

**Blythe Park PTA
Standing Rules 2018-2019**

Standing Rules relate to the details of administration of the PTA, rather than to parliamentary procedure (bylaws). Standing Rules are considered the PTA's procedures. They are adopted as a need for them arises. Adoption requires a simple majority vote without previous notice having been given.

A PTA can have Standing Rules just for the executive board, which would be adopted by that body. A PTA can have Standing Rules for the entire PTA, which would be adopted by the membership at a regular meeting by a simple majority vote.

The Articles listed below in this document refer to the same articles in the bylaws.

"Oversee" in this document is defined as ensuring each committee is working to complete the committee's task according to the bylaws and Standing Rules.

ARTICLE V- MEMBERSHIP AND DUES, SECTION 4, C:

Clarification:

Dues must be paid to the Blythe Park Elementary School PTA in order to be a member in good standing, regardless of membership in any other PTA/PTSA within or outside the district.

ARTICLE VI- OFFICERS AND THEIR ELECTION

Clarification:

Section 2 c: Officers shall assume their official duties at the close of the general membership meeting in May and shall serve for a term of 1 year or until their successors are elected and assume their duties.

In the event there is no one to nominate to an upcoming available (open) position, the nominating committee shall declare that position vacant. In such an event, the officer currently holding the position would continue until the slate is filled by election. At each general meeting, an announcement of the vacancy and a request for nominees will be made.

The Executive Board may allow for co-officer positions to either be recommended by the Nominating Committee or the Executive Board. The candidate must be approved by a simple majority of the Executive Committee.

The duties of the co-officer position will be established by the officers prior to the beginning of the school year or when the position is accepted.

In addition to the duties outlined in the bylaws the following shall apply:

- Give careful consideration to qualifications of candidates.
- Officers eligible to repeat an office deserve consideration, but re-nomination is not mandatory.

- Members of the nominating committee may be considered for an office, but should not be present during the discussion of proposed nominees for the office for which they are being considered.
- Allow nominee ample time to consider before making a decision.
- The president is exempt from choosing the nominating committee.
- The president is not a member ex-officio.
- The committee membership should, but does not have to be, an uneven number.
- Allow sufficient time to discuss candidates: more than one meeting may be required.
- Keep deliberations confidential. Deliberations are to be kept confidential.
- Be prepared to point out the qualifications of possible nominees.
- If the nominating committee seeks out potential executive committee members to serve, they must explain to the candidate that a recommendation from the nominating committee does not guarantee election.

ARTICLE VII – DUTIES OF OFFICERS

Section 1

In addition to the duties outlined in the bylaws the President shall:

- a. Be responsible for signing the organization's checks in absence of the Treasurer.
- b. Attend all District PLT meetings and communicate information as needed.
- c. Attend and/or assign a representative to attend Board of Education meetings and communicate information to the Blythe Park PTA
- d. Responsible for all organization communications including: monthly/bi-monthly newsletter, e-mail communication, and website.
- e. Create the organization's yearly calendar and attend District calendar meeting (May).
- f. Ensure all annual PTA bills are paid on time (insurance, IRS, membership dues).
- g. Oversee the following: Communication, Room Parent Coordination, Student Council Representative, Bulletin Boards, and Press & Publicity.
- h. At their option, and with the approval of the Board, the President may designate a Team, Team Leader and/or volunteers to manage all or some of the responsibilities which include, Communication, Membership, Room Parent Coordinator, Student Council Representative, Bulletin Boards, and Press and Publicity.
- i. Responsible for gathering national PTA news and disseminating to organization.
- j. Pursue grant opportunities for the organization.
- k. Ensure that the Illinois PTA District 28 Director has the correct Blythe Park PTA contacts.

Section 2

I. In addition to the duties outlined in the bylaws, **the First Vice President** shall:

- a. Act as an aide to the President.
- b. Perform the duties of the President in the absence or inability of the officer to
- c. serve.
- d. Sign all legal documents, including contracts, if the president is unavailable for more than three (3) days.
- e. Attend all General Membership, Executive Board Meeting, and Executive Committee Meetings.

- f. Attend District PLT meetings if President is unable.
- g. Attend District calendar meeting with President (May).
- h. Oversee PTA Membership
- i. Maintain and update folders for the year's activities.
- j. Prepare, distribute, and collect Volunteer Interest Packet to all families and present chairman/co-chair recommendations to Executive Committee by May.
- k. Communicate chairman/co-chairs to general membership by end of school year (June). The Executive Board may converse to help fill vacancies.
- l. Oversee the FAMILY/FUN Programs: Birthday Books, Book Donations, Boo Windows, Field Days, 5th Grade Games Night, 5th Grade T-shirts, 4th Grade Directory Design, Fun Lunch, Holiday Ornament Workshop, Halloween Play, Library Book Covers, Movie Night, Photography Volunteers, Family Fun Night, Snowball Dance, Teacher Appreciation Lunch, and/or any other Family/Fun Programs assigned.
- m. Responsible for the creation of the Bulldog Newspaper. Prepare budget recommendations for the committees this position oversees. Communicate to Treasurer regarding annual planning (May/June).
- n. Prepare calendar recommendations for the committees this position oversees. Communicate to President regarding annual calendar planning (May).

