

Brooks Museums Magnet Elementary School PTA 2017-2018 Standing Rules

Adopted: 09/14/17

Amended: 12/14/17

Part I: General Information:

E. C. Brooks Elementary School PTA, unit number 00016665 (herein referred to as Brooks PTA).

Community Served - the children of Brooks Museums Magnet Elementary School

Amendments - the Board of Directors may amend these Standing Rules. When the General membership approves bylaws amendments, corresponding changes to these Standing Rules need no further action by the Board.

1. Amendments to the Standing Rules must be presented to the President at least 10 days prior to the meeting of the Brooks PTA Board of Directors. The President should notify the Board 5 days prior to the vote.
2. The President will submit the proposed changes to the Board of Directors.

If a quorum, as defined by the by-laws, is present, changes will be approved by a majority approval of the membership present and voting.

Part II: Administrative:

Elected Officers

President

First Vice President

Vice President of Programs

Vice President of Hospitality

Vice President of Communications

Vice President of Ways and Means

Secretary

Treasurer

Each officer's term of office begins on July 1 and ends on June 30, with the exception of the Treasurer, whose term transfers upon completion of the audit.

Upon the expiration of the term of office, or in case of resignation, each officer shall turn over to the incoming officer or PTA Closet, without delay, all records, books, and other materials pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to the office.

Succession of the Presidency-

In the unfortunate circumstance that the President cannot fulfill his or her term as President of the Brooks PTA, the First Vice President will assume the responsibilities of the President position. If the First Vice President is unable to serve as President, any succession to the position of President must be approved by a majority vote of the Board.

Duties of the Officers:

- Attend all General Membership, Board, Officers' meetings and/or appropriate committee meetings
- Maintain a Procedure Book
- Follow all the by-laws and policies of the PTA
- Provide recommendations to Nominating Committee for future officers
- Participate in the training opportunities that are offered through NCPTA and the Wake County PTA Council (subject to available funding)

Officers:

Per the PTA bylaws, the officers consist of the elected positions of the organization. The officers operate under the Brooks PTA's Code of Ethics and the Standing Rules. (For a full description of the officers' responsibilities, refer to article 6 in the Uniform Bylaws for NC Local PTAs & PTSAs.)

Meetings of the officers will be held between monthly Board meetings when unforeseen and/or time sensitive business must be attended.

Board of Directors:

Per the PTA bylaws, the Board of Directors (hereby referred to as the Board) consists of the Officers of the PTA, Chairpersons of the Standing Committees, and the Liaisons. The Board operates under the Brooks PTA's Code of Ethics and the Standing Rules. (For a full description of the Board's responsibilities, refer to article 7 in the Uniform Bylaws for NC Local PTAs & PTSAs.)

Liaisons:

Liaisons are representatives from other organizations or associations that have an interest in the mission of the

Brooks PTA. Liaisons are appointed by the President of the Brooks PTA and serve as a representative on the Board. Liaisons should be reappointed at the beginning of every year. One staff liaison to the PTA will represent all grade levels, the Resource Team, Special Education teachers, the Museums Integration Team, and the Administration.

Standing Committees:

Each standing committee shall have a chairperson who shall be a member of the Brooks PTA Board of Directors appointed in accordance with the bylaws. Committees and their responsibilities are grouped by categories below.

Duties of Committees/Committee Heads:

1. Appoint committee members to assist them
2. Develop a plan of work
3. Present plan of work to the appropriate Vice President and the Board
4. Administer and operate under a committee budget for the year
5. Cooperate with other groups to achieve the common goals of the National PTA, NCPTA, and the Brooks PTA
6. Communicate with the General membership through BrooksPTA.com
7. Attend any appropriate training (conferences, workshops, etc.) that pertain to the responsibilities of the committee (subject to available funding)
8. Periodically provide committee assessments to appropriate Vice President
9. Maintain a procedure book
10. Attend Board and General Membership meetings throughout the year
11. When absence at Board and General Membership meetings is necessary, each Committee Chair must notify the appropriate Vice President of current committee activities
12. Should take an active part in the nominating process, identifying potential leaders and expanding member participation in the Board's activities
13. Operate under the Code of Ethics and the Standing Rules
14. Shall be a PTA member in good standing

Individual Responsibilities and Duties of the Officers, VP's and Committees:

President-

- Responsible for providing leadership in promoting PTA mission
- Oversees work of officers and committees
- Collaborates with the faculty and school community
- Ex-officio member of all committees except Nominating
- Responsible for handling any major PTA complaints from members
- Co-signs all checks with the Treasurer
- Signs all contracts and agreements for the Brooks PTA
- Ensures, with the Treasurer, that the PTA's 501(c)(3), tax-exempt status is protected
- Works with the designated Committee Chairs to ensure that all work is executed and conducted in a quality manner
- Assists the Committee Chairs in preparing plans of work
- Motivates, encourages, and recognizes Committee Chairs
- Obtains from outgoing Committee Chairs all notebooks and materials
- Presides at General Membership, Board, and Officers' meetings

- Shall be a PTA member in good standing
- Serve on the mini-grants committee
- Responsible for coordinating volunteer support for Magnet Fairs and Tours
- Responsible for disseminating Standing Rules to all Committee Chairs at the beginning of each school year
- Responsible for updates to the Standing Rules as necessary, including obtaining updates from all Committee Chairs (with regards to their committee) and forwarding to Standing Rules Committee
- Responsible for chairing and assembling committee to thoroughly update Standing Rules every odd year

Committees-

A. Awards- (not a current committee)

Responsible for the NCPTA and Wake County PTA Council awards nomination process – Activities include, but are not limited to:

- Promote nomination period to Brooks PTA
- Prepare applications in accordance with NCPTA and Wake County PTA Council nomination packets
- Submit information to the VP of Communication for the website, and create signage for the bulletin Board recognizing award winners

B. Finance Committee-

Responsible for assisting the Treasurer in his/her duties. The Treasurer shall notify the Finance Chair when deposits are ready and have them make all deposits to the Brooks PTA’s checking account.

C. Legislative/Advocacy-

Responsible for legislative and advocacy activities for the Brooks PTA – Activities include, but are not limited to:

- Notify membership of upcoming legislative events in Wake County that pertain to child advocacy or education issues
- Attend at least one training session on advocacy
- Monitor local legislation
- Attend all Board Advisory Council (BAC) Meetings, as the Brooks representative
- Submit information for the website to the VP of Communications
- Maintain procedure book, SEE OPERATIONS SECTION III

D. Nominating Committee-

For a full description of the Nominating Committee’s responsibilities, refer to article 8, section 3 in the Uniform Bylaws for NC Local PTAs & PTSAs.

Responsible for the identification and nomination of the elected officers of the Brooks PTA – Activities include, but are not limited to:

- Identification of the needs and skills required for each elected position
- Identification of potential officer candidates for positions
- Communication of job responsibilities and expectations to candidates
- Selection of qualified candidates for the positions
- Presentation of the slate of officers to the Board of Directors of the Brooks PTA
- The Nominating Committee shall consist of three or five members. Members should be a mix of base and magnet parents and one staff member. It shall not include the President or the Principal.

