

## Learwood Middle School PTA Standing Rules

DATE: October 2011 District: 7  
NAME OF PTA: Learwood Middle School PTA  
CITY: Avon Lake County: Lorain  
DATE ORGANIZED: 1960  
IRS EMPLOYER IDENTIFICATION #23-7257111

These standing rules are an interpretation and elaboration of the bylaws of the Learwood Middle School PTA. Standing rules are adopted, amended, or suspended by a majority vote of the Executive Board (Executive Committee Officers and Standing Committee Chairs) and are binding upon all members of the Learwood PTA.

The order of business of the Learwood PTA at its general membership meetings shall be:

- Call to order and welcome
- Principal's report(s)
- Clipboard items
- Executive Committee reports
  - Secretary
  - Approval of minutes
  - Treasurer
  - Approval of financial report
  - Council delegate(s)
  - President
- Standing Committee Reports
- Old Business
- New Business
- Upcoming dates:
- Adjournment

The Standing Committees of the Learwood Middle School PTA are as follows: Community Service, Conference Dinner, Cookie Walk, Curriculum Liaison, Dance Admissions, Dance Concessions, Directory, Event Concessions, Fundraising, Health and Safety, Hospitality, Legislation, Membership, Newsletter, Reflections, Scholarship, School Gifts, Staff Appreciation, Vendor Rewards, Volunteer Coordinator, and 8<sup>th</sup> Grade Recognition.

All Executive Board members shall:

- Familiarize themselves with the applicable Ohio and National PTA Handbooks related to their position.
- Turn in committee folder(s) with instructions for the tasks assigned to the committee to the President by year's end.
- Submit a year-end report in duplicate, 1 copy for the folder and 1 copy for the president's file. This can be done via email.
- Attend or submit a report when needed to PTA meetings.
- Submit volunteer hours for themselves as well as for volunteers who worked for the PTA committee/ event. Hours are reported to Ohio PTA at the end of the school year and are necessary to help maintain PTA's tax-exempt status.
- Submit all check requests for committee events to the Learwood PTA Treasurer within 45 days of the event's completion.

All Executive Committee Officers (President, President-Elect, Secretary, Alternate Secretary, Treasurer, Council Delegate, Alternate Council Delegate, Board of Education Delegate, and Alternate Board of Education Delegate) shall familiarize themselves with the rules set forth in the Legal and Financial Handbook which is received from Ohio PTA at the beginning of each school year. The Treasurer will keep this handbook readily available for reference at PTA meetings.

The membership directory of this PTA shall be kept confidential and not released to outside interests. A folder with instructions for each Standing Committee will be provided to each Standing Committee Chair. The folders will be distributed and/or available for pickup at the PTA mailbox no later than the September PTA

meeting. It is the responsibility of each Standing Committee to complete the tasks set forth in the folders.

The following officers will be signers on the checking account: President, President-Elect, and Treasurer.

Cash receipts collected and submitted to the Treasurer must be counted by two PTA members before the amount is submitted to the Treasurer. The two members must sign the Cash Receipt form to verify the amount collected and submitted to the Treasurer. The Treasurer will count cash receipts when submitted and also sign the Cash Receipt form to verify the amount submitted.

Check requests for reimbursement or payment of PTA expenses must be approved by the Officer or Standing Committee Chair making the request and the President or President-elect before payment can be made by the Treasurer. The Officer or Standing Committee Chair and President or President-elect shall sign the Check Request form to approve the request. A receipt must accompany the check request form.

If a particular PTA expenditure goes over the budgeted amount for a specific event, the following must be done:

- The Executive Committee must consider the expenditure in question.
- A 2/3 majority approval by the Executive Committee is required before the expenditure will be reimbursed or paid by the Learwood PTA.
- Any budget overage approved by the Executive Committee must be reported to the membership at the next scheduled meeting of the Learwood PTA.

If a family has an outstanding check and has made no effort to clear the check and any accrued fees, no additional checks will be accepted by PTA for any goods or services until the matter is cleared.

Special meetings of the Board may be called by the president upon 3 days notice by email, phone, or written notice to each member of the Board. No other business than that which is stated in the notice may be transacted at this meeting. If a special meeting is called, the meeting can be held in person, by email, or by teleconference. A record of the vote must be created and filed with the minutes for the next scheduled PTA meeting. At the next scheduled meeting of the Learwood PTA, the vote will be read into the minutes.

Nominations for the Potts Award shall be called for, and forms for nominations shall be distributed at the February and March meetings. The President and/or President-Elect shall review the nominations at a date following the March meeting to decide the Potts Award winner. The winner will be announced at the April meeting.

A representative of the Nominating Committee shall contact the Troy PTA President to request inclusion in the agenda for the March meeting. The representative shall discuss elected positions available on the next school year's Executive Committee, and circulate a roster of standing committee chairperson positions for sign up for the following school year at the March meeting of the Troy PTA.

JJP 10/13/11