



Samples of Standing Rules

- The first vice president shall chair the program committee, which shall be responsible for setting goals for the PTA and planning the general PTA program.
- The second vice president shall chair the membership committee, which is responsible for coordinating the annual membership enrollment campaign and shall be responsible for maintaining a current list of PTA members and providing a copy of that list to the secretary.
- The third vice president shall chair the fund raising committee, which is responsible for setting a fund raising goal and organizing and implementing all fund raising activities.
- The president or alternate shall attend all school board meetings.
- All executive board members shall present current membership cards at the executive board meeting in October.
- The first vice president shall be responsible for purchasing and engraving a past president's pin to present to the president at the end of the term.
- This PTA owns a 45 cup coffee pot, two electric staplers, 2 battery-operated calculators, and 3 locking money boxes. All PTA owned property is kept in the PTA cabinet in the volunteer room.
- Anyone who wished to borrow the PTA-owned equipment must request permission from the executive board.
- This PTA shall pay an annual assessment of twenty-five dollars (\$25.00) to Out of the Way Council no later than November 1.
- Any nominee for office of president must have served on the executive board for a minimum of one full year.
- The installation of officers will be held at the May association meeting and the president-elect may select the installing officer.
- A minimum balance of \$1,000.00 shall be carried over in the PTA account for the next school year.
- Past Honorary Service Award recipients shall be invited to attend the annual association Founders Day celebration.
- The treasurer shall chair the budget committee.
- The parliamentarian shall chair the bylaws committee.
- The president will meet regularly with the school principal.
- The standing committees are Budget, Bylaws, Founders Day, Programs, Hospitality, and Carnival.
- The historian will keep a visual and written record of the PTA's yearly activities.
- Past presidents are to be mailed PTA newsletters. This is the responsibility of the corresponding secretary.