

STANDING RULES FOR ALEXANDER DONIPHAN PTA

FORWARD:

The Standing Rules are adopted by the Alexander Doniphan PTA executive board and may be amended by a two-thirds vote at any meeting of that group or by a majority vote when prior notice has been given. The Standing Rules must NOT be in conflict with the Bylaws because they are the guidelines for implementation of the Bylaws.

Although any Alexander Doniphan PTA executive board member, general member or committee may suggest amendments, it is the responsibility of the Bylaws committee to study and recommend amendments to the executive board.

Procedures adopted by the executive board, developed within the framework of national and state policies, serve to supplement and interpret the unit Bylaws.

The procedures have evolved through experience since the organization of the Alexander Doniphan PTA in March 1969, and have been changed to meet current conditions. Additional technique and increased efficiency may be developed so that they are subject to further changes and modifications by the executive board as occasion demands.

IDENTIFYING INFORMATION:

The name of this local PTA local unit is: Alexander Doniphan PTA, 00005226. It was chartered in March 1969. Alexander Doniphan PTA serves the children in the Liberty, Missouri School District, specifically the residences and businesses in the Alexander Doniphan Elementary school enrollment area.

This PTA was incorporated as a non-profit corporation by the State of Missouri in March 1969.

This PTA was granted tax-exempt status under section 501(c)(3) in March 1969 and was issued a Federal Employer Identification Number (23-7096507) by the Internal Revenue Service.

SECTION 1: GENERAL INFORMATION

Information from the Alexander Doniphan PTA is stored and distributed in electronic format, using a shared drive available to executive board members, committee chairs, and general (unit) members as needed. This information includes, but is not limited to, the following:

- Bylaws and standing rules
- Meeting agendas and minutes, for both executive board and general (unit) meetings
- Approved budget, and current incomes and expenses
- Complete list of members
- Committee reports and notes

While information is available electronically, there are occasions when printed materials are provided to the executive board and general (unit) members as needed. For example, current income and expenses for review as well as forms for which members are expected to complete and submit in paper format.

SECTION II: EXECUTIVE BOARD

The chief function of the executive board is to carry on the business of the Alexander Doniphan PTA that is referred to it by meetings of the general membership, committee meetings, or business that arises between meetings. The executive board establishes chairmanships and standing committees, receives reports, submits proposed and revised budgets to the general membership, as needed, plans for the publishing and distribution of essential materials, supports all legislation endorsed by the Missouri State PTA and, in general, promotes the work of the Missouri State PTA and the National PTA.

Each executive board member will become familiar with the Alexander Doniphan PTA bylaws, standing rules, and all other material pertaining to the fulfillment of his or her duties.

A. EXECUTIVE BOARD MEETING PROCEDURES:

1. Regular meetings of the executive board shall be held as specified in the Alexander Doniphan PTA Bylaws (Article VIII, Section 5), the date and place to be decided by the executive board at their first meeting of the fiscal year.
2. A reminder of the regular executive board meetings shall be sent to each executive board member at least one week before the time of the meeting. The agenda is available online; each member should study the agenda before each meeting and come prepared to participate in the business. Each member should bring any publications needed or requested, in addition to material pertaining to position on the board.
3. Minutes from all executive board meetings shall be approved at the following meeting by proper motion and majority vote.
4. The executive board shall meet at least once, after July 1, to determine budget requirements, committee chairpersons, and to set the meetings and event calendar for the upcoming year.
5. The order of business for all executive board meetings shall be as follows:
 - a. Call to Order – Welcome and thanks
 - b. Secretary’s Report – Approval of previous minutes (approve by motion and majority vote).
 - c. Treasurer’s Report – Current income and expenses (distribute copies; file for audit).