II. In addition to the duties outlined in the by-laws, the **Second Vice President** shall:

- a. Attend all General Membership, Executive Board Meeting, and Executive Committee Meetings.
- b. Attend Cultural Arts Showcase to help prepare yearly calendar.
- c. Organize the Cultural Arts yearly calendar.
- d. Book all educational entertainment, workshops, and field trips.
- e. Pursue grant opportunities for organization. Oversee grant-writing committee.
- f. Oversee the ACADEMIC ENHANCEMENT Programs: Math/Science Night, Bulldog Newspaper, 5th Grade Safety Patrol, Fitness Program, First Grade Job Fair, Reflections, Reading Programs, and/or any other Academic Enhancement Programs assigned.
- g. Prepare budget recommendations for the committees this position oversees.
- h. Communicate to Treasurer regarding annual budget planning (May/June).
- i. Prepare calendar recommendations for the committees this position oversees.
- j. Communicate to President regarding annual calendar planning (May).

III. In addition to the duties outlined in the by-laws, the **Third Vice President** shall:

- a. Review current fund-raising events (i.e. profitability, number of people required, time consumption, etc.).
- b. Research new ideas for current year and future years.
- c. Keep in close contact with each chair on funds acquired.
- d. Update all new information to the Executive Board.
- e. Attend all General Membership, Executive Board Meetings, and Executive Committee Meetings.
- f. Oversee the FUNDRAISING Programs: Bake Sales, Box Tops for Education and Labels for Education, Color Run, Mixed-Bags, Art Fundraiser, Plant Sale, School Supplies, Spirit Wear Sales, Bulldog Newspaper, Book Fair, and/or any other Fundraising Programs assigned.
- g. Responsible for fulfilling the standing committee chairs for committees this position oversees if not filled by the general membership.

- i. Prepare budget recommendations for the committees this position oversees. Communicate to president regarding annual budget planning (May/June).
- j. Prepare calendar recommendations for the committees this position oversees. Communicate to Presidents regarding annual calendar planning (May).

IV. In addition to the duties outlined in the Bylaws, the **Parliamentarian** shall:

- a. Have a copy of the current Bylaws and Standing Rules.
- b. Understand and act on the PTA Bylaws of the local organization as well as the state and national rules and regulations.
- c. Be responsible to up-date the Bylaws every two years (i.e. 2008, 2010, 2012, 2014, 2016, 2018 etc.) and submit to Blythe Park PTA and to Illinois PTA District 28 Director for approval.
- d. Be responsible for reviewing the Standing Rules and updating every two years (i.e. 2008, 2010, 2012, 2014, 2016, 2018 etc.). The Standing Rules do not need to be submitted to the Illinois PTA District for approval.
- e. Organize volunteers for the following: Library Volunteers,
- f. Picture Day Volunteers, and and/or any other volunteers assigned. At their option, and with the approval of the Board, the Parliamentarian may designate a Team, Team Leader and/or volunteers to manage all or some of their Library responsibilities.
- g. Ensure the nominating process is being conducted.
- h. Ensure annual audit is conducted.
- i. Attend all General Membership meetings, Executive Board meetings, and Executive Committee Meetings.

Section 3

In addition to the duties outlined in the bylaws, The Secretary shall:

- a. Serve as Hospitality chair for the organization. Responsibilities include: flowers for performances, Halloween treats, refreshments for all PTA meetings, refreshments for assigned District Meeting held at Blythe, organization of teacher conference dinner (November), keeping the kitchen orderly ensuring Hospitality committee has correct supplies (plates, cups, napkins, etc.), memorials and community outreach.
- b. At their option, and with the approval of the Board, the Secretary may designate a Team, Team Leader and/or volunteers to manage all or some of their Hospitality responsibilities.
- c. Attend all General Membership meeting, Executive Board meetings, and Executive Committee Meetings.
- d. Create and produce annual student directory.
- e. Responsible fulfilling the standing committee chairs for committees this position oversees if not filled by the general membership.
- f. If secretary is unable to fulfill duties for a meeting, she/he should attempt to find a replacement.
- g. Prepare budget recommendations for committees this position oversees.
- h. Communicate to Treasurer regarding annual budget planning meeting (May/June).
- i. Have a current copy of the Standing Rules.

Section 4

In addition to the duties outlined in the Bylaws, the **Treasurer** shall:

- a. Prepare the organization's annual budget with Executive Committee by July.
Have a completed budget for general membership vote in September.

Section 5

In addition to the duties in the bylaws, the **Communications Officer** shall:

- a. Be responsible for maintaining website, including writing, editing, coding site content and ensuring it is up to date and relevant. Maintain site standards with regard to new development.
- b. Produce a weekly newsletter during the school year.
- c. Monitor and maintain the PTA's email account and maintain its contact lists
- d. Send reminders and last call emails based in newsletter content.
- e. Maintain Google Drive and educate the PTA Board on its use.
- f. Create, distribute and manage surveys, forms, sign ups, fliers for PTA events and communications.
- g. Manage online payments systems
- h. Give a 2-year minimum commitment to this position and train replacement.

