

## Standing Rules of Green Woods Charter School PTA

### I. Standing Rules

- A. Standing rules are permanent motions that supplement the bylaws and outline procedures of the association with specific details. They are needed to keep from going through the formality of amending the unit bylaws when situations arise that could be covered by a standing rule. Standing rules must not conflict with the bylaws.
- B. The Standing Rules shall be reviewed annually by the Executive Board and revised or updated as necessary. They may be revised or amended at any PTA meeting by a two-thirds vote of the members present without previous notice or by a majority vote with prior notice.

### II. PTA Meetings

- A. Regular meetings of the GWCS PTA shall be held in the months of September, October, November, December, February, March, April and May, and if need be, June. Meeting dates and times shall appear in two of the following locations: the Facebook page, the PTA newsletter or the PTA website.
- B. Each Executive Board member is expected to attend all monthly board and general PTA meetings.
- C. Each Chairperson is expected to attend all of his or her standing committee and general PTA meetings.
- D. Chairpersons who need to make a committee report at a monthly meeting shall notify the President and Recording Secretary one week in advance.
- E. An agenda for each PTA meeting shall be duplicated and made available to each person in attendance.
- F. All newly-elected PTA officers and Standing Committee Chairpersons shall assume their duties on July 1st.
- G. At the request of a quorum of members, ad hoc committees can be created for either one-time needs or for exploration to create a standing committee.

### III. Executive Board

- A. The Executive Board shall consist of the Officers of the Association and the Chairpersons of Standing Committees.
- B. Each Officer term is one year, with the exception of the Treasurer who continues their duties until they have transferred the accounts to the incoming Treasurer; this includes keeping accounts, documents, etc. until such time the incoming Treasurer has access to all accounts.
- C. Each Officer is expected to notify the President and Recording Secretary if they are unable to attend a General Meeting. An absent Officer is responsible for sending a report, if applicable.

- D. Since absences hinder the work of the Executive Board, missing more than 3 Executive Board meetings may result in a 2/3 Board vote for removal from office. Replacement for any vacated Board position, other than the President, will be filled by a qualified PTA member elected by the Executive Board.
- E. Each Officer shall keep a detailed procedure notebook either hard copy and virtually on the password enabled section of the PTA Google Drive. This notebook outlines all duties and activities of his or her office and makes suggestions for successors.
- G. An officer should be prepared to present a short GWCA PTA report at all the GWCS School Board Meetings ; or send a report if no one is available.
- H. All checks and contracts shall require two signatures - the President, Treasurer, and/or another designated officer
- I. The President shall make an announcement about the need for Nominating Committee members at the December or January PTA meeting. The Nominating Committee shall be elected at the March meeting and present a slate of officers at the April meeting, or as soon as possible. The membership shall conduct a vote of officers at the May meeting.
- J. A 2<sup>nd</sup> Vice President shall be an advisory role. This position will not be an elected position but filled by GWCS's principal or dean. They are responsible for representing the views of the administration. They will not hold executive voting rights but the voting rights of a general PTA member.

#### **IV. Membership Obligation**

- A. PTA membership is required for all leadership positions i.e.: Executive Board members including standing Committee Chairpersons plus Coordinators and Homeroom Parents.
- B. PTA membership is required to vote at meetings.
- C. The PTA membership coordinator will provide membership list to the Vice-President, Recording Secretary and the Treasurer by November 1<sup>st</sup>, and ensure that committee chairs for both standing and special committees and coordinators are PTA members.

#### **V. Standing Committees**

- A. PTA Standing Committees shall be any of those suggested and deemed necessary by the vote of the Executive Board. The current list of approved committees shall remain attached to the Standing Rules.
- B. All Standing Committee Chairpersons shall receive a written OR on-line procedure book, which provides an outline of duties and activities for the committee to use in carrying out its PTA functions. This procedure book shall be updated with the details of the year's programs and events plus ideas and suggestions for successors.
- D. All outgoing committee Chairpersons must submit their procedure notebooks to the Recording Secretary or President or ensure they are up to date at the end of the school year or within 30 days of the last function of the committee.

- F. Any flyers sent by Committee Chairpersons on behalf of the GWCS PTA shall be approved prior to duplication and/or distribution by the Correspondence Secretary or their designee.
- G. The Committee Chairperson is to provide the Coordinators that report to them with the written procedures for their programs.
- H. Committee Chairpersons are expected to stay within the budget.
- I. Any budget discrepancies must be presented to the Executive Board and the membership.
- J. Selection of Standing Committee Chairpersons shall be made by the same election process as the Officers of the GWCS PTA as outlined in the Bylaws.
- K. If a Committee Chairperson resigns prior to their event, it will be at the discretion of the Executive Board as to whether that event is held.
- L. A PTA representative must remain at any PTA sponsored function held at the school until completion of the function and all children have left the premises.

