

2021-2022 Approved Standing Rules

****Approved June 2, 2021 by Executive Board*

Standing Rules Reviews and Amendments

The executive board shall review the Standing Rules of the Fairfax County Council PTA annually.

Recommendations for changes, deletions, and/or additions shall be presented for adoption by those present and voting at any meeting of the Executive Board provided the following requirement has been met:

- The proposed change has been submitted to Council President at least seven (7) days prior to the board meeting at which it is to be considered. Proposed changes to the Standing Rules should contain placement, proposed wording, proposed deletions if required, rationale and budget impact in order to be considered.

All board members shall receive a copy of the standing rules at their start of their term and the beginning of each school year.

Executive Board Member Expectations

Executive Board members are defined as: all officers, chairpersons, and appointed representatives to external committees.

A list of all officer, chairs, and representatives titles and position descriptions shall be maintained as **Attachment A** to these standing rules. The Secretary shall be responsible for maintaining and updating such list.

Speaking As and Supporting FCCPTA

Executive Board members shall not speak for Fairfax County Council PTA or represent Fairfax County Council PTA unless authorized to do so by the Council President.

Board members are required to support actions taken by the board and to explain such actions to local PTA units holding membership in the Council.

Board members shall maintain the confidentiality of Board proceedings and internal documents.

Board members shall avoid conflict of interest. While serving with other advocacy organizations in Fairfax County be aware of differences of positions between organizations. When there is potential conflict, make board leadership aware and when appropriate recuse oneself in Fairfax County Council PTA debate and vote.

Meeting Attendance & Other Meeting Expectations

Board members are expected to attend: all Board meetings, all General Membership meetings, and special meetings/programs sponsored by Fairfax County Council PTA. Should a board member miss two (2) consecutive meetings without reasonable excuse and timely notice to the President, his/her office or chair may be declared vacant by a majority vote of the Board. The Board shall appoint a person to fill the vacancy.

Executive Board members are expected to help carry out the program at general membership meetings

Executive Board members who fail to attend meetings, trainings, or conferences for which a financial obligation has been made, without cancellation, will be billed for the cost

Any Executive Board member, funded by the PTA, attending workshops, conventions, or conferences shall file a written report with the EB

All meetings will be input on the shared calendar.

Transition Meetings

Except for the Treasurer, at the end of each term each officer, chairperson, and representative shall set up a transition meeting within ten (10) business days to (1) turn over electronic records and (2) provide the successor with reasonable assistance in the transition of leadership. If the incoming officer, chair, or representative is unavailable, the books will be turned over to the incoming president. The incoming Treasurer will shadow the outgoing Treasurer during the financial review process and filing of taxes for understanding of the roles and responsibilities of the treasurer position. After the closing of the financial review, the outgoing Treasurer shall set up a transition meeting with the incoming Treasurer within 10 business days.

Email Standards

Board members are expected to read and respond to all FCCPTA emails within 3 business days.

Board members also understand the difference between the "to" "cc" and "bcc" fields.

- When a member receives a message "to" them, they are expected to reply.
- When a member receives a message "cc" to them, it is for informational purposes and a reply is not always necessary.
- When a member receives a message "bcc" to them, they are being "blind copied" a message for privacy reasons. When a member receives a message to the entire executive board, a response is not always required as it may be informational in nature.

Record Book

All officers, chairpersons, and internally appointed representatives shall maintain a record book. The record book must contain the following: (1) annual plan of work, (2) quarterly summaries, and (3) end of year recap. They *may* also include documents, invoices, agreements, receipts, work products, meeting notes or any other record of information relating to the position held. All record books shall be saved to FCCPTA EB shared drive in the appropriate folder, and must be kept current.

Voting Member Expectations

The voting members are: (1) the elected officers (2) the chairpersons and representatives subsequently appointed by the elected officers. All board members are notified in writing of their voting status

When electronic ballots are put forth, voting members are required to submit their vote (yes, no, abstain) within 3 business days. Failure to comply with this requirement two consecutive occurrences may result in said member losing voting privileges. When members do not participate in the voting process, it may negatively impact voting results, as a majority vote of quorum is required

A list of current voting members **Attachment B** to these standing rules. The Secretary shall be responsible for maintaining and updating such list.

Committee Chairs/Internally Appointed Representatives Expectations

Committee chairs and internally appointed representatives are defined as the chairs/representatives that the FCCPTA officers appoint. These do not include external appointments such as Teacher Associations or superintendent representatives.

Committee chairs and representatives are appointed by majority vote of the officers.

All committee chairs and representatives shall complete a plan of work, a quarterly report, and end of year summary as part of their procedure/record book. These will be stored in the FCCPTA EB Shared Drive for ease of access for successors as well as current board members.

Committee chairs may undertake no work without prior approval.

Committee chairs must obtain prior approval for all expenditures.

Committee chairs must notify the president of all committee meetings to be held and input the meeting on the FCCPTA Shared Calendar.

Committee chairs & representatives must submit quarterly reports within 5 business days.

General Travel Policies

Travel Reimbursement may be defined as any event scheduled or planned by National PTA, Virginia PTA, Northern Virginia District PTA or Fairfax County Council PTA that has been approved by FCCPTA President.

The selection of attendees to events will be determined by the Executive Committee based upon the budget, training needs, and other criteria to be determined by the Executive Committee. Board member(s) that are interested in attending any event are required to notify the Council President of their interest as soon as possible.