- Maintain procedure book, SEE OPERATIONS SECTION III

E. Diversity and Inclusion Committee-

Responsible for ensuring that the Brooks PTA is both proactive and responsive to the needs of all students and families by working to create and maintain an inclusive environment of respect, while understanding and appreciating our differences – Activities include, but are not limited to:

- Create opportunities to initiate and nurture relationships among our Brooks community
- Enhance the quantity and quality of inclusion of a diverse portion of the Brooks population in school events and activities
- Determine ways that Brooks PTA could better reach and engage our diverse Brooks families
- Work with VP of Communications to insure our message is inclusive and culturally sensitive; also to find ways to improve Brooks PTA means of sharing cultural activities and lessons occurring at Brooks
- Find ways to celebrate our cultural diversity
- Maintain procedure book, SEE OPERATIONS SECTION III

First Vice President-

- Responsible for developing plans and identifying additional leaders for next year
- Assists President as needed
- Presides at General Membership, Board, and Officers' meetings in absence of President
- Ex-officio member of all committees except Nominating
- Co-signs checks when the President is not able
- Serve as one of the two Brooks PTA Fun Run Festival Chairs and ensure that all work is executed and conducted in a quality manner
- Assists the Committee Chairs in preparing plans of work
- Motivates, encourages, and recognizes Committee Chairs
- Obtains from outgoing Committee Chairs all notebooks and materials
- Attends General Membership, Board, and Officers' meetings
- Gives committee updates to President or at meetings
- Shall be a PTA member in good standing
- Mini-Grant Chair
- Responsible for disseminating Standing Rules to all Committee Chairs at the beginning of each school year
- Responsible for updates to the Standing Rules as necessary, including obtaining updates from all Committee Chairs (with regards to their committee) and forwarding to Standing Rules Committee

Committees-

A. Mini-Grants-

Responsible for the planning, executing, and awarding the Brooks PTA grants to Teachers and Staff – Activities include, but are not limited to:

- With the President, Treasurer, Secretary, Past President and one staff member, determine the number of grants, the criteria for application (items under considerations must benefit the school as a whole, an entire grade level or a classroom that pulls from the general student population), and the dates for application deadlines and mini-grant review meetings
- Notify the teachers and staff of the procedures, criteria, and deadlines for application for the mini-grants
- All applicants must be current PTA members
- With your committee, review the grant applications and determine the awards

- Chair the mini-grant review meetings
- Present the committee’s decisions to the Board of Directors at the Board meeting immediately following the mini-grant review meeting
- Notify the grant applicants of grant status following committee meeting
- Submit articles to the website recognizing the award winners and summarizing their plans
- Updates forms, as needed
- Maintain procedure book, SEE OPERATIONS SECTION III

B. Grants-

Responsible for applying for and obtaining grants to benefit the school community – Activities include, but are not limited to:

- Research grant opportunities, and select several each year to pursue
- Coordinate with staff representative on grant writing
- Coordinate with appropriate committee chairpersons when writing grants
- Maintain procedure book, SEE OPERATIONS SECTION III

C. BROOKS PTA FUN RUN FESTIVAL-

Responsible for planning and executing the annual Brooks PTA Fun Run Festival (herein referred to as Fun Run) – Activities include, but are not limited to:

- Hang up and take down the banner for the Fun Run
- Publicity for the event, working closely with the VP of Communications
- Maintain procedure book, SEE OPERATIONS SECTION III
- Oversees all Fun Run Subcommittees:

1. Fun Run Basket Bundle-

Responsible for organizing and assembling themed baskets – Activities include, but are not limited to:

- Choose different basket themes
- Create a wish list (online Amazon wish lists are encouraged)
- Send all communications to the VP of Communications
- Supply teachers and/or lobby with boxes to collect basket bundle donations
- Oversee the display and organization of the donated items in decorated “baskets”
- Organize volunteers to sell tickets before and after school the week of the Fun Run, sell tickets at the Fun Run, and as otherwise needed
- Coordinate with Treasurer as to income collection and counting procedures
- Maintain procedure book, SEE OPERATIONS SECTION III

2. Fun Run Pledges-

Responsible for organizing pledges – Activities include, but are not limited to:

- Create pledge forms, and send forms home with students one month prior to the event
- Send communications to the VP of Communications
- Track sales via online reports sent through Communications VP or President or through items purchased via cash/check, and keep records of pledges for individual students and classes
- Update the Brooks Community as to the status of the top classes
- Coordinate with Treasurer as to income collection and counting procedures
- Organize class celebrations for winning classes

- Maintain procedure book, SEE OPERATIONS SECTION III

3. Fun Run Corporate Sponsorship-

Responsible for obtaining support from local businesses, the PTA, and the Brooks community for the Fun Run – Activities include, but are not limited to:

- Cultivate a generous tax deductible donation to the Fun Run from local businesses or groups
- Be creative in finding ways to advertise and thank the contributors through banners, website, t-shirts, etc.
- Coordinate with Treasurer as to income collection and counting procedures
- Coordinate with the President as to PTA policy concerning corporate support
- Maintain procedure book, SEE OPERATIONS SECTION III

4. Fun Run Decorations-

Responsible for creating a festive atmosphere at the Fun Run – Activities include, but are not limited to:

- Ordering balloons in colors that will complement the Fun Run theme
- Creating signage for the event (yard signs, banner to be hung up at the school, corporate sponsorship signs to be displayed at the event, etc.)
- Organize a committee to assist with set up and break down of the decorations and equipment
- Procure tables, chairs and tents for the event (through school or rental company)
- Maintain procedure book, SEE OPERATIONS SECTION III

5. Fun Run Food and Bake Sale-

Responsible for arranging and selling food and desserts at the Fun Run – Activities include, but are not limited to:

- Coordinate with the food vendors, ask him/her to be at the Fun Run to assist in sales, orders, etc.
- All food vendors must comply with the WCPSS food truck policy (See Food Truck School and Central Office Request Procedures on WCPSS website)
- Send communications to the VP of Communications
- Purchase drinks, obtain volunteers to send in bake sale items
- Coordinate with the Cafeteria Manager as to use of the Cafeteria at the event, if needed
- Organize volunteers to serve food, bus tables, and collect money in the Cafeteria, if needed
- Straighten the Cafeteria at the end of the Fun Run, if needed
- Maintain procedure book, SEE OPERATIONS SECTION III

6. Fun Run Entertainment-

Responsible for the organization of the entertainment for the Fun Run – Activities include, but are not limited to:

- Organize a committee to plan games
- Check existing games for missing parts, batteries, broken parts, etc. one month prior to the event
- Plan new games with President approval a minimum of two months prior
- Obtain DJ for the event
- Any outside vendor not supplying food must complete a sexual offender form (see Lead Secretary for these forms)
- Send communications to the VP of Communications
- Gather 2 liter bottles, if needed
- Organize and create a procedure for setting up and breaking down the Fun Run entertainment
- Maintain procedure book, SEE OPERATIONS SECTION III

7. Fun Run Time With Teacher Auction-

Responsible for organizing and implementing a Time With Teacher silent auction at the Fun Run – Activities include, but are not limited to:

