

DeWitt Elementary PTA Proposed Standing Rules

1. Standing Rules

- a. An up-to date copy of the Standing Rules will remain in the PTA's google drive to be passed down with the records to the next year's officers.
- b. The standing rules shall be reviewed at the first general meeting in September of each year and so noted in the minutes.

2. Calendar

- a. The schedule of the general meetings for the academic year will be determined by the elected officers prior to the September meeting.
- b. The PTA calendar of events will be set at an officer's meeting during summer break and presented at the first general meeting of the year in September. The calendar will be reviewed periodically as needed throughout the year.

3. Standing Committees

- a. Standing committees of this association are as follows:
 - i. Building Representatives
 - ii. Audit
 - iii. Bylaws
 - iv. Communications
 - v. Teacher and Building Grants
 - vi. Denim and Diamonds
 - vii. Monster Mash
 - viii. STEAM Event
 - ix. Teacher and Staff Appreciation Week
- b. Committee chairs will complete an event evaluation (or survey) within two weeks of the end of their event and submit to the President.
- c. After an event ends, we will remove access to Google Drive folders to non event chairs/officers within 30 days.

4. Financial

- a. All expenses must be approved by committee chair or president prior to purchase and/or submission to treasurer for repayment.
- b. All forms for reimbursement shall be submitted to the Treasurer within 60 days of incurred expense.
- c. All expenses for the fiscal year must be submitted to the treasurer by June 15th.
- d. Checks will be cancelled if not cashed within 30 days.

5. Membership

- a. Members of the 'PTA Member Chat' Facebook page will be reviewed in September to confirm that only active PTA members have access to the private group.

Standing Rules approved on 2/5/2025.