

**Standing Rules
of the
Henry B. Whitehorne Middle School and Community Association**

Adopted: March 7, 2007

1. The Principal and the SCA President should approve all notices and flyers prior to being copied or placed for distribution.
2. Officers and Chairpersons of committees should give a report at regular meetings and contact the President by telephone/email in advance if they cannot attend.
3. The President must be notified of any new business at least twenty-four (24) hours in advance of a meeting.
4. Officers and chairpersons of committees should keep accurate, detailed records of all activities, fundraisers, etc. in a binder/folder to pass on to the next person to hold the office.
5. All chairpersons are responsible for providing notices concerning their activities to the SCA newsletter editor and/or website coordinator by the announced deadline.
6. All expenditures beyond the budgeted amounts require approval by the Executive Committee before purchases may be made.
7. Itemized receipts should accompany all requests for reimbursement.
8. The Treasurer will keep all moneyboxes, calculators, etc. Chairpersons should request them at least three (3) days in advance of the event.
9. Chairpersons shall request monetary advances in the form of a check payable to them, in writing, from the Treasurer at least one week in advance of the event.
10. All monies should be counted by the chairperson before being turned over to the Treasurer for deposit, and should be accompanied by a written report of expenditures and receipts. Money and records should be turned over within three (3) days of the event.
11. These Standing Rules may be amended at any regular meeting by a two-thirds (2/3) vote of the members present and voting. These Standing Rules shall in no way conflict with the Bylaws. The Bylaws Review Committee shall review these every four (4) years.

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