

Albert F. Baker PTA Standing Rules

Standing rules are motions of a permanent nature used to supplement the bylaws. They are intended to cover situations without the formal procedure of amending the bylaws.

1. Standing committees shall be any of those suggested by the PTA Handbook or those deemed necessary by the vote of the Executive Board. The current list of standing committees is found in the Albert F. Baker PTA Standing Committees document.
2. Each standing committee shall submit the required "Plan of Works" to the Executive Board prior to finishing their role and within the first month of school. No committee work shall be undertaken without the consent of the Executive Board.
3. The Albert F. Baker PTA bylaws shall be studied for amendments and renewed every five (5) years. The bylaws shall next be reviewed in 2018.
4. Officers shall assume their official duties at the beginning of the fiscal year (July 1) and serve for a term of one year.
5. Baker PTA will hold at least 4 general meetings during the school year.
6. Baker PTA meetings are held after the PTC Council monthly meeting has taken place, on a schedule decided by the Executive Board in consultation with the school principal.
7. Any discussion that may ensue as the result of until business will be limited to two (2) minutes per individual and a thirty (30) second time limit for any necessary rebuttals. This will be monitored by the Board Advisor.
8. The Executive Board shall meet a minimum of twice annually within a fiscal year.
9. Baker PTA shall acquire liability and bonding insurance coverage. This coverage is obtained in conjunction with the PAPTA from the insurance company which writes a master policy for the state PTA units.
10. Checks written from the treasurer require two (2) authorized signatures. The treasury shall have three (3) authorized signatures: The President, 1st Vice President, and the Treasurer.
11. The Baker PTA Executive Board, with a majority, may approve expenditures up to \$100 without the general membership approval from items not included in budget.
12. The Executive Board shall determine the extent of fundraising activities in accordance with the goals of the unit.
13. Baker PTA shall subscribe to the PTA in Pennsylvania for all Executive Board officers in including the school principal.
14. President and/or 1st Vice-President shall assist the School Principal in welcoming new families at a school sponsored "K" orientation in May and September as well as New family Orientation in August.
15. A Homeroom Coordinator meeting will be held and organized by the 1st Vice-President in September. It serves to communicate volunteer opportunities and identify their responsibilities within the school as defined by the School Principal.
16. Staff recognition will be celebrated at the discretion of the committee chairpersons throughout the school year.
17. A gift of books donated to the Baker Library by the PTA may be made in honor of a special occasion or in memory of a student, member of the Baker staff or USC School District at the cost of no more than \$25 per gift without the general membership approval. This purchase is made through the school librarian.
18. Baker PTA hosts PTC Council once a year coordinating with school activities, the School Principal and PTC Council Executive Board.
19. Nomination of officers shall take place at the April PTA meeting.
20. The outgoing Executive Board and the officer nominees of the next board shall meet to prepare a proposed budget to be presented at the April meeting. The proposed budget shall be voted on at the May meeting.
21. The installation of officers shall be held at the final meeting of the year. Refreshments shall be served.

22. All informational fliers and signup sheets to be distributed through the school to the student population shall be submitted to the President and then the School Principal for approval. After receiving approval for distribution, a copy of the flier must be submitted to the webmaster for posting on the website. All for distribution, a copy of the flier must be submitted to the webmaster for posting on the website. All PTA members must follow the USCSD Copy Policies.
23. In the event there are multiple candidates for any election, each candidate may submit a brief written statement to the Executive Board at least two (2) weeks prior to the spring election. The President will then read the statement(s) to the membership at the election meeting, prior to closing nominations.
24. All members of the Executive Board and the general membership must understand that according to IRS rules, all funds spent by the organization must fall into at least one of the following categories:
 - a. Educational: Supplementing the educational instruction of students, such as: assemblies, field trips and guest speakers
 - b. Charitable: Providing this association's children with services or programs that they otherwise may not receive. This does NOT mean giving money to charities.
 - c. Operations: Covering normal expenditures such as postage, printing and supplies. The category also covers the cost of training and education for the association's officers, along with publications and kits that may enhance the training of the officers.
25. PTA's book shall be closed as of June 30th and an audit performed of the Treasury of this association shall be conducted and concluded by July 31st of each year. The outgoing treasurer shall turn over all books and records to the incoming treasurer within ten (10) days after the completion of the audit.
26. All Executive Board officers and Committee Chairs are required to be current PTA members.
27. The President and 1st Vice-President shall serve on the USC PTC Council Executive Committee. The President or an alternate must attend the monthly meetings.
28. All monies earned must be counted, reconciled and turned over to the Treasurer or in their absence, another Executive Board member upon completion of an event. PTA funds should be taken to the bank for deposit as soon as possible.
29. All expenses for reimbursement should be submitted within two (2) weeks following the conclusion of the event and no later than June 20th for year-end events. Receipts must accompany expenses for the reimbursement.
30. The 1st Vice-President shall serve a one (1) year term, followed by a (1) year term as President of the PTA and then a one (1) year term as the Board Advisor to the Albert F. Baker PTA. Terms are to be served consecutively.
31. This PTA shall pay annual membership dues to the council by December 1 unless otherwise specified by PTC prior to the last general membership meeting of each school year. Membership dues shall be set by the council for the coming fiscal year by March 1 of the prior fiscal year. Failure to pay this fee will result in this PTA's elimination from PTC events, programs or services such as, but not limited to, the USC Family Directory, Arts in USC, Welcome Dinner, Spelling Bee, Partners in Education (PIE) and Gifted and Talented Education (GATE).

These standing rules shall continue in force until temporarily suspended, amended or rescinded by the Executive Board. They should be revised and updated at least once a year. The Standing Rules may be adopted without previous notice by a majority vote at the Executive Board meeting. No Standing Rule is in order that conflicts with the bylaws of this unit.