- Send a letter to the staff asking them to participate in the Fun Run in one of two ways:
 - give “Time with a Teacher” to the auction
 - volunteer at the Fun Run
- Coordinate with the Media Specialist as to the use of the Media Center, if needed
- Purchase or create bid sheets
- Send all communications to the VP of Communications
- Organize volunteers to set up the auction, oversee the auction during the Fun Run, check out auction winners (someone with experience must be in charge or VISA/MC), gather bid sheets, and break down the auction
- Coordinate with Treasurer as to income collection and counting procedures
- Maintain procedure book, SEE OPERATIONS SECTION III

8. Fun Run T-shirts-

Responsible for having Fun Run T-shirts available to the Brooks community – Activities include, but are not limited to:

- Create a T-shirt design using the logo and select shirt color (different every year)
- Scan the design to be used in communications and send to VP of Communications
- Send order form to classroom teachers to obtain free student t-shirt sizes
- Research and obtain the best price for the T-shirts
- Order the T-shirts through vendor, allowing for extras to sell at the event and for following years 5th Grade Washington trip
- Distribute the T-shirts 1-2 days prior to the Fun Run through classroom teachers
- Maintain procedure book, SEE OPERATIONS SECTION III

9. Fun Run Volunteers-

Responsible for the organizing of volunteers for the Fun Run – Activities include, but are not limited to:

- Send all communication for the Brooks community to the VP of Communications
- Obtain volunteer needs from each Fun Run committee
- Create Signup sheet for staff volunteers, and send to staff two weeks prior to parents
- Work with the Lead Curator to create an online signup sheet for parents
- Obtain volunteers from local middle and high schools, sororities, etc., if needed
- Verify with PTA Secretary that all volunteers handling money are PTA members and have completed necessary financial forms
- Coordinate with School Secretary for approval of volunteers and nametags
- Organize a committee to help manage volunteers and fill in vacant positions at the Fun Run
- Maintain procedure book, SEE OPERATIONS SECTION III

10. Fun Run Registration-

Responsible for registering participants – Activities include, but are not limited to:

- Send all communication for the Brooks community to the VP of Communications
- Track sales via online reports sent through Communications VP or President or through items purchased

via cash/check

- Work with School Counselor to obtain list of free entry students, and create entry coupon for the School Counselor to distribute
- Oversee distribution of bibs at both the early pick-up event and the day of the event, in coordination with the Fun Run Volunteer Chair
- Coordinate with Treasurer as to income collection and counting procedures
- Maintain procedure book, SEE OPERATIONS SECTION III

Vice President of Programs-

- Works with the designated Programs Committee Chairs to ensure that all work is executed and conducted in a quality manner
- Assists the Committee Chairs in preparing plans of work
- Motivates, encourages, and recognizes Committee Chairs
- Obtains from outgoing Committee Chairs all notebooks and materials
- Attends General Membership, Board, and Officers' meetings
- Gives committee updates to President or at meetings
- Shall be a PTA member in good standing
- Responsible for disseminating Standing Rules to all Committee Chairs at the beginning of each school year
- Responsible for updates to the Standing Rules as necessary, including obtaining updates from all Committee Chairs (with regards to their committee) and forwarding to Standing Rules Committee

Committees-

A. Book Stop (if space available)-

Responsible for organizing and implementing a program that awards students for good deeds by giving them a gently used book – Activities include, but are not limited to:

- Send out announcement to teaching staff regarding the opening of the Book Stop and details on the procedure to award book bucks to students
- Bundle stacks of 25 book bucks and deliver to Classroom Teachers, MIT's, Counselor, Magnet Coordinator, and School Secretary's mailboxes prior to the opening of the Book Stop (reuse old book bucks, copy and cut new bucks when necessary)
- Acquire volunteers to man the Book Stop
- Procure books for the Book Stop at the Scholastic Warehouse Sales and through donations
- Maintain procedure book, SEE OPERATIONS SECTION III

B. Cultural Arts/Writers in Residence-

Responsible for booking a season of cultural arts performances and hire writers-in-residence for the students – Activities include, but are not limited to:

- Attend United Arts Training, usually held in the summer
- With your committee, create a draft of potential artists and/or varying genres of performance that would be desired for the upcoming school year
- Must attend United Arts Festival, usually held on a Saturday in August before school starts
- Obtain contracts for performance dates and fees. Have contracts signed by the President ONLY. Copy the contracts. Send one copy to the artist or group, keep one for your records
- Apply for all United Arts grants available as instructed during training

- Obtain payment and/or deposits for performances from the Treasurer and pay artists either directly or through United Arts
- Two weeks before a scheduled performance, make a request to the Receptionist to have the Multi-Purpose room available on the performance date – the Physical Education teacher should be notified as well
- Two weeks before, follow up with artist for any needs prior to arrival
- Meet the artist or group at school on the performance date
- Maintain procedure book, SEE OPERATIONS SECTION III

C. Reflections-

Responsible for informing and promoting the PTA arts program to the teachers, Principals, students, and parents – Activities include, but are not limited to:

- Use the Wake County and National PTA websites to determine theme, rules, and deadlines
- Announce the event at a PTA meeting
- Secure anonymous judges
- Post official entry form online and give teachers copies
- Check with the Magnet Coordinator/School Secretary for a location to post the art and to hold the judging of art
- Send entries to next level of competition
- Publicize local winners, as well as any entries that are judged winners at the council, state or national level
- Maintain procedure book, SEE OPERATIONS SECTION III

D. School Store (if space available)-

Responsible for operation of the school store – Activities include, but are not limited to:

- Buy all supplies for the store
- Seek volunteers to help with the operation of the store
- Set up the store at the beginning of the school year
- Keep inventory of all supplies
- Keep records of what is bought and sold
- Maintain a \$0 balance/no-profit and that all items are sold at cost
- Coordinate with the Treasurer as to when to count and make deposits
- Maintain procedure book, SEE OPERATIONS SECTION III

E. Variety Show-

Responsible for planning and executing the Variety Show for 3rd – 5th Graders – Activities include, but are not limited to:

- Form a committee to help with auditions, rehearsals, and the final show
- Create innovative ways to promote the show months in advance, so students can prepare
- At auditions, make sure that performances are within the guidelines set by the committee, in particular, review all lyrics of song selections
- Recruit MC(s) for the event, and arrange rehearsals
- Have volunteers help with crowd control and the sound system
- Order ribbons or small gifts to recognize the participants
- Maintain procedure book, SEE OPERATIONS SECTION III

F. Online School Supply Program-

Responsible for coordinating the Online School Supply Program – Activities include, but are not limited to:

- Online ordering for school supplies kits
- Coordinate with Grade Level Chairs for supply lists
- Choose company and complete the contract (President must sign) and necessary tax forms
- Coordinate with the President to obtain class lists for delivery of supplies, and procure volunteers as necessary for assistance with these deliveries
- Advertise supply orders through the website, in coordination with the VP of Communications
- Maintain procedure book, SEE OPERATIONS SECTION III

G. Service Committee-

Responsible for helping to meet the needs of any Brooks student whose family is struggling or has encountered some type of emergency situation – Activities include, but are not limited to:

- Work closely with staff liaison from the Counselor’s Office as to the current needs of our students
- Hold at least one food drive throughout the year. Proceeds will be donated to the organization responsible for supplying the Backpack Buddies program
- Coordinate any additional programs that arise throughout the year that will benefit the students of Brooks (i.e. Winter Coat Drive, Gift Card Drive, etc.)
- Maintain procedure book, SEE OPERATIONS SECTION III

