

LOWELL PTA STANDING RULES

2004 Revision

STANDING RULES

Standing Rules are resolutions formed by an executive committee or an ad hoc committee of an organization and supplement the Bylaws of the Lowell PTA. These resolutions are intended to be in effect until one or all of them is amended by a two-thirds (2/3) vote of the PTA members present at a general meeting. It is not necessary for the executive board to give prior notice to the membership at large before amending any standing rules. Once standing rules are adopted, they can be suspended, modified, or rescinded by a majority vote at any future PTA meeting.

MEMBERSHIP

Annual dues for membership in the Lowell PTA shall be \$5.00 for an individual membership and \$8.00 for a joint membership. Being paid out of these moneys, National PTA dues are \$1.75 per individual membership or \$3.50 per joint membership, Illinois PTA dues are \$1.50 per individual membership or \$3.00 per joint membership, and Wheaton Warrenville PTA Council dues are \$.05 per individual and \$.10 per joint membership. Lowell PTA receives \$1.70 per individual and \$1.40 per joint membership.

MEETING PROTOCOL

- Meetings will be no more than 1½ hours in length. Please keep discussion time to a minimum during meetings.
- If more time is needed for discussion on a topic/committee, please request time on the agenda so that the meeting can move along accordingly.
- Committees and Committee Chairs should keep in mind that they have been honored with the responsibility of being able to make final decisions. If further funding is necessary, Agenda time should be requested from the President so that a vote can be taken at a PTA meeting to make an amendment to the committee's budget.
- There shall be an Executive Committee Meeting prior to each general membership meeting.

TREASURY MATTERS

- For a major fund raiser (over \$1500.00), all proceeds must be counted by two non-related PTA members. Both must sign off on the amount.
- Vouchers for monies to be reimbursed must be turned in within two (2) weeks of an event.
- Budgeted funds not spent by May 15 will no longer be available for that budgeted item, with the exception of events occurring after May 15.
- No spouse of anyone who signs checks shall be on the auditing committee.
- An Executive Board meeting will be held following the close of the previous year's books and audit completion in order to begin work on a tentative budget for the upcoming year.
- A complete report for the previous fiscal year will be posted and available by the first general PTA meeting of the school year.
- Carryover for next year's budget will be 20-30% of the current year's budget.

EXECUTIVE COMMITTEE

The Executive Committee consists of elected officers. The elected officers consist of the President, First Vice President and (when elected) Second Vice President, Treasurer and Secretary.

EXECUTIVE BOARD

The Executive Board shall consist of all Executive Committee officers and Standing Committee (committees which meet continuously through the year) Chairs. They shall:

- Attend PTA meetings where relevant (or designate a representative on their behalf), and present reports and recommendations;
- Maintain a folder which includes:
 - A position description
 - The current Bylaws
 - The current Standing Rules
 - The current budget
 - A sales tax exemption letter
 - A PTA calendar of events
 - A school calendar
 - A list of committee chairs
- Submit a year-end report to the First Vice President and keep a copy in their folder immediately following committee event;

HOSPITALITY

- The Vice-President(s) will arrange for baby-sitting for meetings, if space allows.
- The Vice-President(s) will oversee the hospitality committee in providing light refreshments as needed for special events, the hosting of the District 200 Board of Education meeting, and other events as requested by the PTA President.

FAMILY AND FRIENDS

- Serious Illness or Injury: Should a student, Lowell parent/guardian or staff member be hospitalized for any reason, a card should be sent.
- Death of a Student or Staff Member: A card will be sent, a donation of a book (selected by the person's family not to exceed \$25.00) will be made to the Lowell LLC, and PTA may facilitate establishment of a memorial fund in the LLC.
- Death of a Student's Parent or Sibling: A card will be sent and a book, chosen by the student, will be purchased in duplicate; one book will go the student, one will be donated to the LLC (total for both books not to exceed \$50.00).
- Death of a Staff Member's Immediate Family: A card will be sent and a book, chosen by the staff member, will be donated to the LLC (book not to exceed \$25.00).
- Staff Member Child's Birth or Adoption: A card will be sent.
- PTA Member Child's Birth or Adoption: A card will be sent.
- Staff Member's Wedding: A card will be sent.
- Disaster Policy: The general membership will be notified of any existing needs and the chair will coordinate any collections.

STAFF AND FACULTY

The PTA secretary will be in charge of purchasing the following gifts at appropriate times:

- Administrative Assistants (Secretary's) Day: A card will be given to the front office staff.
- Staff Retirement: A card and a choice of a donation from one of the following: a) scholarship donation; b) a book donation to LLC or c) Lowell beautification not to exceed \$50.00. A part-time staff member would receive a \$25.00 gift certificate.
- It is against National and State PTA regulations, which Lowell PTA abides by, to use monies to purchase personal gifts or gift certificates for staff members.

MISCELLANEOUS

- Directories will be distributed to each Lowell family.
- Invitations to the Scholarship Luncheon are to be extended to the Executive Committee, PTA Council Delegate, Scholarship Chair, Principal, and other persons at the President's discretion to total no more than 10 people.

Approved by the Lowell PTA

2004