

**Frank C. Whiteley PTA Standing Rules
Amended & Adopted - November 4, 2020**

Standing rules may be rescinded or revised at any regular meeting by a majority vote if the amendment has been presented at the previous meeting or by a two-thirds vote if it has not.

Board Member Responsibilities

1. PTA Standing Committee members (aka committee chairs) shall serve for a term of two (2) years and may not serve more than two consecutive terms on the same committee unless no one can be found to fill the position.
2. Executive Board members are expected to attend all regular board and general membership meetings
3. Elected Officers must complete the Basic and Advanced information courses offered by the Illinois PTA. All PTA board members are encouraged to complete these courses as well.
4. Committee business shall be handled outside the regular board meetings with monthly reports to the board, as necessary.
5. All written communication distributed through the students to the parents, including newsletter, must first be approved by a PTA officer.
6. All Executive Board members should pick up their mail and check for announcements in the volunteer room at least once per week.
7. All PTA contracts and tax forms must be signed by the PTA President.
8. Family or class lists, which may be provided for PTA work, must be kept **strictly confidential**.
9. No Executive Board member will profit on a personal or business level for any PTA activity. This constitutes a conflict of interest, and can not be allowed.
10. Room Representatives are required to be members of Frank C. Whiteley PTA. Membership dues must be received prior to appointment as Room Representative. In the event of non-compliance, a replacement will be appointed by the Room Representative Chairperson(s).
11. No monies shall leave the building with anyone other than an Elected Officer. Money shall be kept in the school safe in the case that no PTA Elected Officer is present.

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12. All requests for reimbursement from the Treasurer must be accompanied by a check request form and receipt(s). Tax exempt forms should be used. Sales tax will not be reimbursed unless the store refuses to accept the tax-exempt letter (i.e., Costco and Sam's Club).
13. All purchases over \$250 must be pre approved by an Elected Officer before a purchase is made.
14. Two members of the organization should be present when monies are counted. Money, along with a written count, should be submitted to the Treasurer for deposit within 48 hours. The Treasurer will provide a written receipt for funds received and should deposit funds into the PTA account within 48 hours.
15. Committee Chairpersons, with the input from the Treasurer, are responsible for monitoring their committee budget. Expenditures that would put a committee over budget should be approved by the general membership before the money is spent.
16. A minimum of \$1,000.00 shall be budgeted each year to be carried over to the following year.
17. A Surplus Funds Committee shall be formed each year to determine the allocation of surplus funds. The committee shall consist of, but is not limited to, the President, Treasurer, Ways and Means, and two board members. The Principal and/or Assistant Principal will also be invited to participate. Final distribution of surplus funds must be approved by the general membership.
18. Whenever possible, delegates' expenses shall be paid to attend conventions, conferences, and other special meetings of the Illinois Congress of Parents and Teachers.
19. When an expense is incurred by the PTA to send a board member to an approved meeting or event, and that member does not attend or find an alternate, that member must reimburse the PTA for the expense unless it was deemed an emergency.
20. Currently, we are not being charged for any fees for returned checks. However, should the bank begin to assess charges for returned checks, these fees will be passed on to the persons who wrote the check. If the check was written for merchandise purchased

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through a fundraiser, the merchandise should be held until the returned check issue has been resolved.

Retirements and Deaths:

21. Retiring Whiteley staff members will have a commemorative gift in front of the school in their honor.
22. Following the death of a current Whiteley student or staff member, PTA will allocate a maximum amount of \$300.00 to be spent to be used to purchase a lasting memorial at Whiteley School (i.e., a tree planted, books for the Resource Center, etc.).
23. If there is a death of a current Whiteley parent (Father or Mother), PTA will allocate a maximum amount of \$150.00 to support the family (i.e., restaurant gift card, Target gift card). Board members are free to make additional gifts on a personal or "pass the hat" basis.
24. If there is a death of a PTA Executive Board immediate family member, PTA will allocate a maximum amount of \$75.00 to purchase a gift to support the family. Board members are free to make additional gifts on a personal or "pass the hat" basis.
25. Other deaths within the Whiteley family will be acknowledged by the PTA with a sympathy card only. Board members are free to make additional gifts on a personal or "pass the hat" basis.
26. In all cases, the Principal will be the primary contact with the bereaved family. If additional needs are identified, they will be discussed with the PTA President.