

Lincoln PTA Standing Rules

Last Updated: May 2018

Standing rules describes the working procedures that Committee Chairs and Officers need to follow when running the business of the PTA. Standing rules should be reviewed each year, and any changes to this document should be submitted to the President.

Meetings

Per the organization bylaws, this organization will have two different types of formal meetings:

1. PTA Meetings
 - a. Will include all general members and the Executive Board (elected officers, committee chairs and the Principal of the school.)
 - b. Will be scheduled monthly at least eight (8) times during the academic year.
 - c. During certain months, the following actions will occur:
 - i. December – no meeting, unless deemed necessary by the President.
 - ii. February – the Nominating Committee will be formed
 - iii. March – the Nomination Slate will be presented
 - iv. April – the Nomination Slate will be voted upon
 - v. May – will be a joint meeting with the outgoing and incoming Executive Board (Officers and Committee Chairs) invited; new officers will be installed; outgoing board members and long-serving chairs/"graduating" parents (i.e., those whose last child is leaving Lincoln) shall be recognized for their contributions; the Audit Committee will be formed.
2. Officer Meetings
 - a. Will include the Executive Committee (elected officers) only.
 - b. Will be scheduled as needed by the President.
 - c. In December, an Officer Meeting will be held to review the budget with the purpose of adjusting the budget as needed after all major fundraising is complete.

Lincoln PTA Committees

Executive Board:

The Executive Committee, Standing Committee Chairs and the Principal of Lincoln together make up the Executive Board of this organization.

Executive Committee: (the elected officers of the organization)

President
President-Elect
Treasurer
Vice President Ways and Means
2nd VP Ways and Means
Vice President Programs
2nd VP Programs
Corresponding Secretary
Recording Secretary

Standing Committees:

Book Fair
Carnival
Chess Club
Directory/Membership
Explore More
Fun Lunches
Fundraising Incentives (eScrip, Schoola, etc.)
Field Day
Fifth Grade Recognition
Hospitality
Junior Great Books
PAWS (on hold)
Parent Patrol/Safe Routes to School
Pep Rally
Room Rep Coordinator
Running Club/Leo's Obstacle Course
School Supply Kits
STeAMFest (Science Olympiad)
Social Programs
Spirit Wear
Talent Show
Teacher and Staff Appreciation
Welcome Committee
Yearbook

PTA Council Representatives:

REACH
Reflections
Scholarship
Summer Recreation Open House

Special Committees:

Audit
Budget
Nominating

Standing Committee Duties

Standing Committee Chairs (“committee chairs” or “chairs”) are encouraged to attend as many PTA Meetings as possible, especially meetings both prior to and after any event or activity for which their committee is responsible so that a report may be made about the event.

1. Maintain a Committee Folder and write an updated Roles and Responsibilities report to be given to the new committee chair prior to the first PTA Meeting of the new school year. One copy of the Roles and Responsibilities will also be given to the President.
2. Perform the duties described in the Committee Folder.
3. Write an After Action report (plan, enactment and results, including budgeted and actual costs) for each event or activity. One (1) copy shall be given to the President at or before the next PTA meeting scheduled after the event or activity occurs; one (1) copy shall be kept in the Committee Folder.
4. Submit written Budget Recommendations (pertaining to their committee) for the following year to the President prior to the Budget Committee meeting. The President will inform committee chairs of their annual budget within thirty (30) days after the Proposed Budget is prepared by the Budget Committee.
5. Forward all contracts to the President for review and signature. **No committee chair is allowed to enter into any legal or financial contracts on behalf of the Lincoln PTA.**
6. Be familiar with and follow all Money Related Policies (these can be found at the end of this document):
 - a. Reimbursement of Expenses
 - b. Cash Box/Cash Collection
 - c. Bad Check Policy
 - d. Donations to the PTA
 - e. Signatures Required

Special Committee Duties

Audit Committee

1. An Audit Committee will be formed after the new officers have been installed at the May PTA Meeting.
2. The committee shall consist of three (3) PTA members, with the new President-Elect and a Vice President representing two of the three people needed for this committee.
3. The President and Treasurer of the year being audited should be available when the audit takes place.
4. The Treasurer of the year being audited shall provide a summary of the year’s actual expenditures compared to the budgeted amounts.
5. The Audit shall be performed annually and no later than July 15th.

