

STANDING RULES OF THE JOHN FOSTER DULLES PTA  
Revised August 2010

1. All Executive Officers and Board Chairpersons shall:
  - a) Prepare procedure books for their successors, including revenue/expense responsibility of that committee. Any substantial change to procedures should be presented to the Executive Board for their approval
  - b) Tabulate their volunteer hours
  - c) Attend meetings of the Executive Board; if unable to attend, submit committee report or “no report” to the Recording Secretary if for a Standing Committee or to the appropriate Vice President if for a Special Event or Ways & Means Event.
  - d) Submit their plans of work for the approval of the Executive Board before undertaking a project
2. Allow for registration fees, dues and expenses of officers or appropriate chairpeople and the principal or his/her representative for all PTA functions, including national convention, state convention, Hamilton County Council meetings and School of Information, in the annual budget.
3. Contribute to the General Scholarship Fund of the Hamilton County Council of PTAs and to the Oak Hills High School Scholarship Fund.
4. Sponsor Girl Scouts, Brownies, and Daisy Scouts with a gift of twenty dollars (\$20.00) to be given to each new troop.
5. Charter Cub Scouts. A gift of twenty dollars (\$20.00) to be given to each new den.
6. Give to the school library a memorial gift of twenty-five dollars (\$25.00) in the event of the death of any student, student’s sibling or parent, school staff member, or staff member’s spouse or child. In the event of illness, births and other deaths, cards will be sent by the corresponding secretary.
7. Any equipment and other materials purchased by the PTA for school use shall become the property of the Oak Hills Local School District.
8. Subscribe to PTA publications for officers and appropriate chairpeople.
9. Present past president’s pin to president upon completion of his/her term of office. It is the duty of the first vice president to purchase the pin and have it properly engraved, and the duty of the incoming president to present the pin to the outgoing president. The PTA President’s plaque should be engraved with the President’s name upon completion of his/her term of office.
10. Require a deposit in accordance with the value of an item to be placed on any PTA property that is borrowed by another PTA, school group or community group. Deposit to be determined by President or Treasurer.
11. Pay for cafeteria school lunch for any PTA volunteer who works all day at school.

12. Determine the delegates to be sent to the Ohio PTA convention each year at the executive board meetings.
13. Give the president the option to delay discussion on any item of new business to come before the executive board that has not been presented to him/her prior to the board meeting.
14. A minimum of \$4,000 shall be left in the account for the incoming Board's business to cover the significant expenses that occur at the beginning of each new school year. (potentially ask for more each year up to \$6000)
15. The PTA will provide a special Grade Level allotment to the staff from any additional funds remaining from the previous fiscal year when such funds are sufficient to cover this expense without impacting the required year end balance or the goals of the PTA Disbursement Spending Committee. This Grade Level Allotment Spending must be approved each year by the Unit as part of the Disbursement (Profit) Spending plan. The allotments are recommended as follows: PreK to 5<sup>th</sup> \$300 each, Specials \$300 (Art \$100, Music \$100, Gym \$100), Specialized Classrooms \$100, Speech \$100, OT/PT \$100 and Counselor \$100.
16. The 1<sup>st</sup> VP will provide overall coordination of the Special Events and report to the Executive Board at each meeting. The 1<sup>st</sup> VP shall recruit leadership for each special event, with the help of the President. Special Events are defined as 5<sup>th</sup> Grade events, After Prom, Breakfasts (Moms', Dads' and Testing), Caring & Sharing, Hat & Mitten Tree, Ice Cream Social, Skating Parties, Teacher Appreciation Week, Teacher Conference Dinner and any other PTA funded program or assembly such as COSI.
17. The 2<sup>nd</sup> VP will provide overall coordination of the Ways and Means events and report to the Executive Board at each meeting. The 2<sup>nd</sup> VP shall recruit leadership for each ways and means event, with the help of the President. Ways and Means are defined as the Book Fair, Dance Program, Incentives, Magazine Drive, Schwann's and any other fundraising activity approved by the Executive Board.
18. A Disbursement committee is to be formed in March. The current and incoming Presidents, Treasurers, and Ways and Means Chairpersons and the Principal should be included in the Disbursement Committee.
19. A budget committee is to be formed in March. The current and incoming Presidents, Treasurers and Ways and Means Chairpersons should be included in the budget Committee.
20. An Audit committee is to be formed in April. No current Treasurer, President, Ways and Means Chairperson or Chairperson for any large fundraiser shall serve on the Audit Committee. The incoming Treasurer, if they are not the current Treasurer, is required to serve on the Audit Committee. The Audit Committee Chair should review with the incoming Treasurer regarding the requirements for documentation for deposits and disbursements. The Audit Committee Chairperson shall remind the board and membership regarding requirements for

- reimbursement. PTA members should not serve on the audit committee more than two consecutive years, unless they are a required member of this committee.
21. Room parents will cooperate with the teacher regarding party activities. Classroom parties need to remain simple and at low cost. PTA will provide \$15 per party per classroom per year to help with the cost of the parties. Receipts will be turned into the Treasurer for reimbursement within 30 days of party.
  22. The Nominating Committee will select one and only one person for each office. They shall select one person for only one office. They shall report the slate at the next Executive Board Meeting and the next General Membership Meeting after the completion of the selection of a full slate of officers. Whenever possible, the slate shall be announced at the February General Membership meeting to give ample time for the General Membership to consider the nominees prior to the Election at the March General Membership meeting. Whenever possible the slate shall be announced in the Dulles Dispatch and the Dulles Statesman if time does not permit it to be included in the Dulles Dispatch prior to the Election at the March General Membership meeting. PTA members should not serve on the nominating committee more than two consecutive years.
  23. The President will let the Executive Board know in advance that the unit meeting for electing the nominating committee is coming up and explain the procedures for how to be considered for serving on the nominating committee.
  24. At the discretion of the PTA President or the PTA Board, the Parliamentarian shall conduct a review of the bylaws and standing rules with the new officers and Board members each summer to train the new members and set expectations for their role in the execution and the timing of the work of our PTA. All current PTA Board members are invited to attend and participate.
  25. The President shall receive a copy of the Treasurer's procedure book.
  26. The Volunteer Coordinator shall coordinate the lunch and recess daily volunteer schedule. If a volunteer list is sent out at the beginning of the school year, the coordinator will gather and publish this list to all Chairpersons. The Chairpersons are responsible for soliciting and scheduling all event volunteers for their individual events.
  27. The general guidelines for defining Ways and Means events are whether or not the objective of the event is to be a revenue producing activity to fund further PTA activities. The objective of Service Events are to offer the students special activities, although they may produce small revenues, their purpose is not intended to be only revenue producing.