

# **Creekside PTSA Standing Rules 2018 - 2019**

[To Be Proposed and Voted On September 18, 2018]

Creekside PTSA General Membership Meeting  
20777 SE 16<sup>th</sup> St Sammamish, WA 98075

7:00 PM – Creekside Library

## Creekside PTSA Standing Rules 2018-2019

### I

#### NAME

- 1) The name of this unit shall be Creekside PTSA, local unit number 2.6.4
- 2) This PTSA was chartered on April 21, 2010, incorporated on June 4, 2010 and assigned a corporation number, the number can be found within the Secretary's records. The Treasurer is responsible for filing the Annual Incorporation Report by the due date, June 30<sup>th</sup>. The registered agent for the corporation is the Washington State PTA.
- 3) This unit was recognized by the IRS as a non-profit, tax exempt organization on November 4, 2010, under section 501C (3).
- 4) The PTSA is registered under the Charitable Solicitations Act, and assigned the registration number 30113. The Treasurer is responsible for filing the annual registration by the due date, May 31<sup>st</sup>.

### II

#### FINANCIAL / BASIC POLICIES

- 1) This unit shall keep at least two copies of its legal documents in two separate locations. The President and Treasurer shall maintain these documents.
- 2) The unit's fiscal year is July 1<sup>st</sup> through June 30<sup>th</sup>. This unit will have a minimum of one financial review of its books and records for the period ending June 30<sup>th</sup> of each fiscal year and shall be completed no later than July 31<sup>st</sup>. When a new treasurer is serving on the board, two financial reviews will take place: a mid-year review shall take place in January and the end of the year financial review shall be completed no later than July 31<sup>st</sup> of each year.
- 3) This unit shall approve its annual operating budget in the spring of each year at a general membership meeting.
- 4) All reimbursement requests shall include a receipt and shall be submitted to the Treasurer by June 15<sup>th</sup> - Those turned in later will be considered on a case by case basis.
- 5) All contracts and binding agreements require signatures of two executive officers, one of the signatures must be the president's.
- 6) The current Treasurer is responsible for filing IRS Form 990 or Form 990EZ prior to November 15<sup>th</sup>. The current Treasurer should present it to the Board of Directors for their information by November 1<sup>st</sup>.
- 7) Should the PTSA receive a NSF (insufficient funds) check, the PTSA shall have the option to charge a \$10 service fee in addition to charging any bank penalties the PTSA shall accrue. If the NSF check(s) are not paid by June 1<sup>st</sup>, the PTSA has the option to not accept any checks from the individual in the future.
- 8) A minimum of three Executive Board Members and up to four Executive Board Members shall be designated as authorized signers on the unit's bank account.
- 9) Bank Statements shall be opened, reviewed and signed by a Creekside PTSA member who is not an authorized bank signer.
- 10) This unit will not promote or affiliate with any for profit after school club or organization. Members or owners wanting to bring for profit organizations to the school will be directed to the district for the opportunity to have the program hosted at Creekside Elementary.
- 11) Any member that would like to volunteer their time to create a not for profit club or group to be affiliated with Creekside PTSA shall create a proposal to present to the Board of Directors and subsequently the General Membership that outlines the purpose of the club/group, budget requirements, timeline, and student grades impacted.
- 12) Per the Washington State PTA Uniform Bylaws, this unit will annually review, complete, sign, and submit the WSPTA Standards of Affiliation Agreement by the required deadline.

### III

#### MEMBERS AND MEMBERSHIP

- 1) The membership fees of this unit shall be \$35.00 for Family Membership- which includes membership for two adults, and \$25.00 for Individual Membership- which includes membership for one adult. These membership options will include access to the digital directory.
- 2) The membership fees for Creekside Staff and Community Supporters (non-Creekside Parents/Guardians) shall be \$10.00 per person and will not include a directory.
- 3) The students of Creekside Elementary shall be honorary members of this unity without vote or privilege of holding office.
- 4) Creekside PTSA members will adhere to the Volunteer Code of Conduct, which is outlined in detail as Attachment A: Creekside PTSA Volunteer Code of Conduct. Participation as a volunteer in the activities of Creekside PTSA (including all leadership roles) is subject to the observance of this Volunteer Code of Conduct, including the Grievance and Conflict Resolution Process.
- 5) Creekside PTSA Chair Members will adhere to the Creekside PTSA Chair Guidelines, which is outlined in detail as Attachment C: Creekside PTSA Chair Guidelines.