## **VI. Program and Event Coordinators**

- A. PTA Program and Event Coordinators shall be any of those suggested and deemed necessary by the vote of the Executive Board. The current list of approved Program and Event Coordinator positions shall remain attached to the Standing Rules.
- B. Each identified Program and Event Coordinator shall report to one of the GWCS PTA Executive Board members as defined in the Coordinator list.
- C. Each Coordinator will be provided with the written procedures for their programs by their Committee Chairperson.
- D. The Coordinators are to ensure that any modifications or updates to those procedures in addition to including lessons learned and overall results of the event are provided to the Committee Chairperson at the conclusion of their event or school year.
- E. If any GWCS coordinator positions for programs or events not identified as required remain open 3 months prior to their event, this activity will not be held that school year.
- F. All coordinators are selected by majority vote of the Executive Board or majority vote of the Standing Committee upon which they serve.
- G. A coordinator can choose to remain in their position for up to five years. They must notify the Executive Board in writing within 30 days of the end of the school year whether they wish to remain or resign their position.
- H. If a coordinator fails to adequately perform their duties, they may be removed from their position with a majority vote at the next Standing Committee meeting or the next Executive Board meeting.

## **VII. Budget, Financial and Bonding**

- A. All members of the Executive Board and the general membership must understand that according to IRS rules, all funds spent by this organization must fall into at least one of the following categories:

**Educational** - Supplementing the educational instruction of students, such as: assemblies, field trips and guest speakers.

**Charitable** - Providing this association's children with services or programs that they otherwise may not receive. This does not mean giving money to charities.

**Operational** -Covering normal expenditures such as website fees, postage, printing, insurance, and supplies. This category also covers the cost of training and education for the association's officers, along with publications and kits that may enhance the training of officers.

- B. Any check written from the budget of this association requires two (2) designated signatures. The account shall have three (3) authorized signers: President, Treasurer and Vice President.
- C. All fundraising and event money shall be counted by at least two (2) persons (in some circumstances, one of the two may be the Treasurer) and all counters shall sign a completed Itemized Receipt Form. The money shall then be given to the treasurer, who shall also count and sign the Itemized Receipt Form.
- D. The Executive Board, with a majority vote, may approve unexpected expenditures up to \$200.00 per occurrence for items not included in the budget or for line items exceeding the budget. This action does not necessitate a vote among the general membership, but is limited to a total of \$600.00 per year.
- E. When a motion for a vote for an expenditure over \$4000 is anticipated at an upcoming PTA meeting, notice shall be posted to the general membership via the website or newsletter or Facebook page at least two weeks prior to the date of the general meeting.
- E. Any check made payable to this PTA that is returned as NSF will be re-deposited two (2) times. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer. This PTA reserves the right to refuse subsequent checks from the check writer and require cash or money orders for payment.
- F. This PTA shall not use debit cards, unless required for online purchases and those purchases were approved at a general membership meeting by a vote.
- G. This PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within sixty (60) days of the event or within seven (7) days of the end of the school year, whichever comes first.
- H. Any “chaperone tickets,” “complimentary tickets,” gifts or the like earned from fundraisers or events are the property of the GWCS PTA. These items shall be used for additional fundraising, donations to other school-affiliated organizations, or similar purposes.
- I. GWCS PTA only solicits and accepts gifts and donations that are consistent with its mission and will generally accept those from individuals, partnerships, corporations, foundations, government agencies, or other entities. In the course of its regular fundraising activities, GWCS will accept donations of money, personal property, stock, and in-kind services. Certain types of gifts must be reviewed prior to acceptance due to the special liabilities they may pose for GWCS - examples of gifts which will be subject to review include gifts of personal property valued over \$5000, and gifts of securities.
- I. Volunteers are expected to pay their own admission to events and fundraisers.
- J. The following insurance shall be purchased annually by this PTA:
  - 1. Commercial General Liability
  - 2. Medical (Accident Medical)

3. Commercial Crime & Fidelity (Bond)
4. Non-Profit Liability (Officers Liability)

## VIII. Special Committees

### A. Audit Committee

1. The Audit Committee shall be selected by the Executive Board from volunteers at the April PTA meeting and announced at the May PTA meeting and must consist of an uneven number of individuals.
2. The Audit Committee members must be PTA members for a minimum of 3 months, in good standing and who are not authorized to sign checks, plus one alternate.
3. The Audit Committee shall be chaired by the Vice President for the school year being audited.
4. The Audit Committee shall audit the Treasurer's accounts after the close of the accounts on June 30th and prepare a written report of findings to the Executive Board that will be presented to membership at the September meeting.

