

Standing Rules
RC Hinsdale Elementary PTA
2021 - 2022 School Year

Standing rules are necessary to keep from going through the formality of amending the unit bylaws when situations arise that could be covered by a standing rule. No standing rule is in order that conflicts with the bylaws. Standing rules do not need state approval.

Article 1 Standing Rules Regulation

Section 1.01 Standing rules are procedures or general policies, not covered in the bylaws, that provide for the day-to-day operation of RC Hinsdale Elementary PTA.

Section 1.02 Standing rules will be reviewed and adopted at the beginning of each new term by the Executive Committee (EC) and PTA Board (Board).

Section 1.03 Standing rules can be changed without notice by a 2/3 vote or with previous notice by a majority vote at any Board Meeting.

Section 1.04 Standing rules will continue in force until suspended, amended, or rescinded.

Article 2 Membership Obligation

Section 2.01 Membership of this RC Hinsdale Elementary PTA shall be open to all people without discrimination.

Section 2.02 Membership is required to cast a vote at any meeting.

Section 2.03 RC Hinsdale Elementary PTA membership is required for all leadership positions. This includes the Executive Committee (elected officers), Commissioners (Voting Board Members), Consultants (Non-Voting Board Members).

Section 2.04 Always assume that each member is acting with the best intentions of our organization.

Section 2.05 All conflicts/disagreements should be handled in a professional and courteous manner. Conflicts/disagreements shall be handled by contacting the person and addressing the issue head on via person-to-person or by phone. If the conflict cannot be resolved at that point, a mediation session should be scheduled to help work through the issue(s).

- (a) The President shall act as the mediator for conflicts/disagreements that do not involve him/her.
- (b) Conflicts involving the President should be mediated by either the Principal, District PTA or State PTA. The Principal has the right to refuse to mediate if (s)he feels that by doing so would put them in a hard position between two parents.
- (c) Conflicts/disagreements should not be shared or discussed with persons that are not directly involved. Involving persons not directly impacted escalates the issue and sets a bad tone for the group.

Article 3 Membership Times/Dates

Section 3.01 General Membership meetings of RC Hinsdale Elementary PTA shall be held at a minimum of 3 times per school year. Meeting dates and times shall appear on the PTA school website, PTA MemberHub Calendar, PTA Newsletters and be posted via social media outlets.

Section 3.02 General Membership meeting dates will be decided by the PTA Board at their first meeting. The Executive Committee should bring forth possible meeting months to be decided by the entire PTA Board, keeping in mind one of the General Membership meetings should be at the beginning of the year to review the By-laws and Standing Rules. During election years, a General Membership meeting should be scheduled according to the By-Laws voting dates.

Section 3.03 The Executive Committee shall meet either in person or via zoom/skype/phone conference once a month. The date/time of the following month's meeting will be agreed upon at the completion of each meeting.

Section 3.04 The PTA Board shall meet minimally every other month. The time and place will be set by the President as agreed upon by the PTA Board.

Section 3.05 General Membership meetings can fulfill the Executive Committee/PTA Board Meeting(s) if agreed upon prior to the meeting.

Article 4 Executive Committee (Elected Officers)

Section 4.01 Elected officers per the bylaws are the President, Vice President(s), Treasurer, Secretary, and the Principal.

(a) The PTA Board can vote in a Parliamentarian to ensure that procedures and policies are followed at all meetings (Executive Committee, PTA Board and General Membership meetings), but they are not a voting member of the PTA Board, as they are impartial and unable to speak towards a motion or vote on motions.

Section 4.02 Each elected officer (Executive Committee) is expected to attend all Executive Committee, PTA Board and General Membership meetings. If you are unable to attend any meetings, contact the President within 24-hours prior to the meeting or as soon as you know you are unable to attend.

Section 4.03 All elected officers are expected to be present at PTA sponsored events. Each Executive Committee member should attend at least 3 events as a PTA representative. Please notify the President of which events you plan to attend to ensure adequate coverage at all events.

Section 4.04 The 1st Vice President shall serve as Membership Chair. A membership campaign drive should take place in August thru October and continue to be promoted throughout the year.

Section 4.05 The 2nd Vice President shall serve as Fundraising Chair and plan fundraising events to meet the budget needs for the year.