Attendance and Reporting

Attendees funded by Fairfax County Council PTA to sponsored events are required to attend all of the scheduled events. An exception will be made if the attendee is unable to attend any/all of the scheduled events due to a work or family-related emergency. Individuals without approval will be invoiced or will not be reimbursed for the cost of any events and meals missed. If a registration fee for the event is paid, attendees must stay for the entire event.

Members who do not attend an event for which a reservation has been made and do not meet the exception criteria above will be billed for any charges incurred by Fairfax County Council PTA for the reservation, including room, meals, and registration fees.

To promote information exchange, members who attend an event with FCCPTA financial support (reimbursement) will send a brief written report to the Executive Board within 2 weeks of the event.

Housing

Executive Board Members are required to have same gender roommates for all events requiring hotel/room accommodations for overnight stay. Authorization for a single hotel room will be made by the Executive Committee.

Only room and tax for attendees on approved nights will be paid. Any fees related to reservation changes or additional nights booked will be the sole responsibility of the individual attendee.

Attendees are responsible for all incidentals, late checkout or no-show fees as required by the hotel/venue and will not be reimbursed.

Executive Board Members requesting a private room when a roommate is available shall be reimbursed for half the room rate and taxes.

In the event an attendee must make his/her own housing arrangements for a sponsored event, he/she will only be reimbursed no more than the contracted room rate plus tax.

Meals

All members attending/traveling on behalf of the Fairfax County Council PTA at approved events will be reimbursed for meals at the following rates: \$10.00 breakfast, \$15.00 lunch, and \$25.00 for dinner. Charges for alcoholic beverages will not be reimbursed.

Meal reimbursement is not available when a meal has been purchased on the attendees' behalf or included in the registration cost.

Other

Standard parking fees and tolls shall be reimbursed at reasonable amounts.

Personal automobile mileage will be reimbursed at \$0.50. Carpooling is strongly encouraged.

Expenses of approved Executive Board Members attending PTA Day at the General Assembly shall include: registration fee, hotel, transportation, dinner, lunch, and parking.

Finances

Requests for Payment

Whenever possible, it is preferred to have Fairfax County Council PTA issue a check to a vendor directly for payment. When authorized purchases are made for which Fairfax County Council PTA will be billed, a Check Request Form shall be completed, signed and forwarded to the Treasurer with the bill within 10 business days of the receipt of the bill.

Requests for Reimbursement

Expense Reimbursement Request Forms and accompanying itemized receipts must be given to the Council Treasurer within thirty (30) calendar days or at the next executive board meeting after completion of any event in which reimbursement is allowed.

Executive Committee Board members may request travel reimbursement when representing the Fairfax County Council PTA at events approved by the President such as, but not limited to: attending local unit PTA meetings to assist with elections, mediation, awards presentations, and local board training, if requested by unit president or school principal; and attending Fairfax County school board or Fairfax County Board of Supervisor meeting where member is testifying.

Requests for travel local mileage reimbursement must be approved in advance of the travel by the Executive Committee and presented for reimbursement on a quarterly basis, at a minimum within thirty (30) calendar days of travel.

For any travel requiring mileage, meals, hotel, incidentals, etc. the reimbursement shall be in accordance with state per diem rates for the fiscal year in which the travel occurred (e.g. .

Any spending reimbursement above FY per diem rates will be approved by the President.

All reimbursements (meals, hotel, parking, tolls, etc.) require submission of receipts to the Treasurer before reimbursement is made by the Treasurer.

If a reimbursement request is not filed within sixty (60) days, any reimbursements due will be forfeited and considered a donation to Fairfax County Council PTA unless special circumstances prevail and approval has been obtained from the Council President. Any reimbursement request submitted ninety (90) days after the close of an event will not be honored regardless of the circumstances.

Deposits

All incoming funds are deposited in the name of the Fairfax County Council PTA in the checking account. Deposits should be made within thirty (30) calendar days of receipt by the Treasurer.

Signatory Authority

The Treasurer and another authorized signature shall sign checks from this account. Authorized signatories shall include the President, President-elect, Treasurer and/or any other elected officer of the Fairfax County Council PTA as designated by the Executive Committee.

Bank Reconciliation

Reconciliations will be done on a monthly basis.

A person appointed by the Executive Board who is not a signer on the account will access an expenditure statement electronically (e.g. Money Minder) and will receive a hard copy of the bank reconciliation from the Treasurer within five (5) days of each month-end close.

The reviewer shall compare the bank statement with the expenditure statement by the fifteenth (15th) day of each month.

The reviewer shall report any concerns or discrepancies identified in the review to the Executive Committee within ten (10) business days of the review. If there are no concerns or discrepancies, the reviewer shall initial and date the account statements and return them to the Treasurer.

Check Policy

All checks must have an invoice or receipt as backup. For checks written to grantees or scholarship award winners, selection information from the executive board will suffice as proper documentation.

All checks will require two (2) signatures.

No checks shall be made payable to cash.

Credit and Debit Card Policy

No officer of FCCPTA shall use a credit card in the Council's name.

The Council President may be issued a debit card for use for official Council business. A Debit Card Reimbursement form shall be completed by the President and forwarded to the Treasurer for each transaction with itemized receipt attached.

Prior to utilizing the debit card the President will email the Treasurer to notify them of an incoming expense.

A Debit Card Reimbursement form shall be completed by the President and forwarded to the Treasurer for each transaction with itemized receipt attached within five (5) business days of the expenditure.

BONDING AND INSURANCE

All members of the Executive Committee are covered by a Fidelity Bond paid for by Fairfax County Council PTA. FCCPTA shall carry Accident Medical Plus insurance and any other insurance as recommended by Virginia PTA.