

Pinchbeck Elementary School PTA

Standing Rules

May 14, 2009

Standing Rules are the rules an organization uses to administer its affairs under the provision of its bylaws. Standing rules are more flexible than bylaws and may be changed at any executive or regular organization meeting.

Officers

President: The President's duties shall be to preside at all meetings of the organization and the Executive Board and be a member ex officio of all committees except the Nominating Committee. The President shall coordinate the work of all PTA officers. The President will serve as a delegate to county, district and state meetings with expenses paid by the organization, or appoint an alternate in his or her absence. The President shall sign all contracts with outside vendors working with the organization. The President must have a working knowledge of Robert's Rules of Order.

President-Elect: The President-Elect shall act as an aide to the President and perform all duties of the President in the absence or inability of that officer to act. The President-Elect will perform other delegated duties as assigned.

Vice-President: The Vice-President shall act as an aide to the President and perform all duties of the President in the absence or inability of that officer or the President-Elect to act. The Vice-President shall act as Program Chairman and shall develop, organize and implement, with assistance from the President and Principal, the programs for the year both during school hours and PTA general meetings. The Vice-President shall perform other delegated duties as assigned. The Vice-President will oversee the Hospitality Committee. *

Corresponding Secretary: The Corresponding Secretary shall conduct the official correspondence of the association and notify Executive Board members of regular and special meetings. The Corresponding Secretary shall perform other delegated duties as assigned.

Recording Secretary: The Recording Secretary shall record the minutes of the organization (to include all Executive Committee meetings, Executive Board meetings, general membership meetings, and special sessions) and submit the completed minutes to the President and Board members. The Recording Secretary shall have a current copy of the bylaws and a current copy of the membership list provided by the Membership Chairman. The Secretary shall keep an attendance record at all Executive Board meetings and shall perform other delegated duties as assigned.

Treasurer: The Treasurer shall have custody of all funds of the association, keep a full and accurate account of receipts and expenditures, and make disbursements as authorized by the President, Executive Board, or association in accordance with the budget adopted by the association. The Treasurer shall have checks or vouchers signed by two officers, preferably the Treasurer and President or President Elect. The Treasurer shall present a written financial statement at every meeting of the association and at other times when requested by the Executive Board. The Treasurer shall prepare, or have prepared, and file the yearly tax statement. The Treasurer shall provide a copy of the annual audit report prepared according to the association by-laws to a representative of Henrico County Public Schools. The Treasurer shall make available the monthly bank statements to a member at large of the organization for review.

The Executive Committee of this organization shall consist of the elected officers and the Principal of the school. The Executive Committee shall elect the Standing Committee Chairmen. The term for Standing Committee Chairman shall be for one year, or until a successor is found. When selecting persons for committee chairmanships, the criteria used will be attendance at PTA Board meetings and a demonstrated commitment to the Objects of the PTA.

**PTA Chairmanships
(Appointed by the PTA Executive Committee)**

The Standing Committees of this unit shall be as follows: Communication (Copying, Electronic Newsletter, Technology), Community Service (Marybeth Graff Scholarship, Mrs. Clayton's Cupboard, Recycling, Tutoring, County Council Delegate, Database (Membership and Student Directory) Enrichment (After School Enrichment, Arts in Education), Faculty Representative, Governance (Bylaws & Standing Rules, Legislation), Hospitality, Lay Advisory Delegate, Parliamentarian, Reading in Schools (Book Club, Book Fair), Room Parents, Volunteers (Field Day) Ways & Means (Ways & Means, Promotions, Spirit Wear) and Yearbook.

The Chairman of each standing committee shall present a written plan of work to the Executive Board for approval. Procedure books are records kept by each officer, delegate, and committee chairman. At the end of each fiscal year, procedure books will be forwarded from the outgoing officer or chairman to the incoming officer or chairman. Procedure books are the property of the organization. Should an Executive Board member resign prior to the end of the fiscal year, it is their responsibility to return to the President of the organization the Procedure Book, all records, and any other property belonging to the unit in the timeliest manner.

