

JULINGTON CREEK ELEMENTARY

PARENT TEACHER ORGANIZATION (JCE PTO) STANDING RULES

Standing rules are the rules under which Board operates its affairs, within the provision of its bylaws.

Note: Standing Rules apply to the Executive Board only and are not subject to approval by the General Membership.

I. General Procedures

- A. Standing rules can be amended by a majority vote of the Executive Board.
- B. Standing rules will be re-evaluated with the Bylaws a minimum of every three years, although either can be amended whenever necessary.
- C. The Executive Committee shall consist of the Elected Officers. The Executive Board shall consist of the Executive Committee and the Principal and/or school representative. Each executive board member holds one vote. The principal and/or assistant principal of Julington Creek Elementary shall serve as a non-voting member of the Executive Board.
- D. The PTO President, with the help of the Executive Committee, shall appoint the Chairs of the Standing Committees. Approval by the General Membership is not necessary.
- E. Each Board member is encouraged to attend all Board and General Meetings.
- F. Time and day for Board meetings will be determined each year by the incoming Board.
- G. General PTO Meetings should be held at least four (4) times per year, although they may be held whenever the President or the Executive Committee deems them necessary.
- H. In the event of a vacancy in the office of Treasurer, an Audit must be conducted within 15 days.

II. Duties of the Executive Committee (Elected Officers)

- A. The officer's positions are voted on by the majority vote of the PTO Membership at the final meeting of the school year.

B. President

- 1. Presides at all Board and General Meetings and is familiar with the Bylaws.
- 2. Appoints special committees and ad hoc committees.
- 3. Serves as an ex officio member of all committees except the nominating committee.
- 4. Ensures a proper transition with all incoming and outgoing chairpersons and elected officers.
- 5. With the help of the Executive Committee, selects chairpersons of the standing committees.
- 6. Sets calendar and meets regularly with the Principal.
- 7. Provides copies of agenda at Board Meetings.
- 8. Creates and reviews agenda with the Principal before each Board meeting.
- 9. Maintains a fair and impartial position at all times.

C. Vice President

- 1. The vice-president may be called upon at any time to temporarily assume the place for the President and should make a thorough study of the President's duties and responsibilities and be familiar with the work of the association.
- 2. Knows parliamentary procedures and Bylaws.
- 3. Assumes the duties of the President in the event of resignation until the position is filled.

4. Should attend all Board meetings along side the President.
5. Acts as an aid to the President and assumes responsibilities assigned by the President.
6. Represents the President upon request.
7. Responsible for overseeing committee chairs as chosen by the Executive Committee.

D. Secretary

1. Records Minutes of all meetings (Board and General).
2. Keeps a permanent copy of the minutes.
3. Provides all Board members with the minutes from the meeting in a timely fashion (as determined by existing Board).
4. Keeps and maintains the current membership list.
5. Provides copies of the JCE PTO By-Laws and Standing Rules to members of the Executive Board annually.
6. Conducts the correspondence of the PTO as requested in a timely manner.
7. Keeps a file of all correspondence.
8. Reads all incoming correspondence at PTO meetings.

E. Treasurer

1. Prepares budget with the Executive Committee, presents it to Executive Board for consideration and then presents it at the last General PTO meeting prior to summer break for approval.
2. Organizes the budget meetings (beginning and mid-year).
3. Keeps up with the use of funds in all budgeted accounts in order that he/she may recommend any needed amendments to the budget.
4. Receives and deposits all money in the name of the association in a bank approved by the Executive Committee.
5. Uses two signatures required as method of signing checks.
6. Counts money with person presenting it and documents immediately for all funds received.
7. Requires completed disbursement receipt forms for all monies expended.
8. Never changes or exceeds budget on any item without majority vote at General Assembly meeting or approval of the Executive Committee if \$500 or less.
9. Has financial reports prepared at all meetings.
10. Responsible for tax form preparation and the Annual Report to <http://www.sunbiz.org>.
11. Keeps checking account and "books" balanced.
12. Communicates with committee chairs regarding any change boxes they may need and how to return money to the treasurer for deposit.

III. Committee Chair Responsibilities

- A. Volunteers who sign up for a committee should be contacted, either by telephone or email, within one week by the Committee Chair.
- B. Each Committee is responsible for maintaining and keeping up to date a Committee Binder. This binder should contain detailed procedures on all committee activities, as well as lessons learned.
- C. When applicable, the Committee Chair is encouraged to hold a post-planning meeting to evaluate the activity, discussing what was successful, what could be improved, vendors used, etc. Notes shall be taken and included in their Committee binder for future years.

- D. Committee Chairs are responsible for properly training their predecessors and ensuring a smooth transition. Committee binders must be passed along as part of the training process.
- E. Each Committee should be familiar with their job description and associated budget. Each committee should be prepared to update the board with any changes to their budget/spending plan. A majority of the General Assembly meeting or Executive Committee if five hundred dollars (\$500.00) or less, must first approve any changes to that budget/spending plan before any action is taken.
- F. Committee Chairs planning a school event should contact the School Principal approximately one month prior to the event and keep the PTO president and vice-president informed. This is to ensure that all “school aspects” (e.g. vendors, custodial needs, etc.) of the event are considered in the planning process.

