

GLENCOE PTA STANDING RULES
2008-2009 SCHOOL YEAR

1. The Standing Rules shall be read and approved at the first general membership meeting of the school year, and may be read by request at any meeting.
2. The Standing Rules may be amended or rescinded by a two-thirds vote at any general membership meeting.
3. The annual dues for this association shall be \$10.00 for an individual. The dues shall be disbursed in accordance with Article V, Sections 4 and 5 of the Unified Local Unit Bylaws.
4. General membership meetings shall be held on the first Monday of each month. Notice of all such meetings will be given at least one week in advance.
5. Business meetings (executive board) shall be held according to the attached schedule. If conflicts in scheduling arise, the meeting shall be held on a convenient day for board members.
6. Officers and Elections:
 - a) Officers of this Association shall be two co-Presidents, President Elect, Vice President, Secretary, Treasurer, Treasurer Elect and two Volunteer Coordinators.
 - b) In March, a nominating committee consisting of no less than three voting members shall be selected by the Board.
 - c) At the April meeting, the list of nominations shall be presented. At this time, a copy of the slate of nominees shall be posted on the PTA bulletin board, and distributed in the weekly newsletter.
 - d) Elections shall be held in May, with June as an overlap period for training and exchange of procedural materials. New officers' duties officially begin in July of the next school year.
7. The order of business for meetings of this Association shall be:
 - Call to order
 - Reading (or posting) and approval of minutes
 - Financial reports
 - Committee reports
 - Unfinished business
 - Correspondence
 - New business
 - Program (speaker)
 - Announcements
 - Adjournment
8. A quorum for any general meeting of this association shall be eight voting members.
9. Standing committees and representatives shall be listed according to Interest Finder results.

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10. The President, with the approval of the Executive Board, may appoint special committees. A special committee goes out of existence when its work is done and its final report is received.

11. Each member of the Executive Board and each committee chairperson shall keep notes regarding activities, recommendations and procedures, pertaining to his/her office or chairmanship.

12. Revision of budget amounts:

When funds are requested for a purpose that can be categorized under a current budget item, the Board may approve disbursement of funds (within the approved budget) up to \$200, without requesting a vote from the general membership. The requested funds may not cause the category to be over budget by more than \$25. For items for which there is no current budget item, Board approval is limited to amounts of \$50 or less.

A vote by the general membership is required if:

- a. The amount requested is over \$50 with no budget item; or
- b. The amount would cause a budget item to be over budget by more than \$25.

These standing rules were approved by the general membership on:

Date _____

Secretary