

Karns Elementary School PTA Standing Rules

Article I: Purpose and Adoption of Standing Rules

Section 1: These **standing rules supplement the bylaws** of the Karns Elementary School PTA.

Section 2: The Karns Elementary School PTA Board of Managers will **adopt standing rules** at the beginning of each academic year.

Section 3: **Rules may be adopted, amended, or revoked** without notice, by a majority vote, at any Board of Managers meeting. Each rule is reviewed individually.

Section 4: No standing rule may be in **conflict with the bylaws** that govern the Karns Elementary School PTA.

- a. If a conflict arises, the bylaws take precedence.
- b. Updates by the national or state PTA to mandatory sections of the local unit bylaws (identified by the # sign) automatically apply, even if the local bylaws are not revised to include them.

Section 5: Definitions of terms used in these rules:

- a. The **Executive Committee** is composed of the elected officers, the parliamentarian, and the principal of the school.
- b. The **Board of Managers** includes the Executive Committee, the immediate past president, the chairpersons of standing and special committees, and teacher representatives as specified in Article IV.
- c. The **General Membership** includes all PTA members.
- d. A **Quorum** is the minimum number of voting members required to conduct official business at a meeting.

Article II: Membership, Meetings and Dues

Section 1: The 2018-2019 Karns Elementary PTA **annual dues** shall be \$7.00 per member. The national portion is \$2.25, the Tennessee state portion is \$1.50 and the Knox County portion is \$0.25. KES PTA retains \$2.00 per member.

Section 2: The **effective date of a membership** is the date dues are received.

Section 3: The **grace period for membership renewal** ends on October 31 each year. Members who paid dues for the previous school year will remain in good standing through this date.

Section 4: The bylaws specify the **notice required for meetings** of the Board of Managers (3 days) and General Membership (7 days). Business may not be conducted at unannounced meetings for which proper notice to the entire group has not been given, even if a quorum is present.

- a. Any member who wishes to bring an item of business to a meeting must notify the PTA president, either in electronic format or in writing, at least 1 day prior to the next meeting. Business can be added to the agenda prior to Approval of Agenda (based on availability). After the agenda is approved a vote is needed to allow additional business to be discussed at the current meeting.
- b. An agenda of business to be discussed should be provided to those included in the meeting (e.g. to the Board of Managers for a Board of Managers meeting) at least 1 day prior to the next meeting
- c. The standard order of business for meetings should be:

Call to Order
 Approval of Agenda
 Secretary's Report
 Treasurer's Report
 Principal's Report
 Committee Reports
 Unfinished Business
 New Business
 Announcements
 Adjournment

- d. The minutes from each PTA meeting will be distributed to the Board of Managers and posted on the PTA bulletin board within 2 weeks of the meeting.

Section 5: The Executive Committee shall meet as needed. Unless otherwise specified in the bylaws, the quorum for an Executive Committee meeting is a majority of the committee members then in office.

Section 6: The Board of Managers shall meet at least once prior to the first general membership meeting of the school year, and monthly for the rest of the school year. The Board will set the exact dates, times, and locations at the first meeting of the year. A quorum for a meeting of the Board of Managers is seven (7).

Section 7: The General Membership shall meet a minimum of four (4) times per year. Refer to the PTA calendar for the exact dates and times. According to the bylaws, a quorum for a meeting of the General Membership is eleven (11).

Section 8: All board members are encouraged to attend the following **meetings/programs**:

- a. **Tennessee State PTA Convention:** The budget shall include sufficient funds (registration fee and hotel) for at least one representative from the KES PTA to attend. The state PTA determines how many additional delegates may attend, based on total number of KES PTA members. The Executive Committee determines who will attend, and what costs will be covered, in view of the approved budget.
- b. **Summer Leadership Training:** This program is provided by the TN state PTA at various locations throughout the state, with one session always held in the East Tennessee region. The PTA shall pay for all board members to attend Summer Leadership Training.
- c. **School of Instruction.** This program is designed for local officers and committee chairs. It is generally held before the close of the school term so that each local unit may begin functioning immediately. This program is held in Knox County.