### IV

#### OFFICERS AND ORGANIZATION

- 1) The Nomination Committee shall be elected no later than the March general membership meeting, according to the bylaws for the local PTA or PTSA Section 5, Article 5.
  - a. The nominating committee will prepare a slate and post it at the school and on the PTSA Website a minimum of 14 days prior to the general membership meeting where officers are to be voted in.
  - b. A representative from the nominating committee will present the slate at the general membership meeting prior to the vote.
- 2) The elected officers of this unit shall be no less than President, Executive Vice President / Membership, Vice President of Volunteers / Programs, Vice President of Fundraising, Secretary and Treasurer. These elected officers shall constitute the Executive Committee. The roles of the Board of Directors are defined in the document Attachment B: Board of Directors Roles & Responsibilities
  - a. Officers shall be elected for a term of one year and shall assume office on July 1<sup>st</sup>.
  - b. No person shall serve in the same elected office for more than two consecutive terms.
  - c. Any elected position may be held jointly by two people. Each co-position holder shall be entitled to a voice and vote at a Board of Directors Meeting. The President has no vote, unless it is to break a tie. In the case of CoPresidents, the presiding President has a tie breaking vote.
- 3) At least one elected officer must attend PTA & the Law and all elected officers must attend one, council, regional or state training in accordance with Washington State PTA bylaws.
- 4) The Board of Directors shall consist of the elected officers and appointed committee chairpersons.
  - a. Appointed committee chairpersons are specified at the President's discretion to fulfill a priority role within the organization that is not deemed an executive position and therefore is not voted on.
- 5) This PTSA Board of Directors shall meet monthly.
  - a. Members of the Board of Directors are required to attend regularly scheduled meetings on a date and time determined by the board.
  - b. A Board of Directors position shall be declared vacant if that person misses three consecutive meetings unless previously excused by the president(s).
  - c. If requested, chair positions are required to attend meetings, advance notice will be given and the Board of Directors will make the best effort to work with the chair to find a mutually beneficial time. However, if the chair misses three meetings the position shall be declared vacant unless excused by the president(s)
- 6) Committees and Chairpersons shall be created and/or appointed as deemed necessary by the Board of Directors. All committee chairpersons shall be current Creekside PTSA members.
- 7) The PTSA President is an ex-officio member of all committees except for the Nominating Committee.

V  
MEETINGS

- 1) Adoption of the budget, adoption of standing rules, election of nominating committee, and election of any officers shall take place at general membership meetings.
- 2) General Membership meetings shall be held bi-monthly on a date and time determined by the board. There shall be no fewer than five General Membership meetings each school year, with at least two of the five being evening meetings.
- 3) Board of Directors meetings shall be held monthly unless a meeting is deemed unnecessary by the board.
- 4) The Board of Directors has the authority to reallocate funds up to \$500, by majority vote. Extra budgetary fund allocations or re-allocations over \$500 shall be addressed at a general membership PTSA meeting.
- 5) The quorum for general membership meetings shall be no less than ten members.
- 6) The Standing Rules shall be adopted annually at the fall general membership meeting and may be amended at any time by the general membership.
- 7) Membership shall be given notice of a minimum of 10 days prior to general membership meetings. If proper notice has been given a motion can be voted upon and passed with a majority vote as long as quorum is present. If the meeting notice was given less than 10 days prior to the meeting and a quorum is established, a 2/3 vote of the members present is required to pass a motion.

VI  
AWARDS

- 1) Golden Acorn Award(s), Outstanding Advocate Award(s), Honorary Life Time Membership Award(s) and other PTSA awards may be presented annually to outstanding volunteer(s). A committee selected by the president(s), and/or board members, shall select the recipient(s). A donation shall be made annually to the Issaquah PTSA Scholarship Fund in the recipient's name.

VII  
VOTING DELEGATES

- 1) Voting delegates to the Issaquah PTA and PTSA Council shall be the President and four authorized delegates. If a CoPresident exists, both presidents will be registered with three additional delegates from the Board of Directors. These alternates shall be determined by the Board of Directors.
- 2) Voting delegate(s) to the WSPTA Convention shall be the Incoming President(s), On-Going President(s), Legislative Chair, and/or elected officers. The Board of Directors shall determine the number of delegates to be funded by the PTSA.

Attachment A: Creekside PTSA Volunteer Code of Conduct &  
Grievance Resolution Policy

Adopted September 2014

# Creekside PTSA

## Volunteer Code of Conduct

Adopted September 2014

Participation as a volunteer in the activities of the Creekside PTSA (including all leadership roles) is subject to the observance of this Volunteer Code of Conduct, including the Grievance and Conflict Resolution Process.

### PTSA MISSION STATEMENT

The Creekside PTSA strives to provide our students with the opportunity for safe, fun, and educationally enriching activities by partnering with teachers, parents, and the community and by giving each child a legislative voice.

