

Jennie Moore Elementary PTA Standing Rules 2018-2019

Last Revision: 07/25/2018

Approval Date: 08/23/2018

The Standing Rules outline the operational procedures and responsibilities of the Jennie Moore Elementary Parent Teacher Association (JME PTA) with specific details that are not included in the JME PTA Bylaws. In the event that these Standing Rules conflict with the Bylaws, the JME PTA Bylaws must take precedence. Any area of operations, that is not covered in the Bylaws or Standing Rules, may be determined by the Board of Directors, following examples and guidelines set forth by the National PTA, SCPTA and Robert's Rules of Order.

The Standing Rules shall remain in effect until amended, but shall be reviewed and adopted annually by a majority vote at one of the first board meetings of the school year. The Standing Rules may be amended at any time by a two-thirds vote of the Board of Directors present and voting (a quorum having been met).

I. General Information

- A. The name of this PTA Local Unit is Jennie Moore Elementary Parent Teacher Association (JME PTA), chartered September 9, 1992.
- B. This PTA is a member of the South Carolina PTA. The PTA's Unit No. is 0019616. This PTA's Federal Employer Identification Number (EIN) is 570872164.
- C. This PTA was granted tax-exempt status under section 5019(c)(3).
- D. This PTA shall have liability and bonding insurance.
- E. This PTA shall make available to the public a binder of PTA-specific information; this binder shall be called the Procedure Binder. The Procedure Binder is to be maintained by the PTA Secretary. The binder is to be passed to the succeeding board. The procedure binder should include the following documents:
 - i. National PTA Resource Guide
 - ii. SCPTA Handbook & Bylaws
 - iii. JME PTA Bylaws and Standing Rules
 - iv. List of all Board members, including position, email, and phone
 - v. Copies of meeting agendas and minutes for previous and current years (signed and approved)

II. Membership

- A. The membership dues are determined by the current JME PTA Bylaws. The fees include \$2.25 for the National PTA, \$1.00 for the SCPTA. For 2018-2019 the dues are set at \$5.00 per individual membership.
- B. Membership at this PTA shall be offered without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, and community members that support and encourage the purpose of PTA.
- C. Each member shall have one vote.
- D. Up to five lifetime memberships may be awarded each year to those volunteers who have displayed the JME PTA mission and served our organization during their time at Jennie Moore.
 - i. Nominations for the lifetime memberships shall be collected throughout the year. The recipients shall be voted on by the PTA Board of Directors prior to the end of the current school year.
 - ii. The lifetime membership awards shall be presented at a PTA General Membership meeting.
 - iii. Traditionally these awards have been given to graduating 5th grade parents and a teacher who have served JME PTA during their years at Jennie Moore. These stipulations are recommendations not requirements.

III. Meetings & Quorum

- A. A minimum of 5 general membership meetings shall be held at the direction of the Board of Directors. The Board will decide on the exact days and times with an attempt to be consistent, but may offer a mixture of day and evening meetings. Traditionally these meetings are held the first Tuesday of the month, and any changes must be made at least 6 days prior to the scheduled meeting. Special meetings can be called by the president or a majority of the Board of Directors with 6 days notice.

- i. Topics and agendas for the General Membership meetings will be established by the PTA President with the assistance of the Vice President.
 - ii. Agenda items for consideration at a General Membership meeting shall be submitted to the President no later than 10 days prior to the meeting at which they will be discussed. Items submitted later than this will be considered on an emergency basis only, and are subject to postponement until the next General Meeting.
 - iii. As stipulated in the JME PTA Bylaws, a quorum for general membership meetings will be 26.
- B. The Board of Directors will meet once a month and may meet mornings or evenings, or a combination as decided by the board of directors at the beginning of the term. For the 2018-2019 year the meeting dates are set for the 3rd Thursday of each month (when possible) at 7:45am.
 - i. A quorum is a simple majority (6) of total board members.
 - ii. The May board meeting minutes will be circulated via email and the board will vote upon approval prior to June 30.
- C. Committee meetings shall be held as needed with dates and times to be set by the chairperson.
- D. The PTA Secretary shall take minutes and record all votes at all PTA General Membership and Board meetings. If the Secretary is unavailable for one of these meetings, she/he is responsible for finding an alternate board member to take minutes.
 - i. The minutes shall be submitted to the President within 3 days.
 - ii. PTA board meeting minutes shall be approved at the next PTA board meeting and once approved added to the Procedure Binder.
 - iii. PTA General Membership meeting minutes shall be approved by the General Membership at the next general meeting and once approved added to the Procedure Binder.

