



University Hills Elementary PTA Standing Rules

Executive Board

1. The officers of this organization shall consist of a President (1-year term), Vice-President Enrichments (1-year term and no commitment to become President afterwards), Vice-President Committees (1-year term), Treasurer (2-year term) and Secretary (1-year term). Each officer shall be a member of this PTA.
2. Every committee shall be assigned one officer to serve as its Board Contract Representative. Committee assignments will be made by mutual agreement among the current officers.
3. The Executive Board of this organization shall consist of its current officers, the immediate past President or past Treasurer, and the school principal. All members of the Executive Board are encouraged to attend all board meetings and general PTA meetings.
4. The immediate past President and/or past Treasurer shall serve in an advisory capacity for the current officers. The immediate past President/Treasurer is defined as the individual who served in that officer position during the term that has just ended.
5. The officers are expected to attend all assigned Board meetings and general PTA meetings. Any officer who is unable to attend a scheduled meeting must contact the President in advance. If no notification has been made for three consecutive meetings, the position may be declared vacant. An elected officer will be requested to submit a letter of resignation.
6. The outgoing Executive Board will meet with the in-coming Executive Board before the end of the current fiscal year to transfer records and files, go over any important information and details, and answer any questions in order to maintain continuity.

Financial Controls

1. Three officers, to include both the Treasurer and the President shall be authorized to sign checks. Two signatures are required for all checks.
2. The Executive Board has the authority to approve expenditures up to \$50 without a vote from the membership. The membership shall be notified of such expenditures at the next general PTA meeting.
3. PTA money shall be disbursed by a voucher system. A request for funds in advance or a request for reimbursement of funds shall be made by completing a voucher signed by the committee chairperson, with appropriate supporting receipts or documentation attached, and submitting it to the Treasurer. A copy of all expense vouchers shall be filed in the committee reference binder. PTA Membership shall be required of all persons requesting reimbursement and/or advanced funds.
4. Any person who handles any monies on a PTA committee MUST be a PTA member at University Hills. Membership in another PTA within the district does not count.
5. All committee chairpersons shall submit to the Treasurer any PTA deposits within 10 days of the event. These deposits should be accomplished by a completed Deposit Log form with any appropriate documentation attached. A copy of the Deposit Log shall be filed in the committee reference binder. All committee chairs and members must submit for reimbursement BY June 23rd of the current fiscal year.
6. All committee chairpersons must be University Hills PTA members. Membership covers bonding and insurances for all University Hills PTA activities and events.
7. Every committee shall have a Board Contact Representative consisting of the President, VP-Enrichments, VP-Committees, Treasurer or Secretary. The Board Contact Rep shall attend committee meetings as needed and provide assistance with his/her assigned committees, including giving reports at meetings in the absence of the committee chair. As stated in the Bylaws, the President shall be a member ex officio of all PTA committees, with the exception of the nominating committee
8. Committee chairpersons will prepare a report for the general PTA meeting immediately prior to their event, the month of the event, and the month after the event. Year-rounded committees should present reports as needed. If unable to attend the general PTA meeting, a committee member will take the place of the chair and report at the meeting(s) or the Board Contact Representative will present the committee report.
9. All committee chairpersons are expected to update and modify their reference binder during their term, including a full financial report and the completion of a Program Evaluation form. The reference binder will be returned to the PTA suite or turned into

the committee's Board Contact Representative within the month following the completion of the committee/event or by the end of the school year, whichever comes first.

Leadership Training

1. Consideration for representatives to attend regional, state, or national leadership training workshops or conventions will be given in this order: 1) current officers, 2) incoming officers, 3) incoming committee chairs, and 4) general membership.
2. Expenses for representatives to attend regional, state or national leadership training workshops or conventions will be considered in the following order as the budget allows: 1) registration fee, 2) hotel based on 2 or more persons per room capacity, and 3) gas and parking fees. Additional accommodations must be paid for by the individual.