### DEFINITIONS

The following terms are used as defined below throughout this Code:

“*Civility Policy*” means that policy adopted by the Issaquah School District as Policy No. 5282, as amended from time to time. A copy of this policy is attached hereto for ease of reference.

“*District*” means Issaquah School District No. 411.

“*PTSA*” or “*our PTSA*” means our local unit: Creekside PTSA 2.6.4.

“*PTSA Executive Committee*,” “*PTSA Board of Directors*,” “*Vice President*,” and terms of similar import shall have the meanings ascribed to them in the then-current Standing Rules of the Creekside PTSA.

“*School*” means Creekside Elementary.

### RELATIONSHIP WITH SCHOOL

Our PTSA partners with our school's staff and administrators to achieve many of the PTSA's goals. When PTSA volunteers are present in the school, they are guests of the school and must follow school policy with the approval and supervision of the school Principal, who has the legal duty to oversee the care and protection of the students. Likewise, PTSA volunteers must work cooperatively and under the direction of staff and administrators, particularly when a volunteer is present in a staff member's classroom. All volunteers for a PTSA activity must have complied with the District's procedures governing volunteers, including the appropriate screening.

### BEHAVIOR: Sustaining a Culture of Integrity

#### PROFESSIONAL CONDUCT

Our PTSA is an all-volunteer organization. Despite this, it is considered a business due to its organization as a corporation and its status as a 501(c)(3) non-profit organization. As such, all PTSA Board members, program chairs, members and volunteers should conduct themselves in a professional manner. We continually should ask ourselves the following questions: What actions would you take, how would you handle a problem, and what type of correspondence would you send if you were working for pay in a professional environment?

We earn credibility with our community by keeping our commitments, using good judgment, and honoring our core values of integrity, respect, collaboration, inclusivity, accountability and commitment. A volunteer can demonstrate these values by following a few simple rules:

- 1) A volunteer will act in a professional and civil manner in his/her relations with students, staff, and other volunteers.
- 2) A volunteer will find out how he/she best can serve the activity for which he/she has volunteered, and will commit to doing what he/she can fulfill.
- 3) A volunteer will remember that he/she is a helper in the school and will work cooperatively and under the direction of those in charge.
- 4) A volunteer will remember that students, staff, and other volunteers are relying on his/her commitment to an activity on a regular and consistent basis.

- 5) A committee chairperson will follow the processes and procedures as outlined in their event or programs binder in planning and managing his/her activity, and will enlist that number of volunteers necessary for adequate supervision and watchfulness over the activity and will ask for assistance from the board in a timely manner if need be.
- 6) A volunteer must contact the committee chairperson directing the activity if he/she is unclear about his/her role or expectations, and must contact the chairperson and/or the teacher, as appropriate, if he/she is unable to fulfill his/her commitment.
- 7) A volunteer will maintain confidentiality with respect to the students, the staff, and the school.
- 8) Except when acting in accordance with the PTSA's Grievance and Conflict Resolution Process, a volunteer will discuss grievances and suggestions relating to our PTSA only with the appropriate PTSA chairperson, or a member of the PTSA Executive Committee. A grievance or suggestion arising from a PTSA activity but related to a topic outside the purview of the PTSA (such as school or student safety) should be discussed only with the school Principal, or Principal designee.
- 9) A volunteer will remember that the rewards for volunteer service do not include special treatment or special consideration for himself/herself or his/her children.

### TRAINING

Our PTSA's officers have state PTA-mandated training requirements that must be satisfied annually. We encourage all PTSA members to take advantage of the many training opportunities offered by the regional, state, and national PTA organizations, including PTA and the Law, Legislative Assembly, and Convention. We also offer training opportunities for our PTSA volunteers, including committee chairperson training and program-related training. Committee chairpersons must attend the chairperson training, and art docents who work with the school kiln must annually attend kiln training and sign a receipt of the Kiln Guidelines. We strongly encourage all volunteers to attend trainings where appropriate.

### STUDENT SUPERVISION

During all PTSA activities, the following two rules apply:

#### 1. Adequate Supervision:

A committee chairperson may determine the meaning of "adequate supervision" for his/her activity, but a minimum of two adult volunteers must be present at all times during an activity where students are present. A chairperson or the PTSA Executive Committee may reschedule, modify, or cancel an activity if the activity is not expected to be adequately staffed, or if the activity cannot reasonably be expected to be conducted in a safe and appropriate manner.

#### 2. Rule of Three:

For the protection of both the students and our PTSA volunteers, a volunteer should never be alone with a single child (except the volunteer's own child(ren)) where the volunteer cannot be observed and/or interrupted by others. Our PTSA follows the "rule of three," which specifies that there should always be at least three people present - i.e. one volunteer and two or more children, or two volunteers and one child. Three or more unsupervised children do NOT meet the "rule of three" criteria.

