

Lois S. Hornsby PTSA Standing Rules

General

- 1) The unit will operate in accordance with the Virginia PTA and National PTA bylaws, as well as the Hornsby PTSA Bylaws.
- 2) General members and other members of the public may attend any Executive Board meeting; however, Executive Board members are the only persons permitted to vote on motions brought forward at an Executive Board meeting. If a chairperson position is occupied by two or more co-chairs, those persons may only have one vote on any motion.
- 3) The Executive Committee has the right to ask for the resignation of officer/chair person, if they do not adhere to the bylaws, standing rules or is deficient in their assigned volunteer duties. Excessive absences of Committee Chairs from board/general meetings could be considered as their resignation from their board position.
- 4) A key to the PTSA Room will be kept in the Hornsby Administrative Office, the President will maintain a spare.
- 5) Anyone using the PTSA key in the Hornsby office must sign the key out in the Sign Out book provided.
- 6) PTSA Room should only be used for PTSA official business.
- 7) No items should be removed from the Mailbox that do not belong to you or your committee without prior notice from the intended recipient.
- 8) The President and Principal shall approve all event dates prior to publication of the event to the general membership, school, and/or community.
- 9) Printed Material Representing the PTSA i.e. newsletters, flyers, information sent home with students, letters requesting donations, emails to membership or postings on website must be approved by President.
- 10) If material involves collecting money a disclaimer must be printed on material. If a check is returned due to insufficient funds a surcharge equal to the bank charges will be assessed by Hornsby PTSA.
- 11) All PTSA binders are the property of the PTSA and should be passed to the incoming Officer/Committee Chair from one year to the next.
- 12) Binders should include: Copy of Bylaws, Standing Rules, Current Budget, Plan of Work, a Running Log of Expenses for designated committee, Copy of Reimbursement Form, Contact List of Officers & Chairs and all logins, passwords and names & contact information of committee members. The binder should also include all notes associated with that specific program or fundraising event for the given year.

Executive Board and General Membership Meetings

- 1) The order of business for meetings of this unit shall contain:
 - a. Call to order
 - b. Quorum/Sign In
 - c. Approval of minutes
 - d. Welcome
 - e. President's Report
 - f. VP Reports
 - g. Treasurer's Report
 - h. Secretary's Report
 - i. Principal's Report

- j. Committee Reports
 - k. Unfinished Business
 - l. New Business
 - m. Adjournment
- 2) Executive Board members are expected to attend all board, general membership and special meetings.
 - 3) Housekeeping rules for all meetings:
 - a. Please wait to be acknowledged by the President, or current speaker, before speaking
 - b. Only one person speaks at a time
 - c. Please limit side conversations
 - d. Each speaker will be given a maximum of 3-minute intervals to speak on a given topic.
 - e. Equal opportunity to address the topic will be given to all before a second opportunity to speak is given to a speaker.
 - f. Each topic will be given a maximum of 15 minutes for discussion. If the topic cannot be resolved within 15 minutes, the topic must be motioned to continue or will be tabled.

Reports

- 1) All Committee Chairs are expected to write Plan of Work by September 15th: A Plan of Work is defined as an outline of activity or activities for the given year. This outline should include events, actions needed, and a general breakdown of budgeted money. Committee job description & end of the year report from prior year should be used as a guideline.
- 2) Committee Chairs are required to submit a report for every General and Executive Board meetings unless there is nothing to report.
- 3) Executive Committee/President should be kept abreast of all Committee meetings and activity as it progresses.
- 4) Committee Chairs should submit an End of Year Report to the Executive Board prior to the close out of the school year.

Elections

- 1) A candidate, or person interested in nominating someone not nominated by the Nominating Committee shall be required to give the Secretary 24-hour notice, before the time of the election of their desire to run / or nominate from the floor. The Secretary will educate the candidate of the election process.

Finance

- 1) Budget: Each committee chairperson may spend up to, but not exceed, their approved budget, with an approved Plan of Work from the Executive Committee or President. If a need arises, within a committee, that requires an amount over the approved budget, the chairperson must present that request to the Executive Board for approval.
- 2) Reimbursement of Expenses: Committee Chairs should approve all expenses to be deducted from their line item. Request for reimbursement must be submitted on the Hornsby Middle School PTSA Expense Form (available on website or in the PTSA room). The form must be filled out and have all receipts attached. Whenever possible, PTSA purchases should be made separately from personal purchases, so receipts will contain only PTSA authorized purchases. Generally, delivery of reimbursement will be made in person or by US mail with the address provided on the form. Any reimbursement within the PTSA budget and not presented to Treasurer within 30 days of the event will be considered a donation to the PTSA.

- 3) Petty Cash: Request for Petty Cash must be submitted on the the Hornsby Middle School PTSA Petty Cash Form (available on website or in the PTSA room). Chair will sign for petty cash from Treasurer. When returning petty money, the amount of petty cash must be allocated on the Deposit Form associated with the event monies.
- 4) Deposit Form: Committee Chairs in charge of event should be responsible for counting all funds collected during their event and a second PTSA adult member should confirm with a second count. Immediately following events, all money will be counted and signed off by 2 adults using the Hornsby Middle School PTSA Deposit Form, sealed in an envelope then given to the Treasurer. Treasurer must sign for receipt of funds. Treasurer will complete appropriate banking deposit form, deposit funds, and maintain records of all stages of funds handling process in Treasurer's files.
- 5) All monies should be secured in Black PTSA LOCKED mailbox on the wall to the right of the mail slots when a PTSA officer is NOT available unless prior arrangements have been made.
- 6) No Credit or Debit card will be issued in the name of Hornsby PTSA.
- 7) All Hornsby PTSA checks will require two signatures. The Executive Committee, usually consisting of the President, Vice President, and Treasurer will be registered with the bank as authorized signatories. In the event one of the above cannot be authorized, the secretary may be authorized. A check written to one of the officers will not be signed by that officer, but must be signed by two other authorized officers.
- 8) Treasurer's File: Treasurer will maintain binder which will contain all funds turn-in documents, deposit receipts, expense forms requests, check requests, cancelled checks, monthly bank statements, and Treasurer's reports & monthly reconciliation statements.
- 9) Reconciliation of Bank Account: The Secretary will review the monthly bank reconciliation with monthly bank statement each month, and evidence the reconciliation with signature and date on each monthly bank statement. In the event the Secretary is an authorized signatory on the checks, another officer who is not authorized to sign checks must perform these duties.
- 10) All donations will be documented by the Committee Chair and submitted to the Treasurer.
- 11) Under NO circumstance should funds be collected or transported by students.
- 12) All contracts that bind the Hornsby PTSA must be signed by the PTSA President, including but not limited to DJ's, food vendors, insurance etc.
- 13) Executive Board members attending an approved training event/conference on behalf of the PTSA may be reimbursed for the following: training registration cost, lodging (if two or more members share a room), parking, tolls, meals not paid for by the training (per diem rate for the state will be applied), and mileage (per IRS regulation). To receive the above reimbursements, the board member must present all receipts to the Treasurer, along with a Reimbursement form, within 30 days of the training event.
- 14) Executive Board members attending a training event/conference on behalf of the Hornsby PTSA agree to actively participate and adhere to the schedule when possible. Upon non-participation or failure to attend an event, the member agrees to reimburse the PTSA the full cost of registration and any hotel and/or other travel related expenses already paid for by the PTSA. Payment must be made within 30 days of the event.