



## Westchester Elementary PTA Standing Rules 2018-2019

Standing Rules are procedures or general policies that serve as a supplement to our Unit bylaws, and provide structure for the day-to-day operations of our PTA. They are adopted and/or amended by a majority vote of the Executive Board. Standing rules shall be reviewed at the first Executive board meeting after the election of officers.

The Executive Committee is comprised of the elected officers. The Executive Board includes all elected officers, committee chairs and the principal. It is important to note that all board members are responsible for the general oversight of the financial operations of the unit. These same leaders also have an obligation to their members to be responsible and accountable in how they spend PTA money. This typically would include but not be limited to either confirming or re-iterating that the following activities be performed:

- A formal audit or financial review occurs at least annually.
- A budget is adopted by general membership before funds are disbursed.
- Anticipating and requesting, if necessary, that the treasurer share informative financial reports at all General Membership and during monthly Board meetings.
- Monitoring of the budget between general membership meetings.
- Original financial bank statements are examined by a member (in addition to the Treasurer) who is not an authorized person on the account.
- The unit has appropriate and up to date insurance coverage (liability and either bond or officers coverage) and a rider policy as needed.
- The unit is reporting gross income (income or revenue be consistent) to the IRS (Internal Revenue Service) annually.
- Basic Internal Controls are in place such as:
  - Authority and approval for disbursement of funds;
  - Proper documentation and accounting procedures;
  - Limiting Access (accounting records, merchandise, equipment sign out sheets);
  - Dual accountability or verification of funds collected and funds disbursed;
  - Take immediate action when “red flags” appear

All board members, officers and standing chairs are expected to attend all board meetings. Should a board member miss two (2) consecutive meetings without reasonable excuse, that position may be declared vacant by a majority vote of the board. The board may appoint a person to fill the vacancy.

### **Officers-General Information:**

- Keep a current copy of bylaws, standing rules and budget
- Participate in leadership development opportunities
- Be familiar with Roberts Rules of Order
- All officers shall keep a procedure book and turn over all materials to the newly elected officer within two weeks after the election



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### Responsibilities and Duties of Officers

#### President:

- The presiding officer maintains a fair and impartial position at all times and encourages members to participate
- Select committee chairs early, according to the bylaws.
- Ask committee chairs to prepare plans of work to be submitted at an early executive meeting in the fall.
- The President is an ex-officio member of each committee
- Distribute materials from the Kit of Materials to officers and committee chairs, as applicable
- Meet with the principal to discuss PTA plans for the year and to keep apprised of PTA activities throughout the year. Have another elected officer in attendance during such meetings.
- Hold a combined executive committee meeting with retiring and incoming officers and committee chairs.
- A person must have served on the Board for one year before being eligible to serve as President

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

- Shall serve as aide to the president, and in the absence of the President shall perform the duties of the president in the absence or disability of that officer to serve.
- Responsible for coordinating all program related events
- Keep board and membership updated on programming efforts

#### 2<sup>nd</sup> Vice President of Fundraising:

- Responsible for coordinating fundraising activities
- Set fundraising goals in coordination with board, administration and membership
- Keep board and membership updated on fundraising efforts

#### 3<sup>rd</sup> Vice President of Members and Volunteers:

- Keep track of paid members with detailed logs of payment received, membership card given out and any incentive agreed to by the executive board
- Shall organize activities to promote, recruit and maintain membership into the organization by providing incentives at various times of the current school year
- Maintain the organization's page in the school's monthly newsletter
- Responsible for obtaining volunteers for various PTA programs and events

#### Treasurer:

- Present a Treasurer report at each Board and general membership meeting
- Receive and disburse all monies according to local bylaws, PTA financial guidelines and standing rules



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### Treasurer Continued:

