

Anna Mae Nichols Elementary

PARENT TEACHER ASSOCIATION STANDING RULES

1. Anna Mae Nichols Elementary School PTA will carry liability and bonding insurance each year on the current PTA officers and chairman.
2. Expense reimbursement requests should be submitted no later than thirty (30) days from the date of the expense.
3. Letters regarding returned checks for non-sufficient funds (NSF) will be issued and signed by the Treasurer, per the existing template.
4. The Committee Chair impacted by a returned non-sufficient funds check will be responsible for any active follow-up for collection.
5. Any bank product decisions must be presented to the Board for a decision, with no decision made independently by the Treasurer.
6. Procedure Books, with notes and examples of work, are to be provided to the incoming officers and chairmen no later than fifteen (15) days after their election.
7. The Hospitality chair is responsible for organizing and decorating for the Founders Day dinner or other such event.
8. The Principal, Vice Principal, board President, one of the three board Vice Presidents, and the Hospitality chair are expected to attend the Founders Day dinner or other such event.
9. The PTA will purchase the maximum number of tickets offered for the Founders Day dinner. If no maximum is defined, then a minimum of eight (8) tickets will be purchased.
10. The First Vice President will be the standing delegate for attending the Northside Council of PTAs meetings if the President is not available.
11. Reimbursement for approved attendees at PTA conferences and training meetings will be dependant on the budget, but will not exceed the state employee guidelines for lodging, food, and mileage.
12. The outgoing Treasurer will complete and file the Form 990.
13. The outgoing Treasurer will retain signing authority until the books are handed over to the audit committee.
14. The Audit Committee chair is responsible for requesting and obtaining the financial records from the Treasurer.
15. The Audit Committee will complete the audit in July and submit the report to the incoming Treasurer no later than July 31st.
16. Outgoing members with signing authority will go to the bank with the incoming members with signing authority no later than July 31st, for the purpose of revising the authorized signers on file.
17. The incoming Treasurer will train the board members on according to the Treasurer Chairman's Guide and the standing rules by the second meeting of the board.
18. The Secretary will develop a calendar of events for the board members, based on the Northside calendar, Northside Council of PTAs calendar, Nichols calendar, and Nichols PTA events.
19. The Secretary will maintain the PTA bulletin board within the school.
20. The Secretary will submit general PTA related requests for marquee displays to the school secretary.
21. The Newsletter chairman will work as the assistant to the Secretary.
22. All new officers and chairmen filling a position for the first time are strongly encouraged to attend the Summer Leadership training conference in Austin, Texas.
23. The Executive Board will meet once a month from August through May.
24. The newly elected board will meeting in May. Meeting immediately after election is suggested.
25. The incoming President will meet with the Principal prior to the first board meeting held in August.

26. The President and Principal will jointly present historical information, review the bylaws, and clarify the roles and functions during the first meeting of the board.
27. The following will be considered standard special committees: Landscaping and 5th Grade Party. These committees must submit a monthly update to the Executive Board.
28. The President will attend the School Advisory Team meetings.
29. Money can be collected only by members of the board. Three (3) board members must be present for bulk money collections, such as defined fundraiser collection, yearbook collection days and membership collection.
30. Money can be counted for deposit only by members of the board. Two (2) board members must be present for counting. Two separately run printed calculator tapes must be included for all tallies of checks and money.
31. All applicants for elected or appointed positions will be reported by the Nominating Committee.
32. All applicants for elected or appointed positions must be PTA members and must submit for volunteer and PTA clearance levels by the district, prior to submitting for the election.
33. All applicants for elected or appointed positions must be approved for volunteer and PTA clearance levels by the district prior to August of the new school year.
34. The Third Vice President, Fundraising, will review the fundraiser vendor contract with the Principal prior to signing and submitting.
35. Only PTA members in attendance at a meeting involving a vote may be counted in the vote.
36. The Standing Rules will be reviewed at least every two years.