

***Standing Rules: Bette Perot Elementary – Parent Teacher Association***

**Standing Rule Number 1: Elected Officers Extended Duties**

1. **President** – Responsible for general assembly meetings and for coordination of programs.
2. **1<sup>st</sup> VP** – Responsible for the selling of and distribution of school supplies.
3. **2<sup>nd</sup> Vice President (Membership)** – Responsible for enrolling members to the BPE PTA. Shall further be responsible for getting a copy of the membership list and money to the State PTA office. Copies of this membership list should go to the president, executive vice president, team leaders, principal, treasurer, secretary, and be included in the Membership procedure book.
4. **Treasurer** - Devise and execute an annual association budget with approval of the executive board and the general membership.

**Standing Rule Number 2: Standing and Special Committee Positions**

Team Leads must hold a position on the team that they are currently serving.

**1. Fundraising Team**

- a. **Fundraising Team Leader** – shall oversee the fundraising team’s ways and means of producing funds necessary for carrying on the work of the PTA. Will also oversee the volunteer’s work in regards to planning of fundraising events, collection of monies, distribution of products and prizes, maintaining accurate record keeping and reporting to the PTA board. **Shall assume the responsibility of any lead position should it become necessary. As a chairman of a standing committee, shall be a voting member of the executive board.**
- b. **Sponsorship and Donation Representative** – shall form a committee of volunteers for the purpose of obtaining sponsorship and donations for all Bette Perot Elementary PTA events including but not limited to; carnival, teacher appreciation, family fun events, meeting door prizes, volunteer appreciation, etc. **As a chairman of a standing committee, shall be a voting member of the executive board.**
- c. **Carnival Lead/Fall Event** – (special committee chair) - shall form a committee of volunteers to plan an annual Bette Perot Elementary Carnival/Fall Event and submit a plan for the event to the PTA Board for approval. Responsible for coordinating all events and activities for the

carnival while keeping accurate records.

- d. **Spirit Wear Lead** – (special committee chair) - shall form a committee of volunteers responsible for the selection of a vendor, organize the sale of spirit wear, provide accurate information and order forms to families and staff, collect funds and arrange for distribution when orders arrive. In addition, be responsible for inventory management for year round sales with accurate record keeping and reporting to the PTA board.
- e. **Dining Out Lead** – (special committee chair) - shall form a committee of volunteers responsible for selection of participating restaurants, collection of monies, and the distribution of incentives, with the discretion of the PTA board. In addition, will maintain accurate records and will report monthly donations to the board.
- f. **Rebates/Box Tops Lead** – (special committee chair) - shall form a committee of volunteers to explore details of the General Mills Box Top, Tyson A+ Labels, Community Partner Programs (Albertson's, Tom Thumb and Kroger) and other corporate rebate programs. Will collect these items monthly for the purpose of classroom incentive programs (as it pertains to GM box tops and Tyson A+ labels) and report quarterly to the to the board for the purpose of financial planning. The team will send these items in for rebates twice a year, or as directed by the program.
- g. **Grant Writing Lead** – (special committee chair) - shall form a committee of volunteers to work together with staff members to explore and pursue education-related grants on behalf of BPE. Committee volunteers will research, write and comply with grant application procedures for grants. Potential grants will be reported to the PTA board and school principal. A wide variety of tasks are encompassed in this team, so all levels of experience are welcome. Volunteers with research and writing skills are welcome to contribute.

## 2. Communication Team

- h. **Communication Team Leader** – shall oversee the communication team's printed publications and BPE PTA website, publication and distribution of any printed information as it pertains to the BPE PTA and school activities. Shall act as the media point of contact for the BPE PTA to include arranging interviews, publicizing events in local media, and producing press releases with the approval of the president. **Shall assume the responsibility of any lead position should it become necessary. As a standing committee chair, shall be a voting member of the executive board.**

