

PATTERSON PTA STANDING RULES

A copy of the most current Standing Rules follows. The Secretary is responsible for maintaining this document.

1. Each chairman must maintain a binder and/or flash drive with information about their committee. Electronic files must also be backed up onto a CD (in addition to a flash drive) to be archived with other PTA documents. This information must be turned in at the close of each fiscal year along with a copy of their final report and a CD containing all electronic documents to the Vice President in charge of that committee. If a committee extends through the end of the year, the binder, flash drive, CD and the final report are due at the final PTA board meeting.
2. A chairman or co-chairman should be prepared to report on their committee at the monthly PTA general meetings as activity warrants or report activity to their respective VP. A written report of recent activity and budget status must be given to the Vice President in charge of that committee one week prior to the monthly PTA general meeting.
3. Each chairman should turn in a written plan for each event/activity via the committee report form for approval by the Executive Board.
4. All Flyers and electronic communication must be approved by the President (or designated Executive Board Member) and the Principal before distribution at school.
5. All collected monies need to be turned over to the Treasurer within four (4) days of receipt. At least two persons need to be present during the final count of all monies handled. PTA procedures for collecting monies must be followed.
6. Always use the PTA tax-exempt form for purchases. The PTA is not allowed to reimburse for taxes paid.
7. Keep all receipts for reimbursement. All receipts must have a PTA voucher, and be presented to the Treasurer within (14) fourteen days or reimbursement will be forfeited. The President will approve all vouchers prior to reimbursement.
8. Each committee chair must keep a current account of all financial activity for the committee. The chair should be aware of the balance remaining in the committee's budget at all times. If additional funds are needed for a committee, a formal request must be made to the executive board with final approval at the monthly PTA general meeting.
9. The PTA will send a thank you on PTA stationary to those who donate to the Patterson PTA.
10. Anyone shall be eligible for nomination either by the committee or from the floor, providing the candidate has been a member of that PTA for at least thirty (30) days. It is recommended that Vice President board positions be filled by a previous year committee chair.
11. At the discretion of the Executive Board, the PTA will send a PTA note card to staff and board members hospitalized.

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12. If any parent with a student attending Patterson School desires to become a Patterson PTA member, but is not economically able to do so, they should contact the Principal. The Principal will then make a motion at the next PTA meeting to allocate funds without any names mentioned.
13. The Secretary of the Nominating Committee will take notes, whereby, any alternate may read the minutes to bring the alternate up to date. Meetings of the Nominating Committee will take place at the convenience of committee members without the alternate's approval.
14. The committee chair positions for each school year are solicited to the general membership and incoming kindergarten parents in each registration packet and/or May 1st. Committee chair positions are filled at the discretion of the Executive Board based on the following criteria:
 - i. Qualifications and experience
 - ii. Ability to follow rules and regulations set forth in the Patterson PTA By-laws and Standing Rules
 - iii. Ability to communicate effectively and in a timely manner with the Executive Board
 - iv. Timely applications are given priority consideration. However, timeliness of application is not the sole factor in determining chairmanship.
 - v. PTA membership is required for all committee chairs, co-chairs and assistant chairs.
15. The Executive Board has the right to remove any standing committee chair via majority Executive Board vote for any or all of the following reasons:
 - i. Violation of Patterson PTA By-laws
 - ii. Failure to maintain effective and timely communication with Executive Board
 - iii. Ethical violations that jeopardize PTA Charter
 - iv. Other actions deemed inappropriate or unethical by the Executive Board.
16. The Patterson PTA shall operate with the following committees based under their designation of Administration, Finance, and Enrichment. Out of necessity, the Executive Board has the right to add or eliminate committees on a yearly basis in order to maintain the business of the PTA.
 - a. **ADMINISTRATIVE COMMITTEES (including but not limited to the following):**
Assignment Notebooks, Directory, Field Day, Hospitality, IPPC Representative, IPSN Rep, PDAC Rep, IPPA Rep, Communications, Room Parents, Sock Hop, 5th Grade Celebration, Welcoming, Yearbook.
 - b. **ENRICHMENT COMMITTEES (including but not limited to the following):**
Birthday Book, Brown Baggers Book Bunch, Chess Club, Community Service, Family Fun (Fall, Winter, Spring and Variety Show), Publishing Center, Reading Programs, Reflections, Health & Safety, Helping Hands.

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- c. **FINANCE COMMITTEES (including but not limited to the following):**
Alternative Funding (Restaurant Nights, Summer Bridge, Skate Nights),
Apparel/Spirit Items, Box Tops/Soup Labels, Fall Fundraiser, Winter Fundraiser,
Membership, School Supply Kits.
17. Classroom party sign-up will take place via an online registration system such as Volunteer Spot or similar. Online registration date and time will be communicated in advance via the Patterson Announcements. All volunteers must be a PTA member. Volunteers can sign-up for **one party per child**. If a volunteer violates this policy, they will be removed from a party at the discretion of the system administrator. Online sign-up is conducted in an effort to allow all PTA members equal opportunity to volunteer for a classroom party. In cases where all volunteer positions cannot be filled, the remaining openings will be communicated via the Patterson Announcements and filled on a first come, first served basis.
 18. The PTA will not promote any outside organization, non-profits, etc., unless in coordination with a Community Service Committee project. (ie: we will not promote a Boy Scouts popcorn sale, a Girl Scout troops cookie sale, etc. but can/will promote a non-profit associated with a shoe collection, food drive, etc.)
 19. PTA Members will be not financially rewarded or gifted in any manner for volunteering with the Patterson PTA. (Parents contracted for specific services rendered may be exempt from this rule with a signed contract.)
 20. The PTA will not be held responsible for any fees associated with returned/bounced checks. Those fees charged to the PTA by a banking institution will be passed on to, and be the responsibility of, the check issuer along with amount of the original check. The PTA will only accept cash or money order for the bank fee and the amount of the original check.
 21. Any monies remaining at the end of the budget year will be rolled into the PTA general budget (surplus for year end funds). Money remaining will NOT be rolled forward for that committee for the following year. All financial activities must correspond to the current school year. Dollar amounts budgeted cannot be applied or adjusted to a prior or new school year.
 22. The "Pete" (Prairie Dog) mascot costume is to be used **only** for Patterson PTA sponsored activities (e.g. room parties, sock hop, 5th grade celebration) or Patterson Elementary school sponsored activities (e.g. first day of school). The mascot costume will not be loaned, rented or used for any other activities, even if the event/activity includes Patterson students, if it is not a sponsored event as indicated above.
 23. Two signatures are required on all PTA issued checks. The president, vice presidents of administration, enrichment and finance and the treasurer shall be designated as authorized signers.

Note: Illinois State By-Laws found in Patterson By-Laws Article VI, Section 4(d)
Revised: March 2016