

East Coventry Elementary PTA Standing Rules

1. General Information

- East Coventry PTA members may attend the following
 - A. General Membership meetings
 - B. District meetings
 - C. State PTA convention and training sessions
- The General Membership will meet the **second** Tuesday of each month with the exception of the month of September wherein we will meet the 2nd Tuesday. All meetings, with the exception of the June “dinner” meeting, will be held in the East Coventry Library at 7:00 p.m. The June meeting will be held at a time and place designated by the General Membership. There will be no meeting for the month of January.
- In addition to the General Membership meetings, the Executive Board shall meet **the first Thursday of the month**. More meetings can be added as the need arises.
- Agendas will be distributed at Executive Board meetings and General Membership meetings.
- Information obtained and exchanged during Officer and General Membership meetings shall be considered confidential in nature, specifically where said information pertains to student body and staff.
- ECPTA will present the graduating class with a yearbook upon graduation as a gift from PTA. Said gift shall be purchased with budgeted funds.

2. Committees

- The Executive Board will vote and appoint chairpersons
- Chairpersons shall have a term of **one (1)** year. In the event that there are no new candidates, the prior Chairperson may be voted to remain for an additional term.
- Each Committee Chairperson must be a PTA member
- **Committee Chairpersons shall submit all expenses within two (2) weeks of the event or June 30th (end of fiscal year, whichever is sooner).**
- Each Committee Chairperson shall be responsible for presenting a verbal or written report to the General Membership **prior to the event.**
- Committee decisions are subject to General Membership vote and final approval by Officers.
- All Committee Chairpersons shall hand maintain a procedure book, which they are responsible for handing into the board at the end of their term. **The binder information must be updated and stored in the office.**
- Committee bills over and above the budgeted amount must have approval from the Executive Board.

- Any correspondence or literature that is to be distributed to the student body must have prior approval by the East Coventry Principal.
- **Current Standing Committees: Membership**

3. Officers

- The officers of the PTA shall be a President, two (2) Vice Presidents, **one(1) Secretary** and a Treasurer.
- Each officer shall have been a member of the PTA for **one (1)** month.
- Officers shall be elected in the month of May.
- The outgoing officer(s) shall install the new officer(s). The installation ceremony shall be held **in June at the General Membership dinner.**
- The Officers shall support any decisions made by the majority vote of the Board in attendance.

4. Leadership Training

- The unit treasury shall pay expenses for the President, officers and/or board members to attend council, district and state leadership training events, state and National convention, as funds are available.
- The board will approve all delegates and will reimburse the driver for mileage and tolls in a manner consistent with IRS Charitable-Use Deductions. Each delegate will be reimbursed a maximum of \$25/day for state convention and \$35/day for National convention to cover the cost of meals.
- All delegates who attend any leadership training will submit a written report and receipts for reimbursement at the next board meeting.

5. Insurance

- The Treasurer shall purchase liability and bonding insurance on a yearly basis. Carrier of coverage to be determined by the Executive Board.

6. Finances

- All checks shall require two (2) signatures, one which must be the Treasurer's.
- **Three (3)** signatures will be kept on file at the bank: President, **a Vice President,** and Treasurer.
- No checks will be issued without a receipt.
- No blank checks will be issued.
- The Treasurer shall present a written, detailed report of income and expenses at Executive Board Meetings and General Membership Meetings. This report shall be on file with the secretary's minutes.
- An audit shall be completed no later than one month after the close of the fiscal year and the books transferred to the incoming treasurer upon current treasurer's end of term.

- The President and Treasurer shall prepare the Budget for the Board's review by **April Board Meeting**. Upon final review by the Officers the Budget will be presented at the first General Membership PTA meeting in **May**.
- The auditor's report shall be given at the first general membership meeting of the school year.
- The Treasurer must file tax forms required by law, within 5 months of the close of the fiscal year.
- In the case of an unplanned expenditure, or an expense that is greater than the budgeted amount, not exceeding \$100.00, the President has the authority to approve the expenditure.
- In the event the unplanned expenditure or expense is greater than \$100.00, approval of the majority of the Officers is required for payment.
- East Coventry PTA officers will purchase and maintain a **PTAEZ license** agreement for use by the Treasurer in preparing the PTA budget.
- The East Coventry PTA will not be responsible for payment of services for any After School Activity. All monies to be paid for said services shall come from fees collected by the participants of said services.
- In the event of a death or a birth of any staff member's immediate family member or in the event of the death of any student's immediate family member, the Secretary may purchase a gift (i.e. flowers or fruit basket, amount not to exceed \$50) to be sent to the staff/student on behalf of the PTA.
- In the event of a hospitalization and/or extended illness of a staff member, student or PTA member, the Secretary on behalf of the PTA, will send an acknowledgement. Upon approval by the Officers a gift may be purchased (i.e. flowers or fruit basket, amount not to exceed \$50).
- East Coventry has traditionally funded the following:
 - Grasshopper awards
 - **\$10 per currently enrolled student per school year for field trips**
 - **\$50 PTA Paw Pride grant for student classroom supply budget for each staff member who is a PTA member upon submitting receipts.**
 - Framing of one piece of artwork from each grade level. Artwork to be chosen by the art teacher.

7. State PTA/District/Incorporation Bureau Forms

- **Annually, the President shall send the names of the officers to Pennsylvania PTA (4804 Derry Street, Harrisburg, PA 17111 or email to info@papta.org) on the appropriate form by June 15th.**

8. PTA Bylaws

- The bylaws of this unit must be reviewed every five (5) years and submitted for approval according to the guidelines as provided for in the bylaws and the state PTA.

9. Student Assemblies

- PTA will fund student assemblies under the following conditions:
 - A. The **Executive Board** must approve all assemblies.
 - B. The PTA will be acknowledged for its role in bringing said assembly to East Coventry.
 - C. The Head Teacher must be in attendance at all monthly PTA meetings. If unable to attend, a representative shall be present at said meeting to give a full report on behalf of the Head Teacher.
 - D. The General Membership must be informed of all upcoming assemblies, including dates, times and location.
 - E. A report must be given by the Head Teacher after each assembly at the following month's PTA meeting.
 - F. Assemblies must be within the yearly PTA budget.
 - G. Payment for assemblies must be arranged in advance with the PTA Treasurer and President.

These standing rules must be reviewed yearly and revised by the Executive Board as needed.

Approved by the executive board on: _____