- i. **Student Directory Lead** – (special committee chair) - shall form a committee of volunteers to compile information (names/addresses/phone numbers/alternate phone numbers/email addresses) of students whose parents have signed the official KISD Notice of Disclosure of Student Directory Information form. This directory should be published and sold in the early fall. Volunteers can begin this process during the summer, reviewing lists from the previous school year and making updates to the master copy.
- j. **Legislative Lead** – (special committee chair) - will represent BPE regarding state, local and school board education legislation, will attend Keller ISD board meetings. *Will submit monthly written reports to the executive board.*
- k. **Student Yearbook Lead** – (special committee chair) - will form a committee of volunteers to collect bids from yearbook/printing companies and present the findings to the PTA board. Shall be responsible for obtaining volunteers to collect pictures, (on a monthly basis), corresponding names and layouts for the school yearbook. Produces order form, collects monies, and keeps accurate records of the annual student yearbook sale. This is a yearlong commitment with a target date for delivery in May. *As a standing committee chair, shall be a voting member of the executive board.*
- l. **Website/Newsletter Lead** – (special committee chair) - shall form a committee of volunteers to maintain and update the BPE PTA website. The purpose of the site is to educate the BPE parents, students, staff, and community of the different activities that are offered, information on upcoming events and important school information. All information *must be reviewed and approved* by the PTA President before any item/information is added to the site. The website will also provide links to other pertinent sites, including but not limited to, the Keller ISD website and other PTA based sites. *As a standing committee chair, shall be a voting member of the executive board.*
- m. **Marquee/ Display Case Lead** – (special committee chair) - will form a committee of volunteers to update the marquee by working with the office staff to keep information current. This may require changing the board regularly and keeping track of upcoming events and news. In addition volunteers will work with other team's volunteers when needed to create any additional in-school advertising of events, activities, or announcements, and to include maintenance of the PTA display case in the front entryway.

### 3. Volunteer Team

- n. **Volunteer Team Leader** – will oversee the volunteer teams and be responsible for providing assistance in a variety of school and PTA functions. Will be responsible for coordinating volunteers for PTA functions. **Shall assume the responsibility of any lead position should it become necessary. As a standing committee chair, shall be a voting member of the executive board.**
- o. **Room Parent Representative** – responsible for working with teachers and parents at the beginning of the year for the selection of room parent leads for each class, or select them randomly from a collection of interested participants for each classroom. The room parent representative will get information to the Lead Room Parent from committee members and staff for school events, to include two holiday parties as designated by the principal. The Room Parent Representative will be available for Lead Room Parents to contact if they have any questions or concerns. **As a standing committee chair, shall be a voting member of the executive board.**
- p. **Book Fair Lead** – (special committee chair) - shall form a committee of volunteers to work closely with the librarian to coordinate the school’s annual Book Fair(s). Volunteers will coordinate a schedule, recruit volunteers, set up and take down the book fair, help the students make out “wish lists” (lists of what they would like to buy) to take home to their parents so that they may send payment to school for purchase the next day. The Book Fair Lead will help remind volunteers of their appointed times, and assist in all aspects of the book fair, including working the actual event.
- q. **Teacher/Staff Liaison Lead** – (special committee chair) - shall form a committee of volunteers to assist with staff volunteer needs and/or requests for school events that are not PTA events. All requests are to be made in writing at least two weeks prior to scheduled event.

### 4. Student Enrichment Team

- r. **Student Enrichment Team Lead** – shall oversee the student enrichment teams and the planning, organizing, and execution of all family programs. **Shall assume the responsibility of any lead should it become necessary. As a standing committee chair, shall be a voting member of the executive board.**
- s. **Arts in Education Lead** – (special committee chair) - shall form a committee of volunteers to help promote Arts and Culture to BPE students and families. Shall promote with strong emphasis, participation in the

National PTA's annual Reflections Contest, and meeting Keller Council of PTA guidelines for student entries. This activity involves notification to teachers of the theme and soliciting their cooperation. Also distributing materials, promoting program to students, establishing judging criteria, selecting and coordinating judges, collecting entries, arranging the display, passing on winners to the district competition, supervising the distribution of awards, and publicizing the winners and all participants. The Reflections program is a cultural arts competition sponsored by the National PTA. There are four divisions of competition: visual arts, literature, music and photography. This team will also work with the administration to find ways to encourage and strengthen the expansion of art, music, poetry and writing with the school.

- t. **Student Assemblies Lead** – (special committee chair) - shall form a committee of volunteers to help plan, organize and execute programs during the school day for the students of BPE. Will work with the school counselor to plan student assemblies for the school year.

## 5. Family Programs Team

- u. **Family Programs Team Leader** – shall oversee the family programs team while assisting with planning, organizing, and execution of family programs. **Shall assume any lead position responsibilities should it become necessary. As a standing committee chair, shall be a voting member of the executive board.**
- v. **Parent Education Representative** – shall form a committee of volunteers responsible for providing parents with parent education opportunities to include but not limited to brown bag forums and advertising district-wide educational opportunities. **As a standing committee chair, shall be a voting member of the executive board.**
- w. **Family Fun Lead** – (special committee chair) - shall form a committee of volunteers that will plan, coordinate and execute, with the approval of the board, family events at the school each academic year. (i.e. school dance, family picnics, movie night, Block Party, etc.).
- x. **Dad's Club Lead** – (special committee chair) - shall form a committee of volunteers to give children and their male role model(s) an opportunity to spend time together and enjoy the camaraderie of other BPE families. Events may include, but are not limited to, movie night, sports, board games, bounce houses, building day, etc.

