



## West Woods Elementary PTSA Standing Rules 2014-2015

1. The Executive Committee shall consist of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, Secretary and Treasurer. The Board of Directors shall consist of the Executive Committee, the 4<sup>th</sup> Vice President (Principal), teacher representatives, and Committee Chairpersons.
2. It is recommended that volunteers serve as a committee chair for 2 years.
3. Standing Rules and Bylaws will be reviewed and approved by the Executive Committee as soon as possible after they are elected.
4. The PTSA shall be bonded by the bonding company engaged by the Colorado PTA in the amount required by the Colorado PTA.
5. West Woods PTSA will fund training for Executive Committee members not to exceed a total of \$500.
6. West Woods PTSA will not provide any financial compensation or gifts to PTSA volunteers above \$10.00 per committee.
7. West Woods PTSA will not commit to any long term contracts from year to year. Financial decisions will be made at the annual budget meeting.
8. The Executive Committee must approve expenditures of up to \$100 that are not outlined in the budget, and any such expenditure must be ratified at the next general meeting of the membership. These said expenditures may not exceed the amount of \$500 between monthly meetings of the membership.
9. Any expenditure that exceeds the amount of \$500 must have three comparison bids and be approved by the Executive Committee.
10. West Woods PTSA will not provide financial support for mandatory curriculum expenses (i.e. textbooks or other district expenses).
11. No speaker may be added to the agenda at PTSA meetings unless prior permission has been obtained from the President.
12. West Woods PTSA does not give financial aid or support to special interest groups or for-profit organizations.
13. All contracts must be presented to the Executive Committee for approval and signatures (i.e. Carnival, Yearbook, fundraisers, etc.)

Approved by the WWE PTSA Executive Committee  
August 12, 2014

Submitted to Colorado PTA

By: \_\_\_\_\_  
Kim Johnson, President