Budget Committee

1. A Budget Committee shall convene within 30-45 days after the audit has been performed and prior to the start of the next school year.
2. The committee shall consist of the Executive Committee, excluding the two 2nd Vice Presidents.
3. If the Treasurer is newly elected, the previous year Treasurer shall participate as needed.
4. The Treasurer will provide the committee with an up-to-date budget versus actual expenditures for the year.
5. The President will have estimates of expenditures for the balance of the school year.
6. The Budget will be presented at the first PTA Meeting of the school year.

Nominating Committee

1. A Nominating Committee shall be formed at the February PTA Meeting.
2. The committee shall consist of five (5) PTA members.
3. Nominations for the committee will be made from the floor; anyone nominated must be eligible and willing to serve.
4. Three (3) nominees must currently be serving on the Executive Board (which consists of the Executive Officers, all Committee Chairs and the Principal of Lincoln School); an additional two (2) nominees must come from General Membership (which includes members of the Executive Board.)
5. In addition to the above, two alternates will be nominated to serve. One (1) will come from the Executive Board and one (1) will come from General Membership.
6. Nominating committee members that represent the Executive Board will be elected by a majority vote of the Executive Board; nominating committee members that represent the General Membership will be elected by majority vote of the General Membership (which includes the Executive Board members)
7. The elected committee members will elect their chair at the same meeting in which the Committee is formed.
8. If less than five (5) names are available to serve on the Nominating Committee, the Chair will do their best to complete the Nominating Committee's requirements.
9. The committee shall propose a Nomination Slate, listing one nominee for each office to be filled. The committee will present the slate at the March PTA Meeting.
10. The committee will ensure that the Nomination Slate gets published in the March issue of the Mane Idea, and on the Lincoln PTA website.

Officer Duties

President

The President's responsibilities shall include all duties stated in the current bylaws for Lincoln PTA and:

1. Preside at all Officer and PTA Meetings; responsibilities to include securing a meeting space and preparing an agenda.
2. Inform the new committee chairs, clubs and teachers of their budget within thirty (30) days after the Proposed Budget is prepared by the Budget Committee.
3. If applicable, work with the President-Elect to prepare the ballots and ballot boxes and to secure the election judges for the PTA election.
4. Work with the President-Elect to host the Opening Day Tea.
5. Preside, with the President-Elect, at any end of school year functions (i.e., luncheons, Awards Assembly, 5th grade DARE program, kindergarten orientation.)
6. Be the sole person authorized to sign contracts on behalf of the Lincoln PTA.
7. Prepare relevant and timely communications to be distributed to the general membership. Communications should be distributed by the Corresponding Secretary and may include weekly email blasts, contributions to the Mane Idea quarterly newsletter, and updates for the Lincoln PTA website and Facebook page.
8. Forward copies of all agendas and reports to the Recording Secretary for file or audit.
9. Provide administrative oversight for community, membership, and outreach committees. These committees are noted on the attached organizational chart. Administrative oversight includes ensuring that:
 - a. committee chairs have read the bylaws and standing rules.
 - b. committee plans are submitted to the executive board.
 - c. After Action reports (plan, enactment and results, including budgeted and actual costs) are completed.
 - d. Committee Folders are promptly delivered to the next committee chairperson.

President-Elect

The President-Elect's responsibilities shall include all duties stated in the current Bylaws for Lincoln PTA and:

1. Attend all Officer and PTA Meetings
2. If applicable, work with the President to prepare the ballots and ballot boxes and to secure the election judges for the PTA election.
3. Work with the President to host the Opening Day Tea.
4. Preside, with the President, at any end of school year functions (i.e., luncheons, Awards Assembly, 5th grade DARE program, kindergarten orientation.)
5. In the President's absence, sign contracts on behalf of the Lincoln PTA.
6. Provide administrative oversight for classroom and school-related committees. These committees are noted on the attached organizational chart. Administrative oversight includes ensuring that:
 - a. committee chairs have read the bylaws and standing rules.
 - b. committee plans are submitted to the executive board.
 - c. After Action reports (plan, enactment and results, including budgeted and actual costs) are completed.
 - d. Committee Folders are promptly delivered to the next committee chairperson.
7. Coordinate special recognitions and occasions, and offer condolences as follows:
 - a. Chair any special Recognition Committee formed by the President to recognize any retiring teacher or staff member at Lincoln.
 - i. The committee will hear suggestions for the type of event and any cash gifts to be given.
 - ii. Any cash gifts exceeding \$25.00 shall be voted on at a PTA Meeting. Funds shall come from the Contingency fund.
 - iii. The recognition may be its own event, or it may be presented as part of a school function.
 - b. Coordinate the installation of new officers at the May PTA Meeting, including inviting incoming and outgoing Officers as well as Committee Chairs.
 - c. Send thank you notes as needed to teachers, staff and volunteers.
 - d. Upon the birth of a baby or the wedding of a faculty or staff member, send a card.
 - e. Send cards to the school office administrative staff on Secretary's Day.
 - f. Offer condolences as follows:
 - i. Upon hospitalization or serious illness of a faculty or staff member, send a gift not to exceed \$30.00. Funds shall come from the Contingency fund.
 - ii. Upon hospitalization, serious or long-term illness of a student, send a card and secure a gift not to exceed \$30.00. Funds shall come from the Contingency fund.
 - iii. Upon death or serious illness of a spouse of a staff or faculty member, send a card.
 - iv. Upon death of a student, faculty or staff, the Executive Committee will review what should be done to establish a memorial within the school, with consideration of family wishes.
 - v. Upon death of a parent of a student, a book memorial to the LRC not to exceed \$50.00 will be made in the name of the Parent or in accordance with the family wishes. Funds shall come from the Contingency fund.
 - vi. Upon death of a PTA Board member's family, send a card.
8. As necessary, conduct a survey of the general membership to gather feedback and/or solicit ideas. Present the results to the Executive Committee and/or General Membership as necessary.