The committees mentioned above will be broken down into logical groupings, each headed by one of the Board members on one of the committees within the group. **REGARDLESS OF HOW THE COMMITTEES ARE BROKEN DOWN OR ORGANIZED, THERE WILL BE ONLY ONE VOTE PER BOARD MEMBER WITH CO-CHAIRS HAVING ½ VOTES EACH.** The grouping will be as follows:

COMMUNICATION: **Copying:** Coordinate any copying that might need to be done in lieu of electronic distribution.

Electronic Newsletters: Coordinate the creation and distribution of Pinchbeck's electronic weekly newsletters. Send reminders for submissions, format materials and submit for approval. Update and maintain email addresses for families receiving electronic newsletters.

Technology: The Technology Committee Chairman chairs a committee responsible for maintaining and updating the Pinchbeck PTA website. The Chairman works closely with Pinchbeck and Henrico County technology representatives to ensure the PTA website follows the prescribed guidelines set forth by Henrico County and the PTA.

COMMUNITY SERVICE: **Marybeth Graff Scholarship:** The Marybeth Graff Scholarship Chairman chairs a committee responsible for distributing the scholarship. The Marybeth Graff Scholarship is a \$1500 scholarship awarded to applicants who best meet certain criteria. Any Henrico County Senior, who plans to pursue a career in special education, is eligible. The committee contacts all Henrico County PTA's by letter to solicit donations for the scholarship fund, creates and distributes all promotional information concerning the scholarship, and reviews and selects scholarship recipients(s) from Henrico County highs schools. The chair of the committee presents the scholarship to recipient(s) at the recipient's

high school senior awards assembly.. The Chair is responsible for engraving the scholarship plaque.

Mrs. Clayton's Cupboard: Responsible for monitoring the food levels available for distribution to students who require a snack. The chairperson will coordinate food drives as necessary and deposit any monetary contributions as required.

COMMUNITY SERVICE (cont.): **Recycling:** Responsible for the creation and coordination of all student and staff recycling at Pinchbeck. Maintain and monitor recycling stations and coordinate all volunteer assistance with Pinchbeck's recycling program. Strive to increase recycling opportunities at Pinchbeck.

Tutoring: Responsible for the scheduling and coordination on the "Homework Helpers" tutoring program and any other tutoring programs established with the help of Grade Level Chairs and the Principal. Maintain communication between the teachers, the principal, tutor volunteers and families. Ensure the effectiveness of tutoring materials provided and ensure availability of tutoring space.

COUNTY COUNCIL DELEGATES: The delegates to Henrico County Council of PTA's shall attend council meetings, report activities of the council to the local unit and shall present to the council such matters as may be referred to it by the local unit. There are two delegates and one alternate. At least one County Council delegate is expected to attend Pinchbeck PTA Board meetings to report back on County Council meetings and at least one delegate is expected to be at County Council meetings. Delegates shall vote on all issues as instructed on adoption of projects or on matters of policy, but shall use their own discretion on other matters except as provided by council bylaws.

DATA BASE: **Membership:** The Membership Committee Chairman chairs a committee responsible for conducting a membership drive and additional recruiting throughout the year. The committee must complete and maintain a current membership roster, copies of which are given to the president and the Recording Secretary. The chair works closely with the President and Treasurer in remitting the state and national dues by December 1st, March 1st, and June 30th of each year.

Student Directory: The Student Directory Committee Chairman chairs a committee responsible for creating and producing the Pinchbeck Student Directory. The committee creates and distributes all material relating to the sale and distribution of the directory. The committee ensures all students have returned signed releases for their information to be placed in the directory. They are also responsible for selling the directory at selected PTA events.