### UNACCEPTABLE CONDUCT

PTSA volunteers shall not, in the performance of their duties, by words or conduct, demonstrate prejudice or bias based on race, sex, religion, age, disability, national origin, or sexual orientation, and will not allow members of their committee or those under their influence to do so. We will not tolerate in any form defamation, insubordination, or any conduct that falls within the definition of "uncivil conduct" as set forth in the District's "Civility Policy." If the PTSA Executive Committee recognizes a problem of unacceptable conduct emerging, the Executive Committee will follow our Grievance and Conflict Resolution Process and has the right to address and end conflicts accordingly.

### ETHICAL CONCERNS AND CONFLICT RESOLUTION

All PTSA members and volunteers should feel comfortable to share their opinion, particularly with respect to civility, ethical concerns, and conflicts. If you feel a person or an activity you are involved with is not honoring this Code, it is important for you to address your grievances with the other party, or with the appropriate PTSA chairperson or the PTSA Executive Committee, and to be willing to meet to reconcile the differences. If reconciliation is unattainable, and if the violation of this Code causes a significant disruption to an activity or to the school, or prevents the PTSA Executive Committee from reasonably being able to anticipate that the activity will be conducted in an appropriate manner, then the PTSA Executive Committee may reschedule, modify, or cancel the activity, and may ask one or more of those involved in the violation to step off of the activity. In no situation will disruptive or insubordinate behavior be tolerated. The PTSA Executive Committee, or its designees, shall act in conjunction with school and/or District administrators to support any school or District directed action involving our volunteers or programs.

**If you witness any unacceptable conduct or an incident that violates the District's Civility Policy, you must immediately report it to the Creekside Elementary Principal, in person or in writing (including via an electronic format such as e-mail).**

**If you witness any unacceptable conduct or if an incident occurs at a PTSA-sponsored activity, you also must immediately report it to the Creekside PTSA President in person or in writing (including via an electronic format such as e-mail).**

In deciding whether to report a complaint about someone, you first should ask:

- Will this conduct hurt Creekside in the long run? Will it cause Creekside PTSA to lose credibility with its students, families, staff and/or teachers?

-OR-

- Will this conduct hurt other people such as other volunteers, staff, teachers, students, or families?

-OR-

- Will this conduct subject me, my co-volunteers, or the organization to fines, legal action, or criminal charges?

**If the answer to any of the above questions is “yes” or “maybe,” please see the Creekside PTSA Grievance and Conflict Resolution Process (attached).**



# CREEKSIDE PTSA

## GRIEVANCE AND CONFLICT RESOLUTION PROCESS

Our PTSA is committed to resolving conflicts and grievances raised by our volunteers in a professional, fair, consistent, appropriate, and timely manner. Our PTSA will follow the steps and procedures set forth below, and summarized on the attached quick reference guide, to achieve resolution.

### 1) Informal Stage

A party who has a grievance against another PTSA volunteer, or a grievance regarding the conduct or administration of any PTSA activity (the "complainant"), should begin by discussing the issue(s) directly with the person(s) of concern by the complainant, or with the appropriate committee chairperson. If the complainant is not satisfied with the initial response, or if the issue is not resolved to the satisfaction of all parties, then the grievance should be discussed with the appropriate Vice President, or other applicable PTSA leader, as appropriate. Every attempt should be made to resolve grievances as soon as possible, at the lowest level possible.

### 2) Formal Stage

#### A Executive Committee Review

If the issue still is not resolved to the satisfaction of the parties after the informal proceedings, then the grievance and the requested resolution should be presented, in writing, by the complainant to the Executive Committee for investigation/mediation/ arbitration. A complainant may present a grievance only on his/her own behalf; he/she may not complain on behalf of another party. The Executive Committee will make such investigation of the grievance as the Executive Committee, in its discretion, determines is warranted. Investigation of grievances will be conducted in a fair, impartial, and transparent manner that accords respect to all parties. The Executive Committee will require any member to recuse themselves if they are interested parties in the grievance before the committee to ensure equitable treatment during the review. Within fourteen days after presentment of the grievance, the Executive Committee will decide how to resolve the grievance, and will offer to review the grievance and the resolution with all parties involved. This time frame for decision-making may be suspended during any period that the same or a substantially similar grievance is being considered by school or District personnel, or by another agency with jurisdiction, and during any time that a complainant fails to cooperate with the investigation process. The Executive Committee will record its decision in whatever manner it deems appropriate and shall keep a copy the grievance and its disposition in its permanent records.

#### B Final Appeal to Board of Directors

Any party who is not satisfied with the resolution may make a final appeal of the Executive Committee's decision to the Board of Directors, which will have a ballot vote on the decision at its next regularly-scheduled meeting.

