

Standing Rules of the Richardson Heights Elementary School PTA

Standing Rules guide our day-to-day operation in completing our mission to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

Meetings - Board meetings will be held monthly throughout the school year. Special meetings may be called in accordance with our bylaws in between the regularly scheduled meetings. If general meetings coincide with school functions, the meeting should be held 15 minutes before function begins and advertised as such.

Training - This PTA will set aside money in the budget to cover fees for locally held leadership orientation (Foundations: Part 1 and 2) for all officers and committee chairs. Additional money in the budget will be divided evenly among officers and committee chairs who are willing and able to attend the LAUNCH Summer Seminar. Money will be limited to covering, as budget allows: early bird registration fees, hotel accommodations at double occupancy rate, gasoline, parking fees, and meals.

Check signers - The president, treasurer and one or two more board members will be signers for the PTA account, with approval from the board. Only one signature is required on checks. All signers shall be voted on and so indicated in the minutes for the meeting in which the election takes place.

Deposits - Money collected on behalf of the PTA shall be promptly counted by at least two PTA members and given to the treasurer, along with the appropriate form, signed by the counters. The treasurer will promptly deposit the money in the bank and keep record of the transaction.

Reimbursements - Members will submit reimbursement requests for expenses allowed in the budget and in the appropriate Plan of Work, along with receipts, using the appropriate form within a reasonable time after the expense, and within three days of the last day of school. The treasurer will reimburse within two weeks and keep a record of the transaction. The PTA will not make use of debit or credit cards.

Carryover - To cover summer expenses, including supply packs and spirit wear that will be sold at Sneak Peek just before school begins, a minimum amount of \$3000 will be kept in the bank account at the end of the school year. Additionally, a carryover budget will be approved at the final association meeting of the school year, to authorize these summer expenses. **Insurance** - This PTA will purchase annual insurance to cover commercial general liability (\$1 million), officers' liability (\$1 million), and commercial crime and fidelity bond (\$50,000).

Officer Duties: (In addition to the duties outlined in the bylaws)

Programs - the officer in charge, along with a committee, will coordinate or delegate as needed, the planning of programs. Examples include: the Back to School Picnic in September, Movie Night in October, Family Fitness Night in November, Chili Cook-off in January, Multicultural Night in February, or any other programs as approved by the board.

Membership - the officer in charge, along with a committee, will recruit members through a

coordinated membership drive; and apply for membership awards with the state.

Hospitality - the officer in charge, along with a committee, will be responsible for providing treats for the teachers and staff; will plan meals for them as needed, including Open House nights and other special surprises for the teachers.

Fundraising - the officer in charge, along with a committee, will coordinate the Community Campaign, or Fall Fundraiser, and schedule/advertise monthly Spirit Nights.

Communications - the officer in charge, along with a committee, will prepare a regular e-newsletter, promote Heights PTA events through local media and social media, and maintain the bulletin board in the school foyer.

Standing Committees:

Arts in Education - along with a committee, will coordinate Reflections in the fall and Go Van Gogh in the spring, and attend trainings in the fall and winter.

Beautification/Gardens - along with a committee, will maintain the plants in the courtyard gardens and the front porch, will work to keep the school yard clean, and will encourage use of the outdoor learning environment.

Bilingual - along with a committee, will help to translate any communications from the PTA into Spanish, and will communicate with Spanish-speaking parents and volunteers on behalf of various PTA committees, as needed.

Carnival/Auction - along with a committee, will coordinate the Spring Carnival & Silent Auction in the Spring.

Character/Spiritual - along with a committee, will work with the school counselor to coordinate the Patriot Day ceremony, as well as, help promote character development through various means. Examples include: Veteran's Day Wall of Honor in September, recognition of National Hispanic Heritage Month in early October, and recognition of African American History Month in February.

Citizen/Legislation - along with a committee, will stay up-to-date on legislation as it affects Heights Elementary, and report updates and changes to Heights Elementary parents and community.

Clothes Closet - along with a committee, will collect and deliver donations for the RISD Clothes Closet, as well as sign up to volunteer at the Clothes Closet twice a month as available.

Community - along with a committee, will coordinate PTA support and volunteers within the feeder neighborhoods, and encourage feeder neighborhoods to include PTA information in their newsletter. Chair will also, plan and advertise the Wee Wildcats program during the school year, and the annual Kindergarten/1st Grade pool party held during the summer.

Council Delegate(s) - along with a committee, will attend the monthly RISD Council of PTA's meetings, assist in coordinating the school's participation in Council Play for K-2 and Symphony for 5th grade, and schedule volunteers for our school's participation in the RISD Council's Used Book Fair.

Dad's Club - along with a committee, will coordinate fathers and other positive male role models from our student community to assist with the Watch Dogs program and school events during the year as needed. Will coordinate "Dads at the Door" to assist with traffic flow during morning drop off by helping open car doors.

Environmental - along with a committee, will promote participation in environmental awareness days (such as, America Recycles Day, Earth Day, and Arbor Day), and educate Heights Elementary about environmental issues.

Health Services - along with a committee, will work with the school counselor to coordinate Red Ribbon Week, with the school nurse to coordinate volunteers for hearing/vision screenings, and with the P.E. teacher to coordinate snacks and volunteers for Jump Rope for Heart and Field Day. Also, will recognize School Counselor Day and School Nurse Day. **Historian** - along with a committee, will collect pictures of PTA meetings and events, create a historical record of the year (scrapbook), and coordinated the Annual Senior Breakfast in May. **Marquee** - along with a committee, will coordinate the regular updating of the marquee, including birthday recognitions. Will send communications home with students about birthday recognition at the beginning and middle of the year.

Merchandise/Wagon - along with a committee, will coordinate the purchase of any T-shirts and spirit wear to be sold throughout the year, as well as, order and sell merchandise on the Wildcat Wagon.

Parent Education - along with a committee, will schedule speakers and programs throughout the year with the intent of providing pertinent age and grade-level information for parents.

Reading/Library - along with a committee, will work with the librarian to coordinate volunteers for the Storytime program in grades pre-K-2nd grade and for the Library Book Fair. Will also help librarian shelve books, as available, and recognize School Librarian Day.

Room Parent - along with a committee, will work to cover each homeroom with parent(s) to coordinate class parties in December and February, and to coordinate Teacher Appreciation Week in May. Will encourage room parents to recognize teacher birthdays.

SAGE - along with a committee, will advocate for the gifted, learning disabled, dyslexic, etc. through different means. Will also keep PTA informed about meetings and news pertaining to this topic.

Sixth Grade Honors - along with a committee, will coordinate all events to honor out going sixth graders, including the float for RHS homecoming, 6th grade pennants, and the end of the year reception and party.

School Supply - along with a committee, will coordinate the purchase of school supply packs for the upcoming year and the Sneak Peek event to sell the packs and spirit wear.

Volunteer Services - along with a committee, will collect volunteer hours served for RHE and chair the Awards & Recognition committee in the spring, to award up to two life members, two golden apple awards, and any other recognitions as needed.

Website - along with a committee, will maintain the PTA website, relying on committee chairs for information updates and event photos.

Yearbook - along with a committee, will coordinate the planning, making, and selling of the yearbook. Additionally, will take photographs of school and PTA events.