

## Ashland Elementary PTA Standing Rules

1. The name of this organization is Ashland Elementary Parent Teachers Association (PTA). It was established 9/5/1991. PTA Unit ID# is 00004275.
2. This PTA serves the children and families of the Ashland Elementary School.
3. Ashland Elementary is a non profit 501(c)3 organization. Its EIN # is 31-1051355, which was issued a determination letter in August of 1991. We are a subordinate of the PTA Kentucky Congress EIN # 61-0461750. Our group # is 5110.
4. Ashland Elementary PTA is responsible for filing 990 tax returns annually. The current Treasurer is responsible for ensuring this filing occurs in a timely manner.
5. Ashland PTA, as a subordinate of the KY Congress of Parents and Teachers, has been issued a state sales tax purchase exemption number by the Commonwealth of Kentucky on 9/22/82. The exemption number is #a-14300. This number is for PTA use only.
6. Elected Officers of the Ashland PTA include:
  - 6.1 President; Vice President; Vice President – Fundraising; Recording Secretary; Treasurer (Bylaws Article VI: Section 2: a)
  - 6.2 These elected Officers and the school Principal comprise the Executive Board of the organization
7. The Board of Directors shall consist of the Executive Board and the chair of each Standing Committee. The elected officers and the chair of each Standing Committee have voting privileges in a Board of Directors Meeting. A surrogate may be named in the event the chair is unable to attend. All members have voting privileges in a General Membership Meeting. The Executive Board shall appoint chairs to Standing and Special (ad hoc) Committees. The committees of the Ashland Elementary PTA are attached.
8. This PTA's general membership will meet on the first Thursday of each month at 6:30pm.
9. Each member of the board is required to attend Ashland Elementary PTA Board of Directors meetings as schedule and monthly general membership meetings. If unable to attend, member must notify the president or a person designated by the president.
10. Each officer or committee chair shall keep a notebook which includes a cumulative record of the work done by their position. These notebooks shall be turned over to the president annually by the end of the current school year, unless excused by the President. Each notebook shall include copies of Ashland Elementary PTA Bylaws and Standing Rules.
  - 10.1. At the end of their terms, officers and committee chairs are responsible for explaining their duties to their successors.
  - 10.2. Any digital data created should be saved to a flash drive and put in the notebook.

11. Each committee chair is required to turn in an idea form detailing their plan of work for their committee for approval by the Principal and the President. If said form is not received in a timely fashion, the Executive Board may appoint an alternative chair to ensure the smooth running of the event or committee.
12. PTA Conference, Conventions, Trainings - Estimates of anticipated travel expenses are to be submitted to the Executive Board for pre-approval prior to travel.
  - 12.1 Kentucky PTA Conference, Conventions, Trainings  
PTA funds will pay the expenses which are incurred for lodging (shared occupancy), meals which occur during the conference time, and registration fees for any board member if money allocated in the budget for such events will allow. PTA funds will pay the registration fees for any PTA committee chair who wishes to attend if money if the budget allows. All members attending the convention shall attend all meetings and submit a report to the Board of Directors at the next board meeting. Transportation may be reimbursed at the current non-profit rate (.14/mile 2014) or by gas receipts for the miles traveled.
  - 12.2 National PTA Convention  
PTA funds will pay the expenses which are incurred for lodging (shared occupancy), meals which occur during the business meetings, and registration fees for any Board of Director member if money allocated in the budget for such events will allow. Transportation and other costs may be paid for from the PTA funds at the discretion of the Board of Directors. The money budgeted for National PTA Convention will be split among members attending the convention. All members attending the convention shall attend all meetings and submit a report to the board at the next board meeting. The President and the incoming President are given priority to attend this meeting.
  - 12.3 District PTA Functions  
PTA funds will pay the registration fees and meals which occur during the business meetings for any school PTA member if money allocated in the budget for such events will allow.
13. Reimbursement procedures - Generally, all PTA expenses are to be purchased by the committee chair or their designee and receipts shall be presented to the Treasurer along with a reimbursement form. It will be reviewed with the President if the receipts are within budget parameters, a check will be issued to reimburse the purchaser. Forms and receipts should be placed in the PTA mailbox in the front office. State tax will not be reimbursed.
14. Kentucky PTA Honorary Life Memberships  
A maximum of two Kentucky PTA Honorary Life Memberships shall be awarded at the end of each year with PTA funds. A committee appointed by the president will select those to be honored for serving our children best.
15. Teacher Representative  
The Board of Directors shall have at least one teacher representative to serve as a liaison between the staff and PTA.
16. Death  
In the event of the death of a school staff member or their immediate family or the death of a member of a student's immediate family, PTA will purchase a card for the family

and make either a donation to charity in the deceased's name or send flowers, whichever is deemed most appropriate at the time. Not to exceed \$50.

In the event of the death of a current student, PTA will purchase a card for the family and make either a donation to charity in the deceased's name or send flowers, whichever is deemed most appropriate at the time. Not to exceed \$50. A book will also be purchased for the library in the student's name.

17. **Bonding and Directors & Officers Insurance**  
The PTA will purchase Directors & Officers insurance to assure that the officers of the PTA are insured. The office of the Treasurer is bonded. Only officers are allowed to leave school grounds with PTA funds.
18. **Site Based Decision Making (SBDM) Elections**  
SBDM Elections will be run by the Ashland PTA according to the current guidelines from KY PTA. These guidelines can be found at [www.kypta.org](http://www.kypta.org) in the School Based Decision Making section.
19. **Family Crisis**  
PTA funds are to be used for the betterment of all students at Ashland. Therefore, in the event of an individual family crisis, PTA will use its communications vehicles to assist in seeking donations or other aid directly to the family or to outside collections groups appropriate at that time.