**Revised Standing Rules: October 12, 2020**

**OAK RIDGE PARENT TEACHER ASSOCIATION**

**Royal Oak, Oakland County, Michigan**

**Royal Oak Council, Region D**

**STANDING RULES**

The Oak Ridge PTA shall be self-supporting, self-propagating and self-governing in cooperation with its respective local, state and national PTA branches.

Finances for the operation of the Oak Ridge PTA rest entirely upon membership dues, fund raisers and donations, and shall be used strictly to benefit the Oak Ridge School and community as deemed upon by its membership and board.

**The following list of rules shall serve as guidelines for the operation of the Oak Ridge PTA:**

1. Each officer/chairperson shall keep procedure books with detailed information of all activities pertaining to his/her job. These are to be turned over to the incoming officers/chairpersons. An annual report must be submitted at the end of the year. The president shall retain a copy of the annual report.
2. The committee chair shall inform the treasurer at the completion of their committee’s business; any unused funds shall be transferred to the General Fund. The committee’s remaining budget will be $0.00.
3. Each officer/committee chairperson is responsible for controlling the amount of expenditures for his/her committee or areas of responsibility and should remain within the limits of the allotted budget unless approved by the board. An overage, of up to $25.00 may be approved by the president and the treasurer; the overage would be taken out of the General fund. Motions may be made to increase a particular committee’s budget at the general PTA meeting; the motion may then be voted on and adopted.
4. The PTA will pay for the dinner tickets of 10 members for the annual PTA Founder’s Day Dinner in February. The tickets will first be offered to the president, then officers then committee chairs and general membership. Tickets will be by lottery if necessary.
5. When authorized by the board approved budget, all checks and withdrawals on the treasury of the Oak Ridge PTA shall be signed by two members. The members on file as signers shall be the treasurer, the president and one general member.
6. The treasurer, with the approval of the president, is authorized to pay the State sales tax if sales taxes are mandated by the state.
7. An audit committee of no less than three members will be established each year to audit incoming funds, deposits and financial statements at the end of each fiscal year. The audit committee shall not consist of anyone who has signatory authorization.
8. Refreshments at meetings will be served on a volunteer basis by the general membership. The Social VP will organize the refreshments. The Social VP will also arrange for any needed table decorations for the PTA Founder’s Day dinner.
9. The Oak Ridge PTA will maintain a fund for training & conferences for officers who wish to attend local & state events; the amount to be decided upon by the Executive Board during the August executive board meeting. Information from training should be shared with members of the executive board who did not attend.
10. Monthly executive board meetings will be held at least 7 days before the general membership meeting. Another executive board meeting will be held in June to review the year and suggest ideas, budget changes for the following year. An executive board meeting will be held in August to discuss plans and determine the budget for the upcoming year.
11. Executive board meetings may be conducted virtually as required. Any voting will be done by roll call vote during the meeting by the Secretary.
12. Membership meetings may be conducted virtually as required. Meeting link will be posted at least 24 hours in advance of the meeting on Facebook and emailed to all PTA members. Meetings will be recorded & minutes will be kept by the Secretary.
13. Virtual voting can be conducted using roll call vote during the meeting by the Secretary. This includes voting for the executive board, any motions, and any other issue that may require the vote of the general membership.
14. Standing Rules will be reviewed yearly and revised as necessary.