



Standing Rules: Spring 2015

CLARIFICATIONS:

1. The **Executive Committee** members are elected, and consist of four members: President, Vice President, Treasurer and Secretary. (*JSPTA Bylaws, Article X, Section 1.*)
2. The **Executive Board** consists of: the four members of the Executive Committee, all of the committee chairmen and the school Principal. (*JSPTA Bylaws, Article IX, Section 2.*)
3. The **Nominating Committee** consists of three members and two alternate members, and is elected two (2) months prior to the election in May. The President cannot be a member of the committee, and the committee shall choose its own chairman before the close of the general meeting at which they were elected. The committee shall select one (1) nominee for each office to be filled, and report their recommendations at least thirty (30) days prior to the election. (*JSPTA Bylaws: Article VI, Section 3; Article VI, Section 4; Article VII, Section 1; Article XI, Section 6.*) Per supplementary information provided on the ILPTA website: "Members of the Nominating Committee may be considered for an office, but should not be present during the discussion of proposed nominees for the office for which they are being considered. Selection of candidates should be by majority vote."
4. The **Audit Committee** consists of at least three (3) members, and is elected at the final meeting of the fiscal year. The committee shall examine the financial records and report its findings to the membership at the first general membership meeting of the new fiscal year. The President, Treasurer, and anyone else authorized to sign checks is not eligible to be a member of the committee. (*JSPTA Bylaws: Article VII, Section 1; Article VII, Section 4; Article XI, Section 5; Article XI, Section 6.*)
5. **If approved JSPTA bylaws do not exist** relating to a particular issue, the current Illinois PTA Bylaws for Local PTA/PTSA Units shall take effect. (*JSPTA Bylaws: Article XIII, Section 4*)
6. At this time, **electronic voting** (via email, for example), is not allowed per our current JSPTA Bylaws. This was confirmed by Kathy Meitzler, our ILPTA representative, at the May 2014 special meeting that she attended.

RESPONSIBILITIES:

Executive Committee

7. Since the President and Treasurer hold the most institutional knowledge about the activities of the PTA, it is beneficial for these two positions to "flip-flop" terms, resulting in continuity of information for the Executive Committee. (*Approved during Allison Zidek's presidency.*)
8. The Executive Committee may determine that the existing financial accounts are not sufficiently supporting the activities of the JSPTA, and may decide to add or close an account to better meet our needs. At a regular general or special meeting, an officer (not the President) can make a motion to open/close a new account, and approval must be by majority vote.* (*See the list of PTA financial accounts at Exhibit 1.*)
9. The Executive Committee may determine that there is an excess/shortage in the operating account of the organization, and may recommend that a transfer to/from the reserve account to the checking account is warranted. While transferring an excess balance from the checking account to the reserves is generally not cause for concern, a transfer from the reserves to the checking account should only be recommended in a situation where the JSPTA is not able to pay the debts of the organization. At a regular general or special meeting, an officer (not the President) can make a recommendation for the transfer to/from the reserve account, and approval must be by majority vote.*
10. Only members of the Executive Committee can be signors on the organizations bank accounts, and no member shall sign their own reimbursement check.



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11. The Executive Board approves changes to the standing committee list, as necessary to fulfill the duties of the organization. The Executive Committee selects the chairman for each of the standing committees for a term of one (1) year. (*JSPTA Bylaws: Article XI, Section 1.*) (*See Standing Committee list at Exhibit 2.*)
12. All Executive Committee members shall sign the Ethical Conduct agreement on or before the first general meeting in September. (If the appointment occurs after the start of the year, it will be signed within ten (10) days of the appointment.) By signing this document, they agree to uphold the principles contained within the agreement, and agree to be bound by the resolution policies contained within it.
13. The Executive Committee shall communicate respectfully with one another to solve problems. If they are unable to agree on a matter, additional advice shall be obtained from an Illinois PTA representative.

