WESTCHESTER ELEMENTARY PTA
2026–2027 STANDING RULES

Purpose. These Standing Rules establish local procedures and operating practices for Westchester Elementary PTA. They supplement the PTA Bylaws and are intended to address unit-specific practices rather than repeat provisions already contained in the Bylaws.

1. Governance and Board Structure

Executive Committee: The Executive Committee consists of the elected officers of Westchester Elementary PTA.

Officer Eligibility. In addition to the eligibility requirements established by the Bylaws, elected officers shall be a parent or legal guardian of a student currently enrolled at Westchester Elementary and shall maintain current PTA membership throughout their term.

Vice Presidents. The three Vice President positions authorized by the Bylaws shall be designated as follows:

- **1st Vice President – Membership**
- **2nd Vice President – Fundraising**
- **3rd Vice President – Programming**

In the temporary absence or disability of the President, the 1st Vice President shall perform the duties of the President. If the 1st Vice President is unable to serve, the 2nd Vice President shall perform those duties, followed by the 3rd Vice President.

If the office of President becomes vacant, the 1st Vice President shall fill the vacancy for the remainder of the unexpired term, in accordance with the Bylaws.

Committee Chairs: For purposes of these Standing Rules, chairs of standing committees established by the Board of Directors shall be referred to as **Committee Chairs**. Committee Chairs are members of the Board of Directors in accordance with the Bylaws.

Event Chairs: For purposes of these Standing Rules, chairs appointed to lead special committees, events, activities, or projects shall be referred to as **Event Chairs**. Event Chairs are not members of the Board of Directors solely by virtue of serving as an Event Chair.

Principal/Administration: The Principal, or a designated school representative, shall serve as a member of the Board of Directors in accordance with the Bylaws.

Board Participation. Board members are expected to attend scheduled Board meetings, remain informed about PTA business, communicate with the officer to whom their committee is assigned, and participate in votes and discussions necessary to conduct PTA business.

Attendance. If a Board member misses two consecutive Board meetings without a reasonable excuse, the Board may review the member's ability to continue serving and take action consistent with the Bylaws.

Transition of Records. Each elected officer and Committee Chair shall maintain current records for the position and transfer relevant files, account information, procedures, vendor information, and other PTA materials to the incoming officer or chair promptly at the end of the term.

2. Annual Review and Operating Procedures

- The Standing Rules and Bylaws shall be reviewed annually by the Board of Directors at the beginning of the fiscal year and revised as needed.
- Changes to these Standing Rules shall be approved using the voting requirements established by the Bylaws.
- All required filings, reports, dues submissions, and other compliance items shall be completed according to current Florida PTA, Broward County PTA, tax, insurance, and applicable legal requirements.
- Where these Standing Rules conflict with the Bylaws or controlling PTA requirements, the Bylaws or controlling requirements shall govern.

3. Committee Chairs and Event Chairs

The use of the terms “Committee, Committee Chair, Event, and Event Chair” in these Standing Rules and in PTA communications is for organizational clarity and does not alter the authority, responsibilities, duration, or Board membership established by the bylaws.

Committee Chairs. Committee Chairs lead standing committees established by the Board of Directors. Committee Chairs are members of the Board of Directors and are expected to attend Board meetings, provide updates on committee activities, maintain committee records, and coordinate with their assigned elected officer.

Event Chairs. Event Chairs lead special committees established for individual events, activities, programs, or short-term projects. Event Chairs are not members of the Board of Directors solely by virtue of serving as an Event Chair and are not required to attend all Board meetings. Event Chairs shall communicate with their assigned elected officer or Committee Chair and attend Board meetings when requested or when their event or activity requires Board discussion or approval.

Plans of Work. Committee Chairs shall submit a plan of work for Board approval in accordance with the bylaws before beginning committee activities or making commitments on behalf of the PTA. Event Chairs shall submit plans for their events or activities for Board approval as required by the Board. Plans should include, as applicable, proposed activities, anticipated expenses, volunteer needs, vendors, and timelines.

Records and Transition. Committee Chairs and Event Chairs shall maintain records relevant to their committee, event, or activity, including applicable electronic files, vendor information, financial documentation, and other materials necessary for continuity. At the conclusion of their term, event, or activity, all PTA records and materials shall be provided to the appropriate incoming Chair or supervising officer.

