

GRE PTA STANDING RULES

1. Order of business and debate for regular meetings shall be as given in the National PTA Handbook, except from time to time as necessary to adjust the agenda to accommodate special guest presenters or speakers, or as charged by vote of the members present.
2. Time shall be allotted to each meeting for the school principal and the accountability representative to report on activities at the school. The chair will allot time according to availability.
3. PTA members who have paid dues for the current membership year may participate in the business of the meeting.
4. Agenda items must first be presented to the chair no later than 12:00 PM the preceding day of the meeting at which a member requests recognition. Time will be allotted according to the meeting at which a member requests recognition. Time will be allotted according to availability.
5. The president will bring any unresolved issue to the executive committee. The executive committee will determine any unresolved issue by a majority vote.
6. Meetings shall be scheduled at a time that will facilitate the attendance and participation of the teacher representatives.
7. The president is an ex-officio member of all committees, except the nominating committee, and shall be informed of all committee meetings. When possible, the president or a representative shall attend such meetings. If the president is unable to attend, a brief report of the meeting shall be provided upon request.
8. The executive board, as polled by the president, shall make decisions regarding cancellation of programs or events. No officer or chairperson shall make announcements of the nature without first conferring with the president regarding the decision of the executive board.
9. Officers and committee chairpersons shall submit a plan of works to the treasurer before the next year's budget is prepared. Article IX section 5 states; the chairman of each committee shall present a plan of work to the board of directors for approval. No committee work shall be undertaken without the approval of the board of director.
10. In order for any reimbursement to be made for a budget expense, a receipt and signed voucher must be presented to the treasurer.

11. Non-budgeted items over \$25.00 must be approved by a vote of the PTA. A receipt and voucher signed by the president must also accompany a request for reimbursement for such items.
12. The president may approve non-budgeted items under \$25.00. a receipt and voucher signed by the president must also accompany a request for reimbursement for such items.
13. Expenses for attendance at the Colorado Jeffco PTA annual convention shall be paid for the president(s), vice president(s), (including the principal), secretary, parliamentarian and the teacher representative. Other member's expenses may be paid, as funds are available with appropriate board action to authorize the expenditure.
14. At the end of the school year a contingency fund of a minimum of \$1,000 shall remain in the general account for carryover to the next year.
15. Standing rules shall be revised in conjunction with revised local unit bylaws submitted for the state approval every three years. The board of directors shall approve standing rules.
16. The nominating committee shall announce the selected nominees during the March meeting and run the election of the officers in April by presenting the rules and process of the election.
17. To clarify the By-laws regarding eligibility, the leadership training class committed to will be either the council training or State Convention classes (which are job specific). The secretary will keep record of attendance.

Revised February 16, 2010

By:

President Tom Stipp

1st Vice President Tamra VanNorstrand

2nd Vice President Marnie O'Connor

3rd Vice President Principal Will Morton

Treasurer Kristen Colonell

Secretary Jayme Piegat