President

14. The President is the only member authorized to sign any legal documents, including contracts, for the JSPTA. (*JSPTA Bylaws, Section 1.*)
15. The President is responsible for working with the JSPTA attorney to file the annual report with the Illinois Secretary of State, and for ensuring the organization remains in "good standing". (*See attorney information at Exhibit 3.*)
16. The President is responsible for reporting on new events with the local, state, and national PTAs, and for advocating for the organization as needed. Updates and information on activities and events should be presented as part of the "President's Report" at the regular monthly meetings.
17. The President shall maintain a procedure book, including logins/passwords, current Bylaws and Standing Rules, and other relevant information, and the book shall be passed along to their successor by the close of the fiscal year.
18. The President shall be responsible for going over our PTA Bylaws and Standing Rules with all chairmen, and for having all chairmen sign the Ethical Conduct agreement on or before the first general meeting in September. (If the chairman's appointment occurs after the start of the year, they will be completed within ten (10) days of the appointment.)
19. In instances where the previous committee chairman is not available to train their successor chairman, the President is responsible for the new chairman's transition and training.
20. The President shall provide the Digital Media chairman with the most current and approved Bylaws, Standing Rules and Ethical Conduct agreements so they may be posted on the PTA website.
21. The President shall create the agenda for all general and special meetings, and provide copies to the members.

Treasurer

22. The Treasurer shall use the QuickBooks software on the JSPTA laptop computer to maintain the books and records of the organization.
23. The Treasurer is responsible for training all members who submit Cash Receipts/Expense Voucher forms on how to properly complete the forms. He/she shall also maintain a supply of these two forms in the PTA mailbox and shall provide an electronic version of both forms to the Digital Media chairman so they may be posted on the PTA website.



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24. The Treasurer shall make all deposits, withdrawals and payments within five (5) days of receiving Cash Receipts/Expense Voucher forms. The other signers on the PTA bank accounts shall only perform said transactions if the Treasurer is unavailable.
25. The Treasurer shall not reimburse a member for any payment that was not included in the budget, or not specifically approved by the Board. The Treasurer also may not reimburse a committee chairman for event costs that were in excess of the committee's budget, unless specifically approved by the Board.
26. The Treasurer shall NOT be the chairman of any committee that takes in/pays out money.
27. The Treasurer and committee chairman shall coordinate with one another if a cash box is needed for an event. The request must be made at least five (5) days prior to the event, and the chairman must communicate the exact dollar amount needed, and detail what denominations in dollars/coin the cash is needed.
28. The Treasurer and committee chairman shall coordinate the use of electronic payments.
29. The Treasurer may not leave any event with the cash proceeds before it has been counted by the committee chairman, and both agree on the dollar amount.
30. The Treasurer shall provide copies of the Treasurer's Reports for all general and special meetings.
31. The Treasurer shall provide an electronic version of the monthly Treasurer Reports to the Digital Media chairman so they may be posted on the PTA website.

Secretary

32. The Secretary shall provide copies of the minutes and attendance sign in sheets for all general and special meetings.
33. The Secretary shall provide an electronic version of all approved general and special meeting Minutes to the Digital Media chairman so they may be posted on the PTA website.

Committee Chairman

34. No chairman is allowed to sign any contracts and/or legal documents for the JSPTA. The President must sign all forms. (*JSPTA Bylaws, Section 1.*)
35. All chairmen shall sign the Ethical Conduct agreement on or before the first general meeting in September. (If the chairman's appointment occurs after the start of the year, it will be signed within ten (10) days of the appointment.) By signing this document, they agree to uphold the principles contained within the agreement, and agree to be bound by the resolution policies contained within it.
36. All chairmen shall be responsible for the collection of funds related to their event, and shall submit a completed Cash Receipts form within five (5) days of receiving all monies. They must photocopy all checks, and include the photocopies along with the deposit when submitted. Chairmen must also provide original receipts (no photocopies) when submitting expenses to the Treasurer, and should submit Expense Voucher forms requesting payment within five (5) days of receiving a bill or making a purchase.
37. All flyers for the PTA shall be sent to the President for review and approval before they are sent out. Any corrections or changes to the flyer shall be the responsibility of the chairman who submitted the document for approval. Per school request, all flyers to be included in an all school e-blast shall be sent to the school secretary ONLY by the President.