- d. President's Report – Current issues, not to be covered in the Committee Reports.
- e. Principal's Report – State of the School, announcements.
- f. Standing and Special Committee Reports
- g. Unfinished (or previously tabled) Business
- h. New Business
- i. Announcements
- j. Adjourn Meeting

B. GENERAL MEMBERSHIP (UNIT) MEETING PROCEDURES:

1. Regular meetings of the general membership shall be held as specified in the Alexander Doniphan PTA Bylaws (Article X, Section 2); the date and place to be decided by the executive board at their first meeting of the fiscal year.
2. A reminder of the general (unit) meetings shall be sent to general membership at least one week before the time of the meeting; the agenda and previous minutes being available online for review.
3. All general (unit) meetings shall begin with a review of the attendance to establish required quorum (See Article X, Section 4 of the Alexander Doniphan PTA Bylaws).
4. Minutes from all general (unit) meetings shall be approved by motion and majority vote at the following meeting.
5. Minutes from the final general (unit) meeting shall be approved by general electronic consent of all outgoing and all incoming officers. Such approval shall occur by June 30th of the same year.
6. The first general (unit) meeting shall occur shortly after the start of the school year, in August or September, to establish the plan for the unit and to approve the budget.
7. The order of business for all general (unit) meetings shall be as follows:
 - a. Call to Order – Welcome and thanks
 - b. Secretary's Report – Approval of previous minutes – (review online; approve by motion and majority vote).
 - c. Treasurer's Report – Current income and expenses (distribute copies; file for audit).
 - d. President's Report – Current issues, not to be covered in the Committee Reports.
 - e. Principal's Report – State of the School, announcements.
 - f. Standing and Special Committee Reports
 - g. Unfinished (or previously tabled) Business
 - h. New Business
 - i. Program (if applicable)
 - j. Announcements
 - k. Adjourn Meeting

C. RESPONSIBILITIES OF THE EXECUTIVE BOARD:

1. All members of the executive board are responsible for promoting the work of the Alexander Doniphan PTA, in keeping with the policies and guiding principles of the Missouri PTA and National PTA, as outlined in the unit Bylaws, and these standing rules.
2. Each member of the executive board should receive from their predecessor materials necessary to fulfill their duties. Material should include:

- a. Access to the shared drive and common email account for the position. This access will include:
 - i. Current Alexander Doniphan PTA Bylaws and Standing Rules
 - ii. All procedure files and materials relating to each position.
 - iii. Minutes (at least two (2) years) of executive board meetings.
 - iv. Treasurer's reports (at least (2) years).
 - b. Elected officers also shall receive these additional items:
 - i. Access to all PTA cabinets, storage facilities, and so on
 - ii. Keys to the PTA lockbox (President and Treasurer)
 - iii. PTA laptop (Treasurer)
3. Outgoing executive board members shall complete all duties and shall deliver to their successors all properties belonging to their respective official positions before the end of the fiscal year.
 4. All executive board members are required to attend all scheduled executive board and general (unit) meetings to provide a report of activities. If unable to attend, notice must be given to the unit president, 24 hours in advance, along with a report. A total of three (3) unreported or otherwise unexcused absences by any executive board member shall be deemed as excessive and can be cause for removal from the position if voted on and approved by the executive board.
 5. No executive board member or officer shall make any plans, binding commitments or contracts to school administration, parents, vendors, or other third parties for the following school year without first consulting with, and receiving majority support for such actions from both the current executive board, and any incoming officers, if already elected.

D. MEMBERSHIP DUES

The executive board shall determine the dues for members and business members at its first meeting (see Article V, sections 7 and 9, of the Alexander Doniphan PTA Bylaws).

E. MISSOURI PTA CONVENTION AND LEADERSHIP CONFERENCE:

1. The Bylaws authorize the executive board to appoint delegates to Missouri PTA Convention (See Article XII). The number of delegates to be selected by the executive board shall be determined by the adopted budget. The president should always attend, whenever possible. The selection of additional delegates shall be conducted using a preferential system as follows:
 - a. Vice-President
 - b. Membership Chair
 - c. Treasurer
 - d. Parliamentarian, if applicable and appropriate to workshops being offered
 - e. Communications Chair
 - f. Secretary
 - g. Other committee chairs
2. Delegates selected to attend the Missouri PTA Convention shall fulfill the following responsibilities:
 - a. Sit in the voting section on the convention floor when general meetings are in session.
 - b. Prepare a written report for the Alexander Doniphan PTA executive board to be included in the executive board meeting minutes following the Missouri PTA convention.
3. The executive board shall also consider sending participants to the Missouri PTA Leadership Conference. The number of participants to be selected by the executive board shall be determined by

the adopted budget. The incoming president should always attend, whenever possible, particularly in advance of a first term. The selection of participants shall be conducted using a preferential system as follows:

