

CARVER PTA STANDING RULES

Meetings

1. Any member or non-member wishing to address the Board must first inform the president of their desire to be heard, and then may be placed on the agenda under "New Business".
2. All Executive Committee Members and Chairman of Board committees must attend, or submit a written report to, at least eight Board meetings annually or will be required to resign.

Communications

3. All standing committees must provide a "Plan of Action" outline to the Board and have such plan on file prior to proceeding with committee actions.
4. Any chair or committee members wishing to disperse flyers or notices throughout the student body must first provide the notice to the school principal and the PTA president for final review and authorization.

Money Matters

5. The Board must attempt to maintain balance of \$3,500 in the bank account at all times.
6. All receipts shall be submitted to the treasurer on the designated "Request for Payment" form with appropriate documentation and chairperson signature, in order to be given proper consideration and payment.

7. All monies collected on behalf of the PTA shall be delivered to the treasurer within seven (7) days. If funds are greater than \$1,000.00 they must be delivered to the treasurer within forty-eight hours (48). The treasurer must deposit all funds less than \$1,000.00 within (7) days. If funds are greater than \$1,000.00 the treasurer must deposit them within (48) hours. All monies given to the treasurer must accompany appropriate PTA deposit form and an accompanying tape.
8. All monies collected on behalf of the PTA during any fundraising or non-fundraising event shall be collected in a designated secure box, which is located in the PTA closet.

Legal Concerns

9. All contracts or agreements entered into on behalf of the PTA must be signed by both the president and the committee chair.
10. All fundraising activities involving a written request for funds must include the signature of both the president and the committee chair.
11. All outside vendors participating in fundraisers must have valid proof of insurance.

Conventions

12. Representatives attending the State PTA Convention shall be excused from no more than two meetings/seminars during their stay.
13. Representatives attending State PTA Conventions shall report relevant information and finding to the Board at the next scheduled board meeting.