

## Proposed Rules

Agenda item for approval by membership at General PTA Meeting to be held April 4, 2010, 7:00 pm  
Contact: Kirstin Seale, PTA President at ksthebaker@gmail.com

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### ANDERSON MILL PTA

### STANDING RULES

These standing rules of Anderson Mill Parent Teacher Association (the “Anderson Mill PTA”) outline the procedures of Anderson Mill PTA, not otherwise addressed by its bylaws. These rules may not conflict with said bylaws. These rules may be amended from time to time by a majority vote of its executive board and membership, and the approval of the Texas PTA.

#### A. VISION

The shared vision of Anderson Mill PTA is to make a world of difference for our kids, now and in the future.

#### B. PURPOSE

The purpose of Anderson Mill PTA is:

- to be a relevant resource and source of support for Anderson Mill families;
- to advocate and support the education and well-being of every child; and
- to provide a world of possibilities for the students of Anderson Mill Elementary.

#### C. ATTITUDES AND ACTIONS

The attitudes and actions of members of Anderson Mill PTA coincide with the IB Attitudes of Anderson Mill Elementary, *an IB World School*. These are:

1. **Cooperation and Collaboration.** We collaborate with a wide array of individuals to reach shared goals. We recognize that it is by working together that we accomplish our goals.
2. **Commitment.** We are dedicated to promoting children’s health, well-being, and educational success, through strong parent, family, and community involvement.
3. **Interdependence.** We understand that if we each do a little, collectively we’ll accomplish our goals. We don’t rely on a few to do it all, and we take steps to involve more people.
4. **Enthusiasm.** We are the strongest supporters of our children and their education, and we bring this enthusiasm to the Anderson Mill PTA.
5. **Creativity.** We welcome opportunities to be creative when accomplishing our goals or tackling issues.
6. **Appreciation.** We take deliberate action to demonstrate our appreciation to all volunteers, teachers, staff and community partners of the Anderson Mill PTA.
7. **Empathy.** We strive to understand the feelings and needs of our diverse community.

8. **Respect.** We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves, as we do from others.
9. **Inclusivity and Tolerance.** We value and seek input from as wide a spectrum of viewpoints and experiences as possible.
10. **Integrity.** We acknowledge our obligations. We deliver on our promises. When we err, we acknowledge the mistake and seek to make amends.

#### D. OFFICERS

1. **Composition.** The officers of the Anderson Mill PTA are its President, Vice-President, Secretary, Treasurer and Parliamentarian (the “Officers”). Specific duties and responsibilities are prescribed for each position in the Bylaws of Anderson Mill PTA. All Officers, with the exception of the President, who is an ex-officio member of all committees, are expected to be members in at least two (2) committees or subcommittees. Additional duties may be assigned to Officers by the President as needed.
2. **Leadership Training.** All Officers are required to complete the Texas PTA Leader Orientation training course. At least three (3) Officers shall attend the Texas PTA Summer Leadership Conference. If funds permit, registration fees will be paid by the Anderson Mill PTA. Additional leadership training is available via both the State and National PTA websites, including opportunities for free online training.

#### E. EXECUTIVE BOARD

1. **Composition.** The Anderson Mill PTA Executive Board (the “Executive Board”) shall consist of its Officers, the school Principal or his or her designee, Committee Chairs and Representatives to the Anderson Mill PTA (as described below). Subcommittee leaders or those holding other types of positions are not considered members of the Executive Board.
2. **Duties.** The Executive Board shall transact necessary business in the intervals between Anderson Mill PTA meetings and such other business as may be referred to it; present a report at the regular meetings of the Anderson Mill PTA; approve the Plans of Work of all Officers and Committee Chairs; create standing and special committees; and prepare and submit a budget for the year to the organization for adoption. Members of the Executive Board shall not act on behalf of the PTA when communicating with the media, district officials, community businesses or sponsors unless authorized by the Executive Board to do so or if such duties are explicitly within the scope of the position’s description.

