

**WESTFIELD MIDDLE SCHOOL
PARENT TEACHER ORGANIZATION
STANDING RULES**

Section 1: Board Meetings

- 1a: Board meetings will be held the 3rd Tuesday of each month at alternating times of 1:30pm and 7:00pm. Times for each meeting will be determined at the May meeting.
- 2a: All board members, officers and chairpersons are expected to attend all board meeting.

Section 2: Officers

- 1 a: All officers shall keep a procedure book and turn over all materials to the newly elected officer within two weeks after the school year.

Section 3: Committees

- 1 a: All committee chairs shall keep a procedure book and turn over all materials to the new chairperson within two weeks after the school year. This will include a copy of the By-Laws and Standing Rules.
- 2a: Only immediate family members of children enrolled at Westfield Middle School may assist in helping with committee programs/functions. Immediate family members are defined as: Mother, Father, Step-Mother, Step-Father, Siblings, Grandparents, Aunts, Uncles, Legal Guardians, and Caregivers.
- 3a: If contracts need to be signed for fund raisers (IE Magazine Drive), they should not exceed 1 year.

Section 4: Membership

- 1a: Any Westfield Middle School staff or family with an enrolled student who is interested in the goals of this organization may become a member upon payment of dues. Members of the organization must be willing to uphold the organization's basic policies and subscribe to its bylaws.
- 2a: Dues for membership shall be \$10.00 per family, subject to change.

Section 5: Bylaws/Standing Rules

- 1a: All board members shall have a copy of the bylaws and standing rules.
- 2a: Both will be reviewed at the first full board meeting after the election of officers.

Section 6: Amendments

- 1 a: These standing rules may be amended without previous notice by a 2/3 vote, or with previous notice by a majority vote at any meeting of the board.

Approval:

Date of meeting _____

President _____

Secretary _____