

Brooks Museums Magnet Elementary School PTA 2015-2016 Standing Rules

Adopted 05/17/15

Amended 09/10/15

Amended 05/05/16

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 Volunteers

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 meetings of the Board 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. Two staff liaisons 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:

Each committee chair should:

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 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 chairmen all notebooks and materials
- Presides at general membership, board, and officers' meetings
- Shall be a member in good standing
- Serve on the mini-grants committee

Committees-

A. Awards- *(not a current committee)*

Responsible for the NCPTA and Wake County PTA Council awards nomination process – Activities include:

- 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.

C. Legislative/Advocacy-

Responsible for legislative and advocacy activities for the Brooks PTA – Activities include:

- 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
- Submit information for the website to the VP of Communications
- Coordinate at least one advocacy program for the membership

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.

E. Diversity and Inclusion Committee-

Responsible for building meaningful relationships among a diverse representation of the Brooks community, to ensure that the Brooks PTA is both proactive and responsive to the needs of all students and families –

Activities include, but are not limited to:

- Identify emerging leaders among diverse populations in the Brooks community.
- Initiate and nurture relationships among those who make up our culturally diverse Brooks community.

- Enhance the quantity and quality of inclusion of a diverse portion of the Brooks population in planning and participation of school activities.
- Forge relationships with other school PTAs in order to create bridges that will help transitioning students and their families remain involved in their school communities.

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
- Oversees Carnival committee chairs (or will be Carnival chair if one is not identified or assigned) 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 chairmen all notebooks and materials
- Attends general membership, board, and officers' meetings
- Gives committee updates to President or at meetings
- Shall be a member in good standing
- Mini-Grant Chair

Committees-

A. *Mini-Grants-*

Responsible for the planning, executing, and awarding the Brooks PTA grants to teachers and staff – Activities include:

- 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
- Maintain procedure book, SEE OPERATIONS SECTION III

B. *Grants-*

Responsible for applying for and obtaining grants to benefit the school community – Activities include:

- 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 CARNIVAL-

Responsible for planning and executing the annual Brooks PTA Carnival (herein referred to as Carnival) – Activities include:

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

1. Carnival Basket Bundle-

Responsible for organizing and implementing a grade level basket raffle – Activities include:

- Choose different basket themes
- 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” by parent curators
- Organize volunteers to sell tickets before and after school the week of the carnival, sell tickets at the carnival, and as otherwise needed
- Coordinate with treasurer as to income collection and counting procedures
- Maintain procedure book, SEE OPERATIONS SECTION III

2. Carnival Cool Cash-

Responsible for organizing and implementing a cash prize drawing – Activities include:

- Choose the amounts to be rewarded to the winners
- Send communications to the VP of Communications
- At least two weeks prior to the carnival, send a set amount of tickets home with each student in the Monday folders with information on incentives and begin online sales
- Keep records of ticket sales for individual students and classes
- Collect tickets in the two weeks before the carnival and at the event
- Organize volunteers as needed to collect tickets in the weeks before the carnival, sell raffle tickets at the carnival, and as otherwise needed
- Coordinate with treasurer as to income collection and counting procedures
- Maintain procedure book, SEE OPERATIONS SECTION III

3. Carnival Corporate Support-

Responsible for obtaining support from local businesses for the carnival, the PTA, and the Brooks community – Activities include:

- Cultivate a generous tax deductible donation to the carnival 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. Carnival Decorations-

Responsible for creating a festive atmosphere on the evening of the carnival – Activities include:

- Ordering balloons in colors that will complement the carnival theme
- Purchase shopping bags to be given to carnival attendees

- Creating signage for directions, etc
- Setting up and breaking down the decorations at the carnival
- Maintain procedure book, SEE OPERATIONS SECTION III

5. *Carnival Food and Bake Sale-*

Responsible for arranging and selling dinner and desserts at the carnival – Activities include:

