

Standing Rules

Freedom Area Elementary PTA 2022-23 School Year

Approved: 5.3.22

To strengthen generally accepted practices and to simplify the work and obligations of the officers and chairmen, the Freedom Area Elementary PTA adopts the following:

1. Freedom Area Elementary PTA is required to hold 3 general meetings during the school year, we will **attempt** to hold 4 during the months of September, November, February, and April. However, proper notice, per our bylaws, will be given if 1 is needed to be cancelled. During the months between, the Executive Board will make all decisions in compliance with the Bylaws. All discussions of individual items at all meetings are limited to 15 minutes. All meetings will be held at Freedom Area Elementary unless a different location is determined by the President. In such case, adequate notice will be given in compliance with the Bylaws. All meetings will begin promptly at 6:30. All discussions of individual items will be limited to 10 minutes.
2. Each officer and committee chairman shall make a report at each board meeting.
3. Board meetings will be held once a month. All meetings will be held at Freedom Area Elementary unless a different location is determined by the President. In such case, adequate notice will be given in compliance with the Bylaws. All meetings will begin promptly at 6:30.
4. The standing committees shall be After School Activities, Assemblies, Bucks for Bulldogs, Bulldog Bash, Community Service, Elementary Olympics, Faculty Appreciation, 4th Grade Celebration, Fundraising, Kid Care Award, Membership, Newsletter, Open House, Parent Volunteers, Reading Incentives, Santa Shop, Science Fest, Talent Show and Yearbook.
5. All PTA members shall have PA Child Abuse, PA State Police request for Criminal Record Check, and FBI Fingerprint Clearance on file with Freedom Area School District Office to volunteer at any event.
6. The PTA will purchase liability and property insurance.
7. All persons involved in the PTA activities (such as board members, parent volunteers, chaperones) or any other PTA involvement must be a member of the PTA. Due to liability insurance coverage on members of the PTA, all parties with children must be a PTA member to be covered under that policy.
8. The three signatures on file for the checking account shall be the president, treasurer, and vice president.
9. Chairpersons must complete and turn into the treasurer a reimbursement form to receive reimbursement within a timely fashion following an event.
10. Any committee that has a financial need exceeding their budget must first have PTA Board approval, any amount exceeding \$50.00 must be presented to the general membership for a vote. If a financial need should arise after the last general membership meeting, the PTA Board has the authority to authorize the funds.
11. An audit will be completed by an independent party not affiliated with Freedom Elementary PTA and shall be completed no later than one month after the end of the fiscal year, prior to the books being transferred to the incoming treasurer.

12. The treasurer shall complete all tax forms (990) and send to the IRS within 5 months after the end of the fiscal year.

13. Freedom Area Elementary PTA, Inc. will pay for representatives to attend training functions that the National, State, District, and/or Council provides.

14. PTA will pay up to \$10.00 per child for a field trip. This amount may change depending on budget constraints and with the approval of the Board. The number of chaperones shall be at the discretion of the teacher involved and the site visited.

- A. For parents/guardians to be eligible to participate in their child's field trips, they MUST meet the following requirements:
 - 1. Must be an active member of Freedom Area Elementary PTA.
 - 2. Must have clearances (PA Child Abuse, PA State Police request for Criminal Record Check, and FBI Fingerprint Clearance) on file at the school.
 - 3. Must volunteer at least once (1) at a PTA sponsored/approved event. (Classroom parties do not count.)
 - 4. Must attend at least one (1) ENTIRE general PTA meeting during the current school year.
 - 5. Must pay the entrance fee for the field trip if one is applied.
- B. If a parent has more than one child in the school, the parent/guardian may only be eligible to go on one field trip. *There may be an exception made if there are no other candidates that have met all the requirements. *
- C. Even if all requirements are met, it does not guarantee that the parent/guardian will be chosen to attend the field trip.

15. Membership Dues \$6.00: The national portion of each member's dues shall be \$2.25 per year as determined by the National PTA. The state portion of each member's dues shall be \$2.75 per year as determined by the Pennsylvania PTA. The local portion of each member's dues shall be \$1.00 per year as determined by FAEPTA.

16. FAEPTA will accept checks, however, if a check is returned for insufficient funds, that amount PLUS a \$25 NSF fee will need to be paid in the form of cash or check. FAEPTA reserves the right to no longer accept checks as payment.

17. Handling of funds. Only members of the Executive Board (Elected Officers or Committee Chairs) are permitted to handle funds. This includes but is not limited to receiving and counting funds, operating cash registers, and transporting funds to the Treasurer. Assigned Committee Chair and/or present Elected Officer must count funds prior to fund transport to the Treasurer, as a form of checks and balance.

They need only executive board approval as they are rules for your board, unless your executive board consists only of your officers and not the standing committee chairmen. If the executive board only consists of the officers and not the officers and standing committee chairmen, they will need approval by the general membership. They do not need State PTA approval. No standing rule may contradict the Bylaws.