

Cleveland Elementary School PTA Standing Rules 2020-21

#	Bylaws Reference	Action	Requirement from Bylaws	Local Unit Standing Rule	Change To/ADD
1	Article V Section 4	required	Annual membership dues:	\$8.00 (Eight Dollars)	
2	Article VI Section 2	if applicable	Additional elected offers include:	None	
3	Article VI Section 3	required	Officers shall be elected the general membership meeting held in: (specify month)	April ;EXCEPT IN THE ABSENCE OF AN APRIL MEETING, IN SUCH CASES OFFICERS SHALL BE ELECTED AT NEXT REGULARY SCHEDULED MEETING	
4	Article VI Section 4	required	a. Officers shall assume their official duties on (specify date) b. Officers shall serve a term of: (specify period of time)	a. July 1 b. One year or until their successors are elected.	
5	Article VI Section 5	required	A person shall not be eligible to serve more than two consecutive terms in the same office	This rule will pertain to treasurer only. All other offices are for one year only.	
6	Article VII Section 1b	if applicable	Additional duties of the President include:	None	
7	Article VII Section 2	if applicable	Additional duties of the Vice President include:	None	
8	Article VII Section 3f	if applicable	Additional duties of the Secretary include:	None	
9	Article VII Section 4c	if applicable	The members of the Budget Committee will be: elected or appointed; by the Board of Directors	Not Applicable	

10	Article VII Section 4d	required	Specify which other officers must have their signature on file for writing checks: (Other than the Treasurer)	President	*Vice President
11	Article VII Section 4i	if applicable	Additional duties of the Treasurer	None	
12	Article VIII Section 3	if applicable	Other members of the Board of Directors include:	<p>Secretary shall be split into 2 positions: Recording Secretary and Corresponding Secretary.</p> <p>Corresponding Secretary shall:</p> <ul style="list-style-type: none"> - Establish and maintain website - Distribute signup genius by email and website - Social media presence - Aid committees in creating publicity fliers - Answer/redirect questions to appropriate "department" - Maintain membership list <p>Recording Secretary shall:</p> <ul style="list-style-type: none"> - Record meeting minutes - Be prepared to read records of any previous meetings - File all records - Maintain current copy of Bylaws and standing rules for this PTA until 	
13	Article VII Section 6b	if applicable	Specify how many days notice must be given to the officers of a specially called meeting:	7 (seven) days	
14	Article VIII Section 7	if applicable	How many members must be present to establish quorum to transact business at Board of Directors meeting:	Not Applicable	
15	Article IX Section 2	if applicable	List your standing committees. Include information about duties:	School Supply Committee Back To School	*Remove Art Education

				Night/Enrollment Bingo Night Book Fair Box Tops Family Fun Night Field Day Jog A Thon Popcorn PTA Lunch Coordinator Scholarship Student Directory Super Kids Day Teacher Appreciation Thursday Folders T-Shirts Restaurant Night Yearbook/Asst Yearbook Sales	Boo Hoo Breakfast Coats for Cubs Bulletin Boards Cub Tracks Special Projects: Improvements Watch DOGS
16	Article IX Section 3	if applicable	Standing committee chairs shall serve for a term of (specify period of time)	One year	
17	Article X Section 1	required	List the months, dates and number of general membership meetings:	There will be 11 general membership meetings. September – May: On the 1st Wednesday of each month August to be determined by executive committee. IN THE CASE OF AN EMERGENCY CANCELLATION OF SCHOOL ON THE DAY OF A MEETING AND IN THE ABSENCE OF ANY REASONABLE WAY TO RESCHEDULE SUCH MEETING, AN “E-MEETING” MAY BE SENT OUT TO THE MEMBERSHIP.	
18	Article X Section 2	required	Specify the number of days in advance	7 (seven) days	

			that the general membership must be notified of a specially called meeting.		
19	Article X Section 4	required	Specify the size of quorum that must be present to transact business at a general membership meeting:	9 (nine)	
20	Article XII Section 2	if applicable	Specify how council delegates and alternates are selected:	Not Applicable	
21	Article XII Section 2	required	Specify how convention delegates and their alternates are selected:	Officers shall be selected, followed by interested board of directors and current PTA members as approved by general membership	