



Vichy Elementary School

A CALIFORNIA DISTINGUISHED SCHOOL

VPC Standing Rules 2015

May 6th 2015

STANDING RULES (May 2015)

Special Meetings

Special meetings may be called by the president, or at the request of a majority of a board of directors, or a majority of the general membership. At least seven (7) days' notice shall be given.

Guidelines for Expense Reimbursement

An expense reimbursement voucher must be completed by the party requesting the reimbursement. Original receipts must be attached to the voucher and presented to the Treasurer for his/her approval. If an itemized receipt, order, invoice or bill is not included, reimbursement will not occur. In addition, reimbursement will not occur for services yet to be rendered unless so specified in a contract. All approved bills submitted to the Treasurer shall be paid within two (2) weeks from the date of receipt for the voucher, giving time for the Treasurer to prepare the reimbursement. There is a thirty (30) day deadline for reimbursements, beginning from the date of original receipt.

Reimbursement/Check Request Voucher

The VPC will only reimburse expenses that have been approved in the budget, through prior approval of the President, or by the General Membership as a budget amendment.

Committee Budgets

All volunteers on a committee should know that committee's budget. If it is necessary to spend more than is budgeted, prior approval (before the expense is incurred, in other words) must be obtained from the Board of Directors.

Standing and Special Committees

A board of directors may create such standing and special committees as it may deem necessary to promote the objects and carry on the work of the club. The quorum of any committee shall be a majority of its members.

Minutes

Secretaries shall distribute all meeting minutes prior to the next general meeting. Minutes shall be approved by vote at the next meeting. A paper copy shall be made available in the school office and via the school website.

Amendments

These standing rules may be amended at any time by a majority of the members present if fourteen (14) days prior notice to amend was given. If no notice to amend was given, a two-thirds majority vote of the members present is needed.