H. Our Community Reads Day-

Responsible for promoting and assisting with special program event developed by the teachers and staff – Activities include, but are not limited to:

- Advertise the event on the website
- Recruit diverse community members to read books to each class during the event
- Coordinate with the Diversity and Inclusion Committee as to the recruitment of volunteers
- Ask media specialists to provide books for readers that have not brought their own
- Arrange for water & snacks to be available for the readers at the events
- Organize volunteers/greeters as needed
- Maintain procedure book, SEE OPERATIONS SECTION III

I. Field Day-

Responsible for coordinating Field Day for Grades K-2 and 3-5 in conjunction with the Physical Education Teacher – Activities include, but are not limited to:

- Create a sign up for procuring volunteers
- Provide snacks and refreshments
- Assist with any additional needs of the Physical Education Teacher
- Maintain procedure book, SEE OPERATIONS SECTION III

Vice President of Hospitality-

- Works with the designated Hospitality Committee Chairs to ensure that all work is executed and conducted in a quality manner
- Assists the Committee Chairs in preparing plans of work
- Motivates, encourages, and recognizes Committee Chairs
- Obtains from outgoing Committee Chairs all notebooks and materials
- Attends General membership, Board, and Officers’ meetings

- Gives committee updates to President or at meetings
- Purchase lunch for new teacher training
- Shall be a PTA member in good standing
- Responsible for disseminating Standing Rules to all Committee Chairs at the beginning of each school year
- Responsible for updates to the Standing Rules as necessary, including obtaining updates from all Committee Chairs (with regards to their committee) and forwarding to Standing Rules Committee

Committees-

A. Campus Beautification-

Responsible for periodically maintaining the school grounds and including the students with these projects – Activities include, but are not limited to:

- Choose a date(s) for the Beautification Day(s) with input from the President and the Principal
- Create a plan of work for the event
- Purchase waters/refreshments for volunteers
- Coordinate volunteers for all events
- Maintain procedure book, SEE OPERATIONS SECTION III

B. 5th Grade Celebration-

Responsible for creating and hosting a celebration to follow the end of the year 5th Grade Assembly – Activities include, but are not limited to:

- Confirm date/time/location of event with the PTA President
- Provide list of potential speakers to PTA President and Principal for approval
- Obtain a speaker
- Communicate program specifics with the Music, Art and Lead 5th Grade Chair
- Create printed materials (Save the Date, Invitations, Programs and Certificates) and work with staff (5th Grade Chair, PTA President & Principal) to review and approve all printed materials
- Obtain printing quotes and have event materials printed
- Copy and distribute Save the Date and Invitations in Monday folders
- Collect photos and create a slide show
- Purchase paper goods and refreshments for students and families (i.e. cake, fruit, lemonade, water)
- Organize 4th grade parents to serve the refreshments at the reception and assist with set-up and break-down
- Break down the assembly and reception locations for school the following day
- Maintain procedure book, SEE OPERATIONS SECTION III

C. New Family Outreach, Kindergarten Playdates/Picnics-

Responsible for organizing several playdates and a picnic before the beginning of school to allow incoming kindergarteners, new students and their parents to meet one another – Activities include, but are not limited to:

- President shall obtain address labels for all incoming families from the Data Manager
- Inform Media Specialist of the playdates, so that the Media Center can be open
- Bring nametags to the playdates and host the event
- Create and send out invitation postcards; include the Kindergarten teachers, Principal, and Assistant Principal
- Serve water

- Picnic only: Arrange with the Receptionist/Custodian to have tables set out for name tags, Brooks spirit item sales, and other PTA information (Membership, etc.)
- Maintain procedure book, SEE OPERATIONS SECTION III

D. Tissue Tea-

Responsible for organizing and implementing a “coffee” for new Kindergarten parents on the first full day of school for the Kindergarteners – Activities include, but are not limited to:

- Promote event among new Kindergarteners to be given out on Kindergarten “staggered entry” dates
- Organize food and beverages through first grade parent volunteers
- Purchase additional supplies needed
- Arrange with the Media Specialist to use the Media Center for the event
- Maintain procedure book, SEE OPERATIONS SECTION III

E. School Picnics-

Responsible for organizing and implementing a picnic during the school year to allow the Brooks community to meet in a social environment – Activities include, but are not limited to:

- Obtain date from the President for the spring picnic
- Keep the time of the picnic from 5-7PM for lighting purposes
- Promote the picnic among the Brooks community
- Arrange for vendors to sell food and beverages at the picnic
- All food vendors must comply with the WCPSS food truck policy (See Food Truck School and Central Office Request Procedures on WCPSS website)
- Arrange to have a DJ play at the picnic
- Any outside vendor not supplying food must complete a sexual offender form (see Lead Secretary for these forms)
- Coordinate with the Treasurer as to income collection procedures if the vendors make a donation to the PTA
- Contact Spirit Wear Committee to ensure someone will be on site to sell Sprit Wear, if inventory is available
- Maintain procedure book, SEE OPERATIONS SECTION III

F. Special Occasions-

This committee will organize the purchase of gift cards for occasions as they arise during the year. Events include, but are not limited to, teachers upon announcement of engagement, pregnancy, retirement, and award winners (i.e. Teacher and TA of the year, etc.).

G. Student Led Conference Dinners-

Responsible for providing food for the teachers and staff on the twice-annual Student Led Conferencing afternoons/evenings – Activities include, but are not limited to:

- On Student Led Conference Days, the PTA will provide the teachers/staff with a light meal before the conferences begin. The PTA volunteer will purchase meals and deliver them door-to-door
- Prior to fall and spring dates, obtain accurate head count of teachers/staff from Lead Secretary (account for CCR, AIG, Student Teachers, ESL, Certified Staff, Front Office, Literacy Coach, Custodian)
- Maintain procedure book, SEE OPERATIONS SECTION III

H. Staff Appreciation-

Responsible for planning and executing monthly meals for staff, snacks at some staff meetings, and all of the events surrounding Teacher Appreciation Week – Activities include, but are not limited to:

- Obtain dates from the President and Principal of all events throughout the year
- Organize a committee and delegate events and/or jobs
- Organize and implement meals on Early Release days
- Coordinate with Magnet Resource Teacher as to meeting dates that could have snacks or treats
- Plan Staff Appreciation Week – e.g. a card, gift, treat. One day should be a luncheon for the staff. Bus drivers should receive a gift/treat one day that week (please include Head Custodian, Office Staff, Bus Drivers, Head Cafeteria)
- Plan Cafeteria Appreciation Week
- Recognize and celebrate Custodian Day (include night custodians) and Secretary Day (include Data Manager, Lead Secretary and Receptionist)
- Maintain procedure book, SEE OPERATIONS SECTION III

