

# **LEDGEVIEW PTA STANDING RULES**

## **Amended April 2009**

### **I. UNIT MEETINGS**

- A. Regular meetings of this local PTA shall be held monthly September through April, except December.
- B. Traditional order of business at unit meetings
  - 1. Call to order
  - 2. Reading and approval of minutes
  - 3. Treasurer's report
  - 4. Reports of:
    - a) Executive committee
    - b) Standing committees
    - c) Special committees
  - 5. Unfinished business
  - 6. New business
  - 7. Announcements
  - 8. Adjournment

### **II. REQUIREMENTS FOR OFFICERS AND CHAIRPERSONS**

- A. All executive committee members and chairpersons shall be:
  - 1. Active PTA members.
  - 2. Familiar with the bylaws and standing rules of this unit and the responsibilities of each respective position as provided by the Ohio PTA.
- B. All executive committee and chairpersons shall:
  - 1. Maintain a procedure book for their successors that contains copies of the bylaws and standing rules, a list of all duties of the position, a month to month schedule stating when duties are to be done, information required by the Ohio PTA and any other information that may assist the successor in completing the position. The procedure book should be returned to the President by the end of each school year, but no later than June 30, unless the person is retaining the position.
  - 2. Complete an annual year-end report and submit one copy to President and place one copy in the procedure book.
- C. Attend meetings as assigned by the President.
  - 1. Meetings of the Executive Committee include President, 1<sup>st</sup> VP, 2<sup>nd</sup> VP, Treasurer, Recording Secretary, Corresponding Secretary, Council Delegate, and Council Alternate.
  - 2. Meetings of the Executive Board include the Executive Committee, Chairpersons of the Standing Committees and Chairpersons of the Special Committees.

### **III. PROCEDURES**

- A. The Unit shall:
  - 1. Elect and install the position of President, First Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Council Delegate and Council Alternate annually. The building Principal will be installed annually as Second Vice President.
  - 2. Keep the membership list of this organization confidential and not released to outside interests.
  - 3. Provide for leadership development by sending interested board members to council workshops, PTA conventions, district conferences and similar workshops with all or part of the expenses paid within provision of the budget.
  - 4. Accept nominations, vote, and invite award recipients to the May installation dinner for the following:
    - a) Outstanding Educator of the Year Award (by or during the January meeting)
    - b) Helping Hands Award (by or during the January meeting)
    - c) Ohio Achievement Award (by or during the March meeting)
  - 5. Pay for any gift (not to exceed fifty dollars per person) and meal expenses at the May installation dinner for the recipients of the Outstanding Educator of the Year Award, Helping Hands Award, Ohio Achievement Award and the outgoing President within provision of the budget. If the budget permits, the association may pay for the meal of the Principal and incoming and outgoing officers.
  - 6. Present a President's pin to the President at the May installation dinner.

7. Encourage all committee chairpersons to have a vice chairperson to share the work.
- B. The President shall:
1. Meet with the Principal at the earliest possible time after the election to plan the upcoming year.
  2. Set up the first meeting of the new executive committee after the election to make plans and set a schedule and goals for the coming year.
  3. A meeting of the entire Executive Board is recommended prior to the first general membership meeting to present budget and approve plans of work (duties of the Executive board).
  4. Ensure the bylaws are reviewed annually before the Ohio PTA deadline (currently November) to see if there are revisions needed. Bylaws must be revised every three years.
  5. Ensure the standing rules are reviewed annually to see if there are revisions needed. It is recommended that the standing rules are revised at least every three years.
    - a) Standing rules may be amended or rescinded at any regular meeting by a 2/3 vote or if previous notice has been given to the membership, then only a majority vote is needed.
    - b) Additional standing rules may be adopted at any meeting by a majority vote.
  6. Appoint special committees as needed.
  7. Ensure the date, time and location of monthly PTA meetings are provided to all members.
  8. Circulate the "Ohio PTA News" at the monthly PTA meetings.
  9. Have access to a debit card for use of budget related purchases, but not to obtain cash withdrawals. All debit card receipts shall be forwarded to the Treasurer with a reimbursement form.
- C. The Treasurer shall:
1. Pay all bills by check.
  2. Ensure that all funds disbursed have a reimbursement request form and an itemized bill or all receipts attached.
  3. Ensure that an IRS Form 990 is filed at the conclusion of the year-end audit and no later than November.
  4. Order a pin for the Ohio Achievement Award recipient before the May installation dinner.
  5. Order a President's pin for the outgoing President before the May installation dinner.
- D. The Recording Secretary shall:
1. Provide copies of the minutes at the monthly meetings.
  2. Keep copies of the minutes, financial reports and membership list for permanent record.
- E. The Corresponding Secretary shall:
1. Keep a correspondence folder to pass around at monthly meetings for all members present to view.
  2. Send correspondence as requested by the President.
- F. Audit Committees
1. The books will be audited bi-annually at the following times:
    - a) Midyear – completed by January 31
    - b) Year-end – completed by July 31 for the end of the fiscal year
  2. Audit Committees shall be formed before the midyear and year-end audits.
    - a) Midyear Audit Committee should consist of 3 active PTA members who are not approved to sign checks.
    - b) Year-end Audit Committee is formed if the books are not audited by a certified auditor. The committee should consist of the incoming President, incoming Treasurer and one PTA member from the midyear audit committee. If there is no change in Treasurer, an at-large member will be added who is not approved to sign checks.
  3. The audit should start with the records posted after the last audit. It should consist of checking beginning balances; examining monthly bank statements to make sure they were reconciled correctly; comparing canceled checks to ledger and checkbook; matching checks to vouchers; making sure there is a bill or receipt for each check; checking minute meetings and/or budget to substantiate all disbursements that do not have a bill or receipt attached; checking each deposit against the checkbook and bank statement; and making sure all cash receipts match ledger entries. All dollar amounts should match exactly. If actual canceled checks are not returned from the bank, the information on the bank statements may be used.
  4. The Audit Committee shall complete an audit report form that shows beginning and ending balances matching the general ledger and checkbook. Any outstanding checks or deposits should be listed. When

