



Standing Rules:

- These are procedures or general policies, not covered in the bylaws, that provide for the day-to-day operation of our PTA.
- Make frequent/common actions simpler and provide for fairness and continuity of board decisions:
 - are adopted and/or amended by a majority (more than half) vote of the PTA board; and
 - are unique to each specific PTA and do not need to be sent to the state or district office.

Laureate Park Elementary School PTA Standing Rules

Rule I: Executive Committee & Officers:

Section 1. Officers of the PTA must be a parent or guardian of a Laureate Park Elementary Student. They must take care to avoid all real and perceived conflicts of interest. All decisions must be for the benefit and best interest of the PTA and the community it represents, without regard for personal gain or agenda. No part of the PTA business can be used to promote propaganda, political campaigns, or similar plans.

Section 2. Executive Members serve as Officers and their fiduciary duty is to the organization. At all times, they must use good judgment, be diplomatic, inclusive and refrain from all public comments disparaging or disrespecting our PTA, Laureate Park Elementary teachers or staff, or persons who serve it, this includes social media comments.

Section 3. Removal of an officer is permissible at any time, with good cause by majority vote of the Board. An officer subject to removal, shall be notified in writing with a statement of reasons for their removal. Violating sections 1 and 2 of these Standing Rules are considered a major cause of removal of any officers (board members, executives and/or chairs).

Rule II: Board Meetings

Section 1. Board meetings will be held no later than the second week of each month at 6:00 pm.

Section 2. All board members, officers and chairmen are expected to attend all board meetings. Each Officer is expected to notify the President if they are unable to attend the monthly board meetings. Since absences hinder the work of the Executive Board, **missing more than 2 consecutive meetings without reasonable excuse, his office or chair may be declared vacant by a majority vote of the board.** The board shall appoint a person to fill the vacancy and notify the membership of the change in the next Membership Meeting.

Rule III: Officers

Section 1. The President



1. The president will meet regularly with the school principal to review needs and align efforts.
2. Will lead all PTA board and association meetings.
3. Serves as the official contact, and representative of our PTA at all district or state functions or assigns an alternate.
4. Is the designated as an authorized signer for PTA checks, contracts, and authorizations for payment along with Treasurer.
5. Establishes official communication channel(s) for PTA board members.
6. Coordinates the work of officers and committees so that the goals of the PTA are realized
7. Always maintains a fair and impartial position.
8. Serves as ex-officio member of all committees except the nominating committee
9. Works with other PTA leaders to connect families, school, and community to support student success

Section 2. The **Secretary** shall serve as program chair, working with other chairs when appropriate to communicate the yearly program schedule and details. The secretary will also:

- ✓ Take note in all meetings
- ✓ Have minutes submitted to President within 5 days of previous meeting
- ✓ Will bring minutes of previous meetings to all meetings
- ✓ Will keep a list of all committee members and their chairs
- ✓ Collect and read the correspondence received
- ✓ Maintain an up-to-date file of all correspondence

Section 3. The Treasurer will include the following information in a report given at all meetings:

- a. Balance on hand in all accounts at the beginning of the period covered by the report.
- b. Receipts and disbursements in all accounts.

Will also:

- ✓ Send payment for insurance and other agency payments by the required filing dates.
- ✓ Include the Local PTA name and number on all checks submitted to the OCCPTA and the National PTA.
- ✓ Prepare and file the 990/990---EZ/990N and Charities Registration forms when required.
- ✓ Chair the budget committee to prepare the budget,
- ✓ Present the budget report to the President every three months, or as requested.
- ✓ Alert the Board of Directors to the line items in the budget near depletion, as well as those over the
- ✓ budget.
- ✓ Complete and file new bank forms, when necessary.
- ✓ Immediately following a PTA event, deposit all funds received into the PTA bank account.
- ✓ Be the second approver along with the President of all invoices and charges. Approval is made via email communication.



Section 2. The Membership Vice President shall conduct a membership drive in August/September and promote membership throughout the year in all PTA sponsored events.

Section 3. The Fundraising Vice President shall serve as ways and means chair and plan fundraising events to meet the budget needs for the year while being mindful of **Florida's PTA Fundraising general rules and using the use the 3-to-1 Rule**: there should be at least three non-fundraising programs aimed at improving the educational experience, helping parents or children, or advocating for school improvements, for every one fundraiser.

