



## **Palmetto Middle School PTSA Standing Rules**

September 8, 2022

Standing Rules are rules that relate to the details of the Administration of the Palmetto Middle PTSA unit. Parliamentary and other Procedures can be found in Palmetto Middle PTSA's Bylaws. Standing Rules are adopted, as any ordinary motion, by a majority vote at a Board Meeting. They may be amended by a two-thirds Board vote. Standing Rules may be suspended by a majority vote provided the proposal is not in conflict with the Bylaws.

### **PALMETTO MIDDLE SCHOOL PTSA DESIGNATIONS AND LEGAL STATUS:**

- The name of this local unit shall be the Palmetto Middle School Parent Teacher Student Association (PTSA). The local unit number is 00001267. The Federal IN/EIN number is 650147894.
- The Palmetto Middle School PTSA is a non-profit corporation with a tax-exempt status, Section 501(c)(3). A Letter of Determination can be made upon request.

### **PALMETTO MIDDLE PTSA GENERAL POLICIES:**

- All Elected Officers, Board Members, and Committee Chairs must be Members of the PTSA.
- There should be one student PTSA representative per grade. Students apply and are selected by the Board.
- A student representative should be present at all Board Meetings and General Meetings. If this is not possible, the student representatives should share their discussion points with the Membership Chair. The Membership Chair will ensure they are addressed at the respective meetings.
- A quorum is established at a General Membership Meeting when at least ten (10) Members are present. A quorum must be present to conduct business. Motions are passed by a majority vote so long as a quorum is present.
- The voting body of the Palmetto Middle School PTSA shall be only those who have paid Membership dues for the current year.
- Any person wishing to be reimbursed from PTSA funds must submit proper receipts along with a reimbursement form to the Treasurer no later than 30 days after the event or 3 days prior to the end of the fiscal year- whichever comes first. All expenses submitted for reimbursement will be in accordance with the approved event or project.
- Any PTSA-sponsored print or online material to be published to the school community must first have both President and Principal approval.
- Terms of Office: All Palmetto Middle School PTSA Board and Committee Chair Members hold their respective positions until the last day of the school year.
- Outgoing Board Members (except the Treasurer and Secretary) and Committee Chairs shall deliver procedure books and all other records to their successors (or the incoming President) no later than 15 days after the last day of school. The Treasurer and

Secretary shall deliver their records to the audit committee directly.

### **BOARD POLICIES:**

- All Officers shall attend all Board Meetings and General PTSA Membership meetings. Any Board Member missing the first two meetings of the Board, three consecutive meetings or a total of four meetings (whichever shall occur first), without good cause, may be removed from the Board. The vacancy shall be filled by a Member of the PTSA selected by the Board by majority vote.
- Emergency email vote: notification of an emergency vote taken by phone, email, or other electronic means shall be given to each Board Member by the President. Board Members shall have at least 24 hours to respond. A complete accounting of the number of votes cast and the results shall be given at the next regular meeting where the vote shall be ratified. All of these actions shall be recorded in the minutes.
- A quorum is established at a Board meeting when a majority of all Members are present. A quorum must be present to conduct business. Motions are passed by a majority vote so long as a quorum is present.

### **COMMITTEE CHAIR POLICIES:**

- A Committee Chair shall consult with the appropriate Vice President prior to initiating any activity or incurring any expense, other than those set forth in the committee procedure book. All expenses must be accounted for in the current budget.
- Committee Chairs shall provide periodic accountings to their Vice Presidents, as expenses are incurred.
- If there is any concern that a project or event will go over the allocated budget, the Committee Chair must confer with their Vice President first before any costs are incurred.

### **PRESIDENTIAL POLICIES:**

- Guidelines:
  - All nominees for the office of President shall have served one year on a PTA/PTSA Board, or one year as a PTA/PTSA Committee Chair.
  - Over the summer, the incoming President shall complete the online Change of Officer Form for Florida PTSA.
- Presidential Responsibilities Include:
  - Being knowledgeable of and providing the Board with a copy of current PTSA Bylaws and Standing Rules.
  - Ensuring that each Board Member is provided with their job description and list of responsibilities.
  - Developing 2-3 PTSA goals for the year, communicating these goals with the Board and General Members, and completing them within the school year.
  - Creating and maintaining a list of the Board and Committee Chairs and providing a copy of the list to the Board.
  - Creating a Calendar/List of Events with the Principal and providing a copy to the Board and school community.
  - Updating all back-to-school documentation and publications, including summer postcards, web site updates, back-to-school Membership letters, online school store, and PTSA Directory and Calendar.
  - Overseeing summer online sales for the School Store, including clothing orders.