IV. Elections

- A. A Nominating Committee is responsible for overseeing nominations for the Executive Committee and presenting all nominations to the general membership for election.
 - i. A nominating committee of three (3) voting PTA members shall be elected by the general membership prior to March. This committee must consist of at least one (1) school employee (1) board member and one (1) general member. The current president and immediate past president are not eligible to serve on the Nominating Committee. The committee shall elect its own chairman at the time the committee is formed.
 - ii. All nominations must be received by the nominating committee at least 10 days prior to elections.
 - iii. This committee must present the nominations to the president in written form 7 days prior to the election.
 - iv. The Nominating Committee shall present the nominations to the general membership at the meeting in March. No nominations shall be received from the floor.
- B. The officers shall be elected at a general membership meeting in March for a one-year term, from July 1 to June 30. All persons elected to the board shall be members in good standing of the PTA.
- C. The election shall be by a single ballot. In the case where there is one candidate for every vacancy, the vote may be held by voice vote. If there is any doubt as to the outcome, any member of the PTA may request another vote by division of the assembly (a standing or rising vote).

V. Executive Committee

- A. The Executive Committee of this PTA shall consist of the following elected officers: President, Vice President, Secretary, and Treasurer.
- B. All members of the executive committee shall be JME PTA members in good standing.
- C. The President will nominate the Standing Committee Chairs and the Executive Committee will vote on these chairs in the first meeting of the fiscal year (usually July). Any committees not filled at that time will be voted on individually once a candidate is nominated (at the next immediate board meeting after nomination).
- D. In addition to the duties listed in the JME PTA Bylaws, each elected officer shall also have the following responsibilities:
 - i. President
 - a) Participate in leadership development training or workshops, specifically related to the roles and responsibilities of the PTA.
 - b) File his/her signature at the bank at which the funds are deposited.

- c) Sign all PTA checks with Treasurer and Vice President so that two signatures are on each check (officers may not sign checks which are payable to themselves or family members).
 - d) Develop the schedule and plan the topics of the PTA general membership meetings, with the assistance of the Vice President.
 - e) Assist in the coordination of the PTA calendar for the school year with the Vice President.
 - f) Preside at all Board of Director meetings and General Meetings of the organization.
 - g) Prepare an agenda for each Board of Directors meeting and circulate copies to attendees.
 - h) Set forth the goals of the PTA.
 - i) Coordinate work of officers and committees so that the goals of the PTA are realized and the mission is served.
 - j) Represent the PTA at all state functions when invited, or assign an alternate.
 - k) Nominate chairs of standing committees to be approved by Executive Committee.
- ii. Vice President
- a) Participate in leadership development training or workshops, specifically related to the roles and responsibilities of the PTA.
 - b) File his/her signature at the bank at which the funds are deposited.
 - c) Sign all PTA checks with Treasurer and Vice President so that two signatures are on each check (officers may not sign checks which are payable to themselves or family members).
 - d) Develop the schedule and plan the topics of the PTA general membership meetings, with the assistance of the Vice President.
 - e) Assist in the coordination of the PTA calendar for the school year with the Vice President.
 - f) Attend all meetings of the organization.
 - g) Act as aide to president.
 - h) Coordinate and oversee all programs and special events, as defined in the programs list in Section XI of this document.
- iii. Secretary
- a) Participate in leadership development training or workshops, specifically related to the roles and responsibilities of the PTA.
 - b) Attend all meetings of the organization and keep accurate accounts of all PTA meetings, or assign an alternate board member to take the minutes.
 - c) Have minutes typed and submitted to President within 3 days of meeting, to be reviewed and distributed via email to the Board of Directors.
 - d) Maintain a permanent file of minutes, and other records of the PTA (these are official documents that can be subpoenaed in court).
 - e) Maintain and circulate the JME PTA calendar.
 - f) Update the records and PTA information in the JME PTA Procedure Binder (defined in Section I.E) in a timely manner.
 - g) Submit local unit officers' report by May 31.
- iv. Treasurer
- a) Participate in leadership development training or workshops, specifically related to the roles and responsibilities of the PTA.
 - b) File his/her signature at the bank at which the funds are deposited.
 - c) Sign all PTA checks with Treasurer and Vice President so that two signatures are on each check (officers may not sign checks which are payable to themselves or family members).
 - d) Present financial statements at monthly Board meetings.
 - e) Maintain full account of funds of the PTA.
 - f) Collect and deposit funds as needed.
 - g) Disburse PTA funds in accordance with the budget. Reimbursements should be processed within 5-7 business days after receiving reimbursement request.
 - h) Send tax receipts for any flat donations received by the PTA.
 - i) Alert the Executive Committee to the line items at or near depletion or over budget.
 - j) Prepare and present annual financial report for the Budget Committee during the summer.
 - k) Send payment for liability insurance and bonding insurance by the due date.
 - l) Have books, records, and receipts prepared for the organization's audit prior to initial meeting.

