

# Equestrian Trails Elementary Standing Rules

Standing Rules are adopted annually by the PTA Board as guidelines for current practices and may never contradict any provisions in the bylaws.

**Rule #1 The PTA Board (the “Board”) will consist of the elected officers, standing committee chairs, Business Partner Coordinator, Parliamentarian, Principal, and Faculty Liaison. The Board will make changes to and vote to adopt the Organizational Chart and Standing Rules no later than the second Board meeting of the school year.**

## Rule #2 Officer Responsibilities

The President shall:

- Oversee, facilitate and coordinate all aspects of the PTA
- Create agendas for monthly Board meetings and all General Membership meetings
- Meet regularly with Principal and Board members
- Oversee nominating committee and audit.
- Create and oversee Awards and Grant Committee

The First Vice President, serving as Aide to the President in charge of Fundraising, shall:

- Oversee the Fundraising Chair
- Secure fundraising programs and dates according to the Organizational Chart
- Oversee individual event committees

The Second Vice President, serving as Aide to the President in charge of Programming shall:

- Oversee all programming activities
- Secure programming dates as indicated on the Organizational Chart
- Coordinate events to take place during General Membership meetings
- Oversee individual event committees

The Third Vice President, serving as Aide to the President in charge of Membership, shall:

- Promote PTA membership
- Plan and execute enrollment campaign
- Be responsible for getting a copy of membership list and money to the state PTA office by October due date set forth from State and National. Provide copies of this list to the President, Corresponding Secretary, and Treasurer
- Arrange for greeters, name tags, and registration sheets and voting cards at general membership meetings
- Oversee Meeting Programming chair

The Fourth Vice President, serving as Aide to the President in charge of Hospitality shall:

- Oversee activities and areas as specified in the organizational chart.
- Form a committee to help facilitate and coordinate these events. May assign committee members to lead any specific events mentioned above.
- Complete event planning forms for each event

The Treasurer shall:

- Maintain the financial books and records of the PTA
- See that sales/use tax and 990 reports are prepared and filed by government deadlines
- Teach financial rules to all officers and chairmen
- Assess a service charge equal to the amount charged by the bank on all “non-sufficient funds” checks

returned, to cover costs and administration

- Ensure that all reimbursements are presented within 30 days of the date on the receipt for a reimbursement check to be made. Any presented after 30 days or after the last day of school will not be eligible for reimbursement, with the exception of summer interim purchases
- Form a Budget Committee of three or five people including the President and one or three other Board members (ensuring an odd number of people on the Committee) to be approved by the Board
- Serve as the Chair of the Budget Committee and work with the committee to prepare the annual budget to be approved and adopted by the Board and General Membership at the September meetings
- Oversee Adopt-A-Class Chair

The Recording Secretary shall:

- Register and keep attendance records for all Board and General Membership meetings for the purpose of establishing a quorum
- Take minutes at all meetings and make the minutes available electronically within seven days to all Board members and general members as necessary
- Keep PTA Board book up to date with Minutes and supporting documentation
- Create contact sheet of Board members
- Keep the Main Office PTA Book updated with fliers and Board contact sheet
- Keep electronic files of PTA correspondence
- Organize PTA room at the beginning of school year and after each PTA event or meeting

The Corresponding/Public Relations Secretary shall:

- Be responsible for certain communications between the PTA and its members
- Update PTA bulletin board once a month with current events
- Be PTA's Quarterly Newsletter Editor
- Ensure that PTA information on Edline is current

### **Rule #3 Duties of Committee Chairs:**

All Committee Chairs are appointed by the Board for a one year term, will have a vote and count towards a quorum if the position is filled. Chair positions shall not be eligible to serve more than two consecutive terms in the same office.