Section 4.06 The 3rd Vice President shall serve as Program & Special Events Chair, working with all chairs when appropriate to plan the yearly program schedule and details.

Section 4.07 The 4th Vice President shall serve as Communications Chair, developing the public relations plan to advance awareness of the PTA programs, events, and fundraisers.

Section 4.08 The 5th Vice President shall serve as Volunteer Chair working with all Committee Chairs, VP's and the President to ensure that all events have adequate volunteer coverage.

Article 5 Committee Chairs & Teacher Representatives

Section 5.01 The PTA Board will consist of Consultants and Commissioners. Both Consultants and Commissioners are members of the PTA Board and are invited to attend all PTA Board meetings. Both positions have full speaking rights at PTA Board meetings.

(a) Commissioners **are** required to attend PTA Board meetings and **do** impact quorum. Commissioners also get to speak and vote on all motions and items brought forth for a vote at PTA Board meetings.

a. Any Commissioner absent from meetings more than 2 times without a valid excuse is eligible to be removed by 2/3rd vote of the PTA Board as per the by-laws.

(b) Consultants are **not** required to attend PTA Board meetings but are always welcome to attend and **do not** impact quorum. Consultants may speak on any issue/motion on the floor but do not have a vote. If a consultant does not wish to attend a PTA Board meeting and has a report to give, they must email it to the President and 1st VP by 5 o'clock the day before the meeting is scheduled.

a. There is no punishment for a Consultant who does not attend the meeting; however, if they fail to fulfill their job duties as agreed upon, they can be removed from their respective position as per the by-laws by 2/3rd vote of the PTA Board.

Section 5.02 At the beginning of each new term, the Consultants and Commissioners are voted in at the 1st Executive Committee meeting.

(a) After the PTA Board is appointed by the Executive Committee at the beginning of the term, any vacant position filled will be voted on by the entire voting PTA Board.

Section 5.03 The following positions will be considered **Commissioners** going forward: Spring Carnival Chair, Candy Cane Corner Chair & 2 Teacher Representatives.

(a) Teacher Representatives should include one (1) from Primary Level grades (K-2) and one (1) from Intermediate Level grades (3-5).

(b) If any position has a co-chair, while both can be at the meetings; only one is considered a Commissioner on the PTA Board, while the other Chairperson is considered a Consultant.

a. Every effort should be made to have the co-chair(s) decide this amongst themselves, however, if they are unable to come to a consensus then it will be voted on by the Executive Committee.

b. The only exception to this are Teacher Representatives as explained above.

Section 5.04 The following positions will be considered **Consultants** going forward: Breakfast with Buddies, Family & Friends Events, Reflections, 5th Grade Achievement, Staff Appreciation, Spirit Wear.

Section 5.05 Consultants who feel that their position should be a Commissioner may appeal in writing to the Executive Committee. They must give reason(s) why they feel that their position should be changed from a Consultant to Commissioner. The Executive Committee will discuss and vote at their next Executive Committee meeting. If the Executive Committee votes to not change the position, the President will notify the person who appealed the position via email within 48 hours. (S)he will copy all Executive Committee members.

(a) If the Executive Committee agrees to change the position from a Consultant to Commissioner, it must go to the PTA Board to ratify the vote.

(b) When considering if a position should be moved from Consultant to Commissioner, the Executive Committee (and if needed the PTA Board) should consider the following items minimally:

a. Time/effort the event entails.

b. Prior meeting attendance.

c. Importance to the mission/vision of PTA.

d. Review the reason that the person appealing the position has listed.

(c) The Executive Committee or PTA Board may not take into consideration their personal feelings about the person making the request.

(d) If the appeal is approved by the Executive Committee, but doesn't pass the PTA Board, then the position will remain a consultant position. If the appeal fails at this point, the President will notify the person making the appeal only if they were not in attendance at the PTA Board meeting.

(e) It is strongly suggested that if the appeal makes it to the PTA Board meeting, that the vote be taken by ballot vote, but is not required.

Section 5.06 Chairpersons must present a rough draft of their Plan of Work to the Executive Committee for approval within 30 days of taking the position. A detailed Plan of Work must be resubmitted to the Executive Committee (if changes are made from the draft) prior to starting committee activities.

