

Standing Rules Of The Alberta Smith Elementary School PTA

Article I. Executive Board Duties:

1. Executive Board members are expected to attend all regular and special meetings of the Executive Board, assigned committee meetings, and general membership meetings as called by the President. Should you fail to attend 2 consecutive meetings called by the President you will be contacted on your intent to continue with the PTA. Should your absences affect our ability to affectively do work, further action can be taken.
2. Procedure books shall be kept current. At the end of the term each officer and chairperson shall turn over their books to the President as stated in the bylaws.
3. All officers are required to attend at least one (1) training session provided by the State or County Council related to their job as an officer.
4. Every Officer and Committee chairman shall be a current dues paying member of the ASE PTA.
5. Executive Board members shall not accept compensation for their volunteer duties in any form.
6. Each Executive Board member shall be provided with the following: Directory of Contact information for the Executive Board Members, Current bylaws, specific information related to their position if available, and procedures and rules for the Executive Board (i.e. Standing Rules).

Article II. Meetings:

1. Regular meetings of the Executive Board shall be held on the first Tuesday of the month except for the months of September and November when it falls to the second Tuesday of the month or in cases where weather/or school closings affect our ability to meet at the school. Meetings shall start at 6:00 p.m. and adjourn no later than 7:30 p.m. unless a motion is made to extend the meeting for a longer period. Should business be resolved sooner than 7:30 p.m. the meeting can adjourn earlier.
2. An agenda and current budget report will be given at every Executive Board meeting.
3. All motions must be submitted in writing to the presiding chair and Secretary.
4. Any member wishing to speak, make a motion, or debate shall first be recognized by the presiding chair.
5. A member may speak no more than 3 minute at a time or more than twice on the same question.
6. The presiding chair will alternate debate or discussion between opposing sides if necessary.
7. No motion may be on the floor for more than twenty (20) minutes unless a motion to extend debate has been adopted by a 2/3 vote of those present.
8. Small group discussions exclusive of business before the Executive Board are discouraged during the board meeting.

9. No member may speak for a second time until all other members wishing to speak have done so.
10. Any member or non-member wanting to address the body must first inform the President of the desire to be heard and then may be placed in the agenda under "New Business".
11. The minutes must be sent to the PTA Board within five (5) days after the meeting. These are not the approved Minutes until the Board has voted to approve them.
12. Meeting minutes will be posted to the ASEPTA website once they have been approved by the board.
13. Minutes should be done in accordance with parliamentary procedure (Robert's Rules).

Article III. Treasury:

1. All expenditures must be debited from the allotted line item per the ASE PTA approved budget.
2. Original receipts and third party bills must be submitted with the approved Reimbursement Request form being filled out in its entirety.
3. The Treasurer will provide the President with a copy of the monthly bank statements for their files.
4. No pre-signed checks will be written under any circumstance.
5. There will be no credit/debit cards obtained in the name of this PTA.
6. Treasurer will submit the books annually to be audited by an auditor or an auditing committee. None of these auditors may be signatories.
7. The Treasurer will keep files as required by the unit, National PTA, and IRS guidelines.
8. In order to have a Cash Box at any event or program, a completed Cash Box Request form must have been filled out in its entirety within the time frame given on the request form.
9. Two (2) Officers will reconcile the money at the end of any program or event in which money is taken in.
10. After filling out a Reimbursement form Executive Board members will place them in the Presidents file for approval. After approval by the President, the Treasurer will be responsible for completing the reimbursement check and making sure proper receipts have been received.
11. The President and Treasurer will sign all checks except those checks which reimbursement directly relates to them. Those checks will be signed by the unrelated officer and alternate signatory.
12. The Treasurer will have the accounts examined annually or upon the change of officer by an auditor or an auditing committee of not fewer than 3 members, who satisfy that the Treasurers annual report is correct, shall sign a statement of that fact.

13. The Treasurer and President are to make sure that all audits and 990's are done according to the schedule to which is required they be done.

Article IV. Committees

1. All Committee Chairs will submit a Plan of Work for every program or event they intend to have as stated in the bylaws.
2. All Committee Chairs will have procedures for their successor at the end of their term.
3. Any communications sent to members and students must be sent to the President for approval along with a copy request form before any copies will be made or distributed.
4. Items of business that require reimbursement or third party check must be submitted on the approved request form with the documentation.
5. All facility requests will be done through the President.