- Prepare a budget with the Budget Committee (subject to local bylaws), present to Executive Board for consideration and to the local unit for adoption at the first general meeting of the year
- Require completed reimbursement request forms and/or invoices/receipts for all monies expended. Review for conformance with budget, then pay all requests by check
- All requests by administration for use of funds within the budgeted amount for line item “non-instructional incentive” must be received in writing using the non-instructional incentive request form 7 (seven) days prior to need. Pursuant to PTA Guidelines, checks may not be written to Broward County public schools or Westchester Elementary for this purpose.
- Never change or exceed budget on any item without vote of organization except in emergency and then only on approval of the President
- Keep up with use of funds under various budgeted accounts in order that you may recommend any needed budget amendments to the organization
- With the Budget Committee, review budget at mid-year and recommend amendments if necessary for board and membership approval
- Submit Treasurer’s records to the Audit Committee for an annual financial review.
- Ensure there is a sound fiscal policy for protection of PTA funds, which should include securing insurance for bonding Treasurer, President and all check signers
- Ensure the required IRS 990 forms are prepared and submitted by November 15th
- Prepare an annual report summarizing all income and expenses per the budget for the fiscal year, which will be presented at the last general meeting of the year
- Keep a record of the national and state portions of membership dues separate from the record of the general fund
- Deposit cash received within 5 business days of receipt

### Corresponding & Recording Secretary:

- Record board members and additional people in attendance at each board meeting and general meeting via sign in logs
- Assist the president in preparing an agenda
- Record and retain minutes of meetings
- Act as custodian of PTA records. Keep a permanent file of all minutes, agendas, reports, the charter and an approved copy of the local unit bylaws
- Carry reference material and recent correspondence to meetings
- Make sure officers are updated, if any changes are made, to Florida PTA via the online submission form.
- Conduct the correspondence of the PTA as requested, including checking and responding to the organization’s emails
- Keep file of all correspondence
- Distribute minutes to the board prior to the next meeting for approval
- Maintain PTA Facebook account
- Maintain the PTA Bulletin Board



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### Policies:

#### Financial-

- PTA will approve its annual operating budget at the 1<sup>st</sup> general meeting of each school year
- Only Board members may handle money. All Board members must use the cash verification form when counting cash and checks at the end of each event and/or day, which includes double counting all money that is taken in and providing two signatures on verification form. Money is then to be provided to the Treasurer for proper handling. Please see Cash Verification form.
- All checks require two signatures by designated signors on file at the bank.
- Signers on the account shall not sign checks made out to cash, themselves or their family members.
- Only the treasurer shall have access to the debit card
- A non-signer on the bank account shall open the bank statement to review transactions for additional financial transparency and security. Findings shall be presented monthly at Executive Board meetings.
- All requests for checks should be made through a Check Request form. A receipt or invoice must be provided. Please see Check Request Form for details.
- All request for checks must be submitted by May 31<sup>st</sup> or they will be considered a donation.
- Requests for money for cash boxes must be submitted seven days in advance. Request must indicate the event and date.
- Should the PTA receive an NSF check, a service fee in the amount of \$12 will be charged. If payment is not received by May 31<sup>st</sup>, then the PTA will not accept any checks from this individual in the future. Please see form letter for returned checks.
- The Audit committee will conduct three audits per year as follows, between July 5-20 November and February
- No gift cards are to be purchased with PTA funds, as this is considered a cash equivalent
- School and PTA funds cannot be co-mingled. School funds should never be deposited in the PTA account.
- President and Treasurer will work cooperatively with the Audit Committee to provide clarification as needed and will sign off on annual audit on or before July 20<sup>th</sup> of the year.

#### Insurance-

The board shall acquire general liability and bonding insurance annually.

#### Membership-

- Membership shall be \$7 for all school staff
- Membership for all others shall be \$10
- Membership list will be maintained by the Membership Chair
- Membership dues shall be submitted on a monthly basis
- Each year the dues amount must be recorded in the meeting minutes



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### Elections-

Elections shall be held at 6pm during the last general meeting in May to allow for all interested parties to attend.

### Donations-

All donations, including but not limited to gift cards, food, supplies, and prizes shall be logged in order to maintain an accurate accounting of goods received.

### Inventory-

All inventory shall be logged upon receipt to maintain accurate accounting records, including t-shirts. Inventory lists shall be updated on a regular basis to ensure accurate records.

### Vendors-

All vendors must have adequate insurance and must be approved by Broward County.

### Training-

Officers are expected to attend annual training offered by Broward County PTA and other Board members as applicable.

