



Madison's Trust PTA
Standing Rules
School Year 2016-2017

- I. Executive Board
 - a. The Executive Board will consist of the following positions: President, VP of Events, VP of Fundraising, Treasurer, Secretary, School Principal, Membership Chair, Volunteer Chair, ASEP Chair, Website Chair and Technology Chair.
 - b. Board will meeting monthly.
- II. Roles and Responsibilities
 - a. President
 - i. Recommended to attend the Annual PTA Conference, as well as taking advantage of local training provided by the Hunt District.
 - ii. Work with other Executive Committee / Board Members/ Committee Chairs in creating a PTA calendar and Budget during the end of each school year/beginning of summer.
 - iii. Preside over all monthly meetings of the PTA General Membership and the Executive Board.
 - iv. Must sign all contracts
 - v. Coordinate the work of the other officers and committees of the organization in order that the objectives are promoted.
 - vi. Attend most events
 - vii. Share responsibilities with board for social media and website updates.
 - viii. Promote and educate what the PTA does
 - ix. Be involved in planning PTA events and fundraisers.
 - b. VP of Events
 - i. Recommended to attend the Annual PTA Conference, as well as taking advantage of local training provided by the Hunt District.
 - ii. Work with other Executive Committee / Board Members/ Committee Chairs in creating a PTA calendar and Budget during the end of each school year/beginning of summer.
 - iii. Preside over all monthly meetings of the PTA General Membership and the Executive Board when President is not available.
 - iv. Responsible for all events
 - v. Develop a calendar of events and seek approval from the Principal and PTA Board.
 - vi. Update Event Detail for every event and keep current. A post event analysis should be included.
 - vii. Attend most events
 - viii. Coordinate concessions at events
 - ix. Share responsibilities with board for social media and website updates.
 - x. Promote and educate what the PTA does
 - c. VP of Fundraising
 - i. Recommended to attend the Annual PTA Conference, as well as taking advantage of local training provided by the Hunt District.



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- ii. Work with other Executive Committee / Board Members/ Committee Chairs in creating a PTA calendar and Budget during the end of each school year/beginning of summer.
 - iii. Preside over all monthly meetings of the PTA General Membership and the Executive Board when President and VP of Events is not available.
 - iv. Attend most events.
 - v. Establish plan and organize fall and spring fundraisers as well as programs and activities that will improve the financial stability of the organization.
 - vi. Share responsibilities with board for social media and website updates.
 - vii. Promote and educate what the PTA does.
- d. Treasurer
- i. Recommended to attend the Annual PTA Conference, as well as taking advantage of local training provided by the Hunt District.
 - ii. Work with other Executive Committee / Board Members/ Committee Chairs in creating a PTA calendar and Budget during the end of each school year/beginning of summer.
 - iii. Attend most events
 - iv. Have custody of all funds of the organization.
 - v. Keep a full and accurate record of receipts and expenditures in Financial Software being utilized.
 - vi. Share responsibilities with board for social media and website updates.
 - vii. Maintain a proper log of all deposits, donations, income and expenses.
 - viii. Maintain the distribution of checks (checks require 2 signatures)
 - ix. Present a Treasurer's report at each board and General membership meeting.
 - x. Adhere to the audit policies as listed in the bylaws
 - xi. Prepare cash boxes for events
 - xii. Perform annual audit process management
 - xiii. Organize and submit taxes
 - xiv. Responsible for EIN#
 - xv. Responsible for Non-Profits status in VA and Federal
 - xvi. Promote and educate what the PTA Does.
- e. Secretary
- i. Recommended to attend the Annual PTA Conference, as well as taking advantage of local training provided by the Hunt District.
 - ii. Work with other Executive Committee / Board Members/ Committee Chairs in creating a PTA calendar and Budget during the end of each school year/beginning of summer.
 - iii. Attend most events.
 - iv. Record minutes from all PTA meetings.
 - v. Ensure PTA meetings are listed on the Website.
 - vi. Maintain a current copy of the bylaws
 - vii. Maintain a communication plan
 - viii. Send out membership directory, twice a year.



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- ix. Share responsibilities with board for social media and website updates.
- x. Promote and educate what the PTA does.

f. Committee Chairs

- i. Each Committee Chair must provide to the executive committee liaison an update of the happenings of the committee prior to the general membership meetings.
- ii. Each Committee Chair must create a binder listing any information to help pass the roles and responsibilities to the next individual to hold the position. The binder can contain, but is not limited, description of the position, key contacts, event plans, templates for letters, etc.

III. Attendance Policy

- a. If any Executive Board member misses 3 consecutive, unexcused meetings, the board member can be removed. This must be put to a vote of the remaining executive board and must be agreed upon by a 2/3 majority.
- b. All board members must be present for a meeting in person or via the telephone.

IV. Meeting Standards

- a. All meetings will be brought to order by the President and will be adjourned by the President as well. In the event the President is not available, the VP of Events will preside over the meeting.
- b. Each speaker will be allotted a time limit to present his/her agenda items at the board meetings.
- c. All board members will provide an update on their responsibilities at all board and general membership meetings.
- d. Membership Report will be available at all General Membership Meetings. A list of the current members will be provided to the Secretary to be added to the record.
- e. If an item requires a vote, a motion must first be brought to the floor. The motion must be seconded followed by a discussion. The motion must be voted on. Motion Process will be:
 - i. Motion presented (a written copy provided to Secretary)
 - ii. Motion seconded
 - iii. Discussion will be held
 - iv. President will repeat motion
 - v. Vote will be held
 - vi. President will read the results
- f. All meeting minutes will be published to the board within 7 days of the meeting.
- g. All meeting minutes will be approved at the next meeting.

V. Finance

- a. There will be not debit/credit cards on the PTA's Bank Account



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- b. Bank account must be reviewed by a non-signing executive committee member at the end of each month. The member to review the statements will sign off on the statement.
 - c. All income reports must be submitted to the treasurer by the end of the third (3rd) day after the event.
 - d. Cash Boxes
 - i. All cash boxes must be counted by 2 members.
 - ii. Cash box must be signed in and counted by 2 members.
 - iii. Cash box must also be signed out and returned to an Executive Committee member.
 - e. Deposits
 - i. All deposits coming from concessions, spirit wear or membership dues must be made within 72 hours.
 - ii. All donation and sponsorship checks received in the mail (in the PTA Mailbox) must be deposited within 7 days of receipt.
 - f. Checks
 - i. All checks must have 2 signatures. No check should ever be provided with a single signature.
 - ii. No signed blank checks will be provided.
 - iii. Check amounts must be approved by 2 signers on the accounts.
 - g. Expenses
 - i. All reimbursement requests for PTA expenses should be submitted to the treasurer within 30 days. A hard copy of the reimbursement form shall be signed in ink with applicable receipts attached.
 - h. PTA Conference
 - i. PTA will cover the cost of the conference registration.
 - ii. All hotel and food expenses must be covered by the member(s) attending the conference.
- VI. Miscellaneous
- a. Thank you cards must be mailed to sponsors, business donors, etc, within 15 days of the event or donation. Event owner should provide a list of people that should receive a thank you card.
 - b. All changes to the Standing Rules must be approved by General Membership.
 - c. PTA mailbox at the school's main office should be collected by the Secretary at least 2x a month.