

WESTGATE PTA PROCEDURE GUIDE

Revised March 2016

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The following guidelines have been compiled to assist each Westgate PTA Executive Board Member in understanding the complete scope of responsibilities as a committee chairperson and board member. These guidelines are to supplement the outline of duties set forth by the Westgate Parent Teacher Association (PTA) Bylaws, Illinois Parent Teacher Association (IPTA), and the National Parent Teacher Association (NPTA). Duties specific to each chairmanship can be found in committees' procedure books/binder as well as in the Standing Committee Descriptions Document on Westgate PTA's Google Drive.

I. Westgate PTA Mission Statement in accordance with NPTA Mission Statement

- a. To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.
- b. Westgate PTA strives to achieve this by providing a complimentary and supportive connection between home and school through social, service, and enrichment activities to benefit every child at our school.

II. Objectives of National PTA

- a. To promote welfare of children/youth in home, school, community and place of worship.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children/youth.
- d. To bring into closer relationship the home and the school, that parents and teachers may cooperate intelligently in the education of children/youth.
- e. To develop between educators and the general public such united efforts as will secure for all children/youth the highest advantages in physical, mental, social, and spiritual education.

III. Westgate PTA Member Definitions and Roles

- a. General Member- all PTA members in good standing.
 - i. Attend General Membership meetings.
 - ii. Vote at General Membership meetings. Proxy voting strictly prohibited.
 - iii. Read, amend if needed, and approve minutes of General Membership meetings.
 - iv. Approve and adopt the Audit Report in the fall.
 - v. Review and approve any budget changes proposed by the Executive Board.
 - vi. Elect two (2) general members plus one (1) alternate to Nominating Committee in fall or winter.
 - vii. Amend, approve, and adopt Westgate PTA Bylaws on alternating years in the spring.
 - viii. Elect officers in the spring or when a vacancy occurs.
 - ix. Approve and adopt the Excess Funds report, when necessary, in the spring.

- b. Executive Board Member- consists of all elected officers, committee chairpersons, representatives and principal (or his/her representative).
 - i. Be a General Member in good standing. See III.a.
 - 1. Attend General Membership meetings.
 - 2. Vote as a General Member at General Membership meetings.
 - ii. Attend Executive Board meetings, or send representative.
 - iii. Vote according to consensus of committee at Executive Board meetings.
 - iv. Promote general members as committee members. Promote volunteer opportunities to entire Westgate community.
 - v. Fulfill the duties as a chairperson and/or officer as outlined in that positions procedure book.
 - vi. Maintain a procedure book (binder or electronically) with pertinent documents
 - vii. Prepare Plan of Work report by the beginning of the fiscal year or within thirty (30) days of assuming position, including all related sub-committees.
 - viii. Prepare End of Year report by the end of the fiscal year, or when committee has fulfilled its objectives for the year, including all related sub-committees.
 - ix. Report regularly the works of the committee and any related works of sub-committees to the membership and board. Send copy of report to Secretary for minutes.
 - x. Read, amend if needed, and approve minutes of Executive Board meetings.
 - xi. Review tentative budget and propose to General Membership in the fall.
 - xii. Review and approve meeting dates for both General Member and Executive Board meetings at the beginning of the fiscal year or in the fall.
 - xiii. Review and approve Plan of Work and End of Year reports in the fall.
 - xiv. Elect three (3) Executive Board members plus one (1) alternate to the Nominating Committee in the fall or winter.
 - xv. Appoint members to Revision Committee for Bylaws or Procedure Guide in fall.
 - xvi. Elect an Audit Committee in the spring.
 - xvii. Elect an Excess Funds Committee, when necessary, in the spring.
 - xviii. Review standing and special committees, and approve creation or dissolution of committees.
 - xix. Submit to General Membership for approval any expenditure not in the annual budget.
 - xx. Amend, approve, and adopt Westgate PTA Procedure Guide/Standing Rules on alternating years in the spring.
 - xxi. If necessary, remove an Executive Board member or Officer not performing his/her duties.

- c. Liaison- General Members who serve as liaison to share or promote information between two (2) organizations. See III.a. General Member.
 - i. Keeps records of activities and any pertinent material.

