

Laurel Meadow Elementary School

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Standing Rules

Of the

Laurel Meadow Elementary School PTA

Part 1. ADMINISTRATION

A. Executive Board Duties:

1. Executive Board members are expected to attend all regular and special meetings of the Executive Board, assigned committee meetings and general membership meetings. Failure to attend at least four (4) consecutive board meetings without being excused is grounds for removal from the board. If unable to attend meetings, notify the president.
2. Any Executive board member, funded by the PTA, attending workshops, conventions or conferences, shall share their findings with the Executive Board.
3. Executive board members who fail to attend meetings, for which a financial obligation has been made, without cancellations of reservations, will be billed for the cost.
4. Executive board members are expected to help carry out the program at general membership meetings.
5. Procedure books (binders, information, etc.) shall be kept current. At the end of the term of office each officer shall turn over books to incoming officers and each chairman shall turn over books to the incoming committee chairs. If the incoming chair or officer is unavailable the books will be turned over to the President.

B. Officers:

1. Officers are expected to abide by all the rules of the executive board stated in Part 1, A Executive Board Duties.

2. Any officer may be removed at any time, if he or she does not perform his or her elected duties including attending meetings or are found being negligent/fraudulent in their duties.

Removal may be performed at a meeting of the Executive Board, provided that the meeting notice shall state the purpose, or one of the purposes, of the meetings is the removal of the officer. Such a removal shall require a two-thirds (2/3) vote of the Executive Board, unless the officer(s) to be removed are part of the Executive Board, then it would include the vote of the other officers of the Executive Board or members of the Executive Board. Missing four (4) or more association meetings may constitute "cause" for such removal.

3. All officers shall keep a procedure book (binder, notebook, etc.) and turn over all materials to the newly elected officer by July 1st with the exception of the Treasurer.

C. Meetings:

1. Executive Board meetings shall be held on a as need basis.
2. General membership meetings shall be held on the day of a school event once a month on a Thursday unless otherwise stated. Meetings shall begin at 5:30pm.
3. All minutes must be sent to the president within fourteen (14) days after the meeting.

D. Finances:

1. All reimbursements shall include a disbursement request form with the president's approval and a receipt. The request for reimbursement must be submitted to the Treasurer within 60 days of the purchase. All requests for reimbursement must be received by the last day of school.
2. All reimbursements will be made within fourteen (14) days of receipt and approval of the reimbursement.
3. All Invoices must be signed and approved by the president

before the treasurer can make the payment.

4. Should Laurel Meadow PTA receive a NSF check, all service fees and bank penalty charges Laurel Meadow PTA may accrue must be reimbursed from the person. If the NSF checks are not paid within the month of notice Laurel Meadow PTA will no longer accept any checks from this individual in the future.
5. The signatures of the President, Treasurer and our Staff Appreciation officer shall be on the authorized signature cards for the BB&T bank account. The President and Treasurer must sign each check. The Vice President or Secretary must review the bank statements each month and sign off saying it was reviewed and verified.
6. There will be a monthly bank reconciliation performed each month by the Treasurer and reviewed and signed by the Vice President or Secretary.
7. Debit cards are only allowed to be issued to the President and Staff Appreciation officer.
8. A copy of each meeting's minutes must be kept in the Treasurers monthly files.
9. All deposits shall include a deposit request form showing deposits have been counted by 2 people including at least one non-bank signature people. The monies will be counted and signed off before being handed off to the treasurer who will also recount the monies to be deposited.
10. Committee Budgets: If it is necessary to spend more than is budgeted, prior approval (before the expense is incurred) must be obtained from the PTA President up to \$300. For amounts over \$300, prior approval is required by a vote of the PTA General membership. If prior approval is not requested there is a chance the reimbursement request will not be granted.
11. Retail Sales and Use Tax Exemption: For purchases over \$400 a "Retail Sales and Use Tax Certificate of Exemption" letter must be used. We are exempt from sales tax and need to utilize this for large purchases.
12. The Treasurer's report for the General Membership meetings

shall be posted in the PTA section of the schools website and PTA bulletin board.

13. The current Treasurer, with the assistance from the out-going treasurer, is responsible for filing IRS form 990, 990EZ or 990N prior to November 15th.

E. Plan of Work:

1. A Plan of work will be submitted by each committee chair to the President 60 days prior to the event. A “Plan of Work” should contain the following:
 - i. Committee Name
 - ii. Chairman’s name and telephone number
 - iii. Names of any committee members
 - iiii. Goals for the year
 - v. Activities to accomplish the goals
 - vi. Anticipated expenses

F. Contracts:

The PTA President must sign all contracts. Contracts will be authorized either through the budget or by approval of the Executive Board.