## 6. Support Operations Team

- y. **Support Operations Team Leader** – shall oversee the support operations team with the planning, organization, and execution of all events. **Shall**

**assume any lead position should it become necessary. As a standing committee chair, shall be a voting member of the executive board.**

- z. **Hospitality Representative** – shall form a committee of volunteers responsible for welcoming meeting attendees and promoting the spirit of friendliness during all PTA events. Plans for refreshments and welcoming mixers as appropriate – which may include, but are not limited to, Kindergarten Boo Hoo Woo Hoo and Newcomers Coffee. **As a standing committee chair, shall be a voting member of the executive board.**
- aa. **Community Service Lead** – (special committee chair) - shall form a committee of volunteers to coordinate PTA and school participation in community service events which may include, but are not limited to, Casey’s Kids Fun Run, food drives, school supply drive for deserving children, and other special needs as identified and/or recommended by the school administration and approved by the PTA board.
- bb. **Environmental Lead** – (special committee chair) - shall form a committee of volunteers that will initiate programs and projects that will promote student participation in environmental education, which may include printer cartridge and paper recycling, the EPA Poster Contest, the Texas PTA Environmental Awards Program, and other programs as recommended by the school administration and approved by the PTA board.
- cc. **Staff Appreciation Lead** – (special committee chair) - shall form a committee of volunteers to coordinate events and activities for staff appreciation. May include, but not be limited to, holiday luncheons, staff appreciation week (usually in May), and any other monthly/quarterly events.
- dd. **Health/Safety Lead** – (special committee chair) - shall form a committee of volunteers to plan and promote the health and well being of BPE students, parents, and staff. Cooperates with health/safety related agencies as appropriate. Will distribute information as approved by PTA board and school administration. Acts as a liaison between physical education staff and school nurse to the PTA board in such events, but not limited to, bike safety, fire safety, dental health and Field Day.
- ee. **Running Club Lead** – shall form a committee of volunteers to plan and promote a healthy lifestyle through walking and running. Will coordinate all BPE running club activities which may include after school runs and weekend races. Will also keep accurate records for reporting to the PTA board.

## **7. Additional Special Committees**

The president may appoint additional special committees as required including, but not

limited to, gift committee, audit committee, minute approval committee, and review committee.

**Standing Rule Number 3: Amendment of Standing Rules**

These standing rules may be amended by a two-thirds vote of PTA members present and voting at any association meeting or by a majority vote providing proper notice has been given.

**Standing Rule Number 4: Plans of Work**

The plans of work must include major events and dates, expected revenue and expenses. They must be submitted by the first executive board meeting and will be approved by the executive board *and the general assembly* by the first meeting of the year. Any deviation from or addition to this work plan must be presented as a motion to the executive board and general assembly.

**Standing Rule Number 5: Procedure Books**

Each officer, team leader, and lead position shall maintain a procedure book to be passed on to the respective incoming board member at the annual May installation meeting. This book is to contain:

- 1 By-laws
- 2 Standing Rules
- 3 Plan of work
- 4 Copy of team minutes and reports which were presented at Executive board meetings
- 5 Reports on each project to include an AAR (after-action review) and expense report
- 6 Team recommendations for the following year

**Standing Rule Number 6: PTA Calendar Maintenance**

The president shall maintain the official PTA calendar and ensure that updates are provided to the front office master calendar and the web site calendar.

**Standing Rule Number 7: PTA Property**

The standing rules shall contain a list of all physical PTA property in Appendix A.

**Standing Rule Number 8: PTA Scrapbook**

PTA scrapbooks from previous years shall be kept at school in the library.

**Standing Rule Number 9: PTA Training**

- a. The BPE PTA, upon approval of the executive board and general assembly, will reimburse registration fees, lodging, and food expenses for *PTA sponsored* training events attended by executive board members. Training includes but is not limited to: area conferences, national PTA conventions, summer seminar and other opportunities as they become available.
- b. All delegates receiving PTA funds shall attend all voting sessions and relevant board / chair specific workshops available at training sessions.
- c. The PTA President and/or council delegate(s) shall attend all general meetings of the Keller ISD council of PTA's, including but not limited to, the Founder's Day and Brag Luncheons. The PTA will pay for tickets as budgeted.
- d. Leadership training manual(s) fees *for updated manuals* shall be reimbursed for all officers attending Leadership Training courses. (With approval of the board)

**Standing Rule Number 10: Publications**

All documents to be distributed outside of the executive board will be approved by the President or the President's designated representative prior to distribution. All documents to be sent home with students will additionally be approved by the Principal/Assistant Principal prior to distribution.