



Standing Rules are motions of a permanent nature. They are used to supplement the Bylaws. They are needed to keep from going through the formality of amending the Bylaws when situations arise that could be covered by a Standing Rule.

Standing Rules may be adopted without previous notice by a majority vote at any business meeting.

No Standing Rule is in order that conflicts with the Bylaws.

A Standing Rule may be rescinded or amended at any regular business meeting by a 2/3 vote of the members present and voting (provided a quorum is in attendance) without previous notice, or by a majority vote with previous notice. The Standing Rules will continue in force until temporarily suspended, amended or rescinded. Standing rules do not need further approval by the state.

STANDING RULES SHOULD BE REVISED AND UPDATED ONCE A YEAR.

- 1) Meetings
  - a) Monthly general membership meetings will be held from the month of September through May/June (schedule determined by School Administration), except December. The evening meetings will be held in the Elementary Library and will begin at 6:30 PM, promptly. Day meetings will be held at 9:15 AM or 1:15 PM in an available room. The dates of the meetings will be determined in advance so that they will be published on the school calendar and will be held on different days of the week so as to accommodate the varying schedules of the general membership.
  - b) The Leadership Team will meet 7 to 10 days prior to the first executive meeting to conduct a planning session.
  - c) The agenda will be prepared in advance and confirmed by the Leadership Team. The agenda will be duplicated and distributed to those in attendance at the meeting.
- 2) Executive Board Meetings
  - a) Executive Board meetings will occur in August and February. The August meeting is to plan the year, discuss and budget each committee, and set measurable goals to present to the general membership in September. The February meetings will be to discuss progress on goals, review budget, and evaluate survey results to adjust direction, if requested.
- 3) The membership enrollment period will begin in September. An attempt will be made to set up a membership table at each event held during the course of the school year to solicit enrollment and provide information, in addition to the general notice sent to each parent or guardian in September.
- 4) PTA Events may include but are not limited to:
  - a) Family Fitness Night February
  - b) Family Fun Night May
  - c) Family Reading Night March
  - d) Fourth Grade Graduation June, as determined by School Administration
  - e) Holiday Mart During December
  - f) Holiday Parties (Homeroom Reps) October, December, & February
  - g) Kindergarten Lunch May as determined by School Administration
  - h) Science Fair November
  - i) Summer Reading June - August
  - j) Track and Field Day During one of the last two weeks of school

- 5) Fundraising Projects are:
- |    |                        |  |
|----|------------------------|--|
| a) | Book Fair (Scholastic) | Fall and Spring                                      |
| b) | Box Tops for Education | Daily to support summer & other reading programs     |
| c) | Catalog Sale (GAO)     | August/September                                     |
| d) | Cubs Corner Store      | August through June                                  |
| e) | Gift Cards             | August through June                                  |
| f) | Market Day             | Monthly  |
| g) | Membership             | Daily  |
| h) | Target (Visa Card)     | Daily through the use of registered Target Visa card |
- 6) Non-fundraising projects/committees are:
- a) Accelerated Reader
  - b) Adopt-A-Book
  - c) Agendas and Folders
  - d) Artist in Residence
  - e) Assemblies
  - f) Bulletin Board
  - g) Field Trips
  - h) First Grade Lunch
  - i) Grant Applications
  - j) Helping Hands
  - k) Kindergarten Registration
  - l) Marquee
  - m) Meals On Wheels
  - n) Public Relations
  - o) Reading Den
  - p) Recess/Indoor
  - q) Reflections
  - r) School Pictures
  - s) School Pride
  - t) Shop-n-Save Receipts
  - u) Staff Appreciation
  - v) Technology
  - w) Volunteer Coordinator
  - x) Yearbook
- 7) Delegates' expenses for participation in District 10 (Region 3) meetings will be paid from the treasury.
- 8) If incurred, Leadership Team or Committee Chairs' expenses for attendance at the following will be paid from the treasury. Anyone who cancels after registration is paid must find a substitute or incur the registration fee. If other SFEPTA members participate in these events, the Leadership Team will determine if any or all of those expenses will be covered from the treasury.
- a) District 10 (Region 3) conference(s).
  - b) Summer Leadership Training
  - c) State Convention
  - d) State Issues Summit
  - e) National Convention
  - f) National Legislative Conference
  - g) Success Seminars
- 9) Expenditures of less than \$100.00 that are not specified in the budget (i.e., office supplies) can be approved by two or more of the officers without approval of the general membership.

- 10) Publications and Subscriptions – The SFEPTA will purchase publications for the Leadership Team and Elementary School and School District Administration Offices:
  - a) *PTA in Pennsylvania*
  - b) *Our Children*
  
- 11) Recognition for service as endorsed by the Leadership Team will be paid from the SFEPTA Treasury.
  - a) President's Pin
  - b) Past President's Pin
  - c) Honorary Life Membership (both State and National)
  - d) Child Advocacy Award
  
- 12) The Secretary will notify the State PTA office of new officers and District 10 (Region 3).
  
- 13) In accordance with individual pre-approved budgeted dollar amounts the following committees will meet independently and report back to the president concerning status, progress and decisions which have been made. Each committee is required to have some form of materials/presentation submitted to the president in advance of their designated time/meeting, to be added to the agenda. If committees require more money than their pre-approved dollar amounts then a proposal needs to be presented at a general membership meeting and following the existing proposal guidelines.

Accelerated Reader	Homeroom Reps
Adopt-a-Book	Kindergarten Lunch
Artist in Residence	Market Day
Book Fair	Marquee
Box Tops	Membership
Bulletin Board	Meals on Wheels
Cubs Corner Store	Reading Den
Family Fitness Night	Recess Indoor
Family Fun Night	Reflections
Family Reading Night	School Pictures
First Grade Lunch	School Pride
Fourth Grade Graduation	Science Fair
Fundraiser	Shop 'n Save Receipts
Gift Cards	Staff Appreciation
Grant Applications	Sumer Reading
Helping Hands	Track & Field Day
Holiday Mart	Volunteer Coordinator
Homeroom Reps	Yearbook

- 14) All Homeroom Representatives must be PTA members
  
- 15) The Executive Board along with the General Membership requires that anyone requesting funds from the SFEPTA must be a PTA member and must present that request in person, at a PTA meeting. The requestor must ask the PTA President to be placed on the meeting agenda at least one week prior to the meeting. A written proposal must also be submitted prior to the meeting outlining the details per the SFEPTA Proposal Template. The Membership present at such meeting will then vote on such request.