### 3. ***Executive Board Meetings.***

- a. Schedule and Attendance. The Executive Board shall meet at least monthly except for the months of June and December or as otherwise directed by the President. Executive Board members are expected to attend all board meetings. The President may invite guests to board meetings, however, no guest may vote on any matter before the board. The meeting dates will be established and published during summer planning.
- b. Agenda. The President will set the agenda for Executive Board Meetings and distribute it and any related materials or reports to all Executive Board members prior to the meeting. The agenda may be posted at the President's discretion to Anderson Mill PTA's bulletin board and/or website.
- c. Executive Board Member Reports. Each Executive Board member shall report current and future activities related to his or her position or duties, as well as any issues and proposals for discussion and/or approval by the Executive Board. Written reports, provided in advance of the meeting, are preferred. If the Executive Board member is unable to attend a board meeting, a written report is required in advance of the meeting unless waived by the President.
- d. Minutes. The Secretary shall take minutes of the meeting and distribute a draft version to all Executive Board members within one week of the meeting. At a minimum, the minutes should identify any tasks that are assigned or accepted at the meeting and any dates planned for future actions and events. The final minutes will be presented at the next Executive Board meeting for approval.

### 4. ***Position Descriptions***

- a. Purpose and Required Elements. Position descriptions will be used to promote a common understanding of each Executive Board position for the benefit of current and potential Anderson Mill PTA members. Each position's description shall describe the position's function, duties and activities. Additionally, each Chair's position description shall provide examples of the tasks to be performed by the Chair, subcommittee leaders or other committee positions, as applicable.
- b. Executive Board Member Responsibilities. Each Executive Board member shall create a position description that describes his own position's function, duties and activities or revise the description if it already exists. Both the Texas and National PTA's provide sample job descriptions that can be used as a guide.
- c. Approval and Distribution. All position descriptions must be approved by the President. Approved and current position descriptions will be made available for member viewing on Anderson Mill PTA's website and the PTA table at the school's entrance prior to spring elections and before school begins in the fall. In the event a position description is not available at those times, the President, or his or her designee, shall prepare a brief summary of the position.

## 5. ***Recordkeeping***

- a. Executive Board Member Responsibilities. Each Executive Board member shall maintain a record of work performed during the year. This record will be used by the next Executive Board member and ensures the continuity of Anderson Mill PTA programs and activities as well as providing valuable training material for new Executive Board members. The record should be given to the incoming President by May 15th each year. At a minimum, the record shall contain all work plans, timetables, lists of resources used and any tips or lessons learned by the outgoing Executive Board member.
- b. Historian Responsibilities. The Historian shall maintain a collection of all printed or electronic forms, flyers, newsletters and any other records from the current term. Since the President approves all documents, he or she can provide the Historian with a copy of individual documents if requested. The Historian shall also keep an index of such documents and distribute it to both the outgoing and incoming Executive Board members by the end of the school year.
- c. Format. Records shall be well organized and may be paper documents in a binder or an electronic record with identifiable file names, or both.

## F. **REPRESENTATIVES**

Anderson Mill PTA Representatives are PTA members appointed by the Principal, or the group they represent, who serve the PTA. PTA Representatives are voting members of the Executive Board and each reflects the interests and preferences of the group or program they represent. PTA Representatives are responsible for reporting back to their group or program, information about Anderson Mill PTA activities, plans, questions and issues, if any.

PTA Representatives include:

- Campus Beautification Representative (this Representative position is not a member of the Executive Board)
- International Baccalaureate Program Representative (the “IB Representative”)
- Teacher Representative for Primary Grades
- Teacher Representative for Intermediary Grades
- Special Education Advisory Representative (the “SE PAC Representative”)
- Site-Based Advisory Committee Representative

## G. **COMMITTEES**

Work accomplished by committees is essential to the fulfillment of the Anderson Mill PTA’s mission and goals. Committee work is performed by a team of valued Anderson Mill PTA members, led by a Committee Chair. Participation in committee work by non-Anderson Mill PTA members is permissible, however, non-Anderson Mill PTA members cannot serve as a Committee Chair or a subcommittee leader.