- 3) If a grievance relates to the Executive Committee, or the Board of Directors as a whole, such that there are no disinterested persons on the Executive Committee or Board of Directors who are able to investigate and decide the grievance, a request for assistance shall be made to the V.P. Elementary – Central of the Issaquah PTSA Council 2.6.

### CONFIDENTIAL REPORTING AND NO RETALIATION

Reports and complaints will be kept confidential to the extent permitted by law and by the PTSA's need to properly investigate the situation and to communicate its decision. PTSA volunteers must cooperate fully in any investigation relating to the PTSA, and be truthful at all times. PTSA volunteers may never interfere with or obstruct an investigation conducted by the Executive Committee, the school or District, or any governmental or other agency with jurisdiction. Our PTSA prohibits retaliation against volunteers who, in good faith, submit, or participate in the investigation of, any complaints.

## Issaquah School District Civility Policy (5282)

Purpose: The Issaquah School District believes that a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student's ability to learn and a school's ability to educate its students.

The Issaquah School District Board of Directors encourages administrators, faculty, staff, students, volunteers, parents, and other community members to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the school district. The Board is committed to providing training and resources to support this expectation and refuses to condone uncivil conduct on school grounds or at school-sponsored activities, whether by staff, students, parents, volunteers, or other District visitors.

The basic purpose of this policy is three-fold:

- 1) To promote a work and learning environment that is safe, productive and nurturing for all staff and students, and to encourage the free flow of ideas without fear or intimidation;
- 2) To provide our students with appropriate models for respectful problem-solving; and
- 3) To reduce the potential triggers for violent conduct, such as fear, anger, frustration and alienation—especially by making problem-solving procedures and alternatives to violence readily accessible to both youth and adults who need them.

Definitions: For purposes of this policy, "uncivil conduct" includes the following: directing vulgar, obscene or profane gestures or words at another individual; taunting, jeering, inciting others to taunt or jeer at an individual; raising one's voice at another individual, repeatedly interrupting another individual who is speaking at an appropriate time and place; imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met; using personal epithets, gesturing in a manner that puts another in fear for his/her personal safety, invading the personal space of an individual after being directed to move away, physically blocking an individual's exit from a room or location, remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, violating the privacy of another individual's belongings (except for lawful searches by school officials conducted in connection with the administration of school rules and applicable laws), or other similar disruptive conduct.

"Uncivil conduct" does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process.

"Uncivil conduct" does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process.

Expectations: In support of this policy, the Superintendent shall be responsible for the development of District training, written and oral communications, resource lists and other tools for the use of staff, students and community members in achieving the purposes of this policy. Specific procedures appropriate to the needs of staff, students, and parents/community members will be available to all persons who have legitimate business within the District.

In all cases, individuals who perceive they have been treated in an uncivil manner will be urged to resolve their concerns through simple, direct or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from the school principal, principal designee, or work site administrator. Individuals are encouraged to work out issues of concern promptly—and preferably no later than two (2) days after an incident has occurred. No retaliation will be tolerated against individuals for working in good faith under this policy and its related procedures to resolve concerns.

Site Councils are encouraged to guide, support, and evaluate local efforts to establish and reinforce a culture of civility and respect for all. This policy seeks to promote a school culture of respect and civility. Severe or persistent acts of uncivil conduct may, however, violate other school rules, such as the District's policies against harassment and sexual harassment, or specific conduct codes. Violation of such policies may result in **further action, such as** discipline, adverse employment action, or criminal charges, as applicable. Nothing in this policy is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce school rules and applicable laws. The Superintendent and appropriate staff shall review this policy annually.

Severability Clause: If any part of this policy or its related procedures is found to be unlawful or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect to the full extent permitted by law.

Cross References/ Related Policies and Procedures

4312 Parent Complaint

3214 Harassment (students)

3213 Sexual Harassment (students)

5014 Harassment (personnel)

5013 Sexual Harassment (personnel)

3205 Civility – Students (identical language)

4011 Civility – Community Relations (identical language)

*Adopted: September 25, 2001*

## Attachment B: Board of Directors Roles & Responsibilities

# Creekside PTSA

## Board of Directors Roles & Responsibilities

### President

- Facilitates PTSA General Meetings and PTA Board Meetings
- Represents the PTSA at school meetings, district forums and all external communications regarding the PTSA
- Attends council meetings and keeps the local unit informed on district, region, state and national happenings
- Manage overall objectives and strategies of PTSA
- Create school calendar and budget with Principal and PTSA Board Members
- Makes room reservations for PTSA events and after school programs
- Is an ex-officio member of all committees, programs, and clubs that are run by the Creekside PTSA
- Liaison between parents, principal, and school staff
- Maintains legal notebook

