

Willagillespie PTO Standing Rules 2023

The Standing Rules set forth policies of the Willagillespie PTO. These rules may amplify, but may not conflict with the Bylaws. In the event a conflict exists or arises between any Standing Rule and the Bylaws, the Bylaws control. Standing Rules may be adopted or amended by the members of the PTO by a majority vote at any regular meeting of the organization and remain in force until suspended, amended or rescinded by the members.

Mission Statement

Willagillespie PTO promotes communication and cultivates a sense of community between parents, students and faculty through monthly meetings and school-based family engagement activities (movie nights, game nights, etc.).

We enhance our educational environment - supporting teachers and students by raising funds for educational materials, field trips, and instructional support.

We recruit and coordinate volunteers for programs and projects that support and enrich our curriculum and educational goals.

We work in partnership to serve and advocate for all of our students and to help create a safe and healthy learning environment where students can excel and feel confident in themselves.

Code of Conduct

- The Code of Conduct is put into place to support and maintain the PTO and ensure civil, safe, secure, supportive, and disciplined meetings, events take place on or off school grounds.
- The Executive Board shall develop, adopt, disseminate, and implement a code of conduct that establishes standards, policies, and procedures for positive Parent, Teacher, Administrator and Officer behavioral expectations on school grounds during PTO meetings, and events.
 - The Executive board shall review; including but not limited to prevention, intervention, and remediation of individual conduct that violates this Article. The Board will update the Code of Conduct Article prior to the first (1st) meeting of the current school year.
 - The Code of Conduct will be presented to all members at the first (1st) meeting of the current school year and be listed on our website for all members to access

General Operating Procedures

- The PTO will meet for general meetings on the 3rd Wednesday of the month at 6:30-7:30pm.
- The Agenda for each meeting will be posted at least 24 hours prior to the general meeting on the PTO website.
- To Request an item be added to the agenda, topics may be submitted via the “PTO Meeting Topics” form or “Contact us” form on the PTO website.
 - Requests must be submitted at least 1 week in advance so the topic may be discussed at the Executive Board meeting for feasibility.

- The Executive Board will meet virtually for a closed meeting on Wednesday evenings at 6-7pm one week in advance of the general meeting.
 - They will Discuss/Propose Agenda, discuss committee updates.
 - Vote on Monetary Requests that are time sensitive and less than \$100.
 - Executive Board Members will be expected to attend at least 50% of Board Meetings.
 - If requests are received in between meetings, there will be a messaging thread in Band App to discuss monetary requests of less than \$100.
 - There will be 8 hours given to ask questions.
 - After 8 hours, Board Members will give their vote.
 - Once 6 members have approved, the result will be noted by the secretary and added to meeting minutes for presentation at the general membership PTO meeting.
- A brief report will be given during general membership meeting of topics discussed and any votes that were made and the result of said votes.

Finance

- District-Held Funds
 - Board Member will submit an invoice of intended expenses to Willagilliespie Office Manager.
 - Office Manager will return signed invoice once item has been purchased/money transferred.
 - For items purchased with district credit card, a receipt/virtual invoice will be emailed to treasure for budget tracking once purchase has been completed.
- Receipts
 - Original receipt for any and all expenses is required in order to receive reimbursement. This is necessary for tax purposes.
 - Original receipt for any and all expenses using the debit card is required for tax purposes. The treasurer will have a debit card and another for the president, which may be used by other committee members exclusively for PTO purchases.
 - All purchases with the debit card will have prior approval by the Treasure.
 - Receipts must be submitted to the Treasurer within 48 hours.
 - No purchases may be made with the credit card for more than \$200 by anyone other than the treasure and the president will sign off on purchase.
 - All purchases for events will be purchased in a separate transaction per event for Treasurer filing purposes (ie, Fun Run purchases will be separate transactions and require a separate receipt from Parent Teacher Conference etc.).
 - If payment is needed prior to an event, please contact the PTO Treasurer as early as possible to schedule the payment. Please plan ahead for these situations.
 - Blank signed checks will not be issued.

- Money Handling- Under no circumstances should the PTO designated funds be taken off school grounds with the exception of the Treasurer making a deposit.
 - All money should be placed into the school and/or PTO vault for safe storage as soon as possible. Money from events should be counted and deposits filled out within 5 days of the event.

- Updated Budget: An updated Budget shall be maintained which reflects the actual expenses/income versus the budgeted expenses/income.
 - The treasurer shall make a determination, based upon the financial information, if any previously approved budget items are at risk for being underfunded and, if so, notify the general membership at the next general membership meeting.