1. **Committee Leaders**

a. Appointments. Committee Chairs are appointed by the President for each Standing Committee when the new Anderson Mill PTA term begins and continue throughout the term as needed. The Committee Chair leads and oversees the work of the committee. Subcommittee leaders and other subcommittee positions are appointed by the Committee Chair with consultation of the President as needed.

b. Committee Chairs. Committee Chairs include the following (in no particular order):

- |                            |                |             |
|----------------------------|----------------|-------------|
| Arts in Education          | Communications | Events      |
| Community Services         | Membership     | Fundraising |
| Parent Focus               | Hospitality    | Volunteer   |
| Green & Healthy Lifestyles |                |             |

c. Delegation. A successful Committee Chair delegates tasks to committee members and to subcommittees. Breaking down tasks into identifiable, smaller pieces or steps and sharing the workload with many, instead of a few, increasing parent involvement.

d. Recruitment of Committee Members. The Committee Chair, subcommittee leaders and other positions (including the Volunteer Committee members) are expected to recruit sufficient committee or subcommittee members throughout the year to accomplish the work of the committee. If recruitment efforts are unsuccessful, the Chair shall work with the President and Volunteer Chair to fill vacancies. Should sufficient members or a leader not be found by the October Executive Board meeting, the Executive Board shall consider narrowing the scope of the year’s planned activities.

2. **Work Plans**

a. Purpose and Responsibilities. Successful events, programs and other Anderson Mill PTA-sponsored activities require detailed, advance planning and proper execution. Each Committee Chair therefore is responsible for establishing a written plan for any activity or task the committee will undertake. The Committee Chair is also responsible for working with subcommittee leaders, if any, to develop plans for their scope of work and bring these before the Executive Board for approval.

b. Description and Deadlines. This plan, referred to as a “Plan of Work,” must detail the steps to be taken, the resources required, and the deadlines that must be met for successful execution of the plan. For committees responsible for an array of activities or tasks, multiple Plans of Work may be necessary. To the extent possible, Plans of Work shall be developed prior to the beginning of the school year in order for the annual budget to be prepared, as well as the Anderson Mill PTA calendar of events for the school year.

- c. Executive Board Approval and Publication. All Plans of Work must be presented to the Executive Board by the Committee’s Chair for approval. The Chair is responsible for sharing the approved Plan(s) of Work with its committee members. Publishing an approved Plan of Work to Anderson Mill PTA’s website is left to the discretion of the committee’s Chair.
- d. Waiver of Work Plan Requirement. In certain situations, the President may waive the requirement for a written Plan of Work, provided the details and planning for the event, program or other activity presented by the Committee Chair is sufficiently detailed and approved by the Executive Board.

3. ***Attendance at Anderson Mill PTA Meetings and Events***

Committee Chairs and subcommittee leaders are expected to attend all general meetings of the Anderson Mill PTA and be available to answer questions or receive suggestions from Anderson Mill PTA members. Committee Chairs and subcommittee leaders are encouraged to attend Anderson Mill PTA-sponsored events.

4. ***Essential Committees Positions***

Anderson Mill PTA recognizes that the work of the certain committees and/or committee positions is essential to carrying out the goals of Anderson Mill PTA. Such committees (“Essential Committees”) shall be given priority when considering leadership appointments, allocating resources, and/or preparing Anderson Mill PTA’s annual calendar of events. Essential Committees and positions are denoted below with an asterisk (\*).

