

Blythe Park PTA Standing Rules 2019-2020

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 (Parent Leadership Team) meetings and communicate information as needed.
- c. Attend and/or assign a representative to attend Board of Education meetings. Communicate meeting information to organization.
- d. Collaborate with Board to create PTA yearly calendar and attend District calendar meeting (May).
- e. Collaborate with Board to create PTA yearly budget.
- f. Coordinate with Treasurer to ensure all annual PTA bills are paid on-time (insurance, IRS, membership dues).
- g. Responsible for gathering national PTA news and disseminating to organization.
- h. Register the Board with District 28 PTA president and ensure that District 28 PTA president has the correct Blythe Park PTA contacts.
- i. Manage overall objectives and strategies of PTA.
- j. Act as liaison between parents and principal/staff.
- k. Assist the Board in recruiting chairpersons.
- l. Invite Chairs to Executive Board meeting to present event information.
- m. Create agenda and facilitate monthly board meetings and monthly general membership meetings.
- n. Speak at events as needed.

Section 2

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

- a. Perform the duties of the President in the absence or inability of the officer to serve.
- b. Sign all legal documents, including contracts, if the president is unavailable for more than three (3) days.
- c. Attend all General Membership and Executive Board Meeting. Provide membership updates during PTA meetings. Keeps the Board and general membership informed of volunteer needs.
- d. Sets membership goal at the beginning of the school year. Organize and run the PTA membership drive.
- e. Responsible for reporting membership numbers to state PTA. Responsible for requesting payment from the treasurer and submitting forms for state membership dues.

- f. Responsible for promoting membership. Educates families on the benefits of joining PTA.
- g. Recruit, assign, and coordinate chairpersons with assistance (if needed) and approval of Board.
- h. Recruit, assign and coordinate room parents with approval of Board.
- i. Collaborate with Board to create PTA yearly budget. Responsible for membership recommendations for budget.
- j. Collaborate with Board to create PTA yearly calendar.

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

- a. Prepare multiple recommendations for academic enrichment events and programs in preparation for annual planning. Recommendations must be given to president to present to staff for input in May before annual budget meeting.
- b. Book all PTA educational entertainment, including but not limited to workshops, assemblies, author visits, etc.
- c. Collaborate with Board to create PTA yearly calendar.
- d. Collaborate with Board to create PTA yearly budget. Prepare budget recommendations for academic enrichment events and programs.
- e. Assist the Board in recruiting chairpersons for PTA Events and Programs.
- f. Attend all General Membership and Executive Board Meeting. Keep the Board and general membership informed of academic enrichment programs.

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

- a. Work with the Board to review current fundraising events and programs (i.e. profitability, number of people required, etc.).
- b. Research new ideas and make suggestions to the Board for new fundraising events and programs. Fundraising activities should consider the PTA's current goals and objectives and get the Board's approval. Implement new Fundraising Events and Programs.
- c. Research and pursue grant opportunities for the organization with Board's approval or recruit grant writing chair if needed.
- d. Oversees all fundraising activities and manages fundraising chairs throughout the year. Coordinates PTA after-school programs.
- e. Prepare calendar recommendations for fundraising events and programs (May). Collaborate with Board to create PTA yearly calendar.
- f. Prepare budget recommendations for fundraising events and programs. Collaborate with Treasurer to prepare organization's initial annual budget recommendations to be presented to Executive Board.
- g. Collaborate with the Board to create PTA yearly budget.
- h. Assist the Board in recruiting chairpersons for PTA Events and Programs.
- i. Attend all General Membership and Executive Board Meetings. Keep the Board informed of fundraising activities.

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

- a. Have a copy, and ensure current Executive Board members have copies, of the current by-laws, standing rules and executive board job descriptions.
- b. Understand and act on the PTA by-laws of the local organization as well as the state and National rules and regulations.
- c. Be responsible for updating the by-laws every two years (i.e. 2010, 2012, 2014, etc) and submit to Blythe Park PTA and local PTA (District 28) for approval.

- d. Be responsible for reviewing the standing rules and updating every two years (i.e. 2010, 2012, 2014, etc).
- e. Ensure the nominating process is being conducted. Form and act as chairperson for the Nominating Committee.
- f. Ensure annual audit is conducted. Recruit Audit Committee members. Ensure Audit Committee chairperson presents findings at the first general membership meeting. Audit must be approved before budget can be presented and voted on by the general membership.
- g. Make room reservations for PTA events and PTA after-school programs.
- h. Collaborate with Board to create PTA yearly calendar.
- i. Collaborate with Board to create PTA yearly budget.
- j. Assist the Board in recruiting chairpersons for PTA Events and Programs.
- k. Attend all General Membership meetings and Executive Board meetings.

Section 3

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

- a. Organize annual School Supplies Kit Sale. Work with school supplies vendor and teachers to make school supply kits available.
- b. Serve as Hospitality chair for the organization. Responsibilities include:
 - Purchase flowers to be given to the music teacher (bouquet) at Holiday Show; to trumpeter (bouquet) and veterans (single carnations) at Veterans Day Recital; and to director(s) (bouquet) of the Halloween Play and Talent Show.
 - Halloween day treats for each classroom (apples, popcorn, water)
 - Refreshments for Veterans Day reception.
 - Refreshments for meetings as directed.
 - Keep the PTA kitchen orderly and stocked with supplies (plates, cups, napkins, etc.)
- c. Collaborate with Board to create PTA yearly calendar.
- d. Collaborate with Board to create PTA yearly budget.
- e. Assist the Board in recruiting chairpersons for PTA Events and Programs.
- f. Attend all General Membership meetings and Executive Board meetings.

Section 4

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

- a. Be responsible for paying PTA incorporation dues and insurance.
- b. Collaborate with the Third Vice President (fundraising) to prepare organization's initial annual budget recommendations to be presented to Executive Board. Have a completed proposed budget for General Membership vote at first general meeting of school year. Responsible for all budget updates and modifications there in.
- c. Collaborate with Board to create PTA yearly calendar.
- d. Assist the Board in recruiting chairpersons for PTA Events and Programs.
- e. Attend all General Membership meetings and Executive Board meetings.

Section 5

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

- a. Give a 2 year minimum commitment to this position and train replacement.
- b. Responsible for sending payments for the online directory, FeedBlitz account, website hosting and website domain name.
- c. Be responsible for maintaining organization's website, including writing, editing, coding site content and ensuring it is up to date and relevant. Maintain site standards with regard to new

- development.
- d. Produce a weekly newsletter during the school year. Send reminders and last call emails based in newsletter content.
 - e. Monitor and maintain the organization's email account and respond to correspondence in a timely manner.
 - f. Maintain organization's contact lists.
 - g. Monitor and maintain the PTA's online school directory.
 - h. Create annual PTA school print directory.
 - i. Maintain PTA information on organization's Google Drive and educate the Executive Board on its use.
 - j. Create, distribute and manage volunteer sign ups, flyers, forms, surveys for PTA events and programs.
 - k. Work with school librarian to schedule library readers and shelving volunteers through online sign up.
 - l. Manage online payments systems.
 - m. Collaborate with Board to create PTA yearly calendar.
 - n. Collaborate with Board to create PTA yearly budget.
 - o. Assist the Board in recruiting chairpersons for PTA Events and Programs.
 - p. Attend all General Membership meetings and Executive Board meetings.

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