### **Committees:**

- The President shall appoint the chairs and members of Standing Committees with the approval of the Board
- Chairpersons present Plan of Work to the Board for approval prior to starting Committee activities
- All Committee Chairs shall keep a procedure book and turn over all materials to the new Chairperson or President within two weeks after the school year
- Members who regularly participate in said committees will receive free admission into said event, upon timely notification and approval of committee chair and executive committee.

### **Standing vs Special Committees:**

*Standing Committees* are Committees that involve work and activities that span for the duration of the year and are in place every year and/or may not fall under a larger heading. Standing Committee Chairs are expected to attend all Board meetings during the year. This is very important as a quorum is needed in order to vote on items during Board meetings.

*Special Committees* are Committees are often more focused and take place during a smaller portion of the year and/or may fall under a larger heading, such as Programming or Fundraising. Special Committee chairs are welcome to attend all Board meetings; however, there is no such requirement. Special Committee Chairs are expected to keep the Board updated on their committee activities and should attend Board meetings as needed to maintain this communication.



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### *Standing Committees are as follows:*

Yearbook  
Book fair  
T-shirts  
Room Parent  
5<sup>th</sup> Grade/Holiday Store  
Hospitality  
Publishing  
Field Day  
Reflections (pending approval)

### *Special Committees are as follows:*

Box Tops (Fundraising)  
Banners (Fundraising)  
Safety Town (Programming)  
Media Center (Volunteers)  
Audit  
Lost & Found  
Website  
Special Events (as they come up pending approval)

### **Chairperson Descriptions:**

*Yearbook Chair-* responsible for coordinating with the necessary parties to produce a yearbook for the school on an annual basis, including formal student pictures.

*Book fair Chair-* responsible for coordinating with the necessary parties to put on a Book Fair, including obtaining volunteers, communicating with Book Fair vendor. Maintain Scholastic Dollars throughout the year.

*T-Shirt Chair-* responsible for coordinating with the necessary parties to obtain school and class t-shirts, including the design phase, ordering and distribution of shirts.

*Room Parent Chair-* responsible for coordinating room parents for all grades, including communicating information regarding class parties, teacher gift collection, and teacher appreciation.

*5th Grade Chair-* responsible for coordinating the end of the year social for fifth grade, including organizing volunteers and working with the necessary vendors. Also serves as chair of Holiday Store.



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### Chairperson Descriptions Continued:

*Holiday Store Chair-* responsible for coordinating with necessary parties to setup and run a holiday store, including communicating with vendors and school staff.

*Box Tops Chair-* responsible for collecting and organizing the submission of Box Tops, including: distributing collection papers, facilitating any school related contests, and communicating deadlines to appropriate parties.

*Hospitality Chair-* responsible for setup and obtaining necessary refreshments for welcoming events, such as teacher breakfast and/or lunch, membership welcome back breakfast and membership meetings, Muffins with Moms, Donuts with Dads and teacher appreciation.

*Safety Town Chair-* responsible for coordinating with the necessary parties to establish a field trip for kindergarten classes to Safety town, including establishing dates, schedules and coordinating with school staff.

*Wildcat Publishing Chair-* need to review role with administration.

*Banner Chair-* responsible for communicating with local business to obtain banners, including coordinating with banner vendor and maintaining appearance of banners throughout the school year.

*Field Day Chair-* responsible for coordinating with Physical Education teacher to plan a physical fitness event, including establishing activities and coordinating volunteers.

*Reflections Chair-* responsible for communicating program requirements and guidelines to staff, parents and students, facilitating the development process and submitting documentation according to deadlines.

*Audit Chair-* responsible for reviewing the organizations financial documentation and transactions to ensure that the organization is in compliance with all appropriate guidelines, including but not limited to, bylaws, standing rules, Broward and Florida PTA guidance.

*Media Center Chair-* responsible for coordinating volunteers to assist in Media Center, with shelving books and other related activities.

*Lost & Found Chair-* responsible for organizing lost and found articles and transporting items to an in-need organization on a regular basis.

*Website Chair-* responsible for maintaining and updating the organization's website on a regular basis, including updating calendars dates, event information and documents.