Treasurer

The Treasurer's responsibilities shall include all duties stated in the current bylaws and:

1. Attend all Officer and PTA Meetings.
2. Be available for the Audit Committee.
3. Serve on the Budget Committee.
4. Assist in counting the proceeds at all fundraising events, including, but not limited to, the Halloween Carnival and Book Fair.

5. Deposit all monies received within twenty four (24) hours of receipt.
6. File any required tax forms in accordance with tax laws.
7. Provide updated financial reports to the President prior to each PTA Meeting or more frequently as requested.

Vice President Ways and Means

The VP Ways and Means responsibilities shall include all duties stated in the current bylaws and:

1. Attend all Officer and PTA Meetings.
2. Coordinate all fundraising activities in accordance with federal, state and local laws and PTA mission, objectives and guidelines.
3. Deposit funds or give funds to Treasurer within twenty four (24) hours of money being collected.
4. Provide information to the Public Relations Chair and Mane Idea Editor for press release and publication.
5. Provide administrative oversight for fundraising committees. These committees are noted on the attached organizational chart. Administrative oversight includes ensuring that:
 - a. committee chairs have read the bylaws and standing rules.
 - b. committee plans are submitted to the executive board.
 - c. After Action reports (plan, enactment and results, including budgeted and actual costs) are completed.
 - d. Committee Folders are promptly delivered to the next committee chairperson.

Vice President Programs

The VP Programs responsibilities shall include all duties stated in the current bylaws and:

1. Attend all Officer and PTA Meetings.
2. Work with the Principal to research, select and plan all school assemblies.
3. Provide information to the general membership regarding upcoming programs and events.
4. Provide information to the Mane Idea Editor for press release and publication.
5. Provide administrative oversight for educational enrichment and social programs/committees. These committees are noted on the attached organizational chart. Administrative oversight includes ensuring that:
 - a. committee chairs have read the bylaws and standing rules.
 - b. committee plans are submitted to the executive board.
 - c. After Action reports (plan, enactment and results, including budgeted and actual costs) are completed.
 - d. Committee Folders are promptly delivered to the next committee chairperson.

Recording Secretary

The Recording Secretary's responsibilities shall include all duties stated in the current bylaws and:

1. Attend all Officer and PTA Meetings.
2. Record the Minutes from each PTA Meeting.
3. Make the Minutes from the previous PTA Meeting available at the next PTA Meeting for approval.
4. Keep in their possession the meeting Minutes, Motions, Agendas, Attendance, Treasurer's Reports, Membership Roster and Budget for the current year.
5. All prior years' records shall be neatly stored in a file box/cabinet or binder in a safe storage area as deemed appropriate by the Recording Secretary.

Corresponding Secretary

The Corresponding Secretary's responsibilities shall include all duties stated in the current bylaws and:

1. Attend all Officer and PTA Meetings.

2. At the beginning of their tenure, attend a one hour training session with the District website resource to learn how to update and maintain the PTA website.
3. Ensure the PTA website is kept current.
4. Send email announcements (the “blasts”) of PTA events, to include reminders about any upcoming PTA Meetings, as directed by the President. Ensure any links within each email are functional prior to sending.
5. As necessary, make paper copies of announcements and deliver via the classroom.