- a. Incoming Treasurer
 - b. Incoming Vice-President
 - c. Incoming Membership Chairman
 - d. Parliamentarian, if applicable and appropriate to workshops being offered
 - e. Incoming Communications Chair
 - f. Incoming Secretary
 - g. Other committee chairs
4. Every effort shall be made to allow each elected officer the opportunity to attend at least one Leadership Conference or Convention. Therefore, the general membership may request an officer give up their attendance privileges if only a limited number of delegates can be funded. Though any member of the local unit is welcome to attend Leadership Conferences and Convention, the general membership shall have the final vote on how many (and whose) registration fees shall be reimbursed from unit funds.
 5. In the event that an individual cannot attend a conference, convention, seminar or workshop, that person shall reimburse the PTA for any non-refundable monies that have been spent on the event in connection with that person, unless a suitable alternate can be found, and is permitted by the seminar or workshop in question. Full attendance is required to all events funded by the unit, so partial absence or missed events shall be appropriately pro-rated for reimbursement to the unit.
 6. The following expenses shall be reimbursed by the local unit to those individuals attending a Leadership Conference or Convention where the registration fees at such event has also been paid by the unit:
 - a. Lodging (when applicable): billed at two per room, when possible.
 - b. Meals (when not included/provided in registration):
 1. Breakfast - \$6.00
 2. Lunch - \$9.00
 3. Dinner - \$15.00
 - c. Mileage (when the event is not local):
 1. \$0.58 per mile, by car
 2. Rides should be shared, whenever possible
 3. Other modes of transportation shall receive full reimbursement if equal or less than mileage reimbursement.
 7. Convention and Leadership Conference expenses shall not exceed three percent (3%) of the annual unit budget.

F. PTA PUBLICATIONS AND MATERIALS:

The publications and materials provided to executive board by Alexander Doniphan PTA remain the property of Alexander Doniphan PTA and shall be given by each executive board member to his/her successor, or to the president, upon retirement from his/her position. (see section II, C, 3)

G. OFFICER DUTIES:

1. PRESIDENT
The President shall:

- a) perform the duties outlined in the Alexander Doniphan PTA Bylaws;
- b) be familiar with basic parliamentary procedure;
- c) not make any motions, and shall not vote unless to break a tie or when voting by ballot;
- d) not debate without first vacating the Chair until the question under discussion has been disposed;
- e) be in control of the meetings yet be tolerant of the opinions of others; and
- f) designate another member of the executive board to conduct meetings as necessary.

2. VICE PRESIDENT

The Vice President shall:

- a) perform the duties outlined in the Alexander Doniphan PTA Bylaws;
- b) coordinate all fundraising events of the PTA such as, but not limited to:
 - I. product-based fundraisers
 - II. restaurant / entertainment nights (such as CiCi's, Northland Rolladium, and so on)

3. TREASURER

The Treasurer shall:

- a) perform the duties outlined in the Alexander Doniphan PTA Bylaws;
- b) lead the executive board in preparing a budget of income and expenditures for the new fiscal year, to be published prior to and then presented at the first general membership meeting of the school year;
- c) observe the following procedures when making disbursements:
 - I. receipts for purchases, etc. should be attached to the expense request if available. Some times there are no receipts, as in the case of cash box monies for events. See XI below for dealing with expenses with no receipts;
 - II. place the check number, date check is written and budget line item on the expense request;
 - III. keep the expense requests in check numerical order and file expense requests for which checks have been written;
 - IV. make disbursements (to an individual or a vendor) only for expenditures in the approved budget and only if the requested amount remains within the specific budget line item. If an expense request is made for an expenditure that is not categorized in the budget, or if there exists a budget variance of greater than 10%, a report to general membership is required by the committee chairperson and/or the individual requesting the disbursement, outlining the reason for the expenditure or variance and its impact on cash flow. The budget must be amended and approved by the executive board and general membership before the disbursement can be made.
 - V. the treasurer will issue a check for the amount of the expense request only, within 14 days of receipt of the expense request.
 - VI. reimbursement will be made only within the fiscal year.
 - VII. cash advance requests will only be funded with an expense report specifying anticipated expenses; the treasurer must be provided with a receipt or the funds returned to the treasurer with the appropriate deposit forms within forty-eight (48) hours, weekends and holidays excluded.
 - VIII. blank checks shall never be issued. The payee must always be stated on the check.
 - IX. no cashier's checks may be drawn from the authorized bank account.
 - X. no debit cards and/or credit cards shall be tied to the authorized bank account.
 - XI. if no receipt is available (other than cash advances), a written explanation of the expenditure must be submitted with the expense request. The expense request must also be approved by the committee chairperson, and two officers, who are not signers of the check, to ensure that the validity of the expenditure has been verified.

