

# Woodland Elementary PTA

## Standing Rules

### School Year 2016-2017

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Standing Rules and Policies supplement the Woodland PTA's Bylaws by providing more specific guidelines and information for the conduct of the PTA and its Executive Board, thereafter identified as PTA Board or Board. Each Board, between its installation at the May PTA meeting and the August PTA meeting, shall adopt rules and policies for its term. The Board of Managers shall review these Standing Rules during each President's term of office.

#### A) Meetings

- I) The PTA Board of Managers shall meet monthly at Woodland Elementary. This year's Board meeting schedule shall be as follows:

Monday, August 22, 2016 at 2:00PM  
Monday, September 12, 2016 at 2:00PM  
Monday, October 10, 2016 at 2:00PM  
Monday, November 7, 2016 at 2:00PM  
Monday, December 5, 2016 at 2:00PM  
Monday, January 9, 2017 at 2:00PM  
Monday, February 6, 2017 at 2:00PM  
Monday, March 6, 2017 at 2:00PM  
Monday, April 3, 2017 at 2:00PM  
Monday, May 1, 2017 at 2:00PM

- II) This year's General Meetings shall be as follows:

Tuesday, October 25, 2016 at 6:00PM (2<sup>nd</sup> grade performance)  
Tuesday, December 13, 2016 at 6:00PM (4<sup>th</sup> grade performance)  
Thursday, February 23, 2017 at 6:00PM (3<sup>rd</sup> grade performance)  
Tuesday, April 11, 2017 at 6:00PM (1<sup>st</sup> grade performance)  
Tuesday, May 9, 2017 at 6:00PM (Kindergarten performance)

- B) As a function of a Board Member's, Committee Chair's, Officer's, and President's duties and responsibilities to the Board, each is expected to attend all board meetings and come prepared. The President should be contacted in writing (via email or text) a minimum of twenty-four (24) hours in advance when the attendee cannot attend an upcoming meeting. Said written notice must also include a full written committee report to be presented at the meeting in his or her absence. Should any Member, Chair, Officer or President fail to give the President written notice and his or her written committee report at least twenty-four (24) hours in advance of any meeting, this shall be deemed an unexcused absence. Should any Member, Chair, Officer, or President incur two (2) unexcused absences, said Member, Chair, Officer, or President shall be removed from the Board by a vote of majority of the members in attendance at the following meeting, provided a quorum is present. Unexcused absences can be accumulated for consecutive and nonconsecutive meeting absences.
- C) The proposed annual budget and the previous fiscal year's financial statement shall be presented at the May General Meeting for voting purposes.
- D) At the beginning of each school year, each member of the Board (officers and chairpersons of standing committees) shall be given the list of meeting dates, Board and Officers/Chairs contact information, Bylaws, and Standing Rules, and budget.
- E) Two Officers must sign checks written by the organization. Three Officers, including the President, and Treasurer, shall be included on the signature card. Signers for this school year are the President, Treasurer and Fundraising Chair.

## Woodland Elementary PTA

### Standing Rules

#### School Year 2016-2017

*(Continued)*

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- F) All receipts and requests to be considered for reimbursement must be remitted to the Treasurer within 30 days of the event for which the expense was incurred.
- G) Budget Carry Over
- I) The Treasurer shall be authorized to write checks, the sum total of which shall not exceed \$4,000, as necessary prior to the approval of the new fiscal year's budget.
- H) Dues
- I) The annual dues for membership in this PTA shall be \$5.00 per member, and shall be payable on the completion of a receipt of membership form/envelope.
  - II) The Treasurer shall make a report at each meeting. He/she shall remit the Council Treasurer, membership dues of \$3.75 per member for the national and state dues, plus the per capita membership dues determined by the Council.
- I) Officers
- I) In addition to duties outlined in the Bylaws, parliamentary authority, or assigned by the President, Officers may be expected to accept responsibilities more specific to the Woodland Elementary PTA activities and functions. The description for each position should be recognized as a guideline and not considered all-inclusive.
- J) The President shall: sign all contracts which might be required to carry out a committee's approved plan of action. The President will also collect Volunteer Forms and supply the appropriate Committee Chairperson with a list of names and contact information of the volunteers for his/her committee.
- K) The Secretary shall: maintain a record of attendance at board meetings.
- L) The Treasurer shall: assists the Fundraising Chairperson(s), Membership Chairperson(s), Spirit Chairperson(s) and yearbook coordinator(s) as needed. Print the online bank statement and coordinate having the Secretary review and sign for records.
- M) General Instructions to Officers:
- I) Elected Officers may enlist other PTA members to assist in assignments, programs and projects.
  - II) Each Officer/Chairperson shall prepare a portfolio containing bylaws, record of activities including a job timeline and/or any other materials, which might be helpful to the new Officer/Chairperson.
  - III) The PTA President may represent the PTA by speaking to the media, groups or individuals on PTA issues, position and views as previously established by the Board. No other PTA officer or individuals may speak on behalf of the PTA on PTA issues, positions or views unless specifically authorized by the Board or Board President.
  - IV) If a quorum is not present at a Board Meeting and a vote is needed, an email vote will be considered acceptable.
  - V) The Officers may conduct an email vote between scheduled board meetings if needed.

## Woodland Elementary PTA

### Standing Rules

#### School Year 2016-2017

*(Continued)*

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#### N) Committees

Each Committee may have a Chairperson or Co-Chairperson as deemed necessary by the President. The duties for the Committee Chairperson should be recognized as guidelines and not all-inclusive.

#### I) Box Tops

- i) Collects and collates Box Tops before submission. Responsible for mailing Box Tops and tracking amounts for each teacher in prepared Excel spreadsheet. Teachers will remit receipts with payment request forms to the Box Top chairperson for review and confirmation. The chairperson should record in the spreadsheet the amount to be reimbursed, up to the amount of that teacher's collection total. The request and receipt will be given to the treasurer with notice of Box Tops amount remaining for requesting teacher. The treasurer will then issue a reimbursement check to the teacher up to the amount of that teacher's collected Box Tops.

#### II) Cultural Arts

- i) Coordinates the Citizenship Essay, Reflections, and Safety Poster contests (promotion, collection of entries, and obtaining judges and awards.)

#### III) Fundraising

- i) Coordinates donations and fundraising drives as approved by the board. Coordinates annual walkathon event.

#### IV) Hospitality

- i) Provides food items, drinks, paper products, hosts and servers as needed for staff luncheons throughout the year. Coordinates Teachers Appreciation week activities/events. Provides snacks, drinks, paper products, and hosts for kindergarten registration day.

#### V) Membership

- i) Assists with the annual membership drive and Eagle Booster Club (collecting money, issuing cards, entering data in national database, helping with incentives/reports).

#### VI) Family Engagement

- i) Works with Woodland Family Engagement planning group to develop and coordinate activities for the Family Engagement Nights. Develop and coordinate programming/speakers for General meetings. Coordinates maintenance and operation of the clothes closet.

#### VII) Yearbook

- i) Responsible for collecting photos, beyond individual photos that are taken by the company that provides the yearbooks, (usually electronically) and uploading using the yearbook company's software/online program. Works with Lisa Fitzgerald to solicit and collect ads from businesses and Woodland families. Creates electronic versions of said ads to be uploaded to the yearbook company's software/online program.

#### VIII) Past President

- i) Offers assistance and support as needed.

#### IX) Teacher Liaison

- i) A teacher representative who will attend meetings and provide information both to and from the faculty as well as to and from the PTA.