

# STANDING RULES

## for

### JAMES L DENNIS ELEMENTARY PTO: 2019-2020

The standing rules are to be approved at the 1<sup>st</sup> meeting of the year.

1. Annual Membership dues are: \$10 per individual (parent or faculty member).
2. Officers will be elected for a term of 1 year.
3. Elected officers of this council are: President, Vice President, Treasurer, Secretary, Volunteer Coordinator, Teacher Liaison, Teacher Appreciation, Fundraising Ambassador, Home Room Parent Coordinator, Ex Officio.

#### 4. Duties of the President are:

- Shall preside over and set the agenda for all Executive, Special and General PTO meetings.
- Supervises, directs and facilitates the work of PTO as a whole, with assistance of the Executive Board, in efforts to facilitate and ensure alignment with the organization's objectives.
- Cooperates with the Principal to maintain a supportive relationship between the school and the PTO.
- Shall meet with the Principal to discuss upcoming activities, plans and seek approval.
- Authorized to approve reimbursement requests before checks are issues.
- Computer Skills important.
- Supplies/provides meeting agenda before each member and board meeting.
- Delegator, coordinator and objective problem-solver; tends to concerns and logistic difficulties if and/or when they arise. Provides objective solutions when necessary to keep tasks, progress and motivations in alignment with PTO's common goals for the year and in general.
- Shall provide a summary end-year report of his/her year in office for the newly elected President.
- Assumes duties upon the completion of the PTO meeting election in May.

Requirement: a high level of involvement throughout the year. Specific Duties and time commitment are dependent on division of responsibility between President and Vice-President.

#### 5. Duties of the Vice President(s) are:

- Responsible for assisting the PTO President and other board members to ensure all PTO events are successful.
- Serves as "liaison" to the PTO committees and board members, collectively, to provide support and leadership.
- Works closely with the President; assisting with duties big or small as needed to ensure organizations objectives. *(Learning ropes and filling gaps where/when possible, often in preparation to serve as the organizations President the following year.)*
- Acts in place of the President if President is unavailable for a meeting, event or activity.
- Computer Skills important.
- Shall provide a summary end-year report of his/her year in office for the newly elected Vice-President.
- Assumes duties upon the completion of the PTO meeting election in May.

Requirement: a high level of involvement throughout the year. Specific Duties and time commitment are dependent on division of responsibility between President and Vice-President.

#### 6. Duties of the Treasurer are:

- Shall be the custodian of all financial records and funds of the organization.
- Shall act as the first signatory on all PTO bank accounts.
- Shall extrapolate income and spending data from the previous year's books to facilitate the Board's settings of the current year's budget.

- Shall maintain an accurate system of computerized book-keeping to facilitate real-time reporting of budgets, income and spending by category.
- Shall be responsible for the timely and accurate execution of all tax, reporting and financial forms as well as all Account Receivable transactions for the Organization.
- Shall be responsible for the timely and accurate execution of all Account Payables for the organization.
- Shall provide a summary end-year report of his/her year in office for the newly elected Treasurer.
- Assumes duties upon the completion of the PTO meeting election in May.

## 7. Duties of the Secretary:

- Shall keep accurate minutes, including attendance and voting records at all Executive Board and Membership PTO Meetings. This includes typing the notes and distributing them within 5 days via the share-point location as the PTO board has outlined for use that school year (e.g., email, google-drive, ftp site etc.)
- Should be prepared at every meeting to:
  - Present the records of any previous meeting
  - Present a current copy of the By Laws.
  - Present an accurate calendar of PTO and school events.
- In case of the Secretary's absence from any meeting, another Board Officer will be appointed to take the minutes.
- Shall provide a summary year-end report of his/her year in office for the newly elected Secretary.
- Assumes duties upon the completion of the PTO meeting election in May.

\*\*\*In conjunction with the secretary duties for the 2019-2020 school year, the position has been combined with a "Communications Officer" role. Although the focus of the Secretary position includes the above, it will also include assisting/curating both digital and printed communication materials while closely working with the President and other board members for guidance and proofing. In addition, the officer will help manage the organization's social media account.