Section 4. The **Events Vice President** shall coordinate event dates with the PTA board, selects the event's theme, publicizes the event, and is responsible for the smooth running of the event. Works closely with the Volunteers Vice President to run the event and man up the operations of the below but not limited to:

- ✓ Boohoo - Yahoo Breakfast
- ✓ 5th Grade Celebrations
- ✓ Fun Run
- ✓ Family Dance
- ✓ Book Exchange
- ✓ Donuts with Dudes
- ✓ Muffins with Misses
- ✓ EOY Celebration

Section 5. The **Vice President of Volunteers** recruits help in a positive, enthusiastic, and empowering way for all PTA related activities within the school. VP of Volunteers should also:

- ✓ Coordinate with VP of Membership to get people involved in the school.
- ✓ This VP will assist VP of events with recruiting, scheduling, and managing volunteers for PTA events.
- ✓ They will help link interested volunteers with PTA needs for other committees and functions

Rule IV: Bylaws/Standing Rules

Section 1. All board members shall have a copy of the bylaws and standing rules.

Section 2. Both will be reviewed at the first full board meeting after the election of officers.

Rule V: Committees & Budget



Section 1. The budget committee is chaired by the treasurer and president. The whole board should review and approve the proposed budget before membership approves.

Section 2. The Budget Committee will present the budget at the August/ September PTA meeting of the new school year. The budget will then be submitted for approval and voted upon.

Section 3. The President will solicit teacher feedback and the Executive Board will make a final decision on wish list items to be purchased for the benefit of the school based on the surplus of funds at the end of the school year. The wish list of items will be presented and voted on by membership at the final PTA meeting in May. If it is necessary for any teacher, staff member or PTA member to make a budget amendment, he or she must notify the board prior to the board meeting which precedes the general membership meeting for that month.

Section 4. Special committees such as Room Parents, Teacher Appreciation, etc. shall be appointed by the president and whomever the President appoints with the exceptions of the nominating committee. See Bylaws.

Section 5. Audit Committee. The Audit Committee shall be selected by the Executive Board. The Audit Committee shall consist of one PTA member who is not authorized to sign checks and two alternates, or three alternates. The Audit Committee shall audit the Treasurer's accounts after the close of the accounts on June 30th and prepare a written report of findings to the Executive Board that will be presented to membership at the first meeting of the new school year.

Rule VI: State Meetings/Trainings

Section 1. Board members attending state meetings/trainings shall be reimbursed after returning from conference with receipts.

Section 2. Leadership/Convention Expenses will be paid by the PTA for the president, treasurer, and others as funds allow.

Section 3. At least one board member will attend convention/leadership yearly.

Rule VII Elections.

Section 1. Our Bylaws set the basic requirements for candidates seeking elective positions. The purpose of this rules is to ensure that all candidates have all information needed to comply with these requirements and to always have a transparent and fair process.

Section 2. All candidates whether slated or self-self-nominated must adhere to these rules. The current PTA members automatically become candidates for the positions they have been holding during the year. Once the self-nomination period has concluded, the Nominating Committee addresses all nominees equally as candidates. The Nominating Committee is the sole source for all information governing elections and its purpose and rules are stated in our Bylaws.

Section 3. The Nominating Committee will consider and interview all candidates equally and will maintain all candidates informed on the election process, campaign rules, and any other relevant information.



Section 4. Those wishing to self-nominate for an elected position, must first apply to be slated by the LPE PTA to ensure that all candidates are subject to the same screening processes. Only those candidates whom the LPE PTA hasn't considered and/or declined to nominate are eligible for self-nomination from the floor on election day.

Section 5. If a contested election occurs during the election meeting and to help our membership to make the best decision on the future leaders of our PTA, candidates will be allowed to make a speech during the election meeting.

Section 6. Campaigning procedures- defined for the purpose of these PTA rules as organizing a series of activities to try to achieve their own election or that of someone else, which includes directly or indirectly asking and persuading people to vote for a candidate – is not permitted in school premises or utilizing any PTA or school communication tools or software used for academic purposes.

Section 7. Derogatory, demeaning, or insulting remarks about a candidate will automatically disqualify any candidates from being elected or serving as any committee chair in our PTA.