4. Board Oversight Structure

The following structure identifies the elected officer who serves as the primary liaison for each ongoing committee. Event Chairs associated with a committee report through that Committee Chair or the assigned elected officer.

Elected Officer	Committee Chairs / Areas of Oversight
President	Campus Support; Fifth Grade; Reflections; School Safety; Title I; Yearbook/Publishing
1st Vice President of Membership	Room Parents; Membership & Volunteer engagement; Partners & Sponsorships
2nd Vice President of Fundraising	Apparel; Hospitality
3rd Vice President of Programming	Community Outreach; Literacy
Recording Secretary	Parliamentarian; School Conservation

Corresponding Secretary	Communications; Website
Treasurer	Audit; Financial administration and fiscal compliance; supports committees on budgets, deposits, reimbursements, and financial procedures

Note: Specific events may be reassigned by the Board during the year as operational needs change, provided the change does not conflict with the Bylaws.

5. Financial Procedures

The Board of Directors shares responsibility for appropriate oversight of PTA funds. The Treasurer administers the financial records and procedures, while the Board provides review and accountability.

- An annual operating budget shall be prepared, reviewed, and approved in accordance with the Bylaws and current PTA requirements before funds are spent.
- Financial reports shall be presented regularly to the Board and general membership as required.
- Financial reviews/audits shall be completed on the schedule required by current PTA rules and applicable law.
- Bank statements and transactions shall be reviewed using appropriate internal controls, including review by a person who is not a signer when required.
- PTA funds and school funds shall not be commingled.
- Only individuals authorized under current PTA financial procedures may collect, count, deposit, disburse, or otherwise handle PTA funds.
- Debit cards associated with the PTA bank account may be issued only to the President and Treasurer. All debit card and electronic transactions shall be for approved, budgeted PTA expenses and shall follow Florida PTA financial procedures, including required pre-approval, documentation, receipts, and review.
- Cash and checks collected at PTA activities shall be verified by two people using the PTA cash-verification procedure and transferred promptly to the Treasurer or designated financial officer and recorded in Givebacks if applicable.
- Checks shall not be made payable to cash. A signer shall not sign a check payable to themselves or an immediate family member.
- Reimbursements and payments require appropriate documentation, including a completed request and receipt or invoice.
- Requests for event cash boxes should be submitted at least seven days before the funds are needed.
- Reimbursement and check requests should be submitted within fifteen (15) days of the purchase or expense. Requests submitted after this period may be subject to Board approval. All reimbursement requests for the current fiscal year must be submitted no later than June 10, unless the Board of Directors establishes a different year-end deadline..
- Inventory, donated goods, gift cards, prizes, merchandise, and other items of value received or purchased by the PTA shall be documented and tracked as appropriate.
- Gift cards and similar items must be handled in accordance with current Florida PTA financial guidance and Board approval requirements.

6. Membership

- All elected officers, Committee Chairs, and Event Chairs must maintain current PTA membership while serving.
- Room Parent teams must be current PTA members.
- Membership dues for the 2026–2027 school year shall be as follows unless changed by the Board and membership in accordance with applicable PTA requirements.

    - $10 Parent/Guardian, Grandparent, Community
    - $7 for Faculty/Staff of Westchester PTA
    - $5 for Westchester Students or Alumni
    - Business membership will be included in banner sponsorship or to business partners who host a Giveback night with the school.
- The VP of Membership shall maintain membership records and coordinate membership recruitment, communication, and engagement for Parents/Guardians, Faculty/Staff, Grandparents, Community, Students, and Businesses.
- The Treasurer shall remit required state and national portions of membership dues on the schedule required by Florida PTA.
- Any change in membership dues shall be documented in the appropriate meeting records.

7. Donations, Inventory, and Vendors

- Donations of money, gift cards, food, supplies, prizes, merchandise, or other goods shall be documented so the PTA maintains an accurate record of contributions received.
- PTA inventory, including spirit merchandise, yearbooks, supplies, and other resale or program items, shall be recorded and updated regularly.
- Vendors used for PTA activities must meet applicable Broward County Public Schools requirements, including insurance or approval requirements when applicable.
- No officer, Committee Chair, or Event Chair may enter into a contract or financially obligate the PTA without the approvals required by the Bylaws, budget, and Board procedures.