**Time Commitment:** @ 5 hours per week

**Busiest Times of Year:** Busiest at the beginning of the year but flattens out quite soon; additional special projects as desired

### Vice President

- Support the PTSA President and fulfills the duties of the president if the president is unable
- Encourages families to sign up for the PTSA by raising awareness about the benefits of PTSA membership to the school, as well as to students and their families
- Create and implement membership campaign, enter members into the state database
- Responsible for the collection and tracking of PTSA membership (dues) and for basic funding to support PTSA programs
- Queue the treasurer to complete the financial side of the membership process
- Ensure that the unit is following best practices by preparing submissions for awards such as Standards of Excellence, Honor PTA etc.
- Compile and distribute school directory both electronically and in print, which is available to all PTSA members

**Time Commitment:** varies

**Busiest Times of Year:** Early in school year and early spring

### Treasurer

- Manage and supervise all of the financial aspects of PTSA
- Maintains the PTSA Financial records, both hard and soft copy
- Maintains PTSA legal notebook
- Keeps the PTSA compliant with rules and regulations
- Assists with planning and budgeting for PTSA programs and activities with Executive Board input and approval
- Assists program chairs in money management and reporting
- Manage and reconcile bank accounts, pay bills and reimbursements, and makes all deposits in a timely manner
- Monthly reporting and providing timely financial information to the PTSA
- Prepares necessary documentation for audits
- Provides annual IRS tax return information to professional tax accountant and files tax return
- Completes and submits reports and forms as required to state PTA (through local channels)
- Archives the financial records after year end and tax return filed

**Time Commitment:** Approximately 5 hours per week.

**Busiest Times of Year:** Beginning of the year due to learning curve and in the spring.

## Secretary

- Reminds board of upcoming meetings through email and collects agenda items
- Prepares and photocopies agenda for each Board Meeting and General Body Meeting
- Brings sign-in sheet to meetings to record members present at meetings
- Records each meeting in writing
- Present minutes for approval at Board Meeting and General Body Meetings
- Make corrections to minutes as authorized
- Act as custodian of important papers and records
- Submit meeting minutes to be posted to PTSA website
- Keeps a print-out copy of all agendas and minutes in binder
- Handle all postal mail/correspondence for PTSA including Thank-You cards
- Update board documents including board contact information, standing rules, and mission and goals • *The secretary should have at each meeting:*
  - Agendas
  - Minutes from past meetings
  - Bylaws
  - Standing rules
  - List of board members and their contact information
  - Paper
  - Calendar
  - Motion blanks
  - Pencils, pens

**Time Commitment:** 30 - 40 hours per year

**Busiest Times of Year:** Following each PTA meeting

## VP of Volunteers

- Recruits chairs for each of the program committees
- Collect and contact volunteers from first day packets
- Keep undated database of volunteers to be distributed to event chairs as needed
- Communicate with the board regarding volunteer needs so that they can be published in newsletter as necessary - If unable to find volunteers, notify the board with adequate timing so that event may be cancelled or modified
- Responsible for reviewing and overseeing the scheduling and execution of the PTSA sponsored programs
- Report necessary program information at monthly Board meetings
- Support committee chairs with running PTSA sponsored programs by ensuring they have access to information needed to run a successful event, answering questions they may have and being the board point of contact
- Touch base with chairs prior to an event to verify their budget and help with required paperwork before and after event
- Solicit and maintain files or binders from current and previous event chairs to assist the following year's chairs
- Recognize and thank volunteers as appropriate and coordinate a "Thank You" gift at the end of school year
- Keep VP Programs binder up to date to hand off the next year

**Time Commitment:** Approximately 3 hours every week

**Busiest Times of Year:** August and May

## **VP of Fundraising**

- Coordinate, organize and oversee Fundraising events - *All Fundraising dates should be communicated with PTSA Board on a regular basis.*
- Pursue fundraising ideas/programs and propose them to the board as necessary
- Manage all passive Fundraising Programs as necessary
- Recruit and support 5th grade Fundraising Chairs and act as liaison between board, parents, and school staff
- Continue to monitor success of fundraisers and to recommend changes to fundraising objectives and strategies throughout the year
- Coordinates with the Communications and Vice President to update the Creekside PTSA website and e-news on all fundraising activities and affiliate promotions

**Time Commitment:** 2 hours per week; more during peak fundraising times

**Busiest Times of Year:** Around major fundraiser.

## Attachment C: Creekside PTSA Chair Guidelines



# **Creekside PTSA Chair Guidelines**

## **I. General Guidelines**

### **A. Facility Use**

PTSA Clubs, Events, and Activities need PTSA board permission to meet on school premises during school hours. For activities before and after school, and use of facilities, including the kitchens and athletic fields, a district Facilities Use form must be filled out. PTSA president must sign the Facilities Use form. Kitchen fees are deducted from chair budget.

