

Wildwood Elementary School

Parent Teacher Organization **Standing Rules**

Revised January, 2017

WES PTO Bylaw Article XIII: STANDING RULES

The key differences between bylaws and standing rules relate to scope and effect. Bylaws are designed to be overarching and procedural, while standing rules are specific and administrative. Provisions in the bylaws always supersede any standing rule that may be adopted.

XIII. Section 1: Standing Rules

Standing rules may be approved, modified, or abolished by a majority vote of the WES PTO executive board, and the Secretary shall keep a record of the standing rules for future reference.

WES PTO Bylaw Article IV: POLICIES

IV. Section 6: Volunteers

Per *Texas Education Code 22.0835*, any person volunteering on a TISD campus must complete a criminal background review. The link for this application can be easily found and filled out online at www.tomballisd.net. You may submit this application at any time during the school year as the school Principal receives an updated background check-approved volunteer list every week from TISD. Each TISD volunteer must annually reapply online for this criminal background check.

Please note: If you are volunteering and will come into contact with any TISD student, a background check is required per the District. If you are simply attending as a spectator for a school event or public function- and not volunteering in any capacity at said event or function whatsoever- then a background check is not required.

WES PTO Bylaw Article VIII: EXECUTIVE BOARD

VIII. Section 1: Officers

WES PTO executive board shall consist of the following seven (7) officers: President, Vice President of Administration, Vice President of Membership, Vice President of Fundraising, Treasurer, Secretary and Parliamentarian. Since it is important to have seven volunteers serving on the executive board as sentinels for compliance, only one person can hold a single executive officer position at a time.

*Please note: The **Nominating Committee**, the **Audit Committee** and the **Bylaws Committee** are the only three committees under the direct purview of the WES PTO Bylaws. Please refer to the Bylaws, and not to these Standing Rules, for more information regarding each of these three important WES PTO committees.*

WES PTO Bylaw Article XI: COMMITTEE GUIDELINES

XI. Section 1: Standing Committees

Standing committees, as deemed necessary, shall be created by the WES PTO executive board to promote PTO objectives and to carry on the work of the PTO.

XI.1.A.: All formed committees must adhere to the following guidelines as found here in **Article XI**, and shall follow the rules and policies that govern WES PTO.

XI.1.B.: Standing committee chairs shall be appointed with the approval of the WES PTO executive board when a vacancy occurs. An executive officer may act as a chair for no more than two (2) standing committees.

XI.1.B.(1): WES PTO committee chairs have no term limits. However, failure to fulfill duty of position as expected, lack of communication with their liaison executive officer, excessive absences at committee sponsored events, or failure to attend regularly scheduled committee meetings, are grounds for forfeiture of chair position. This type of censure is not to be confused, nor held in lieu of, any necessary disciplinary action as defined in **Article V, Section 4: Disciplinary Action**. This type of censure does not forfeit the good standing of this member.

XI.1.C.: WES PTO committee chairs are responsible for recruiting their committee members, setting committee meeting dates, and otherwise managing all aspects of their committee with guidance and input from their liaison executive officer.

XI. Section 2: Committee Records

In conjunction with the WES PTO executive officer in charge of that area, committee chairs shall propose a plan of work and then submit that plan of work to the executive board for approval. An approved plan of work is defined as a breakdown of how a particular committee, function, or event, will be conducted and, if applicable, what budgeted funds will be required.

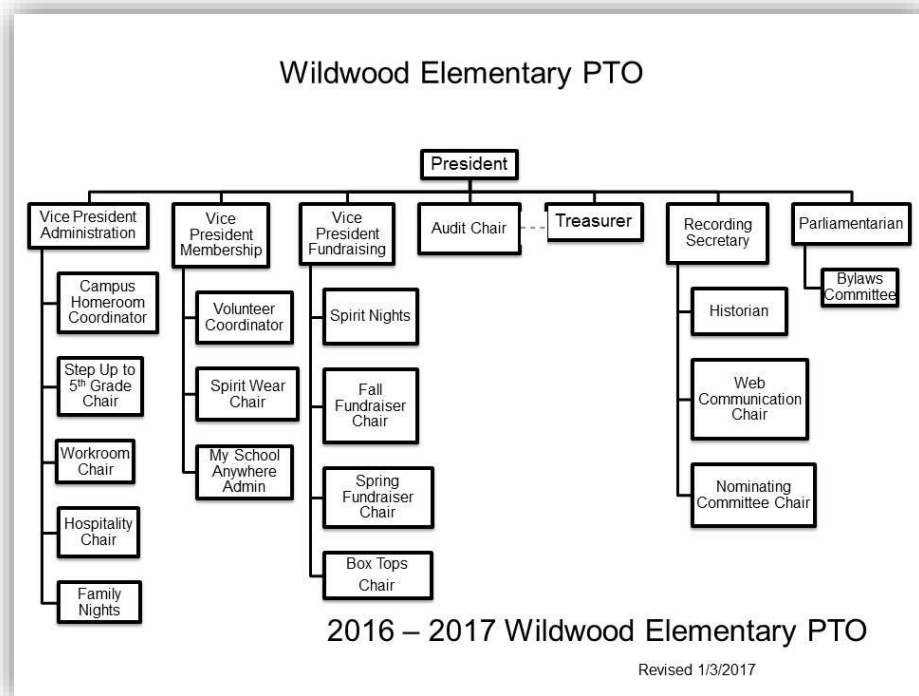
XI. Section 3: Special Committees

Special committees may be formed at any time, either at the request of the President or by a majority vote of the WES PTO membership when quorum is present. Special committees are created for a specific purpose and the committee is automatically dissolved as soon as that purpose is accomplished and the committee report has been made to the executive board. Special committees should complete their assignments within the current school year. If the objectives are not met at the end of the school year, officers should reappoint members of the committee for the following year until the purpose of the committee has been achieved.