- Coordinate with the food vendors, ask him/her to be at the carnival to assist in sales, orders, etc.
- Send communications to the VP of Communications
- Purchase drinks and sides, obtain volunteers to send in bake sale items
- Coordinate with the cafeteria manager as to use of the cafeteria at the event
- Organize volunteers to serve food, bus tables, and collect money in the cafeteria
- Straighten the cafeteria at the end of the carnival
- Maintain procedure book, SEE OPERATIONS SECTION III

6. *Carnival Games-*

Responsible for the organization of the games for the carnival – Activities include:

- Organize a committee to plan games
- Check existing games for missing parts, batteries, broken parts, etc. two weeks prior to the event
- Plan new games with Principal approval a minimum of two weeks prior
- Contact teachers and let them know if a game will be in their classrooms
- Make a list of teacher, room number and game for reference purposes (no maps allowed)
- Send communications to the VP of Communications
- Gather 2 liter bottles
- Purchase game tickets
- Purchase prizes
- Create signs for the classroom doors with the name of the game and number of tickets required to play
- Organize and create a procedure for setting up games and breakdown the night of the carnival
- Maintain procedure book, SEE OPERATIONS SECTION III

7. *Carnival Silent Auction/ Carnival Teacher Participation-*

Responsible for organizing and implementing a silent auction at the carnival and for recruiting staff for participation in the Carnival – Activities include:

- Organize a committee to solicit items to be auctioned
- Coordinate with the media specialist as to the use of the media center
- Purchase bid sheets
- Gather and display items for optimum merchandising
- Encourage the Brooks community to make donations of their talent and or time
- Send all communication to the Brooks community to the VP of Communications by the deadline
- Organize volunteers to set up the auction, oversee the auction during the carnival, check out auction winners (someone with experience must be in charge or VISA/MC), gather bid sheets, and break down the carnival
- Coordinate with treasurer as to income collection and counting procedures
- Send a letter to the staff in January asking them to participate in the carnival in one of two ways:
 - give “Time with a Teacher” to the auction
 - volunteer at the carnival
- Reward any staff for contributing to auction
- Maintain procedure book, SEE OPERATIONS SECTION III

8. *Carnival T-shirts-*

Responsible for having carnival T-shirts available to the Brooks community – Activities include:

- After choosing a theme, create a T-shirt design and color
- Scan the design to be used in communications and send to VP of Communications
- Send all ordering information to the VP of Communication
- Research and obtain the best price for the T-shirts
- Order the T-shirts through vendor
- Distribute the T-shirts the week of the carnival through home rooms
- Maintain procedure book, SEE OPERATIONS SECTION III

9. *Carnival Volunteers-*

Responsible for the organizing of volunteers for the carnival – Activities include:

- Send all communication for the Brooks community to the VP of Communications
- Create online SignUp Genius for parent and staff volunteers. Send to staff one week before this is sent to parents.
- Obtain volunteers from local middle and high schools, sororities, etc.
- Coordinate with School Secretary for approval of volunteers and nametags
- Organize a committee to help manage volunteers and fill in vacant positions at the carnival
- Send all staff volunteers thank you notes

10. *Carnival Wrist Bands*

Responsible for selling wrist band tickets – Activities include:

- Send all communication for the Brooks community to the VP of Communications
- Organize a committee to help sell wristbands the week of Carnival
- 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 chairmen all notebooks and materials
- Attends general membership, board, and officers' meetings
- Gives committee updates to President or at meetings
- Shall be a member in good standing

Committees-

A. Book Stop-

Responsible for organizing and implementing a program that awards students for good deeds by giving them a gently used book – Activities include:

- Send out announcement to teaching staff regarding the opening of the Bookstop and details on the procedure to award book bucks to students
- Bundle stacks of 25 book bucks and deliver to teacher's mailboxes prior to the opening of the Bookstop (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:

- Form a committee in the spring prior to the school year that includes but is not limited to the magnet resource teacher and staff
- Must attend United Arts Training, usually held on a Saturday in August before school starts
- 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
- 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:

- 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 from online and give teachers copies of the official entry form for any identified offline students
- Check with the principal 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. Safe Schools/Healthy Schools-(Not a current committee but we are gathering further information to include with our programs)