The Adopt –A-Class Chair shall:

- Provide program literature to teachers, staff and school parents
- Collect forms and maintain list of money deposited for each teacher
- Collect receipts and maintain receipt records for each teacher
- Request checks from Treasurer for each teacher reimbursement

The Awards/Grants Chair shall:

- Research possible local, county and national awards and grants
- Prepare grants PTA is eligible to apply for

The Advocacy/Legislative Chair shall:

- Keep local PTA membership aware of pending legislative action
- Be prepared with dates of School Board meetings, bond elections, general elections
- Attend or assign designee to attend local School Board meetings and Palm Beach County Council PTA meetings
- Form a committee to help facilitate and coordinate these events. May assign specific events

### **Rule #4 Duties of other members of the Board**

The Parliamentarian shall:

- Be appointed by the PTA Executive Committee for a one year term and shall have a vote in all Board business if the Board approves a vote for this position
- Not be eligible to serve more than two consecutive terms
- Assure all meetings are being run according to Robert's Rules of Order
- Refer to the Bylaws or Standing Rules when necessary
- Create and chair a Bylaws committee in accordance with the Bylaws to review and recommend changes at least once every three years for approval
- Submit approved Bylaws to FLPTA at least once every three years for approval
- Create and oversee Nominating Committee.
- Notify PTA members of qualified Nomination Committee candidates five days prior to election meeting
- Create and oversee Standing Rules Committee to review Standing Rules and make changes as necessary no later than second board meeting of the school year

The Business Partner Coordinator shall:

- Be appointed by the PTA Executive Committee and approved by the Principal for a one year term and shall have a vote in all Board business
- Not be eligible to serve more than two consecutive terms
- Update the business partner program annually or as necessary
- Solicit businesses for the program
- Order and maintain Business Partner signs and maintain clear records of each business partner's level of sponsorship
- Form a committee, if necessary, to help facilitate and coordinate these duties and may assign committee members to lead any specific duties mentioned above

The Volunteer Coordinator shall:

- Create and provide room parent and volunteer training
- Coordinate with Teachers to assign or recruit a room parent for each homeroom
- Prepare binders or notebooks for each room parent and maintain communication with Room Parents throughout the school year
- Maintain all volunteer records
- Attend training provided by the county
- Provide volunteers when necessary for all school wide events
- Create contacts necessary to attain volunteers from local Middle and High Schools

The Spirit Wear Coordinator shall:

- Be responsible for ordering and maintaining spirit wear inventory
- Fulfill and distribute all Spirit Wear orders

The Faculty Liaison shall:

- Be appointed by the Principal each school year
- Serve as a communication link for faculty and PTA in order to strengthen the bond between teachers and parents
- Attend PTA meetings, both Board and General Membership, and share information as necessary

**Rule #5: Procedure Folders**

Each Board member shall maintain a procedure folder and/or electronic data and add to it materials and information considered important to the performance of the particular office or committee. The folder and/or flash

drive shall contain a record of activities using Plans of Work that include recommendations of further action, giving details of arrangements and evaluation of activities. Each outgoing Board member will pass pertinent information as well as copies of all correspondence concerning the position to his successor and will aid him in the understanding of the positions' responsibilities by the end of the school year.

#### **Rule #6: Plan of Work**

All written plans of work must be submitted by the Executive Board no later than two Board meeting prior to the event, or as requested by the President.

#### **Rule #7: PTA Representation**

Certain Board members are eligible to attend the Florida PTA Convention and/or Leadership Conference. An amount decided on by the Budget committee and approved by the Board and General Membership will be included for expenses. Only for VP Membership and Fundraising, or under certain circumstances as voted on by the Board, will a Board member attend the Convention more than one time during his/her term. These funds will be distributed evenly among those attending, to cover expenses as follows:

##### **State and National Leadership**

- Registration fees paid in full, receipt required
- Hotel accommodations shared by 2 at the single room rate (if available), receipt required
- Use Hotel Occupancy Tax Exemption Certificate
- Automobile expenses are for the actual mileage driven (carpooling encouraged) using current government rate for not-for-profits for reimbursement plus tolls
- Food allowance is established as a per diem rate according to the IRS rate, no receipts required as established by the IRS

##### **Local Training**

- PTA related luncheon tickets for the President, Principal, and Board Members

All Board members receiving convention funds from this Association shall:

- Attend a majority of the workshop sessions that are pertinent to their position and the PTA
- Attend all Voting sessions
- Present to the Treasurer an itemized statement including receipts for the expenses paid by the PTA in a timely manner

#### **Rule #8: Attendance of Non-Board People at Board Meetings**

Provided the President is contacted before hand, any person may meet with the Board for the purpose of presenting a report or a proposal for consideration by the Board, but may not remain for the business meeting, unless otherwise voted by the Board. In any event, this guest is not considered part of the quorum and does not have a vote.