Use of district equipment and/or materials (copiers, PE equipment, computers, paper, etc.) must be pre-approved by the PTSA and the district must be reimbursed for any costs.

### **B. Fundraising**

- PTSA board should approve in advance any fundraising activity conducted.
- School staff may not plan, manage, or operate fundraisers.
- Money must be immediately turned into PTSA treasurer or placed in PTSA safe located in PTSA office.
- Fundraiser events must be clearly advertised as a PTSA activity.
- Fundraising must be kept apart and clearly designated from school fundraising activities.
- If students participate in the fundraising activity, it must be voluntary, infrequent, and not during instructional time. Students should not organize, manage, or operate a fundraising activity.
- Students cannot handle any money.
- PTSA Fundraising must follow all PTSA bylaws.

### **C. Money Management**

- PTSA Activities must be planned, managed and operated solely by members of the PTSA and with PTSA funds.
- All supplies purchased with PTSA funds are property of PTSA.
- School or district staff are not to receive or handle any money.
- School employees are not signers on PTSA checking accounts, do not keep money in school safe or school bank account.
- Only PTSA members can handle money.
- Money is to be counted and amount noted and signed by two PTSA members. Money should be immediately turn money into PTSA treasurer or place in PTSA safe located in PTSA office.
- Cannot use the school address for correspondence or deliveries without board pre-approval.
- Use of funds must be pre-approved by PTSA board.
- Have PTSA President and Treasurer sign all contracts &/or vendor agreements.
- Follow all PTSA bylaws.

### **D. Contracts**

- Anytime someone is paid for service, you should have a Personal Services Contract and 1099 Signed. See WA State PTA website for sample contracts.
- All contracts should be signed by PTSA President and Treasurer, not a Creekside employee.
- Creekside employees cannot be paid by PTSA. They must be paid through the district.

## **Creekside PTSA Chair Guidelines**

- Facility Use Forms must be completed for any group using a district building for an activity/event/fundraiser. Facility Use Form must be signed by PTSA president.
- A valid Certificate of Insurance and Additional Insured document is required prior to activity date for any business coming to work with students on site or where the students go off-site.
- PTSA President and PTSA Treasurer keep a copy of all contracts.

### **E. Recommended Business Practices (State Auditor could ask for these)**

- All disbursements of money need evidence of prior approval by at least two signatures in writing.
- All checks are signed by two people.
- Keep all source documents as back-up.
- Explain in writing all voids and refunds.
- Never use White Out, pencil or scribble out anything. Periodically record inventory on stored items and equipment. Keep Bylaws, Constitution and Standing Rules current. See Record Retention Schedule in "PTA & The Law" document.

### **F. Risk Factors**

- Food Handler Cards are required for all permanent locations (like concession stands) where unpackaged food is handled. For temporary locations (like fundraisers or special events) at least one person needs a card.
- Federal Law prohibits 501(c)3 non-profit groups from engaging in political candidate campaigning.
- PTSA Clubs are not to sponsor/coordinate field trips.
- High Risk activities are discouraged and must be coordinated with your PTSA board.

## **II. PTSA Club Guidelines**

### **A. Reporting**

- New PTSA Clubs must submit a PTSA Proposal form and present the form at a PTSA board meeting.
- Prior to first PTSA Club meeting, a PTSA Planning Report must be filled out and presented at PTSA Board meeting prior to spending any money or first club meeting. If unable to attend a board meeting, Club Leader must contact VP of Volunteers and coordinate another meeting time.
- Maintain a student roster with parent and emergency contact information. Rosters must be verified with VP of Volunteers prior to first meeting. Email VP of Volunteers to any changes to student roster.
- Maintain a PTSA volunteer notebook.
- Within 30 days of the conclusion of the club, submit an Event Follow-Up Worksheet to the VP of Volunteers.

### **B. Budget**

- You must stay within your expense budget. Requests for budget changes must be done in person at a PTSA board meeting prior to going out of budget.

## **Creekside PTSA Chair Guidelines**

- Turn in all receipts and signed Expense Reimbursement Form within 30 days of your event. Forms are to be placed in the PTSA basket located in the school office.

### **B. Communication**

- Contact PTSA board with any questions.
- Use PTSA board to communicate with school and district staff. To minimize employee time devoted to activities outside of their role at the school, PTSA board streamlines all requests made to the school and its staff.
- Contact PTSA Communication Chair and Social Media Chair for advertising.