the audit committee is satisfied the information is correct, draw a line across the items where the audit concludes. All committee members should sign and date the ledger, checkbook and audit report using a different color of ink. Statement reading – “Examined and found correct: \_\_\_\_\_ (name and date).”

5. The audit report must be presented at the first general meeting following each audit. A copy of the financial report is sent to the Ohio PTA office.
- G. Budget Committee
1. A Budget Committee consisting of the incoming President and incoming Treasurer shall meet prior to the first PTA meeting of each new school year.
  2. The budget committee shall develop a proposed budget and present it to the executive board and then to the general membership at the first PTA meeting of the new school year.
- H. Health & Welfare Committee - Works with the administration to inform and promote safe and effective school procedures and policies. The committee addresses any specific safety problems that may arise.
- I. Legislation Committee - Keeps the PTA members informed on the National and State PTA legislative platform as well as local, county and state educational issues important to the membership and our students' well-being.
- J. Membership Committee - Builds an informed, active membership through collection of membership dues, distributing membership cards, disseminating information about the benefits of being a PTA member and maintaining a current membership list.
- K. Nominating Committee - Performs duties as outlined in the bylaws. The committee will be given a copy of the Ledgeview membership list to assist with nominating candidates for the upcoming school year.
- L. Reflections Committee - Offers students the opportunity to create works of art for fun and recognition through the National PTA, the Reflections Program.
- M. Scholarship Committee
1. The Scholarship Committee consisting of five members, including the President, shall be formed on or before the February meeting. The President will appoint a chairperson.
  2. The Ledgeview scholarship(s) will be awarded to a graduating senior of Nordonia High School (NHS) who formerly attended Ledgeview. The amount will be set each year according to the budget.
  3. The scholarship shall be awarded at the Nordonia High School Senior Awards program.
- N. Ways-n-Means Committee - Oversees fund raisers to support the PTA Budget which in turn supports the goals established by the organization.
- O. V.A.S.T. Committee – Coordinates volunteers for school and PTA sponsored activities. The committee will ensure all volunteers know that they are required to complete a Volunteer Release form.
- P. 4<sup>th</sup> Grade Party Committee – Plans a farewell party for the 4<sup>th</sup> graders at the end of the school year.

#### **IV. GENERAL TRADITIONS**

- A. Annually
1. At least one thousand (\$1,500.00) should be set aside in the budget to be used as an operating fund for the coming year.
  2. The President shall have an allowance of fifty dollars (\$50.00) per year to be used, at the President's discretion, without prior executive committee approval.
  3. The PTA donates \$500 to the 4<sup>th</sup> grade farewell party if the budget allows.
- B. Remembrances and Donations
1. Library material shall be purchased by the PTA (cost to be determined by current year's budget allowance for Founder's Day) and donated to the Ledgeview library each Founder's Day and inscribed: "To The Honor of Past PTA Presidents."
  2. In the event of the death of a student or faculty member, education material, the cost of which shall not exceed twenty-five dollars (\$25.00), shall be purchased and donated to the Ledgeview library and inscribed: "In Memory of \_\_\_\_\_."