- m) Maintain the original copies of all legal financial documents and provide copies to other officers if requested.
- n) Send a copy of the Annual Audit Report to the SCPTA office immediately following the completion of the organization's audit.
- o) Send SCPTA a copy of the approved budget by October 1.
- p) File IRS tax form 990 by November 15.
- q) Coordinate with the Financial Review committee, providing any and all documentation needed for review.

VI. Board of Directors

- A. The Board of Directors of the JME PTA shall consist of the Executive Committee (see section VI), the principal (or school representative selected by principal), and the chairpersons of standing committees (see section VII) as defined in the JME Bylaws Articles 8 and 9.
- B. All board members shall be JME PTA members in good standing.
- C. PTA board members are expected to attend every PTA board and general meeting.
 - i. Co-Chairs will have at least one (1) attendee from a position.
 - ii. Board members must inform the PTA president a minimum of 1 hour prior to any meeting absences.
- D. Any elected board member (Executive Committee) who is absent from more than 3 meetings will be considered inactive and may be replaced by a 2/3 vote of the Executive Committee. Active status may be regained with a 2/3 vote of the Executive Committee.
- E. Any non-elected board member who is not fulfilling his or her duties may be recommended for removal from office with a valid concern by any PTA member, given in writing to the Executive Committee, and will be dismissed by a 2/3 vote of the Executive Committee.
- F. Any board member or committee chair wishing to resign from his or her position during the school year is asked to do so in writing to the Executive Committee.
- G. If an office or committee chair becomes vacant, the Executive Committee shall appoint a PTA member to serve the remainder of the term.
- H. Board members (other than the school representative) should have a child attending JME. If after a valid search, such a person cannot be found, the position can be filled by any interested JME PTA member.
- I. Elected officers and standing committee chairs are expected to submit program details and/or articles to the Communications Chair for inclusion in the Monarch Memo (weekly printed flyer) and the Monarch Message (weekly online newsletter). The submission deadlines are set by the Communications chair.

VII. Standing Committees

- A. The standing committees are committees, whose work continues throughout the year, including Fundraising Chair, Membership Chair, Advocacy, Communications, Health & Wellness, and Teacher Appreciation.
- B. Fundraising Chair:
 - i. Participate in leadership development training or workshops, specifically related to the roles and responsibilities of the PTA. Oversee all programs responsible for fundraising, as decided by the Board of Directors.
 - ii. Attend all meetings of the organization.
 - iii. Oversee all programs responsible for fundraising, as shown in section XI.D
 - iv. Provide timely updates to the Executive Committee on the progress of fundraising activities.
 - v. Consider overall school calendar so as to not overburden JME families or diminish the purpose of PTA.
 - vi. Ensure that fundraising programs and activities coordinate with and support all PTA goals.
 - vii. Record and maintain a list of all community sponsors or partners.
 - viii. Approve all PTA requests for donations from community sponsors and partners.
 - ix. Research and select fall fundraiser and fundraiser vendor for the next fiscal year.
- C. Membership Chair:
 - i. Participate in leadership development training or workshops, specifically related to the roles and responsibilities of the PTA. Oversee all programs responsible for fundraising, as decided by the Board of Directors.

