

**POLICIES**  
**NORMAN ROCKWELL PTA**  
**2016-2017**

1. The membership service fees are divided among the Lake Washington PTSA Council, the Washington State PTA and the National PTA. The remaining balance is deposited in PTA's general fund.
2. Teachers and staff will be invited to attend any Rockwell PTA function at no admission charge.
3. The President may also appoint other resource representatives to the Board of Directors. These representatives shall be the 'Principal and the Teacher Representative(s).'
4. The President may also appoint Special Committees as needed with the approval of the Executive Committee.
5. The Board of Directors must carry over funds to cover up to 50% of the operating budget for the first half of the following school year.
6. The PTA shall conduct a mid-year financial review of its books and records by February 28<sup>th</sup> of each year.
7. Programs planned by, staffed by, insured by, and money handled by the PTA should make money on the program.
8. Chairpersons of lottery-based after-school enrichment programs are guaranteed the placement of their child/children or one child of their choosing (relation or otherwise) in the program. The program cost remains the same.
9. Written receipts shall be given when cash is received for a good or service to be rendered in the future.
10. All product sales disputes/questions must be handled within 60 days of delivery of product or by the end of the current school year, whichever comes first.
11. General Membership meetings are held on the third Thursday of the month of October, January, March or April and May in the Rockwell library, unless otherwise announced. The business meeting will start at 7:00pm and end no later than 9pm
12. The Susan B. Tobey scholarship funds are to be used exclusively for required school related expenses; field trips, agendas, outdoor education, etc. School pictures do not constitute a required school related expense.
13. Each event will provide a limited number scholarship tickets or units (t-shirts, yearbooks, etc.). Yearbooks are limited to one per child.
14. The PTA shall charge a nominal surcharge per registrant for outside programs sponsored by the PTA. The suggested nominal surcharge shall be \$1.00 per registrant.
15. All fliers for distribution must be reviewed and approved by the Rockwell main office and must predominately display PTA logo and language.
16. The PTA Executive Council is given the right to cancel events or programs due to lack of participation and/or funding.