

**Wakefield Elementary School PTA Standing Rules  
2013-2014  
BOARD LOGISTICS**

1. **Board-Committee Structure.** The WES PTA Board-Committee Structure shall be as noted in the document, WES PTA Board-Committee Structure 2013-2014, vx.xls. This document shows the approved committees and reporting structure between the board positions and the committees.
2. **Meetings-Agenda.** The President will send out an agenda a week prior to each meeting (Board or General Membership). VPs will send out updates 2 days prior to each Board meeting. These updates should highlight any specific issues that require Board discussion so agenda can be amended prior to the meeting.
3. **Meetings – Location.** Meetings will occur in school’s Media Center at 4:30 pm on first Tuesday of each month, unless voted differently at end of each meeting.
4. **Meetings – Attendance.** All Board members should attend both monthly Board meetings and General Membership meetings unless they are tracked out. Please notify President if you are not able to attend.

**COMMUNICATIONS**

1. **Copying and/or Distribution of Printed Materials.**
  - 1.1. All written PTA materials need approval prior to distribution – a copy with approval will be filed with the PTA secretary – by both the PTA president or VP-Communications and the school principal/assistant principal.
  - 1.2. A total of 800 printed copies are needed for distribution –700 for students and 100 for teachers and staff (including front desk staff). If Spanish copies for students are appropriate, 75 copies will be needed.
  - 1.3. All materials will be copied at Double Data.
  - 1.4. Originals with copy requirements (quantity, color paper, etc.) will be submitted electronically to both the President and VP Communications for approval via the WES PTA Communications Request Form. The President or VP Communications will obtain the Principal’s approval and will forward the document to both the copy shop and the Board secretary for the Board files. The copies will be sent to the school office. (Only VP-Communications or President may submit work to copy shop.)
  - 1.5. Print requests are due by noon on Friday and will ready for distribution the following Thursday.

- 1.6. Only the President will pick the Copies from Double Data unless the President designates someone else on the Board to pick up.
- 1.7. Hard copies must be placed in teachers' mailboxes no later than noon on Friday for inclusion in next Monday's folder. A copy should also be given to the front office for their reference.
- 1.8. As many items as possible should be included in the quarterly newsletter and/or website to reduce copying costs.
- 1.9. VP-Communications (or designate) will post appropriate items on PTA bulletin board and on lobby table.

## **2. PTA Mail.**

- 2.1. The PTA will have a lockbox which anything with a payment associated with it will be put there and the President and the front office will have a key and if anyone needs a key ask Ms. Grace for the PTA Cottage Key (lock box key is on there). The President and the person that has an event will check the mail in the lockbox regularly. All other mail will be put in a mail slot (where the teachers mail slots are). And will be put in the PTA File Box under your area. Please check that box often. (The President will be responsible for this and if the President is unavailable to she will designate another person.)

## **3. Newsletter.**

- 3.1. All Board members should ensure that information for their areas is submitted to the Newsletter chair by the deadline.x (See Master Calendar for exact dates.)
- 3.2. There will be 4 newsletters per school year.

## **4. Website.**

- 4.1. All information to be put on the Website should be sent to the VP-Communications via the WES PTA Communications Request Form. The VP-Communications will send it with details to the Webmaster.
  - 4.2. Updates to website will occur as needed, and time for changes varies widely (1 day-2 weeks) dependent on details of the requested change.
5. **Staff Communication.** An email will go out to all staff on Wednesday mornings with any pertinent PTA information. Board members and Committee chairs

need to have info to the VP-Communications via the WES PTA Communications Request Form by noon on Friday the week before.

6. **Parent Communication.** On Wednesday mornings, an email will go out to parents who have requested to be on this distribution. This email will include any pertinent PTA information. Board members and Committee chairs need to have info to the VP-Communications via the WES PTA Communication Request Form by noon on Friday the week before.
7. **School Broadcast Phone System.** Any message needs to be approved by VP-Communications or President and the Principal / Assistant Principal. Board members and Committee chairs need to have info to the VP-Communications via the WES PTA Communications Request Form by noon on Friday the week before. These will also be translated into Spanish(by the office). Multiple messages will be combined into one call per week.
8. **Morning Announcements.** Morning announcements occur at the school every day at 9:15 am. The Technology teacher owns this process, and all information to be included in the announcements should be forwarded to her. As these are recorded in advance, information should be provided 2-3 days in advance.
9. **External Communication.** Written communication to local businesses should be reviewed with PTA President and/or Principal and signed as appropriate.

## **FINANCIAL**

1. **Financial Forms.** The following forms should be used by Board members and Committee Chairs: PTARceiptVerification Form\_2012 do for cash/and or signal check. PTABankDeposit\_and\_ReceiptVerificationForm\_2012.xlsx for cash and multiple checks and PTACheckRequestForm-2012.doc for check request. Also find the Financial Procedures document on the website. Any necessary training can be done by Treasurer or Board member.
2. **Receipt of Monies**
  - 2.1. Any Board member, Committee Chair, or designee who is collecting money for their committee should fill out paperwork and give to Treasurer within the calendar week. If there is an extenuating circumstance requiring money to be held, please notify Treasurer immediately.
  - 2.2. All checks/money orders should be made out to "Wakefield Elementary PTA."
3. **Procedure for Handling Returned Checks.** Once the Treasurer receives notice of a returned check (i.e., insufficient funds, inactive account), she will attempt to

contact the relevant party for reimbursement of both the check value and the associated bank fee. Reimbursement would need to occur in the form of a money order or cash, not another check. Services will be withheld, if possible, until reimbursement has occurred. If reimbursement does not occur, then no further checks will be accepted from that individual for the remainder of the school year.

#### **4. Reporting.**

- 4.1. **Board Meetings.** Monthly reports will be given by the Treasurer at the PTA Board meetings. The current status of the budget, along with any possible questions/concerns, will be discussed at that time.
- 4.2. **General Membership Meetings.** Budget updates will be given at each General Membership Meeting.
5. **Payments exceeding \$500.** All disbursements of funds exceeding \$500 will require board approval prior to a committee chair or member committing those funds.
6. **Contracts.** Contracts must be approved by the PTA President in order to be valid agreements between the business and the PTA organization. VPs and/or committee chairs should bring contracts to President for review and approval in a timely manner.
7. **Check Signatures.** Checks will be approved / signed by two officers as shown on the bank signature card. This will be updated at the beginning of each fiscal year. Both the Treasurer and the President will have this authority, and another Board member may be determined each year.
8. **Refund of Monies.** In general, the PTA does not refund monies to participants of PTA events. Once payment has been submitted, the event is planned based on the expected participation, and refunds will not be made.