

Hill Middle School PTSA Standing Rules

General Business

1. All regular monthly meetings will begin promptly at 7:30pm, unless otherwise determined by the executive committee. The meeting shall end no later than 9:15pm or one hour 45 minutes after the scheduled start time. At the time expiration the majority present may vote to continue the meeting or adjourn. Unfinished business will be completed at the next scheduled meeting or at a special meeting called by the executive board.
2. Executive board members shall attend all regular monthly meetings. Notice of an unavoidable absence should be given to the president prior to the meeting and a written report submitted for the meeting.
3. Regular monthly meetings are open membership meetings.
4. If the president and vice-president are unable to attend at regular meeting, it should be rescheduled.
5. Committee chair or representative should attend all meetings at which the committee's business will be discussed.
6. All PTSA board members are encouraged to take the PTA Information Course.
7. Funds will be budgeted to cover registration expenses for members attending PTA courses, conferences or conventions at the district, state or national level. Participants' meals can be paid for with approval of the executive committee.
8. A separate procedure book or file box will be kept by each PTSA officer and standing committee chair. The officers' files must be kept in accordance to PTA guidelines and federal and state laws. In addition as reference one to two years of the following should be kept: agendas, minutes, treasurer's reports and budgets. Standing committee chairs shall have two years of final reports or summaries for each committee in their function area, budgets and minutes. The president will also keep one to two years of Hill Street News as reference and maintain the master list of all final reports or summaries as reference and historical information.
9. After a committee completes its business, the committee chair will write a report in a form requested by the executive committee. This report will be added to the standing committee chair's file and the president's master file. The report and additional event information must be turned into the president no later than the last scheduled meeting of the year or at the completion of the committee's business.
10. The PTSA executive committee will prepare a packet for distribution in August for all standing and committee chairs. Documents will include: upcoming year calendar, draft budget, PTSA board roster, standing rules, supply closet inventory, volunteer list and other information deemed necessary for a chair to execute a committee task.
11. The PTSA president or designee should attend to the PTSA mail box in the Hill office at regular intervals. If a committee chair is expecting mail, the president or designee should be contacted and arrangements made for dispersal of said mail.
12. All notices placed in the Hill Street News or copied for dispersal to a minimum of one grade level shall be approved by the standing committee chair and the

president. Notices for committees in which Hill faculty, guidance or administration are involved shall be approved by that staff member.

Recognition

1. Appreciation to faculty and staff will be shown by three PTSA-hosted meals: back-to-school luncheon, and during fall and spring conferences. Timing will be arranged with administration.
2. Acknowledgement of public school educators will be given during American Education Week in November.
3. School administrative assistants and the school nurse will be recognized on Administrative Assistant's Day and Nurse's Day.
4. During Teacher Appreciation Week in May, teachers and aides will be recognized.
5. The principal, assistant principals, and PTSA faculty representative will be recognized at the end of the year by having an item donated to the LMC in honor of their contributions to the PTSA. The total of the items will not exceed \$100. The PTSA vice-president will arrange this with the LMC director.
6. A "thank you" notice will be placed in the Hill Street News to all volunteers after the completion of that committee's function or at the end of the school year. All volunteers will be invited to attend the year-end thank you meeting. Refreshments will be arranged for by the executive committee and PTSA faculty representative.

Special Occasions

1. Cards may be sent by the secretary to any current Hill staff member or PTSA board member in the case of hospitalization or serious illness, of arrival of a new child to the family or of marriage.
2. In the case of death of any current Hill staff member, student or PTSA board member or immediate family member of a PTSA board member, the PTSA may send a card or donate a book to the library. The determination will be made by the executive committee with input from other board members.
3. Gifts for the new District 204 PTA's will not exceed \$300.00 and will be given when the new treasurer is in place. Should Hill attendance boundaries change, the membership will vote to determine the appropriateness and amount of a larger contribution not to exceed \$750 or \$2.00 per child transferred, whichever is less.
4. Any administrator, faculty representative, or school administrative assistant leaving Hill should receive a token or recognition by the PTSA as determined by the executive committee.

Finances

1. The following members have the authority to sign checks drawn on the Hill PTSA account: president, vice-president, secretary and treasurer. Two signatures are required on all checks. One of those signatures should be the treasurer or the president.
2. All monies collected and funds dispersed should be handled in accordance to PTA guidelines.