- Setting up and running the School Store the week before school starts, including the night of Orientation.
- Overseeing school communication and ensuring that important announcements and news are given to the community in a timely basis (at least every 2 weeks) through various communication channels, including email, social media, and the app. Last minute information may need to be sent as single announcements.
- Attending PTSA leadership conference in July if available.
- Preparing a PTSA informational table and School Store pop-up to be set up at Open House.
- Being knowledgeable about the PTSA and be able to research answers to questions that the Board and/or General Membership Members may have.
- Understanding basic parliamentary procedure including Robert's Rules.
- Communicating with the Principal on a regular basis.
- Preparing and copying - with the help of the Corresponding Secretary - a written Agenda for all Board and General Membership meetings, which should be available for review at least 2 days before each meeting. The Board Agenda should be emailed to Board members beforehand, and the General Agenda should be available online and through social media.
- Attending, as necessary as an ex-officio Member, committee meetings.
- Arranging for speakers at General Membership meetings.
- Working with the Treasurer and previous President and/or Treasurer if applicable, to prepare a proposed budget to present for a vote at the first Board and General Membership meetings.
- Understanding that, as President, they are ultimately responsible for all PTSA events, meetings, and activities, and should assume responsibilities of Board Members if they are unable to fulfill their duties for whatever reason.

#### **ALL VICE PRESIDENT (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) POLICIES:**

- Coordinate all PTSA Committees under their respective scope (see Directory for complete list of Committees).
- Meet with their Committee Chairs to review their responsibilities, including their budgetary limits.
- Discuss any changes to previous Operational projects and costs with the Board prior to implementation.
- Help with various PTSA projects throughout the year.
- Follow up with Committee Chairs before each Board Meeting and present status reports at Board and General Membership meetings.
- Present any proposed budget changes to the President and Treasurer prior to the last Board Meeting.
- Assist the President and assume the President's duties as/if needed (1<sup>st</sup> VP Only).
- Oversee any items that are purchased with PTSA funds and confirm that they remain in the possession of Palmetto Middle PTSA at the conclusion of the event/project.
- Assume responsibilities of Committee Chairs if they are unable to fulfill their duties for whatever reason.
- Checks their VP mailbox in the teacher mailroom in a timely fashion.

## **RECORDING SECRETARY POLICIES:**

- Records the minutes of all PTSA meetings (Board, General, and Special).
- Distributes copies of the minutes of the immediately preceding meeting at the next meeting for vote of approval, either print or electronically.
- Provides General Meeting notes to the Communications Chair for publication online.
- Acts as custodian of PTSA records.
- Monitors expiration dates of PTSA Bylaws and Tax Exemption Form to ensure that any required updates or renewals are submitted in a timely manner. Serves as Committee Chair as needed when Bylaws and/or Standing Rules are revised.
- Distributes, collects, and maintains Membership attendance sheets at each General Membership meeting.

## **TREASURER POLICIES:**

- Collects, counts, and deposits the PTSA's cash receipts, processing of payments, maintenance of current monthly cash flow reports, preparation of annual budget and monitoring of expenses against budget. Serves as The Chair of the Finance Committee (see Special Committees Section below).
- Contacts the PTSA's bank to arrange for updated signatures prior to the beginning of the school year.
- Checks the PTSA money drop-box and Treasurer mailbox in a timely manner (1-2x/week) for deposits and/or messages.
- Prepares an annual report and proposed budget (with the assistance of the current and possibly last, President) to the incoming Board and General Members at the first meetings of the year.
- Prepares a signed monthly cash report and a budget status report. Presents the report at each monthly Board and General Membership meeting (if appropriate).
- Prepares the financial books and records of the PTSA for review by the auditor and/or any Board established audit review committee at the end of the school year. Promptly delivers any and all documents required in connection with such review.
- Retains responsibility, as the Treasurer for that year, to coordinate with the auditor until the completion of that year's audit review.
- Maintains general liability, officer fidelity and personal property insurance coverage (currently renewable in November of each year).
- Coordinates the filing of all necessary IRS forms.
- Maintains a current sales tax exemption certificate.
- Issues checks, upon receipt of a check request form and related receipts – signed by the President or a VP- for previously budgeted items only, in a timely manner (within 10 days of receipt).
- Sends current fees for each Member to the state office, with the Membership Chair's assistance. Remits Membership dues monthly.
- Maintains copies of Check Request Form in the main office for staff, PTSA Board Members, and Committee Chairs.
- Ensures that all checks are signed with 2 authorized signatures.
- Oversees that, should the PTSA receive a returned check due to insufficient funds, the Treasurer may require the issuer to reimburse any bank penalties the PTSA may incur. If the check is not paid, including any accrued bank penalties, within 14 calendar days of notification of insufficient funds, the PTSA will no longer accept checks from the issuer.

## **CORRESPONDING SECRETARY POLICIES:**

- Conducts the written and electronic correspondence of the PTSA as requested.
- Records the minutes of the Board, General, or Special Meeting if the Recording Secretary is unavailable.
- Oversees PTSA Bylaws renewal process (every 3 years).
- Assists in announcing upcoming PTSA meetings as requested.

