

Rosa Parks – Edison PTA  
Standing Rules

Operating Rules

1. The Rosa Parks-Edison PTA will cooperate with the Board of Education, the Superintendent of Perry Township, the Perry PTA council, the Principals and the faculties in matters which concern PTA activities as set forth in the by-laws of this unit.
2. Rosa Parks-Edison PTA shall hold board meetings on the first Tuesday of each month during the school year, excluding December, at 6:30 PM in the Media Center.
3. The officers will not identify their personal opinions as being those of the association nor endorse plans, programs, or projects without the approval of the other members of the Board. This approval requires a vote with a quorum present.
4. Voting at Board meetings require at least eight members to be present for a quorum. Matters having Board approval and requiring a vote from a general membership need an attendance of at least 15 members. One more than half constitutes the deciding vote or, if by voice vote, the loudest.
5. These Standing Rules may be amended or suspended at any meeting of the Executive Board by a majority vote of the voting members in attendance, if previous notice was given or by two-thirds vote if not notice was given.
6. Committee Chairpersons will be appointed by a majority vote of the Executive Board.
7. In the event that an Executive Committee/Board member is unable to perform his/her duties, a replacement is to be appointed by the President with exceptions of the Executive Officers, in which case the vacancy will be filled in accordance with the Bylaws.
8. Members of the Board may hold more than one position but will not be allowed to have their vote count more than once. However, it is preferable to have each of these positions filled by separate individuals. It is essential that one family not control any PTA unit. Therefore, no two members of the same family should serve as an Executive Officer of the same unit.
9. The Recording Secretary shall send copies of minutes to the President and Executive Board members within 2 weeks after the meeting in which they are recorded. If the Secretary is not able to attend a meeting they shall contact the 2<sup>nd</sup>

Vice-President and have that officer record the minutes. The 2<sup>nd</sup> Vice-President will then provide the minutes to the Secretary within 24 hours so the Secretary may have them typed and distributed.

#### Treasurer/Financial Rules

10. The treasurer shall be bonded. Premium will be paid annually to Perry Council PTA as a budgeted item.
11. All officers and committee members shall furnish completed and approved vouchers/check request forms with appropriate receipts to the Treasurer before the disbursements of budgeted monies. Open invoices can be turned in to the Treasurer for payment by check to the vendor.
12. Financial requests for grant money under \$2,000.00 will be voted on by the Executive Board and passed with a majority vote of the voting members in attendance, if previous notice was given, or by two-thirds vote if no notice was given.
13. Financial requests for grant money that come before the Rosa Parks-Edison PTA that are larger than \$2,000.00 will be made with a vote of the general membership and passed with a majority vote of the voting members in attendance, if previous notice was given, or by two-thirds vote if no notice was given.
14. Grants will be voted on by the Board after the appropriate Grant Form is submitted. Grant requests will be a set dollar amount and any overage will need to be re-submitted on a new Grant Form for another vote. Unused portions will be put back into the general budget to be used for other requests.
15. Any member who has agreed to attend a PTA function and had expenses paid for by this PTA shall be asked to reimburse the PTA if they do not attend or find a replacement.
16. The outgoing Treasurer and the incoming Treasurer as well as the incoming President and incoming 1<sup>st</sup> Vice-President are responsible for getting signatures on file for the PTA bank accounts, and removing the outgoing President and 1<sup>st</sup> Vice-President and Treasurer from the account. The account must be a two-signature checking account with the valid signature of the Treasurer and must be co-signed by the President or 1<sup>st</sup> Vice-President.
17. A minimum of \$2,000.00 shall remain in the unit treasury at the end of each fiscal year.
18. A copy of the audit report should be sent to the State PTA and Council President in July of each year.

### Annual Duties

19. The chairman of By-Laws and Standing Rules Committee shall have copies made of the Standing Rules and By-Laws for all board members and distribute this information on or before the first official Board meeting of the new school year.
20. The Budget Committee will present a proposed budget for review at the first Board meeting. This proposed budget should also be presented in print at the first general meeting of the year. It will be accepted by a voice vote at each meeting.
21. A Board Member Roster, and PTA dates will be provided to each member of the Board on or before the first official Board meeting of the new school year. This will be handled by the secretary.
22. Minutes of the final Board meeting of the school year will be read and approved at the first Board meeting of the new fiscal year. Minutes of the final general meeting of the Association shall be read and approved at the first general meeting of the school year.
23. A transitional meeting of outgoing and incoming officers and committee chairmen will be held the first Tuesday in May.
24. The PTA will budget for, produce and distribute to all Rosa Parks-Edison Elementary families and faculty a school directory each school year.
25. The Rosa Parks-Edison PTA will sponsor the school yearbook each year. The PTA will provide volunteers to oversee the creation of the yearbook and be financially responsible.

### Miscellaneous Rules

26. The Rosa Parks-Edison PTA shall pay the registration fee for the President and/or alternate and other delegates to the State Convention and region conferences. The second voting delegate for Convention shall be named by the President.
27. The carnival games made by and for the Rosa Parks-Edison PTA shall be used by permission of the Rosa Parks-Edison PTA Executive Board only.
28. All equipment purchased by and for the business of the Rosa Parks-Edison PTA shall be used by permission of the Rosa Parks-Edison PTA executive Board only.
29. In the event of a death of a student, parent of a student, Board member, or faculty member, an appropriate expression of sympathy shall be made in the name of the PTA.