- ii. Attend all meetings of the organization.
- iii. Develop and manage membership campaign and oversee membership recruitment.
- iv. Keep accurate log of members.
- v. Provide membership report at monthly PTA Board of Directors meetings.
- vi. Report all necessary membership documents to the SCPTA by the state mandated dates.
- vii. Submit Lifetime Memberships to State, present awards to winners, and keep accurate log of winners year to year.

D. Advocacy Chair:

- i. Participate in leadership development training or workshops, specifically related to the roles and responsibilities of the PTA. Oversee all programs responsible for fundraising, as decided by the Board of Directors.
- ii. Attend all meetings of the organization.
- iii. Stay in tune with national, state, and local legislative information regarding education.

E. Communications Chair:

- i. Participate in leadership development training or workshops, specifically related to the roles and responsibilities of the PTA. Oversee all programs responsible for fundraising, as decided by the Board of Directors.
- ii. Attend all meetings of the organization.
- iii. Oversee all programs responsible for fundraising, as shown in section XI.D
- iv. Oversee written and electronic school-wide communications.
- v. Set deadlines for submission of the Monarch Message and Monarch Memo and communicate deadline to other chairs.

F. Health & Wellness Chair:

- i. Participate in leadership development training or workshops, specifically related to the roles and responsibilities of the PTA. Oversee all programs responsible for fundraising, as decided by the Board of Directors.
- ii. Attend all meetings of the organization
- iii. Oversee all fitness and wellness related activities as specified in section XI.D.

G. Teacher Appreciation Chair:

- i. Participate in leadership development training or workshops, specifically related to the roles and responsibilities of the PTA. Oversee all programs responsible for fundraising, as decided by the Board of Directors.
- ii. Attend all meetings of the organization
- iii. Coordinate meals, snacks, and whatever else that shows appreciation for the teachers and staff.

VIII. Nominating Committee

- A. Committee of three (3) voting PTA members shall be elected by the general membership prior to the election month.
- B. Committee must consist of at least one (1) school employee, one (1) general member, and one (1) board member.
- C. Committee must present the nominations to the president in written form 7 days prior to the election.
- D. Committee shall present the nominations to the general membership at the meeting in March.
- E. The current president and immediate past president are not eligible to serve on the Nominating Committee.

IX. Budget Committee

- A. A proposed budget will be drafted by a committee comprised of current and incoming Presidents; current and incoming Treasurers; and the VP of Fundraising.
- B. Committee members will request input via email from all program chairs prior to drafting budget.
- C. All funds processed through the PTA shall be accounted for in the budget.
- D. Draft Budget will be approved by the Board of Directors during the summer and final budget approved at General Membership meeting in September.

X. Financial Review Committee

- A. A financial review committee of three (3) or more JME PTA members, in good standing, appointed by the Board and not to include current check signers or their family members.

- B. The committee should have quarterly meetings to review financial activity and bank reconciliation to assist in the yearly audit.
- C. Committee is to perform an internal audit of the year's closed books. All financial records and transactions shall be examined to ensure the receipts have been properly accounted for and expenditures have been properly authorized and recorded in conformity with PTA bylaws, standing rules, and budget.
- D. This internal audit must be presented at the first Executive Committee meeting by a Financial Review committee member following completion.
- E. A copy of the completed financial review will be submitted to the State PTA office no later than October 1.

