

WEST HILLS ELEMENTARY PTA
STANDING RULES

VISION: To create and support partnerships between parents, teachers and students that help foster a community of caring adults, working for excellence in education, resulting in healthy, high-achieving students prepared to succeed now and in the future.

STANDING RULES:

Unit Information

West Hills Elementary PTA's charter was issued on April 2, 1974. This local unit's PTA identification number is 00012254. This local unit is affiliated with National PTA, Tennessee PTA and Knox County Council PTA. The Federal Employee Identification number was received on January 8, 1982 and is 58-1363533. This unit is a non-profit organization and is organized within the meaning under 501c(3) of the Internal Revenue Service code as granted on November 29, 2005. A copy of the letter of determination is filed in the Legal Documents binder. The tax exemption number is 100115984.

Governance

West Hills Elementary PTA shall be governed by the unit's Bylaws, Standing Rules and Budget. The bylaws shall be reviewed every year by the incoming Executive Committee, and if any changes are proposed, said changes shall be voted on during the first general membership meeting of the school year. Amended Bylaws approved by West Hills Elementary PTA membership shall then be forwarded to Tennessee PTA Bylaws Chairperson for approval. The standing rules of West Hills Elementary PTA shall be reviewed by the incoming Executive Committee and any proposed changes shall be voted on during the first general membership meeting of the school year. These standing rules may be amended at any general membership meeting by a majority vote of the membership in attendance.

West Hills Elementary PTA shall keep two (2) copies of its legal documents in two (2) separate locations: one (1) with the treasurers and one (1) with the secretary.

Membership and Meetings

1. West Hills Elementary PTA serves the students, families, staff and community of West Hills Elementary School.
2. The membership fee of this local unit shall be \$7.00 per person. Of the \$7.00 membership fee, \$2.25 shall be paid to National PTA, \$1.25 shall be paid to Tennessee PTA, \$.25 shall be paid to Knox County Council PTA and \$3.00 shall be retained by West Hills Elementary PTA. All registered members have a voice and a vote at general membership meetings and the Annual Meeting. All members of Board of Managers shall be members of West Hills Elementary PTA.
3. General membership meetings will be held at a minimum of four (4) times per year with dates determined by Executive Committee.
4. The president(s) shall preside over the meeting. In the president's absence, the vice-president shall preside over the meeting.

5. Agenda items for consideration should be submitted to the president at least three (3) days prior to a meeting. Items submitted later than this shall be considered on an emergency basis only and are subject to postponement to the next meeting.

6. The Annual Meeting shall be held in April and the elections shall take place at said meeting.

7. A majority of the membership present shall constitute a quorum for the transaction of business in any general membership meeting. The voting body of this local unit shall consist of any member who has paid dues for the current membership year.

8. E-voting can only be used for non-controversial issues and for issues that arise and need to be addressed before the next set meeting. E-voting must be initiated by the president. The email must state a date and time deadline. The voting members need to send an email with their vote by the deadline to the parliamentarian. If the email is to vote on filling a position, then the president sends out an email with the nominees' names. The email response needs to have the person's choice for nominee and his/her own name on it.

Executive Committee

1. The executive committee consists of the president(s), the vice-president(s), the treasurers, the secretary, the parliamentarian and the principal and/or her appointed representative.

2. The elected officers include the president(s), the vice-president(s), the treasurers and the secretary.

a. The president(s) shall sign all contracts; be one (1) of the signatories on the association's bank account; meet monthly with the executive committee to plan the agendas for the general membership meetings and the Annual Meeting; and shall assist with the June transfer of association records to the incoming Executive Committee.

b. The vice-president(s) shall be one (1) of the signatories on the association's bank account and shall assist with the June transfer of association records to the incoming Executive Board.

c. The secretary shall be responsible for attendance at general membership meetings and the Annual Meeting; shall be responsible for incorporating the meeting's agenda and attendance into the minutes; shall read the previous meeting's minutes at the next scheduled general membership meeting and Annual Meeting; and shall assist with the June transfer of all association records to the incoming Executive Committee.

d. The treasurers shall adhere to and implement all financial procedures established by the association and shall assist with the June transfer of all association records to the incoming Executive Committee.

3. The parliamentarian shall advise the presiding officer on questions of parliamentary law and matters of procedure. The parliamentarian should be assigned a seat near the presiding officer for convenient consultation.

4. Shall present the list of appointed Standing Committee chairpersons at the first general membership meeting.

5. Shall meet on the first Monday of every month (September through May) in Mrs. Collins's room at 5:30 p.m. The president(s) shall preside over the meeting. In the president's absence, the vice-president shall preside over the meeting.

6. A majority of the executive committee members present shall constitute a quorum.

7. In the interest of encouraging full and frank discussions, matters discussed in Executive Committee meetings shall be held confidential by all members.

8. Each member of the executive committee shall maintain a binder or flash drive of her responsibilities, recommendations and paperwork pertaining to her position that is to be passed on to the incoming committee member.

9. Shall review the Standing Rules every fiscal year. Amendments to the standing rules may be initiated by any member and presented to the Executive Committee at any time.

10. Shall have the authority to reallocate up to One Thousand Dollars (\$1,000.00) without the approval of the general membership.

