

GATEWAY PTSA STANDING RULES

PRESENTED FOR ADOPTION 5/20/24

1. The Spirit Night Chair shall report to the VP of Fundraising. Any other fundraising efforts shall also be coordinated with the VP of Fundraising.
2. Students that join the PTSA shall pay full price for membership of \$10.00. As a benefit to membership, they shall receive two free concessions items at Grizzly Night Out. A membership roster shall be made available for volunteers at Grizzly Night Out in order to identify student PTSA members.
3. The Gateway PTSA shall purchase General Liability, Directors and Officers Liability, and a Fidelity Bond each year for the protection of the unit and it's officers. Although any nationally recognized company may be used, AIM has traditionally been used in the NKCSD for insuring non-profits. The cost of these policies shall be part of the annual budget.
4. Article IX, Section 5 of the Gateway PTSA By-Laws instructs Chairs to submit Plans of Work to the Executive Board. A Plan of Work template is attached and being made a part of these Standing Rules. This Plan of Work template shall be distributed to each Chair by the first Gateway PTSA Executive Board meeting.
5. Article IX, Section 3 of the Gateway PTSA By-Laws instructs Chairs to submit a final report. The final report should be a summary of all events throughout the year to review budget to actual cost, review community and volunteer feedback, and to review areas of growth and excellence. A final report may be written or oral, but will be recorded in the minutes

6. Square shall be used as an electronic method of payment for membership dues. The Treasurer will access reports from the Square site to provide monthly financial reporting and monthly membership reporting to MOPTA.
7. The Membership Chair will design, implement and upkeep the Square site.
8. It is recommended and best practice to have two authorized signatories sign all checks.
9. It is recommended and best practice to provide reimbursements for all expenditures by check and to pay vendors directly by check. However, a debit card may be considered for occasional and infrequent use for the purchase of items. The Treasurer and the President will be the only two officers that have access to the card. The card will not be stored in the officer's wallet or bag, but rather in a safe place at the officer's home. When a debit card is used, a receipt must be attached to a disbursement form indicating the purchase was made by debit card. Additionally, a non-check signing officer must sign the disbursement form for verification the purchase was made on behalf of the PTSA.
10. Gateway PTSA shall have an Amazon account with the school address as the delivery address. Anyone wishing to use Amazon must contact the Treasurer.
11. A non-check signing officer shall inspect all bank statements monthly for any suspicious activity. The non-check signing officer must then sign and date the bank statements. The Treasurer shall retain the signed bank statements as part of the unit's permanent records.
12. Authorized account signatories must not be related
13. Monies shall be budgeted annually for an officer or delegate to attend the Missouri State PTA Convention.

ADOPTION DATE: _____