- d. Sub-Committee Lead- General Members who lead a small committee or one-time event, working within a large committee or directly under an officer advisor. See III.a. General Member.
 - i. Keep records of activities and any pertinent material.
 - ii. May need to submit Plan of Work or End of Year reports at the discretion of the advisor.
- e. Executive Committee- consists of all elected officers.
 - i. Be a General Member in good standing. See III.a. General Member.
 - ii. Is an Executive Board member. See III.b. Executive Board Member.
 - iii. Attend Executive Committee, Executive Board, and General Membership meetings.
 - iv. Vote as an Executive Board member at Executive Board meetings and as a General Member at General Membership meetings.
 - v. Act as an advisor to those who report to them. See VII. Structure.
 - vi. Maintain officer binder and all pertinent documents.

IV. General Guidelines for ALL Executive Board Members

- a. The first responsibility of every board member is to support and participate in the total PTA program; become familiar with the objectives and policies of the National PTA, Illinois PTA, and the Westgate PTA Bylaws; and be guided by the reference material relating to their specific committee(s).
- b. Each chairperson is responsible for staffing a committee as needed. This is necessary in order to provide maximum opportunities for participation by the general membership. A roster of committee members and their respective email addresses and telephone numbers should be included in the chairperson's Plan of Work report due at the beginning of the fiscal year.
- c. Use the Weekly Reminders (Friday Packets), PTA bulletin boards, backpack mail, display cases, social media, and other Westgate communication channels to inform the Westgate community and general membership in order to stimulate interest about specific committee event/activity.
- d. All PTA-related Flyers, postings, backpack mail, Weekly Reminder submissions, and any other publicity must be proof-read by committee chairperson and approved by the PTA President prior to distribution.
- e. Media posts with pictures of students and/or student's names on social media and pta website need to be consistent with District 25 media policies (see D25 Handbook for details) and respectful of those who have not approved media release of their child's photograph or name. More information can be acquired through the Westgate Office or with the Communications Coordinator at District 25.
- f. Chairpersons will provide assistance on Arlington Heights Council of PTAs projects as requested.

V. Standing Rules

a. Membership

- i. Westgate PTA dues, as recommended by the Arlington Heights Council of PTAs, will be \$10.00 for an individual membership and \$15 for a family membership.

b. Executive Committee Member/Officer

- i. Each officer is required to attend the PTA Road to Success Course offered by Illinois PTA District 37 within six (6) months of the commencement of their first term, and is encouraged to attend other PTA information courses offerings and leadership training programs.
- ii. Each officer is required to maintain a procedure book (binder or electronically). Materials pertinent to their office should include but are not limited to current Westgate PTA Bylaws, Westgate PTA Procedure Guide, an outline of duties and procedures specific to that office, Plan of Work reports and End of Year reports, and the PTA Leadership Reference Guide.

c. Executive Board Members (including officers)

- i. All board members are expected to attend, or to send a representative to, regular board meetings for the purpose of gathering and sharing information, reporting on committee progress, and for giving support or denial to proposals under consideration. Forty-eight (48) hour minimum notification is required in order for business to be put on the agenda.
- ii. All board members are encouraged to take advantage of PTA workshops and leadership training offered by Westgate PTA, Arlington Heights Council of PTAs, and District 37.
- iii. All board members must maintain a committee procedure book (binder or electronically). The procedure book should include but are not limited to a list of Executive Board members, budgets, Plan of Work reports, End of Year reports, and any materials pertinent to their chairpersonship for the last five (5) years or in accordance with the records retention schedule. Materials pertinent to their chairpersonship should also include a specific outline of the committee procedures and their time frame as well as sample copies, newsletter clippings, sample flyer and other correspondence, vendor information used in the past, and any other documentation that will make the incoming chairperson succeed.
- iv. Each chairperson should present a Plan of Work report if their committee is requesting a budget change or are making major changes to their committee for the ensuing year at the beginning of the fiscal year. This way the budget can be finalized and approved at September's General Board meeting. The original copy must be kept in their committee's procedure book, and a copy must be submitted to the President. An additional copy may be requested by Arlington Heights Council of PTAs or for archiving purposes.
 1. All Chairpersons are responsible for carrying out their entire Plan of Work. In the event that an activity takes place after the chairpersonship changes at the last General Board meeting of the school year, the

outgoing chairperson is responsible for that activity until the close of the school year.

