

ROCKY RIVER HIGH SCHOOL PTA STANDING RULES AND COMMITTEES

1. Any newly installed officer will be considered a full member of this Association, in advance of paying his/her membership dues, until the first regular membership meeting at which point payment is mandatory.
2. A copy of the Association's Bylaws and Standing Rules will be made available to any member and will be kept on file at the RRHS office. They will also be posted on the RRHS PTA website.
3. The First Vice President is responsible for copying and distributing the Association's Bylaws and Standing Rules to all Executive Committee members before the first meeting of this body. The First Vice President will ensure that a current copy of the Bylaws and Standing Rules is on file at the RRHS office and on the RRHS website.
4. PTA meetings are mandatory for all Executive Committee members; Executive Committee members will notify the President if unable to attend a meeting.
5. The Budget Committee will consist of the President, the immediate past President, the First Vice President, the Treasurer, the Ways and Means Chairman, and any other committee members as invited by the President. Their purpose is to draft the proposed budget, before the start of the new school year, for submission and vote for approval to the general membership at its first regular meeting.
 - a. If at all possible, the closing year-end balance of the main checking account should be over \$500.00.
 - b. If the ending balance is below \$500.00, the out-going Treasurer will immediately notify the incoming President and Treasurer.
6. The Corresponding Secretary is responsible for recording all members' volunteer hours and reporting this information to RR PTA Council.
7. The RRHS PTA Student Directory, and any other roster produced by this Association, may only be used for PTA or school purposes.
8. This PTA Unit accepts designated donations on behalf of the school for College Scholarships.
 - a. The Treasurer will deposit these donations into the Association's checking account and will record these sums separately and distinctly from the Unit's operating budget. The designated donations will never be considered part of or commingled with this Unit's general operating budget or spent by this Association for its fiscal needs.
 - b. These funds will be disbursed to the School at a time determined by the Unit's president and its treasurer (usually by the end of the school year).
 - c. Yearly carry-overs are strongly discouraged.
9. This Association supports the fund-raising for and disbursement of gifts to Rocky River High School and/or its students as part of its general operating budget.
 - a. The dollar amount and number of scholarships budgeted for a class should reflect the results of the fundraisers after considering the fiscal needs of this Association's operating expenses. Scholarship should not deplete this Association's other gifts or monetary support to the School.
 - b. The PTA money allocated for scholarship is donated directly to Rocky River High School.
 - c. The School's administrative staff determines which students will receive a PTA Scholarship for any post-secondary education.
 - d. No Association member, representing this Unit, is to be involved in determining student recipients or the educational qualifying criteria for awarding of scholarships.
 - e. In order to be considered for a PTA scholarship, the senior student's parent(s) must be a member in good standing for the current school year.

10. RRHS Student Organizations: \$150 will be set aside by this Association for the immediate use by any Rocky River High School student academic, athletic, musical, social, or theatrical club/organization with an adult advisor.
 - a. A student organization can request funds of the Association at any time during the school year.
 - b. The student organization must make its request in writing, briefly describe the funding request and the beneficiary or beneficiaries (ensuring that a RRHS student or students will benefit), and its advisor must sign the request.
 - c. Funding of a request should not exceed half of the total amount budgeted by the Association and is approved on a first-come, first-served basis until funds are depleted.

Description of RRHS PTA's Standing Committees

1. **Awards Assembly:** Provides refreshments after the Awards Assembly and National Honor Society Induction ceremony, both usually held in May.
2. **Beautification Committee:** Plans and executes beautification projects at RRHS.
3. **Bylaws and Standing Rules Review and Revision:** Meets annually, after the March elections but before the third Tuesday in May, to review current practices and procedures. Bylaws should be reviewed at least every three years as per Ohio PTA requirements. The out-going First Vice President chairs this committee consisting of the out-going President and the following, newly-installed Board members: Parliamentarian (if not the out-going President), President, Treasurer, and one Council delegate (delegate appointed by the First Vice President).
4. **Communications:** Keeps parents/students informed via the River Report and RRHS website.
5. **Hospitality:** Provides refreshments at meetings and, if requested by the Administration, at other school events such as Open House.
6. **Membership:** Publicizes and solicits membership in RRHS PTA. Collects membership dues, which are promptly counted and given to the Treasurer. Keeps an accurate membership list for State and National dues payment.
7. **Parliamentarian:** Assists the President with parliamentary procedure by having a working knowledge of Robert's Rules of Order, and RRHS PTA's Bylaws and Standing Rules. Sits on the Standing Rules Review and Revision Committee. It is expected that the out-going RRHS PTA President will become the Parliamentarian in the next school year, if that out-going President still has a child enrolled at RRHS.
8. **Spirit Run:** Works with Alumni Association to plan annual Spirit Run fundraiser in October.
9. **Staff Recognition:** Provides food for staff on the evening of Parent/Teacher Conference Day, for Employee Appreciation Day, or for any other occasion as requested by RRHS PTA.
10. **Student Directory:** Organizes and types student name and address information as submitted by parent(s). Directory includes: PTA officer roster, listing of RRHS staff, etc. Distributes the Student Directory to the custodial families of all students enrolled at RRHS.
11. **Ways and Means:** Organizes and executes fund-raising activities. Counts money before submission to the Treasurer.
 - a. Fundraising activities must be approved by the RRHS PTA Executive Committee.
 - b. Fundraising activities include the RRHS PTA Annual Fruit Sale and Sophomore Class Sale.

Rocky River High School PTA's 2008-2009 Bylaws and Standing Rules Review and Revision Committee:

Kim O'Rourke, Committee Chairman and 2008-2009 RRHS PTA Vice-President
 Beth Hauck, 2008-2009 RRHS PTA Co-President
 Linda Rudy, 2008-2009 RRHS PTA Co-President
 Ann Stemen, 2008-2009 RRHS PTA Treasurer and incoming 2009-2010 RRHS PTA President
 Tracy Blossey, incoming 2009-2010 RRHS PTA Treasurer
 Gwen Paull, 2008-2009, 2009-2010 RRHS PTA Council Delegate

Adopted: May 26, 2009