5. ***Standing Committees (in no particular order)***

- a. Arts in Education Committee.\* This committee encourages students to develop their skills in the areas of art, music, literature and photography (the “Arts”) through participation in the National PTA’s “Reflections” program. It is lead by the ***Arts in Education Chair.\**** This committee may also develop other programs and activities designed to support or supplement the school’s programs and events related to the Arts.
- b. Communications Committee.\* This committee is responsible for developing and maintaining a program of activities to keep Anderson Mill PTA members and the school community at large, aware of the Anderson Mill PTA’s activities, events, and programs. Such a program also includes working with the Principal or his or her designee to increase awareness of school activities and programs. The ***Communications Chair\**** is responsible for organizing and directing the work of its subcommittees to accomplish its goals through a variety of communication modes. The Historian, whose duties are described in Section E.5.b, functions as a member of this committee.
  - Internal Communications Subcommittee. This subcommittee is responsible for internal communications and publicity. These include posting school event information on the school marquee, producing the Anderson Mill PTA bulletin board, and keeping it up-to-date. This

committee is also responsible for the completion and distribution of Anderson Mill PTA's print jobs and nametags. This subcommittee includes the **Marquee Maker**, **Bulletin Board Maker\*** and the **Print Crew**.

- External Publicity Subcommittee. This subcommittee is responsible for the Anderson Mill PTA website and approved social media, the Anderson Mill PTA newsletter, the student directory and other printed or electronic communications, as assigned. This subcommittee consists of the **Webmaster,\*** the **Newsletter Editor,\*** and the **Student Directory Editor.\***
  - Language Services Subcommittee. This subcommittee is responsible for securing written and oral translation services for Anderson Mill PTA communications and events. This subcommittee is lead by the **Language Services Coordinator\***.
- c. Community Services Committee.\* This committee is responsible for conducting Anderson Mill PTA community services programs that both benefit our school community and provide community service opportunities for our school community. This committee is lead by the **Community Services Chair\***.
- Clothes Closet Subcommittee.\* This subcommittee is responsible for operating the school's clothes closet program administered by the Round Rock Council of PTAs. The subcommittee is led by the **Clothes Closet Coordinator.\*** This subcommittee also works with the school nurse to meet immediate clothing needs of students.
  - Community Partnerships Subcommittee. This subcommittee is responsible for identifying and maintaining relationships with community businesses and groups for their support of Anderson Mill PTA. Activities include obtaining in-kind donations of goods or services for Anderson Mill PTA, such as door prizes and food donations. This subcommittee is lead by the **Community Partnerships Coordinator**.
  - Community Service Subcommittee. This subcommittee is responsible for identifying, planning, publicizing and executing service projects for Anderson Mill PTA and students. This subcommittee is lead by the **Community Services Coordinator**.
- d. Events Committee.\* Led by the **Events Chair,\*** this committee produces large-scale Anderson Mill PTA events to benefit the school community, support the goals of Anderson Mill PTA and raise funds. This committee collaborates with other Standing Committee and Executive Board members to plan and conduct events. Events held during the first semester are led by the **Fall Event Coordinator**, and events held during the second semester are led by the **Spring Event Coordinator**.