- v. End of Year reports in duplicate are due at the last General Board meeting (one copy for committee procedure book and one copy to the President). An additional copy may be requested by Arlington Council of PTA's or for archiving purposes.
- vi. Board members may only serve a maximum of two (2) positions (either officer and committee chairperson, or chairperson of two (2) committees). Exceptions will be made at the discretion of the board. Volunteering within a committee or sub-committee is limitless.
- vii. The cost of board members to attend Arlington Heights Council of PTA events, Illinois PTA District 37 Annual Dinner Meeting, Illinois PTA State Convention, and/or National PTA Convention shall be covered in the budget. If the budget is not sufficient for all who wish to attend, it will be divided equally between those attending (Principal and Assistant Principal will be paid in full). If ticket is not used, the board member must reimburse the PTA in full.

d. Financial Procedures and Record Keeping

- i. When requesting reimbursement for expenses
 - 1. Request should be submitted within thirty (30) days of purchase and within fiscal year that the expense took place.
 - 2. Original receipt must accompany expense voucher.
 - 3. Committee chair must approve all expenditures prior to purchase.
 - 4. PTA will not reimburse for sales tax unless the purchase is made from a merchant or warehouse that does not accept the tax exempt letter, and is the most economical choice. It is the final approval of the treasurer to make the payment.
 - 5. Payment will be made within thirty (30) days.
- ii. Procedure for handling funds for deposit
 - 1. The committee chair must deliver collected monies to the treasurer within three (3) days of each collection.
 - 2. All monies requesting to be deposited must have a deposit summary attached (spreadsheet preferably).
 - 3. All monies will be counted by two (2) PTA members, one (1) of whom shall be an Executive Board member.
 - 4. Deposits will be made in a timely manner, not to exceed one (1) week. Exceptions must be approved by the Executive Committee.
 - 5. It is recommended that large amounts of money awaiting deposit be stored in Westgate safe located in the office.
- iii. Committees must receive prior approval from the board if they are going to exceed their budget by more than \$25.00.

- e. Gifts of Acknowledgement
 - i. The Sunshine Committee will acknowledge the following events, but is not limited to:
 - 1. Hospitalization or extended home recovery of a board or staff member-card.
 - 2. Death of a parent or sibling of a Westgate student-flowers and card.
 - 3. Death of a board or staff member, parent of a board or staff member, or spouse of a board or staff member- flowers and card.
 - 4. Birth or adoption by a board or staff member- card.
 - 5. Marriage of a board or staff member- card.
 - 6. Meals or other requested needs will be provided at the discretion of the committee for hospitalizations (excluding birth), extended home recovery, or death depending on the need/request by the family.
 - ii. The Family and Staff Appreciation Committee will acknowledge the following events but is not limited to:
 - 1. Retiring staff, outgoing presidents, and board members/dedicated volunteers who are leaving because they will no longer have children at Westgate.
 - 2. The type of recognition will be determined on an individual basis based upon the years of service to the PTA and school, the type of services provided, and the funds available.
 - iii. The Executive Committee will acknowledge the following event but is not limited to:
 - 1. Retiring or outgoing school administration.
- f. Standing Rules Review Cycle
 - i. The Westgate PTA Standing Rules portion of the Westgate PTA Procedure Guide is to be reviewed by the Revision Committee every two (2) years along with the Procedure Guide, unless deemed necessary. Any changes must be approved and voted on by the Executive Board.

VI. Records Retention Schedule-information compiled from Illinois PTA.

- a. It is very important that certain records be retained and archived. Permanent records need to be bound and archived for storage and access in the PTA archival closet. The President and main office will hold a key to the closet. Permission is required to access.
- b. Permanent
 - i. Articles of Incorporation and annual reports filed with the Secretary of State
 - ii. Annual Audit Reports
 - iii. Bylaws, including amendments
 - iv. Procedure Guide and Standing Rules, including amendments
 - v. Contracts and leases still in effect
 - vi. Corporation reports filed with the Secretary of State
 - vii. Correspondence (legal)

