

White Eagle PTA Standing Rules 2009-2010

1. The school principal must approve all PTA activities.
2. Each committee Chairperson will keep their Committee Procedure Book (provided loose-leaf binder) up to date. Written reports will be made on each project and kept in their Procedure Book so that the next committee chairperson can follow the proper procedures. A project-end report will be written to help determine budget requirements for the next year. Report forms will also be available on the PTA website.
3. All PTA Officers and committee chairs are encouraged to attend the PTA sponsored information course. All Officers must complete the basic training course for their position prior to or during their tenure.
4. All Executive Board members (committee chairs) should attend all general PTA meetings. If unable to attend a meeting, they must contact their President prior to the meeting with a committee update.
5. Any executive board member (committee chair) unable to attend monthly meeting should view the minutes from the meeting that will be posted on the PTA website no more than 10 days after the meeting. The Secretary will also have minutes available at the next meeting.
6. There will be two Executive Board Meetings per year to be scheduled at the discretion of the Executive Committee (officers), usually September and May. The Executive Board consists of the Committee Chairs and the Officers.
7. A New Program Proposal Form or current Committee Proposal form must be submitted no later than 10 days prior to a general meeting in order to be included on that meeting's agenda. The proposal will be presented at the meeting and asked for approval. This includes all current events/activities and new proposals for clubs, activities, fundraisers, etc. No new business or proposals will be accepted at the meeting, rather tabled and added to the agenda of the next general meeting.
8. The President shall have discretionary approval of expenditures outside of the budget, not to exceed \$50 in any given month. These transactions will be duly documented in the appropriate month's Treasurer's Report.
9. All monies collected by a committee must be turned in with a Collected Monies Report to the Treasurer within 48 hours of collection or within 2 days after the event. A signed receipt will be given. If the Treasurer is not available, the President will receive the monies.
10. Keep all receipts for reimbursement. All receipts turned in must have a PTA voucher, and be presented to the Treasurer within 30 days of the purchase date. The President will approve all vouchers prior to reimbursement.

11. Always use the PTA tax-exempt form for purchases when applicable. The PTA is not allowed to reimburse for taxes paid due to National and State PTA regulations.
12. The following occasions impacting staff or PTA executive board members may be recognized by the PTA in the manner stated, at the discretion of the Executive Board. The PTA Secretary must be given official notice of these events, along with an address, in order to make appropriate arrangements.
 - a. Cards may be given for births, hospitalizations and extended illnesses
 - b. \$25 gift certificates may be given for weddings
 - c. \$30 donations may be sent in case of death in immediate family (children, spouse or parent)
 - d. Teachers and staff will be recognized during Teacher Appreciation Week in May.
13. All materials regarding PTA events, which will be posted on the website or distributed to parents or students, must be approved by the PTA President prior to distribution. This includes flyers, reminders and event notices. Items needing approval should be submitted to the President at least one week in advance.
14. Classroom parties: There will be 1 uniform snack throughout the school. This snack must be approved by the school nurse at least 2 weeks prior to the event. The PTA will provide a snack, paper plates, paper cups, napkins and a craft. There will be a \$2 per student stipend available for these items.
15. NSF checks will be the payer's responsibility, including a \$25 fee for the return. Only cash from the family will then be accepted until the check and fees have been paid in full to the treasurer. If a family is delinquent a second time, no further checks will be accepted from that family, only cash will be accepted as a form of payment.