



Forest Ridge PTA Standing Rules

2023-2025

Section 1: Standing rules may be adopted at any regular meeting of the association by a majority of the board members present. Standing rules may be changed at any regular meeting by a two-thirds (2/3) vote of the board members present.

Section 2: Every board member must comply with the PTA Code of Conduct and have a signed copy on file with the Secretary. If a person refuses to sign they may not sit on the PTA board.

Section 3: The PTA Board shall consist of:

- a) Executive Committee: two (2) Co-Presidents, two (2) Co-Vice Presidents, two (2) Co-Treasurers and one (1) Secretary.
- b) Executive Board: two (2) School Co-Vice Presidents, Ways and Means Chairperson and Membership Chairperson.
- c) Committee Chairpersons
- d) Community Representatives

Section 4: The bank signature card will have four (4) signatures at all times, those of the Executive Committee. All checks need to be signed by 2 officers.

Section 5: Due to the fact that the Executive Board handles money and/or sign checks, they shall be bonded by the corporation.

Section 6: The audit committee is responsible for a yearly report of the financial books to be completed and presented to the PTA Board by the National PTA due date.

Section 7: Monthly approval via email, Zoom Call, or in person voting at monthly meetings will be done by all contributing board members for the secretary's minutes. This will be in place of any minute's audit.



Section 8: Any budget amendments will be done in written form.

Section 9: Budget and Finance Committee has the responsibility of developing a budget for the corporation. It shall consist of up to five (5) members of the PTA board and shall be chosen and chaired by the Treasurer.

Section 10: The PTA shall respond to these events as follows:

- a) The PTA will donate \$25-50 to the family of any deceased pupil or teacher with a memorial card. In addition, a book will be donated to the child's or teacher's school library.
- b) In the event of the death of a family member of a family member of a teacher, staff member, PTA board or school board, a memorial card will be sent.

Section 11: Guidelines for Gifts:

- a) Upon retirement, teachers and staff members will receive a book (not to exceed \$15) donated in their name for their school library.
- b) Upon retirement, principals will receive a book (not to exceed \$25) donated in their name for their school library.
- c) Upon retirement, the superintendent will receive a book (not to exceed \$25) donated in their name to the middle school library.
- d) Upon departure of a PTA board member with five (5) or more years of service, a book not to exceed \$20 will be purchased in their name for the school library of their choice.

Section 12: Annual Meeting (last regularly scheduled meeting of the year) the following items will take place:

- a) Vote on local membership dues for the upcoming year
- b) Hold elections and/or fill vacancies
- c) Install new officers



Section 13: Special business meeting should be held by September, Thirty (30) day notice having been given, for the purpose of approving the budget, bylaws/standing rules changes and accepting the prior year's financial statement.

Section 14: The local unit will pay the Board Members registration cost to the State and National Conventions. Funds will be divided equally among the delegates who attend. This must first be approved by the Forest Ridge PTA Board.

Section 15: Money Procedures:

- a) All PTA check requests for reimbursement of items purchased or for payment of an invoice/ bill must have the receipt or invoice/bill (or a copy of) attached.
- b) All check requests must contain a general list of items purchased and receipts. These receipts must NOT include any personal purchases.
- c) If you are requesting on check to purchase items for more than one budget you must clearly state on the receipt which items are to be charged for which committee
- d) Individual committee budgets should not exceed 5% unless prior approval has been received by the President.

Section 16: Bounded (NSF) Check Policy: when a check is returned by the bank to the Treasurer due to non-sufficient funds, the following steps should be taken:

- a) Written communication will be sent to the family informing them of the insufficient funds and asking for reimbursement for the cost of the check plus the bank fees. The Treasurer will also notify the committee chair that the family still has payment pending. The family will not be able to participate in any activities until payment is made.
- b) If no response is received, the Treasurer will follow-up phone call.
- c) Lastly, the family will be put on a cash only basis for all other events until their payments are up to date.



Section 17: Guidelines for use of individual school funds:

- a) Individual requests for use of PTA funds will be presented in written form to the board for approval at any regular monthly meeting. A majority vote of those present board members will constitute approval.
- b) No more than 25% of each individual school fund can be used for equipment, technology, or supplies. These items should directly benefit the students.
- c) All requests for the use of PTA funds should align with the PTA Mission Statement and objectives.

Mission of PTA

Support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children. To assist parent in developing the skills they need to raise and protect their children. To encourage parent and public involvement in public schools of this Nation.

Objectives of the PTA:

- a) To promote the welfare of children and youth in home, school, community, and place of worship.
- b) To raise the standard of home life
- c) To secure adequate laws for the care and protection of children and youth.
- d) To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- e) To develop between educators and the general public such united efforts will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.