

SHAMOKIN AREA MIDDLE/HIGH SCHOOL PTSA
STANDING RULES

PART 1: ADMINISTRATION

A. 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. If unable to attend, notify the president.
2. Executive Board members who fail to attend meetings, for which a financial obligation has been made, without cancellation of reservations, will be billed for the cost.
3. Any Executive Board member, funded by the PTSA, attending workshops, conventions, or conferences, shall file a written report with the Executive Board and may be asked to give a verbal report at the following General Membership meeting.
4. Executive Board members are expected to help carry out the program at General Membership meetings.
5. Procedure Books shall be kept current and at the end of the term of office each officer shall turn over books to incoming officers and chairmen shall turn over books to the president.

B. General Information.

1. Shamokin Area Middle/High School PTSA Members may attend the following:
 - a. general meetings
 - b. region meetings
 - c. state PTA convention and training sessions
 - d. national PTA convention

C. Meetings.

1. regular meetings of the Executive Board shall be held on the 3rd Monday of the month. Meetings shall begin at **6PM**.
2. general membership meetings shall be held on the 3rd Monday of the months during the school year with the exception of December and June. Meetings shall be held at **a high school classroom** and will begin at **6:30PM**.
3. agendas will be distributed at all meetings.

D. Finances

1. when authorized purchases are made for which this PTSA is billed:
 - a. the bill shall be forwarded to the treasurer with a correct form of what the transaction is for within ten (10) days.
 - b. if the purchase was made by a member of this local unit the receipt and correct form shall be sent to the treasurer within thirty (30) days.

2. the unit treasury shall pay registration fees for the president, officers, and/or board members to attend region, and state leadership training events, state and National conventions **AS FUNDS ARE AVAILABLE.**
 - a. the board will approve all delegates and each delegate will be reimbursed a maximum of \$10/day for state conventions and \$20/day for National convention to cover the cost of meals, with receipts and the correct form.
 - b. all delegates who attend any leadership training will submit a written report and receipts with the correct form for reimbursement at the next board meeting.
 - c. members who do not attend a pre-paid training session or function must either find an alternate or reimburse the PTSA for the cost.

E. Insurance

The treasurer shall purchase liability and bonding insurance on a yearly basis. Carrier of coverage to be determined by the Executive Board.

F. Collecting Donations – Suggestions and Guidelines (AIM Insurance).

Business donations to the PTSA are becoming more commonplace in today's budget and fundraising efforts. Although this might seem like a very low risk activity, there are several PTAs across the country that have gotten themselves into trouble when it comes to accepting business donations. Included below are some tips and guidelines that you should follow to keep your PTSAs risk at a minimal level.

1. Allow only PTSA board members to collect and solicit donations from outside businesses. This will keep "too many hands out of the pot".
2. Decide as a board which businesses you are going to contact. Make sure that the mission statement of the business doesn't conflict with the mission statement of the PTSA.
3. Decide as a board which member will approach which businesses. This will keep the PTSA from soliciting the same business that has already given a donation.
4. Determine what your needs are and solicit donations to cover those specific needs. This will allow businesses to know exactly what their funds are going towards.
5. Thank the businesses that give to your PTSA. Whether it is a certificate or a mention in the newsletter, businesses enjoy the recognition that comes with their donations.

G. State PTA/Region/Incorporation Bureau Forms

Immediately following the election, the president shall send the names of the newly elected officers to the state PTA office, region vice-president, and the Department of State, Incorporation Bureau (308 North Office Building, Harrisburg PA 17120) on the appropriate form.

PART 2: STANDING COMMITTEES

A. Duties.

1. Develop a plan of work to present to the executive board for approval.
2. Provide articles for the newsletter, if necessary.
3. Maintain a procedure book.

B. Plan of Work

1. The plan of Work shall contain the following elements:
 - a. committee name
 - b. chairman's name, phone number, and email address
 - c. names of committee members and their information
 - d. goals for the year
 - e. activities to accomplish goals
 - f. anticipated expenses

C. Standing Committees and Responsibilities

1. Cultural Arts
 - a. promote National PTA Reflection Program
 - b. plan for student programs throughout the year
2. Membership
 - a. share goals for the year with the school community
 - b. establish dates for main drive and prepare materials for collecting and recording dues, etc.
 - c. turn over money collected immediately to the treasurer
 - d. maintain list of names, addresses, and member numbers of members
 - e. maintain list of names and addresses of members to be forwarded to the state
 - f. distribute membership cards to all members in a timely manner
3. Hospitality
 - a. arrange luncheon for teachers during Teacher Apprec. Week
 - b. work in conjunction with the Fundraising Chair and the school to host specified dances throughout the school year for students.
4. Fundraising
 - a. plan fundraising activities according to the approved budget
 - b. gather information and establish a file on potential fundraisers
 - c. review fundraisers to ensure all legal/ethical requirements are met
 - d. have all fundraising events approved with the principal and school board
 - e. review any contracts and forward to the president for signature
 - f. turn funds over to the treasurer immediately

5. By-laws
 - a. maintain an approved/current copy of the local unit's by-laws
 - b. ensure that all board members have a copy of said by-laws
 - c. ensure that every five (5) years the by-laws are revised according to the newest model of the state/National PTA by-laws (see "Guidelines For Bylaws" in By-Laws Procedure Book)
6. Fieldtrips
 - a. plan trips according to the approved budget
 - b. have trips approved by the executive board
 - c. have trips approved by the principal/school board
 - d. gather information and establish a file on potential trips
 - e. work in conjunction with the school to provide chaperones as necessary
 - f. provide the principal and any teachers/chaperones going on trips with a WRITTEN itinerary at least one day in advance to trips
 - g. arrange for bussing/tickets for trips as necessary
 - h. work in conjunction with the school for any permission slips necessary for the trips
 - i. work in conjunction with the school for the transportation of any special-needs students for the trips
 - j. work in conjunction with the school nurse to assure the medical well-being of students who require medication during the day of the trips
7. Publicity

work in conjunction with the Newsletter Chair and the Historian to contact the local news media and report to the community the activities of the local unit and the school
8. RIF
 - a. ensure that contracts are filled out and sent to the RIF agency
 - b. coordinate with the school to arrange dates for the RIF Program
 - c. work in conjunction with students, teachers, and the librarian to order books that are age appropriate and will encourage students to read
 - d. make arrangements for volunteers to assist in the distribution of the books
9. Newsletter
 - a. work in conjunction with the school to publish the newsletter
 - b. arrange for distribution to parents of students in the school
10. Student Awards
 - a. plan to give student awards according to the approved budget

- b. work in conjunction with the school as to what criteria to base awards on
 - c. award certificates monthly to two (2) students (one (1) Middle School and one (1) Senior High Student)
 - d. notify Publicity and Newsletter Chairs who the recipients of the of the awards are and when they will be awarded
11. Student Representatives – 2 Co-chairs
- a. gather information from the student body as to what the students would like from the PTSA in regard to the following...
 - RIF books
 - Field trips
 - Dances
 - b. work in conjunction with the school and Guidance office to establish goals
 - c. work in conjunction with the Membership Chair and the Fundraising Chair to establish a relationship between the Student body and the local unit

Adopted at the June 21, 2010 meeting of the Shamokin Area Middle/High School PTSA.