

Romona By-Laws and Standing Rules Checklist 2004 - 2005



Dr. Mauer and Committee VP or President must first approve backpack Express and Teacher notes



If you need special assistance with set-up (tables, chairs, etc.), please contact Betty Godeman, head custodian at least 48 hours in advance via phone 256-0211 x228 or leaving a note in her mailbox



Be sure to use the Romona tax-id number with purchases



Make sure you're an active PTA member for liability purposes



To get on the PTA agenda, please email the president 1 week prior



Expenses:

- √ Become familiar with Standing Rules- 5. Finance Issues
- √ More than \$50 above the pre-approved budget must be approved by the Executive Committee with significant increases approved also by EB & Budget Committee
- √ Expenses must be submitted to the treasurer with 2 signatures, committee chair and VP-liaison. Personal reimbursements to chairs & VP-liaisons must have one additional by another co-chair or VP-liaison
- √ Money should be turned-over to the treasurer with-in one week of the event end-date or cycle

NOTE:

Committee and Board members should be familiar with all the Romona School By-laws and Standing Rules in full. Visit the Romona School website to print a copy @ <http://www.wilmette39.org/romona/pta.htm>. Any questions, feel free to contact Lori Goldstein at andyloiri@aol.com.