ENRICHMENT: After School Enrichment: The Enrichment Chairman chairs a committee responsible for conducting after-school sessions that enhance the Pinchbeck School curriculum. The committee shall identify programs, recruit teachers/facilitators, arrange logistics with school administration, advertise programs, and enroll students. The chairman serves as the liaison between the facilitators and their organizations, our school, and the PTA.

Arts in Education: The Arts in Education Chairman chairs a committee that shall be responsible for planning and executing programs for the

Pinchbeck community having to do with the arts. Duties include coordinating the national PTA Reflections program in the fall and the Fifth Grade Essay in the spring. In addition, this chairman shall assist the Vice-President in coordinating PTA sponsored performing arts activities within the school.

FACULTY REPRESENTATIVE: The Faculty Representative shall be the connection between the parents and teachers of this organization, provide input and concerns, and encourage participation of faculty and staff in PTA activities. The Faculty representative shall be responsible for reporting all necessary business learned at all Executive Board meetings to Pinchbeck faculty and staff.

GOVERNANCE: **Bylaws & Standing Rules:** The Bylaws Chairman chairs a committee responsible for understanding our organization's bylaws, and coordinating the passage of any amendments that must be added to our bylaws by developing the amendments and presenting them before the general membership in accordance with the association's bylaws. The Executive Committee should attempt to have a past President serve on this committee. This position is also responsible for making updates to the PTA Standing Rules as necessary and distributing them to the PTA Board prior to a vote.

Legislation: The Legislation Chairman chairs a committee responsible for introducing the VA PTA Proposed Legislation Program to the membership, overseeing the local unit voting process, and sending results to the District Director by the state deadline. The committee also distributes information from the state PTA regarding legislative issues concerning children and education. The Committee is responsible for attending district legislation meetings (held in fall and spring in the Richmond area) and brings any legislative issue from Pinchbeck to the attention of the state PTA.

*** HOSPITALITY:** The Hospitality Chairman chairs a committee responsible for planning and executing the various faculty and school events throughout the year. Examples might include: Teachers' Back to School Night meal, refreshments for the Principal's Coffees, or a school picnic dinner. The Chairman shall work with the Vice President in determining whether there is a need for refreshments for PTA general meetings affecting all grade levels.

LAY ADVISORY DELEGATES: Lay Advisory Delegates and/or alternate shall attend meetings of the Lay Advisory, vote as instructed by this organization on pertinent issues, present to the Lay Advisory referred matters, and report pertinent information to this organization.

PARLIAMENTARIAN: The Parliamentarian shall advise the President in matters of parliamentary procedure as prescribed by Robert's Rules of Order and ensure that proceedings of the organization are carried out in accordance with the bylaws and standing rules.

READING IN SCHOOLS: **Book Club:** The Book Club Chairman chairs a committee responsible for supporting reading activities and events at Pinchbeck. The committee is responsible for working with Pinchbeck's Librarian to develop reading

lists and distribute information related to reading goals. The Chairman acts as the PTA liaison for the *Meredith Benfer Reading Award*; works with the Librarian to select and purchase the books for the awards, presents the awards at the end of the year assemblies and engraves the plaque with the recipients' names. The Book Club Chairman is responsible for coordinating the annual "Real Aloud Virginia" Book Club event, as well any Book Club-themed events throughout the year.

READING IN SCHOOLS (cont.): **Book Fair:** The Book Fair Chairman chairs a committee responsible for planning and executing a weeklong book fair for the school. The committee plans and executes a kick-off function such as a dinner. The chairman serves as a liaison between the book company and the school. The Book Fair Chairman is responsible for collecting, counting and submitting all Book Fair deposits to the Treasurer. The Book Fair Chairman assists the Book Club Chairman in ordering any books required for Book Club events.

ROOM PARENTS: The Room Parent Committee Chairman chairs a committee that provides orientation and on-going support for Room Parent teams regarding grade-specific classroom responsibilities as well as school-wide Treat Days. The committee also plans and executes various teacher treat days as well as Teacher Appreciation Week activities in May.