3. Within two business days of collection, all monies received by a committee chair must be turned into the treasurer, with the exception of the Gingerbread Junction crafter payments. These payments must be submitted to the treasurer within 2 business days of the Gingerbread Junctions event, along with all other monies collected from Gingerbread Junction event. The monies must be counted and turned in with a receipt signed by (one of) the committee chair(s). Upon recounting the income, the receipt is to be countersigned by the treasurer. If the treasurer is not available, the president may receive the monies and sign the receipt. If permission is granted by the treasurer or president, the chair may turn in the monies and receipt into the Hill office to be locked in the school safe.
4. Within three business days of receipt of monies from a chair, the funds must be deposited into the Hill PTSA bank account by the treasurer or the president. If monies are turned into Hill office, the deadline still applies.
5. To receive reimbursements from the PTSA, a voucher should be filled out and mailed to the treasurer. Supporting receipts must be attached and the voucher must be signed by the person requesting the funds. Vouchers should be submitted within thirty days of the purchase date. Sales tax exempt certificates should be used for PTSA purchases as appropriate. Separate vouchers shall be made out for each budget category.
6. Sales tax will not be reimbursed from those stores which accept the tax exempt letter.
7. The president, with agreement from the treasurer, can approve expenditures not to exceed \$50.00 over the PTSA budget for any particular line item. These expenditures should be duly documented in the appropriate month's treasurer's report.
8. Bonding insurance/dishonesty coverage is carried for up to a total of ten (10) officers and committee chairmen. A board member must be present at all times when money is being counted.

Elected Officers and Their Duties

The four elected officers make up the executive committee. Some of the duties listed below are required under the by-laws or standing rules. Others are traditional responsibilities.

President

Presides at all meetings of the association, executive board and executive committee. Is an ex-officio member of all committees except the nominating and auditing committees. Appoints special committees and coordinates the work of the officers and committee chairs. Is an active member of the Indian Prairie Parents Council, keeps an updated procedure book or file, attends Hill Parent Advisory Council meetings, Hill Hero Breakfasts, parent education functions, registration and other functions deemed appropriate.

Vice President

Acts as an aide to the president. Performs the duties of the president in the absence or inability of that officer to serve. Acts as membership chairperson and maintains an updated PTSA membership list. Along with the secretary, maintains the PTSA bulletin board and oversees the content and additions to the PTSA website. Purchases year-end gifts as noted in the standing rules. Attends Hill Parent Advisory Council meetings and registration.

Secretary

Records the minutes of all meetings of the association, the executive board and the executive committee. Keeps time at the regularly scheduled meetings. Posts copies of the approved minutes on the PTSA bulletin board and on the PTSA website. Provides board members with a copy of the minutes via e-mail prior to the next meeting. Conducts correspondence of the association as directed. Assists vice president with the PTSA bulletin board and website content. Purchases and sends cards, flowers, memorials etc. as specified in the standing rules.

Treasurer

Receives all monies of the association and keeps an accurate and timely record of receipts and expenditures. Follows PTA guidelines for money management and files tax documents as required by the IRS and the State of Illinois. Prepares recommendation of first quarter spending (July, August, September) for presentation at April meeting. Hosts budget meeting in June or July. Pays out funds in accordance with the budget as approved by the membership. Presents a written financial statement at every meeting of the association and at other times as requested by the executive board, and makes a full report to the audit committee at the end of the financial year (July 31). Posts a copy of the approved budget and monthly financial report on the Hill PTSA bulletin board within 3 business days following the monthly Hill PTSA meeting. Approved budget should also be posted on the website. Attends PTSA functions where substantive funds are involved.

Standing Committees

The seven standing committee chairmen, the elected officers, the principal and the faculty representative comprise the executive board. The board is the executive board plus all the chairs of the PTSA roster-listed committees, including the mentors of the Student PTSA committees. The standing committee chairmen function as a liaison between the various committee chairs and the executive board.

Service

Oversees all programs provided to help support and assist Hill Middle School staff, administration, students and the families of Hill students.

Educational Enrichment

Oversees all programs allowing students to take part in additional educational activities in a creative and fun way.

Social

Oversees the activities where students, staff and families are able to socialize before, during and after school.

Appreciation

Oversees the appreciation activities for the administration and staff of Hill Middle School.

IPPC/Legislation

Acts as our school representative to the District 204 IPPC meetings. Shares all pertinent local, community, district, state and national legislation with the membership.

Student PTSA

Acts as the parent leader and lead mentor of the student membership of the Hill PTSA. For the Student PTSA coordinates general meetings, manages the membership list and reports to the adult PTSA meetings.

Ways and Means

Oversees all activities dealing with revenue for the PTSA, allowing the organization to finance all of the programs offered.

Administration

Principal

Serves as the liaison between the administration and the organization. Informs the executive board and committees about school policies and events that might affect the operation of the PTSA.

Faculty Representative

Acts as the liaison between the faculty and the association. The Hill lead teacher often fills this position.