

**STANDING RULES  
OAKDALE ELEMENTARY PTA**

**I. ADMINISTRATIVE SECTION**

- A. All officers and chairs shall:
  - a. Attend meetings of the Executive Board.
  - b. Submit their plans of work for the approval of the President and Principal before undertaking a project or before the event.
  - c. Allow the Principal/Asst. Principal to review all PTA documents before school-wide distribution.
  
- B. All newly elected officers are encouraged to attend the Hamilton County Council of PTA's training either before or during their term of office.
  
- C. The Board shall meet monthly on the Tuesday before the district Advisory Council Meeting during the school year. There will be no formal meeting in the month of December. Any changes to meeting times must be published in accordance with the Bylaws. In the event an Advisory Council Meeting is cancelled, or there is no formal Advisory Council Meeting for a specific month, there will still be a Board Meeting as scheduled.
  
- D. The Nominating Committee shall be elected by this local PTA at a regular general membership meeting in the month of November. The committee shall consist of no less than three members, with a request being made to obtain one volunteer in best effort from the floor at the November General Assembly (Unit) Meeting. The remainder of the committee shall be requested to volunteer from the current members of the board, by the President or presiding officer. Members of the nominating committee shall not serve for more than two consecutive years. The President may not serve on this committee and the chair shall be elected by the committee.
  
- E. Any Officer or Board member shall give due notice of absence to the President of the Executive Committee. Any Board member or Officer absent from three (3) consecutive board meetings without legitimate reason, or due notice to the President, may be asked by the Board to relinquish her/his chairship or office.
  
- F. All Officers and committee chairs shall update the procedure binder for their successor(s). It is recommended that this be completed within one week of completion of the event/activity or no later than the end of the fiscal year on June 30<sup>th</sup>.
  
- G. Board meetings shall be for board members. Any Oakdale PTA member wishing to attend meetings may do so, but shall hold no vote. Anyone wishing to address the board that is not a board member must notify the President.
  
- H. Discussion shall be limited to ten (10) minutes on any topic at all board meetings.

- I. All officers, chairs, board members, and committee members, must be dues paying members of this PTA unit by October 1st, or their position(s) will be filled by a current dues paying member.
- J. Any and all motions taken to the Unit for a vote must first be approved by a quorum of the Executive Board.
- K. The Standing Rules shall be reviewed every two years by a committee appointed by the President. The revised Standing Rules shall be presented at the November General Membership meeting for approval. Refer to Bylaws for amendment and review procedures of the Bylaws.
- L. In June of each school year, the current PTA President shall complete all Ohio PTA forms and submit the new roster of the Oakdale Elementary PTA Board to the Ohio PTA before June 15.
- M. Each month, the Recording Secretary will remind Oakdale Elementary PTA volunteers to record their volunteer hours. By June 30 each year, the Recording Secretary will submit the total hours to the Ohio PTA. These will be broken down into the following categories:
  - a. Number of SERVICE HOURS (time spent working in the school, time spent at PTA meetings, doing regular PTA work, preparation, organizing programs and projects, events, attending training).
  - b. Number of LEGISLATION HOURS (hours spent contacting legislators, attending school board meetings, working on school levy or bond issues).
  - c. Number of FUNDRAISING HOURS (hours spent working on fundraising projects).
- N. In the event a PTA meeting (Board or General Membership) is not able to meet in-person (for public health, safety, or other emergency reasons), emergency notice of the change must be posted and the general membership notified at least 24 hours prior (if possible). If a meeting can happen by way of video or phone conference, this should be done and the meeting instructions provided to the full membership. If the Board chooses to utilize a video or phone conference prior for reasons other than an emergency, the Board should notify the general membership at least 7 days prior to the scheduled meeting.
- O. The Oakdale PTA will maintain a Legal Documents Notebook. This is a notebook into which the Oakdale PTA places all documents relating to the legal status of the unit. All materials marked PERMANENT RECORD should be in this notebook. This notebook will be maintained and kept up-to-date by the Oakdale PTA President. The document notebook may be physical copies or stored digitally.

## **II. BUDGET & FINANCIAL SECTION**

- A. The Board shall pay expenses and registration fees for all special PTA luncheons and dinners for officers, Principal(s), chairs, and teachers who wish to attend, within the provisions of the current annual budget.