## **MEMBERSHIP CHAIR POLICIES:**

- Ensures and promotes that Membership in Palmetto Middle PTSA shall be open to all people without discrimination. Membership is open to all parents, grandparents, guardians, teachers, staff, students, community members, and other persons that support the purpose of the PTSA.
- Creates and distributes Membership Forms at the beginning of the year, both in paper and online forms.
- Coordinates the student PTSA representative application process. Serves at the Board contact for student representatives.
- Oversees and tabulates collection of Membership Fees.
- Assists the Treasurer in sending membership dues to the Florida PTA on a monthly basis.
- Encourages Staff and General Memberships through incentives.
- Encourages Staff and General Memberships at meetings, as well as Orientation and Open House.

## **ADVOCACY & LEGISLATIVE CHAIR POLICIES:**

- Assist and advise the PTSA to ensure that we are providing programs that are inclusive of all of our students/families.
- Improve the experiences of all of our students/families wherever possible through advocacy.
- Identify areas of need and evaluate current programs (including any need for training/development/education that we could offer our board members, our students/families, or faculty).
- Oversee the implementation of any trainings or new programs.
- Stays current on local, state, and national Legislative issues and communicates relevant information to the PTSA Board and General Members at meetings.
- Helps, with the assistance of the President, recruit General Member meeting speakers and/or special meetings relating to current Legislative matters.
- Encourages Board and General Members to vote in elections.

## **COMMUNICATIONS CHAIR POLICIES:**

- Helps the President with communications, including email, social media, parent chats, and the app.
- Oversees the database of email subscribers.

## **VOLUNTEER CHAIR POLICIES:**

- Actively welcome and recruit parents to participate in PTSA and volunteer opportunities.
- Oversee a database of volunteers and assist Chairs as needed in finding volunteers, communication with volunteers and creating sign ups.
- Communicate with School Faculty and Administration regarding need for volunteers for any special events.

## **HISTORIAN:**

- Captures, assembles, and preserves records of activities and achievements of the PTSA.
- Leads School of Excellence process every two years.
- Assists President with submissions for local, state, and national PTA Unit awards.

## **SPECIAL COMMITTEES:**

### **BUDGET & FINANCE POLICIES:**

- The Budget & Finance Chair (the Treasurer) shall have a committee composed of the President and Outgoing President and/or Treasurer. The committee will prepare the yearly budget to be presented first to the Board and then to the voting body for adoption at the annual meeting.

### **MINI-GRANT FINANCE COMMITTEE POLICIES:**

- The Mini-Grant Finance Committee shall be comprised of the President, Mini-Grant Chairperson, and Principal.
- The Mini-Grant Finance Committee shall review and approve proposals for Mini-Grants which shall be awarded to teachers for the purchase of items to be used by their class. All items purchased with the mini-grants shall be the property of Palmetto Middle School and included in its inventory.
- Confirm that approved projects be purchased in the current PTSA fiscal year.

### **AUDIT COMMITTEE POLICIES:**

- The Audit Committee shall be expedient in its duty. Once formed, a reasonable date will be set for completing the audit.
- A Member of the audit committee will collect the financial books and records from the outgoing Treasurer.
- The PTSA's minutes, reports and Membership roster will be collected from the Secretary.
- The outgoing Treasurer should be available during the audit in case the committee should need their help locating or deciphering records.
- After the annual audit has been completed, the audit committee will turn over the financial books and records directly to either the incoming President or the incoming Treasurer.
- The minutes, reports and Membership roster will be turned over to either the incoming President or the incoming Secretary.
- The Treasurer presents, upon receipt and submission of the completed audit review, the audit report at the next General Membership meeting.
- The incoming or outgoing Treasurer and incoming or outgoing President shall not be

Members of this committee.

**SPECIAL CHAIRS:**

**1<sup>ST</sup> VP Chairs:**

Bulletin Boards  
Clothing Closet  
Copy Room  
Language Arts Liaison  
Media Center  
School Tours  
Science & Math Liaison  
Sports Liaison  
Staff Appreciation  
Volunteer Coordinator

**2nd VP Chairs:**

8th Grade Liaison  
Awards Night  
Beautification  
PMS Earth Program  
Love Our Lancers  
Red Ribbon Week  
Reflections  
Spelling Bee  
Teacher Mini-Grants  
Turkey Bowl  
Valentine's Day Dance  
Watch D.O.G.S. (Dads of  
Great Students)

**3rd VP Chairs:**

Business Sponsorships  
Donations  
Grants  
Lancer Fest Carnival  
Legacy Bricks  
Membership  
Orange & Black Fall  
Parent Social  
Pizza Wednesdays  
Online School Store  
School Store