## 8. Duties of the Volunteer Coordinator are:

- Helps coordinate all volunteer needs for PTO activities during the year.
- Helps recruit and create awareness of volunteer needs.
- Creates Sign-Up Genius events and links it to the events within the App for tracking, sending emails to volunteers to confirm availability and involvement.
- Updates the Board and committees of volunteer commitments.
- During events, all volunteers will check in with the volunteer coordinator to get instructions and direction.

## 9. Duties of the Homeroom Parent Coordinator are:

- The Homeroom Parent Coordinator will help maintain communications with all homeroom parent volunteers for the year. Including, but not limited to, providing homeroom parents a list of those who signed up to help in their classroom and connect Homeroom Parents with other Homeroom Parents in the same grade level.
- Set expectations and make sure Homeroom Parents have the information they need to plan and conduct classroom parties throughout the year.
- Classrooms may have any number of volunteers, but each room will have 1 (or 2) dedicated Homeroom Parents. The Homeroom Parent Coordinator communicates with that designated volunteer. *(Homeroom Parents will communicate with the classroom volunteers and work with both the Teacher and the Homeroom Parent Coordinator as needed for guidance and information.)*

## 10. Duties of Teacher Appreciation:

- Works on behalf of PTO to provide 4 catered lunches/dinners a year (during back-to-school, on 2 parent/teacher conference evenings and once during Teacher Appreciation Week). In addition to organizing the Teacher Appreciation Week efforts, will also provide Sonic drinks on occasion and appreciation gifts during holidays, birthdays, etc.

## 11. Duties of Teacher Liaison:

The Teacher Liaison attends the PTO Board Meetings and shares any concerns and requests from the teachers that is PTO-related. PTO relies on the Liaison's input for things we might want to do that involve the teachers. She reports back to the

teachers, during staff meetings (and/or any chosen methods of communication) with any relevant information that came out of the PTO meeting. For any event or activity that PTO sponsors, which takes place outside of school hours, it is encouraged, *but not expected*, for her to attend.

**12. Duties of the Fundraising Ambassador are:**

- Reaches out to the community, furthering relationships so we can best utilize/ capture donation opportunities from local businesses and supporters alike (doing the footwork in charitable soliciting for the PTO.)
- Fills out donation requests/applications as needed and learns about new opportunities when possible to help our Fundraising efforts.
- Creates and helps execute a reward system for Sponsors PRN.

13. The unit will hold 4 general membership meetings per year (one meeting per quarter). They will be held on Tuesdays at 6pm, with the JLD School Library as our default location/meeting space. The location may change depending on guest speakers or other activities to be included during that time which have yet to be defined. Meetings for the 2019-2020 School year are scheduled for the following dates: August 27<sup>th</sup>, 2019 | November 5<sup>th</sup>, 2019 | January 21<sup>st</sup>, 2020 | May 5<sup>th</sup>, 2020

14. Quorum is established when 3 members of the council are present.

15. The Treasurer and President will be the check signers. In addition, the Teacher Appreciation role will be a card holder for the bank account due to purchase frequency and work load of the position.

16. The standing committees for the PTO are:

- **Teacher Appreciation** – Committee Chair: Allison Petty + Assistant: Doni Imes
- **Popcorn Fridays** – Committee Chair: Amber Anthony
- **Box Tops** - Committee Chair: Brooke Corntassel
- **Dolphin Splash** - Committee Chairs: Brooke Corntassel & Allison Petty
- **Food Drive** - Committee Chair: Brooke Corntassel
- **Dolphin Ball** – Committee Chair: Makaria Zolbe
- **Flyer & Communication Distributions** - Brooke Corntassel & *second chair yet to be filled*
- **Boys Event** – Committee Chair *yet to be filled*
- **Health & Safety** - Committee Chair *yet to be filled*
- **Smoothie Day** - Committee Chair *yet to be filled*
- **Care Share** - Committee Chair *yet to be filled*
- **Fall Fundraiser Chair** - Committee Chair *yet to be filled*
- **Color Run Fundraiser** – Committee Chair *yet to be filled*

Pending Adoption 9/3/19  
Adopted: \_\_\_\_\_