- e. Membership Committee.\* This committee is responsible for conducting membership campaigns for the recruitment of Anderson Mill PTA members. This committee also creates and maintains membership records and reports and collects and deposits member fees. Its leader is the **Membership Chair**\*. This committee also welcomes new families and provides membership enrollment opportunities at Anderson Mill PTA events as appropriate. The Membership Chair works closely with the President, Communications Chair and the Principal to plan, prepare and execute the annual welcome-back-to-school campaign.
- f. Fundraising Committee\*. This committee is responsible for raising funds to support the Anderson Mill PTA, its mission and its purpose. The committee is led by the **Fundraising Chair**\*, who conducts school-wide fundraisers or third-party fundraisers. The Vice President provides general oversight and hands-on assistance to this Committee.
- Major Fundraising Subcommittee. This subcommittee is responsible for school-wide fundraisers, third-party fundraisers and silent auctions. Two fundraisers shall be conducted each school year – one in the fall and one in the spring. Adherence to Texas PTA fundraising guidelines is recommended, e.g., each major fundraising event should aim to raise funds for three PTA programs or events. This subcommittee is led by the **Fundraising Chair**.
  - Minor Fundraising Subcommittee. This subcommittee is responsible for small fundraising activities such as snack or product sales at school or at Anderson Mill PTA events. This subcommittee includes the **Snack Crew**.
  - No Fuss Subcommittee. This subcommittee locates and coordinates fundraisers where a business donates a portion of its sales to the school, e.g. Catfish Parlour’s school support program. This subcommittee includes the **BoxTop Coordinator**.
- g. Green and Healthy Lifestyles Committee. Following the lead of both National and Texas PTAs, this committee is responsible for conducting Anderson Mill PTA programs that will encourage healthy lifestyles for students and their families and plan events or distribute information to promote “green” or ecological activity. The work of this committee is lead by the **Green and Healthy Chair** and accomplished through the leadership of the **Healthy Lifestyles Champion** and the **Sharing the Planet Champion**.
- h. Focus on Parents Committee.\* This committee is responsible for addressing areas of interest specific to parents and works closely with school personnel who possess expert knowledge in the areas of parent education and parent involvement. This includes parent education, advocacy and parent involvement. The work of this committee is accomplished through the leadership of the **Parent Focus Chair**.\*
- The Dads Subcommittee is responsible for producing programs and activities to increase the visibility and participation of fathers and other adult male role

models. This subcommittee conducts the *Dads at the Door* program and is led by the ***Dads' Advocate***.

- The ***Diversity Subcommittee*** focuses on having Anderson Mill PTA's membership reflect the diversity of the student body. This subcommittee looks at all Anderson Mill PTA activities and programs to address accessibility issues and mitigate language barriers. This subcommittee is led by the ***Diversity Advocate***.
  - The ***Parent Education Subcommittee*** focuses on the providing educational opportunities and publications of interest to the parent community. This subcommittee is led by ***Parent Education Advocate***.\*
- i. ***Hospitality Committee***. This committee is responsible for obtaining and providing food, refreshments and nametags at Anderson Mill PTA-sponsored events as appropriate. This committee, led by the ***Hospitality Chair***, is also responsible for coordinating teacher-appreciation events,\* and the 5<sup>th</sup> grade recognition program\*. The committee includes the ***Gratitude Crew***, which thanks members, volunteers, and other PTA supporters, on behalf of Anderson Mill PTA. This committee also provides condolences or memorials as needed. The Secretary will provide hands-on assistance to the Hospitality Chair.
- j. ***Volunteer Committee***\*. This committee is responsible for recruiting, identifying and placing volunteers for Anderson Mill PTA and school events, as requested by Executive Board members. This committee is led by the ***Volunteer Chair***\*, who also provides general oversight of the activities and responsibilities of the ***Room Parent Coordinator***\* and ***Teacher Support Coordinator***\* (described below).

## H. ESSENTIAL PTA PROGRAMS\*

### 1. ***Field Trips***

As funds permit, Anderson Mill PTA will sponsor one or more field trips for each grade level. The funding amount will be determined by the Executive Board at the beginning of the school year and adjusted as needed with Executive Board approval during the year. The Teacher Representatives will work with the President and Treasurer to determine field trip needs and arrange for the provision of funds to school personnel well in advance of each trip.

### 2. ***Classroom Support***

Anderson Mill PTA, under the direction of the Volunteer Chair, will administer volunteer programs to provide classroom support for the teachers. Both Anderson Mill PTA members and non-members will be encouraged to become classroom volunteers.

- a. The ***Room Parent Coordinator***\* will be responsible for administering the room parent program to provide a room parent for each classroom in consultation with the classroom teacher. Each room parent will work with other parents to provide refreshments for classroom parties, e.g. the Winter Holiday Party, the Valentine's Day Party and the End-of-School-Year Party. The coordinator will share

information with the class parents about upcoming requests for parent involvement, such as the teacher-appreciation luncheons, chaperoning field trips and assisting special classroom programs or events.

