

Cedar Bluff PTSA Standing Rules 2016-2017

The Cedar Bluff PTSA Board of Managers will adopt Standing Rules at the beginning of each academic year. These rules will supplement the By-Laws of the Cedar Bluff PTSA. Each is reviewed individually and may be adopted without notice, by a majority vote, at any Board Meeting. NO standing rule may be in conflict with the by-laws that govern the Cedar Bluff PTSA.

1. The Board of Managers (BOM) meets at a time agreed upon by the majority of its members. This time is decided at the first meeting of each new Board (August) and should be strictly observed. For the 2016-2017 there will be no meeting August, December, February, nor April. Five days notice will be given for any date and/or time change. September 19, October 18, November 10, January 19, March 27, May 9. Additional meetings may be scheduled as needed.
2. The Fall General Meeting will be September 19, with fundraisers and the membership events presented. The budget and by-laws will be reviewed and voted on. The Spring General Meeting will be March 27, with new officers being nominated and elected. Installing of officers will be at the May meeting. Additional General Meetings may be called by the President or by a majority of the Board of Managers, with five days' notice being given.
3. Quorum for Meetings shall be met. Voting by Proxy is prohibited.
 - a) A quorum of the Board of Managers shall be 9 Members,
 - b) a quorum of the Executive Board shall be 4 members, and
 - c) a quorum of the General Membership meeting shall be 15 members.
4. The 2016-2017 Cedar Bluff PTSA annual dues shall be \$7.00 per single member, and \$50.00 per corporate membership. The national portion is \$2.25, the Tennessee state portion is \$1.50, and the Knox County portion is \$0.25.
5. Officer and Committee Chairmen reports are to be done monthly when applicable. Monthly activity reports are to be submitted in writing at or before the meeting when applicable. All actions, requiring Board approval must be brought before the Executive Committee for review, and then presented to the Board for a vote. If the Officer or Committee Chairperson cannot be present, the report should be passed on to another committee member for presentation.
6. The Treasurer has provided a copy of the budget for approval by members at the May 2016 Board of Managers meeting for the fiscal year 2016-2017. The budget will be adopted by the General Membership at the General Meeting on September 19, 2016.
7. A printed copy of the monthly Treasurer's report, showing expenditures, disbursements, and receipts will be available to every member at each Board of Managers meeting, and posted at general Meetings.

8. The Treasurer is expected to bring the checkbook and all records to each meeting.
9. Any single expenditure exceeding \$100.00 by a committee or Board member with budgeted monies requires prior approval of the President or Treasurer. Non-budget items need Board of Managers approval.
10. The Secretary will provide written copies of each meeting's minutes at the next Board Meeting.
11. Funds for the State Convention shall be part of the budget. Funds for the National PTA convention shall be determined annually and may be a budgeted item.
12. A donation to Knox County Council PTA scholarship fund shall be a budgeted item.
13. The Secretary, or designee, shall send appropriate cards to the PTSA Board, their immediate family members, all school personnel and their immediate families in case of serious illness or death. If a parent or a sibling of a student dies, the PTSA will make a donation to the designated library and send a note to the family. If an immediate family member (spouse, child or parent) or a staff member or PTSA Board Member dies, a donation may be made to the library. The maximum donation will be \$15.00 with the approval of the Secretary and President. This shall be a budgeted item called the sunshine Fund under Hospitality. At the discretion of the Executive Committee, the Sunshine Fund can also be used to commemorate special occasions, not to exceed \$50.00.
14. All Officers and Chairmen shall maintain up-to-date procedure books concerning their responsibilities and activities. These books are to be passed on the next officer or chairmen.
15. All PTSA donations will be given at designated times as per the budget.
16. The Centennial Award is presented annually at the May Awards program to an outstanding Cedar Bluff eighth grader. The President will follow the nomination and award procedures.
17. The Executive Committee will carry out requests for monies through proposals submitted by a teacher that has been approved by the Principal. The Executive Committee will vote on and approve or deny the disbursement of funds according to mini grant procedures.
18. If a vacancy exists for an elected officer, and there are no nominations, the President shall nominate the officer, subject to Board approval.
19. Sales tax will no longer be reimbursed to individuals for money spent on any supplies or materials for PTSA.

Updated: 9/14/16