- B. The National PTA Convention attendance will be limited to four (4) Executive Committee members (or if they cannot attend, a representative approved by the board) with the exception of local convention. When it is in Cincinnati, attendance will be decided at the discretion of the Board at that time, with budget provisions of \$500. Delegates are required to attend the Hamilton County Council of PTA meetings and submit a report at the Board meetings.
- C. For members of the PTA Executive Committee, PTA Board and Oakdale Staff, Oakdale PTA may send acknowledgement of births, deaths, marriages, and illnesses by sending a card. In the event of a death of a member of the PTA Executive Committee, PTA Board or Oakdale Staff member, or the retirement of an Oakdale Staff Member, Oakdale PTA may purchase a book, not to exceed \$25 that includes a sticker stating that it is a Memorial/Tribute gift, to be kept in the Oakdale Library. This shall be the responsibility of the Corresponding Secretary.
- D. This organization shall present an honorary award to an Oakdale staff member who has exemplified their dedication and service to the school. The type of award will be selected by the Board. A nominee shall only win this award one time. This shall be the responsibility of the First Vice President.
- E. A Budget Committee shall be formed at or before the last Board Meeting of the school year (Typically April). The Principal, while not a member of the committee, may be asked to make budget recommendations. The Budget Committee shall consist of the current and incoming President, the current and incoming Treasurer, and the current and incoming 2<sup>nd</sup> Vice President. If those individuals make an even number for the committee then at least one but no more than three other members must be appointed to make an odd-numbered committee.
- F. A Special Disbursement Committee may be formed during the last quarter of the school year (Typically March). The Special Disbursement Committee shall consist of the current and/or the incoming President, the current and/or incoming Treasurer, at least two other Executive Board members, and up to three General Members. The Principal (or his/her representative) shall be invited to participate. If those individuals make an even number for the committee then at least one, but no more than three other members must be appointed to make an odd numbered committee.
- G. This organization shall carry a fidelity bond, renewed annually, on the offices of Treasurer, President, First Vice President and Second Vice President (Ways and Means). This is the minimum number of persons to be covered.
- H. This organization shall pay annual dues to the Oak Hills Advisory Council. This will be requested from the Council treasurer at the beginning of each school year and used at Council discretion. This organization shall also budget up to \$200 annually to be used only by the Oak Hills Advisory for the promotion of legislation and issues pertinent to the PTA or district.

- I. Funds being available, this organization shall contribute annually to the scholarship funds of the Hamilton County Council of PTAs:
  - a. The Ralph Sinks Administrative Scholarship \$50
  - b. Theresa Kirby Memorial Scholarship \$50
  - c. Student College Scholarship \$50
  - d. The Margaret B. Rost Special Education Teacher Scholarship \$50
  
- J. Funds being available, this organization shall contribute annually to the scholarship funds at Oak Hills High School in the form of two (2) \$500 (minimum) scholarships to be awarded to two (2) Oak Hills High School Seniors who previously attended Oakdale Elementary School for at least three years. The two scholarship accounts are the:
  - a. Oakdale Past Presidents' Scholarship
  - b. Aileen Buns Memorial Scholarship
  
- K. Funds being available, this board shall provide a donation in the annual budget for the Oak Hills After Prom. These funds will be requested by the After Prom committee from Oak Hills High School.
  
- L. There shall be funds allocated in the annual budget as the "Principal's Discretionary Fund", not to exceed \$200.
  
- M. There shall be funds allocated in the annual budget as the "President's Discretionary Fund", not to exceed \$200.
  
- N. Money shall be allocated in the annual budget categorized as Teacher Allotment and used for the purchase of classroom games and materials. These items shall remain with the classroom. Teachers are to purchase these items and then submit the receipt with a disbursement voucher to the Oakdale PTA treasurer by the date determined annually by the Executive Board. The amount will be determined annually by the Budget Committee.
  
- O. A bank balance (general account) of not less than \$5,000 shall be forwarded to the incoming board. Any carryover funds in excess of \$5,000 may be designated for a Special Project. In the event that the carryover funds are budgeted to be less than \$5,000, the Oakdale Elementary PTA must vote on this separately at the time of the approval of the new year's budget.
  
- P. This PTA shall perform an annual audit of the books of Cub Scout Pack 186 (Typically November). This group is chartered through Oakdale Elementary PTA. The President of the PTA shall sign the Cub Scout charter annually (Typically November). The Cub Scout Pack 186 shall provide the Oakdale Elementary PTA President the name of the chair and pack leader to the PTA by June 30 each year.
  
- Q. The Oakdale Elementary PTA must perform a Financial Review of the prior year's accounting at the end of every fiscal year and with every change in Treasurer.