- d) observe and require the following procedures when handling deposits and money transfers:
 - I. all funds collected at an event (carnival, fundraiser event, book fair, back-to-school night, etc.) should be immediately counted by the treasurer or event chair and one other person after the end of the event, and before transporting the money from the location of the event.
 - II. any time money is counted or delivered to another individual, both the delivering person and the recipient must sign off, indicating their agreement with the amount counted or being transferred. This procedure shall include, but not be limited to, “seed money” provided for cash boxes.
 - III. all monies should be deposited in the bank at the earliest time possible or temporarily stored in a school or personal safe.

4. SECRETARY

The Secretary shall:

- a) perform the duties outlined in the Alexander Doniphan PTA Bylaws;
- b) keep the attendance roll at all executive board meetings and general (unit) meetings;
- c) retain online files of minutes and agendas for the past two years (or more when available).

5. PARLIAMENTARIAN

The Parliamentarian (if designated) shall:

- a) attend all executive board and general (unit) meetings but not serve as a voting member of the executive board, unless otherwise a member of the executive board as defined in the Alexander Doniphan PTA Bylaws;
- b) be knowledgeable of parliamentary law and procedure, consulting Robert’s Rules of Order Newly Revised, when necessary;
- c) advise the presiding officer on questions of parliamentary procedure;
- d) be responsible for the coordination of a Bylaws Committee for review and revision of established Bylaws and Standing Rules when necessary; and
- e) present any revisions of the Bylaws to the executive board and the general membership.

6. MEMBERSHIP

The Membership Chair shall:

- a) be responsible for all campaigns for membership in Alexander Doniphan PTA and maintain membership records, providing a membership roster for the Secretary, Treasurer’s permanent file, and send a copy to Missouri PTA;
- b) be responsible for collecting and accounting for all dues at school events and will give the dues to the Treasurer for deposit;
- c) be responsible for the completion and issuance of membership cards; and
- d) serve on the Bylaws Review committee.
- e) promote membership through an annual theme with specific tools (i.e., logo, clip art, contest flyers, ideas for promotion). Coordinate production of theme, design, layout of all promotional materials;
- f) coordinate the membership drive activity at the Back-to-School Teacher’s Luncheon and Back-to-School night;
- g) set goals for new member recruitment in conjunction with membership growth plan; and
- h) plan strategies to reach out to non-PTA members; and
- i) coordinate, a mid-year membership drive, beginning in January, in conjunction with the National PTA campaign designed to increase membership percentages after December 31st.

7. COMMUNICATIONS

The Communications Chair shall:

- a) select, organize and administer all event and general feedback surveys for the unit;
- b) serve as point person, coordinating the design and distribution of all Alexander Doniphan PTA communications and publications including, but not limited to:
 - I. PTA Newsletter
 - II. committee fliers / Friday Folder inserts
 - III. email correspondence with the Membership
 - IV. press releases and QuickNews submissions
 - V. PTA bulletin board(s)
 - VI. event/meeting signage
 - VII. member feedback surveys
 - VIII. Alexander Doniphan PTA website

8. HOSPITALITY

The Hospitality Chair shall:

- a) oversee individual hospitality activities such as, but not limited to:
 - I. Back to School Luncheon
 - II. Conference Dinners
 - III. Staff Appreciation
 - IV. Testing Snacks

9. REFLECTIONS

The Reflections Chair shall:

- a) have a certificate of participation and/or award printed for each entry;
- b) recommend to the executive board, the type and form of recognition to be given to each winner whose entry is sent on to the state competition; and
- c) maintain a list of all students who participated in the contest so that those students can be sent an entry form to submit suggestions to the state for next year's theme. Suggestions are returned to the committee chairman and forwarded to the State Reflections Chairman.
- d) Oversee a committee who shall assist its chairman by:
 - I. promoting the contest among staff members, parents and students;
 - II. establishing an impartial judging panel of parents and staff members, of which no panel member shall be a parent of a child who has submitted an entry; and
 - III. assisting in the preparation of entries for the state competition, by securely mounting paper entries to suitable backing material, filling out proper paperwork, and packing and shipping entries to the state office prior to the state determined deadline.