Vice President of Communications-

- Responsible for public relations, publicity and communications, website, weekly reminder emails, Facebook/Twitter, and Web Portal/Online Directory
- Works with the designated Communications Committee Chairs to ensure that all work is executed and conducted in a quality manner
- Assists the Committee Chairs in preparing plans of work
- Motivates, encourages, and recognizes Committee Chairs
- Obtains from outgoing Committee Chairs all notebooks and materials
- Attends General membership, Board, and Officers' meetings
- Gives committee updates to President or at meetings
- Post meeting minutes and monthly budget report to the website
- Shall be a PTA member in good standing
- Responsible for all website communication, including, but not limited to: inputting all events on the calendar, officer photos & email addresses, Committee Chairs, and making updates daily as necessary
- Prepare and submit weekly eNewsletter
- Maintain online portal site to be used for Online Directory, membership registration, and online sales/donations. Approve new family submissions, as necessary. Select company and have President sign contract at the end of each school year for the following school year.
- Coordinate social media activities, including regular posts to Facebook and Twitter
- Coordinate with the Lead Curator as necessary for mass communications
- Responsible for disseminating Standing Rules to all Committee Chairs at the beginning of each school year
- Responsible for updates to the Standing Rules as necessary, including obtaining updates from all Committee Chairs (with regards to their committee) and forwarding to Standing Rules Committee

Committees-

A. Yearbook-

Responsible for producing a yearbook for the Brooks community – Activities include, but are not limited to:

- Contact Class Curator/Historian/Teacher for photographs of school events

- Ensure photographic coverage of a broad representation of the student body
- Coordinate with the VP of Communications, the President, and 5th Grade Chair and have the 5th Grade Class vote on the yearbook theme
- Layout of the school yearbook
- THE YEARBOOK MUST BE APPROVED BEFORE PUBLISHING BY THE PRINCIPAL, ASSISTANT PRINCIPAL, RECEPTIONIST, TEACHERS, PTA PRESIDENT, AND THE PTA COMMUNICATIONS VICE PRESIDENT.
- Meet deadlines set forth, by the publisher, in order to receive the best possible pricing
- Keep the sales price of the yearbook affordable to all of the Brooks community (if possible, \$18 or under), offset price by ad and tribute sales
- Maintain procedure book, SEE OPERATIONS SECTION III

B. Lead Parent Curator-

Responsible for providing leadership for the Parent Curators. Also responsible for coordinating volunteer support with staff for Kindergarten Escorts, Vision and Hearing Screenings, Picture Days, AIG support, and other events/tasks, as needed – Activities include, but are not limited to:

- Create Parent Curator sign-up sheets for teachers to display on Meet the Teacher night
- Collect and organize the aforementioned sign-up sheets
- Email the Parent Curators a description of their responsibilities and hold orientation meeting at the beginning of the year
- Coordinate with the VP of Communication regarding communication needs
- Ensure that all teachers have a Parent Curator for the duration of the school year
- Create all Signups for all PTA and school events, as needed
- Work with staff to determine volunteer needs and report status
- Recruit volunteers through Signups on the portal as needed, and communicate roles/responsibilities with volunteers
- Provide volunteer information to school administration to ensure volunteers are WCPSS approved
- Maintain procedure book, SEE OPERATIONS SECTION III
- **Members of the PTA Executive Board, PTA Committee chairs, and Parent Curators may collect funds for PTA-related events, sales and fundraisers; but shall not collect funds for non-PTA purposes. PTA members who do not fall into one of the aforementioned categories may be designated, with their consent, to collect non-PTA funds.**

Vice President of Ways and Means-

- Works with the designated Ways and Means Committee Chairs to ensure that all work is executed and conducted in a quality manner
- Assists the Committee Chairs in preparing plans of work
- Motivates, encourages, and recognizes Committee Chairs
- Obtains from outgoing Committee Chairs all notebooks and materials
- Attends General membership, Board, and Officers' meetings
- Gives committee updates to President or at meetings
- Shall be a PTA member in good standing
- Responsible for disseminating Standing Rules to all Committee Chairs at the beginning of each school year
- Responsible for updates to the Standing Rules as necessary, including obtaining updates from all Committee Chairs (with regards to their committee) and forwarding to Standing Rules Committee

Committees-

A. Book Fair-

Responsible for organizing and implementing the fall and spring Book Fairs – Activities include, but are not limited to:

- Coordinate with Scholastic representative dates for the two book fairs in the preceding spring with input from the President and the Principal
- Organize a committee
- Arrange delivery, set-up, restocking, break down, and pick-up through the Scholastic representative
- Keep Media Specialist apprised of all plans
- Organize volunteers as needed
- Schedule classroom visits, coordinated with school schedules obtained through office
- Plan preview event for the teachers, providing refreshments
- Give out bags to teachers to have decorated by their class. Ensure that bags are received back to hold books donated to classroom
- Market the book fair in coordination with the VP of Communications
- Coordinate with the Treasurer as to income collection procedures
- Maintain procedure book, SEE OPERATIONS SECTION III

B. Family Spirit Nights-

Responsible for organizing fundraising nights at local restaurants and for hosting two skate nights for students. All contracts must be signed by the President – Activities include, but are not limited to:

Family Dinner Nights-

- Choose dates in the fall and spring with input from the President and Principal
- Coordinate with the business representative
- Promote the event to the school staff, students, and families two-weeks prior
- Follow appropriate procedures (including WCPSS clearance) if mascot will appear at school to promote event
- Maintain procedure book, SEE OPERATIONS SECTION III

Skate Nights-

- Choose the dates with the skating rink owner with input from the President and Principal
- Promote the events with the Brooks community
- Coordinate with the Treasurer as to income collection procedures
- Attend the events, ensure that either the VP of Ways & Means, the President or 1st First VP will be present
- Follow appropriate procedures (including WCPSS clearance) if mascot will appear at school to promote event
- Maintain procedure book, SEE OPERATIONS SECTION III

C. Kids' Art-

Responsible for the sale of novelty items imprinted with artwork created by students – Activities include, but are not limited to include:

- Research and obtain the best prices from promotional companies
- Coordinate with the fundraising representative as to procedures, check payable information and return date before packet information is shipped from their warehouse to Brooks

- Observe deadlines for finished art, orders, and distribution
- Create innovative ways to encourage, motivate, and inspire the Brooks community to participate in the fundraiser
- Obtain volunteers, as needed
- Coordinate with the Treasurer as to income collection procedures
- Maintain procedure book, SEE OPERATIONS SECTION III

D. Membership-

Responsible for selling memberships to the local PTA unit and notifying the NCPTA of the membership list – Activities include, but are not limited to:

- Pick up membership envelopes and membership cards from NCPTA
- Promote PTA membership to parents and staff
- Enter membership information on Member Hub website and add them to the PTA Members Hub
- Coordinate with the Treasurer on income collection procedures
- Organize volunteers, as needed
- Keep a running record of all Staff, Board Members and Committee Chairs (who must be PTA members) and update President periodically
- Have a sales table at events that are well attended by families of Brooks students (i.e. Meet the Teacher, Open House, Fun Run Festival, Kindergarten Picnic)
- Continue to promote membership through December
- Maintain procedure book, SEE OPERATIONS SECTION III

E. “No Fuss” Fundraiser-

Responsible for organizing and implementing a fundraiser that requires nothing from the Brooks families but making a donation – Activities include, but are not limited to:

