

## Standing Rules and Procedures Riddle Elementary PTA

### I. Annual Meetings and Reports

- A. The President shall appoint a committee at the May executive board meeting to approve the minutes of the last board meeting.
- B. The President shall appoint a committee at the annual general meeting to approve the minutes of the last general meeting.
- C. Each officer and chairman shall include his/her plan of work and annual report, as well as information on duties, vendors, etc. in his/her procedure book to be given to his/her successor.

### II. Financial

- A. No blank checks shall be issued.
- B. The following person's signature shall be on file with the bank for signature on checks issued by the Riddle Elementary PTA. Two signatures shall be required on ALL checks.
  - 1. President
  - 2. Treasurer
  - 3. 1<sup>st</sup> Vice President of Programs
  - 4. 2<sup>nd</sup> Vice President of Fundraising
- C. No officer shall approve or sign a check that is being issued to him/herself.
- D. Two signatures are required on receipt when handling cash, before being given to the Treasurer.
- E. Any items purchased by the Riddle Elementary PTA for the school needs approval of the principal.
- F. There shall be a sum of no less than \$1,000.00 left unencumbered for in the budget to start the next year's work.

### III. Bonding and insurance

- A. The following insurance shall be purchased annually by the Riddle Elementary PTA:
  - 1. General liability
  - 2. Fidelity bond insurance for all persons on signature bank card
  - 3. Property insurance (if applicable)
  - 4. Officer's liability insurance

### IV. Expenditures

- A. The local unit, in accordance with the other Frisco PTAs, will allocate seed money to assist with the establishment of new PTAs within the district.

- B. The Riddle Elementary PTA shall reimburse the expenses of members to the Texas PTA State Convention and Summer Leadership Seminar in the following order, as funds allow:
  - 1. President
  - 2. 1st Vice President
  - 3. Treasurer
  - 4. 2<sup>nd</sup> Vice President
  - 5. Any other Board Member, if the budget allows
- C. Allowable expenses for Summer Leadership Seminar are limited to the following:
  - 1. Registration fee
  - 2. Housing fee – hotels are reimbursed for room and city tax only.
  - 3. Hotel rooms must have a minimum double occupancy, when more than one member attends, to receive full reimbursement.
  - 4. Mileage reimbursement – if more than one member of the Riddle Elementary PTA is attending the event, members must travel in one car together to receive full reimbursement.
  - 5. Meals and parking are reimbursed with receipt and completed reimbursement form.
  - 6. Alcohol is never reimbursed by PTA.
- D. Riddle Elementary PTA will pay for the expenses for the board members to attend Texas PTA Foundations Leader Orientation Course.

#### V. Condolences and Memorials

- A. The Executive Board shall make all decisions concerning condolences and memorials in accordance with school district policy and guidelines.
- B. Memorials will not exceed \$100.00.

#### VI. Miscellaneous

- A. The Board shall work as a team and present a positive image, remembering to respect its members and Riddle teachers/staff.
- B. Executive Board members shall not expect privileges or rights that are not due any other parent or taxpayer in the school district.
- C. Executive Board members will not speak to the media as representing the local PTA unit unless authorized to do so by the Executive Board or the general membership.
- D. Bipartisan organization – campaigning during general meetings is prohibited.
- E. Notification of an emergency vote taken by phone, email, or other electronic means shall be given to each board member by the president. Board members shall have at least 12 hours to respond. A complete accounting of the number of votes cast and the results shall be given at the next regular meeting where the vote shall be ratified. All of these actions shall be recorded in the minutes.

## VII. Special Committees

### A. Budget and Finance Committee

1. The Budget and Finance Committee shall have at least three (3) people.
2. The Committee shall prepare the yearly budget to be presented to the voting body for its adoption at the next general meeting.
3. The Committee shall set aside funds to cover items listed under the Riddle Elementary PTA standing rules.

### B. Nominating Committee

1. The Chairman shall contact the members of the committee for the suggested meeting dates.
2. Suggested nominees for officers may be submitted to any member of the Nominating Committee
3. The comments, statements, or disagreements made in the committee meeting are confidential and must be based on facts.
4. The Committee shall perform duties as outlined in the Riddle Elementary PTA bylaws.

## VIII. Officers and Standing Committee Chairman

### A. The Elected Officers and Standing Committee Chairman shall:

1. Complete procedure books to be turned over to the successor.
2. Plan their functions and present their recommendations to the board in a Plan of Work including plans for budgeted expenses.
3. See that all information going home with students is approved by both the PTA President and the Principal.
4. Perform all functions as assigned by the President.
5. Abide by and perform duties as outlined in the Riddle Elementary PTA bylaws.

### B. The President shall:

1. Oversee all functions and programs of the Riddle Elementary PTA.
2. Assign to Riddle Elementary PTA members any duties necessary to run the Riddle Elementary PTA.
3. Check with the Principal before proceeding with any activity or project.
4. Have materials to be sent home approved by the Principal.
5. Preside over all Riddle Elementary PTA meetings.
6. Attend Leadership Conference and Workshops, if available.

### C. The 1<sup>st</sup> Vice President (Vice President of Programs) shall:

1. Be prepared to fill in for President whenever needed.

2. Be prepared to assume the position of President should the elected President be unable to complete of his/her term in office.
3. Select programs in conjunction with President and Principal.
4. Communicate school programs with parents and Riddle Elementary PTA.