#### **Rule #9: Proceeds of Money Making Projects**

The PTA shall finance any money-making projects of this Association, and the proceeds are to be used exclusively by this Association.

#### **Rule # 10: Handling of Money**

- All petty cash will be counted by one Elected Officer, the Business Partners Coordinator, or Adopt a Class

chair and the Treasurer before each event.

- All money for deposit will be counted by one Elected Officer, the Business Partners Coordinator or the Adopt a Class chair and the Treasurer after each event and both will sign the deposit form.
- At PTA events, all money must be handled by at least one Elected Officer, the Business Partners Coordinator or the Adopt a Class chair. A Board member or Chair of the event may handle money with the Elected Officer.
- Check signers will consist of at least three Elected Officers including the President, Treasurer and one Vice President.

### **Rule #11: Use of PTA Properties**

- The Board shall approve the use of PTA properties for use by organizations other than this association. However, the President has the authority to approve emergency use of PTA properties.
- Any expenses incurred through damage, loss or misuse of said properties shall be the sole responsibility of the user.

### **Rule #12: Emergency Voting**

Notification of an emergency vote taken by phone, email, or other electronic means shall be given to each Board member by the President. Board members shall have at least 24 hours to respond. A complete accounting of the number of votes cast and the results shall be given at the next regular meeting where the vote shall be ratified. All of these actions shall be recorded in the minutes.

### **Rule # 13: Code of Conduct**

- Integrity and honesty will be the hallmarks of all conduct when dealing with colleagues within PTA and equally when dealing with individuals and institutions outside it. Board Members will treat those they come in contact with, with the same courtesy and consideration expected from others.
- PTA strives to maintain an atmosphere of openness throughout the Association. Our members decide the course of our organization and we keep them informed at all times.
- Board members will always strive to act in the best interests of the PTA.
- Board members will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises. If a member is uncertain whether or not a conflict exists they shall consult with the Board and abide by their decision.
- Board members will agree to disagree when necessary without anger or rancor. Once a final decision is made, Members will show support by withholding any opposing opinion outside the confines of the Board meeting.
- Board members will take to their work an attitude of open-mindedness, interest, and attention and a willingness to be trained to do so.
- Board members will refrain from displaying any unprofessional behaviors or engaging in conversations that lead to an unproductive or hostile environment within the PTA.
- Board members will not speak as a Board member of this PTA to the media or in a public forum without the prior knowledge and approval of the President. However, Members still maintain all rights to speak as private citizens in such forums.
- When speaking as Board members, any comments will reflect current organizational policy and positions, even when these do not agree with their personal views.
- When speaking as private citizens, Members will strive to uphold the reputation of the PTA and those who work in it.
- Board members will respect Board and individual confidentiality.
- Board members understand that should they witness a fellow board member in breach of any part of this

code, it is a Member's duty to report the infraction to the Board President or School Principal.

- If, for any reason, a Board member is unable to fulfill the duties of the position, they will do what is best for the Association, even if that means resigning from the position.
- Should a Member resign from the Board, the Member will inform the President in advance in writing, stating the reasons for resigning, and will participate in an exit interview.

#### **Rule # 14 Bylaws Revisions**

Bylaws must be reviewed for revisions every three years as according to the Florida PTA Bylaws.

#### **Rule #15 Staggering of Officers**

All terms will remain two year terms until the bylaws say otherwise and officer positions will stagger as follows:

- President, VP Membership, VP School Support and Recording Secretary in odd election years
- VP Programming, VP Fundraising, Treasurer and Corresponding Secretary in even election years.

#### **Rule #16 Meeting Schedule**

Board meetings will be scheduled prior to the General Membership meetings each month at a time decided on by the Board and Principal. On months where there is no General Membership meetings, Board meetings will be scheduled at even intervals between meetings, generally monthly.

#### **Rule #17 Accepting of Goods**

No Board member may accept any goods or free services as a result of their work for the PTA; excluded in this would be a working meal with a potential donor, business partner or fundraising organization.

If offered any goods or free services the item may be accepted on behalf of the PTA and given to the President who will bring it to the Board for recommendation of disbursement.

#### **Rule # 18 Removal of Office**

Board members understand that substantial breach of any part of the standing rules may result in removal from the Board. Removal will only be instituted by 2/3 vote of the Board.