VOLUNTEERS: **Volunteers:** The Volunteer Committee Chairman chairs a committee responsible for recruiting volunteers at the beginning of the year for each PTA committee except Room Parents. The committee manages the process of identifying Pinchbeck's Volunteer of the Year (usually in March or April). The Chairman is responsible for engraving the Volunteer of the Year plaque and creating name tags for the PTA Committee Chairs.

Field Day: The Field Day Chairman chairs a committee responsible for Field Day t-shirts from creation to distribution. The committee shall be responsible for ordering and distributing popsicles and securing water for participants during the Field Day events. The committee will assist the PE teacher in securing volunteers for Field Day.

WAYS AND MEANS: **Ways and Means:** The Ways and Means Committee Chairman chairs a committee that plans and executes several fundraisers to benefit Pinchbeck. The Chair shall investigate and interview fund-raising representatives in cooperation with goals set by the Executive Board. This Chair shall serve on the Budget Committee and be familiar with the financial needs of the organization, shall plan and implement all aspects of fund raising programs adopted by the membership, and shall be responsible for appointment of all committee members.

Promotions: The Promotions Committee Chairman chairs a committee responsible for handling Ukrop's Golden Gifts' receipts, General Mills Box Tops for Education, and any other promotion offers from which the school benefits. The committee is also responsible to coordinating any promotional events outside of the school, such as Chik-Fill-A Night or events at other local establishments willing to donate a portion of sales to the school.

Spirit Wear: Responsible for the ordering, distribution and payments for PTA-created Spirit Wear. The chairman will design and review order forms, obtain appropriate Spirit Wear, act as the liaison with vendors and distribute orders when filled.

YEARBOOK: The Yearbook Committee Chairman chairs a committee responsible for creating and publishing Pinchbeck's annual yearbook. The Chair reviews and selects the publisher. The committee creates and distributes all material relating to the sale and distribution of the book and collects money, places orders, and distributes the books in the spring. The committee ensures all students have returned signed releases for yearbook photos. The yearbook may require editorial review and approval by the Principal and PTA President.

Additional Committees and Information

Audit Committee: An audit committee or a professional auditor shall be selected by the executive board prior to the end of the fiscal year. An auditing committee shall consist of no fewer than three members and no one with signature authority shall sit on this committee. The Audit Committee shall oversee the audit of the organization's financial records for the past fiscal year as set forth in the National PTA guidelines. The committee shall elect its own chairman who will present an audit report to the Executive Board.

Budget Committee: The Budget Committee of this organization shall consist of the elected officers as well as the Ways and Means Chair person. The Principal of the school may attend if he or she wishes. The Treasurer shall be the Chair of the Budget Committee. The committee shall meet prior to the beginning of the school year to develop a budget to present to the board for discussion at the first executive board meeting of the school year. *It is recommended the Budget Committee meet during mid-school year and near the end of the school year to review the budget*

Principal's Discretionary Fund: The Principal's Discretionary Fund is to be approved by the general membership prior to any funds being contractually committed or spent. The principal requires written permission from the Budget Committee in order to make any purchases over \$250.00. The principal may only purchase items for the school that will benefit the safety, health, fitness or academic achievement of students at Pinchbeck. The Discretionary Fund is not to be used to purchase items for any one classroom, with the exception of our EE or MR classrooms.

Nominating Committee: There shall be a nominating committee composed of no less than three members, at least one member being from the association's general membership. If there are more than three members, the total number of individuals on the committee must be an odd number. The nominating committee shall be elected by this PTA at a regular general meeting at least two months prior to the election of officers. The committee shall elect its own chairman.

Any officer or chairman not fulfilling the responsibilities set forth in the bylaws or these standing rules may be asked to resign and shall be replaced by a person duly elected by a majority of the remaining members of the Executive Board.