- a. The President must appoint a Financial Review Committee by May 30 of each year (Oakdale Elementary PTA Bylaws, Article VIII, Section 1.g). This committee must consist of at least three members without check signing privileges (Oakdale Elementary PTA Bylaws, Article XI, Section 5).
- b. The committee must choose its chair at its first opportunity.
- c. The financial review committee chair should confer with the treasurer, president, and committee members and set the date for the review.
- d. Once the date for the review is set, the financial review committee chair should confirm the date with committee members, the treasurer, and president, and arrange for the financial records to be delivered.
- e. Prior to the review, each member of the committee should review the procedures for conducting a financial review. The committee chair may consider making assignments to committee members to facilitate timely completion of the review.
- f. The chair of the financial review/audit committee should obtain the following items from the secretary:
  - i. Minutes of all meetings
  - ii. Unit bylaws
- g. The chair of the financial review committee should obtain the following items from the treasurer:
  - i. Treasurer account book or bound ledger
  - ii. Unit checkbook
  - iii. Unit savings account book (if unit has one)
  - iv. Approved unit budget (and amendments)
  - v. All Executive Board treasurer reports
  - vi. All General Meeting treasurer reports
  - vii. All bank statements
  - viii. All deposit slips
  - ix. All vouchers, bills and receipts
  - x. Treasurer receipt book
  - xi. The previous financial review
  - xii. Annual financial report
- h. Start the review with the records posted after the last review. Check the beginning balance on the financial review/audit report, checkbook, and general ledger book. All of these figures should match.
- i. Examine each month's bank statement and its corresponding reconciliation. Make sure each month has been correctly reconciled.
- j. Compare cancelled checks (as listed on electronic bank statements or online) against the general ledger entries and the checkbook; all dollar amounts should match exactly. Check off each check entry in the ledger and checkbook.
- k. Match cancelled checks to corresponding vouchers or purchase orders. (Not every unit may use a voucher or purchase order system.) (A sample voucher form is included in this handbook.) Again, dollar amounts must match.
- l. Make sure there is a bill, receipt, or invoice for each check. If no receipt or invoice exists, check the budget or minutes of meetings to substantiate the reason for disbursement.

- m. Check each deposit slip against general ledger entries, checkbook or bank book entry, and corresponding bank statement. All dollar amounts should match. In some cases, several entries may have been combined into one deposit. Make sure all addition has been performed accurately.
  - n. Make sure all cash receipts issued by the treasurer match (or totals match) entries in the general ledger. (Treasurers should issue receipts for all funds received.) All receipts must be entered in the general ledger with a designation of committee and/or activity, i.e., membership dues, bake sale, fundraiser, etc.
  - o. Check the general ledger for any errors. Total all receipts and disbursements by month and fiscal year. Totals should match treasurer's annual (fiscal year) financial statement.
  - p. Check each financial statement for errors. Make sure that beginning and ending balances correspond to the general ledger and checkbook.
  - q. Examine the financial review/audit report. The beginning and ending balances must match those of the general ledger and checkbook. Disbursement and receipt totals should also match the annual financial statement. Any outstanding checks or deposits should be listed.
  - r. Once the financial review/audit committee is satisfied that the general ledger, checkbook, annual financial statement, and review statement are correct, draw a line across the items where the financial review/audit concludes. All committee members should sign and date, the ledger, checkbook and review statement using a different color ink. (Examined and found correct. . . . (name). . . .(date).)
  - s. The chair should return all records to the current treasurer and secretary once the financial review is complete. It is a good idea for the financial review committee chair to retain a copy of the review report and financial statement.
  - t. Once the financial review is complete, the financial review report must be presented to both the out-going and in-coming Treasurers and Presidents (by June 15).
  - u. The financial review must then be presented and adopted by the membership. The financial review report must be read at a general membership meeting by a member of the review committee or by the recording secretary at the first general meeting of the fiscal year.
  - v. After the report has been read, a motion for adoption is made; the motion is put to a vote.
- R. Banking Procedures
- a. The PTA will ensure that only authorized check signers (as specified in the bylaws) are on the bank signature card. Previously-authorized signers will be removed from the signature card whenever a resignation occurs or a new term begins.
  - b. The PTA must maintain at least two signers (who are not relatives) on the PTA accounts at all times.

S. Treasurer Responsibilities

- a. The PTA Treasurer will prepare and present monthly treasurer reports, budget-to-actual comparative reports, financial secretary reports, committee reports and semiannual audit reports at board and association meetings.
- b. The Treasurer only pays bills which have been authorized by the executive board or association.
- c. The Treasurer will have the bank statements reviewed monthly by a non-check signer.