IV. Duties of Standing Committees

These committees are considered Standing Committees. The following is to show you a basic premise of the committee and its responsibilities. Each committee can be co chaired. Chairpersons are appointed for a one (1) year term by the PTO president with help from the Executive Committee. The descriptions below are on our PTO website to recruit volunteers to help with the event.

- A. **Baking Buddies:** Calling all bakers! The PTO will need baked goods for different events throughout the year.
- B. **Back to School Bingo:** This is a JCE favorite event to welcome families back to school. Volunteers will be needed to help organize and run the event.
- C. **Box Tops:** This is an easy & fun way to earn money for our school by collecting Box Tops. Volunteers will be needed to help organize & process them.
- D. **Business Partner Program:** Establishes the SJCS D Community Partnership Agreement for JCE, carpool signs and member key fobs, prior to the new school year, with approval from the Executive Committee. Actively seeks-out and secures area businesses to participate as Jaguar Sponsors, in-kind donations and PTO member discounts. This process should start at the end of the school year and finalized in October of the new school year. Recognizes and promotes the partners throughout the year following SJCS D guidelines and attends SJCS D Business Partner Training meeting. How to recognize partners is outlined in the attached JCE Sponsorship Brochure. This can be modified each year by the Business Partner Chairperson with approval from the Executive Committee.
- E. **Butterfly Garden:** This garden promotes the beauty of nature and science to all our JCE students. Volunteers will be needed to help manage the garden.
- F. **Dance Committee:** Organizes dances to promote school spirit and fun. Volunteers will be needed to help organize and run this event.
- G. **Facebook:** Keeps us informed throughout the year with our Facebook page. Please like our Facebook page at, Julington Creek Elementary PTO!
- H. **Family Fun Day:** This is our Spring Fundraiser and is one of the most popular events at JCE. In the past the event included baskets for drawings, bounce houses, games, food & fun! Many volunteers will be needed to help run this event.
- I. **Family Fun Day Pasta Dinner:** This event is held the night before Family Fun Day and is hosted by our business partner, Carrabba's. It's a great night to get together with family & friends. Volunteers will be needed to help organize and run this event.
- J. **Fence Cup Design:** How do our fences get decorated? This committee makes sure the designs are changed throughout the year.

- K. **Fifth Grade Celebration:** This is our end of the year party for 5th graders to help celebrate all their success & last year at JCE. Volunteers will be needed closer to the event date.
- L. **Head Room Parent:** A liaison for all room parents that can keep them informed and answer questions.
- M. **Hearts for Teachers/Staff at Valentine's Day:** Have you seen all the hearts the classes make for the teachers/staff during Valentine's week? This committee makes sure that the hearts are displayed throughout our school.
- N. **Jaguar Challenge:** This committee organizes our new Fall Fundraiser, promoting Fitness, Family and Fun! In the past the event included an In school Pep Rally, Kickoff Party, and pledging for your favorite student to conquer the course of fun laps and inflatable obstacle course and slide! This event is run entirely by JCE volunteers & PTO, so many volunteers will be needed!
- O. **JCE Sunshine Fund:** Makes sure that teachers and staff are recognized and rewarded when they retire.
- P. **Key Communicator:** Coordinates and relays messages from our PTO to classroom parents throughout the school via an email tree.
- Q. **Membership Drive:** Coordinates and processes the membership applications & fees for all our JCE families & teachers who join our PTO.
- R. **New Family Liaison:** If you are new to JCE, we would love to welcome you to our school. This liaison can welcome you, schedule tours, and answer any questions.
- S. **PTO Bulletin Board:** Promotes important events and info throughout the year.
- T. **PTO eNewsletter:** Promotes all PTO events and news via our eNewsletter, "The Roar," to help keep our JCE community informed.
- U. **SAC Committee:** This committee represents us at the School Advisory Council meetings. The meetings occur once a month and assist in the preparation of the school's budget and expenditure of school improvement funds. Parents are encouraged to attend these meetings and to become SAC members.
- V. **Service & Philanthropy:** This committee organizes our fundraising for the Saint Augustine Boy's Home. JCE has sponsored this charity for more than 10 years. The boys love our donations during the Holiday season. Volunteers are needed to help collect the donations and can also help deliver them at the party we host.
- W. **Teacher/Staff Appreciation:** This committee rewards all of our wonderful teachers & staff for all their dedication to our students. They will need volunteers during Teacher/Staff Appreciation Week
- X. **Volunteer Tutoring ASAP Program:** Do you enjoy helping others learn new things? This committee works in coordination with Mrs. Milite to help tutor students throughout the year. This position is flexible to meet your weekly availability to tutor our kids.
- Y. **Watch Us Grow Breakfast:** Do you have a child entering Kindergarten or are you new to JCE? Then this is the event for you! It will help you transition at this fun and informative event.
- Z. **Website Design & Management:** Responsible for maintaining and updating the PTO website. Knowledge of WordPress is needed to manage the site.
- AA. **Winter Wonderland Night of Lights:** This committee organizes our free Holiday Event that in the past included vintage Holiday movies & sing-a longs, hot cocoa & cookies, the JCE chorus, luminaries for sale for \$1 benefiting the St. Augustine Boys' Home, and Santa visits.