- Choose a beginning and ending date and incentive with input from the President and the Principal
- Create innovative ways to encourage, motivate, and inspire the Brooks community to contribute
- Coordinate with the Treasurer as to income collection procedures
- Attend events that are well attended by the Brooks community to promote the fundraiser, if applicable
- Work with VP of Communications on marketing/announcing the drive
- Coordinate daily or every other day as to the counting of donations
- Coordinate acknowledgement and thanking of contributors at the \$200+ level
- Send tax receipts to all who contributed \$75+
- Announce progress to the President and the Brooks Community weekly
- Follow up with donors who pledge matching company gifts to ensure these donors have what is needed for PTA to receive the matching contribution
- Maintain procedure book, SEE OPERATIONS SECTION III

F. Passive Fundraising and BoxTops for Education-

Responsible for creating and promoting ways to fundraise via businesses that contribute to schools through purchases made in their retail stores and for organizing and implementing a BoxTops for Education contest twice a year – Activities include, but are not limited to:

- Research businesses that participate in passive fundraising
- Update links on BrooksPTA.Com, periodically test to ensure that the links are working
- Advertise to relink cards each year with the VP of Communications
- Choose BoxTop contest beginning and end dates (two weeks long) with input from the Ways & Means

VP and President

- BoxTops: Collect and count BoxTops during contest, announce progress to the Brooks Community, announce winners and arrange class celebrations
- Maintain procedure book, SEE OPERATIONS SECTION III

G. Go Play Save

Responsible for organizing and implementing a fundraiser involving selling Go Play Save coupon books – Activities include, but are not limited to:

- Have President coordinate with the Data Manager for labels of all student names and their teachers for use in distribution of the books
- Work with Go Play Save representative to create flyers to be sent home to students and teachers
- Distribute books to classrooms
- Track book sales by student/class
- Collect returned books and money from classrooms beginning the day after books are sent home
- Coordinate with Treasurer to process collected money
- Collect payments and unsold books every other day during campaign (including doing deposit)
- Coordinate with Go Play Save representative to return unused books
- Track book sales, free books, and books sold to teachers
- Hand out books to teachers/teacher assistants when they have 100% participations
- Provide final numbers to Go Play Save and Treasurer for final payment to Go Play Save
- Coordinate with Go Play Save representative to provide ice cream party to class which sells the most books
- Maintain procedure book, SEE OPERATIONS SECTION III

J. Spirit Items-

Responsible for selling Brooks spirit items (t-shirts, sweatshirts, magnets, etc.) to the Brooks community – Activities include, but are not limited to:

- Form a committee to help sell inventory at the events (recommended to have at least 6 people for proper coverage at various events)
- Research and obtain best prices for the desired quality of spirit items
- Collect order forms at all Kindergarten Playdates, at the Kindergarten Picnic and place order for delivery by the first full week of school for Kindergarten Students
- Distribute order forms to entire Brooks Community for fall and spring sales
- Attend PTA and school events throughout the year to sell spirit items to the Brooks community until current inventory is depleted
- Maintain inventory of spirit items in locked PTA closet at school
- All short sleeve shirts and magnets should be sold at cost, other items may be sold for a profit
- Coordinate table set-up with the Custodian
- Learn to use Point of Sale System (PayPal Here)
- Coordinate with Treasurer as to when to count and make deposits
- Maintain procedure book, SEE OPERATIONS SECTION III

Secretary-

- Responsible for recording the minutes of General membership, Board, and Officers' meetings
- Minutes shall include at least the following:

- Type of meeting: Board, Special, Called, Annual, Officers
- Name of association
- Date, place, and time of the meeting
- Name of presiding officer
- Quorum established by the number of Board members present
- Accurate roster of attendance- names of Board members and General members present
- Statement regarding previous minutes (read, approved, and corrected)
- Reports of Officers and Committee Chairs
- All motions, unless withdrawn, and points of order
- Program topic, method of presentation, names of participants and important points
- Announcements
- Time of adjournment
- Minutes shall be completed within a week of the meeting and sent to the Executive Board for corrections and approval
- Counts a rising vote when requested by the President or alternate presiding officer
- If ballot voting is required, the Secretary shall provide ballots and obtain volunteers to act as tellers. Ballots will be collected by tellers. The tellers' report should be accurate and account for every vote cast. All tellers should sign the report. The Secretary reads the report and hands it to the President or alternate presiding officer
- Maintains an accurate roster of the names, addresses, phone numbers, and email addresses of the Board of Directors
- Acts as a custodian of all records, except for those specifically assigned to others
- Obtains a PTA membership list
- Maintains a notebook that will contain: the Standing Rules, current Bylaws, Brooks PTA Membership List, minutes from all Officers', Board, and General membership meetings, Agendas, Treasurer's Reports, PTA contact list, Annual Budget
- Serves as the office manager for the PTA workroom or space available
- Retains the organization's copy of Robert's Rules of Order, Newly Revised unless an alternate parliamentarian has been appointed by the President
- Attends General membership, Officers' and Board meetings
- Shall be a PTA member in good standing
- Serve on the mini-grants committee
- Update PTA Bulletin Board as needed throughout the year: beginning of the year (with pictures and contact information for current PTA Board), Fun Run, Teacher Appreciation, etc.
- Responsible for updates to the Standing Rules as necessary

Treasurer-

- Assigns 3 non-check signers to be on the Audit Committee or a North Carolina CPA
- Keeps accurate and detailed financial statements of the Annual Budget, receipts, disbursements, and bank balances in the Treasurer's permanent book. Maintains permanent Treasurer files per current recommendation of NCPTA, found in "Dollars and Sense for Treasurers"
- Makes all disbursements in accordance with the Standing Rules and as authorized by the President, Board, and/or the Membership
- Notify Finance Chair when deposits are ready and have Chair make all deposits to the Brooks PTA's checking account. All deposits must be in the Brooks financial records with the deposit receipt from the bank
- Sends dues to Wake County PTA Council, NCPTA, and National PTA
- Attends training sessions as necessary

- Processes all correspondence as delegated; including appropriate acknowledgments for financial contributions (IRS requirements)
- Completes and files all tax returns on time and as needed with the IRS and the N.C. Department of Revenue including IRS form 990EZ, associated schedules (A, B, G, O), IRS forms 1099- Misc. and 1096, NC form E-585 (sales tax refund), and all other necessary forms
- Retains a copy of the Brooks PTA's Certificate of Resale/Merchant's License. Provides a copy to Committee Chairs as needed
- Obtains signature cards from the bank and obtains appropriate signatures and returns the card to the bank
- Reconciles PTA bank statements with PTA checkbook and QuickBooks monthly. Two people must also sign off on the monthly statements
- Reviews budget status throughout the year to determine if there will be excess funds or other budget adjustments will be needed. If needed, present an amended budget at General Membership meetings
- Prepares all Treasurer records for audit immediately following June 30. Follows procedures and guidelines as provided by NCPTA's "Dollars and Sense for Treasurers"
- Insures that the accounts and financial records of the Brooks PTA are examined annually, or upon change of officers, by an independent auditor or independent auditing committee of three members who, upon satisfaction that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The Treasurer shall notify the Finance Chair that the books are ready for audit. The audit should take place by mid-August to ensure a smooth transition from the outgoing to the incoming Treasurer.
- Insures that association liability insurance is paid on time
- Assists with creating the upcoming year's budget along with the Budget Committee
- Presents budget for Board and General membership approval
- Presents a report of the financial status of the Brooks PTA funds, including up to date financial statements, at every General Membership and Board meeting and at other times when requested by the Board
- Presents a full report of the financial status at the Annual Meeting, at which the new officers are elected
- Keeps the Brooks PTA President informed of activities on an on-going basis
- Follows all Money Management Policies provided by the NCPTA in "Dollars and Sense for Treasurers"
- Forwards all records and Brooks PTA information pertinent to the Treasurer position, along with the completed year-end report, to the Brooks PTA President at the end of term
- Attends General membership, Officers' and Board meetings
- Shall be a PTA member in good standing
- Submit monthly budget report to VP of Communications to be posted on website
- Assigns duties to Finance Committee Chair as needed
- Serve on the mini-grants committee
- Responsible for updates to the Standing Rules, as necessary

Part III: Brooks PTA Operations:

The Brooks PTA is committed to conducting its business in a professional manner at all times. The following guidelines should be adhered to in regards to the operations of the PTA. These guidelines are not all encompassing and should be reviewed on an annual basis to ensure that they appropriately reflect the intentions of the PTA. These guidelines are in addition to the operational procedures outlined in the bylaws.

