**Tchefuncte Middle School PTA**

**2019- 2020 Standing Rules**

These rules are used in conjunction with the Louisiana PTA Handbook and the Tchefuncte Middle School PTA Bylaws:

1. **Board of Members:**
2. **Duties of Board Members**
	1. The major duties of the officers and standing committee chairs are set forth in the Louisiana PTA Handbook, the procedure book, and the Bylaws, these Standing Rules and the PTA publications.
	2. All Board members are expected to attend all the Board and General membership meetings. If a member misses more than three consecutive meetings, regular board and/or General, during the school year, he/she may be asked to resign unless excused by the President.
	3. All Board members shall receive a copy of the District bylaws, the TMS bylaws, the standing rules, the procedure book, and a list of all Board members.
	4. Outgoing officers and chairs will meet with the incoming officers and chairs and pass on their procedure book, notebook, saved documents and any other helpful information.
	5. All Board Member will be required to have paid membership in order to hold position.
	6. Under National Guidelines, all elected TMS Executive Board members cannot server on another PTA Executive Board at another school.
3. **Standing Committee Chairs**

All chairs are broken down by categories for Executive Board to oversee.

* 1. **School Programs**
		1. Abilities Awareness
		2. Awards/Incentive Program
		3. Reflections
		4. Hospitality
	2. **Fundraising**
		1. Box Tops/Community Labels
		2. Gator Fest
		3. Square 1 Art
		4. Other Fundraising Events
	3. **School Support**
		1. Sportswear
		2. Office/Copy Room Coordinator
		3. PTA Volunteers
		4. Health & Safety
		5. Teacher Appreciation
		6. School Supply Packs
		7. TGIF Events
		8. Room Parent Coordinator
			1. 4th Grade Room Parent Coordinator
			2. 5th Grade Room Parent Coordinator
			3. 6th Grade Room Parent Coordinator
	4. **PTA Programs**
		1. Membership
		2. First Day Packets
		3. Mini Grants
		4. Parliamentarian
1. **Duties**
	1. Maintain a Binder to include:
		1. Approved Budget
		2. Events, Projects, Programs and Resource Materials
		3. Reports and Photos if applicable
		4. Evaluation and recommendation for future events
	2. Meeting with incoming chair and/or president to pass on binder and/or any helpful information before terms ends.
	3. Provide updates to Board as needed.
	4. Provide status report at general meetings.
2. **Responsibilities of Officers**
	1. In addition to duties outlined in Article VII, Section 1 of the TMS bylaws:

The President shall:

* + 1. Prepare agendas for each meeting.
		2. Oversee Social Media (Facebook) and efyler(Constant Contact)
		3. Review and approve expenditures.
		4. Lead all Board and general membership meetings
		5. Oversee and be an ex-officio member of all committees except the nominating committee.

The Executive Vice President shall:

1. Handle duties as assigned by the President
2. Be responsible for all approved Hospitality events
3. Oversee all School Programs provided by TMS PTA

The Second & Third Vice President shall:

* + - 1. Handle duties as assigned by the President
			2. Oversee all TMS Fundraising efforts

The Recording Secretary shall:

1. Handle duties assigned by the President
2. Record attendance at all PTA Meetings
3. Have Minutes and agenda pre-approved by the PTA President
4. Have copies of the agenda of Board Meeting and general membership meetings prepared and distributed.

The Corresponding Secretary shall:

1. Handles duties as assigned by the President
2. Provide all correspondence and acknowledgements as deemed necessary by the Executive Board
3. Send invitations out for Back to School Luncheon, Luncheon and any other invited PTA events.
4. Contact Board Members prior to all executive and General Membership meetings.
5. Prepare, proofread, print and distribute the TMS PTA 1st Day Packets. Packets must be approved by President and Principal BEFORE Printing.
6. Maintain and Provide all Board Members with contact information, including Name, Phone Number and email addresses.
7. Oversee PTA programs.
8. Provide copies to all Board members of the District PTA Bylaws, TMS Standing Rules, TMS Bylaws and PTA calendar of events.

The Treasurer shall:

1. Handles duties as assigned by the President
2. Chair the budget committee
3. Obtain two (2) signatures on all checks
4. Maintain and present a written and oral financial statement at each Board meeting and each General Membership meeting
5. Make disbursements as authorized by the President, Board of Directors or this PTA in accordance with the budgeted adopted and approved by the General PTA Membership.
6. Provide President with a copy of monthly bank statements, reconciliation report and detail transaction reports.
7. Maintain QuickBooks to create Budgets, Income, Expenses and all reporting.
8. Maintain necessary records for auditing
9. Insure all monthly bank statement are signed by TMS Bookkeeper in accordance to AIM procedures.
10. Turn in all records at end of Fiscal Year to Auditor.
11. Process 1099 filings under IRS Regulations.
12. Handles all Louisiana Secretary State filings and changes to officers.
13. Handles Banking procedure to get signature cards for signing checks.
	1. Officers will have responsibilities for all standing committees but will not have direct oversight as part of the role.
14. **Committees:**
	1. Standing;
		1. Standing Committee chairs and co-chairs shall have full voting power.
		2. Standing Committee Chairs shall submit a written plan of work for the board approval at the beginning of the school year.
	2. Special Committees:
		1. A special committee is created and approved for a specific purpose.
		2. The special committee chairperson shall have full voting power until their assignment has been completed.
15. **Special Committees**:
	1. Budget:
		1. The Budget Committee, consisting of 3-5 members, usually the PTA President, Treasurer, Vice President(s), Secretary, and Membership Chair shall meet prior to the First PTA Board meeting of the school year.
	2. Nominating Committee:
		1. No member shall serve on the nominating committee for two consecutive years.
		2. The nominating committee shall be comprised of representatives from each of the feeder schools, a returning Board member and two other members.
		3. The returning Board member shall serve as chairman of the committee.
		4. The principal shall serve in an advisory capacity, not elected to the committee.
		5. Committee should determine that candidate will only serve on TMS Executive Board ONLY.
16. **Expenditures:**
	1. The Board is authorized to approve non-arbitrary expenditures – not to exceed the amount in the startup line item – until a budget is approved by general membership.
	2. Board members and committee members may only make expenditures consistent with the proposed budge approved by the general membership.
	3. If the amount sought for expenditures falls within $1-500 over the approved budget, it may be spent with the approval of the President and one other Executive Board member.
	4. If the amount sought for expenditure falls with $500-$5000 over the approved budget, it may be approved for expenditure by majority vote of the Executive Board taken at any meeting.
	5. Whenever the amount sought for expenditure exceeds $5000 over the approved budget, the approval of the general membership is required.
	6. Any major expenditures over $50,000, requires a ballot vote where outside party would run the voting process.
	7. Committee chairperson and / or the President can request funds for a committee not to exceed the budget and provided that the expenditure is pre-approved and within scope of the committee’s approved work plan.
	8. PTA Membership dues have been set as $8.50. Due going for next budget year has been set to $10.00.
17. **Meetings:**
	1. All PTA meeting will be held at Tchefuncte Middle School.
	2. Meetings are scheduled as General or Executive Board Meetings.
18. **Evaluation of Standing Rules:**
	1. The standing rules can be amended by a quorum vote of the Executive Board whenever the need to do so arises.
	2. The standing rules are to be reviewed by the Executive Board at the end of school year and amended as needed after review.
	3. The standing rules are to be approved annually by quorum vote at the beginning of each school year.