Money-Related Policies

Reimbursement of Expenses

1. To request reimbursement for expenses incurred for PTA business:
 - a. Fill out the Check Request Form (available on the Lincoln PTA website or in the Lincoln front office in the PTA “Mailbox area”)
 - b. Attach all associated original receipts within thirty (30) days of the event.
 - c. Give the completed form to the PTA President for signature (you can turn the form in at the school office in the PTA file marked PTA President). The PTA President will review and sign and give to the Treasurer to cut a check. The Treasurer will deliver your check by hand, mail or dropped off at your house within a reasonable timeframe.
2. To request that a check be prepared to pay a service provider at an event:
 - a. Fill out the Check Request Form (available on the Lincoln PTA website or in the Lincoln front office in the PTA “Mailbox area”). If the dollar amount is not known ahead of time, then the terms of the cost should be outlined in the Check Request form.
 - b. Contact the Treasurer to discuss how the check is to be delivered to the service provider.
3. All reimbursement requests MUST be received prior to the end of the fiscal year in which they were incurred. The PTA fiscal year begins on July 1st and ends the following June 30th.

Cash Box/Cash Collection

Only the Committee Chair, their designated representative or any member of the Executive Committee (elected PTA officers) may handle cash during an event.

Prior to the event:

1. Contact the Treasurer to request a cash box
2. Complete a Check Request Form and deliver to the President at least one week prior to the event.
3. The committee chair will go to the Community Bank of Elmhurst to cash the check received from the Treasurer, and will request whatever denominations are necessary for the event.
4. **At no time should any committee chair use their personal cash to seed the cash box.**

During the event:

1. Periodic cash collections may be made during the event. Any cash collections must be made by the committee chair, their designated representative or a member of the Executive Committee.
2. The committee chair or their designated representative is responsible for counting the monies collected. The tally should be verified by a second committee member or designated representative.

End of the event:

1. All monies should be collected and counted and all Deposit Forms completed at the end of the event.

2. Cash should be deposited by the Treasurer in the bank the same day of the event whenever possible via night deposit, but in all cases no later than twenty four (24) hours after the event concludes.
3. Cash/checks collected separately but not for a specific event (i.e. Great Books, Spiritwear, etc.), should be handled by submitting the cash/checks to Treasurer with the Deposit Form indicating the amount collected and counted along with their signature.
4. All Cash/checks should be collected and turned in to the Treasurer as quickly as possible.
5. The Treasurer in turn will enter Check#, Check Amount, Family in the ledger for recordkeeping and re-count all monies prior to depositing into PTA Bank Account.
6. If any expenses related to the event occur, complete a Check Request Form and attach original receipts, and turn in to the President for signature. The President will review and sign, and deliver the Check Request form to the Treasurer.
7. **At no time should any expenses incurred during the event be reimbursed with money from any cash box.**
8. If there is a reason why the money needs to be held over 24 hours, the Treasurer or the President should be notified of the reason, along with details of when the money will be turned in for deposit in to the PTA Checking Account.

Bad Check Policy

1. If a check is returned, a call to the family/payer is made by the Treasurer to request an alternative means of payment (new check / cash). If another check is received and it does not clear the bank, then a letter should be written to the family/payer signed by the Treasurer. If the check is a material amount, then letters should continue to be sent until payment is cleared. If no payment is received after 3 letters, then a call to the police will be made.
2. Checks written to the Lincoln PTA that are returned for any reason will be charged a service fee to the family/payer who wrote the check. Whatever amount is charged by the bank will be charged to the family/payer, in addition to the amount they originally owed They can provide a new check or cash.
3. If it is a true hardship, the Treasurer should contact the Lincoln Principal to discuss and then it will be discussed with the Executive Committee at the next PTA meeting to determine if the PTA should help the family/payer.

Donations to the PTA

1. All donations provided to Lincoln PTA for fundraising functions should be tracked by the family name, business or organization name, item provided, and value of the item.
2. At the end of each fundraising function, a thank you note should be sent by the committee chair or a designated representative to each donor. The note should include the dollar value of the donated item.
3. The report of any donations received should be forwarded to the Treasurer as soon as the report is completed.

Signatures Required

1. Any checks written by the PTA for more than \$5,000 must be signed by the Treasurer AND the President.
2. Any checks written by the PTA for less than \$5,000 may be signed by either the Treasurer OR the President.
3. Any cash withdrawals made from the PTA account in person at the bank (not from writing a check) requires the signature of both the Treasurer AND President on the withdrawal slip.