

J. HAROLD VAN ZANT SCHOOL PTO
STANDING RULES
2009-2010
***REVISION 2015**

I. STANDING RULES

A) “Standing Rules” are the rules this organization uses to ensure a well- organized and efficient PTO. This written set of procedures serves as a guide for putting our bylaws into effect.

1) These Standing Rules shall be reviewed by a Special committee appointed by the PTO president, at least once during the school year.

2) Standing Rules may be adopted without previous notice by a majority vote at any meeting of the PTO Board. They may be suspended, amended or rescinded by a 2/3 vote at any PTO Board meeting.

II. GENERAL MEMBERSHIP

A) PTO membership is available to anyone who has paid their current dues \$10.00 per family. A membership drive is held in September; however, membership is available at any time during the school year.

B) Upon payment of dues, each person becomes a member of the local Van Zant PTO. Each person joining will be issued a PTO Membership Card.

C) PTO membership allows you to attend General Membership Meetings where you may enter discussions, make motions and vote on issues brought before the General Membership.

D) PTO membership allows you to volunteer as a Special/Temporary committee Member, a PTO Board Member, or be elected as a PTO Officer.

III. PTO BOARD MEMBERSHIP

A) Any PTO member may volunteer to serve on the PTO Board as a member of a Standing committee.

B) PTO board Members are expected to attend monthly PTO board meeting.

C) PTO Board Members should also meet whenever necessary to accomplish their committee’s work.

IV. MEETINGS

GENERAL MEMBERSHIP MEETINGS

1) At least, eight general membership meetings will be held during the school year (weather permitting).

2) Board meetings are typically held monthly on the first Thursday of each month, in the Library, at 7:00PM.

3) Any change in the meeting time, date or place (due to school holiday or other conflicts) will be announced.

4) If a PTO Board Member is unable to attend a Board Meeting, it is necessary to contact the **Recording Secretary or President**.

V. COMMITTEES

A) Standing Committee/Ways and Means Committees

- 1) The Officers of the Board create standing Committees and Ways and Means Committees. Members are appointed for a term of at least one school year.
- 2) The PTO Board can form and dissolve individual committees without a general PTO membership vote:
- 3) Committees carry on their work over the course of the entire school year.
- 4) Committee Members are called upon to report on their activities at the monthly general membership meetings.
- 5) A committee's routine monthly work does not require the approval of the PTO Board (exception XI APPROVALS).
 - a) Board approval is necessary for any plans of work that are beyond the committee's approved budget.
 - b) Board approval is necessary when a long-term project is being considered.
- 6) In June of each school year, each Committee may be asked to submit a written final report, summarizing the Committee's activities for the year.
 - a) This report shall be given to the PTO VP President who will forward necessary information to the Committee's incoming chairperson.

B) SPECIAL/TEMPORARY COMMITTEES

- 1) Temporary committees will be formed as necessary for specific events.
- 2) Any PTO member is eligible to volunteer for a temporary committee.
- 3) Temporary committees will be dissolved when their work/project is completed and a final written or oral report is given the PTO President.

VI. OFFICERS

A) Six (6) elected officers make up the Executive Committee:

President, Treasurer

First Vice President, Recording Secretary

Second Vice President, Corresponding Secretary

B) Officers are elected at the May general membership meeting. Officers are sworn in and assume their duties at the close of the June Board Meeting.

C) No officer may serve more than **three** consecutive years in the same office, unless there is no nomination for the position.

D) General duties of each officer are described in Van Zant's bylaws.

E) "It is the moral, ethical and **legal** obligation of all elected **officers** to be sure that proper financial procedures are being followed".

All incoming monies, whether from fundraisers, events or activities, shall be handled by the PTO Officers. When this is not possible, a PTO Member may be assigned by the Treasurer to assist in the collection of funds.

The PTO Treasurer is the sole custodian of PTO funds. Therefore, she/he is legally responsible for the collection and maintenance of such funds. At the sole discretion of the Treasurer only, a committee member may be appointed to handle funds, inclusive of collections of funds and deposits.