### B. Nominating Committee

1. The President shall call for volunteers to serve on the Nominating Committee at or before the February PTA meeting.
2. The Nominating Committee members must be PTA members for a minimum of 3 months, in good standing who are not authorized to sign checks.
3. The names of volunteers for the Nominating Committee shall be presented by the President for election at the March meeting.
4. If more than 3 volunteers step forward, the Committee can consist of any odd number and one alternate.
5. The Nominating Committee shall follow both the guidelines provided below in addition to those in the bylaws for selection of candidates:
  - a. The Nominating Committee shall solicit names of candidates for officers and chairmen of committees only from PTA members in good standing. A list of PTA members will be provided by the recording secretary.
  - b. For all positions where more than one name has been suggested, the Nominating Committee may conduct interviews, request a resume or solicit a response document to Committee identified questions. If a response document and/or interviews are used, the questions asked shall be identical for all candidates for the same office. The questions may differ between offices.
  - c. The Nominating Committee shall compile a report of their process documenting all questions, resumes, etc. upon the completion of their duties. This report shall not include the names of candidates who have declined a nomination for a position, as their name should be kept in confidence.

- d. The Nominating Committee should refer to the responsibilities for each position outlined in part in this standing rules document.
- e. If more than one qualified individual has been nominated, the Committee shall work to narrow the selection down to three for presenting for the ballot.
- e. Once a slate of officers has been selected, the Nominating Committee prepares and presents a report for the PTA board meeting and the general meeting, listing nominees for each office. The Report shall be provided to the PTA Executive Board as soon as possible. This document shall be dated and signed by all members of the Committee; the Chair shall retain one copy to read at the election meeting.
- f. The Nominating Committee must complete their report to allow the Corresponding Secretary 14 days before the May PTA meeting to send out the slate of candidates to all PTA members. The slate should include a brief biography of qualifications of all candidates even if only one nominee exists for a position.
- g. If a nominee withdraws before the balloting begins, the Nominating Committee shall present another nominee.
- h. Once the balloting is complete, the Nominating Committee is discharged from their duties.

#### C. Bylaw Committee

1. Bylaw revision occurs, at a minimum, once every five years. The Executive Board shall offer, at the general PTA meeting at least six months prior to the deadline for revision, the option for selection of a Bylaws Committee. Those individuals wishing to serve must submit their names to the Recording Secretary no later than 30 days after that meeting.
2. At least three members of the Executive Board shall participate in the Bylaw Committee, with either the President or Vice President as the Chair.
3. Committee members shall be elected by majority vote at the general PTA five months prior to the revision deadline.
3. The Bylaws Committee shall present their proposed revisions to the Executive Board within 60 days of their election.
4. Any final revisions, plus final Executive Board approval, must be completed to allow the general PTA membership two weeks of review time before the general PTA meeting where a vote will be taken to approve the revisions.
5. The Correspondence Secretary shall post the proposed revised bylaws for general PTA membership review within 7 days of the Executive Board approval.
6. The general membership shall vote with 2 months left before the final revision deadline to allow for additional revisions if the general membership does not approve the proposed revisions.

#### IX. Communications and Electronic Procedures

- A. This PTA shall maintain a public website for communications with members.

- B. This PTA shall maintain a Google Drive for communications among officers.
- C. E. The Recording Secretary will ensure that a copy of the most current Bylaws and Standing Rules can be found on the PTA website.
- D. Except in the case of weather emergency, changes to the dates of the PTA meeting date and time, shall be provided to members via Facebook, newsletter or website (preferably 2 of the three) more than 48 hours before the meeting.
- E. For security purposes, no documents maintained on this PTA's website shall include copies of member signatures.
- F. Passwords for the various electronic accounts shall be maintained by the President, Vice President, Correspondence Secretary, Treasurer and Recording Secretary. Three of these officers must be in agreement when a password is in need of changing. The remaining officers must be notified immediately of the change as appropriate.
- G. All passwords will be reset by the Executive Board annually during the change of officers as needed.
- H. Membership records, including contact information, event attendance rolls, etc., shall not be shared with any outside parties, including website advertisers, GWCS administration or staff, or other members of this PTA.

Approved by GWCS Membership at the General Membership Meeting, May 10, 2018

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 Jennifer McClarren, President  
 President

Heather Cowley, Vice

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 George Merrill, Recording Secretary

Nicole Gofman, Treasurer