

Sample Standing Rules

1. This PTA board shall meet the first Tuesday of each month (excluding January) in the school Media Center at 6:30 PM.
2. PTA shall pay for the Principal (or designee), Dean (or designee), PTA president, Membership Chairman, and up to 6 additional persons (upon board designation) to attend the Marion County Council Founders' Day Dinner. Officers to be asked first, followed by the chairmen. (Budgeted item)
3. PTA shall pay for the Principal (or designee), all current officers, the incoming President, the incoming 2nd vice-president (Council Delegate), and additional persons (upon board designation) up to a total of 10 people to attend the Warren Township PTA Council May Luncheon. Current officers to be asked first, followed by incoming officers, and current chairmen. (Budgeted item)
4. The President and voting delegates shall be allowed expense money for registration, planned meals, plus hotel and mileage reimbursement of 25¢ per mile when out of town for State Convention. Unplanned meals will be reimbursed at the rate of Breakfast-\$5.00, Lunch-\$7.00, and Dinner-\$10.00 (excludes alcoholic beverages and tips). Receipts required for reimbursement. (Budgeted item)
5. The Delegates to the PTA State Convention shall be comprised of the incoming President and up to 3 additional board members selected by the Executive Board, Priority being given to the Membership Chairman and the Ways and Means Chairman.
6. PTA shall pay for all newly elected officers to attend state Leadership Training. (Budgeted item)
7. Legislative Day may be attended by up to 3 persons as designated by the Executive Board, Priority being given to the Legislative Chairman and President. (Budgeted item)
8. Anyone who accepts an invitation to a PTA sponsored event shall be asked to find a replacement or to reimburse the association if they are unable to attend. In case of a family emergency, notify the President or Treasurer so they can try to find someone else to attend.
9. Subscriptions to *Our Children* (National PTA magazine) shall be purchased for the Teacher's Lounge and all officers, except President (President receives one free from National PTA). Subscriptions shall be ordered in May for the upcoming school year. (Budgeted item)
10. The Treasurer shall present an itemized report at each Board meeting and Association meetings. All board members will be bonded—the treasurer will keep the insurance policy with treasurer's books. (Budgeted item)
11. Up to 2 Honorary Life Membership nominations may be submitted. A committee of 3 persons shall make recommendations to the Board and contact the State office for verification that nominees have not already received membership. The Treasurer shall be responsible for acquiring forms and purchasing membership(s). Presentation of the State Life to be made at the annual meeting. (Budgeted item)
12. Flowers, cards, or other appropriate contributions shall be sent by the Corresponding Secretary (not to exceed \$30.00) under the following circumstances: (a) hospitalization or death of faculty members, staff, students, or PTA board members, (b) death of students, student's immediate family members or legal guardian(s), (c) a faculty member's retirement or marriage.
13. The Corresponding Secretary shall conduct written correspondence for the PTA and be responsible for meeting reminders to board members via e-mail or telephone.

14. The Recording Secretary shall record and maintain minutes of Board and Association meetings and have on hand a current copy of Bylaws, Standing Rules, Meeting Minutes, Committee lists and Membership List. The secretary shall be responsible for surveying parents and compiling committees for Standing Committees. This shall be done in August/September. Copy of meetings minutes is to be given to the President within 10 days following meetings.
15. The 2nd vice-president shall be responsible for the PTA Directory.
16. All officers and committee chairmen are required to keep a procedure book of their duties, guidelines, suggestions, contacts used, etc. to be turned in at the May board meeting for their successors.
17. The outgoing president shall receive a past president's pin/bar to be presented at the annual meeting. The 1st vice-president shall be responsible for purchasing the pin/bar and having it engraved. (Budgeted item)
18. An appreciation luncheon shall be held during (fall/spring) parent-teacher conferences for teachers and all staff members. (Budgeted item)
19. Snacks shall be provided to all classrooms during I-STEP week. (Budgeted item)
20. This PTA shall participate in Warren Township PTA Council's HomeFest. The Ways and Means Chairman shall be responsible for activities, prizes, booth reservation, etc. (Budgeted item) The 2nd vice-president (Council Delegate) shall be responsible for obtaining volunteers.
21. This PTA shall sponsor a Festival. (Budgeted item)
22. PTA shall sponsor up to 4 skating parties during the school year. These are for students enrolled at this school and their immediate families and staff members and their immediate families. Staff members and their immediate families shall be admitted free.
23. PTA shall sponsor a Fall party (October), Holiday party (December) and Valentine's Day party (February). Snacks and paper products shall be provided by PTA. (Budgeted item)
24. PTA shall have a Santa's Shop (a service project) in December for students to purchase gift items for their family and friends. (Budgeted item)
25. PTA shall purchase classroom gifts for each classroom, Art, Music, P.E. and Media Center to be gift-wrapped and delivered prior to Winter Break. (Budget item)
26. Items purchased with PTA funds for classrooms shall remain in the classroom, they don't go with a teacher when their positions change.
27. PTA shall sponsor an end-of-year 5th grade party or activity. (Budgeted item)
28. Teachers and staff shall receive gift(s) during Teacher Appreciation Week. (Budgeted item)
29. All Officers, Committee Chairman, and the principal should be provided copies of PTA bylaws and Standing Rules. The Bylaws Chairman shall be responsible for making copies when Bylaws and Standing Rules are newly revised or are in short supply. If there is no Bylaws chairman, this shall be the responsibility of the 1st Vice-president.
30. These Standing Rules may be amended or suspended at any Executive Board or Association meeting by a two-thirds vote. If a notice of change is given in advance, only a majority vote is needed.

Standing Rules prepared: _____(date)

Adopted by Executive Board/Association _____(date)