Article III: Fiduciary Responsibilities

Section 1: Work plans and **proposed budgets** for all committees shall be submitted upon the request of the Executive Committee or the Budget Committee. Budget development should begin by June to allow the total budget to be compiled, approved by the Board of Managers in July, and presented for approval by the general membership at the August meeting.

Section 2: Any **reimbursement requests** must be made using a KES PTA Check Request Form. This form must be accompanied by a receipt and received by the treasurer no later than thirty (30) days after the expenditure.

Section 3: **Tax returns** (IRS 990) shall be filed by November 15. An extension may be requested if it is impossible to file a complete or correct return by the deadline.

Section 4: An **Audit** shall be completed before the first general meeting of the school year. The completed and signed audit form must be submitted to the Knox County Council and TN state PTA by the deadline given on the form.

Section 5: All official PTA documents shall be sent via **traceable mail** (certified) to ensure there is a record of date sent and date received.

Section 6: KES PTA shall **carry over** \$12,000 per year.

Section 7: The president shall be the only member to sign **contracts**.

Section 8: The treasurer and the president are the main **check signers**. The secretary and vice president may also be check signers. If the secretary and/or vice president are unable to be check signers, the president may select another member of the board of managers to sign checks if needed. All signers must have the proper signing authority as noted on the bank records and shall be bonded.

Section 9: **Two signatures** are required on each check.

Section 10: **Bank statements** must be reviewed, initialed, and dated by a board member who does not have check signing authority each month. This is a requirement of our bond insurance.

Section 11: **Money received** by cash or check must be counted by two PTA members and the amount documented on a Funds Received Report. Once documented, the funds shall be deposited at the bank by any board member as soon as possible. The deposit receipt and the completed and signed Funds Received Report are to be submitted to the treasurer.

Section 12: To retain the PTA's **tax-exempt status**, the board of managers shall ensure that all fundraising activities comply with federal and state law regarding non-profit organizations. Raffles, games of chance, and similar activities are not permitted as fundraisers.

Section 13: The Board of Managers sets the dates of the **fundraising windows** and approves the major fundraising activities.

- a. Donations may be accepted at any time, provided nothing of value is given in exchange for the donation.
- b. The membership drive is not considered fundraising.

- c. All other fundraising activities in which any tangible items are sold must occur within a designated thirty (30) day period, and there may be no more than two (2) of these fundraising “windows” per year.
- d. All fundraisers must be approved at least 30 days in advance by the principal and Knox County Schools (this is a requirement for School Support Organizations; see below).

Section 14. The PTA shall follow the requirements for **School Support Organizations** set by Knox County Schools.

- a. The School Support Organization Financial Accountability Act is a Tennessee state law. Local school systems set their own approval and recordkeeping requirements.
- b. Knox County Schools requires a written agreement and supporting paperwork to be submitted each year.
- c. The Secretary is responsible for ensuring that the necessary paperwork is completed and filed with the school system at the beginning of each school year.
- d. The current contact person at Knox County Schools is Garrett Raiden (garrett.raidan@knoxschools.org). The KCS website for SSO information is www.knoxschools.org/sso.

Article IV: Board of Managers

Section 1: The bylaws provide for “**teacher representative(s)**” on the Board of Managers.

- a. All teachers are welcome and encouraged to attend board meetings.
- b. The KES PTA may have up to three (3) voting teacher representatives on the Board. (This is in addition to any teachers who are serving as officers or committee chairs.)
- c. Teachers who are PTA members shall select their own representatives.

Section 2: All officers, chairpersons, and committee members shall refer to the **KES PTA Job Descriptions Document** for a list of specific job duties.

Section 3: All board members shall review the **bylaws and standing rules** to become familiar with the responsibilities of all board members, and for any additional information that may apply to their specific positions.

Section 4: All **officers and chairpersons shall assume their duties** after the end of the fiscal year (June 30). The incoming and outgoing officers are encouraged to begin transition planning at the end of the school year.

Section 5: All officers and committee chairpersons shall maintain up to date **procedure books** concerning their responsibilities and activities. When an officer/chairperson resigns or completes a term, these books are to be passed on to the next officer/chair, or to the president if the position is vacant.

