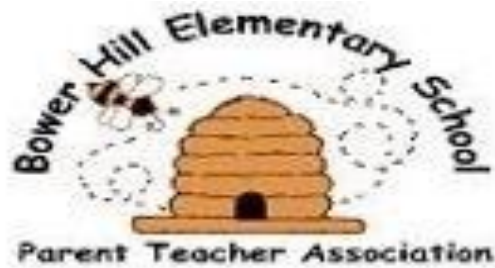


Amended March 2015

Bower Hill Elementary School PTA Standing Rules



I. General

A. The Bower Hill Elementary School PTA (hereinafter "BHPTA") General Meetings will be held monthly during the school year, with the exception of January.

B. In the case of a two-hour delay by the school district on a General Meeting day, the meeting will be delayed two hours. In case of a cancellation by the school district, the meeting will be cancelled and rescheduled at the discretion of the BHPTA executive board.

C. All newsletter articles are due to be submitted to the newsletter chair by the Thursday before the newsletter it is intended to be included in, or earlier.

II. Standing Committees:

A. The Standing Committees of the BHPTA shall consists of:

1. Communication: Newsletter, PTSD Directory, Yearbook
2. Cultural Arts: Assemblies, Library Volunteers, Reflections
3. Hospitality: Hospitality, Beestro, Hospitality for PTA Meetings, Open Hose Hospitality, Teacher/Staff Appreciation, Welcoming New Families
4. Legislation: Area Council Representative, Bylaws/Standing Rules
5. Membership: Membership
6. Programs: After-School Classes, After School Dance, Bookfair, Bower Hill Day, Character Counts, Family Game Night, Family Fun & Fitness, Grand Friends, Homework Helpers, Kindergarten Coordination, Read-A-Thon, School Kidz Kits, School Pictures, Spirit Recognition, Spirit Wear, Volunteer Coordinators

7. Ways/Means: Box Tops, Environmental, Labels for Education, Read-A-Thon, Tyson

B. All Sub-committee chairmen shall submit a "Plan of Work" to the Executive Committee (committee chairperson's respective vice president) for approval before the beginning of any project. Any spending that exceeds the approved budget requires a vote by the membership.

1. All Sub-committee chairmen shall return their committee folder to the president at the last meeting before the end of the school year. The folder should include but is not limited to:

a) *The current year's plan of work.*

b) *A summary of the success of the Plan including any recommendations that the chairmen might have about the plan.*

c) *Copies of all written communications (flyer, newsletters articles, committee reports, and correspondence)*

d) *Copies of Building Use Forms*

e) *All materials from previous years*

C. Communication shall be done by Constant Contact as deemed necessary by the BH PTA executive board or BH principals. Any communication to parents via a flyer or memo shall be approved and initialed by the BHPTA president and the Bower Hill Elementary principal or assistant principal for approval prior to copying and distribution. All BHPTA copying shall be done at Bower Hill Elementary School by either the BHPTA President, a vice president, the PTA secretary, or treasurer, using paper purchased by the PTA. Bower Hill staff members always have priority in using the school's copying equipment.

D. Administrative approval for the use of the school facility shall be obtained through the submission of a building use form via School Dude. Requests shall be made at least two weeks prior to any PTA activity or event that takes place at the Bower Hill Elementary School by the BH PTA President.

E. Solicitation of business for goods or services on behalf of this PTA shall not be permitted.

F. The Community Services Committee will be limited to aiding not more than four outside entities in one year. The Community Service will choose the entities every year based on their need and the availability of PTA volunteers.

III. Leadership training:

A. The BHPTA will cover the approved expenses of any member who attends a State of District PTA Event as a BHPTA representative.

B. In the event a member fails to attend a leadership-training event to which they committed as a BHPTA representative, which BHPTA prepaid, his/her fees, the member shall reimburse the BHPTA for expenditures on his/her behalf.

IV. Personnel/ Member Recognition:

A. The retirement, illness, death, wedding, or new child of a Bower Hill staff member can be recognized by a card purchased and sent by the secretary. Other remembrances are restricted to State PTA guidelines.

B. Death of a Bower Hill student, parent, staff member or an immediate family member of one of those persons shall be recognized by the purchase of a book for the Bower Hill Library, not to exceed \$25. The funds will come from the Board account. The Guidance Counselor will determine the timing of the gift, and the Librarian will help the child/family/staff member choose an appropriate book.

V. Finances:

A. There shall be four signatures on file at the bank to include the president, the 1st vice-president, the 2nd vice-president and the treasurer. Checks shall require at least two signatures, one which must be the treasurer's, unless the treasurer shall be away for an extended period. In such event, checks shall be signed by the president and one of the vice-presidents.

B. The treasurer shall present a written report of income and expenses at each General Meeting. This report shall be kept on file with the secretary's minutes for that meeting. An audit shall be completed not later than one month after the close of the fiscal year (June 30) and the books shall be transferred to the incoming treasurer. The auditing committee's report shall be given at the first General Meeting of the school year.

C. If the BHPTA receives a returned check from the bank, the treasurer will contact the payee to collect the monies due, including any bank fees.

D. All receipts for purchase made for the BHPTA shall be submitted to the treasurer promptly, accompanied by a completed "Request for Reimbursement" form. Any receipt/ "Request for Reimbursement" not turned in by June 25th shall be considered null and void.

VI. Membership Dues:

- A. National Dues: \$2.25
- B. State Dues: \$2.75
- C. Local Dues (includes portion to PT PTA Area Council): \$4.00

VII. State PTA/District/Incorporation Forms:

A. Immediately after the election, the secretary shall send the names and addresses of the newly elected officers to the State PTA and District.

B. Immediately after the election, the president shall send the names and addresses of the newly elected officers to the Department of State, Incorporation Bureau, 308 North Office Building, Harrisburg, PA 17120 on the appropriate Bureau form.

C. On or before April 30 of each year where there has been a change in corporate officers during the preceding calendar year, form "Annual Statement-Nonprofit Corporation" shall be filed by the BHPTA treasurer and signed by the BH PTA president, using entity #2908258. This form shall be mailed to the Department of State, Corporation Bureau, P.O. Box 8722, Harrisburg, PA 17105-8722.

VIII. Protocol for Addressing Issues: The BHPTA will follow protocol established by Peters Township PTA Area Council.

IX. Amendment: These Standing Rules may be amended at any time during a General Meeting (without previous notice) by majority vote of all eligible members present at the meeting.

Approved by the BHPTA General Membership on the _____ of _____, 2015

President's signature

Secretary's signature