

HARRY STONE MONTESSORI ACADEMY PTA

Standing Rules

1. Any expenditure of \$250 or more must be in the budget and approved by the Executive Board*. Requests for approval must be accompanied by a minimum of 2 competing bids. Failure to obtain approval prior to the expenditure may result in non-payment.
2. All services performed by PTA members or their affiliates will be considered a donation unless contracted by the Executive Board prior to the service being performed. The PTA member or their affiliates may only be reimbursed reasonable compensation for services rendered. To determine reasonableness, the Executive Board must be provided a minimum of 2 competing bids prior to the work being performed.
3. Members of the Executive Board or their affiliates will not be reimbursed for services performed.
4. The PTA will not reimburse for sales tax.
5. The PTA President must sign all contracts.
6. All funds raised will be used to achieve the stated purposes of the PTA as outlined in the bylaws.
7. Lifetime membership in the PTA will be awarded to a minimum of 1 person annually.
8. The PTA may not make cash donations to other charitable organizations.
9. The agenda for Executive Board and General PTA meetings will be set by the President.
10. All printed PTA flyers/documents/communication sent home in Thursday folders must first be approved by the school Principal. The 6th VP Communications must be informed.
11. All mass e-mail communications to the PTA must be approved and then forwarded by PTA moderators to include at a minimum the President and one additional moderator designated by President, 6th VP Communications and Website Chair.
12. The PTA will purchase general liability and officer's liability insurance annually.
13. Delegates attending state and national PTA conventions shall be reimbursed for expenses as follows:
 - a. registration fees
 - b. Lodging expenses up to the double occupancy rate offered as a package plan by the sponsoring PTA organization
 - c. meals not covered by the package plan up to \$10 per meal for travel purposes
 - d. mileage at .30 cents per mile or the actual cost of gasoline, whichever is less.
 - e. These expenses are reimbursable only if the budget permits. The registration fee and the cancellation fee for lodging and meals will not be reimbursed if a delegate cancels or fails to show.
14. Two people must count all money received by the PTA. An adding machine with a printable tape should be used when counting large sums of money and the tape should be included with the money when presented to the treasurer.
15. A representative of the Site-Based Decision Making committee shall give a report at each PTA general meeting.