- viii. Equipment owned by the PTA (may also be located in the PTA office)
- ix. Insurance records, accident reports, claims, policies, certificates
- x. Journals
- xi. Minutes books of association and committees
- xii. PTA Charter
- xiii. Record Retention Policy
- xiv. Tax Exempt status documents
 - 1. Application for tax exemption
 - 2. Letter of determination (recognition) of status from both Federal and State
 - 3. Group tax exemption documents
 - 4. Letter assigning IRS employee identification number (EIN)
 - 5. Form 990/990EZ and Schedule A, as filed with IRS form
 - 6. Form 990N (e-Postcard)
 - 7. State tax information returns, as filed
 - 8. 990-T, if applicable, for unrelated business income
 - 9. Correspondence with IRS
 - 10. Other information returns filed with the government
 - 11. Charitable Solicitation Registration, if applicable
- xv. Trademark registrations
- c. Ten Years
 - i. Financial Statements (year-end) and budget
 - ii. Grant Award letters of agreement
- d. Seven Years
 - i. Accident reports and claims (settled cases)
 - ii. Accounts payable records
 - iii. Cash receipt records
 - iv. Checks (cancelled); except for those checks listed under records to be kept permanently
 - v. Contracts and leases (expired)
 - vi. Inventories (products and materials)
 - vii. Invoices
 - viii. Purchase orders
 - ix. Sales records
 - x. Vouchers for payments to vendors and to officers and members, which includes allowances and reimbursements for expenses
- e. Three Years
 - i. Correspondence (general)
 - ii. Employee records (post-termination), if applicable
 - iii. Employment applications, if applicable
 - iv. Insurance policies and certificates (expired)
 - v. Petty cash vouchers
 - vi. Volunteer hour logs

- f. One Year
 - i. Bank reconciliations
 - ii. Correspondence with customers or vendors
 - iii. Duplicate deposit slips

- VII. **Westgate PTA Structure**- *Executive Board Members indicated with asterisk
 - a. ***President/Co-Presidents**- Advisor to Liaisons
 - i. Duty of President
 - 1. Arlington Heights Council of PTAs Liaison
 - 2. Cultural Arts Fair/Technology Fair
 - 3. Scholarship Project (alternating years with School Principal)
 - ii. ABC/25 Liaison(s)
 - iii. Just Move It Challenge Liaison
 - iv. *Legislation Representative
 - v. Rolling Meadows High School Liaison
 - vi. *Room Representative Committee
 - vii. *School Board Representative
 - viii. South Middle School Liaison
 - ix. *Teacher Representative(s)

 - b. ***Secretary**- Advisor to Business Administrative Committees
 - i. *Communications and Publicity Committee
 - 1. Master Calendar/Display Case Scheduler
 - 2. Social Media
 - 3. Website Editor
 - 4. Weekly Reminders
 - ii. *Membership Committee
 - 1. Directory/DirectorySpot App
 - iii. *Volunteer Committee

 - c. ***Treasurer**-Advisor to all committees with regards to money matters

 - d. ***First Vice-President**- Advisor to Ways/Means and Service Committees
 - i. *Book Fair Committee
 - 1. Birthday Books
 - ii. *Family and Staff Appreciation
 - iii. *Large Fundraising Committee, if needed
 - iv. *Service Project Committee
 - v. *Sunshine Committee
 - vi. *Yearbook Committee
 - vii. Ways and Means sub-committees-report directly to First Vice-President
 - 1. Back-to-School Kits
 - 2. Manna Gift Cards

3. Plant Sale
 4. School Pictures
 5. Spirit-wear
 6. Variety Show Concessions, if needed
- e. *Second Vice-President- Advisor to Enrichment and Social Committees
- i. *Art Appreciation Committee
 - ii. *Art Club Committee
 1. Reflections Liaison
 - iii. *Back-to-School Block Party Committee
 - iv. *Character Counts
 - v. *Chess Club
 - vi. *Ecology
 1. Beautification
 - vii. *Everybody Counts Committee
 - viii. *Fifth Grade Committee
 - ix. *Fun Fair Committee
 - x. *Juvenile Protection and Safety
 1. Home Alone Safety/Babysitting Course
 2. Traffic
 3. Safety Patrol Coordinator-if school requests support
 - xi. Social sub-committees-report directly to Second Vice-President
 1. Ice Cream Social
 2. Intermediate and Primary Movie Nights
 3. Roller Skating Party
 - xii. *Kindergarten Welcoming Committee
 - xiii. *Enrichment and Cultural Arts Committee
 1. Author Visit
 2. Cultural Arts Visit
 3. SPPRAK
 - xiv. *Trivia Night Committee

VIII. Westgate PTA Procedure Guide Review Cycle.

- a. The Westgate PTA Procedure Guide is to be reviewed by the Revision Committee every two (2) years, unless deemed necessary. Any changes must be approved and voted on by the Executive Board.

IX. Other important PTA documents can be found on Google Drive <https://goo.gl/0pnNeq> .

- a. Westgate PTA Bylaws
- b. PTA Things You Need to Know
- c. Committee Descriptions (Purpose/Goal)
- d. Communication Channels
- e. Weekly Reminder & Flyer Distribution Guidelines and Required Language for flyers
- f. Blank Plan of Work and End of Year reports