Section 5.07 Chairpersons are expected to include the President and their direct VP on all communication related to their respective committee.

Section 5.08 Each Chairperson is expected to attend all his(her) Committee, PTA Board and General Membership meetings. If you are unable to attend any meetings, please contact the President within 24 hours' notice or as soon as you know you are unable to attend. Chairpersons who need to make a committee report at a meeting shall notify the President two weeks in advance in order to be added to the agenda.

Section 5.09 Each committee chairperson shall keep relevant documents and detailed records outlining all duties and activities of the committee and suggestions for his(her) successor.

Section 5.10 Committee chairpersons are expected to stay within the budget or obtain prior approval from the PTA Board for expenses that exceed the committee's budgeted amount.

- (a) If committee budgets are approved for revision at a PTA Board meeting, they will need to be voted on at the following General Membership meeting in order to be officially amended.
- (b) Once the budget is officially amended, committee chairpersons are approved to spend up to the revised budgeted amount.

Section 5.11 If any subcommittees remain un-chaired 2 months prior to the event, this activity may not be held within that school year.

Section 5.12 If a committee chairperson resigns prior to their event, it will be at the discretion of the PTA Board as to whether that event is held.

- (a) If the PTA Board agrees to go ahead and hold the event, a person on the PTA Board and/or Executive Committee must be willing to step in and oversee the planning and execution of the event. You cannot vote to keep an event, but no one step up to plan the event.
- (b) The person who volunteers to oversee the event will be voted on and agreed upon by the voting PTA Board.

Section 5.13 All newly appointed committee chairpersons shall assume their duties at the conclusion of the General Membership meeting in May, after approval by the Executive Committee.

Section 5.14 Flyers for events should be done by the VP of Communications and the Committee Chair together. The President should review any flyer prior to information being sent out to families. The President should respond within 24 hours of receiving any flyer. After the flyer is approved, the VP of Communications will ensure that the flyer goes out via social media, newsletter, and backpack (paper copy if needed).

Section 5.15 All communication between the PTA and school will be directed through the VP of Communication.

Section 5.16 Within 14 days of each event, committee chairpersons are to contact the Treasurer to verify all revenues and expenses match what has been recorded by the Treasurer for each event.

Section 5.17 Within 14 days of each event, committee chairpersons are to report to the Executive Committee successes and improvements needed for the event for the following year. This can be done via email listing top three pros, top three cons and what they suggest should be changed.

- (a) Any concerns brought to the Chairperson during or directly after an event should be sent to the Executive Committee immediately for review and for records retention.

Section 5.18 Weekly updates will be sent out by Tuesday of each week electronically. Committee Chairs need to have anything they want included in the update to the VP of Communications by the previous Friday. All requests must be submitted on the Communications Tracker.

Section 5.19 Monthly newsletters will be sent home via backpacks, electronically and placed on social media on the last Friday of each month. Committee Chairs need to have anything they want included in the newsletter to the VP of Communication by the 15th of the month. All requests must be submitted on the Communications Tracker. The VP of Communications should send a copy to the Executive Committee by the last Monday of the month for review and approval. The Executive Committee has until Wednesday of the same week to reply with questions, concerns, changes and/or approval.

Article 6 PTA Board (Elected Officers, Commissioners & Consultants)

Section 6.01 Bylaws and Standing Rules will be reviewed at the first PTA Board Meeting of the school year.

Section 6.02 The PTA Board shall meet prior to each regularly scheduled General Membership meeting with the time and place set by the President as agreed upon by the PTA Board.

Section 6.03 The PTA Board will present a report at all General Membership meetings of items discussed at the PTA Board meetings.

Section 6.04 Each PTA Board member is expected to notify the President within 24 hours if they are unable to attend a PTA Board or General Membership meeting.

Section 6.05 Each Board member is expected to attend the Board Transition Meeting held subsequent to the April/May General Membership meeting. These should be outgoing positions as well as incoming positions.

(a) Any outgoing board member with the exception of Treasurer, should turn over any books, binders, records to the incoming board member within 30-days. All records are property of the PTA and must be returned.

(b) The Treasurer, per the bylaws, resumes their duties until July 1, they will turn over all records after the completion of the Financial Review is completed and turned in no later than July 15th.