T. Other Financial Procedures

- a. The PTA's fiscal year will be July 1 to June 30.
- b. The PTA will ensure the budget is approved by the association and expenditures are authorized prior to spending funds.
- c. The PTA will conduct at least one audit per year, in accordance with the bylaws.
- d. An independent party shall prepare the 990EZ return each year. . The treasurer is responsible for having the 990EZ return prepared and filed by the due date. The return is due on November 15th each year for the period of July 1st through June 30th. The President for the year being filed should sign the return.
- e. The PTA will conduct a membership campaign throughout the year and will remit membership funds not belonging to the association monthly.
- f. The PTA will remit the PTA insurance premium in accordance with the due date.

U. Cash Practices

- a. The PTA will ensure all monies are counted by two PTA members, one of whom must be an officer or chair. Cash verification forms are signed by everyone who counts monies. A signed copy of the verification form is given to each person who participates in the count.
- b. Receipts will be issued for all donations, contributions, and other payments.
- c. The PTA will ensure checks and transfers between bank accounts are signed by two authorized check signers.
- d. The PTA will ensure officers receive training at convention, state, district or council PTA workshops at least annually.
- e. A petty-cash balance will not be maintained. If change is needed, an officer or member may provide small bills and a receipt will be written to the officer/member. Two non-bank-signers must sign the receipt.

V. Reimbursement Practices

- a. The Oakdale Elementary PTA will not reimburse the sales tax portion of expenses. The PTA Board should inform and remind all PTA members at the beginning of each school year that purchases should be purchased using the organization's tax-exempt number so as to avoid paying unreimbursable taxes.
- b. The PTA will not reimburse for use of coupons or other discounts used ("Buddy Cards", etc.). Individuals are asked to use PTA-purchased discount cards if they are concerned about being reimbursed for the used discount cards.

W. Fundraisers

- a. Box Tops: Funds raised by the Box Top fundraiser is contributed to the Oakdale Specials teachers (Art, Music, Physical Education) on a rotating basis each year.
- b. Coke Caps: Funds raised by the fundraiser is contributed to the Oakdale Specials teachers (Art, Music, Physical Education) on a rotating basis each year.
- c. Kroger Community Rewards: Funds raised by the fundraiser is contributed the general PTA unit funds yearly.
- d. Amazon Smiles: Funds raised by the fundraiser is contributed the general PTA unit funds yearly.

**III. MISCELLANEOUS SECTION**

- A. A copy of the Conflict of Interest Policy shall be given to all members of the board, officers, and staff members upon commencement of such person's relationship with the PTA or at the official adoption of this policy. Each board member, officer, and staff member shall sign and date the policy at the beginning of his or her term of service or employment and each year thereafter. Failure to sign does not nullify the policy. Each member of the board, officer, and staff member shall annually sign a statement which affirms such person (see Conflict of Interest Form):
  - a. Has received a copy of this conflict of interest policy,
  - b. Has read and understands the policy,
  - c. Has agreed to comply with the policy, and
  - d. Understands that the PTA is a constituent organization of the Oakdale PTA as a nonprofit corporation and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
  
- B. When approaching faith communities for sponsorship or involvement in events or presentations, PTA leadership should solicit groups of all denominations and faiths represented within the student and teacher groups (Christian, Muslim, Jewish, etc.).
  - a. Faith communities may participate in events as sponsors and be provided space for booths or displays. They may hang "Sponsored by" banners but should not have any religious language or symbols on the banner other than those that are part of the organization's logo.
  - b. Representatives may not discuss faith beliefs, requirements, practices, services, etc. unless asked by students, parents, or other individuals.
  - c. Faith communities must provide all items (games, prizes, services) to everyone without condition (other than number of items provided per individual) or requirement to sign-up on a mailing list, etc.
  - d. Information (mailing lists) may be permitted but organizations will not be permitted to require sign-ups.
  - e. Attendee/student contact lists will not be provided to faith communities.
  - f. Faith communities may have fliers on their booth about their organization for people to take as interested but may not be handed out or handed to attendees. The flyers may be placed on the table for people to pick-up. Information on non-religious events that are open to the community may be handed out.



- g. The PTA must be exclusively non-sectarian and will not endorse or promote any religion or religious entity.
- h. The PTA will not sponsor faith-based events in which elements of the faith are practiced (“Prayer at the Pole” or “Prayer for the Students”, etc.).

