

Yale Elementary PTA Standing Rules

- Rule 1. Standing rules supplement the bylaws and are adopted as needed.
- Rule 2. All officers and committee chairmen shall keep and maintain a procedure book.
- Rule 3. All officers and committee chairmen shall submit a plan of work to the Executive Board for approval at the first Executive Board meeting. No committee work shall be undertaken without the consent of the executive board.
- Rule 4. There shall be the following standing committees:
- A. Arts in Education shall:
 - 1. promote and coordinate the National Reflections Program; and
 - 2. seek, publicize and provide opportunities to encourage children to develop interest and participate in music, drama, art, and relative writing.
 - B. Citizenship and Legislation shall:
 - 1. work to stimulate interest in the rights and privileges of good citizenship and strive to carry out the third Object of the National PTA; "To secure adequate laws for the care and protection of children and youth"; and
 - 2. work to uphold in all legislative activity the non-partisan policy of supporting issues, not candidates.
 - C. Clinic shall:
 - 1. coordinate clinic volunteer schedules and training; and
 - 2. coordinate volunteers when requested by the school nurse for vision and/or hearing screening.
 - D. Clothes Closet shall:
 - 1. serve as liaison to the RISD Council of PTAs Clothes Closet; and
 - 2. take donated items to the Clothes Closet on a regular basis; and
 - 3. conduct drives as requested by the association and/or the RISD Council of PTAs.
 - E. Environmental Services shall:
 - 1. serve as liaison between the association and school administration regarding all environmental activities and any recycling programs; and
 - 2. coordinate the EPA Environmental Poster Contest administered by Texas PTA; and
 - 3. serve as liaison between all RISD PTAs and RISD Environmental Study Center.

- F. Faculty Representative shall:
 - 1. advise the Executive Board of the association on matters of concern to the faculty

- G. Library shall:
 - 1. coordinate library volunteer schedules and training; and
 - 2. assist the Librarian in coordinating the Book Fair

- H. Parent Education shall:
 - 1. be responsible for planning study courses for parents enabling them to become more knowledgeable in providing a better home life for their children; and
 - 2. be responsible for maintenance of the Parent Education Library; and
 - 3. work with the school Counselor to promote the education of parents, teachers and students in the matters of health including alcohol and drug awareness through programs, projects, handout materials and communications; and
 - 4. coordinate activities for Red Ribbon Week; and
 - 5. coordinate and communicate with the district Sage Representative.

- I. Room Representative shall:
 - 1. coordinate and appoint room representatives for each classroom; and
 - 2. arrange and facilitate a meeting for room representatives to discuss the two class parties; and
 - 3. keep record of all volunteer hours to be turned in to Richardson ISD as requested.

- J. Youth Protection shall:
 - 1. develop programs that will protect the children to and from school and in the community; and
 - 2. work with the Safety Patrol Coordinator concerning the Safety Patrol's role.

- K. Supply Store shall:
 - 1. be responsible for the stock and keeping accurate records of the Yale Elementary PTA Supply Store; and
 - 2. provide a training session for those working the Supply Store; and
 - 3. coordinate the summer supply sale.

- L. Teacher Appreciation/Birthday shall:
 - 1. determine the theme for Teacher Appreciation Week; and
 - 2. plan and coordinate activities for each day of Teacher Appreciation Week to celebrate our teachers; and
 - 3. select a birthday gift that will be the same for each teacher and deliver it in the month of their birthday. Summer birthdays will be delivered at the beginning or end of the school year, as determined by the chairman.

M. Roadrunner/Volunteer Coordinator

1. coordinate volunteers to assist with teachers' extra clerical work.

N. Welcoming shall:

1. inform all new families about relative school activities; and
2. assist at Kindergarten Round Up; and
3. coordinate and present PTA information at curriculum night to new parents.

O. Spirit Wear shall:

1. design school PTA t-shirts for teachers, parents and students; and
2. coordinate a spirit wear fundraiser if approved by the Executive Board.

P. Yearbook shall:

1. collect photos of students, teachers and events to create the annual yearbook; and
2. design yearbook on an annual basis; and
3. coordinate the promotion and sale of the yearbook; and
4. coordinate the promotion and sale of videography of school programs if approved by the Executive Board.

Q. Disbursement shall:

1. be composed of the current PTA President, current PTA Treasurer and one other PTA member appointed by the President, the Principal or Vice Principal, one teacher to represent grades Kindergarten to 3rd grade and one teacher to represent grades 4th grade to 6th grade. Teachers will be selected by the Principal; and
2. recommend how any excess funds from PTA fund raisers should be spent and present to the Executive Board; and
3. meet twice per year and as requested by the Executive Board.

Rule 5: This local PTA shall reimburse the sales tax paid when purchasing items at Sam's or Costco due to the difficulty of using the tax exempt forms at these retailers. PTA board members should still attempt to use tax exempt forms at these retailers.

Rule 6: This local PTA shall reimburse tips for catered PTA sponsored luncheons up to 20% of the total bill.

Rule 7: This local PTA shall have a carryover in the checking account of not more than \$7000 at the end of the fiscal year.