

Central Valley PTA

Standing Rules

In order to strengthen and simplify the work and obligations of all persons involved in this PTA, the Central Valley PTA adopts the following:

Approved on May 2, 2023 by a majority membership vote:

1. Standing Rules in Regards to Generally Accepted Practices

- a) All Executive Board members, Committee Chairs, and volunteers must have a PA State Criminal History Clearance-Act 34, Child Abuse History Clearance-Act 151 and either FBI Fingerprinting-Act 114 or a Volunteer Clearance Exception/Affidavit on file at the business office and renew every 3 years.
- b) We encourage all PTA volunteers to be paid PTA Members.
- c) The Executive Board will approve and purchase an appropriate book to be placed in the library with a bookplate to honor all teachers and staff that retire within a school year. In the unfortunate event of a death occurring within the school, the Executive Board will also purchase a book and bookplate to honor those lives.
- d) The PTA will purchase General Liability and Bond Policy and Director and officer Professional Liability insurance.
- e) The PTA Facebook page will be run by Executive Board Members or members appointed by the Executive Board. The admins of the page reserve the right to approve or deny any post on the page. All posts must be approved by the President and Vice President.

2. Standing Rules in Regards to General Membership and Executive Board Meetings

- a) The Executive Board will hold a monthly meeting determined by the President and Vice President.
- b) There will be a general membership meeting every month of the school year, with the exception of December. The meeting details will be determined in August by the Executive Board and be made available via the PTA website, email blast, and on the PTA Facebook page.
- c) Executive Board Members are expected to follow and complete their job descriptions as stated in a separate document "Executive Board Members Descriptions." If at any time a board member becomes inactive by missing more than 3 meetings in a school year or not completing their duties, the remaining board members can make a motion to remove the board member with a majority vote of general membership.

3. Standing Rules in Regards to Finances

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- a) A budget overage has to be approved by the Executive Board and General Membership at a monthly general membership meeting. If the overage occurs between general membership meetings, the Executive Board can approve overages not to exceed \$500. The occurrence must be reported at the first general meeting after the action is taken.
- b) The three signatures on file for the checking account shall be the Executive Board Members- President, Vice President, and Treasurer. A PTA debit card will be issued to the Treasurer and will only be used if and when a situation presents itself. To utilize the PTA debit card the Treasurer, Vice President, and President must all approve the use of the card prior to the purchase being made. This purchase will then be documented with an invoice sheet to be signed by the President, Vice President, and Treasurer showing their agreement to the purchase.
- c) Reimbursement for expenses must be requested with the proper PTA forms and with itemized receipts within 15 days of the expense. No more than the budgeted amount will be issued without prior approval of membership. If the receipts are habitually submitted outside of the 15-day window, the Executive Board may vote not to reimburse. This is to keep the integrity of the books for the PTA. No payments will be issued to vendors without an invoice; no reimbursements will be issued without receipts.
- d) An audit will be completed by a group of volunteers no later than one month after the end of the fiscal year, prior to the books being transferred to the incoming treasurer.
- e) The treasurer shall complete all tax forms (990) and send to the IRS within 5 months after the end of the fiscal year.
- f) A "Request to pay in Advance Form" can be turned in 10 days prior to the amount being needed for an event. All receipts and any overage will be given to the Treasurer within 7-10 days of the expenditure or the close of the event with the required PTA forms. No blank checks shall be issued. No more than the budgeted amount will be issued without prior approval of membership. If receipts are submitted outside of the stated time frame, any future advance requests will be subject to an Executive Board vote. (See details on Advance Form)

4. Standing Rules in Regards to Electing Executive Board Positions and the Election Process

- a) The Executive Board can consist of the following elected positions: President, Vice President, Vice President of Committees, Vice President of Communications, Treasurer, Reporting Secretary, Finance Secretary.
- b) The board reserves the right to include the appointed chair of Membership and Fundraising to the Executive Board to be determined based on an Executive Board majority vote.
- c) The yearly election process will run as follows during the stated membership meeting month:
 - January- All Executive Board Members consent to serve papers are due

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- February- The Nomination Committee will announce any open positions on the Executive Board
- March- Any and all consent to serves are due
- April-The Nomination Committee will present the new Executive Board Slate
- May- The Executive Board Slate will be voted on

5. Standing Rules in Regards to Standing Committees and Committee Chairs

- a) All Committee Chairs and Co Chairs must be paid PTA Members due to liability insurance purposes.
- b) The only PTA members who can utilize spending and being reimbursed with PTA funds are Committee Chairs and Co Chairs.
- c) Any open Standing Committee positions will be announced at general membership meetings.
- d) Standing Committee duties, descriptions, and contact information will be made available in a separate document. This will also include co-chairs when applicable.
- e) All Committee Chair vacancies can be filled by an interested member upon confirmation of eligibility and appointment by the Executive Board and a majority Executive Board vote.
- f) ALL EMAILS sent to the principals or the school must also have the President and VP of Committees CC'd on the email (president.cvpta@gmail.com and vpcommittees.cvpta@gmail.com). Staff members are not to be contacted directly in regards to PTA. Any email that needs to be sent to a staff member must be sent to the principal who will forward the email to that staff member. **Failure to follow the chain of command in regards to the Executive Board, Superintendent, and Principals may result in the removal of the Committee Chair.**
- g) The President and Vice President must approve all PTA flyers being sent home with students. The Superintendent and Principal of that school then must also approve the flyer.
- h) Each Committee Chair has the opportunity to present a report at the meetings after notifying the Executive Board so they can be added to the agenda. Every Committee Chair must present a plan at the monthly meeting prior to their event either in person or with a written plan to be read at the meeting.

6. Standing Rules in Regards to Binders

- a) All Executive Board Members and Committee Chairs will be required to maintain a binder that should consist of:
 - Current By Laws
 - Current Standing Rules
 - Executive Board Members and contact information

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- Current Budget
- Reimbursement Forms
- Building Usage Forms
- Any information regarding the Committee Chairs event that would help someone in the future (vendors, feedback, flyers, etc.)

b) Executive Board Members and Committee Chair binders must be made available to the President and VP of Committees when requested. They must be turned in within 14 days of completion of term or resignation.

7. Standing Rules in Regards to Bullying and Disciplinary Action

- a) All persons who are associated with the Central Valley PTA (Executive Board Members, Committee Chairs, Committee Co Chairs, and Volunteers) are expected to represent the PTA in a professional manner.
- b) Any form of bullying or harassment (in person, cyber, etc) toward another person (pta member, staff, community member) will NOT be tolerated and will result in the removal or disciplinary action of that member by the discretion of the Executive Board following in investigation into an incident.
- c) Executive Board members are expected to represent the PTA in a professional manner. If at any time any member is deemed to be behaving in a way that places their own personal agenda over that of the board as a whole, behaves in a way that causes an interruption in the board to carry out business as usual or behaves in a way that is bullying or harassing of another member, community member or school staff member the Executive Board needs notified immediately. The board will take the steps to resolve any issues. The board reserves the right to remove any party after a full investigation and with a majority vote.
- d) Executive Board Members can be removed with a majority vote of membership during a General Membership Meeting.
- e) Committee Chairs and Co-chairs can be removed by a majority vote of the Executive Board.
- f) Volunteers can be removed from volunteering at PTA events by a majority vote of the Executive Board.
- g) Any Executive Board member who is removed for any reason will be banned from serving the PTA in any way for the following 5 years.

8. These standing rules must be reviewed annually and can be revised as needed. Revisions must be approved by majority of eligible members present. Standing rules do not need to be approved by the state.