



2022 - 2023 Standing Rules Clara Barton's PTA

1. There shall be a minimum of four general membership meetings during the school year, with a minimum of seven days' notice provided in advance. The date, time, and place shall be determined by the Executive Board and shall not conflict with council meetings.
2. The Executive Board shall meet at least two times during the school year. The date, time, and place shall be determined by the Executive Board. Special meetings of the Executive Board may be called by the President or requested by a majority of the Executive Board.
3. Any officer who cannot attend meetings must either email, call, or text the President. In the event of three consecutive meetings unattended without warning, officers, or chairpersons can be removed from the board.
4. All chairpersons of Special or Standing committees shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without approval. A committee report must be presented at the general meetings.
5. All members of the Executive Board shall receive a current copy of the bylaws, standing rules, and work to create a training binder. These materials will be passed to new members at the conclusion of their term.
6. All special or standing committee members shall hand in a procedure booklet at the end of their chairmanship to the President.
7. Checks shall require two signatures. Receipts must be given to the Treasurer for reimbursement.
8. Bylaws shall be reviewed and revised (if necessary) every five years. Standing rules shall be revised and updated every two years.
9. A committee of three will audit the financial records of the Clara Barton PTA at the end of the school year. A report will be given at the first general meeting of the new school year. A copy of the audit must be sent into the state to be in good standing.
10. All correspondence emails, notes/letter, etc. sent home with the children or distributed to parents, teachers, or PTA members on behalf of Clara Barton PTA, must be pre-approved by the Building Principal and the President of the PTA.
11. All in events through the PTA that will take place in the school, will be approved by the building principal
12. A minimum of two or more persons must verify all funds raised/donated to the PTA.

13. Fundraising projects shall be conducted as recommended by the Executive Board and approved by membership.
14. The budget committee shall include the Executive Board and will be approved at a general membership meeting.
15. The Clara Barton standing committees shall be: Membership, Reflections, Fundraising, Bookfair, and Social Media/publicity. The Clara Barton Special Committees shall be: Party Refreshments, Playground safety, Purse Bash, Santa Workshop, Box Tops, Programs, Fun Day, Skating Parties, Student Gifts and Teacher Appreciation. New Committees can be formed if approved by the general membership
16. If West Mifflin School District closes on a scheduled general meeting or board meeting, it will be rescheduled with seven days' notice.
17. The officers may attend the following and be paid for under programs in the budget for Summer Leadership Training, Fall, and Spring Region Training, Advocacy Day, and State Convention. If any other committee chair wants to attend, it can be voted on at a general membership meeting if funds are available.
18. Honorary State and National Life Memberships shall be given as recommended by the Executive Officers.
19. Any checks returned to the PTA for insufficient funds or for any other reason, that individual must pay a returned check fee to the Clara Barton PTA for \$35.00. Once check is returned, that individual may only pay with cash or money order.
20. All volunteers must have clearances and be a PTA member to volunteer in the school. A copy of the clearances must be on file in the office. In order to chair a committee, you must have your clearances prior to the voting meeting, otherwise, you cannot chair a committee.
21. All clearances must be turned in by the dates determined by the executive board for events held during the school year. The date at the start of each will be determined and publicized for all volunteers. * The only exception will be for "NEW" student enrollment.
22. There cannot be more than one chair or three co-chairs for any committee. Beyond four are volunteers. If the number of volunteers exceeds the number needed for an event, those volunteer names are placed in a drawing and the designated number needed are drawn at random. The Principal, President, and chair will be present for the drawings of volunteers. Executive Board members are able to volunteer for any event.
23. All committee chairs needing to give a report at a meeting will provide contact the president a week prior.
24. The Clara Barton PTA Facebook page is managed by the officers and social media/publicity chairs. If the officers change at elections, new officers will begin on July 1st. If you are not an officer, social media chair, or communication chair, you will not be an administrator on any social media account.

25. To be eligible to volunteer for Field Trips or Fun Day, members must meet the following requirements:

- Attend a minimum of two general meetings during the year
- Volunteer minimum of **2** hours to other efforts of the PTA, Ex: Book Fair, Santa Shop, Purse Bash, Student Gift Sort, Pumpkin Sort. Or the individual must chair a committee.
- Have all clearances on file with the school secretary by appropriate date