- Budget Adjustments - If members have suggestions/requests for spending that fall outside of what the budget has allocated, proposals will be accepted for review.
 - Proposals will be submitted in writing a minimum 5 days before Executive Board Meeting using the PTO Funding request form.
 - Proposals must be signed by a staff person in support of funding request.
 - Requests that are proposed by a committee will take precedent.
 - The Executive Board will review each proposal for feasibility (ie, if there is a surplus due to a successful fundraising event). If an executive board member has a proposed adjustment and feasibility has already been approved by the Budget Committee, this may be presented immediately for a vote at a general meeting.
 - Once approved for feasibility, budget adjustments will be presented orally at membership meeting by whomever made the original request and can be approved by oral majority of those present. Member will excuse themselves from the room for the vote but will let the secretary know their vote.
 - Budget adjustments that are more than 10% of the budget for the year will be denied and can be proposed in the following year's budget.

Committees and Committee Chairs

- Committee Chairs are responsible for overseeing the operations of their committee and directing committee members as necessary.
- Committee Chair positions may be shared, but the split role must be confirmed by the Executive Board if the chairs were not jointly elected during the regular meeting vote following approval of committee.
- Committee Chairs are required to provide a report of their committee at relevant regular meetings or as requested by the President.
- Committee expenditures are budgeted and approved in advance by the Executive Board and voted on by the full membership. If a committee anticipates non-budgeted costs or costs outside those generally accepted, the chair should approach the Executive Board for approval before the costs are incurred.
- The committee will collect gross revenues (when applicable) and submit to the Treasurer. The committee will also submit documented expenses to the Treasurer for reimbursement. Reimbursable expenses shall typically be limited to the actual purchase

price of materials used directly by committees to carry out their duties. Receipts must be submitted to the Treasurer along with the Reimbursement Request Form.

- Maintain an inventory of committee materials to carry over to future committee chairs.
- Maintain organized inventory in the PTO storage unit.
- The PTO will hold five standard Committees: 1) Budget, 2) Fundraising, 3) Events, 4) School Support (volunteering), & 5) Hospitality.

1) **The budget committee** assists the treasurer with preparing quarterly reports to be presented to the general membership meeting as well as with preparing the following year's budget. The current budget is reviewed each spring and a proposed budget for the following school year is drafted. The proposed budget is then presented to and voted upon by the Willagillespie PTO members in attendance at the first meeting of the school year. The budget committee will provide the communications director with financials to be shared on the website.

2) **The fundraising committee** shall be responsible for identifying and coordinating fundraisers. Before the school year begins, the Fundraising committee will propose a fundraising events calendar for the school year. This will be approved by general membership during the first meeting of the school year. The following are sub-committees of the Willagillespie PTO that shall fall under the Fundraising Committee:

- Willagillespie Fun Run
- Night Out, Restaurant Fundraisers
- Spooktacular
- Book Fair
- Corporate Sponsorships

3) **The Events Committee** shall be responsible for identifying and coordinating School Wide/Family Events. Before the school year begins, the Events committee will propose an Events calendar for the school year. This will be approved by the Executive Board during their August Meeting. The following are sub-committees of the Willagillespie PTO that shall fall under the Events Committee:

- Meet the Teacher/Welcome Back Events
- Family Nights
- Popcorn Fridays
- Spring Carnival

4) **The School Support Committee** shall coordinate and assist with the following committees with the focus being on providing essential support for school services as we are able to and for establishing a good communication system between the PTO and School Administration and Classroom Teachers. The following are additional sub committees that shall fall under the School Support Committee:

- Room Parent Coordinating

- School Improvement Projects
- School Volunteers

5) **The Hospitality Committee** shall be responsible for identifying and coordinating all events that fall under this group with the advice and consent of the General Membership. This committee shall be dedicated to organizing events to promote school spirit, welcoming new families to our community, and ensuring that the teachers know how appreciated they are. The following are additional sub committees that shall fall under the Hospitality Committee:

- Teacher Appreciation Week
 - Staff Appreciation
 - Parent/Teacher Conference Support
 - New Family Welcome
- Additional Committees may be proposed throughout the school year. Proposals will be submitted through a “New Committee Proposal” form and will be submitted via the PTO to the School Administration. Once approved, it will be discussed at the next Executive Board meeting for any conflicts of interest or feasibility/budget concerns. Then will be presented to general members at the following meeting for approval.

Communications

- Membership in Willagillespie PTO means you are opting in to allow PTO to contact the member.
 - This allows the PTO to send email communication and load contact information into PTOs email database. Members may unsubscribe at any time.
- Sharing Contact Information- No contact information will be shared with any outside businesses or groups.
 - Only the board members and committee chairs that need information to do their tasks will have access to member’s contact information.
- The Willagillespie Logo shall be printed on all electronic and printed communication from the PTO.
- All efforts will be made to adhere to the following communications timelines:
 - Email agenda of meetings to all PTO members at least 2-3 days prior to meeting.
 - Upload meeting notes to the website within 2 days of receiving from the Secretary.
- In good effort keep the website up-to-date with calendar and WillaG Water Cooler.
- All written communication to members of the PTO will need to be discussed with Executive Board Members.
- Each PTO Executive Member will have access to a PTO email address on behalf of their PTO role.