Responsible for the promotion of safe school/healthy student initiatives on behalf of the Brooks PTA – Activities include:

- Communicating new safety/health initiatives to the Brooks PTA
- Create innovative ways to communicate ways to keep our children safe and healthy to the Brooks community

E. School Store-

Responsible for operation on the school store – Activities include:

- 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

F. Spirit Items-

Responsible for selling Brooks spirit items (t-shirts, sweatshirts, magnets, etc) to the Brooks community – Activities include:

- Form a committee to help sell inventory at the events
- Research and obtain best prices for the desired quality of spirit items
- Estimate and order inventory for school year
- Attend events that are well attended by the Brooks community to sell spirit items
- Maintain inventory of spirit items in locked PTA closet at school
- Maintain a \$0 balance/no-profit and that all items are sold at cost
- 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

G. Variety Show-

Responsible for planning and executing the Variety Show for 3rd-5th Graders – Activities include:

- Form a committee to help with auditions, rehearsals, and the final show
- Determine date for auditions, rehearsal, and final show with input from the president, principal, and music teacher
- 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
- Have volunteers help with crowd control, and the sound system
- Order ribbons or small gifts to recognize the participants - always being mindful of the budget
- Maintain procedure book, SEE OPERATIONS SECTION III

H. Online School Supply Program-

Responsible for coordinating the Online School Supply Program – Activities include:

- Online ordering for school supplies kits.
- Coordinate with Principal for supply lists.
- Choose company and complete the contract and necessary tax forms.
- Coordinate with the Data Manager for class lists for delivery of supplies and procure volunteers as necessary for assistance with these deliveries
- Advertise supply orders through the website
- Maintain procedure book, SEE OPERATIONS SECTION III

I. 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:

- 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.
- Hold a Winter Coat Drive.
- Any additional programs that arise throughout the year that will benefit the students of Brooks.
- 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 chairmen all notebooks and materials
- Attends general membership, board, and officers’ meetings
- Gives committee updates to President or at meetings
- Shall be a member in good standing

Committees-

A. Campus Beautification -

Responsible for periodically maintaining the school grounds and including the students throughout the projects – Activities include:

- 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:

- Choose a theme and obtain a speaker
- Coordinate with the music and art teachers as to the program, theme, decorations, etc.
- Create invitations and distribute them in the Monday folders
- Create a slide show
- Design and print the program
- Decorate the multi-purpose room and cafeteria or courtyard
- Purchase refreshments for students and families (i.e. cake, fruit, lemonade, water)
- Organize 4th grade parents to serve the refreshments at the reception
- Break down the multi-purpose room and cafeteria or courtyard for school the following day
- Maintain procedure book, SEE OPERATIONS SECTION III

C. New Family Outreach, Kindergarten Playdates/Picnics and Tissue Tea-

Responsible for organizing several playdates and a picnic before the beginning of school to allow incoming kindergarteners and older magnet students and their parents to meet one another as well as other staff members at Brooks. Also responsible for organizing and implementing a “coffee” for new kindergarten parents on the first full day of school for the kindergarteners – Activities include:

Kindergarten Playdates/Picnic-

- Gather email addresses of future kindergarten and magnet parents at Kindergarten Orientation and Magnet Tours (after acceptance letters have been mailed), Spring Picnic, and any other avenues to create an email group
- Choose dates for the playdates and picnic with librarian and President (approximately 2-3 on open library days) and send out an evite to the list - ask them to add any new Brooks friends that might have missed the email list
- Bring nametags to the playdates and host the event
- Obtain list of incoming kindergarten students and address labels from the data manager
- Create an invitation and send the mailing; include the kindergarten teachers, principal, and assistant principal
- Picnic only: Arrange with the assistant principal to have tables set out for name tags, Brooks spirit item sales, and other PTA information
- Serve lemonade and water
- Maintain procedure book, SEE OPERATIONS SECTION III