### **C. Management**

- PTSA recommends that clubs be run by two adults, at least one being a PTSA member.
- Offer unbiased sign-ups for club on PTSA website. Priority sign-ups are not allowed.
- All supplies purchased with PTSA funds are property of PTSA and should be kept in PTSA office. Keeping supplies in a different location requires PTSA board pre-approval.
- Arrive to Club meetings 10 minutes prior to student arrival.
- PTSA member must be in attendance during the entire club meeting.
- PTSA member cannot leave until all children have been picked up. If a parent is late picking up their child on more than two occasions, child can be asked to leave the club.
- In the event of a cancelled meeting, PTSA club leader must contact all club members and have confirmation that all club members know the meeting has been cancelled. VP of Volunteers and Creekside office must be contacted prior to the cancelled meeting. If PTSA Club Leader is unable to contact a club member, Club Leader or alternative representative needs to be at school at the designated meeting time to confirm that no child arrives and is left unattended.

## **III. PTSA Event Chair**

### **A. Reporting**

- PTSA Planning Report must be filled out and presented at PTSA Board meeting prior to spending any money. If unable to attend a board meeting, Event Chair must contact VP of Volunteers and coordinate another meeting time.
- Within 30 days of the conclusion of your event, submit an Event Follow-Up Worksheet to the VP of Volunteers.
- Maintain a PTSA volunteer notebook.

### **B. Budget**

- You are given a budget for both income and expense.
- You must stay within your expense budget and aim to generate your income. Requests for budget changes must be done in person at a PTSA board meeting prior to going out of budget.
- Contract Treasurer if seed money is needed.
- Contract Treasurer to coordinate counting money at the end of an event.

# **Creekside PTSA Chair Guidelines**

- Turn in all receipts and signed Expense Reimbursement Form within 30 days of your event. Forms are to be placed in the PTSA basket located in the school office.

## **C. Communication**

- Contact PTSA board with any questions.
- Use PTSA board to communicate with school and district staff. To minimize employee time devoted to activities outside of their role at the school, PTSA board streamlines all requests made to the school and its staff.
- Contact PTSA Communication Chair and Social Media Chair for advertising.

## **D. Management**

- All supplies purchased with PTSA funds are property of PTSA and should be kept in PTSA office. Keeping supplies in a different location requires PTSA board pre-approval. PTSA office must remain a usable office space.
- PTSA board purchases and stores in PTSA office: napkins, plates, cups, plastic silverware, server ware, food handling gloves, garbage bags, paper towels, and sample cups. Purchasing these items for requires VP of Volunteer approval.
- Do not store open food or food that will expire prior to next PTSA event in PTSA office.
- Facility Use form clearly outlines the event space that is reserved for use. Any changes must be updated on Facility Use Form, signed by PTSA president, and sent to District Office for approval.
- Event setup times are shown on Facility Use form. If additional setup time is needed, board pre-approval is required.
- PTSA Chair must be in attendance for setup, clean-up, and during the event.
- Facility space must be cleaned up immediately following event.
- Supplies in PTSA office must be organized within 7 days of the event concluding.

## **III. PTSA Chair**

### **A. Reporting**

- PTSA Planning Report must be filled out and presented at PTSA Board meeting prior to spending any money. If unable to attend a board meeting, Event Chair must contact VP of Volunteers and coordinate another meeting time.
- Within 30 days of the conclusion of your event, submit an Event Follow-Up Worksheet to the VP of Volunteers.
- Maintain a PTSA volunteer notebook.

### **B. Budget**

- Most chair position are given a budget for both income and expense.
- You must stay within your expense budget and aim to generate your income. Requests for budget changes must be done in person at a PTSA board meeting prior to going out of budget.
- Turn in all receipts and signed Expense Reimbursement Form within 30 days of your event. Forms are to be placed in the PTSA basket located in the school office.

# **Creekside PTSA Chair Guidelines**

## **B. Communication**

- Contact PTSA board with any questions.
- Use PTSA board to communicate with school and district staff. To minimize employee time devoted to activities outside of their role at the school, PTSA board streamlines all requests made to the school and its staff. Art Docents may work directly with classroom teacher.
- Contact PTSA Communication Chair and Social Media Chair for advertising.

## **C. Management**

- You must stay within your budgeted. If you need additional funds, contact VP of Volunteers prior to going over budget.
- All supplies purchased with PTSA funds are property of PTSA and should be kept in PTSA office or designated location. Keeping supplies in a different location requires PTSA board preapproval. PTSA office must remain a usable office space.
- PTSA board purchases and stores in PTSA office: napkins, plates, cups, plastic silverware, server ware, food handling gloves, garbage bags, paper towels, and sample cups. Purchasing these items for requires board approval.
- Do not store open food or food that will expire prior to next PTSA event in PTSA office.