

Proposed Standing Rules for Walt Disney Elementary School PTA

Standing Rules relate to matters of procedure, which may change from time to time. They are more flexible than bylaws and are at the discretion of the unit. They may be adopted, amended or rescinded by a vote of the PTA Board.

I. AMENDMENT OF STANDING RULES

These rules and procedures are subject to approval of the PTA Board and may be amended at any time. Each officer and committee chairperson shall have a copy.

II. PTA BOARD

- a. All officers and chairperson shall keep a procedure book or folder. They shall enter a report in May and give one copy of the report to the president and one to the secretary. If vacating a position, the material shall be given to the incoming person or President within one week of notice of vacancy.
- b. If an officer or member of the PTA board lacks the desire or commitment to fulfill his/her duties, the officer may be asked to relinquish the position on the board. The president institutes the dismissal process.
- c. Any business of an unusual nature shall be brought to the attention of the president BEFORE being presented to the board,
- d. Officers and members of the PTA board should attend all PTA Board and General Membership meetings.
- e. An officer or chairperson, who is to present a report, but unable to attend a meeting, is responsible for selecting a member of the committee or PTA board to present it.
- f. If a chairperson on the PTA board is unable to attend a PTA board meeting, she/he is to send a member of her/his committee (if available) for representation.
- g. An emergency meeting of the board may be called with the approval of the president.
- h. ANY and ALL correspondence to be shared with the general membership, &/or student population, shall be approved by both the president and principal.

III. EXECUTIVE COMMITTEE

- A. A spring Executive Committee planning session shall be held in order to:
 - a. Establish meeting dates and times for the upcoming year,
 - b. Determine goals and objectives,
 - c. Set a proposed budget for the upcoming year, to be approved by the PTA general membership at the last General Membership meeting of the current school year.
- B. The nominating committee should be chosen as early as possible, but no later than January.

IV. TREASURER

- a. PTA board members may make purchases on behalf of the PTA only for items related to their own committee/function. The PTA is not responsible for reimbursing for sales tax.
- b. Board members and Walt Disney staff who desire reimbursement for out of pocket expenses shall submit, to the treasurer, a reimbursement request with a receipt attached. Expenses should be submitted for reimbursement within 30 (thirty) days after the purchase but no later than May 30th of the current school year.

V. FINANCIAL RESPONSIBILITIES

- a. The president shall receive a copy of the monthly bank statement for review.
- b. The secretary shall have the duty of reconciling the checkbook on a monthly basis to verify that the reconciliation by the treasurer is correct. This will be done directly after receiving the treasurer's reconciled report.
- c. The bank statement shall be mailed to Walt Disney Elementary School and picked up by the secretary who will then give a copy to the treasurer for reconciliation.
- d. Walt Disney Elementary PTA will maintain a minimum balance of \$3000.00 with a maximum balance of \$20,000.00 at the end of each school year.

VI. SECURITY RESPONSIBILITIES

- a. All PTA volunteers shall register with the Community Development Office at the beginning of the school year. Any volunteer working one-on-one with a child, working in a classroom/office shall complete and turn in a Volunteer Application and turn it into the Walt Disney office to start the approval process.
- b. The PTA Volunteer Coordinator will keep an up to date list of all approved volunteers.

VII. FUNDRAISING

- a. Fundraising costs shall be deducted from the proceeds before determining amount raised.
- b. Items sold by any fundraising-type committee must receive prior approval from the executive committee.

VIII. COURTESY

- a. The school secretary will provide information on retiring teachers/staff. The person/people involved shall receive a card and a small plant through the Sunshine committee. It will be delivered to the classroom at year end.
- b. Staff birthdays – each person shall receive a card through the Sunshine committee during the month of their birthday.
- c. Illness, births, funeral leave and marriage will receive a card through the Sunshine committee during the month of the event.