

ST. JOSEPH PTA COUNCIL STANDING RULES

1. The President is empowered to act in any emergency that may arise without a called meeting, action to be ratified at the next meeting.
2. The President of the Council shall be allowed \$350.00 a year for expenses.
3. No free will offerings shall be taken at regular Council meetings.
4. The Founder's Day committee shall consist of: Founders' Day Chairman, Secretary, the First Vice President, Treasurer and the Clippings Editor. This committee may select person(s) as recipient of the **Honorary Missouri Distinguished Service Award** (formally known as MO Life Membership), if they so choose. Application to be sent to MO PTA along with \$50.00 fee plus shipping. Honoree will receive a certificate and lapel pin. Other awards include: **Caroline B. Ullman Honoree**: this is given to the Teacher of the Year. This honoree is presented with a framed certificate and a donation of \$100 is made in their honor to the MO State PTA. **MO PTA Building Fund Honoree**: this is given to the Support Person of the Year. This honoree is presented with a framed certificate and a donation of \$100 is made in their honor to the MO State PTA. **Clarence J. Carpenter Memorial Fund Board Honoree**: this honoree is selected by the Clarence J. Carpenter Memorial Fund Board. They are presented with a framed certificate. A \$100 donation is made from Council to the Carpenter Board in their honor. **Help a Child to See**: this is an award given to each school who have participated in the Clarence J. Carpenter Memorial Fund Board "Help a Child to See" campaign. Each school is presented a certificate for participation. Each school must have a donation equal to or above their total staff to be eligible for this award. A volunteer of the St. Joseph School District will be honored with the **St. Joseph PTA Council Outstanding Volunteer Honoree Award** at the annual PTA Council Founder's Day Banquet (TBA) to recognize a PTA member for their contribution of making a difference in their school. There will be one (1) honoree per member unit. Nominations must be made by the school principals. Each honoree will receive a certificate, lapel pin and a book will be donated to their school library. The Executive Board will choose an **Outstanding PTA Unit**. This PTA Unit will be awarded a traveling trophy which will be replaced by a plaque the following year. The Council will create a committee to choose the **Principal of the Year Award Honoree**. The committee will be composed of the awards chairperson, third vice president, previous principal of the year award winner, president of PTA Council, and Clippings editor. This honoree will receive a framed certificate and a gift of \$500 to be used at their own discretion. First year principals are not eligible for this award. **Davis-Langamach Honoree**: this award is given to one individual per year at Founder's Day dinner. This honoree is recognized for making a difference in a child's life. The committee will consist of Council Awards Chair, 2nd Vice President, 3rd Vice President, and Corresponding Secretary. The honoree will be presented a framed certificate, a small keepsake and a book will be donated to their school library. **St. Joseph PTA Council Lifetime PTA Leadership Award**: to recognize a PTA leader for lifetime commitment. The committee for this award is the St. Joseph PTA Council Awards Chair and the St. Joseph PTA Council Executive Board. The honoree will receive a framed certificate and a donation of \$250 is made in their honor to the National PTA Foundation.

- a. Founders Day being an invitation only event; invitations will be extended to PTA Council Officers and Chairman, Past Council Presidents/Past Preschool PTA Council presidents, Clarence J. Carpenter Memorial Fund Board, Downtown Administration Personnel, current/elected School Board members, School Principals, Unit Presidents, Unit Officers, the St. Joseph PTA Council Outstanding Volunteer award winners (1 per member unit) and State Representatives (State PTA President, Regional Director, etc.). This may extend to others such as Mayor, City Council members or local dignitaries. Invitees may bring a guest at their own expense.
5. The incoming President of the St. Joseph PTA Council shall be delegate to the National PTA Convention. If funds are available (one-half of the total of next year's budget carried over), the incoming First Vice-President shall be the second delegate to the National PTA Convention. The budgeted amount shall be divided equally. If either delegate cannot attend, alternates will be chosen from the Council's chain-of-command. All council delegates are to prepare a written report to be published in Council Clippings following the convention.
6. The President and the First Vice-President of the St. Joseph PTA Council shall be delegates to the Missouri State PTA Convention. If either cannot attend, the alternates shall be chosen from the Council's chain of command. All council delegates are to prepare a written report to be published in COUNCIL CLIPPINGS immediately following the convention.
7. The Council shall have bonding insurance.
8. The Council tea service shall be stored at the school district office.
9. The approved bylaws shall be in the hands of the President and the Secretary.
10. An elected officer of Council can hold no more than one (1) other elected office on any associate board of Council at the same time.
11. No person shall be elected to serve on more than one (1) associate Board of Council at the same time.
12. Any officer or Chairman of Council, receiving budgeted or unbudgeted funds, must present an expense sheet and receipts to the Council Treasurer verifying expenses.
13. When the Missouri PTA sponsors a leadership conference, the PTA Council may send up to (5) delegates, if funds are available. They shall be the incoming President and First Vice President of Council by virtue of their office. The other three delegates shall be council officers or chairman whose duties pertain to the scheduled topics. All Council delegates are to prepare a written report to be published in COUNCIL CLIPPINGS immediately following the conference.
14. When the Missouri PTA sponsors PTA Legislative Rally, the PTA Council may send, if funds are available, the legislative chairman, the Council President, the 3rd Vice-President and two delegates elected by the Council. If either cannot attend, the alternate(s) shall be chosen from the Council's chain-of- command. All Council delegates are to prepare a written report to be published in COUNCIL CLIPPINGS immediately following the conference.
15. In the event of the death of a past or present President of the PTA Council a \$25.00 donation will be made in their memory to the Clarence J. Carpenter Memorial Fund. The amount is to come from Miscellaneous Expense.

