

## Helen Keller Elementary PTA Standing Rules

1. An up-to-date copy of the Standing Rules will remain with the Secretary to be passed down with the records to their successor.
2. The Standing Rules shall be reviewed each year by the Executive Board, presented to the general membership and so noted in the minutes. The board must approve any revision, 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, etcetera, shall bear the name of the PTA, and the chairperson's name, email and phone number.
6. The budget committee shall consist of at least three members of the Executive Board (e.g., President, Treasurer, past-President and past-Treasurer).
7. The officers and chairpersons shall have procedure books, Bylaws, and Standing Rules, the same being returned to the President/or their successor by the end of the school year. The PTA website, [www.helenkellerpta.net](http://www.helenkellerpta.net), will also house all the current procedures, Bylaws and Standing Rules.
8. PTA money shall be disbursed by voucher system submitted to the Treasurer. A request for funds in advance or a request of reimbursement of funds shall be submitted by completing a voucher signed by the member requesting reimbursement, attaching the appropriated supporting receipts or documentation and submitting these to the Treasurer. The Secretary, President or VP/Mom or Dad (whoever are the other three official signers approved by the Credit Union) shall endorse all approved vouchers for payment.
9. All payments will be by PTA check. Monies collected at an event cannot directly be used to pay expenses for that event. Disbursement for payment/reimbursement will be by PTA check with supporting voucher and receipts/documentation.
10. All one time expenditures, 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 General PTA membership, prior to order or purchase.

11. All monies collected by a PTA committee/event shall be counted by two parties/ an Event Deposit form shall be filled out; and the monies deposited with the Treasurer within 72 hours of the event, unless prior arrangements with the Treasurer have been made.
12. All committee/event chairperson(s) must submit a written financial report via email within 72 hours of any event to the Treasurer.
13. In accordance with non-profit guidelines (IRS Status 501(c)(3)), Helen Keller Elementary 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.
14. Regarding the Founder's Day Celebration, Helen Keller Elementary 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.
15. 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 Media Center, not to exceed twenty-five (\$25) in the deceased's name.
16. All monies earned/collected by the PTA (from fundraisers, committees, events) shall stay in the PTA bank account until disbursement for payment/reimbursement. No PTA monies can reside in outside accounts.
17. All events/fundraisers/flyers/information disseminated by a PTA committee MUST be presented to at least the PTA President and Principal (the information may be presented to the Principal by the PTA President), and approved by the PTA President, BEFORE "going public." This is to make certain the said event/fundraiser/flyer/information is accurate, and within the objectives of the PTA.
18. 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.
19. 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 Executive Board, and shall not be granted during peak PTA fundraising events.

Adopted: November 2014