H. OTHER FINANCIAL POLICIES:

1. Bank Signatory Procedures:

The following officers' signatures shall be on file with the bank for signature on checks issued by Alexander Doniphan PTA:

- a. President,
- b. Treasurer, and the
- c. Vice President;

though authorized signatories shall not be related by blood nor marriage and shall not reside in the same household as any other authorized signatory. In the event that one of the listed officers may not serve as an authorized signatory, the third authorized signatory shall be the Membership Chair, then the Communications, then the Secretary, as needed. In addition, no signatory shall approve or sign a check that is being issued to himself/herself.

2. Audit Committee:

The executive board shall appoint an audit committee consisting of three (3) PTA members. The financial review of books and records will take place at the end of the fiscal year.

Members of the audit committee shall not be related by blood nor marriage and shall not reside in the same household as the authorized bank signatories. No current or incoming board members in positions to sign checks may serve on the audit committee; with the exception of the incoming Treasurer, so that he or she may use the audit to provide further education on the finances from the previous year. The Audit Committee shall elect its own chairperson.

3. Reimbursement Forms:

A blank copy of the approved expense reimbursement form shall be provided to each committee chairperson and/or member of the executive board at the first meeting of the executive board, or upon a new chairperson accepting such role. Additionally, blank copies of the approved expense reimbursement form shall be kept on file at the school along with the other unit supplies.

In order to receive a check or reimbursement, the requestor must complete the appropriate expense report and submit it, along with invoices/receipts, within 30 days of the expenditure.

4. Tax Letters:

On occasion, a member of the PTA or other third party may require a tax donation letter recognizing their charitable donation to the unit. Requests for such letters shall be submitted to the unit treasurer and/or unit secretary.

5. Insurance and Bonding:

Alexander Doniphan PTA shall purchase insurance coverage. Appropriate coverage shall be determined on an annual basis by the executive board. Coverage that should be considered includes:

- a. General liability insurance
- b. Fidelity bond insurance for all persons on signature card at bank
- c. Property insurance (if applicable)
- d. Officers' liability insurance

6. Miscellaneous:

If more than one NSF check is received from any member, non-member, or other third party, the PTA will no longer accept checks from that person or party in the future.

This local unit shall, in accordance with the other Liberty School District PTAs, allocate seed money to assist with the establishment of new PTA units within the district.

I. MISCELLANEOUS:

In accordance with Article VIII, Section 3 of the Unit Bylaws, the executive board shall include teacher representatives. At the start of each school year, the unit president shall request, through the principal, one teacher representative for grades K-2, and one teacher representative for grades 3-5, or one teacher representative for grades K-5. Volunteers filling these positions may be called upon from time to time to make a report at the general (unit) meeting.

SECTION III: COMMITTEES

A. STANDING COMMITTEES:

Such standing committees may be created by the executive board as shall be found necessary or desirable to carry out the work of Alexander Doniphan PTA. The standing committees established by the executive board shall be the standing committees of Alexander Doniphan PTA until further action of the executive board discontinues a committee or transfers its functions to another committee. The elected officers may recommend disposition of a committee and the reason therefore shall be stated in the minutes as a matter of record.

1. Some committees have an approved procedure, which follows in this section, but there are certain rules which apply to all committees.
 - a. The chairman of each committee is responsible for:
 - 1) circulating information to the members;
 - 2) obtaining approval of the executive board for the expense of a meeting, if required;
 - 3) determining the place, date, and time of such meeting;
 - 4) and reporting to the executive board.
 - b. Each chairman shall send copies of his committee correspondence to all members of the committee, including the president.
 - c. The chairman shall send the committee report to all members of the committee before relaying it to the executive board.
 - d. A file shall be maintained by each chairman containing pertinent information, correspondence, and reports. If the committee ceases to exist, the chairman will turn the entire file over to the president.

