



PTSA Standing Rules

The Standing Rules of the Greenville High School PTSA are determined by the Executive Board to supplement and interpret the Bylaws. These rules may be amended or rescinded at any time with a majority vote from the full board. However, no standing rule, resolution or motion may conflict with the Bylaws of the Greenville High School PTSA or those of the SCPTA or National PTSA.

Qualifications of Board Member

Each member of the Executive Board shall:

1. Maintain a current membership in the Greenville High PTSA;
2. Be an approved GCS volunteer;
3. Have knowledge of, and support the PTSA mission:
 - To support and speak on behalf of youth in the schools, in the community, and before governmental agencies and other organizations that make decisions affecting children;
 - To assist parents in developing the skills they need to raise and protect their children, and
 - To encourage parent and public involvement in the public schools of this nation;
4. Demonstrate an enthusiastic attitude toward PTSA; and
5. Be willing to cooperate with others.

General Responsibilities of Board Members

1. Review a copy of local unit bylaws and standing rules.
2. Attend PTSA board meetings and PTSA sponsored events.
3. Operate their program or event within their given budget.
4. Meet with their committee to develop a plan of work and communicate with the Principal, President or President-Elect as needed.
5. Keep records or documentation of events, logistics, and contacts to pass onto future board members.
6. Keep track of all volunteer hours consistent with SCPTA.
7. Regularly check e-mail and PTSA eblasts for correspondence.

Executive Committee

The PTSA Executive Committee shall consist of the following elected PTSA officers: President (or two co-Presidents), President-Elect, Secretary and Treasurer. The President, President-Elect and Treasurer have check signing privileges. If needed, the Executive Committee may recommend an appointment of an Assistant Treasurer, who would also have check signing privileges, provide assistance and fill in for the Treasurer.

In addition to the duties and responsibilities outlined in the PTSA Bylaws,

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1. The President shall:
 - A. Oversee all functions and programs of the Greenville High PTSA.
 - B. Recruit board members and committee chairs necessary to run the Greenville High PTSA.
 - C. Communicate regularly and meet with the Principal as needed, ensuring that all material distributed and communication is approved.
 - D. Preside over all PTSA meetings.
 - E. Attend Leadership Conference and workshops, if appropriate.
 - F. Sign all contracts pertaining to PTSA business or activities. Contracts shall be signed in the following: "Greenville High PTSA, by: name of President, President".
 - G. Assist with applying for any PTSA related awards.
2. The President- Elect shall:
 - A. Work with the President to oversee all functions and programs of the Greenville High PTSA.
 - B. Fill in for the President when needed.
 - C. Learn all tasks executed by the President to be able to assume all responsibilities the following year.
3. The Secretary shall:
 - A. Be responsible for collecting attendance at all board meetings.
 - B. Record and distribute the minutes to board members before the next meeting.
 - C. Present the minutes at each meeting.
 - D. Complete quarterly review of financial documentation.
4. The Treasurer shall:
 - A. Receive, deposit and distribute money in a timely fashion.
 - B. Reconcile monthly bank statements.
 - C. Ensure checks are signed by two Executive Committee members. A minimum of three signatures shall appear on the signature card at the bank. It is recommended that the signors on the PTSA account be Treasurer, President and President- Elect. If an Assistant Treasurer has been appointed, this person may also be granted check signing privileges.
 - D. Keep a ledger that specifies from which committee/area all monies are collected and all deposits and all expenditures disbursed.
 - E. Present the monthly budget at each monthly PTSA meeting, reviewing incoming money and expenditures.
 - F. Close the Treasurer books on June 30th and provide all Treasurer Records to the Financial Review Committee or Auditor no later than July 15th. See separate section for details.
 - G. File taxes; taxes must be postmarked by November 15th.
 - H. Oversee the purchasing of adequate PTSA insurance coverage for General Liability, Officer's Liability and Bond Insurance.

PTSA Full Board

The PTSA Full Board shall consist of The Project Proposal Committee, The School Store Committee, the PTSA Executive Committee, and PTSA Program Chairs.

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PTSA Committees:

1. Project Proposal Committee:

- Project Proposal Committee shall be responsible for reviewing and voting on each Project Proposal submitted. The Project Proposal Committee shall be made up of the Project Proposal Chairs, President, President Elect, Treasurer, School Store Chairs and School Store Treasurer(s) along with coordination and input from the Principal and Curriculum Resource Coordinator. Project Proposal Chairs shall chair the Project Proposal Committee.
- Once the Project Proposal Committee has approved a final list of the Project Proposals to be awarded, the final list is then voted upon by the PTSA Full Board
- Project Proposal requests will be sought and collected in the fall and awarded in the fall with the understanding that the requested funds should be spent in the fall awarded, with certain pre-approved exceptions. There may be a second round of Project Proposals awarded in the spring if money is available and this will be coordinated by the Project Proposal Chairs.

2. School Store Committee:

- The School Store Committee will include at least one coordinator, a treasurer and volunteer coordinator and is responsible for overseeing the functions of the School Store.
- A second coordinator and an Assistant Treasurer may also be appointed by the Executive Committee, if needed.
- A school store apparel coordinator will also be appointed who will be responsible for placing apparel orders, promoting and coordinating sales.
- The School Store Treasurer will present a monthly budget report at each PTSA meeting and coordinate an independent audit at the end of the year.

