



STUART R. PADDOCK ELEMENTARY SCHOOL PTA

Stuart R. Paddock PTA Standing Rules

Adopted: January 7, 1981

Revised: March 1, 2023

Approved & Accepted: April 19, 2023

1. Board members are encouraged to attend all regular board meetings and general membership meetings.
2. Board members are expected to prepare and maintain procedure books, including the bylaws, standing rules, plans of work and end of the year reports. Procedure books are to be passed on to the incoming President no later than the end of the current school year.
3. End of year reports are due to the outgoing President no later than the changeover board meeting. Plans of work are due to the incoming President no later than the end of the current school year.
4. An Excess Funds Committee shall consist of the executive officers. The Principal can be an advisor if he/she desires.
5. Board members who try to use the PTA tax exemption letter and are denied for any reason shall be reimbursed for the tax amount. PTA members who do not use the PTA tax exemption letter will not be reimbursed the tax amount.
6. The committee chairperson positions should be filled on a first-come, first-served basis following the announcement of openings.
7. As specified in Article VI, Section 2 of the Bylaws, officers may not serve more than two (2) consecutive terms in the same office.
8. The Secretary shall maintain a gift fund for the purpose of sending cards, flowers, and gifts from the PTA. Any individual expenditure from this fund greater than \$35 in value requires approval of the Executive Board. Events to be honored can include publicized days of staff recognition (i.e., principal days, secretary days, etc.) where no more than \$5 per individual will be spent; sympathy cards and bus driver appreciation days, where donations will be collected to provide snacks for drivers stopping at Paddock during on any day of the year.
9. Whenever an expense is incurred by the PTA to sponsor a member of the Board to attend a PTA function and that member does not attend or find an alternate, that member is responsible for this expense.
10. The sum of \$2,000 minimum shall be turned over from each Board to its successor as an income line item in the budget titled Allocation to the New Board.

11. The PTA will appropriate up to \$40 per student for 5th and 6th class activities per treasurer approval. No reimbursement will be provided to any member of the committee until all receipts are received. Exceedance of the budget will be reimbursed at a prorated level. Transportation costs to off-site activities should be part of the fund appropriation.

12. There shall be a Budget Committee. It will consist of the incoming and outgoing Presidents, incoming and outgoing Treasurers, representatives from Ways & Means, representatives of any auxiliary fundraising committees and at least one other board member. The Principal can be an advisor if he/she desires.

13. All unexpected income funds must be distributed in the fiscal year.

14. The Principal or School Social Worker shall administer the student assistance fund.

15. Electronic banking cannot be used by any member of the Stuart R. Paddock PTA, Inc. due to the risk of loss of insurance.

16. The Teacher Appreciation Committee will spend no more than 7.5% per treasurer approval of the total PTA budget on teacher appreciation activities during the PTA calendar year.

17. Room Parent Selection Process: All parents that serve as a room parent the previous year will not be given priority to be room parent for the same child the following year. They can be given priority in another child's classroom. Additionally, parents and legal guardians will be given priority over all other volunteers requesting to serve as room parents. All room parents must be members of the PTA.

18. PTA Funds Controls and Procedures:

-Two PTA members must jointly count all funds received at the end of the PTA event.

-A deposit voucher must be completed and signed by all counters.

-The deposit voucher and all funds must be delivered promptly to the Treasurer.

-The Treasurer must recount the funds at the time of delivery.

-If the Treasurer is unavailable, then first the President or second the 1st Vice President of Membership will act on the Treasurer's behalf to receive and count the funds.

19. For PTA events where cash boxes are required, the committee chairperson needs to consult with the Treasurer in advance of the event and coordinate how the cash will be provided. The chairperson will complete and submit the cash box form to the Treasurer at least three days prior to the event.

20. The President is the only person who can sign legal documents, including contracts with vendors.

21. A committee chairperson must request an amendment to the adopted budget if they plan to exceed their previously approved budget amount. This must be voted on at a general membership meeting. If timing does not allow for the necessary budget amendment to be presented at a meeting for a vote, the Executive Committee by a majority vote may approve a committee expense above the budget amount.