

**LINCOLN PTA**  
**STANDING RULES**  
**NOVEMBER 2017**

1. In May, all incoming officers shall be presented with:
  - a. A current copy of the bylaws
  - b. Any procedure book or records from the previous holder of that office, which they shall keep updated through the year
  - c. A list of the incoming executive board with name, email address, phone number
  
2. Treasurer / Budget:
  - a. The Treasurer shall ensure that a balance of approximately \$1,200 is carried over the summer to enable the PTA to fund early fall activities.
  - b. The transition to new Treasurer should occur after the audit is complete, but prior to August of the next school year.
  - c. The transition to the new officers should occur after the audit, but prior to August of the next school year. The President or one co-president and the new Treasurer should be listed as signers on the bank checking account.
  - d. The budget for the following year should be created in May – either at an executive board meeting or between the Treasurer (past and present) and President or co-Presidents. A vote on a proposed budget shall be held at the first general PTA meeting of the new school year. The new executive board and any previous officers who might assist shall attend this meeting.
  - e. Check request forms used for requesting reimbursement of expenses must be signed by both the Treasurer and the President or one co- President. Receipts must be attached to the check request form. PTA does not pay sales tax and therefore sales tax will not be reimbursed.
  - f. PTA school gift purchases must be approved by the Executive Board prior to purchase.
  - g. The Treasurer shall be allowed to pay any bills up to 10% over the budgeted amount.
  - h. Subject to the approval of the executive board, the Treasurer shall be authorized to pay all bills presented after closing of the books on June 30 until the new budget is approved at the September general meeting.
  - i. The Executive Board is authorized to spend up to \$50 which is not budgeted without the vote of the entire membership.
  - j. The sum of \$20-\$40 per meeting shall be allocated to pay for childcare during the PTA meetings and will be included in the budget.
  
3. Should procedural questions arise concerning the proper Order of Business, Robert’s Rules of Order Newly Revised and the National PTA handbook shall be the final authorities.
  
4. Chairmen for the following standing committees shall be appointed by the incoming Executive Board as soon as possible following election: Hospitality, Membership, e-week, Reflections/Art, Fifth Grade Activities, Staff Appreciation, Family Fun Events , Easy Fundraisers, Assemblies, Malley’s Candy Sale, Snowflake Shoppe, Giving Tree, Room Parent Coordinator, Tuesday Drop-in, Spirit Wear, Fun Run, Yearbook, and Scholastic Book Fair.
  
5. The chairman of each standing committee will coordinate with the executive board and the association to staff each committee. Some committees have PTA funds available to assist them, see current budget for amount.

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**HOSPITALITY:** Coordinate the school year kick-off welcome events (First Day Café) – on the first day of school and the first day of kindergarten; Coordinates the Ice Cream Social, and possibly other events like spaghetti dinners or PTA December and May Socials, if budget permits

**MEMBERSHIP:** Coordinates membership recruitment, paperwork/website, keeps list current, works closely with treasurer to track dues; Reports membership to Ohio PTA with state and national dues payment.

**EWEEK:** Send weekly email updates to membership about school events and information.

**REFLECTIONS/ART:** Organize the National PTA sponsored Reflections program at Lincoln in coordination with the PTA Council Reflections Chairman, assist with other arts events.

**EASY FUNDRAISERS** – support and publicize the opportunities for Lincoln PTA to earn money easily. Examples of such fundraisers include: Box Tops for Education, Giant Eagle, Heinen's and Amazon Smiles programs.

**FIFTH GRADE ACTIVITIES LIASON** – coordinate Fifth Grade activities, such as the picnic, memory book, graduation, etc. Work with fifth grade teachers, parents and PTA to insure full communication and any fund raising.

**STAFF APPRECIATION:** Coordinates the events during Fall Conference Week and Spring Staff Appreciation week. This includes planning meals, soliciting and coordinating donations, setting up event, and collecting and distributing staff thank you cards from room parents.

**FAMILY FUN EVENTS:** Coordinates and plans the free family activities for the entire school like movie nights, skating, bowling, swimming, etc. Events should occur each quarter.

**ASSEMBLIES:** Coordinates school assemblies planned and financed by the PTA. Works closely with Principal and within approved budget.

**MALLEY'S CANDY SALE:** Coordinate candy sale fundraiser.

**SNOWFLAKE SHOPPE:** Organize a gift shop for students during early December. This includes finding quality vendors and organizing volunteers.

**GIVING TREE:** Coordinates teacher requests for the giving tree and puts together the tree for Fall conferences. Collects and distributes the donations back to the teachers.

**ROOM PARENT COORDINATOR:** Select head room parents in early September, communicate with HRPs throughout the school year.

**TUESDAY DROP-IN:** Coordinates a parent volunteer session on Tuesdays at Lincoln helping the principal, teachers, and the PTA with simple tasks.

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**SPIRIT WEAR:** Coordinates the design, creation, promotion and sale of school spirit wear.

**FUN RUN:** Coordinates major fall fundraiser that includes corporate sponsorship, t-shirt design and purchase, student donations, kickoff rally, raffle baskets, and all associated details and volunteers.

**YEARBOOK:** Coordinates the design, creation, promotion and sale of the school yearbook with the chosen school photographer.

**SCHOLASTIC BOOK FAIR:** Coordinates the Fall and Spring scholastic book fairs. Works directly with Scholastic, and the PTA treasurer.

6. Standing Rules may be amended, or rescinded, at any regular meeting by a 2/3rds vote or by a majority vote, providing previous notice has been given the membership. Additional Standing Rules may be adopted at any meeting by a majority vote. Standing Rules can be suspended for the duration of any session by a majority vote.