8. Training and Leadership Development

Board members are encouraged to participate in training offered by Broward County PTA, Florida PTA, National PTA, or other appropriate sources. When funds are budgeted and available, the Board may approve registration, travel, lodging, mileage, or meal expenses for approved PTA training in accordance with the adopted budget and reimbursement procedures.

9. Committee Descriptions

The following descriptions establish the general purpose and responsibilities of each committee. Specific procedures may be maintained separately in committee records or procedure books.

Apparel — Coordinates the design, ordering, inventory, sale, and distribution of PTA apparel and spirit merchandise. The Chair coordinates vendors, volunteers, and related Event Chairs.

Audit Committee — Reviews the PTA's financial records and reports its findings in accordance with applicable requirements. The committee shall consist of at least three members. The President and Treasurer shall not serve on the committee, and at least one committee member shall be a current PTA member who is not a member of the Board of Directors. The Chair coordinates the review and required reporting.

Campus Support — Coordinates PTA support for campus needs, including Lost & Found, cafeteria support, and school beautification. The Chair works with school administration and coordinates related projects and Event Chairs.

Communications — Coordinates PTA communications, including newsletters, bulletin boards, flyers, and other approved communication channels. The Chair works with officers and committees to ensure information is accurate and timely.

Community Outreach — Coordinates PTA programs that promote community service, family engagement, and school-community involvement. The Chair coordinates related programs, volunteers, and Event Chairs.

Fifth Grade — Coordinates PTA-supported fifth-grade activities and celebrations. The Chair works with fifth-grade staff and oversees volunteers, vendors, and related Event Chairs.

Hospitality — Coordinates hospitality, appreciation, and recognition activities for students, staff, families, and PTA guests. The Chair oversees related activities, volunteers, and Event Chairs.

Literacy — Coordinates PTA-supported literacy programs, including Book Fair and Media Center support. The Chair works with school staff and oversees related programs, volunteers, and Event Chairs.

Nominating Committee — Identifies and nominates qualified candidates for elected office. The committee shall consist of three (3) or five (5) members elected by the general membership no later than the March General Membership meeting, in accordance with the Bylaws. When reasonably possible, the committee should include at least one general PTA member who is not on the Board, one Board member, and one faculty/staff PTA member. The committee elects its own Chair and presents the slate of nominees.

Partners & Sponsorships — Develops and maintains relationships with businesses and community partners that support the PTA through sponsorships, partnerships, giveback programs, discounts, and donations. The Chair coordinates partner communication, benefits, and recognition.

Reflections — Coordinates the National PTA Reflections program. The Chair promotes participation and manages entries, judging, documentation, and required submissions.

Room Parents — Coordinates the PTA Room Parent program and communication between the PTA, teachers, and Room Parents. The Chair recruits and supports Room Parents and provides orientation, resources, and ongoing communication.

School Safety — Supports school safety programs in cooperation with school administration. The Chair coordinates PTA-supported safety activities, volunteers, and related Event Chairs.

Title I — Supports PTA participation and family engagement related to the school's Title I programs. The Chair serves as a PTA liaison for appropriate Title I activities and communicates relevant information to the Board.

Website — Maintains the PTA website and keeps calendars, forms, links, event information, and other approved content current.

Yearbook/Publishing — Coordinates the school yearbook and other approved PTA publishing projects. The Chair works with vendors and school staff and oversees content, advertising, deadlines, volunteers, and related projects.

10. Event Chair Guidelines

Event Chairs lead individual events, activities, projects, or special committees and report to the appropriate Committee Chair or elected officer.

- Event Chairs shall receive a defined scope, approved budget, and appropriate timeline for their event or activity.
- Event Chairs may recruit and coordinate volunteers but may not independently commit PTA funds, enter into contracts, or make policy decisions on behalf of the PTA.
- Matters requiring Board approval shall be submitted through the supervising Committee Chair or elected officer before commitments are made.
- At the conclusion of the event or activity, the Event Chair shall provide relevant records, receipts, vendor information, and other materials to the supervising Committee Chair or elected officer.