

Lincoln PTA Standing Rules

Last Updated: Feb 2021

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. Halfway through the school year, 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 Officers, Standing Committee Chairs and the Principal of Lincoln together make up the Executive Board of this organization.

Executive Officers:

President (Co-Presidents are allowable if desired by Executive Officers)
President-Elect
Treasurer
Vice President Ways and Means
2nd VP Ways and Means
Vice President Programs
2nd VP Programs
Corresponding Secretary
Recording Secretary

***Addendum:** During the 2021-22 school year, when Lincoln Elementary will be under construction, the Executive Officer positions (except President and Treasurer) will be on “hold”. Officers will liaison with the PTAs of the host schools. No Executive Officer elections will be held in 2021-22 (unless a vacancy occurs, in which By-Law rules will be followed). The schedule for electing each Executive Officer position through the 2023-24 school year is laid out in the supporting document, “Lincoln PTA Executive Officer Election Structure”.

Standing Committees:

Adult Trivia Night	Parent Patrol/Safe Routes to School
Book Fair	Pep Rally
Carnival	Raging Waves
Charleston Wrap Fundraiser	Room Rep Coordinator
Chess Club	School Supply Kits
Directory	Six Flags Read to Succeed
Explore More	STeAM Fest
Fundraising Incentives Programs	Social Programs
Field Day	Spirit Wear
Fifth Grade Recognition	Sunshine Fund
Hospitality	Talent Show
Lincoln Preservation	Teacher and Staff Appreciation
Leo’s Obstacle Course	Teacher Retirement
Membership	Welcome Committee
One Lincoln One Book	Yearbook
Outdoor Classroom	

PTA Council Representatives:

REACH
Reflections
SERG
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 committee documents (electronic or paper copies) and provide documents promptly to the new committee chair.
2. Perform the duties described in the committee documents or as informed by the prior committee chair.

3. Submit written Budget Recommendations (pertaining to their committee) for the following year to the Executive Officer responsible prior to the Budget Committee meeting. The Executive Officers will inform committee chairs of their annual budget within thirty (30) days after the Proposed Budget is prepared by the Budget Committee.
4. 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.**
5. 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 Officers.
3. If the Treasurer is newly elected, the previous year Treasurer shall participate as needed.
4. The Treasurer will provide the committee with the previous year budget versus actual expenditures for the previous year as well as a compilation of budget requests from the estimates noted below in #5.
5. The Executive Officers will have estimates of expenditures for school year for their committees.
6. The Budget will be presented at the first PTA Meeting of the school year, posted for review for one month, and approved at the second PTA Meeting of the school year.
7. The Budget Committee will meet to perform a mid-year budget review and inform PTA members of changes.
 - a. The Treasurer will provide up-to-date budgets vs actual expenditures.
 - b. The Executive Officers will have revised estimates for their committees.

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 Lincoln PTA Blast 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. Communicate consistently with Lincoln Principal.
3. Attend monthly PTA Council Meetings.
4. Work with Executive Officers to 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.
5. Work with the President-Elect to host an event at the beginning of the year for families to sign up for PTA committees, clubs, volunteer opportunities, etc (i.e. Opening Day Welcome).
6. Preside, with the President-Elect, at any end of school year functions (i.e. 5th Grade Recognition, etc).
7. Be the sole person authorized to sign contracts on behalf of the Lincoln PTA.
8. Meet regularly with the Lincoln PTA Principal to ensure both are equally informed of upcoming functions and discuss any issues or topics at hand.
9. 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, and updates for the Lincoln PTA website and Facebook page.
10. Forward copies of all agendas and reports to the Recording and/or Corresponding Secretary for file or audit.
11. Coordinate the installation of new officers at the May PTA Meeting, including inviting incoming and outgoing Officers as well as Committee Chairs.
12. Provide administrative oversight for community and outreach committees. Committees overseen by the President are listed in the current year's organizational chart. Administrative oversight includes ensuring that:
 - a. Committee chairs are abiding by the Lincoln Bylaws and Standing Rules.
 - b. Committee plans and budgets are submitted to the executive board.
 - c. Committee documents 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. Work with the President-Elect to host an event at the beginning of the year for families to sign up for PTA committees, clubs, volunteer opportunities, etc (i.e. Opening Day Welcome).
3. Preside, with the President, at any end of school year functions (i.e 5th grade Recognition, etc)