16. The Secretary shall send reminders to all voting delegates, principals, and any State or National Representative residing in St. Joseph, notifying them of all meetings.
17. Any request for assistance or support from St. Joseph PTA Council must be presented by one of the following:
 - A member of Council executive committee.
 - An administrator from the St. Joseph School District
 - A President of a member unit of the St. Joseph PTA Council.
18. The budget committee shall consist of the incoming and outgoing treasurers, the incoming 2nd Vice-President, the incoming sgt at arms and outgoing recording secretary and shall meet by April 30, with the proposed budget to be presented at the May Council meeting.
19. A procedures document pertaining to the roles of Council officers and chairmen will be archived on Google Drive for officers and chairmen to access.
20. On special projects (Salute the Schools, Reflections Program, Spelling Bee, School of Information/PTA University, and Founders' Day) emergency funds, over the budgeted amount can be paid up to an amount not to exceed \$50.00 without prior Council approval.
21. The St. Joseph PTA Council may choose to purchase for the outgoing President, who has served two consecutive years, a Missouri Distinguished Service Award or a National Life Membership. Funds will be budgeted accordingly every 2nd year.
22. \$1,000.00 of the Character and Spiritual budget shall be used as a student scholarship to be used for post secondary education expenses.
23. The Council shall create a committee to select the character and spiritual Scholarship winner. The committee will be composed of PTA Council President, 3rd vice president, awards chairperson, treasurer and Clippings editor. If the occasion occurs that one of the committee members is related to one of the applicants then that committee member will excuse themselves from the committee and another person will be elected to replace them.
24. The Council shall pay mileage at the same rate of the State PTA.
25. The Council shall keep in reserve enough money to equal one year of the budgeted amount.
26. Grants from the St. Joseph PTA Council shall be awarded based on having at least one membership turned into the state PTA office, dues paid to St. Joseph PTA Council, a completed application and current bylaws.
27. The PTA Council shall have 5 people on any committee formed.
28. Any person, officer or chairperson of St. Joseph PTA Council, once asked to resign, will no longer be a future candidate to hold that or any other office or chairmanship on the St. Joseph PTA Council.
29. The St. Joseph PTA Council will sign a contract with fundraising company before May 31st to secure our next year's program.
30. As a courtesy, the St. Joseph PTA Council will collect Clarence J. Carpenter Memorial Fund Board books along with their own books; for financial review and the St. Joseph PTA Council will pay for said financial review.

31. The St. Joseph PTA Council, if their budget needs have been met, will donate their "Summer Skate" proceeds to the Clarence J. Carpenter Memorial Fund Board.
32. For Units to be eligible for the 100% faculty award, Unit must have the St. Joseph PTA Council President and the Superintendent of Schools, as members.
33. Each Unit shall acquire bonding insurance.
34. The St. Joseph PTA Council may hire a professional to do a financial review and file taxes at the end of each fiscal year.
35. St. Joseph PTA Council funds must be used for PTA functions, workshops, conferences, etc., unless approval is obtained by the executive board or voted on at a general meeting.
36. Budget item for membership should include Council Presidents PTA/PTSA membership to each unit.