

Earlywine Elementary PTA Unit Standing Rules 2013-2014

These Standing Rules are an extension of the bylaws. Items 1-19 are required to be a part of these Standing Rules.

1. Annual unit membership dues are \$6.00 per person. (*Article V, sec. 4*)
2. Additional elected officers shall include a 2nd Vice President, but is not required. (*Article VI, sec. 2*)
3. Officers shall be elected at the General Membership meeting held in April. (*Article VI, sec. 3*)
4. Officers shall assume their official duties on July 1 or upon completion of the Financial Accountability Report, and serve for a term of 2 years or until they are replaced by their successor. (*Article VI, sec. 4*)
5. Additional duties of the President shall include coordinating PTA shirts and PTA name tags. (*Article VII, sec. 1b*)
6. Additional duties of the Vice President shall include Council Delegate, and maintaining the Earlywine PTA Procedure Manual. The additional duties of the 2nd Vice President shall include Alternate Council Delegate, and Courtesy. All specified duties shall be assumed by and in the case of only one Vice President. (*Article VII, sec. 2c*)
7. Additional duties of the Secretary shall include sending notification of meetings or any PTA information as requested. (*Article VII, sec. 3f*)
8. Check signors must be Treasurer and President, and 3rd alternate must also be an officer. All signors must have signatures on file at the bank. (*Article VII, sec. 4c*)
9. In addition to the principal, elected officers, and standing committee chairs, other members of the Board of Directors shall include faculty Counselor and Teacher Rep. (*Article VIII, sec. 3*)
10. Three days notice must be given to the officers of a special called meeting. (*Article VIII, sec. 7*)
11. The following Standing Committees and their duties shall consist of: **Accelerated Reader** (awards); **Awards** (Pat Henry and assist with Reflections); **Back to School Events** (sales for school clothing, PTA membership, PTA t-shirts, snack days, class parties, and student directory); **Book Fair**; **Box Tops**; **Camp Classen Coordinator**; **Citizenship**; **Classroom Events** (homeroom parties, 6th grade shirts & pictures); **Community Service** (school/community service projects); **Council Delegate** (represents school at district PTA meetings); **Earlywine Dash** (school fundraising run); **Faculty-Administration** (Principals report); **Faculty-Counselor/Safety** (school counselor's report); **Faculty-Media/Teacher Rep** (media/teachers report); **Fundraiser**; **Historian** (scrapbook PTA/school memories); **Hospitality** (serve refreshments at school/PTA functions); **Marquee** (maintain school marquee); **Membership** (PTA); **Music** (2nd, 4th & 6th Programs); **Playground** (purchasing new playground equipment); **Red Ribbon**; **Reflections**; **School Clothing** (spirit sales); **Sequoiah** (reading rewards); **Sixth Grade Graduation**; **Snack Day**; **Standing Rules**; **Student Directory**; **Super Kids Day**; **Teacher Appreciation** (treats, luncheons, breakfasts); **VIE** (maintain PTA volunteer list); **Yearbook** (assist teacher in charge). See Earlywine PTA Procedure Manual for more detailed descriptions. (*Article IX, sec. 2*)
12. Standing committee chairs shall serve for a term of at least 1 year. (*Article IX, sec. 3*)
13. This PTA unit shall meet 4 times a year, in the 3rd week of the months of August, November, February and April, depending upon facility availability. (*Article XI, sec.1*)
14. Three days notice must be given to the general membership of a specially called meeting. (*Article XI, sec. 2*)

15. The annual membership meeting where officers are elected shall be held in April. (*Article XI, sec. 3*)
16. A quorum of 18 must be present to transact business at a General Membership meeting. (*Article XI, sec. 5*)
17. Council delegates and their alternates shall be the 1st and 2nd Vice Presidents or other member of the Earlywine Executive Board. (*Article XIII, sec. 2*)
18. PTA Convention delegates and their alternates are open to 1-2 Executive Board members. Participants are required to register and pay in advance, then be reimbursed for the cost of registration and one night hotel stay of up to \$500 when held out of town at a location greater than 60 miles from Earlywine. (*Article XIII, sec. 2*)
19. A member of the executive committee shall have but one vote, although he/she may hold more than one position.
20. The executive meeting shall be held the 2nd Wednesday of each month at 9:15 a.m. in the media center at Earlywine Elementary School, unless 3 days notice has been given prior to the meeting date.
21. The chairman of each standing committee shall present his/her Plan of Work at the executive meeting held in September. The original shall be given to the Historian, copies shall be provided for chairman's notebook, the secretary, and the Procedure Manual.
22. All motions shall be written and handed to the President before being voted on.
23. Any member of the Executive Board having three unexcused absences from the executive meetings, or through failure to fulfill other responsibilities, show him/herself unwilling or unable to perform the duties of the office, shall be relieved of all duties by a majority vote of the Executive Board.
24. If a committee member is unable to attend, he/she must notify the President or Secretary. Failure to do so will result an unexcused absence. If the need to be absent occurs, members may appoint an informed substitute to attend.
25. Each committee chairman shall compile and keep a procedure/information book to be passed on to his/her successor. Changes or additions to the committee must be reported to the Vice President to update the Procedure Manual.
26. Each member of the Executive Board must be a member in good standing of the Earlywine Elementary PTA Unit.
27. Any correspondence (written or electronic) sent home with students must be approved by the President and Principal prior to being copied for distribution.
28. If PTA collects funds for a school sponsored project, all funds must be disbursed by the end of the school year. All remaining funds will be transferred to the general operating funds to be used by the PTA, with the exception of retained earnings used for summer start-up funds and designated funds. The chairman responsible for collecting these funds will be responsible for ensuring the account balances are cleared at the year end.
29. Cash receipt and disbursement procedures will be as followed. All cash and checks received by committee chairpersons must be submitted to treasurer with a "Money Collection Report" in a timely manner. All requests for money should be submitted on a "Check Request" form with attached invoice and/or receipts along with the chairman's signature.
30. This local PTA shall pay annual dues of \$100 to the Moore Council of PTAs as provided in the Council Bylaws.
31. The Vice President and a non-check signing second person must review the current monthly bank statement.