Training: Any Board member who has scheduled to attend PTA training, but does not attend the training, must reimburse the PTA for all training expenditures.

Agenda: The President shall be responsible for setting the agenda for the meeting. While the Executive Board meetings are open to all PTA members, a person who is not a member of the Board must be on the agenda to speak before the group.

Internal Accounting Procedures:

Reimbursements:

Chairpersons are responsible for managing and staying within their budget and for signing vouchers for items expensed to their line item. Please note that board approval and approval of the general membership is required to increase your budget.

- All expenses must be submitted with an Expense Voucher (Appendix A). Please always attach receipts to this voucher. Extra vouchers can always be found in the treasurer's PTA hanging folder or online at www.pinchbeckpta.com
- Reimbursement vouchers may be turned into the treasurer's hanging file or in person.
- Vouchers must be completely signed before submitting to the treasurer. Any unsigned vouchers will not be paid and will be returned.
- Please indicate on the voucher to whom the check should be written.
- Always indicate on the voucher form which line item the expense refers to for payment.
- The Committee Chairperson responsible for that line item on the budget or the PTA President must sign the voucher. Committee members (non-chairs) **are not eligible to approve vouchers**.
- All checks require two signatures. The following officers have signatory authority: President, President-Elect, Vice President and Treasurer. Our checking account is set up so that a check is not valid without two signatures. Please allow enough time for two officers to sign when submitting Expense Vouchers.

Internal Accounting Procedures (cont.):

Receipts:

- After an event, all cash must be counted and signed by two people before it is taken home.
- Complete a PTA Receipt for Deposit Voucher (Appendix B) found in the treasurer's hanging folder in the office or at the PTA website.
- Within 24 hours (if possible) deliver receipts with completed and signed voucher to the treasurer. The treasurer will count and verify the receipts with you when you deliver them. Do not drop off receipts without verification.

Credit Cards:

No credit or debit card can be issued in the name of the PTA.

Non-Sufficient Funds:

Should the PTA receive a NSF check, any bank penalties the PTA may accrue shall be forwarded to the originator of the check.

Budget Changes:

The PTA Executive Board may authorize changes to the approved budget up to \$300.00. All larger appropriations shall be referred to the general membership for approval.

The History of the Standing Rules:

*Presented to the Pinchbeck Elementary PTA Board
May 14, 2009*

The PTA Board was broken down into a new distribution that deleted the previous positions of Parent Education and The Pinchbeck Press. The following committees were added: Electronic Newsletter, Recycling, Tutoring, Promotions and Spirit Wear. It was noted that there is only one vote per Board Member with Co-Chairs having ½ votes each. It as recommended that the PTA President and/or Principal have editorial review and approval of the Yearbook. It was updated to show that the Board may authorize changes to the approved budget up to \$300.00.

*Presented to Pinchbeck Elementary PTA Board
November 13, 2008*

The Principal's Discretionary Fund line item was added to include the provision that all expenditures by the Principal over \$250.00 must be approved by the Budget Committee. The issue of Training reimbursement in the event of a skipped training session was addressed. It was established that the PTA cannot be issued a credit or debit card. It was stated that the PTA has the obligation to forward NSF check fees to the originator of the check. Budget changes were made to allow the PTA Executive Board to authorize changes to the budget of up to 5% of the projected Total Income

*Presented to the Pinchbeck Elementary PTA Board
August 12, 2007*

The position description for the President-Elect was added to the Standing Rules as this was a new position this year. The position description for the Vice President was revised due to the addition of the President-Elect position. The Budget Committee description was added to the Standing Rules for clarity. The President-Elect was added to the Internal Accounting Procedures as having signatory authority

*Presented to Pinchbeck Elementary PTA Board
October 10, 2006*

The following Committees were removed from the Standing Rules: Landscaping/Beautification and Historian. The groundskeepers at Pinchbeck do a great job on our landscaping and the Pinchbeck yearbook serves as an excellent pictorial review of the year.