D. The 2<sup>nd</sup> Vice President (Vice President of Fundraising) shall:

1. Oversee all fundraising efforts in conjunction with President and Principal.
2. Oversee the Fundraising budget.

E. The Treasurer shall:

1. Count all money collected at the end of each event with at least one Board member present.
2. Be responsible for depositing money in the bank in a timely manner.
3. Draft a letter to any party with a check returned for insufficient funds in an attempt to recover funds plus any bank charges resulting from the check.
4. See that the finances are audited no later than the middle of every July.

F. The Secretary shall:

1. Be responsible for passing attendance sheet at Board meetings.
2. Record, duplicate and distribute minutes to the Board members at/before the next meeting.
3. Present the minutes from all general Riddle Elementary PTA meetings at the next meeting.

G. The Historian shall:

1. Take pictures of Riddle Elementary PTA and school events for the purpose of compiling a yearly scrapbook.
2. Compile newsletters, flyers, newspaper clipping, etc. pertaining to the students of Riddle for inclusion in the scrapbook.

H. The Parliamentarian shall:

1. Provide assistance on all issues regarding the Riddle Elementary PTA bylaws, Standing Rules and Robert's Rules of Orders.
2. Serve as Chairman of the Bylaws Committee.
3. Review Bylaws, Standing Rules and Procedures and make recommendations as needed.

I. The Hospitality Chairman shall:

1. Coordinate all Riddle appreciation luncheons and events.

2. Be responsible for refreshments at Riddle Elementary PTA functions, as needed.
  3. Oversee the Hospitality budget.
- J. The Volunteer Chairman shall:
1. Coordinate volunteers for Riddle Elementary PTA functions and to assist with activities within the school as needed.
  2. Work hand in hand with volunteers and the school to enrich school programs through volunteering.
  3. Follow up and document contact with interested volunteers in an appropriate time frame.
  4. Compile and maintain a list of volunteers with contact information that is accessible to the entire Riddle Elementary PTA board.
- K. The Council Delegate/Legislative Action Chairman shall:
1. Represent the local unit PTA at the council meeting.
  2. Keep local PTA aware of legislative process.
  3. Keep membership informed of pending legislative action.
- L. The Teacher Liaison shall:
1. Attend all Riddle Elementary PTA board meetings.
  2. Represent teachers and staff at Riddle Elementary PTA board meetings.
  3. Communicate Riddle Elementary PTA activities to the school staff and teachers.
- M. The Membership Chairman shall:
1. To enroll new members at any time during the school year.
  2. Provide a list of members to the president, secretary and treasurer; and keep the list current.
  3. With the Treasurer, submit member list and dues to the state and national PTA by the assigned deadline and other times as necessary.
  4. Be responsible for applying for membership awards from district and Texas PTA.
- N. The Multicultural Chair shall:
1. Plan and/or support cultural arts activities within the school.
- O. The Website Chair shall:
1. Oversee and manage the Riddle Elementary PTA website.
  2. Ensure the website is operational at Back to School events.
  3. Manage on-line PTA enrollment, volunteering sign-ups and spirit wear sales through the website, and communicate with the appropriate Chairs.

IX. Other committees and programs will be formed as determined necessary by the PTA executive board.

A. The appointed Chairman shall:

1. Adhere to their budgets.
2. Report to the President
3. Maintain detailed documentation of all job related duties, functions, and activities.
4. Be responsible for directing volunteers during the assigned event.
5. Perform all functions as assigned by the President
6. Abide by and perform duties as outlines in the Riddle Elementary PTA bylaws.
7. Have their own Plan of Work.

B. The Newsletter Chairman shall:

1. Compile, edit, print, and distribute a monthly Riddle Elementary PTA newsletter.
2. Will solicit articles from Riddle Elementary PTA officers and committee chairs as well as teachers, administrators, and school staff.
3. Receive approval by Riddle Elementary PTA President and school Principal before distribution.

C. The Arts & Environmental Chairman shall:

1. Coordinate the Riddle Elementary PTA Reflections Program.
2. Plan and/or support cultural arts activities within the school.
3. Promote and increase awareness of environmental issues.

D. The Book Fair Chairman shall:

1. Organize and promote a minimum of one (1) school book fair.
2. Oversee approved budget.

E. The Spirit Wear Chairman shall:

1. Plan and order Spirit Store items for sale with principal approval.
2. Oversee approved budget.

F. The Room Parent Coordinator Chairman shall:

1. Oversee room parents.
2. Work in conjunction with President and Principal to select room parents.
3. Organize and facilitate room parent meetings, grade-level teacher luncheons and "Stock the Pantry."
4. Work with Volunteer Chairman on school parties.

5. Communicate with teachers regarding party schedules and activities.
6. Help create class lists and school directory.

G. The Healthy Lifestyles Chairman shall:

1. Be responsible for providing programs through the PTA that will promote healthy lifestyles in the home, school and community.

H. The SAGE (Special and Gifted Education) Chairman shall:

1. Facilitate communication between SAGE teachers, families, and communities.
2. Promote awareness of these special interest groups with educational programs for the school.

I. The Watch Dog Chairman shall:

1. Host an informational/sign-up event for prospective Watch Dogs volunteers in the Fall.
2. Create and manage the Watch Dog volunteer calendar.

J. The Box Tops Chairman shall:

1. Promote and collect Box Tops and Campbell's Soup labels to help purchase educational items for the school.
2. Manage incentive contests and award prizes to the groups or individuals who turn in the most Box Tops or soup labels.

K. The Fall Festival Chairman shall:

1. Organize successful event for the Riddle students, families and community.
2. Coordinate all aspects of the festival including ticket sales, games, prizes, food and concessions, rentals, sponsors and vendors.
3. Turn in any contracts to the President for approval. All contracts must be signed by the President.