

STANDING RULES

for

JAMES L DENNIS ELEMENTARY PTO: 2020-2021

The standing rules are to be approved at the 1st 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 Co-Presidents are:

- Shall preside over and set the agenda for all Executive, Special and General PTO meetings.
- Supervises, directs and facilitates the work of the PTO as a whole, with assistance of the Executive Board, in effort 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 any 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.

Requirement: a high level of involvement throughout the year, computer competency important.

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.

Requirement: Computer competency important. Available to attend majority of meetings.

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 and manages Sign-Up forms within our Membership Tool-kit website/app for tracking, confirming volunteer commitments and sending reminder emails to volunteers.
 - Reaches out to club sponsors at local High School to recruit high school student volunteers as needed for large events.
- Coordinates with school office staff to verify all signed-up volunteers have submitted the school "Volunteer Form" required for background checks, prior to events.
- Updates the Board and applicable committees of volunteer commitments.
- During events, all volunteers will check in with the volunteer coordinator to get instructions and direction.

Requirement: Comfortable talking with strangers, able to attend large PTO hosted events, computer competency important.

9. Duties of the Homeroom Parent Coordinator are:

- The Homeroom Parent Coordinator will help maintain communications with all homeroom parent volunteers for the year on behalf of the PTO. Providing guidance of budget, pre-determined dates set for parties etc. (Christmas, Valentines and End-of-Year parties)
- Provides and collects a classroom party signup sheet for each classroom, usually shared during the first week of school and collected from teachers' weeks before the first classroom party is scheduled.
- If teachers haven't had anyone signup to be a homeroom parent to their class, the coordinator can help reach out on their behalf to secure a homeroom parent to help ensure no class is left out of the festivities.
- The coordinator helps to set expectations of Homeroom Parents; making sure they have the information they need to plan and conduct classroom parties throughout the year. *Including, but not limited to, providing homeroom parents a list of those who signed up to help in their classroom and connecting them with other Homeroom Parents in the same grade level. Homeroom parents in each grade level will work together to plan and get supplies.
- Classrooms may have any number of volunteers, but each class will only have 1 (or 2) designated Homeroom Parents with which the Coordinator will communicate. *(The "Homeroom Parent" in each class will communicate with their classroom volunteers. Working with both the Teacher and Coordinator as needed for guidance and information.)*

1. Duties of Teacher Appreciation:

- Works on behalf of PTO to provide 4 catered lunches/dinners a year. (Once during back-to-school week, one evening during parent/teacher conference time each semester, and once during Teacher Appreciation Week).
- Organizes and communicates plans for Teacher Appreciation Week. Reporting back to PTO any needs or ways the PTO or board can help.
- Helps the PTO show appreciation for teachers and staff by ordering and delivering Sonic drinks (monthly or every other month), and coordinates appreciation gifts during holidays, birthdays, etc.

Requirement: a high level of involvement throughout the year.

1. Duties of Teacher Liaison:

- The Teacher Liaison helps facilitate communication to and from teachers in conjunction with the PTO; in effort to help execute together the most successful year possible for the students, teachers and the school community.
- PTO relies on the Liaison's input for things we might want to do or plan which involve teacher participation and/or coordination.
- The Teacher Liaison attends the PTO Board Meetings and Member Meetings, sharing any concerns or requests from the teachers that is PTO-related. Then, reports back to the teachers during staff meetings (and/or any chosen methods of communication) with all relevant information from the PTO meeting.
- For any event or activity that PTO sponsors which take place outside of school hours, it is encouraged, *but not expected*, for the Liaison to attend.

2. Duties of the Fundraising Ambassador:

- 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 as needed.

13. Duties of Ex-Officio:

- The Ex Officio board position is held by a previous JLD PTO President. Participation is encouraged, but not required. This role serves the PTO by providing advisory, guidance and expertise to the current President and/or Board members as desired throughout the year. Voting rights and quorum counts remain intact like any other board member.

14. 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 2020-2021 School year are scheduled for the following dates: September 8th, 2020 | November 3rd, 2020 | January 26th, 2021 | March 2, 2021.

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

16. The Treasurer and President(s) will be the check signers on the bank account. In addition, the Teacher Appreciation role will be a card holder for the bank account due to purchase frequency and workload associated with the position.

17. The standing committees for the PTO are:

- **Teacher Appreciation** – Committee Chair: Marian Llanos
- **Popcorn Fridays** – Committee Chair: Raylene Cravens
- **Box Tops** - Committee Chair: Brooke Corntassel
- **Dolphin Splash** - Committee Chairs: Brooke Corntassel & Chris Hammons
- **PTO STEM Lab Activities** – Committee Chair: Kayla Carrol
- **Audit Committee:** Chair: Leigh Ann Gilles
- **Smoothie Day** - Committee Chair: Chris Hammons
- **Flyer & Mailbox Distributions** - Committee Chair *yet to be filled*
- **Health & Safety** - Committee Chair *yet to be filled*
- **Dolphin Ball Event** – Committee Chair *yet to be filled*
- **Boys Event** – Committee Chair *yet to be filled*
- **Care Share** - Committee Chair *yet to be filled*
- **Fall Fundraiser Chair** - Committee Chair *yet to be filled*
- **Spring Fundraiser** – Committee Chair *yet to be filled*

Standing Rules adopted by unanimous vote at the first JLD PTO Member Meeting on 9/8/2020.

Digital Signature: *Anna Cottle* CO-PRESIDENT 2020-2021

Digital Signature: *Charlotte Robinson* CO-PRESIDENT 2020-2021

Digital Signature: *Michelle Hudson* VICE PRESIDENT 2020-2021