Procedures

1. All publicity of the University Hills PTA (such as fliers, letters, newsletters, etc.) shall bear the name and logo of University Hills Elementary and the PTA. Items for publicity shall be reviewed by two members of the Executive Board, one being the school Principal prior to distribution.
2. The University Hills PTA shall conduct a periodic survey of University Hills parents and staff to evaluate programs and aid in decision making and future planning. A survey should be conducted every other year.
3. The Standing Rules shall be reviewed each year by the Executive Board. The officers must approve any revisions, additions or deletions. The Standing Rules will then be presented at a PTA meeting and so noted in the minutes. An up-to-date copy of the Standing Rules will remain with the Secretary to be passed down to their successor.

Dues

1. Annual dues and fees to National PTA, Michigan PTA and Rochester PTA Council shall be paid in accordance with the Bylaws and/or Standing Rules of each of these associations.

2. Annual membership dues for the University Hills PTA shall be \$12 per individual or \$20 per household (up to 2 members). Teachers at University Hill may deduct their dues from their yearly allotted budget from the PTA.

Officer Duties

The duties of the officers of the Executive Board include, but are not limited to:

1. President
 - a. Preside at all meetings of the association*
 - b. Coordinate the work of the officers and the association according to the principals and guidelines of the National PTA*
 - c. Be a member ex officio of all committees, except the nominating committee
 - d. Attend PTA Council meetings*
 - e. Attend PTA-sponsored events and programs at University Hills*
 - f. Establish communication channels with the school principal*
 - g. Ensure that all programs benefit the children of University Hills and serve the primary goal of the association*
 - h. Authority to sign checks*
 - i. In the event of consolidation, change of name, or disbandment of this unit, notify the Michigan PTA*
2. Vice President – Enrichment
 - a. Act as aide to the President*
 - b. Perform the duties of the President in the absence or inability of that officer to serve*
 - c. Attend PTA Council meetings*
 - d. Coordinate student and parent enrichment activities IF there is no Enrichments Chair; otherwise, oversee Enrichment committee*
 - e. Oversee PTA communications (website, flyers, email, newsletters, PR, etc.) *
3. Vice-President Committees
 - a. Act as aide to the President*
 - b. Manage the volunteer database*
 - c. Recruit committee chairs, serving as a resource for them as needed*
 - d. Assist in coordinating membership drives and fundraising projects*
4. Treasurer (VP Finance)
 - a. Work with the other members of the Executive Board to prepare the annual budget*
 - b. Keep a full and accurate account of receipts and expenditures*

- c. Make disbursements/payments as authorized by the President, Executive Board or association in accordance with the budget adopted by the association*
- d. Present a financial statement at every general meeting of the association and report monthly to the PTA membership on the financial status of the association*
- e. Make a full report at the meeting at which new officers officially assume their duties*
- f. Keep a record of the National and State portions of the membership dues separate from the record of the general funds of the local unit*
- g. Submit books annually for an audit*
- h. Forward the required unit dues to the Michigan PTA office in accordance with the Michigan PTA Bylaws and/or Standing Rules, on or before June 1 of each fiscal year*
- i. Forward National and State monies to the Michigan PTA office on a monthly basis by the 28th of each month*
- j. Submit copies of the annual audit and the budget to the Michigan PTA office by December 1*
- k. File annual IRS 900 Tax Form*
- l. Pay annual sales tax and submit annual Michigan sales tax return*
- m. Apply for State of Michigan Raffle License as needed for a Carnival year, file Raffle Financial Statement with the State of Michigan after the event*

5. Secretary (VP Communications)

- a. Keep an accurate record of the minutes of all meetings of the association and of the Executive Board (post and send said minutes within seven days of the meeting on PTA website) *
- b. Maintain a current copy of the Bylaws and Standing Rules and have them at meetings*
- c. Maintain an accurate membership list*
- d. Conduct the correspondence of the association*
- e. Immediately following the election, send the name and address of the newly elected President to the Michigan PTA office*

*Duties are taken from the University Hills PTA Bylaws; Bylaws to be amended to reflect changes here by June 30, 2019