

Standing Rules
Cordill-Mason Elementary PTA
2015-2016

1. Standing Rules shall be reviewed and voted on as needed.
2. All Unit meetings shall be opened by an appropriate pledge, song, or inspirational thought.
3. It shall be the duty of the President to see the new president gets a new president's pin.
4. It shall be the duty of the Treasurer to see that the outgoing President's pin is purchased, engraved, and presented at the last Unit meeting of the school year.
5. The official CME PTA Delegate to Regional, State or National Convention and/or other PTA sponsored conferences shall be the President. In the event that the President is unable to attend, he/she may appoint a delegate from the Executive Committee or Board with the approval of the Executive Committee to represent the CME PTA. Additional delegates to a maximum of state voting strength may be elected by the board to attend. If available, the Principal of CME shall be deemed one of the voting delegates. Expenses of all voting delegates shall be paid equally from the budgeted amount for this purpose.
6. Anyone representing CME PTA at District, Regional, State or National meetings or Conventions shall submit a written report to the Executive Committee/Board upon their return.
7. The CME PTA will pay for registration, convention hotel, transportation, meals and any PTA event activities at the advance or early registration date, if available, not to exceed the budgeted amount. If the delegate does not register at the available advance or early registration date, the delegate shall be responsible for the difference.
 - a. Lodging accommodations will be paid at the PTA event room rate during the dates of the PTA event. Every effort to share rooms shall be made as appropriate.
 - b. Travel expenses shall be reimbursed by means of submission of gas receipts. Every effort to carpool shall be made. The point of origin for all travel expenses is Blue Springs to the point of destination and return. The total shall not exceed the price of a round trip coach airline ticket.
 - c. Meal allotment will be \$8.00 per meal exclusive of PTA event meals. Per Diem checks may be obtained in advance upon request with all proper approval forms completed.
 - d. Delegate registration expenses will be paid for by this PTA directly to the event sponsor or company. An exception will only be made when the business or event sponsor will not take a PTA check. The registration fee will include convention meals as appropriate not to exceed \$25.00 per day. In the event the delegate is unable to attend and cannot find a replacement, the delegate is responsible for reimbursement of all registration expenses paid on the delegate's behalf.
8. The Treasurer shall have the authority to pay all bills in the budget. All other bills must be approved by a 2/3 majority of the executive committee/board. All checks require the two executive board signatures that are on the CME PTA bank account.

9. The by-laws shall be reviewed by the Unit and approved by the Missouri procedures and by-laws chairperson every three years.
10. Annual reports shall be submitted by each officer and chairperson in writing and turned over to the successor at the spring meeting of the incoming board. This shall include copies of expenses and contact information.
11. Tentative PTA dates may be made by the new board for the fall school term to facilitate planning of the district calendar. These dates shall be subject to change and/or approval at the first executive board meeting in September.
12. Discussion at the executive/board meetings shall be according to parliamentary procedure.
13. In the event a chairmanship becomes vacant, the President has the authority to appoint a replacement and every attempt will be made to fill any vacancy on the executive committee/board.
14. In the event that a decision needs to be made between board meetings, the President may take vote of the elected officers by phone and/or computer.
15. In the event that a board member creates a dissension, embarrassment or doesn't execute the duties of his/her position, he/she can be asked to step down by a decision of the President, Principal, and the elected officers.
16. The chairperson or volunteer of any activity shall be responsible for seeing that the Treasurer receives all revenue immediately after completion of the activity.
17. The chairperson or volunteer of any activity shall be responsible for making a copy of any expense report and/or deposit report for such activity to provide to the President, before submitting original paperwork to the Treasurer.
18. Elected board positions are 2-year terms unless otherwise noted.
19. PTA membership is required to vote on board or unit business.
20. The Sentiments committee will recognize significant events or hardships (such as birth or death in the family) for staff and PTA members as determined by the elected officers to the extent of funds available in the budget. The Sentiments Chair will communicate regularly with the CME counselor and the President as to the existence of significant events.
21. Childcare person: arranges childcare for all board meetings. Persons caring for the children must be at least 12 years of age and older. Children being cared for should be between the ages of 3 and 10 years of age and potty trained. Other duties of the Chairperson include checking the room after babysitting to insure cleanliness.
22. Chairpersons of committees will be selected by a majority of the elected officers.
23. Elected officers shall attend all board meetings.
24. Chairpersons of committees shall attend the board meeting at least 30 days prior to the event to present a plan of action, any and all board meetings in between the presentation of the plan of action and the event, and the board meeting immediately following the event to report on the event. In lieu of attendance, the chair shall prepare and submit a detailed written report.
25. Committee chairs should serve no more than 2 consecutive years. They may serve as co-chairs with a new chairperson if so selected by a majority of the elected officers.