4. In the President's absence, sign contracts on behalf of the Lincoln PTA.
5. Provide administrative oversight for classroom and school-related committees. Committees overseen by the President-Elect are listed in the current year's organizational chart. Administrative oversight includes ensuring that:
 - a. Committee chairs are abiding by the Lincoln Bylaws and Standing Rules.
 - b. Committee plans are submitted to the executive board.
 - c. Committee documents are promptly delivered to the next committee chairperson.
6. 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 gift cards exceeding \$25.00 shall be voted on at a PTA Meeting. Funds shall come from the Teacher Retirement budget.
 - iii. The recognition may be its own event, or it may be presented as part of a school function.
 - b. Send thank you notes as needed to teachers, staff and volunteers. NOTE: No monetary gifts to be given to PTA volunteers as a thank you.
 - c. Upon a life event of a faculty or staff member (i.e. birth of a baby or wedding), send a card and giftcard not to exceed \$25.
 - d. Send cards to the school office administrative staff on Secretary's Day.
 - e. Offer condolences as follows:
 - i. Upon hospitalization or serious illness of a faculty or staff member, send a gift not to exceed \$50.00. Funds shall come from the Life Events fund.
 - ii. Upon hospitalization, serious or long-term illness of a student, send a card and secure a gift not to exceed \$50.00. Funds shall come from the Life Events 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 Officers 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.
 - vi. Upon death of a PTA Board member's family, send a card.
7. As necessary, conduct a survey of the general membership to gather feedback and/or solicit ideas. Present the results to the Executive Officers 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, Carnival, Book Fair and Trivia Night.
5. Deposit all monies received within twenty four (24) hours of receipt for fundraising events. Other checks to be deposited within three days.
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.
8. Provide bank reconciliation to the President for monthly review.

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. Give funds to Treasurer within twenty four (24) hours of money being collected.
4. Provide information to the President for PTA blasts and website updates.
5. Provide administrative oversight for fundraising committees. Committees overseen by VP Ways and Means are listed in the current year's organizational chart. Administrative oversight includes ensuring that:
 - a. Committee chairs are abiding by the Lincoln Bylaws and Standing Rules.
 - b. Committee plans are submitted to the executive board.
 - c. Committee documents 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 President for PTA blasts and website updates.
5. Provide administrative oversight for educational enrichment and social programs/committees. Committees overseen by VP Programs are listed in the current year's organizational chart. Administrative oversight includes ensuring that:
 - a. Committee chairs are abiding by the Lincoln Bylaws and Standing Rules.
 - b. Committee plans are submitted to the executive board.
 - c. Committee documents 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 electronically or in a file box/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 as many Officer and PTA Meetings as possible.
2. At the beginning of their tenure and if available, attend a one hour training session with the District website resource to learn how to update and maintain the PTA website. Otherwise, ensure website training is provided by outgoing Corresponding Secretary.
3. Ensure the PTA website is kept current.
4. Send PTA blasts on PTA functions, to include reminders about any upcoming PTA Meetings, as directed by the President. Ensure any links within each email are functional prior to sending.

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).
 - b. Attach all associated original receipts within thirty (30) days of the event.
 - c. Give the completed form to the PTA President for signature (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). 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. Mark how the check is to be delivered to the service provider on the Check Request Form.
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 selected representatives or any member of the Executive Officers (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 Treasurer will go to the Community Bank of Elmhurst to withdraw cash in 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 selected representative or a member of the Executive Officers.
2. The committee chair or their selected 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 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 President should contact the Lincoln Principal to discuss if the PTA should help the family/payer via the Sunshine Fund.

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 for tax purposes.
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.