Meetings:

Attendance-

1. Officers are expected to regularly attend all General membership and Board meetings. If an officer misses three Board meetings (even if excused), the President will address the member's commitment to the committee through a one-on-one discussion. If an officer misses four Board meetings (even if excused), then the President has the authority to ask the member to step down from their officer position.
2. Members of the Board of Directors are expected to regularly attend all General membership and Board meetings. If a Board member has a conflict with a General membership or Board meeting, the appropriate Vice President should be notified, and any reports should be given to him or her.

Schedules-

1. The meetings of the General Membership and the Board of Directors shall be recommended by the President and approved by the Board of Directors at the first Board meeting of the new fiscal year.
2. The PTA calendar (including meetings, training, special events, etc.) shall be established by the President with input and approval from the Principal and will be approved by the Board at the first Board meeting of the new fiscal year. The calendar may be updated throughout the year to reflect the current activities of the PTA.

Format-

1. All meetings will have a start and ending time.
2. All meetings will begin and end on time.
3. In order to extend a meeting past the published end time, a motion must be made to extend time and adopted by a majority vote.
4. Meeting notices will be communicated to the entire membership via several mediums including but not limited to email and the newsletter.
5. The order of business for a Board meeting is as follows:
 - a. Call meeting to order- welcome and thanks
 - b. Minutes of the previous meetings; motion to accept into record
 - c. Principal's report
 - d. Treasurer's report
 - e. Standing committee reports
 - f. President's report
 - g. Unfinished business
 - h. New business
 - i. Announcements
 - j. Adjourn meeting

Agendas-

1. The President shall prepare the agenda items and send them to the Principal for changes and consent prior to the meeting.
2. The final agenda shall be available via email prior to each meeting, upon request.

Minutes-

1. Minutes should be taken at every Officers' meeting, Board meeting, and General Membership meeting.
2. Minutes for Officers' meetings, Board meetings, and General Membership meetings shall be distributed by the Secretary to the respective Board members within one week of the meeting.
3. All minutes will be approved at the following Board meeting.
4. Minutes shall be made available to the General Membership by posting them on the Brooks PTA webpage. Minutes that have not been approved by the Board will be noted as such.

Rules of order-

All meetings should follow these outlined rules of order as adopted by the Wake County PTA Council:

1. Principles:

- a. Consider one item at a time
- b. Protect the rights of others in debate
- c. Speak only with permission from the meeting chairperson
- d. Address the meeting chairperson only
- e. Be courteous to fellow Board members

2. Quorum:

- a. A quorum is defined in accordance with the bylaws.
 - i. "20 members shall constitute a quorum for the transaction of business in any General membership meeting of the Brooks PTA."
 - ii. "A majority of the Board of Directors members shall constitute a quorum."
- b. An "ex-officio" Board member has all the rights and privileges of Board membership, including voting, but they have none of the obligations. Therefore, ex-officio members are not counted in determining a quorum.

3. Motions:

- a. Motions introduce a subject to the Board.
- b. It may be presented orally or in written form.
- c. Motions are seconded unless the motion comes from committee.
- d. If a motion is not seconded, it may not be debated or discussed and fails for lack of a second.
- e. A motion that is seconded may be debated unless the President rules the motion is out of order.
- f. All approved motions must be submitted to the Secretary in writing.

4. Debate:

- a. Each motion debated receives 10 minutes of debate. The President will keep the time.
- b. The member initiating the motion speaks first.
- c. All members wishing to speak about the motion receive the opportunity to speak before any one member speaks for a second time.
- d. Each member may speak for two minutes.
- e. At the end of the allotted time for debate, the President will announce that it is time to vote on the question before the Board and will proceed with the vote.
- f. A majority vote is required to extend time for debate.
- g. Proxy vote shall not be permitted.

Communications:

Public comments-

1. The President shall serve as the official spokesperson for the Brooks PTA.

2. Board members shall speak only for the PTA when authorized to do so by the President. If the media approaches Board members on PTA issues or activities, the Board member should refer the media to the President.
3. Publicity and press releases shall be released only through authorized channels designated by the President, and approved by the Principal.
4. All publicity and press releases shall be reviewed by the President and approved by the Principal prior to release.

Electronic Communication-

1. All communication posted on the PTA website shall be reviewed and approved by the President and distributed through the VP of Communications.
2. All VP's must monthly check that their alias email address to ensure it is forwarding appropriately.
3. All Board members and VP's must use their alias email address for PTA related business (i.e. registrations, signups, etc.).
4. VP's must check their associated live links on the website for proper functionality.

School-wide communication-

1. Only essential forms will be sent home in paper format to the entire student body in English and Spanish, with approval from the President. All other communication will be posted to the website.
2. Communication via School Messenger will be sent to the President a minimum of one week prior to desired Communication Date. The President will approve and forward to the School Secretary. Communications should be written verbatim as they should be read on the message.
3. A copy of all communications must be given to the Receptionist, the Principal and the Assistant Principal. No material from non-school organizations may be distributed school-wide in folders or at a meeting without prior approval of the President and the Principal.

Miscellaneous-

1. The Brooks Museums Magnet Elementary School Directory is for internal use of the PTA and personal use of the student body. It shall not be released to any outside commercial or community group without the authorization of the Board of Directors and the Principal.
2. Brooks Museums Magnet Elementary School letterhead stationery and/or the logo may be used only for PTA activities as authorized by the President and the Principal. Brooks PTA letterhead stationery may be used only for PTA activities as authorized by the President.
3. All communications must be run through the chain of command, which consist of Committee VP to the President to the Principal.

Procedure Book:

Every committee shall maintain a procedure book that is passed down to each successor. The procedure book and plan of work shall contain the following items:

- Committee Name, Chair's Name, and Committee Members
- General statement of goals and list of specific objectives to accomplish goals
- Planned activities
- Important dates and deadlines
- Contact list of local businesses used & contact information
- Materials produced
- Results of activities and suggestions for improvement after the event/program for future committee members

A committee may amend or modify their plan of work only with the concurrence of the appropriate Vice

President, President, and/or the Board.

Finance:

The Brooks PTA adheres to the guidelines set forth in “Dollars and Sense for Treasurers”, a publication distributed by the NCPTA. These guidelines direct the PTA’s efforts in regards to record keeping procedures, as well as IRS rules and filing instructions for tax-exempt organizations. Some guidelines that the Board needs to be aware of are highlighted here.