Tissue Tea-

- Promote event among new kindergarteners to be given out on kindergarten “staggered entry” dates
- Organize food and beverages through first grade parent volunteers
- Money in the budget for coffee and supplies
- Arrange with the media specialist to use the media center for the event
- Decorate with minimal items
- Maintain procedure book, SEE OPERATIONS SECTION III

D. School Picnics-

Responsible for organizing and implementing two picnics during the school year to allow the Brooks community to meet in a social environment – Activities include:

- Choose a date for a fall and a spring picnic with input from the president and principal
- Keep the time of the picnic from 5-7PM for lighting purposes
- Promote the picnics among the Brooks community
- Arrange for vendors to sell food and beverages at the picnic
- Arrange to have a DJ play at the picnic
- Coordinate with the treasurer as to income collection procedures if the vendors make a donation to the PTA
- Maintain procedure book, SEE OPERATIONS SECTION III

E. Special Occasions-

This committee will organize the purchase/donation and distribution of food for occasions as they arise during the year. Activities include but are not limited to principal meetings for new teachers and end of year banquet, food for teachers upon return from maternity leave, retirement cards and flowers.

F. Staff Appreciation/Student Led Conferences-

Responsible for planning and executing monthly meals for staff, snacks at some staff meetings, and all of the events surrounding Teacher Appreciation Week. Also responsible for providing food for the teachers and staff on the twice-annual Student Led Conferencing afternoons/evenings – Activities include:

- 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 monthly events and small gifts
- Obtain input from the principal and magnet resource teacher as to meeting dates that could have snacks or treats
- Plan Staff Appreciation Week - one day should be a luncheon for the staff
- Recognize and celebrate Custodian Day, Secretary Day, Bus Drivers Week and again during Staff Appreciation Week
- On Student Led Conference Days, teachers do not have time to leave campus until after 8pm. As such, the PTA will provide them with a healthy afternoon snack/meal before the conferences begin. The PTA volunteer will purchase snacks and drinks and deliver them door-to-door around the school
- 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 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 chairmen 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 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, updating the homepage weekly, sending weekly reminder emails to check the website, and making updates daily as necessary.
- Inform students & families that there is an Online Directory. 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.
- Post to Facebook and Twitter when necessary
- Coordinate with the Lead Curator as necessary for mass communications
- Responsible for all communications in connection with Carnival

Committees-

A. Yearbook-

Responsible for producing a yearbook for the Brooks community – Activities include:

- 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 appropriate school staff (principal or designee) and have the 5th Grade Class vote on the yearbook theme

- Layout of the school yearbook
- Meet deadlines set forth, by the publisher, in order to receive the best possible pricing
- Keep the sale price of the yearbook affordable to all of the Brooks community (currently \$18 or under), offset price by ad and tribute sales
- Maintain procedure book, SEE OPERATIONS SECTION III
- THE YEARBOOK MUST BE APPROVED BEFORE PUBLISHING BY THE PRINCIPAL, ASSISTANT PRINCIPAL, RECEPTIONIST, TEACHERS, MIT TEACHERS, PTA PRESIDENT, AND THE PTA COMMUNICATIONS VICE PRESIDENT.

Vice President of Volunteers-

- Works with the designated Volunteers 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 chairmen all notebooks and materials
- Attends general membership, board, and officers' meetings
- Gives committee updates to President or at meetings
- Shall be a member in good standing

Committees-

A. Character Ed Breakfast-

Responsible for a monthly healthy breakfast to honor those students chosen to represent the character trait of the month – Activities include:

- Coordinate with School Counselor for dates and traits, then send this information to the VP of Communications
- Shop for breakfast items (i.e. yogurt, donuts, bagels, etc.) and present as a buffet for students

B. Our Community Reads Day-

Responsible for promoting and assisting with special program event developed by the teachers and staff – Activities include:

- Advertise the event on the website
- Recruit community members to read books to each class during the event
- 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

C. Lead Parent Curator-

Responsible for providing leadership for the parent curators – Activities include:

- 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
- Coordinate with the VP of Communication regarding communication needs
- Ensure that all teachers have a parent curator for the duration of the school year
- Aid in the collection of items needed for the Carnival basket raffle