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38. All chairmen are responsible for updating the committee procedures and information in their procedure binder each year, and for training their successor chairman about the committee responsibilities. All binders should be turned in to the President at the end of the school year, updated with any new information over the summer, and passed on by the President to the new chairman at the beginning of the new fiscal year.
39. At any time throughout the year, a chairman may request additional funds above their program budget for their event. The chairman must notify the Executive Committee in advance of the next general meeting to allow adequate time for them to discuss whether there are sufficient funds available for the request. Once approved by the Executive Committee, at the next general meeting the chairman shall make a motion for the request, and approval requires a majority vote.*
40. If the committee for an existing PTA program would like to significantly change the program from its pre-existing activities or structure, the committee chairman must first complete a "Plan of Work" form detailing the changes, submit it to the Executive Committee for review, and request that it be added to the next general meeting agenda. At the general meeting, the chairman shall make a motion for the change request, and approval requires a majority vote.* (*JSPTA Bylaws: Article XI, Section 2.*)
41. Any chairman (or member) who would like to add an agenda item to the monthly meeting agenda should contact the President at least seven (7) days prior to the meeting. This allows sufficient time for discussion among the Executive Committee, if necessary, and for making the changes to the agenda documents.
42. Any chairman expecting to be absent from a general monthly meeting, shall let the President know about the absence at least two (2) days prior to the meeting date. If they have a report they would like presented by the President in their absence, they should provide a copy of the report in their correspondence to the President.
43. Each chairman who gives a report at a monthly general meeting shall provide a copy of their report to the Secretary within two (2) days of the meeting. (May be a hard copy or an electronic copy.)

GENERAL RULES:

44. PTA meetings will be held on the first Monday of the month, starting at 6:45pm. If school is not in session, then it will be held on the second Monday of the month. If the second Monday is also not available, then the meeting will be held on the first Tuesday of the month, instead. (*New time change voted on 3/9/15.*)
45. Each member who desires to speak at a general meeting, except the President and the Principal, will receive a time limit of five (5) minutes so everyone in attendance has an opportunity to voice their opinion.
46. PTA membership and information materials shall be made available at all PTA events.
47. Teachers, staff and JSPTA board members who leave the district, retire, are ill, give birth, or pass on shall receive a card and gift of no more than \$10.00.
48. A minimum balance of \$2,500 shall be left in the checking account at the end of the school year. If there is either a significant excess or shortage of funds compared to this amount, a transfer to/from the reserve account should be considered.
49. Jane Stenson Elementary School has approved use of the school copy machine for PTA purposes, but asks that JSPTA provide our own paper. A supply will be maintained in the PTA closet for photocopy use. (*Per meeting on 1/6/14.*)
50. To protect the safety of the children, and the liability of the PTA, there shall be two childcare providers any time childcare services are provided by the PTA. A written contract shall be signed by both the President and the childcare providers that outline the acceptable details for service, as well as the payment terms.



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- 51. The PTA will pay for the President and Vice-President to attend the annual ILPTA Convention and PTA District 21 Annual Meeting, and any other mandated meetings relating to JSPTA matters. In addition, it will reimburse them for any out-of-pocket costs including, but not limited to: meals and mileage (at current IRS rates). The officer will be responsible for repayment of the registration fee if unable to attend the meeting, and unable to find a PTA member alternate. (Exception: the officer will not be required to repay due to extreme unforeseen circumstances.) The officer must also submit a report about what was learned, at the next general monthly meeting.
- 52. It was agreed that the Jane Stenson Girl Scout troops could share space in the PTA closet for their meeting supplies. The Girl Scout supplies will be clearly marked, and will not be used by the PTA. *(Approved during Worth Gowell's presidency.)*
- 53. These standing rules shall be reviewed every year by the Executive Committee and approved by the Executive Board at the first general meeting of the year.*

* Approval requires a majority vote of those Executive Board members in attendance at the meeting.