ARTICLE VIII-GENERAL MEMBERSHIP MEETINGS

Section 6:

As defined in the Bylaws a quorum for the transaction of the business of this organization shall consist of 8 members, which includes at least two officers.

Bylaws in Article VIII, Section 7 (a required section) prohibits proxy voting.

ARTICLE XII-REPRESENTATION SECTION 1:

The Executive Committee will have the 1st opportunity to represent Blythe Park PTA.

ARTICLE IX – EXECUTIVE BOARD

Executive Board Meetings

The Executive Board consists of the elected PTA officers and the Chair (or representatives) of the Standing Committees of upcoming events, and the school principal (or their representative). If a representative is sent for a Standing Committee, this person should be able to answer all questions related to the program being voted upon.

The goal of the Executive Board meetings is to review planned programs and fundraisers (budget, marketing, and logistics), discuss and answer questions or concerns, and to vote on the plan for each program.

At the beginning of the school year, the Executive Committee will look at all planned events and determine at which Executive Board meetings the Standing Committees shall attend.

The meetings will be held once a month either in the morning or the evening, depending on the availability of the Standing Committee Chair.

The President will call the meeting to order and start with the Standing Committee presentations. The Standing Committees will use the "Blythe Park PTA Executive Board Meeting Presentation Guide" to outline their program.

Note: After each presentation, discussion and voting will occur. If a Standing Committee Chair needs to make any significant revisions to a program based on feedback from the Board meeting, a vote may be delayed until the following month's meeting. In addition, if the Executive Committee needs to have further discussion about a program presented, a vote may be postponed until the following month.

Upon completion of Standing Committee presentations, each officer will discuss any new business or comments on completed programs.

At the end of the meeting, the secretary will review any follow-up items and assignments. The President will then adjourn the meeting.

LIST OF MANDATORY MEETINGS

1. September- Approve the Audit that was completed in July.
2. September- Approve the Budget for current school year.
3. January- Executive Board elects 1 person from the board to be on the
4. Nominating Committee with an alternate. The General membership elects the rest of the nominating committee.

5. February Applications are made available for the Executive Board for the following school year.

6. March- The Nominating Committee presents the Executive Board slate for the upcoming school year.

7. April- The General membership votes on election of officers,

8. May- Budget and volunteers for upcoming year. Include incoming/outgoing Executive Committee.

9. Mid-April/May Volunteer list sent out for PTA members to sign up for upcoming year.

10. May- Blythe Calendar upcoming year review. Include incoming/outgoing
11. Executive Committee.
12. May- General Membership to vote/select the audit committee and to vote on the
13. upcoming budget for the next year. Installation of new officers.
14. July 30th-Audit must be completed.

Philanthropic Requests

The PTA will set aside a budget line for Philanthropic requests from the staff and teachers (the Teachers' Angel Fund). The fund will consist of any moneys received during the previous school year designated for the Teachers' Angel Fund, and any PTA funds the Board determines it can allocate into the fund at the beginning of the school year. The teachers will be notified of the amount available for allocation for the entire year.

The Board will provide two funding opportunities during the school year, fall and spring: November 1, and March 1. Requests must be submitted by that date, and responses will be issued within 30 days of the fall and spring due dates. Requests received after the closing date will be considered during the next funding cycle.

The fund will be portioned so that one half of the year's funds will be available for the fall requests, the second half (and any remainder of the first half of the fund) will be available in spring. The established Philanthropic guidelines will continue to be in effect for any requests.

PTA Finances

Event Budgets

Committees and Chairs must work within the specified budget whenever managing funds. A budget will be set by the Executive Board for each event or initiative. Any funds spent or costs incurred in excess of the budgeted amount must be brought to the Board before the monies are spent, to determine whether to adjust the budget to approve or deny the overage. Expenditures in excess of the budgeted amount may not qualify for reimbursement if not pre-approved by the Board.

Debit card/electronic banking transactions will be allowed, with prior approval, solely by the general membership.

Event Reimbursements

Committees and Chairs must work with the Board to manage costs and financial projections. Receipts for events should be submitted for reimbursement no later than 30 days from the date of the event, unless pre-approved by the Board. For events that fall late in the school year, such as May/June events, projected costs should be submitted as far in advance of the event as possible, and receipts must be submitted as soon after the event as possible.

In order to effectively manage the annual auditing process, all receipts must be submitted by June 15.

Event Revenues

Committee Chairs must submit their funds and report on revenue received to the Vice President for Fundraising and the Treasurer immediately after their event.

Privacy Policy

Published member information in the directory is intended to facilitate communication between members. Use beyond this stated purpose, whether commercial in nature or otherwise, (including sale, solicitation, promotion, market research, surveying, etc.) is prohibited.

Voted on and approved at the General Membership meeting.

Adopted _____
Date

PTA President

PTA Parliamentarian