



Date Approved:

March 11
2020

Standing Rules

Florida Congress of Parents and Teachers, GEN 2149
EIN# 59-3131106
Hillsborough County PTA / PTSA

Standing rules are motions of a permanent nature and are used to supplement Bylaws. They are needed to keep from going through the formality of amending the unit Bylaws when situations arise that could be covered by a standing rule. No standing rule is in order that conflicts with the Bylaws. Standing rules do not need state approval.

I) Standing Rules

- 1) May be rescinded or amended at any regular business meeting by a majority vote.
- 2) Will continue in force until temporarily suspended, amended, or rescinded.
- 3) Should be revised and updated every year when Bylaws are reviewed.

II) Membership Obligation

- 1) PTA Membership is required for all leadership positions. This includes Executive board members, faculty representatives, chairpersons, and homeroom parents.
- 2) Those who attend board meetings on a regular basis are expected to fill empty board positions and / or volunteer at HGE PTA events. This is part of our philosophy seeking a united membership that works toward the PTA Mission.

III) Meetings

- 1) Regular business meetings will occur on the second Wednesday of each month at 9:15am. The President will prepare the agenda and the Executive Committee will present any new information. Executive Board or specific committee meetings will take place at the discretion of the President or relevant chairperson.
- 2) General Assembly meetings will occur at least 3 times per year as per the Hunter's Green Elementary PTA bylaws. General Assembly meetings will be held for purposes of approving the budget, electing a nominating committee, and general elections. The time and place of the General Assembly will be announced at least 7 days in advance. Regular business meetings may be canceled or rescheduled without notice.

IV) Board Members and Chairpersons

- 1) The list of all board members will be maintained by the President and will be presented to the board by the first meeting of the school year. All Executive Board Members and Chairpersons

will be given a procedure book which includes a job description, rules, procedures, and Bylaws. Each Committee Chairperson shall keep relevant documents and detailed records for his / her successor and will pass all relevant documents to the successor prior to the start of the next school year.

- 2) Executive Board Members are encouraged to seek additional PTA training made available through Hillsborough County PTA / PTSA.
- 3) Membership may select and vote-in a President - Elect to act as an aid to the President with duties similar to that of to the Vice Presidents.
- 4) The budget for each division will be voted on each year at the General Assembly. Chairpersons are expected to stay within the budget or obtain prior approval from the Executive Board for expenses that exceed the committees budgeted amount.
- 5) Any flyers sent by Committee Chairpersons on behalf of the Hunter's Green Elementary PTA shall be approved prior to duplication and distribution by the President and Principal.
- 6) If, after serving for two consecutive years, a position is made available to the general membership and no one wishes to fill the position, a board member may resume duties for another year if membership approves with a majority vote.
- 7) If a Committee Chairperson resigns prior to their event, it will be at the discretion of the Executive Board as to whether that event is held.

V) **Budget and Finance**

- 1) All paper checks shall require the signature of two of the Executive Board members. Check signers will include the President, the Treasurer, and up to 3 others from the executive board as determined by the President and Treasurer.
- 2) Debit cards may be issued to check signers only at the discretion of the President and the Treasurer. Debit card signers will be subject to a background check at the bank and will be required to submit receipts in relation to all purchases by the end of the calendar month that the purchase was made so that the monthly bank reconciliation can be completed. Digital checks may be issued with approval by the treasurer with proper documentation in accordance with the budget allotment.
- 3) If it is necessary for a teacher, staff member or PTA member to make a budget amendment, he or she must notify the Executive Board prior to next scheduled General membership meeting.

Reviewed by:

Cheryl Miller, President
Name and PTA Position

3-11-20
Date

Jessie D. King, VP marketing
Name and PTA Position

3-11-20
Date

Karen D. Treasurer
Name and PTA Position

3/11/2020
Date