XI. Programs

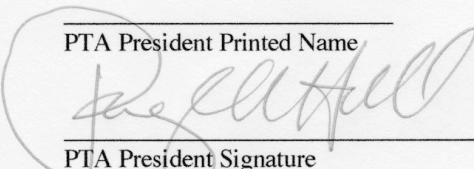
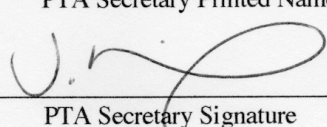
- A. Nominations for program chairs will be taken in the spring and finalized before the first day of the new school year, if possible.
- B. Members of the Board of Directors can be program chairs.
- C. Program chairs are expected to submit program updates to their assigned Board member as stated below.
- D. Program chairs may attend board meetings when the program is active or report to the assigned board member in order to present program updates.
 - i. Programs Reporting to Vice President
 - a) BooHoo Breakfast
 - b) Community Outreach
 - c) Ice Cream Social
 - d) Donuts for Dads
 - e) Pops Makin' Pasta
 - f) Reflections
 - g) Back to School
 - h) 5th Grade Graduation
 - i) Butterfly Garden
 - j) Literacy
 - k) Lost and Found
 - ii. Programs Reporting to Fundraising Chair
 - a) Boosterthon
 - b) Merchandise
 - c) School Supply Kits
 - d) Retail Partners
 - e) Corporate Sponsorships
 - f) Spirit Nights
 - iii. Programs reporting to Wellness Committee
 - a) Taste-it-Tuesday
 - b) Fitness Fridays
 - c) Monarch March
 - iv. Programs reporting to Communications
 - a) Website – jmepta.org
 - b) PTA Facebook Page
 - c) Monarch Message Email
 - d) Monarch Memo Flyer
 - e) Yearbook
 - f) Directory
 - g) My School Anywhere

XII. Finances

- A. JME PTA shall keep a copy of all financial documents.
- B. The signatures of three [3] board members shall be on the authorized signature card of all the PTA's bank accounts – President, Treasurer, and Vice President.
- C. Annual budget will be voted on by general membership at the September meeting.

- D. Between July 1 and the approval of the new budget in September, routine yearly bills from prior budget and current drafted budget will be paid up to \$2000. These bills include, but are not limited to: RISO, website maintenance, My School Anywhere, and copy machines.
- E. Amendments to the annual budget can be made with a majority vote of members present at a general membership meeting with 7 days prior notice. Amendments proposed with no notice require a 2/3 vote of all members present.
- F. The PTA Board of Directors may make and authorize expenditures, from the approved budget, without general membership approval, and other expenditures not in the budget up to \$250 with board approval.
- G. Any expenditures in excess of the budgeted line items requires an amendment to the budget at a general membership meeting.
- H. All funds processed through the PTA shall be accounted for in the budget.
- I. Committees will adhere to their budgets. Expenditures beyond the budgeted amounts, not approved in advance, will not be reimbursed. Committee members will be held responsible for all expenditures.
- J. All reimbursement forms must be completed and submitted to the treasurer by May 31, with the exception of the 5th grade graduation program. Exceptions can be granted on a case by case basis by the Treasurer.
- K. The PTA fiscal year shall close on June 30th.
- L. The Financial Review Committee will audit all financial transactions as stated in section X.
- M. The JME PTA accepts checks for merchandise, events, and donations. In the event of a returned check due to insufficient funds, JME PTA shall follow the communication procedure and guidelines for collecting funds described below:
 - i. JME PTA Treasurer will send home a written letter in the student's folder as soon as a bank nsf notice has been received. If funds have not been paid within a month, the JME PTA will send a second reminder letter in the student's folder and mail a letter to the address on file. If funds have not been paid within two months JME PTA will schedule a telephone call or in-person conference.
 - ii. If the nsf is a check writer's first offense, the offender shall pay the insufficient funds plus the bank fee with a check or cash as soon as possible. No other checks are allowed until all has been paid and no reimbursements will be approved.
 - iii. If the nsf is the check writer's second offense, the offender shall pay the insufficient funds plus the bank fee with cash only as soon as possible. No other checks will be accepted for the remainder of the school year.
 - iv. Should funds and fees not be paid by the end of the school year, all attempts will be made to recoup unpaid funds such as withholding yearbook, merchandise, etc. and no other checks will be accepted for the remainder of their school enrollment.

The JME PTA Standing Rules were adopted by a majority vote of the Board of Directors on 8-23-18.

<p>Paige A Hall</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>PTA President Printed Name</p>  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>PTA President Signature</p>	<p>Jessica Mixon</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>PTA Secretary Printed Name</p>  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>PTA Secretary Signature</p>
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