VII. NOMINATIONS

A) The Nominating Committee is one of the PTO's most sensitive and responsible bodies. The decisions of the Nominating Committee will impact on the future of the PTO; therefore, potential nominating committee members must:

- 1) Have knowledge of PTO's mission, goals, programs and purposes'
- 2) Have knowledge of potential candidates' qualifications and abilities;
- 3) Be able to give objective consideration to find the best qualified leaders;
- 4) Be tactful, have integrity, and be able to **keep all deliberations strictly confidential.**

B) In accordance with our Bylaws, the Nominating Committee is composed of five (5) PTO members.

- 1) The Nominating Committee is organized at a General Membership Meeting in February.
- 2) If more than five PTO members have volunteered to serve on the Nominating Committee, an election shall be held. (The sixth nominee will become the alternate to the Committee.)
- 3) The PTO President will appoint the Nominating Committee chairperson based on the recommendation of the committee itself.
- 4) Nominating committee members may not, as a general rule, be considered for Office. See PTO Bylaws for an explanation of exceptions.

C) For complete details and further guidance, the Nominating Committee shall be given a copy of the pertinent pages from Roberts Rules regarding Nominations, Elections and voting guide.

D) Although the President is not a member of this Committee and does not attend its meetings, it is the President's responsibility to instruct the committee as to its responsibilities and the ethics of the committee's work.

VIII. ELECTIONS

A) The Officers of this association shall be elected annually, at a General Membership meeting, in May.

B) The Nominating Committee Chair presents the slate of nominees to the General Membership at the April meeting.

C) After each candidate is announced, the President asks for additional nominations from the floor. If there are none, the candidate presented by the Nominating Committee becomes the official ballot candidate and the slate for that position closes. For each nomination made from the floor, the President asks the nominee to accept/decline the nomination. If the nominee declines, business is completed. If the nominee accepts, an election is held by written confidential ballot. If there is only one candidate per office, the by-laws allow for a voice vote.

D) Membership IS required prior to ballots being distributed for a written vote.

E) A majority vote shall elect.

F) Officers shall assume their official duties at the close of the June meeting.

IX. PARLIAMENTARY AUTHORITY

A) In accordance with our bylaws, Roberts Rules of Order, Newly Revised, is the parliamentary authority that shall be observed at all PTO meetings.

B) A motion must be made before discussion may begin on an issue.

1) In a General Membership meeting, any PTO member may make a motion.

2) At a board Business Meeting, only PTO board Members may make motion.

X. BUDGET AND TREASURER'S REPORT

A) The budget is a summary of what we believe our **income** (Profit from fundraisers) and **expenditures** (proposed expenses of committees) will be for the coming school year.

1) The annual budget is presented for approval at a General Membership Meeting in October. All PTO members in good standing may vote for or against acceptance of the annual budget.

2) A copy of our budget is available at each monthly PTO Board Meeting.

B) The Treasurer's Report is an **actual accounting** of debits (checks written) and credits (deposits made) for a given month.

1) The PTO Board must approve the treasurer's Report each month. If no changes, discrepancies, and/or additions are made, the report is filed for audit.

2) Committed Funds are monies in our treasury that have been allocated for a specific upcoming expenditure such as an assembly program or yearbooks.

a) The PTO Board must vote to commit such funds. This occurs when the budget is approved.

b) All incoming funds from any Committee are **joint funds to be deposited to the PTO's General Fund.**

XI. APPROVALS

- A) Requests for copying of letters, flyers, memos or other written information must be submitted at least ten days prior to the date it is needed.
- B) Any written information prepared for distribution to Van Zant students, parents, or staff from any PTO committee, **MUST** be approved by the PTO President AND the Van Zant School Principal before distribution..
- C) All distributed materials must be submitted electronically (NON PDF FORMAT) to the 1st VP.

XII. COPIES

Our PTO has access to a copy machine located in the office of the school's clerk typist. This is for limited copying. The PTO shall use its own paper for PTO copying.

XIII. RESOURCES

All material (including but not limited to) flyers, digital images, reports, email communications and other documents created on behalf of the VZ PTO is the sole property of the J. Harold Van Zant PTO.

XIV. CODE OF CONDUCT

- A) All PTO Board members and Committee Chairs (as per designated by the PTO) are required to sign AND adhere to the Code of Conduct.
- B) General PTO members are expected to adhere to the same general code of conduct at all PTO functions.
- C) Any violation **COULD** lead to termination or suspension of PTO privileges.