New Haven Elementary PTA
Standing Rules

Article I: BOARD MEETINGS

Section 1. Board meetings will be tentatively scheduled at the first board meeting of the new board.

Section 2. All board members, officers, and committee chairpersons are expected to attend all board meetings. Should a board member miss two consecutive meetings without a reasonable excuse, his/her office or chair may be declared vacant by a majority vote of the board. The board may then appoint a person to fill the vacancy if applicable. Vacant positions shall not be counted in determining the board quorum.

Section 3. Any board member unable to attend a meeting should notify the president.

Article II: ADDITIONAL DUTIES OF THE BOARD MEMBERS

Section 1. All board members shall keep a procedure book and turn over all materials to the new board no later than July 1.

Section 2. The outgoing treasurer shall be responsible for the preparation of any required tax returns. Such returns shall be prepared for the review and signature of the incoming president.

Section 3. The outgoing treasurer shall be responsible for obtaining bank signature cards for the incoming officers.

Section 4. Officers and standing committee chairpersons shall prepare a written report detailing progress and plans concerning their area of responsibility prior to each regularly scheduled board meeting.

Section 5. The Board of Directors shall appoint members to standing and special committees. This shall include a Financial Review Committee of at least three (3) members who do not have check signing authority and does not include the incoming Treasurer.

Section 6. The Board of Directors shall approve special committee plans.

Section 7. For the purposes of determining who will serve on the Executive Committee and the Board of Directors, the immediate past president may be appointed by the Board of Directors and shall serve only in an advisory capacity. This position will not affect the number needed to reach a quorum. This person shall be a New Haven PTA member.

Section 8. All committee members shall have their plan of action approved by the Board of Directors. Any materials sent home must be submitted to the Principal and the PTA President prior to distribution.

Section 9. The three (3) vice-president positions may be assistants. These assistants will be an elected officer and will be bonded by the insurance. In this event, one person shall be designated for voting purposes.

Article III: STATE CONFERENCES

Section 1. The PTA shall cover expenses incurred by board members attending state conferences (i.e. Leadership, Convention, and Legislative) on an equal basis not to exceed the budgeted funds.

Article IV: TEACHER REPRESENTATIVES

Section 1. A teacher should serve on the board. If a teacher is not an elected officer or chairman, a teacher representative shall be chosen by a vote of the Board of Directors and shall serve only in an advisory capacity. The teacher must be a PTA member.

Article V: LIFE MEMBERSHIP

Section 1. The PTA may budget for one life membership annually. The individual must have made an outstanding contribution of time, talent, or resources to the PTA or school. Recognition could be awarded to a teacher, administrator, other school staff, parent, school volunteer, or community person.

Article VI: GIFTS/MEMORIALS

Section 1. In the event of the death of an immediate family member of a board member, staff, or student, memorials may be given in the that name. Money is to come from the Memorials budget line of the PTA Operating Expenses with the amount not to exceed $30.00.

Section 2. Gifts for other purposes shall be by free will donations unless specifically approved by the general membership.

Article IV: BYLAWS/STANDING RULES

Section 1. All board members shall have a copy of the bylaws and the standing rules. Both will be reviewed at the first full board meeting after the election of the new officers.

Article VIII: PUBLICATIONS

Section 1. The President shall make available all publications (i.e. Our Children, Kentucky PTA Bulletin, District and County Newsletters) to board members.

Article IX: ELECTION OF PARENT REPRESNTATIVES TO THE SBDM COUNCIL

Section 1. The President of this association shall conduct the election under the requirements as stipulated under the Kentucky Education Reform Act (KERA) of 1990, as specified in the most recent revision.

Section 2. The PTA Board shall set the date of the elections in the month specified by the school's SBDM Bylaws.

Section 3. The President of this association shall give written notice to all parents and legal guardians of students enrolled in the school of the date, time and place of the scheduled date of the election. This notification shall include the regulations describing the requisite qualifications, procedures to be followed and a nomination form.

Section 4. The President shall appoint an SBDM Election Committee to determine the procedures for the election of the parent representatives on the SBDM Council. See the KCPT SBDM Parent Handbook and the New Haven PTA SBDM procedure book for more information.

Section 5. The President of this association shall notify the current SBDM Council Chairman of the names of those elected within forty-eight (48) hours of the election.

Section 6. Parent Representatives on SBDM Councils should report to the parent association on a regular basis.

Article X: AMENDMENTS TO STANDING RULES

Section 1. Amendments to standing rules can be done at any scheduled Board meeting.

Section 2. Any amendment requires a 2/3 majority vote of each member present and voting.

Article XI: MEMBERSHIP

Section 1. A membership shall be effective from the date the dues are paid through the following July 1st.

Article XII: NOMINATING COMMITTEE

Section 1. Nominating Committee Election: The members of the Nominating Committee shall be elected by the Board.

Section 2. Order of Vice-Presidents: The Nominating Committee shall determine the order of vice-presidents to perform the duties of the president and meet the requirements of Article VIII, Section 2.b. of the Bylaws. Specifically, when the Nominating Committee presents the list of candidates for the following year. The vice-president position designated as the first vice-president position shall be the first position to perform the duties of the president in their absence. The vice-president listed as the second vice-president shall follow the first vice-president, and so on. In the absence of such designation by the Nominating Committee, the person elected with the longest amount of time previously spent on the New Haven PTA Board of Directors shall be named the first vice-president. If none of the vice-presidents elected have served on the PTA Board, then the vice-president with the longest membership in the New Haven PTA shall be designated first vice-president. In the case that neither apply the Board of Directors will vote to determine the order of the vice-presidents.

Article XIII: MONETARY GUIDELINES

Section 1. If an expenditure exceeds its designated budget amount, the Board shall determine whether the budget should be amended or whether the excess should be paid from a different budget line (e.g. administration or miscellaneous).

Section 2. Two (2) signatures will be required on all checks issued by this association. However, no two (2) persons from the same family may be authorized to sign checks. Only elected officers may be signors. The signors shall include the Treasurer, President, and one other elected officer.

Section 3. When an event or project involves the handling of money, two (2) people will be required to count the money, preferably the treasurer and the chairperson of the event/project. In the absence of one of these people, an elected officer will be required to count the funds with the chairperson of the event/project prior to leaving the site of the activity. The officer will then take custody of the funds and later deliver the deposit to the treasurer or deposit it in the PTA account in the Treasurer's absence.

Section 4. It will be the responsibility of the chairperson of each event/project to meet with a Board member prior to the event/project to discuss how much has been budgeted and how to get funds requests approved. They should also be informed that all funds requests must be submitted within 45 days of the expenditure and no later than June 1st. The treasurer must be notified by April 1st of any funds that won't be used by an event/project or the money may be reallocated.

Section 5. Monetary disbursements from the New Haven Elementary PTA, which are disbursed on a school wide basis, are intended for SBDM funded classrooms (K-5). Any guest classrooms (Non SBDM Funded Classrooms) of New Haven Elementary may submit requests of PTA funds which will be considered on a case by case basis. New Haven PTA Membership and Participation in PTA Activities are welcome from all community residents.

Signatures:

_____, President

Elisha Sowards
_____, Secretary

8/20/2019
_____, Date