**Oakdale Elementary PTA  
Annual Board Calendar**

<b>Month</b>	<b>Type</b>	<b>Description</b>
July	None	<ul style="list-style-type: none"> <li>• Beginning of Fiscal Year (July 1)</li> </ul>
August	Board	<ul style="list-style-type: none"> <li>• A copy of the Conflict of Interest Policy shall be given to all members of the Board, officers, and staff members and should be signed at the first meeting of the year.</li> <li>• Remind all members that taxes are not reimbursable by the PTA</li> <li>• Renew PTA Insurance (Bylaws, Section 5.k)</li> <li>• Previous year's PTA membership ends August 31 (Bylaws, Section 7).</li> <li>• Determine Teacher Allotment submission deadline (Standing Rules).</li> </ul>
September	Gen.	<ul style="list-style-type: none"> <li>• Officers, chairs, Board Members, Committee Members must have dues paid by October 1.</li> <li>• PTA membership year begins September 1 (Bylaws, Section 7).</li> <li>• Approve Financial Review Report</li> <li>• Approve Budget, Submit to Advisory PTA (Bylaws, Section 2.e)</li> <li>• Set Board Meetings For Year (Bylaws, Section 3)</li> </ul>
October	Gen.	<ul style="list-style-type: none"> <li>• Pay dues to Oak Hills Advisory Council PTA</li> <li>• Appoint Standing Rules Review Committee (Every 2 years)</li> </ul>
November	Gen.	<ul style="list-style-type: none"> <li>• Elect Nominating Committee (Bylaws, Article VII, Section 1.b).</li> <li>• 990EZ Tax Forms due on November 15.</li> <li>• Sign Cub Scout Pack 186 Charter and Review Books.</li> <li>• Revised Standing Rules submitted to General Membership for review and approval.</li> <li>• Submit the Ohio PTA and National PTA portions of the dues to Ohio PTA monthly with the first payment no later than November 30 (Bylaws, Article VIII, Section 5.h).</li> <li>• Submit Updated Bylaws and Standing Rules to District PTA by November 30.</li> </ul>
December	None	<ul style="list-style-type: none"> <li>• No Board meeting in December.</li> </ul>
January	Board	<ul style="list-style-type: none"> <li>• Submit Ohio PTA dues monthly.</li> </ul>
February	Gen.	<ul style="list-style-type: none"> <li>• Nominating Committee to present nominees (Bylaws, Article VII, Section 1.d).</li> <li>• Submit Ohio PTA dues monthly.</li> </ul>
March	Board	<ul style="list-style-type: none"> <li>• Form "Special Disbursement Committee"</li> <li>• Submit Ohio PTA dues monthly.</li> </ul>
April	Gen.	<ul style="list-style-type: none"> <li>• Appoint Budget Committee (Standing Rules)</li> <li>• Submit Ohio PTA dues monthly.</li> </ul>
May	Gen.	<ul style="list-style-type: none"> <li>• Vote to approve of next year's budget (voting separately on carry-over funds budgeted if less than \$5000) (Bylaws, Article X, Section 2.e).</li> <li>• Appoint Financial Review Committee (Bylaws, Section 1.f).</li> <li>• Election new officers (Bylaws, Article VII, Section 3).</li> <li>• Compile new Board roster.</li> <li>• Submit Ohio PTA dues monthly.</li> </ul>
June	Gen.	<ul style="list-style-type: none"> <li>• Cub Scout Pack 186 to provide names of chair and pack leader to PTA by June 30 each year.</li> <li>• End of Fiscal Year.</li> <li>• Pull down Officer Handbooks from Ohio PTA: <a href="https://www.ohiopta.org/handbooks/">https://www.ohiopta.org/handbooks/</a></li> <li>• Meet with incoming Board, School Administration, Discuss Goals, calendar.</li> <li>• Recording Secretary to submit volunteer hours to Ohio PTA by June 30.</li> <li>• Submit any final Ohio PTA dues monthly by June 30.</li> </ul>

**Annual Reviews**

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Standing Rules (Every 2y)	Last approved 11/15/16		11/17/20		To be reviewed and approved.		To be reviewed and approved.		To be reviewed and approved.
Bylaws (Every 3y)		12/9/19			To be reviewed and approved.			To be reviewed and approved.	
Box Top Funds	Gym	Music	Art	Gym	Music	Art	Gym	Music	Art

These Standing Rules were prepared and approved on November 17, 2020, by standing rules committee members: Amy Auberger, Mary K Benken, Chris Lawhead, and Kyle Vath.

These Standing Rules were voted on and approved by the PTA Board and general membership on November 17, 2020.