

# Art & Pat Goforth Elementary School PTA

## Standing Rules updated 2015

### Guidelines for Volunteers

1. The regular school business is the education of the children, and this has priority over any PTA planned activities.
2. All PTA planned activities at the school must have the approval of the Principal.
3. PTA volunteers working during school hours must go through the front office to sign in.
4. Matters of a confidential nature overheard at school should not be repeated.

### Annual Reports and Procedure Books

1. Each officer and chairman shall submit an annual report to the president and Historian at or before the last executive board meeting prior to the May general meeting.
2. Each officer and chairman shall prepare/compile a procedure book to include his/her plan or work for the preceding year and any information concerning the actions of his or her committee that year, including the email attached to the committee and password. i.e. irunforgoforth@gmail.com. This book and all other material which is the property of Goforth PTA, shall be given to his/her successor, or the PTA president, on or before the beginning of the new fiscal year of the PTA.
3. Each officer and chairman shall forward to the President, newsletter, social media chair and webmaster articles pertinent to their monthly activities, as applicable.

### Budget and Finance and Administrative

1. The treasurer will avoid giving signed blank checks to anyone other than an officer who is a signor on the account. It is recommended that members pay for items with their own money and provide the treasurer with a receipt accompanied by a voucher for reimbursement within 30 days.
2. The budget committee will consist of the current president and president elect, treasurer and treasurer elect and any other board members responsible for raising funds. The treasurer shall sit as chairman of this committee. This committee shall prepare a budget to be presented to the executive board in May. Upon approval by the board, the budget shall be presented at the May general body meeting for adoption.
3. Goforth PTA shall budget a minimum of \$10,000 to carry forward for the beginning of each fiscal year.
4. The outgoing treasurer will complete a preliminary IRS form 990 or 990EZ with schedules. The state sales tax return information will be summarized by the outgoing treasurer for the January through June 30 time period of the calendar year and given to the incoming treasurer.
5. Any contracts for services secured by the PTA require either a written contract or bid signed by the PTA president.

6. All fundraiser information including gross profits and net profits shall be determined by the Chair of the event and the Treasurer within 21 days of the event/fundraiser and shall be published to the general membership within 7 days thereafter via posting or email.
7. The outgoing treasurer will transfer the PTA PayPal and Amazon tax-free accounts to the incoming treasurer. The incoming treasurer will maintain these accounts.

#### PTA Expenditures

1. Any single committee expenditure (with the exception of school store) in excess of \$500.00 shall require approval PRIOR to incurring the expenditure.
2. Goforth PTA shall pay for leadership training courses and other PTA educational opportunities for executive board members, if funds permit.
3. Goforth PTA shall pay the fee for the president and principal and/or their appointed delegates for the CCCC Founder's Day Dinner and President's Dinner if funds permit.
4. Goforth PTA shall pay the hotel expenses (and mileage) of the president or the president's appointed delegate to the State PTA Convention and PTA Summer Seminar if funds permit. Goforth PTA may pay the hotel expenses (and mileage) of any executive board member to State Convention and Summer Seminar, if funds permit and it is approved by the Goforth PTA Board. Only one hotel room and mileage for one vehicle will be paid for each convention for all Goforth PTA representatives attending, unless males and females are attending (in this case, two rooms may be secured. If funds permit and upon request and approval prior to the convention, Goforth PTA will pay for any course materials and registration fees. Additionally, if funds permit and upon prior request and approval, Goforth PTA will reimburse reasonable travel expenses and meals not to exceed the IRS standard guidelines for mileage and per diem expenses.
5. Goforth shall make an annual donation of \$100 to the CCCC of PTA's Scholarship Fund, if funds permit.
6. Goforth PTA shall not spend funds for flowers in celebration of birthdays, sickness, condolences, congratulations or special recognition days for anyone including members and the staff at Goforth or any member. Additionally, Goforth PTA shall not spend PTA funds for flowers or other acknowledgements (other than cards) for any person and for any reason.
7. Goforth PTA may spend funds for greeting cards, etc. in recognition or celebration of special events for members and the staff at Goforth. Goforth PTA may vote to purchase gift cards in amounts of \$25 or less for a retail specific place (i.e. no visa cards) to be used as gifts or raffles. A log of purchased gift cards must be kept by VP1 or the president.

#### Miscellaneous

1. All programs and communications sponsored by the PTA must have the approval of both the Principal and the PTA President.
2. A list of events (booths, activities, demonstrations, entertainment) planned for the school (for any programs including carnival) must be approved by the President and Principal.
3. Any food or drink booths at any PTA function must meet health department regulations.
4. One or more Life Membership awards may be awarded at the May meeting each year if funds allow. The Life Membership Committee shall be chaired by the Membership chair and shall have at least two additional members appointed by the president.

5. Any PTA equipment that will be "loaned" to a Goforth faculty member, another PTA or another school shall fill out a Goforth PTA Lending Equipment Agreement.
6. The PTA Board will receive a copy of the PTA Bylaws and Standing Rules at the first meeting and sign that they have read and understand both documents.