

JULINGTON CREEK ELEMENTARY

PARENT TEACHER ORGANIZATION (JCE PTO) STANDING RULES

Standing rules are the rules under which the 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 Board shall consist of the Elected Officers. Each Executive Board member holds one vote. The principal and/or assistant principal of Julington Creek Elementary shall serve as a liaison and an advisor to the Executive Board.
- D. The PTO President, with the help of the Executive Board, shall appoint the Chairs of the Standing Committees. Approval by the General Membership is not necessary.
- E. Each Board member is expected to attend all Board Meetings, Planning Meetings with the principal, 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 Board (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 up on 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 alongside 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 the existing Board).
4. Keeps and maintains the current membership list.
5. Provides copies of the JCE PTO Bylaws 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 Board.
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 Board 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 treasure 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 or file. This should contain 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 the Committee binder/file.

- D. Committee Chairs are responsible for properly training their predecessors and ensuring a smooth transition. Committee binders/files must be passed along as part of the training.
- 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 Board if fund 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 outline 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 Board. The descriptions below can be used to recruit volunteers to help with the programs and events.

- A. **Website Management:** Responsible for maintaining and updating the PTO website. Knowledge of WordPress is needed to manage the site.
- B. **Membership Drive:** Coordinates and processes the membership applications, fees, and merchandise for all JCE families & staff who join our PTO.
- C. **Community Partnerships:** Establishes the SJCS D Community Partnership Agreement for JCE, carline signs and calendars prior to the new school year, with approval from the Executive Board. Actively seeks out and secures area businesses and organizations to participate as Jaguar Sponsors, in-kind donations, and PTO member discounts. This process should start at the end of the school year and be finalized in early fall of the new school year. Recognizes and promotes the partners throughout the year following SJCS D guidelines and attends SJCS D Community Partner Training meeting, if held. How to recognize partners is outlined in the attached JCE Sponsorship brochure. This can be modified each year by the Community Partnerships Chairperson with approval from the Executive Board.

- D. **Spirit Nights:** Coordinate and advertise JCE ‘spirit nights’ at area restaurants, wherein JCE families patronize the business in exchange for a percentage that night’s proceeds.
- E. **Sunshine Fund:** Ensure that teachers and staff are recognized on birthdays and other special days as set by SJCSD.
- F. **Spirit Wear:** Work with Executive Board to design and coordinate JCE spirit wear merchandise with vendor; collect orders and monies during sales, and distribute merchandise to students, families and staff in a timely fashion.
- G. **Room Parent Liaison:** A source for all room parents to keep them informed and answer questions. Host a brief meeting in the early fall to share what may be needed from room parents throughout the school year, and offer best practices/tips and tricks.
- H. **Fence Cup Design:** Responsible for coordinating and implementing fence cup designs throughout the year.
- I. **Spirit Stick Sales:** Select and order spirit sticks through Spirit Monkey website. Manage inventory and organize in-school sales for students three to four times per year.
- J. **Staff Quarterly Carts:** Plan a quarterly snack/treat cart to surprise all staff.
- K. **Book Vending Machine:** Order and manage inventory of books to stock book vending machine. Coordinate with school staff to
- L. **Build-A-Jag:** Plan and coordinate back-to-school family event with committee. Will be in charge of ordering stuffed jaguars and miscellaneous materials, organizing volunteers to assemble kits, and executing event with volunteers.
- M. **Boo! Bingo:** With the committee, organize and execute Halloween-themed family Bingo game night in October.
- N. **Boo Grams:** Organize the sale of Boo Grams in October; will be in charge of ordering items, planning sale dates, and organizing volunteers to assemble and distribute to students.
- O. **Jag Challenge:** Will work with PTO Board to plan and execute Jag Challenge (PTO’s largest annual fundraiser).
- P. **Chick-Fil-A Christmas Tree Lane:** Chairs will work with Chick-Fil-A representative and Community Partnerships Chair to decorate Christmas tree at the beginning of December.
- Q. **Holiday Shop:** With committee and volunteers, work to plan, set-up, decorate, and run week-long holiday gift shop for students.

- R. *Me & My VIP Dance:*** Work with committee members to plan and execute a winter family event (January/February).
- S. *Valentine Grams:*** Order items, coordinate sale dates with PTO Board and administration, create flyer with information, and work with committee to assemble and distribute grams to students.
- T. *Goodies with Grands:*** Work with committee to plan and execute before-school morning event with students and grandparents.
- U. *Spring Family Event:*** Plan and execute off-campus family event in the spring.
- V. *Jag Jam:*** With PTO board and committee, coordinate planning and execution of spring carnival.
- W. *Staff Appreciation Week:*** Work with PTO Board, JCE admin and committee to coordinate meals, gifts and family activities during Teacher Appreciation Week (typically early May; dates set by SJCS D).
- X. *School Supply Kits:*** Work with Supply Kit company to set up kit sales for the following school year. Should be able to help in July/early August when kits are delivered.
- Y. *Fifth Grade Congrats Signs:*** Coordinate sale and distribution of Fifth Grade congratulations signs (April/May).
- Z. *JCE Food Pantry:*** Work with committee and guidance counselors to coordinate donations/collection of food items for local families.
- AA. *New Family Liaison:*** Serve as a resource for new JCE families who join the school mid-year.
- BB. *Financial Review Committee:*** Consist of a minimum of 3 members, on of whom must possess an accounting background. Members review the monthly Financial Statements prepared by the Treasurer for accuracy and help to ensure expenditures are in keeping with the approved budget. FRC Members will sign a copy of the monthly Bank Statement and return it to the Treasurer as agreement that they have reviewed the Bank Statement and monthly financial statements and reports and have found no irregularities.
- CC. *Hearts for Teachers & Staff:*** Creates/updates list of staff members; families are encouraged to sign up to create a large posterboard heart for each teacher/staff member or department on the list. Hearts will be hung in the administrative hall for the month of February.
- DD. *Souper Bowl:*** Coordinate sign-up/donation of soup by JCE families for a staff lunch the Friday prior to the Super Bowl.