1. The Brooks PTA budget is prepared by a committee, which is chaired by the incoming Treasurer. The current President, the current Treasurer, and the incoming President also sit on the committee.
2. With input from the existing Board, the budget committee prepares a draft budget that is approved by the incoming officers prior to the end of the current fiscal year and the current Board must conduct a preliminary vote to approve the budget so expenses can be paid between July 1 and the first General Membership meeting, when the budget is formally approved.
3. The Treasurer presents the draft budget to the General Membership.
4. A majority vote of the members present and voting is required for adoption.
5. The approved budget can be amended as outlined in the NCPTA’s “Dollars and Sense for Treasurers” document.

Reserve Fund-

1. The PTA should maintain a reserve fund of \$15,000.
2. The reserve fund is intended to serve as means to retain financial stability in the event of an unforeseen development.
3. As a guide, the reserve should represent at least three months operating expenses.
4. Expenditures out of the reserve fund must be approved by the President, the Treasurer, and one additional Executive Board Member.

Expenses & Reimbursements-

1. All requests for reimbursement of funds must be submitted within 30 days of the expense. Requests for reimbursement cannot be accepted after June 30th.
2. The original receipt or scanned original receipt must accompany the reimbursement request and include the appropriate VP’s signature in order for payment to occur. An electronic signature will be accepted when accompanied by an email from the VP to the Treasurer.
3. No expenditures over the budgeted amount will be reimbursed without prior approval from the President, the Treasurer, and one additional Executive Board Member.
4. All expenditures exceeding \$1,000 must be approved by the PTA President, Treasurer, and one additional Executive Board Member PRIOR to the purchase with the following exceptions:
 - a. Specific expenses in the budget that have been approved by the General Membership (i.e., Cultural Arts Residencies). Having a budget line item for \$2,000, for example, is not an exception, because that budget is represented by many purchases throughout the year.
5. Spending must be in accordance with the budget adopted by the General membership (you may NOT go over budget).

Non-Sufficient Funds Policy-

Brooks PTA considers a returned check or non-sufficient funds check (NSF) a serious matter and will take the necessary steps to collect all funds owed to the PTA for all activities and events. The procedures outlined below will be used to collect outstanding funds on NSF checks.

Initial NSF notice from banking institution:

1. The check writer will be notified by phone, email, or letter that a returned check has been received. The

- check writer will need to reply within 3 days to make arrangements for payment of the returned check amount plus applicable fees (currently \$10.00).
2. If contact has not been made within 3 days, an invoice will be sent via “certified mail” to the check writer for the amount of the check plus applicable fees.
 3. Immediate payment will be expected in the form of Cash or Money Order.
 - a. Cash MUST be given to one of the following PTA Executive Board Members: President, First Vice President, Treasurer, or Secretary.
 - b. A Money Order can be mailed to (and made payable to): Brooks PTA, 700 Northbrook Dr., Raleigh, NC 27609 or given to one of the PTA Executive Board Members listed above.
 4. The check writer’s name will be placed on the NSF list and will be provided to all Brooks PTA committees that received check payments. (The list will also be provided to school administration.) Until the NSF check balance is paid in full, these names will remain on the list and the PTA & Brooks Elementary School will not accept a check for payment for any activity or event.

General-

1. PTA funds may only be handled by PTA members. In addition, all parties must be a PTA member in good standing to receive/spend PTA funding.
2. If you are running a program that requires families to send in money, you must designate someone to empty the drawer by the school receptionist every afternoon by 3:45 and lock it in the PTA filing cabinet until it can be counted.
3. Funds must be counted within 2-3 days of receipt; it may not be stored on campus beyond that in order to maintain proper financial due diligence and procedures.
4. All money counting shall be signed by two persons who are PTA members and have signed the PTA Code of Ethics and Financial Procedures forms.
5. Upon receiving the deposit and count sheet, the Treasurer will immediately check again for accuracy.
6. PTA funds shall never be taken home or stored off property. Monies shall always remain locked in the appropriate place in the PTA closet.
7. Checks must always be made out to the Brooks PTA; never to an individual.

Receipts-

1. PTA income shall always be collected and/or counted with two or more persons present, and should be done within 48 hours of the event. Counting should not take place outside of school hours without prior approval from the President, Treasurer and Principal.
2. Income should be documented on the count sheet in detail. The count sheet shall be signed by two persons. The original count sheet should then be given to the appropriate Chairperson and a copy shall be given to the Treasurer with the deposit.
3. Upon receiving the deposit and count sheet, the Treasurer will immediately check again for accuracy.
4. Upon receiving a receipt, Chairpersons shall reconcile it with the count sheet.
5. After the Treasurer verifies the deposit is accurate, he/she should prepare the bank deposit slip and notify the Finance Chair that a deposit is ready. Money should not be taken home, as outlined in "Dollars and Sense”.
6. Only the President, Treasurer or Finance Committee Chair shall deposit receipts to the PTA bank account.

Treasurer Reports-

1. The Treasurer is responsible for submitting a financial report at all General Membership and Board meetings.
2. The Treasurer’s report should contain the following information:
 - a. Total balance on hand at the end of the month
 - b. Income received during the month (by category)
 - c. Expenses incurred during the month (by category)

- d. Comparison of the monthly actual to YTD actual to full year budget variance
3. The Treasurer is responsible for making a preliminary annual report to the General Membership at the Annual meeting. This report is for information only, and is not officially adopted; the report becomes official after the audit has been completed and the audit report is officially adopted by the membership. Thus, the adoption of the audit report will be done at the first business meeting of the new fiscal year.

Audit-

1. An audit of the PTA's financial records should be conducted annually by an auditing committee of the Brooks PTA.
2. The committee shall consist of no less than three members and may not include any persons with check signing authority, any officer, and/or any relatives of persons with check signing authority.
3. The audit committee shall be selected by officers no less than two weeks before the final General membership meeting.
4. The committee should follow the guidelines outlined in "Dollars and Sense" to conduct the audit.
5. A report must be submitted by the audit committee and announced at the General Membership meeting.

Bank signature requirements-

1. A maximum of four Board members shall have the authority to sign checks drawn from PTA accounts.
2. The Treasurer, President, First Vice President, and Secretary (if for any reason the First Vice President cannot fulfill this obligation) should have check signing responsibilities.

Dues-

1. Brooks PTA dues are set by the Board. Brooks retains a set amount towards fundraising efforts. The NCPTA and national PTA portion of the dues do not belong to Brooks PTA and must be reported separately on all financial reports (see "Dollars and Sense for Treasurers").
2. NCPTA and national PTA dues should be remitted to NCPTA on or before September 15 and the 15th of each successive month if dues are received.

Insurance and Bonding-

1. The Brooks PTA shall obtain adequate insurance to protect its officers, members, and volunteers, as well as its assets.
2. Insurance coverage should include fidelity bonding, General liability insurance, association professional liability insurance, and property insurance.

The Finance Committee Chair will assist with the Treasurer duties as appropriate and as assigned by the Treasurer. The Treasurer shall notify the Finance Chair when deposits are ready, and have the Chair make all deposits to the Brooks PTA's checking account.