Section 6: All **board members are expected to attend KES PTA Board of Managers meetings** and to be prepared for each meeting. If unable to attend, board members are expected to notify the president. Any member of the Board of Managers who is absent from three (3) consecutive entire board meetings, without explanatory notification to the president, shall be considered to have resigned.

Section 7: Board members should utilize the **Karns Elementary PTA BOM private Facebook group** to keep the board aware of current projects, whenever possible. This page is not a public group site, it is only for the Board of Managers.

Article V: Communication and Outreach

Section 1: All **notices sent home** with students must be approved by the president and the principal before distribution.

Section 2: Committee chairs should update the **Karns Elementary PTA Facebook page “public page” and the Karns Elementary PTA Membership Facebook group “membership group”**, when actively working on an event or project for the PTA. Any information to be posted to the Twitter and Instagram accounts or to the PTA website should be sent to the Communications and Social Media Chair.

- a. The public page is the site for anyone interested in what the PTA is doing but posting by the public is restricted. The membership group is a closed group open to active members only; public posts are welcome but are subject to approval by administrators/moderators.
- b. The KES PTA Facebook page will only be used for PTA Business.
- c. All social media posts should be professional, factual and informative. See Communication and Social Media Guidelines for specific guidelines

Section 3: Board members are encouraged to promote the PTA’s **website** (karnsppta.wordpress.com), Facebook page and groups, and Twitter (@KarnsPTA) and Instagram (KarnsPTA) accounts.

Section 4: Board members should **participate in PTA functions**, whenever possible.

Section 5: Committee chairpersons are encouraged to **enlist the general membership** to become active and involved in the school PTA and its committees.

Article VI: Committees

Section 1: The Karns Elementary PTA will have the following **Standing Committees**:

- Beaver Books
- Communications and Social Media
- Corporate Initiatives
- Fundraising
- Grounds and Facilities
- Hospitality
- Membership
- Silent Fundraising
- Spirit Wear
- Student Contests
- Volunteer Coordination

Section 2: The **Special Committees** listed below will be formed at the appropriate time each year and have duties as described in the Job Descriptions Document. Special requirements for these committees that differ from those for standing committees are:

- a) Audit Committee
 - i) The Audit Committee shall be appointed in May by the board of managers.
 - ii) The Audit Committee shall consist of three (3) board members. The treasurer and any person who was an authorized check signer during the fiscal year being audited cannot be members of this committee. It is recommended that incoming check signers also not serve on the audit committee, unless not enough other members are available to serve.
 - iii) The Executive Committee appoints the chair of the Audit Committee.
 - iv) The Audit Committee dissolves when its Audit Report is adopted by the General Membership.

- b) Budget Committee (optional, but recommended)
 - i) This committee should be appointed in May or June by the board of managers. If a Budget Committee is not appointed, it is the responsibility of the Executive Committee to propose a budget.
 - ii) The Budget Committee should consist of 3 to 5 board members. It is recommended that the incoming Treasurer chair the committee.
 - iii) The Budget Committee dissolves when the budget is approved by the General Membership.

- c) Bylaws and Standing Rules Committee
 - i) This committee is formed as needed whenever the bylaws and/or standing rules require review or revision.
 - ii) The Parliamentarian chairs the Bylaws and Standing Rules Committee.
 - iii) If there is no Parliamentarian, the Executive Committee appoints a chairperson.

- d) Nominations and Leadership Development Committee
 - i) A Nominating Committee shall be elected by the Board of Managers in the spring, preferably by March.
 - ii) The nominating committee shall have 3 members, at least one of which is a member-at-large of the PTA (not a member of the board of managers).
 - iii) No member shall serve on the nominating committee for consecutive terms.
 - iv) Once formed, the committee elects its own chair.
 - v) The Nominating Committee dissolves upon the election of new officers.

Section 3: Additional **special committees may be formed as needed**, in accordance with the by-laws.

Article VII: Attachments

The following attachments are incorporated by reference:

- Job Descriptions
- Check Request Form
- Funds Received Report
- Communication and Social Media Guidelines