

## STANDING RULES

### For Wilder Elementary School PTA

#### ARTICLE I – NAME

The name of the PTA is Wilder Elementary PTA of Westerville, Ohio. It is a PTA organized under the authority of Ohio Congress of Parents and Teachers; a branch of the National Congress of Parents and Teachers.

#### ARTICLE II – ADDITIONAL POLICIES

Section 1. The PTA Executive ~~Board~~ ~~Committee~~ must have approval by a majority vote of members for allocation of any additional funds that has not been previously allocated in a line item in the fiscal year budget.

Section 2. a. The Treasurer will attempt to collect on all returned checks (NSF) by the bank. He/she may do so by calling, ~~sending an email~~, and/or mailing a letter to the person(s) in question.

b. Any returned (NSF) checks to the PTA will have an additional charge ~~of ten (\$10.00) dollars. Change to 20?~~ in the amount charged to the PTA by bank ~~This is~~ to cover the cost that is charged to the PTA's account.

Section 3. The Treasurer and/or PTA President, along with the event Chairperson, will be responsible for counting and securing all funds immediately following an event. The Treasurer will provide a document of record that shall be signed by ~~both~~ ~~two~~ parties.

Section 4. The PTA is required to provide general liability insurance for the PTA as required by the Westerville School District.

Section 5. The PTA is required to provide legal liability insurance for its Executive ~~Committee~~ Board.

Section 6. The budget for the upcoming school year will be set ~~and presented~~ during the month of ~~July or~~ August of the current school year. This will be accomplished by a joint meeting of the current Executive Board and the newly elected Executive Board and shall also include the building Principal.

Section 7. Any ideas generated by a PTA ~~Board~~ ~~Committee~~ may be discussed at a general meeting during Committee Reports. If necessary, a motion, discussion and vote may be made to determine the outcome of a specific idea.

a. All subsequent ideas generated by this PTA committee must have approval of PTA President and building Principal before that idea can be implemented.

Section 8. All Committee chairs and committee members will have all fliers approved by the PTA President and the building Principal prior to distribution.

Section 9. Executive ~~Board~~ ~~Committee~~ members must be responsible to the PTA at large by attending Executive ~~Board~~ ~~Committee~~ and PTA meetings. If an Executive ~~Board~~ ~~Committee~~ member is unable to fulfill this obligation, he/she may be required to relinquish his/her position.

Section 10. The ~~E~~xecutive ~~B~~oard will be responsible for securing the limited childcare at regular PTA meetings. ~~Limited childcare is defined as, "All children must be potty trained."~~

a. ~~Regular providers of childcare will be paid \$15 per meeting where childcare is provided.~~

Section 11. The ~~V~~olunteer ~~C~~oordinator(s) will be responsible for ~~awarding parent volunteers for their service. Awards will be determined by the E~~xecutive ~~B~~oard. ~~PTA Chairperson Awards to include the purchase and disbursement of the gifts. The gift will be determined by the executive board.~~

a. ~~The V~~olunteer ~~C~~oordinator(s) will present an award to each Chairperson. ~~Members of the E~~xecutive ~~B~~oard ~~Committee~~ will be ineligible for Chair awards. ~~Awards will be agreed upon by the Executive Board Committee.~~

b. ~~The V~~olunteer ~~C~~oordinator(s) will recognize volunteers for their hours of service per an approved recognition plan submitted to the Executive ~~B~~oard ~~Committee~~ at the beginning of the fiscal year.

Section 12. Presentation of the slate by the Nominating Committee occurs during the designated month as outlined in Article VII; Section 1 "c" ~~of the Unit Bylaws~~ even if there are open positions.

Section 13. The Nominating Committee shall complete and sign off on the PTA Nomination Form which shall indicate that the nominees presented at the May general PTA meeting are the best possible candidates for the positions. However, if a member of the committee does not agree with the nominations, he/she does not have to sign the report.

Section 14. Once the Nominating Committee has fulfilled its duty, those individuals on the Nominating Committee shall not be allowed to accept a nomination for themselves from the floor or in writing if he/she signed off on the PTA Nomination Form.

~~Section 15. If the Nominating Committee is a "Special Committee" as outlined in Article X; Section 2, the Executive Board is responsible for filling any "open elected positions."~~

Section 16. Any PTA member can nominate another PTA member or can nominate themselves for any elected position.

Section 17. Executive ~~B~~oard meetings will be held on ~~Sundays~~ one week prior to the monthly unit meeting, ~~or another date designated by the Executive Committee Board,~~ for the purpose of establishing an agenda.

Section 18. The membership list of this association shall be confidential to the PTA and not released to outside interests.

Section 19. This association shall present a past ~~P~~resident's gift to the President upon completion of his/her term of office. This award will be purchased and presented by an ~~E~~xecutive ~~B~~oard member.

Section 20. This association shall attempt to provide a starting balance for the next school year of at least \$4,000.00.

Section 21. The PTA will allow up to \$25 for the purchase of a book for our library in the honor of staff who have retired after at least (2) years of service or in remembrance of deceased staff and/or their immediate family.

Section 22. This association shall engrave the President's name of the Past President's Plaque upon completion of his/her term of office.

Section 23. The PTA shall award each teacher with \$100 to purchase room supplies, pending receipt of an invoice or receipt showing proof of purchase. Teachers who are eligible for this award include teachers who have a home room, including special education teachers, and "specials" teachers including art, gym and music.

Section 24. All teacher grant applications must be signed off by the Principal prior to presentation to the Executive BoardCommittee for review.

a. Teachers must be paid members of the PTA for that school year in order to be approved for a grant.

Section 25. The President and Treasurer will present the proposed budget to Wilder teachers prior to submission at the September PTA meeting for voting.

September, 1989

Revised October 1991, February 1992, June 1992, May 1994, August 1996, August 2008, August 2012, ~~September~~March 20154

Standing rules may be amended or rescinded at any regular meeting by a 2/3 vote or by a majority vote providing previous notice has been given to the membership. Additional standing rules may be adopted at any meeting by a majority vote. Standing rules can be suspended for the duration of any session by a majority vote.