate and communicate with special committees to insure they are prepared and supported for their events or activities.

#### Secretary:

- Attend monthly board and membership meetings. Assist with various school activities such as new student orientations, where PTA representatives are needed.
- Takes meeting attendance (by sign-in sheet)
- Checks for quorum
- Takes minutes
- Counts votes
- Ensures the approved minutes are included in the permanent record of the association
- Distribute minutes to the board of directors prior to the next meeting;
- Write and deliver thank you notes for committee chairs, sponsors and others as needed.
- Miscellaneous written communication tasks

#### Treasurer:

- Attend monthly board and membership meetings. Assist with various school activities such as new student orientations, where PTA representatives are needed.
- Ensures that the PTA's financial records are reviewed according to the bylaws before assuming his or her duties;
- Ensures three authorized signatures are on file at the bank for financial transactions; these signatures are usually that of the current president and treasurer, and one other officer as an alternate (no two check signers should be from the same household);
- Obtains two authorized signatures on every check;
- Collects all money from persons delegated to collect or to raise funds during a local unit activity, and providing a written receipt for those funds;
- Promptly deposits all money in the name of the local unit in a bank account approved by the board;
- Maintains an accurate record of all receipts and disbursements;
- Obtains authorization from the board before writing a check or spending money;
- Remits, by check, all authorized bills and statements as prescribed in the bylaws;

- Submits a financial statement at each board meeting and at each general membership meeting;
- Reports income and expenses as compared with the budget;
- Ensures an audit, financial review or compilation is done in accordance with the bylaws, state PTA requirements, and the PTA's business practice.
- Develops financial procedures for the PTA that shall be followed for the collection and deposit of PTA funds, as well as, for reimbursement of PTA funds (See Appendix);
- Keeps the President informed of PTA activities on an ongoing basis;
- Discusses with the board the PTA insurance policy, ensures it is current and submits payment in a timely manner.
- Completes necessary forms and pays taxes

#### **PTA Board Meetings:**

- See uniform PTA bylaws, Article X.
- Board of Directors meetings will be held once a month during the school year, prior to the monthly general membership meeting.

#### **General Membership Meetings:**

- Please see uniform PTA bylaws, Article XII.
- General membership includes all board of director members and all persons who have paid dues to this PTA for the current membership year.
- General membership meetings will be held once each month during the school year.

#### **Membership and Dues:**

- PTA Board must decide each year on the annual dues amount for the coming fiscal year at the last general membership meeting.
- See PTA bylaws
- Each year the dues amount must be recorded in the meeting minutes, entered in the PTA Year-End Report

#### **COMMITTEES:**

- Please see uniform PTA bylaws, Article XI.
- Committee Chairs deliver all PTA correspondence to the president for approval by president and principal prior to distribution to school, community or staff.

## **Special Committees**

A special event or special project committee is a committee that is created to perform a special project and goes out of existence once the project has been completed; special committees are committees that may have one or two projects, programs, activities or events during a specific time period.

### **PTA Fundraising Event Committees:**

After School Activities (ASA)

Auction

Bingo Night

Burning for Learning 5K

Cash Back (Box Tops, Labels, Target, Dine & Earns, etc)

Fall Fundraiser

Holiday Shop

Pretzel Sales

School Store

Spring Fair

Trivia Night

### **Special Event/Project Committees:**

Assemblies

Beautification

Big Strides

Book Fair

Books and Bagels

Cradles to Crayons

Directory

Distribution

Field Day

Fifth Grade Field Trip

Fifth Grade Picnic

Fifth Grade Spirit Wear

Fifth Grade Time Capsule

Garden Committee

On the Spot Volunteers

Science & Technology Expo

Spirit Wear

Teacher Appreciation

Turkey Trot

Welcome Back Social

Welcome Packets  
Yearbook

- Please see uniform PTA bylaws
- The board of directors may create or dissolve special committees and shall specify the duration and duties of such committees.
- The president shall appoint the chairs and members of special committees with the approval of the board.
- Each Special Committee will be given the expected budget for an event or activity.
- Special Committee Chairs must complete and submit the proper forms for Check Requests, Petty Cash and Expense Reimbursement to the PTA Treasurer.
- Chairs present plan of work to the board of directors for approval prior to starting committee activities.
- Chairs deliver all PTA correspondence to the president for approval by president and principal prior to distribution to school, community or staff.

## **FINANCES**

- Each Special Committee will be given the expected budget for an event or activity.
- All PTA volunteers, teachers and staff will complete a Check Request Form for vendor payment and give it to the PTA Treasurer.
- All PTA volunteers, teachers and staff must complete an Expense Reimbursement Form and give it to the PTA treasurer for any expense reimbursements.
- If petty cash is required for a PTA sponsored event, a Petty Cash Form must be completed and given to the PTA Treasurer.

### **Schoolwide Gifts:**

If PTA funds are available to purchase requested items or to fund programs for the school, the PTA will make purchases using the following process:

- All requests for items or funds for programs for the school in excess of \$500, or that are building or curriculum related, must be presented to the school principal for review.
- If the Principal approves the purchase of an item with PTA funds, he or she will present it to the PTA board for consideration. A vote will be taken among the board at the next board meeting, and if approved by majority vote, the item will be purchased.
- If an item requested is valued at more than \$2,500, a motion will be made at the next general membership meeting to purchase the item. If the motion is approved, the purchase will be made.
- Smaller items that do not fall under usual committee reimbursements, or are deemed a special situation, will be considered and voted on by the PTA Board of Directors.

The standing rules were adopted by a majority vote of the board of directors on

\_\_\_\_\_ (date).

\_\_\_\_\_  
Print Name  
PTA President

\_\_\_\_\_  
Print Name  
PTA Secretary

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

*If standing rules are amended, it must be recorded in the minutes of the meeting where amended. A revised copy of the Standing Rules should then be sent to all members of the Board of Directors noting the date they were amended.*