- 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.**

D. Parent Info Sessions-

Responsible for creating and executing half hour programs to begin monthly board meetings – Activities include:

- Work with the vice president and/or president to determine themes for the programs
- Organize events as needed
- Confirm programs with president, president will discuss with principal

E. Staff Support-

Responsible for coordinating volunteer support with staff for Kindergarten Escorts, Vision and Hearing Screenings, Picture Days, Magnet Fairs and Tours, AIG support, and other events/tasks as needed – Activities include:

- Work with staff to determine needs and report status
- Recruit volunteers through Sign Up Genius as needed, and communicate roles/responsibilities with volunteers
- Coordinate with Lead Curator and VP of Communications regarding communication needs
- Provide volunteer information to school administration to ensure volunteers are WCPSS approved
- Maintain Procedure Book, SEE OPERATIONS SECTION III

F. Field Day-

Responsible for coordinating Field Day for Grades K-2 and 3-5 in conjunction with the Physical Education Teacher – Activities include:

- Create a sign up for procuring volunteers.
- Provide assistance with providing snacks and refreshments.
- Assist with any additional needs of the Physical Education Teacher.

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 chairmen all notebooks and materials
- Attends general membership, board, and officers’ meetings
- Gives committee updates to President or at meetings
- Shall be a member in good standing

Committees-

A. Book Fair-

Responsible for organizing and implementing the fall and spring Book Fairs – Activities include:

- Coordinate with Scholastic representative dates for the two book fairs in the preceding spring with input from the president and the principal
- 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
- Procure bags to hold books donated to classrooms
- Give out bags to teachers to have decorated by their class
- Market the book fair in coordination with the VP of Communications
- Coordinate with the treasurer as to income collection procedures
- Make a recommendation to the president and VP of Ways & Means as to how the proceeds should be received - in cash or books
- Maintain procedure book, SEE OPERATIONS SECTION III

B. Family Spirit Nights-

Responsible for organizing fundraising nights at local restaurants and for hosting 2 skate nights for students. All contracts must be signed by the President – Activities include:

Family Dinner Nights-

- Choose a date in the fall and spring with input from the president and principal
- Coordinate with the business representative
- Organize any necessary volunteers
- 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
- Attend the events
- Coordinate with the treasurer on income collection procedures
- 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
- Follow appropriate procedures (including WCPSS clearance) if mascot will appear at school to promote event
- Arrange with the treasurer to hand over the income from the events
- 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:

- Research and obtain the best prices from promotional companies
- Coordinate with the fundraising representative as to procedures
- Choose a date for the fundraiser with input from the president, principal, and the art teacher
- 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:

- Attend the NCPTA Summer Leadership Training Event and gather all information on membership procedures
- Order membership envelopes and membership cards from NCPTA
- Promote PTA membership to parents and staff
- Recognize teachers as they join the PTA
- Create spreadsheet of members to send to NCPTA on the due dates
- Coordinate with the treasurer on income collection procedures
- Organize volunteers as needed
- Have a sales table at events that are well attended by families of Brooks students (example- Meet the Teacher, Open House, Fall Picnic, Kindergarten Picnic)
- Notify president and principal of teachers and Board membership status monthly
- Continue to promote membership throughout the school year. Online application stays active throughout the school year.
- 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:

- Choose a beginning and ending date, theme, and incentive with input from the president and the principal
- Create innovative ways to encourage, motivate, and inspire the Brooks community to contribute
- Organize volunteers as needed
- Coordinate with the treasurer as to income collection procedures
- Attend events that are well attended by the Brooks community to promote the fundraiser (including table at events such as Open House and Fall Picnic)
- Work with VP of Communications on marketing/announcing the drive
- Coordinate daily or every other day counting of donations
- Coordinate acknowledgement and thanking of contributors
- Communication 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:

- 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, follow Communication Procedures for offline students for paper copies of information to be sent home