11. Each member of the Executive Committee shall have one (1) voice and vote.

Board of Managers

1. The Board of Managers consists of the executive committee and the standing committee chairpersons.

2. The standing committees shall be Communications, Donations/Solicitations, Fundraising, Hospitality and Membership.

3. It is the sole responsibility of the committee chairs to keep track of their budgets. If additional funds are needed, they must first present justification to the executive committee before additional funds can be reallocated.

4. Each committee chairperson shall keep a notebook or flash drive of activities, responsibilities and recommendations pertaining to that committee to be passed on to the incoming chair.

5. The nominating committee shall be recommended by Executive Committee; be elected at a general membership meeting prior to March 1st; not be a person who is running for office; canvas the membership for eligible candidates; and verify the eligibility of all interested candidates prior to the election.

6. The membership committee chairperson shall be responsible for encouraging parent participation, outreach and recruitment. The membership chairperson shall maintain a current list of all members.

7. A majority of Board of Manager's members present shall constitute a quorum.

8. An officer's and/or committee chair's position will be declared vacant if the person misses three (3) consecutive general membership meetings, unless excused by the president.

9. All Board members shall have a copy of this local unit's Bylaw and Standing Rules.

10. All Board members attending PTA training and meetings shall be entitled to be reimbursed for their expenses with receipts.

11. Each member of the Board of Managers shall have one (1) voice and vote.

Fundraising

1. All fundraising activities must be approved by the Supervisor of Student Activity Funds of Knox County Schools. The form must be submitted thirty (30) days prior to the event for approval.

2. The fundraising chairperson(s) assists the Executive Committee in the building of relationships with businesses, fundraising and budget allocations.

3. Solicitation of products, services, volunteers, gift certificates, monetary donations, etc. on behalf of West Hills Elementary PTA must be presented to and discussed with the donations chairperson prior to approaching a company to avoid businesses being contacted multiple times by our school.

Treasurer & Financial Matters

1. The budget shall be determined by the Executive Committee. The Executive Committee shall prepare a budget for the fiscal year and present it to the membership for approval at the first general membership meeting of each school year.

2. A minimum balance of Three Thousand Five Hundred Dollars (\$3,500.00) shall be kept in the treasury at the end of each fiscal year.

3. The counting and handling of any cash, check or money orders received by the association must be completed by at least two (2) association members. These association members may not be related by blood or marriage nor reside in the same household.

4. All funds must be counted in the school.

5. Executive committee may approve funding requests up to One Thousand Dollars (\$1,000.00) with a quorum of Executive Committee members present for the vote. All requests over One Thousand Dollars (\$1,000.00) must be approved at a general meeting by two-thirds (2/3) vote of members in attendance.

6. Officers with a budgeted line item must submit a request to the executive committee for purchases over Two Hundred Fifty Dollars (\$250.00).

7. Committee chairs must submit a request to the executive committee for purchases over One Hundred Dollars (\$100.00).

8. Board of Managers will follow fair processing of all bids. Three (3) written bids must be submitted for this allocation process to begin. Purchases over One Thousand Dollars (\$1,000.00) must have prior approval at a general membership meeting. Purchases under One Thousand Dollars (\$1,000.00) must have prior approval by Executive Committee.

9. All receipts need to be submitted to the treasurer within sixty (60) days of purchase with a completed reimbursement form. If you do NOT submit your receipts within sixty (60) days, it is NOT guaranteed that the reimbursement will occur and may be construed as a donation.

10. All checks returned for insufficient funds shall pay a service fee that is equal to the amount charged by West Hills Elementary PTA's financial institution.

11. Should West Hills Elementary PTA receive an insufficient funds check that is not paid by June 1st, West Hills Elementary PTA shall not accept any checks from this individual in the future. A list of names shall be kept with the treasurers.

12. The signatures of at least two (2) elected officers must be on the authorized signature card for West Hills Elementary PTA's bank account, unless officers reside in the same household, in which case only one (1) shall be allowed to sign legal documents. The person to whom a check is made shall not be one (1) of the two (2) signors on the check.

13. The treasurer is responsible for filing the appropriate IRS forms. The treasurer will file all annual registration and financial documents with copies available to the executive committee. The treasurer is responsible for filing IRS Form 990EZ by November 15th of each year.

14. All monetary donations must be reported to a treasurer and all cash and checks must be deposited into the West Hills PTA account within five (5) business days of receipt.

15. Executive Committee may (a) accept restricted donations on behalf of West Hills Elementary PTA and (b) expend the donated funds for the restricted purpose, without regard to whether the expenditures are reflected in the operating budget.

16. An audit is to be conducted at the end of every fiscal year. Any member that is a signor on the bank account may not participate in the audit. Once the audit is completed, PTA's form shall be sent to Tennessee PTA by September 1st. Executive Committee members who are not eligible signatories on association checks may serve on the audit committee. The majority of the committee shall be comprised of general members.

17. The treasurers shall purchase insurance on a yearly basis and are responsible for maintaining accurate records.

18. The treasurer that maintains the bank account and bank statements shall not have the authority to sign checks on West Hills Elementary PTA's bank account.