G. Minutes:

The Secretary shall distribute all PTA meeting minutes within fourteen (14) days of the meeting. The minutes shall be posted on the PTA website and emailed to the board. Minutes shall be approved by vote at the next meeting.

H. Donations/Memorials/Special Appreciations:

1. Card(s) shall be sent to board member/staff that have had a death in the immediate family. Money is to come from the miscellaneous expenses in the budget.
2. Card(s) shall be sent to board members/staff that have a baby. Money is to come from the miscellaneous expenses in the budget.

3. Special Staff Appreciation (Principal, Administrative, Custodian, Guidance, Bus Driver, etc.) lunches or other small token of appreciation can be done with the vote of the Executive Board. Money is to come from the Staff Appreciation expenses in the budget.
4. Retiring staff shall be presented with a gift not to exceed \$25.00. Money is to come from Staff Appreciation expense in the budget.
5. Other special circumstances voted on by the executive board may be expensed from the Miscellaneous Account budget.

I. Bylaws/Standing Rules:

All board members shall receive a copy of the standing rules. A copy of the bylaws will be available for review on the PTA website and on the PTA bulletin board in the school. The Standing Rules will be reviewed and voted on at the first full board meeting at the beginning of the school year.

J. Special Committees:

1. Special committees shall be appointed by the executive board with the exception of the nomination committee.
2. Budget Committee: Chaired by the Treasurer and is composed of the executive committee and out-going treasurer (if applicable).

K. Standing Committees and Responsibilities:

1. Arts in Education:

Coordinate PTA reflection program with local, county and state PTA. Publicize contest at LMES at school events and flyers. Gather contest entries and submit entries accompanying paperwork per count Reflections instructions. Celebrate and publicize winners at the conclusion of the Reflections contest. Distribute National PTA Power Plates and Citizenship Essay program information. Assist Music and Art departments with various activities.

2. Building and Grounds:

Coordinate with administration, teachers, students and parents to develop, maintain and implement any improvements to the school grounds and/or buildings.

3. Bylaws/Standing Rules/Legislative:

- i. Committee will review the standing rules every year and the bylaws every five years. Suggest any necessary changes to these documents. Bylaws committee is to be made up of the President, Legislative Chair, Secretary and at least one other PTA member.
- ii. Coordinate LMES local unit vote on the Proposed Legislation Program (PLP). Add the PLP to the PTA website. Send out eConnect with information about the PLP and link to vote.

4. Community Programs:

- i. Box Tops/Community Outreach: Coordinate “Box Tops for Education”, Kroger rewards and any other community program to be involved with. Also communicate these programs to the students and parents. Collect Box Tops and submit before the November and April deadlines.
- ii. Spirit Nights: Communicate monthly Spirit Nights by sending home flyers and promoting on social media account.

5. Family Dinner & Dance:

Committee to facilitate and manage logistics for our annual Family Dinner and Dance event.

6. Fundraising:

Oversee and communicate fundraising initiatives the PTA is participating in.

7. Garden:

Maintain and implement improvements to the landscaping around LMES.

8. Health & Safety:

Committee is to inform LMES Students and Parents of health & safety related issues related to children PK-

Preteen. Distribute monthly information and submit monthly articles in the newsletter. Assist the school with Walk to School Wednesday and the PE department with any activities.

9. Historian:

Collect and maintain related information on LMES events and records special activities for the school "scrapbook".

10. Membership:

Organize, encourage and monitor membership for LMES PTA.

11. Newsletter:

Prepares monthly newsletter thru compiling and creating articles. Also serves as the newsletter editor. Creates and designs any marketing and publicity materials for the PTA.

12. Room Parent Coordinator:

Coordinates all Room Parents and provides information (i.e. guidelines, forms, important dates) to help streamline and bring information to each class through the Room Parent.

13. Snowflake Breakfast:

Committee designed to help facilitate and manage the logistics of our annual Snowflake Breakfast. Including business donations, entertainment, decorations and vendors.

14. Staff Appreciation/Hospitality:

Committee designed to help organize special events, ceremonies and fun special treats (i.e. open house, Goodies with Grandparents, Muffins for Mom, 5th Grade Promotion, Social events) to be delivered throughout the year to show our appreciation and support.

Acknowledge teachers and staff on a regular basis thru Easter egg hunt, appreciation week, breakfasts, prizes, etc.

15. Volunteer Coordinator:

Coordinate volunteers for any PTA and/or school sponsored activity. Monitor volunteer hours and recognize volunteer's time and commitment.

16. Watch D.O.G.S:

Committee designed to help bring positive male role models into our school.

17. Website/Social Media:

Maintain PTA website with updates throughout the year.

Help promote any event or activity on our Facebook page.

Adapted on xxxxxxxxxxxx