PTSA Programs:

National PTSA Programs:

1. Membership:

- Prepares membership forms to go into first day packets.
- Collects membership forms and keeps spreadsheet.
- Submits monthly report to SCPTA.

2. Reflections:

- Communicate to faculty, students and parents about this year's theme and National PTA Reflections contest, including timeline, regulations and procedures.
- Organize and carryout Greenville High participation and entries into the national PTSA Reflections program.
- Recruit volunteer judges.

3. Legislative:

- Remains up to date on SIC and legislative news that needs to be communicated to staff and

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families.

- Submits eblasts when information needs to be disseminated.

Communications:

1. Eblast

- Submit weekly eblast communication using Constant Contact.
- Communicates with board members regarding deadlines and keeps up with events on calendar.
- Adds new members to distribution list.

2. Social Media:

- Coordinate posts when appropriate for FB.
- Coordinate media pieces when appropriate.

School Related:

1. Freshmen First Day:

- Work with administration to assist them in Freshmen First Day.
- Coordinate food for the event.
- Recruit volunteers for the event.

2. First Day Packets:

- Work with administration to coordinate printing and assembly of first day packets
- Obtain supplies needed
- Coordinate volunteers needed to assemble

3. Hospitality:

- Provide refreshments and assistance as needed for school events
- These events may include, but are not limited to Open House, Magnet Night, Art Show and Rising Raiders

4. Staff and Teacher Appreciation:

- Organize and coordinate activities for staff and faculty throughout the year
- Work with leadership on the coordination of several meals for the staff and faculty

5. Beautification:

- Includes indoor and outdoor beautification efforts
- Indoor Beautification provides assistance to interior facility enhancements, if needed.
- Outdoor Beautification helps to maintain the planters out front and communicates with the Facilities Manager, if needed.

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6. Red Raider Fund:

- Prepare form for sponsorship that is included in first day packets
- Determine public campaign for thanking sponsors (at school, social media, etc).
- Send thank you's to participating sponsors

7. Volunteer Coordinator

- Prepare volunteer form that is included in first day packets
- Collect forms and organizes data base at beginning of school year with volunteer information
- Send committee chairs volunteer names and contact information
- Assist in creating and publishing any volunteer sign ups, as needed.
- Keeps a data base of volunteers that are willing to be contacted on an "on call" basis or when needs arise and communicate when "on call" volunteer needs arise

Nominating Committee

1. Current PTSA members will be eligible to serve on the nominating committee.
2. The committee shall be elected at the February/March general membership meeting.
3. The committee shall consist of individuals who are informed, active and interested in the welfare of the PTSA and be comprised of five members consistent with the PTSA bylaws.
4. All discussions of the committee shall be confidential.
5. Any member of the nominating committee may be nominated for office, but must leave the room while their name is under consideration, returning when the vote is to be taken.
6. The duty of the nominating committee is to submit the name of one qualified individual for each elected office, having first obtained the person's consent.
7. The nominating committee shall present the proposed slate of officers to the Board for information only, prior to the elections.
8. The nominating committee chairperson shall present the proposed slate of officers at the general membership's annual election meeting.
9. No member of this committee may serve more than two consecutive terms.

Suggested Guidelines for the Nominating Committee

It is recommended that a nominated President serve a minimum of one year on the Greenville High Executive Committee prior to serving as President. It is also recommended that any Executive Committee member serve a minimum of one year on the Greenville High Executive Board prior to serving on the Executive Committee.

Audit/Financial Review Committee

The PTSA President shall appoint the Audit/Financial Review Committee at the April board meeting. The Audit/Financial Review Committee shall consist of a professional auditor/ CPA, or three PTSA Board members (from the year to be audited), if no professional service is available or affordable. No member of this committee may be a signor on the PTSA bank account or may serve more than three consecutive terms on this committee. The Committee shall meet together to perform its review in a timely fashion, but no later than the end of July. The review shall include all financial records for the prior school year (beginning July 1st through June 30th). For additional guidance, see the Money Matters section of the

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National PTSA's Annual Resource materials.

Procedures for Annual PTSA Audit/Financial Review

1. Review each budget line item to ensure the Treasurer's binder has a corresponding section.
2. Match all receipts/contracts to a corresponding "Check Reimbursement Form" and verify the accuracy of the total reimbursement on the Check Reimbursement Form.
3. Total all Check Reimbursement Forms for each budget line item and verify that the total matches the amount on the final budget line item for expenses. Research any differences and resolve with the Treasurer.
4. Match all deposits to a corresponding "Funds To Be Deposited" form and verify the accuracy of the total deposit on the Funds To Be Deposited Form.
5. Total all "Funds To Be Deposited" forms for each budget line item and verify that the total matches the amount on the final budget line item for income. Research any differences and resolve with the Treasurer.
6. Prepare the "Greenville High PTSA Audit Report Form" when all income and expense line items in the budget balance and ensure that all members of the audit committee sign the "Greenville High PTSA Audit Report Form."