Reviewed by Executive Committee on: _____

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

Approved by Executive Board on: _____



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Standing Rules: Exhibits

Exhibit 1: JSPTA Financial Account Information

Type of Account	Purpose of Account	Action Date
Checking Account	Basic business of the organization	Banking relationship moved from MB Financial Bank in Morton Grove to J.P. Morgan Chase bank in Skokie during Allison Zidek's presidency, for convenience of location.
Savings Account	Emergency reserves	Approved 12/1/14 Account opened 4/29/15
Paypal Account	To facilitate payment for the online Silent Auction	Approved 2/4/15 Account opened 2/5/15
Square Account	To allow the use of credit cards for payment at PTA functions. Account should only be loaded onto an Executive Committee members phone	Account opened 12/13 Approved 3/10/14

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Exhibit 2: Standing Committee List

Committee	Notes	Action Date
Board of Education	This new chairman will attend the monthly Board of Education meetings, and serve as a liaison (along with the President) between the Board of Education and the PTA.	Addition approved on 4/6/15
Bulletin Board		
Bus Driver/Crossing Guard Appreciation	This new committee will work with the other District 68 PTA's to coordinate the "Bus Driver/Crossing Guard Appreciation Breakfast" each year.	Addition approved on 3/9/15
Child Care		
Cultural Arts		
Digital Media	This new committee was created by combining the "Facebook" and "Website" committees. The purpose of the committee was defined as: maintaining all sources of social media for the PTA.	Addition approved on 3/9/15
Facebook	The committee merged with "Website" to create the new "Digital Media" committee.	Merge approved on 3/9/15
Family Dance		
Family Fun Night		
Family Game Night		
5th Grade Party		
Ice Cream Day		
International Night		
Legislation	The chairman was responsible for reporting on new events with the local, state, and national PTAs, and for advocating for the organization as needed. These activities are more appropriate for the President to participate in, and to present as part of the President's report at the monthly PTA meeting. As such, this committee has blended into the President's responsibilities, and was discontinued as a separate committee.	Discontinuation approved on 4/6/15
Library Volunteers		
Membership	The annual "PTA Tea" was changed to "Membership Night", and was combined with the final monthly general meeting in May.	Approved on 5/2/12
Pre-Pack Sale		
Room Parents		
Sponsorship	This new committee was added on 10/6/14, but not formally voted on. The purpose of the committee was defined as: finding outside partnership opportunities to donate products and services to help reduce costs for the PTA.	Added on 10/6/14
Teacher Appreciation		
Website	This committee merged with "Facebook" to create the new "Digital Media" committee.	Merge approved on 3/9/15

***Note:** Committee names in this table that are not in bold, are not active committees at the time of this document approval.*



Exhibit 2: Standing Committee List, Cont.

Committee	Notes	Action Date
Ways & Means		
Barnes & Noble Poetry Night	In the past, a PTA representative would work with District 68 to help coordinate the event. Now the District coordinates the event on their own, and a percentage of sales is allocated to each school library so the librarian can purchase new books. (There is no cash exchanged.) This committee is no longer needed, and was phased out during Allison Zidek's presidency.	Committee discontinued in approximately 2010
Book Fair		
Box Tops for Education		
Holiday Craft Fair	This event was approved as a new committee for the 2014-2015 school year at the 10/6/14 meeting, and approved as an ongoing committee at the 3/9/15 meeting.	Event first approved on 10/6/14 Addition approved on 3/9/15
Innisbrook	The decision was made to discontinue incentive prizes for the Innisbrook fundraiser, so "a greater percentage of the proceeds would go to JS student activities."	Incentive discontinuation approved on 5/2/12
Kid Stuff Books	Added as a new fundraiser at the meeting on 9/9/13.	Approved on 9/9/13
Market Day	The board decided to discontinue the program due to poor participation by parents and low profits.	Discontinuation approved on 3/9/15
New Fundraiser Development	The "Ways & Means Chairman" was renamed to "New Fundraiser Development" to better match the title with the committee description. The purpose of the committee was defined as: finding new fundraising sources for the PTA.	Name change approved on 3/9/15
Restaurant Nights		
School Store	The board decided not to open the school store for the 2015-2016 school year.	Discontinuation approved on 3/9/15
Spirit Wear		
Silent Auction		

***Note:** Committee names in this table that are not in bold, are not active committees at the time of this document approval.*

Exhibit 3: JSPTA Attorney Information

Approved at the general meeting on 2/4/15

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