

Pleasant Hill PTA Standing Rules

Standing Rules may be rescinded at any regular executive board meeting by a majority vote if the amendment has been presented at the previous meeting, or by a two-thirds vote if it has not.

1. The president, or president-elect, or co-presidents, or at least one alternate, shall be delegates to the state convention; delegate number varies with membership count. Delegates to district and council meetings shall be as many members of the association as possible.
2. Whenever possible, delegates' expenses shall be paid to conventions, conferences, and other special meetings of the Illinois Congress of Parents & Teachers. The association shall pay for the luncheon expenses for delegates who attend the regular district and council meetings.
3. The canceling member shall reimburse Pleasant Hill PTA for prepaid expenses, such as delegate registration to the state conventions, district dinner reservations, or School of Information meals.
4. The president, **or co-presidents**, shall biannually appoint a bylaws revision committee, to be chaired by the legislative vice-president, by October 30 to review the association bylaws in order to keep them current. This will take place next in 2008-2009.
5. The sum of \$1000 minimum shall be turned over from each board to its successor.
6. It is recommended that an Excess Funds/Unanticipated Funds Committee consist of the president **or co-presidents**, ways & means chair, treasurer, principal and any others as deemed necessary, for the purpose of determining the disbursement and allocation of excess funds. A report will be submitted to the association for voter approval.
7. The PTA will sponsor such youth-serving agencies, which meet the approval of the executive board and the bylaws of this association.
8. The Illinois PTA strongly recommends that elected officers complete the Basic Information Course offered by the Illinois PTA within 6 months and Advanced Course within a year of assuming the duties as officers.
9. The treasurer will reimburse expenditures upon receipt of proof of purchase, however, no sales tax will be reimbursed. Exceptions will be made in cases where the business/establishment will not accept the tax exemption letter provided by the PTA.
10. It is recommended that two members of this association be present when monies are counted. Immediately after counting, all money/checks shall be locked up at school. Room Parent monies shall be logged and approved by the teacher and filed with the treasurer. It is also recommended that all funds be deposited in the approved bank within 24 hours.
11. The canceling member shall reimburse prepaid expenses, such as delegate registration to the state convention, district dinner reservations, or School of Information meals, to the association.

12. Pleasant Hill PTA members who have received the PTA Life Membership award and are still active in this Pleasant Hill Community will have their dues paid for by the Pleasant Hill PTA, Inc.
13. Gift giving upon retirement or departure from the school shall be made according to the following guidelines:
 - 5 years or less = \$25
 - 5 – 10 years = up to \$50
 - 10 – 20 years = up to \$75
 - 20+ years = \$75
14. In the event of the bereavement of a staff member or a member of their immediate family, a \$50 donation shall be made on their behalf to a charity of their choosing. A card shall acknowledge all other illnesses/bereavements. Under extraordinary circumstances, the Executive Committee will convene to determine the appropriate response.
15. The principal or his/her appointed representative will serve as an advisor to the Nominating Committee. The position shall hold no vote.
16. The Pleasant Hill PTA, Inc. discourages its members from all forms of electioneering and attempts to influence members of the nominating committee.
17. The Website Guidelines of the Pleasant Hill PTA website will be considered standing rules which may be revised at any executive board meeting by a majority vote if the amendment has been presented at the previous meeting, or by a two-thirds vote if it has not.

Voted and Approved: February 20, 2007