

2008-09
Crone Middle School PTSA
Standing Rules

Introduction

These Standing Rules are guidelines of practice and procedure of everyday operations for Crone Middle School PTSA. Any standing rule may be amended, suspended, or rescinded at any regular PTSA meeting, without any notice given, by a majority of the members present and voting, provided a quorum is in attendance.

PTSA Meetings

1. Executive Committee members and Standing Committee Chairperson shall attend every meeting of the PTSA.
2. A student representative may report at each regular PTSA meeting on student school activities.

Executive Committee and Standing Committees

1. Each chairperson shall maintain a current information procedure book. This book must be turned in to the PTSA President after the final PTSA meeting in May. Complete written reports shall be kept on each project/event/activity so that the next committee chairperson can follow the proper procedures and have information to complete/carry out the project/event/activity.
2. Each chairperson shall present a plan for each project/event/activity for approval by the Executive Board.
3. All current chairpersons may request to retain their position for the following year by contacting the newly elected Executive Committee. A member may only serve a maximum of two (2) years as chair or co-chair unless the position cannot be filled. Such requests shall be received by the PTSA meeting in May.
4. Activities for which no chairperson can be found may be dropped by the Executive Board.
5. All executive committee officers and committee chair- and co-chairpersons must be PTSA members.

Communication with the Crone Community

All communication i.e. flyers, letters, list-serve announcements, website postings shall be approved by the PTSA President and the School Principal and forwarded to the Vice President Administration for distribution and/or posting.

Money Matters

1. All collected monies shall be turned over to the treasurer within one week of receipt. At least two persons need to be present during the final count of all monies handled.
2. All receipts for any project/event/activity must be kept and submitted along with an approved voucher to the treasurer. Reimbursement voucher shall be approved by the standing committee chairperson and PTSA President. Reimbursements will be presented to the treasurer within thirty (30) days upon completion of any activity/event/project.
3. Checks will be distributed at the monthly PTSA meetings for requests submitted to the Treasurer in advance. Special arrangements must be made with the Treasurer for receipt of a check at any other time.
4. Tax-exempt letters shall be used when making purchases for non-resale PTSA use.

Recognition

1. The PTSA secretary shall send a thank-you note to vendors who donate to the Crone Middle School PTSA when requested to do so by individual Standing Committee chairpersons.
2. In the event of the death of a Crone student or staff member an acknowledgement not to exceed \$40 shall be sent.

Special Committees

a. Nominating Committee

Alternates of the Nominating Committee shall attend every meeting of the Nominating Committee. They do not have voting rights unless called upon to replace an active member of the committee.

b. Budget Committee

The Budget Committee consisting of the Executive Committee and the Ways and Means Chairperson shall meet prior to the first Executive Board meeting to prepare the budget.

Insurance

All PTSA activities should be reviewed by the responsible Standing Committee Chairperson and PTSA President to ensure that PTSA insurance will cover the activity.

Adopted July 25, 2008

Amended September 16, 2008