2. BYLAWS COMMITTEE

The Bylaws committee, chaired by the parliamentarian, if applicable, or other designated member, shall include the membership chair, and one other elected officer, in addition to a volunteer committee of members.

- a. The chairman shall:
 - 1) forward an agenda to the members, including any history and referral materials pertinent to items of business to be considered. These are distributed in time for deliberate study by the members of the committee.
 - 2) prepare a typewritten report for the executive board with recommendations for proposed amendments and rationale for each. Copies of the proposed amendments shall be distributed to the membership by the vice president of communications, as required in the current Bylaws, Article XV, Section 1.
- b. The committee shall:
 - 1) meet, as necessary, at the call of the chairman to study the unit Bylaws, and standing rules, for possible amendments and editing.
 - 2) study matters referred to it by the executive board or an individual member of the executive board. Its report and recommendations shall be presented at the following executive board, and/or general (unit) meeting.
 - 3) after the approval by general membership of the proposed Bylaws amendments, the chairman shall send the required number of copies to the state PTA Bylaws chairman for review.

3. NOMINATING COMMITTEE

Immediately upon their election, the nominating committee members shall meet, select a chairman, and decide upon an initial meeting date. The chairman shall report to the executive board, the date of the meeting and the date by which recommendations must be received.

- a. ANY member in good standing of the Alexander Doniphan PTA, including parents, teachers, and/or staff members is encouraged to serve on the nominating committee, and/or as an elected officer.
- b. Recommendations may be submitted by, or on behalf of, any qualified individual seeking a nomination.
- c. The chairman shall:
 - 1) bring, to any meetings of the committee, the officer's duties as outlined in the Alexander Doniphan PTA Bylaws and Standing Rules;
 - 2) bring, to any meetings of the committee, all recommendations that were received;
 - 3) acknowledge all recommendations when received; and
 - 4) present recommendations in the form of a ballot a general (unit) membership meeting.
- d. The committee shall:
 - 1) consider all discussion and correspondence received to be held in strict confidence;
 - 2) endeavor to obtain competent, qualified nominees in accordance with the Bylaws, who will successfully represent the membership; and
 - 3) consider ALL qualified individuals regardless of whether a recommendation was received.
- e. In the event a member of the nominating committee is considered as a candidate for any office, he shall excuse himself from the discussion of his qualifications, and abstain from the committee's voting of said office, but can, and shall, participate in the committee's voting for all other offices.
- f. The majority of the committee shall agree upon nominees and secure the nominees' consent to serve, if elected.

4. PROGRAMS COMMITTEE

The purpose of this committee is to seek out fun, challenging, and enriching after-school programs and in-school activities that have the potential to engage not just students, but parents and siblings as well while seeking to provide the types of programs that will be valuable to the school and community. Programs should encourage and support opportunities for parents, families, and other caring adults to be involved in the healthy growth and development of children and youth.

- a. The chairman shall:
 - 1) work with other committee chairs to plan and implement PTA program;
 - 2) coordinate the resources needed to support these programs (money, volunteers, space, etc.); and
 - 3) delegate responsibilities to committee sub-chairs and oversee individual programs activities such as, but not limited to:
 - i. Girls on the Run
 - ii. Let Me Run
 - iii. All Pro Dads
 - iv. Maker's Space
 - v. Reading Clubs

B. SPECIAL COMMITTEES:

Special committees are appointed or elected for some special work or purpose, as outlined in the Alexander Doniphan PTA Bylaws (Article IX, Section 3). Committees may be carried over from one administration into the next, as necessary. Duties of the special committee shall be clearly stated in the creation of the committee.

SECTION IV: MISCELLANEOUS

One or two Distinguished Service Award(s) shall be presented annually to an outstanding volunteer(s). Names of individuals and businesses are presented at a general membership meeting for voting.

Executive Board members shall not expect privileges or rights that are not due any other parent or PTA member.

Executive board members shall not speak to school district personnel or media entities as representing the Alexander Doniphan PTA, unless authorized to do so by the Executive Board or general membership.