

# **RIVERDALE SCHOOL PTO STANDING RULES 2022-2023**

## **PURPOSE**

Standing Rules cover non-procedural subjects and are considered a supplement to the Organization Bylaws. The Board of Managers adopts standing rules as in any ordinary motion, by a majority vote. In some cases, policies in the standing rules are also referred to in the Organization Bylaws.

Each year the Board of Managers shall put together a “Bylaws/Standing Rules Committee.” This committee will make any proposed changes deemed necessary for the coming year and will present the new Standing Rules to the Board of Managers for adoption. The adopted Standing Rules do not obligate future Boards of Managers to similar action.

## **PTO GENERAL MEMBERSHIP MEETINGS**

*(See Article 9 of the Riverdale Bylaws)*

1. A minimum of two General Membership Meetings shall be held during the school year. The topics of each meeting may include educational programs and awards presentations. The talents of Riverdale students should be used as much as possible. The first meeting should be considered the annual business meeting of the PTO. The spring meeting should include the election and installation of the new board of managers.
2. Virtual meetings: In the event a virtual meeting is deemed necessary, members will be sent a secure link at least 24 hours ahead of time. The president will announce voting instructions at the beginning of meeting and each vote. Voting can be cast by a written or voice submission. The secretary shall keep a record of each motion and voting results in the minutes. Only members present when vote is called will be allowed to vote.
3. Seven days’ notice shall be given to the membership of any change of date.
4. Twenty members shall constitute a quorum for the transaction of business at the General Membership Meetings. Voting by proxy is prohibited.
5. Special meetings of this PTO may be called by the president or by a majority of the board of managers, with at minimum seven days’ notice given to the membership.
6. The Board of Managers is required to attend all PTO General Membership Meetings/ Programs. When a Board Member will be unable to attend a meeting, he/she must notify the President or Secretary at least 24 hours in advance of the meeting unless an emergency.

## **PTO BOARD OF MANAGERS MEETINGS**

1. A quorum shall consist of half the voting members plus one for the transaction of business in any PTO Board of Managers meeting of this organization. Voting by proxy is prohibited. *(per Article 5 section 6. of the bylaws, the quorum is determined by the members of the board.)*
2. The first PTO Board of Managers meeting for the new school year will be held in July in order to plan for registration day and the new school year.
3. PTO Board of Managers meetings will be held monthly as scheduled by the Board of Managers. Members of the Board of Managers are expected to be present and on time so that the business of the Board can be conducted efficiently.
4. Each member of the Board of Managers is required to attend all Board Meetings. Any Board member unable to attend a meeting must notify the President or Secretary at least 24 hours in advance of the meeting unless an emergency situation arises and is responsible for obtaining information about the missed meeting. In the event of a Board member's absence, a written report may be required.
5. Virtual meetings: In the event a virtual meeting is deemed necessary, members will be sent a secure link at least 24 hours ahead of time. The president will announce voting instructions at the beginning of meeting and each vote. Voting can be cast by a written or voice submission. The secretary shall keep a record of each motion and voting results in the minutes. Only members present when vote is called will be allowed to vote.
6. Vote by email: In the event that an immediate decision is necessary between meetings of the Board, an email vote is allowed. Only immediate situations should be addressed in this manner. In the event of an email vote, the President will notify all voting members of the Board via email, which will state the situation, choices for which to vote and a deadline. Votes are to be submitted to the Parliamentarian ONLY. "Reply All" shall not be used, unless asking a clarifying question. The Parliamentarian shall submit a report to the President, who will announce the vote results. Due to the difficulty of discussion via email, situations requiring debate shall not be addressed via email.
7. The May board meeting will serve as a transitional meeting with both the old Board and newly elected Board present. This is typically a luncheon held and school administrators are invited.

8. Each Board member is encouraged to attend Germantown Municipal Council PTO General Meetings and Germantown Municipal School Board Meetings during the school year.

### **PTO BOARD OF MANAGERS**

1. Board members shall develop a proposed budget for his/her office to be turned in to the budget committee by the May board meeting.
2. Board members shall develop a Plan of Work (goals and objectives) for his/her office to be submitted to the President and Secretary by a date to be set by the President.
3. Board members should send the PTO president all correspondence he/she would like to send to the Riverdale school population prior to distribution for approval.
4. Board members shall be punctual for any scheduled meeting and support all functions of the PTO by their presence and assistance as needed.
5. Board members must give the President at least one (1) day prior notice of any topic they wish to have added to the board meeting's agenda.
6. Board members shall be responsible for maintaining a Procedure Book to be passed on to his/her successor within fourteen days upon expiration of the term of office. This notebook will contain a Plan of Work, Bylaws, Standing Rules, copy of last working budget, Board of Managers notes, a copy of the tax- exempt form, financial statements, and other information important to the position. Any recommendations for modifications or changes should be made at the end of their term and be included in the procedure book, preferably submitted by the May board meeting. (see Article 5 section 8 or the Riverdale Bylaws)
7. Board members are expected to participate in various PTO and school programs/events/activities.
8. Board members shall maintain compliance with the School Support Organization Financial Accountability Act reports that pertain to their areas / responsibilities and turn in the reports to the Riverdale PTO President. Membership, which is due in to the Germantown Municipal Council PTO by the designated due dates. The IRS form 990 should be submitted by October 1.
9. Shall appoint an audit committee in accordance with the guidelines established in the Bylaws and ad-hoc committee section of the Standing Rules. The audit committee must be approved by the Board of Managers at the April board meeting.