Section 6.06 Each PTA Board member shall keep detailed documents and records, outlining all duties and activities of his or her office/chair and making suggestions for successors (Procedures Book). Both the incoming and outgoing Board members shall meet and discuss their roles at the Board Transition Meeting.

Section 6.07 Any decision made on behalf of the RC Hinsdale PTA, will be made through the following chain of command. The Executive Committee will review and vote on issues, if approved by the EC it will move to the PTA Board to ratify. If a decision were to amend the

budget, they would need to have General Membership approval once ratified by the PTA Board.

Article 7 Budget and Finance

Section 7.01 All checks shall require the signature of two of the following three Executive Committee members: President, Secretary and the Treasurer.

(a) In the event that one of the positions mentioned above is held by a staff member of the district, the 1st VP (or next VP who is not a staff member of the district) will become the 3rd check signer. This is to stay in line with the KDE Redbook Requirements.

a. In accordance to KDE Redbook a staff member of the district includes any regular staff in the school building (teachers, front office, custodians etc.) as well as bus drivers/monitors and substitutes.

Section 7.02 Before payment of expense or reimbursement we need to be sure the following are satisfied:

- (a) Authorization for Payment forms are completed.
- (b) Original receipt or invoice has been received.
- (c) Approval has been given by the PTA President.
- (d) Authorization is provided in the current approved budget.

Section 7.03 Each member seeking reimbursement on an approved purchase must fill out the reimbursement form and attach the invoice and related receipts.

- (a) All reimbursements must be turned in within 60 days of the event in which it was purchased for.
 - a. Excluding End of the Year events in which the chair has 3 weeks to get receipts and reimbursements turned in so that it can be issued within the same fiscal year.
- (b) Reimbursements will not occur without proper documentation (i.e. both reimbursement form and receipts/invoice).
- (c) Any request received 60 days after the event will be considered a donation to the PTA and they would be eligible for a letter of donation that can then be used to file against their taxes if they so choose.
 - a. No letter of donation can be given if a reimbursement was issued.

Section 7.04 All requests for checks should be made through a "Check Request" form. A receipt or invoice must be provided and supported by each plan of work and approved in the budget.

Section 7.05 All requests for reimbursement received between the 1st and 15th of any given month will be reimbursed no later than the 30th of that month. Reimbursements received between the 16th and end of any given month will be reimbursed no later than the 15th of the following month. Exceptions can be made for large reimbursements based on individual requests.

Section 7.06 Money received by the RC Hinsdale Elementary PTA needs to be reported on a “Funds Received” Form. The money needs to be counted by 2 people (at the same time), one of the counters needs to be an elected officer.

Section 7.07 Deposits must be made immediately but no later than 7 calendar days of receiving funds.

(a) Funds should not be held onto for longer than the specified timeframe listed above. If you cannot make the deposit, please notify the treasurer and make arrangements for them to do so.

(b) In approved events whose money collection spans over a time frame of 7-14 days, the Executive Committee may vote to allow the money to stay in the PTA safe until the conclusion of the event.

Section 7.08 Detailed deposit forms need to be filled out for each location within an event in order to keep monies separated by source.

(a) The Treasurer should be notified every time a deposit is made. The signed funds received form (and deposit ticket) will be placed in the PTA lockbox.

Section 7.09 Returned checks will be addressed with the check writer by the Treasurer. A detailed record will be kept for records. The PTA will pass on the cost of bank fees associated with the return check to the person who wrote the check. The check needs to be paid back no later than 45 days. The return check should be paid back either with cash or a money order. After two (2) returned checks in the same calendar year by the same person, the Treasurer or President will notify the person via letter that they are unable to accept any more checks from them for the remainder of the year.

(a) The PTA can, if they so choose, decide to take the person to collections if the return check isn't replaced, or they can write it off to bad debt.

Section 7.10 For all PTA sponsored events, we will be using a Cash Box Request Slip.

(a) The Cash Request Slip will include the details of what event the funds are being requested for, denominations and each source.

Section 7.11 No checks will be made out to “cash”. All checks need to be written directly to a PTA Board member. If money is received as “petty cash” for an event, it will need to be replenished in the same fashion.

Section 7.12 RC Hinsdale Elementary PTA must file Form 990 by November 15th of each year.