XI. Section 4: Ex Officio

The WES PTO President shall be member ex-officio of all PTO committees.

Please note: With prior approval from the Executive Board, the responsibility of chair for any typical committee may be split or shared between two or more members in good standing with the WES PTO.



The **Vice President of Administration** is the designated liaison for most of the “expenditure committees,” and shall oversee and support the following WES PTO committee chairs: Campus Home Room Coordinator, Step Up to 5th Grade, Workroom, Hospitality, and Family Nights.

- The Vice President of Administration shall also research, write and solicit educational grants.

The **Vice President of Membership** is the designated liaison for most of the “bridging membership committees,” and shall oversee and support the following WES PTO committee chairs: Volunteer Coordinator, Spirit Wear, and the *My School Anywhere* Administrator.

- The Vice President of Membership shall also prepare, update and maintain a membership roster on an online platform, and oversee all volunteer needs with focus on membership recruitment, retention, and recognition.

The **Vice President of Fundraising** is the designated liaison for most of the “capital-raising committees,” and shall oversee and support the following WES PTO committee chairs: Spirit Nights, Fall Fundraiser, Spring Fundraiser, and Box Tops.

- The Vice President of Fundraising shall also research options, plans, and anticipated profits and expenses for any fundraising projects and present suggestions to the Executive Board; coordinate and oversee all activities regarding fundraising; report all fundraising activities, expenses, and profits at each monthly Executive Board Meeting; and maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.

The Wes PTO **President** appoints the three members of the **Audit Committee**. The **Secretary** shall oversee and support the following WES PTO committee chairs: Historian, Web Communications, and the **Nominating Committee**. The **Parliamentarian** is the committee chair for the **Bylaws Committee**.

WES PTO Committee Chairs and Their Respective Responsibilities:

Campus Home Room Coordinator (CHRC) is the designated liaison between the VP of Administration and the five Grade-level Home Room Coordinators (GLHRCs): **Kindergarten HRC, First Grade HRC, Second Grade HRC, Third Grade HRC,** and **Fourth Grade HRC.** Each GLHRC will be a **Home Room Coordinator (HRC)** selected to be additionally responsible for the combined remaining Home Room Coordinators (HRC) for their grade. This volunteer will work closely with the CHRC as well as maintain a roster of all HRC's for that grade level (name, phone number and email), and communicate all information regarding events (parties) for their grade level, and verify that all needs for those events have been met.

Every HRC must complete a criminal background review through TISD. HRC sign-up will be posted at the start of each new school year, and appointments are drawn by a lottery administered by a WES representative. After which, appointment by the executive board will fill any remaining vacant HRC position.

Step Up to 5th Grade Chair: Develop, promote, and execute the end of year celebration for WES fourth graders. This may include requesting and coordinating additional volunteers and/or soliciting donations for an event.

Work Room Chair: Coordinate activities to assist the school, such as copying, laminating, die cutting, assemble Wednesday folder documentation, window writing, etc. Provide WES PTO executive board with copies of meeting minutes, agenda, treasurer report and any other additional materials needed for PTO meetings.

Hospitality Chair: Coordinate teacher, bus driver, and staff appreciation events throughout the school year as requested. This may include requesting and coordinating additional volunteers and/or soliciting donations for an event.

Family Nights Chair: Develop, promote, and execute fun "community connection" type events on campus for WES students and their families as well as WES faculty and staff to enjoy. This may include requesting and coordinating additional volunteers and/or soliciting donations for an event.

Volunteer Coordinator Chair: Coordinate volunteers for WES PTO events and school activities. Maintain a list of volunteers approved by TISD throughout the year for all PTO activities. Work with teachers and staff to fulfill their volunteer needs. Maintain PTO bulletin and/or display case.

Spirit Wear Chair: Coordinate the selection, design, ordering, inventory, and sales of school spirit wear and any other related products. Provide the executive board with updated bids and contracts when ordering items. Report all activities, expenses, and profits to the VP of Membership or to the Treasurer at each monthly PTO meeting.

My School Anywhere Admin: Assist the VP of Membership with the administration of the *myschoolanywhere.com* website.

Spirit Nights Chair: Develop, promote, and execute every 4 to 8 weeks a "community connection" type fundraising event with local businesses. This may include requesting and coordinating additional volunteers. Chair must also pick up and turn in any raised revenue to the WES PTO Treasurer in a timely fashion.

Fall Fundraiser Chair and Spring Fundraiser Chair: Develop, promote, and execute a major fundraising project as approved by the Executive Board. Manage all aspects of the fundraiser, including parent communications, sales/tally sheets, and fund collection and product distribution. Communicate to Volunteer Coordinator any need for additional volunteers. Work with VP of Fundraising and Treasurer in receiving all monies associated with fundraiser. Maintain confidential records of all contributions.

Box Tops Chair: Promote, collect, cut, copy, and ship for this WES fundraiser.

Historian: Keep records, event programs and photographs of all school activities for the year. Create a historical book of the current school year to be presented to the WES Principal at the end of the year.

Web Communication Chair: Provide up-to-date communications as needed by the Executive board or by other committee chairs on the WES PTO website.