- Choose BoxTop contest beginning and end dates (two weeks long) with input from the Ways & Means VP, President and Principal
- Maintain procedure book, SEE OPERATIONS SECTION III

G. Go Play Save

Responsible for organizing and implementing a fundraiser involving selling GoPlaySave coupon books – Activities include:

- Before school starts, coordinate with the data manager for labels of all student names and their teachers for use in distribution of the books
- 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
- 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 member in good standing
- Serve on the mini-grants committee
- Update PTA Bulletin Board as needed

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
- Makes 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 meeting
- 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 initiates the selection of the audit committee by notifying the First Vice President that the books are ready for audit
- 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 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 committees

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. President's report
 - d. Principal's report
 - e. Treasurer's report
 - f. Standing committee reports
 - 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 Board for changes and consent prior to the meeting.
2. Consent for the agenda and submission of changes should be submitted to the president prior to the meeting.
3. 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 meeting, board meeting, and general membership meetings shall be distributed by the secretary to the respective Board members within ten days 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:

- Principles:
 1. Consider one item at a time
 2. Protect the rights of others in debate
 3. Speak only with permission from the meeting chairperson
 4. Address the meeting chairperson only
 5. Be courteous to fellow Board members
- Quorum:
 1. A quorum is defined in accordance with the bylaws.
 - a. “**20** members shall constitute a quorum for the transaction of business in any general membership meeting of the Brooks PTA.”
 - b. “A majority of the Board of Directors members shall constitute a quorum.”
 2. 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.
- Motions:
 1. Motions introduce a subject to the Board.
 2. It may be presented orally or in written form.
 3. Motions are seconded unless the motion comes from committee.
 4. If a motion is not seconded, it may not be debated or discussed and fails for lack of a second.
 5. A motion that is seconded may be debated unless the president rules the motion is out of order.
 6. All approved motions must be submitted to the secretary in writing.
- Debate:
 1. Each motion debated receives 10 minutes of debate. The president will keep the time.
 2. The member initiating the motion speaks first.
 3. All members wishing to speak about the motion receive the opportunity to speak before any one member speaks for a second time.
 4. Each member may speak for two minutes.
 5. 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.
 6. A majority vote is required to extend time for debate.
 7. 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 their alias email address is forwarding appropriately.
3. All Board members and VPs must use their alias email address for PTA related business (i.e. registrations, sign ups, 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, with approval from the President. All other communication will be posted to the website, and only sent home in paper format to identified offline students in English and Spanish.
2. Communication via School Messenger will be sent to the President a minimum of one week prior to desired Communication Date. 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 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, Chairperson'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 \$10,000.
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 and should it exceed half of the PTA’s operating budget for that year.
4. Expenditures out of the reserve fund must be approved by a majority vote of the Board.

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 Board and/or the meeting the guidelines in “Dollars and Sense.”
4. NEW for 2012-13: All expenditures exceeding \$250 must have prior approval from the PTA President and Treasurer. Reimbursement should not be expected without this.
5. All expenditures exceeding \$500 must be approved by the PTA board PRIOR to purchase with the following exception:
6. Specific expenses in the budget that have been approved by the general membership (i.e., PTA liability insurance, because it is one bill over \$500). Having a budget line item for \$1,000, for example, is not an exception because that budget is represented by many purchases throughout the year.
7. 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 \$9.00).
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 form and this Financial Procedures form.
5. Upon receiving the deposit and count sheet, the Treasurer will immediately check again for accuracy. The Treasurer will issue a receipt to the appropriate chairperson.
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 the copy given to the Treasurer with the deposit.
3. Upon receiving the deposit and count sheet, the Treasurer will immediately check again for accuracy. The Treasurer will issue a receipt to the appropriate chairperson.
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 head directly to the bank. 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 to submit 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 five board members shall have the authority to sign checks drawn from PTA accounts. Typically we just have four.
2. The Treasurer, President, First Vice President, and the Secretary (if for any reason the First Vice President cannot fulfill this obligation) should have check signing responsibilities. If a fifth is needed, the Finance Committee Chair is recommended to 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.