- b. The **Teacher Support Coordinator\*** is responsible for administering the direct teacher support program. Examples of direct teacher support are assembling instructional materials, reading to the class, tutoring, or sharing a certain skill or experience with the class.

### 3. **Scholarships**

Anderson Mill PTA will sponsor a “Vintage Dillo” program to award a scholarship to one or more former Anderson Mill Elementary students graduating from Westwood High School. The President will appoint the Treasurer and/or a special committee to be responsible for the administration of this program to include drafting eligibility criteria, recommending the amount of the award(s) and working with Westwood personnel to select and recognize the recipients. The program shall adhere to federal tax regulations as set out in Schedule “H” of IRS Form 1023. Both the eligibility criteria and the amount of the award(s) require pre-approval by the Executive Board. Other scholarship programs may be considered and adopted, if approved by the Executive Board.

### 4. **Family Nights**

Anderson Mill PTA will work with the school to produce Family Nights to increase family participation and involvement at Anderson Mill Elementary. The PTA President will appoint Committee Chairs to coordinate activities, recruit and assign volunteers, provide publicity and refreshments or meals, as funds permit.

### 5. **Signature Events**

Anderson Mill PTA will produce signature events intended to become traditions and synonymous with Anderson Mill PTA. Whenever possible, such events shall reflect characteristics of an IB World School and involve the Anderson Mill community at large. The Fun Run and Mini Carnival, the Reflections program and the Dillo Scholarship program are considered signature events.

## I. **FINANCIAL MATTERS**

1. Compliance with rules and regulations concerning Anderson Mill PTA’s nonprofit status as a 501(c)(3) entity is paramount. Questions regarding Anderson Mill PTA nonprofit status shall be directed first to the Treasurer.
2. Prior to the beginning of each school year, the Treasurer will provide Executive Board members with written information explaining money-handling requirements, accounting protocols, reimbursements procedures, and related forms. The Treasurer also will provide written information about the forms and approvals necessary to use school or district resources, such as print services.

- 3, As funds permit, budget allocations shall provide funding for essential PTA programs and events. These include, but are not limited to, the following:

PTA Leader Orientation Training	PTA Summer Training
Per student allowance for field trips	Scholarship amounts
Maximum limits for memorials, condolences and special recognitions	

**J. MEETINGS OF THE GENERAL MEMBERSHIP**

General meetings of the membership shall be held monthly during the school year per a schedule determined by the Executive Board and published on the bulletin board and web pages at the beginning of the school year. The agenda will be posted no later than three (3) days prior to the meeting. Minutes will be taken by the Secretary, and business will be conducted using Robert's Rules of Order. New items from the membership may be called from the floor, however contacting the President prior to the release of the agenda to place an item on the agenda is preferred. Minutes will be prepared prior to the next meeting and placed on the agenda of the next meeting for approval. All members will be asked to sign in for the meeting.

**K. SUMMER PLANNING**

During the summer months, the incoming President will hold planning sessions with PTA leaders and members to plan, prioritize and prepare a course of action for the upcoming year. All members of the incoming Executive Board including Officers, Committee Chairs, and Representatives are expect to fully participate and contribute to the summer planning work. Other PTA members interested in contributing or providing input for such planning should contact the President and/or the Vice President. The President, and/or his or her designee, shall brief PTA leaders who are appointed after summer planning sessions to bring them up-to-date and solicit constructive feedback.

ADOPTED and APPROVED by the Anderson Mill PTA on this \_\_\_\_\_ day of \_\_\_\_\_ 2010.

\_\_\_\_\_  
Secretary, Anderson Mill PTA

APPROVED by the Texas PTA on this \_\_\_\_\_ day of \_\_\_\_\_, 2010