

**STANDING RULES  
of the  
CONCORD ELEMENTARY SCHOOL PTA**

**PART 1: ADMINISTRATION**

**A. Executive Board Duties.**

1. Executive board members are expected to attend all regular and special meetings of the Executive Board, assigned committee meetings, and general membership meetings. Failure to attend **3** consecutive board meetings without being excused is grounds for removal from the board. If unable to attend meetings, notify the **President or Vice President**.
2. Any executive board member, funded by the PTA, attending workshops, conventions, or conferences, shall file a written report with the Executive Board.
3. Executive board members are expected to help carry out the program at general membership meetings.
4. Procedure books, Bylaws, and Standing Rules, shall be kept current and at the end of the term of office each officer shall turn over books to incoming officers and chairmen shall turn over books to the president.

**B. Meetings.**

1. Regular meetings of the **Executive Board** shall be held on the **2<sup>nd</sup> Tuesday of every month**. Meetings shall begin at **5:45P.M.** and adjourn no later than **6:45P.M.**
2. **General membership** meetings shall be held on the **2<sup>nd</sup> Tuesday of every month**. Meetings shall begin **7:00P.M.** and adjourn no later than **9:00P.M.**
3. All motions shall be presented in writing.
4. All minutes must be sent to the president within **3 days** after the meeting.

**C. Finance.**

1. When authorized purchases are made for which the PTA is to be billed:
  - a. A disbursement request shall be forwarded to the treasurer with the bill within 10 days of receipt of the bill.
  - b. If the purchase was paid by the member, the receipts and disbursement request shall be sent to the treasurer within 30 days.
2. When monies are available, the executive board shall determine the method of selection of attendees to workshops, conferences, and conventions. Expenses may be reimbursed as follows;
  - a. Travel - (\$0.30 per mile)
  - b. Meals - Maximum of (\$20 per day, Breakfast \$5, Lunch \$5, Dinner \$10). A stipend form must be signed when monies are received.
  - c. Hotel - Rate for full amount of a double room at the hotel for the PTA function.
  - d. Parking/Tolls - Paid, receipts required.

**PART 2: STANDING COMMITTEES**

## **A. Duties.**

1. Develop a plan of work to present to the executive board for approval.
2. Provide articles for the newsletter.
3. Maintain a procedure book.

## **B. Plan of Work.**

1. The Plan of Work shall contain the following elements:
  - a. Committee name
  - b. Chairman's name and telephone number
  - c. Names of committee members
  - d. Goals for the year
  - e. Activities to accomplish goals
  - f. Anticipated expenses

## **C. Standing Committees and Responsibilities**

1. Cultural Arts
  - a. Promote the National PTA Reflection program
  - b. Plan for student programs throughout the year
2. Membership
  - a. Share goal for the year with the school community
  - b. Establish dates for main drive and prepare materials for collecting and recording dues, etc.
  - c. Turn over money collected immediately to the treasurer
  - d. Maintain list of names and addresses of members to be forwarded to the state
  - e. Distribute membership cards to all members
3. Hospitality
  - a. Arrange for refreshments at all executive board and general membership meetings
  - b. Send staff cards for birthday, sympathy, etc.
4. Program & Volunteers
  - a. Plan programs for parents for general membership meetings
  - b. Contact presenters and send confirmation note
  - c. Arrange for Audio-visual equipment, etc., if needed
  - d. Send thank you notes
5. Ways & Means
  - a. Plan fundraising activities according to the approved budget
  - b. Review contracts and forward to the president for signature
  - c. Gather information and establish a file on potential fundraisers
  - d. Review fundraisers to assure all legal/ethical requirements are met
  - e. Turn funds over to treasurer each day of the activity
6. Yearbook
  - a. Take pictures throughout the year of school events and programs.
  - b. Collect yearbook orders and turn money collected immediately over to the treasurer.
7. Labels

- a. Have a separate contest, a minimum of once a year, for the Boxtops and Campbell's Soup Labels.
  - b. Collect and organize the labels per each companies specific instructions to be mailed in for reimbursement.
8. Bylaws and Standing Rules
- a. Ensure that Bylaws and Standing Rules are up to date at all times.
  - b. Have detailed knowledge of the Bylaws and Standing Rules to ensure that they are being enforced and all proper protocols are being followed.

### **PART 3: CONDUCT**

1. All members will be polite and professional at all meetings. Disruptive members will be asked to leave the meeting.
2. Each member will be allotted 2 minutes per person to deliberate subject matter on the table. At the end of the allotted time the secretary can motion to "Call a Question". At this point, discussion will end and votes will be taken.
3. Any email correspondence for teachers or staff must first be approved by the principal.
4. All email correspondence between members shall contain facts only and remain professional.

**Adopted at the August 9, 2011 meeting of the Concord Elementary School PTA Executive Board.**