

Keller Elementary School PTA Standing Rules

1. An up-to-date copy of the Standing Rules will remain in the President binder to be passed down with the records of their successor.
2. The Standing Rules shall be reviewed each year by the elected officers of the Executive Board, presented to the general membership and so noted in the minutes. The officers must approve any revisions, additions or deletions.
3. All board members must attend all scheduled board meetings and monthly PTA meetings. Any board member unable to attend must contact the President, in advance. If no notification has been made for three consecutive board meetings, the position may be declared vacant. The elected officer will be requested to submit a letter of resignation.
4. Any election that has more than one person running for a particular office will be by ballot.
5. All publicity of the PTA, such as flyers, etc. must bear the name of the PTA and the chairperson's name, email and/or phone number.
6. The budget committee shall consist of at least three members of the Executive Board.
7. The Executive Board may approve up to \$3000 worth of budget items occurring over the summer between the end of the previous fiscal year (June 30,) and the approved budget at the September general meeting. This would include things like invoices from the board office, hospitality items for the meet & greet and first meeting, and the budget for Back-To-School Picnic.
8. The PTA website, www.helenkellerpta.net, will house all the current procedures, Bylaws and Standing Rules to be easily accessed by all officers, chairpersons, and general membership. Chairperson binders, housing information for specific events or committees, will be passed on each year from the previous chairperson to the new chairperson.
9. PTA money shall be disbursed by reimbursement form submitted to the Treasurer. A request for funds in advance or a request of reimbursement of funds shall be submitted by completing a form signed by the member requesting reimbursement, attaching the appropriated supporting receipts or documentation and submitting these to the Treasurer.
10. All payments will be by PTA check. Monies collected at an event cannot directly be used to pay expenses for the event. Disbursement for payment/reimbursement will be by PTA check with supporting voucher and receipts/documentation.
11. All one-time expenditures, purchases, or budget requests outside of the approved PTA budget operating expenses, must have a detailed report including dollar amount, in writing, in advance of said expenditures. Said expenditures must be approved by the elected officers of the Executive Board or general PTA members, prior to order or purchase. Any single item purchase over \$500 must be approved by the elected officers of the Executive Board.

12. All monies collected by a PTA committee/event shall be counted by two parties, a PTA Event Summary – Financials sheet shall be filled out, and the monies deposited in the Keller Elementary School PTA Safe within 72 hours of an event. The parties depositing the funds in the safe will inform the Treasurer of the deposit so a bank deposit can be made in a timely manner.
13. All committee/event chairperson(s) must submit a written financial report via email 2 weeks of any event to the Treasurer. Chairs should turn in their budget to the treasurer before the last day of the school year.
14. In accordance with non-profit guidelines (IRS Status 501(c)(3)), Keller Elementary School PTA shall not give funds to organizations, no matter how worthy, unless it directly benefits members within Helen Keller Elementary's community. Said donations are not to exceed \$50 per donation unless authorized by a majority of the Helen Keller Elementary PTA general membership present at a regular monthly meeting.
15. Regarding the Founder's Day Celebration, Keller Elementary School PTA shall provide funds to pay for one-half (1/2) of the ticket price for each member to attend up to the limit voted upon and presented in the annual budget.
16. If a PTA board member, staff member, a student of Helen Keller Elementary School, or a member of their immediate family (to include parents, siblings, children or spouse), or a PTA Volunteer should pass away, this PTA shall present a remembrance, in the form of a book to the Learning Commons library, not to exceed twenty-five (\$25) in the deceased's name.
17. All monies earned/collected by the PTA (from fundraisers, committees, events) shall stay in the PTA bank account until disbursement for payments/reimbursement. No PTA monies reside in outside accounts.
18. All events/fundraisers/flyers/information disseminated by a PTA committee MUST be presented to the VP/Communication, PTA President, and approved by these individuals, BEFORE "going public." This is to make certain the said event/fundraiser/flyer/information is accurate and within the purposes of the PTA. Once approved, contact the website chair and social media chair, if needed, to be shared online. If paper distribution is necessary, make copies to send home with students.
19. If a committee goes more than \$50 over its budget without approval, a receipt for the charitable donation will be issued to the event/committee chairperson for personal tax purposes.
20. Requests for social media posts, not directly related to the work of the PTA, are at the discretion of the social media chairperson and/or the elected officers of the Executive Board and shall not be granted during peak PTA fundraising events.

Revised: August 2022