Section 7.13 The Treasurer is responsible for safeguarding all PTA's assets.

(a) This includes merchandise, prizes remaining from events, and all inventory housed in the PTA closet.

(b) Regular inventory checks are deemed necessary throughout the Treasurer's term.

Section 7.14 The Treasurer is responsible for the Stripe Reader(s).

(a) All transactions taking place with the Stripe Reader will need to be tracked and updated manually within the MemberHub store (i.e. membership purchases, merchandise, etc).

(b) All inventory counts will need to be verified within the MemberHub Store if there are purchases pertaining to merchandise with a limited stock.

Section 7.15 Only Elected Officers will be given MemberHub Store administrative and read only permissions in order to protect and maintain confidentiality of transactions between the organization and customers.

(c) If chairpersons need a report related to their specific committee run, they are to request such a report from either the Treasurer, President or their direct VP.

Article 8 SBDM Election

Section 8.01 SBDM election will be run by the RC Hinsdale Elementary PTA.

Section 8.02 Eligible candidates include a parent, step-parent, foster and/or someone who has legal custody for the term they will be serving on the school council.

(c) Parents must have a student enrolled or pre-registered to attend the school for the term they will be serving on council.

Section 8.03 Candidates will serve for a two-year term.

Section 8.04 Parents are elected by a plurality vote. The parent members shall be elected by the parents of students pre-registered to attend the school during the term of office in an election conducted by the RC Hinsdale Elementary PTA.

Section 8.05 Ineligible candidates include a parent who is an employee, or the relative of an employee, of the school in which they wish to serve.

(a) An employee or a relative of an employee in the district administrative offices.

(b) A local board of education member or member's spouse

Section 8.06 Schools with eight percent or more student minority population shall have at least one minority representative on the school council.

(a) A minority is defined as "American Indian; Alaskan native; African American; Hispanic; including persons of Mexican, Puerto Rican, Cuban, and Central- or South American origins; Pacific Islander; or other group underrepresented in the school".

Section 8.07 Any parent of a child pre-registered to attend the school during the term the council being elected will serve may vote. Also step-parents, foster parents, and legal guardians if the child lives with them may vote.

Section 8.08 Nominations will be open for 2 weeks (14 days) prior to the election.

Section 8.09 The election will take place during a PTA sponsored event in the Spring.

Section 8.10 No absentee ballots will be accepted for the election. All parents must be present, show photo identification and sign-in to verify they are said parents in order to cast a vote.

Section 8.11 Two people will be present to count the ballots at the conclusion of the end of the SBDM Elections. The appointed SBDM chairperson along with another PTA member.

Section 8.12 The candidates (those elected and not) will be notified prior to announcement to the remainder of the school. Once the candidates have been notified the school will send out e-mail communication as well as post the results on the school website.

Section 8.13 If there is a tie in the election results, there will be a run-off conducted at a time determined later.

Section 8.14 Documentation of the election process including ballots and tallies for the election will be kept by the custodian of the records. These records will be placed and sealed in a labeled envelope and filed with other school council records. This will be extremely important if there is a challenge to the election for the parent representative to the school council.

Article 9 Bonding Insurance

Section 9.01 The RC Hinsdale Elementary PTA shall purchase insurance to assure that the elected officers of the PTA are bonded.

Section 9.02 Only elected officers can leave the school grounds with PTA funds and only if they are taking the funds to the bank to be deposited.

Article 10 Training

Section 10.01 At least one elected officer will attend state convention annually, money will be set aside in all future budgets to accommodate this.

Section 10.02 Board training offered by the district or State PTA shall be attended by all elected officers annually, if available.

Section 10.03 State Convention registration and hotel room will be paid by RC Hinsdale Elementary PTA (within budget). The PTA will not reimburse travel (gas or food) expenses.

Section 10.04 If more than one board member attends the State Convention, they will be assigned a roommate for the hotel room to cut down on hotel expenses when possible.

Section 10.05 The same person should not attend state convention multiple years in a row if other board members want to attend, regardless of their position.

Section 10.06 Persons attending convention will submit a summary of notes and handouts from the workshops and general sessions attended.

President Signature: _____ President Name: Jackie Schlotterbeck

Date Adopted: _____

Date Revised: _____