10. Board Members will decline discussions of PTO Board of Managers business meetings and votes outside of the regular business meeting.
11. Officers will make efforts to attend Germantown Municipal Council PTO training for their particular positions when training is offered throughout the year.
12. The President shall represent the Riverdale School PTO by speaking to the media, groups, or individuals on PTO issues, positions and views as established by the local council or its Board. No other officer or individual may speak on these matters unless specifically authorized by the President of the Riverdale School PTO.
13. If any member of the board of managers shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board in the following manner:
  - A resolution adopted by the executive committee;
  - A ten - day notice issued to the board member in question;
  - An opportunity for the member in question to address the board of managers at the next regular meeting; and
  - Two-thirds vote of the board of managers is required for removal.
14. Board members shall assume responsibilities deemed necessary by the Board and/or President in addition to the ones listed in the Description of Duties in the Bylaws and Standing Rules.

## **FINANCES**

*(See Article 5 of the Riverdale Bylaws)*

1. The budget shall be prepared and approved by the Board of Managers by the August Board Meeting with final approval by the General Membership no later than the end of September.
2. All board members will operate within their budgets.
3. The President, Vice-President and Treasurer are authorized signers for all checks. In the event of the Treasurer being unavailable, the President and Vice President may endorse the checks or vouchers. Under these circumstances, the President is required to notify the Treasurer and submit any necessary documentation to support the expenditure before the end of the calendar month. *Article VII, Section 5 of the Bylaws.*
4. All PTO money must be counted and recorded on a “Received Funds” form signed by two (2) people (at least one (1) of whom is a member of the Board of Managers) at the time it is

collected. All money and signed forms should be turned over to the Treasurer or placed in safe with a copy of the form sent to treasurer to be deposited within a timely manner.

5. The financial books shall be subject to examination by the Audit Committee. Satisfied that the Treasurer's Annual Report is correct, the Audit Committee shall sign the form to be submitted to the GMSD Chief Financial Officer.
6. Non-budgeted expenditures will only be reimbursed with prior approval of the Executive Committee. Non-budgeted expenditures greater than \$500 must be approved by the PTO Board of Managers.
7. Administration, faculty, and staff of Riverdale School must get prior approval from the President or Treasurer for any expenditure they wish the PTO to fund. The PTO will not make reimbursement for any items purchased without approval.
8. A receipt or invoice must be attached to a Reimbursement Form and accompany any requests for reimbursement. Reimbursement requests ***MUST*** be made within 60 days of the date of receipt.
9. All expenditures made on behalf of the Riverdale School PTO should be made using the Riverdale Elementary School PTO Tax Exempt Number. Sales taxes are only reimbursable when products or services are being sold. Reimbursement and/or payment procedures should be arranged through the Treasurer or President prior to any purchase made on behalf of the Riverdale School PTO.
10. All funds received through PTO must be for PTO purposes and documented in the budget and financial reports.

## **OFFICERS OF THE BOARD OF MANAGERS**

In addition to the duties described in the Organization Bylaws (*See Article 4 of the Riverdale Bylaws*) and the Adopted Parliamentary Authority, the description for each position below should be recognized as a guide to duties and responsibilities of a Board position. Each Board member may be required to accept and fulfill additional responsibilities more specific to the Organization's needs and functions (i.e., help with registration, fundraisers, Open House, etc.). Terms of office will run concurrently with the fiscal year as stated in the Bylaws: July 1 - June 30. Officers are expected to conclude all business pertaining to their elected positions for the current year before turning procedure books over to new officers.

## **PRESIDENT**

1. Shall preside at all meetings of the organization and Board of Managers.
2. Shall be member ex-officio of all committees except the Nominating Committee.
3. Shall represent the Riverdale Elementary School PTO speaking to the GMC PTO, media, groups, or individuals on PTO issues, positions and views as established by the General Membership and/or Board.
4. Shall be responsible for co-signing checks with the Treasurer.
5. Shall not distribute or sign blank checks.
6. Shall coordinate the work of the Board of Managers and committees in order that the purposes of the PTO are served.
7. Shall send out an agenda at least 24 hours prior to scheduled meetings. The agenda will include all topics to be discussed.
8. Shall work with the Principal of Riverdale Elementary School to oversee the effectiveness of the PTO projects within the school.
9. Shall complete and submit all School Support Organization Financial Accountability Act (SSO) reports filed by July 31 each year.
10. Shall check the expiration date and update if necessary the tax-exempt certificate every fiscal year (by June 30<sup>th</sup>) by visiting the Revenue Department at 3150 Appling Road.
11. Shall perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the Organization.

## **VICE PRESIDENT**

1. Shall serve as an aide to the President and shall, in the absence of the President or the inability of that officer to act, perform the duties of the President.
2. Shall assist the President in the development of PTO Programs for the school year.
3. Responsibilities include but are not limited to:
  - Arrange for special speakers for PTO General Membership meetings.
  - Arrange “Thank You” notes or gifts for speakers as deemed necessary.
  - Work with teacher grade reps and sponsors of extra-curricular teams and groups to get students involved in the PTO programs.

- Make sure all arrangements for facility usage are planned for (sound system, flag, etc.).
  - Order and prepare badges for board members.
  - Oversee the selection and bios for the GMC PTO Council S.T.A.R Awards celebration.
4. Shall endorse checks as a co-signer in the absence of the President or Treasurer.
  5. Shall not distribute or sign blank checks.
  6. Shall solicit parent letter recommendations and submit nominations to local educational organizations that award outstanding teachers and shall communicate to the board about information regarding teacher recognition.
  7. Shall perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the Organization.

## **SECRETARY**

1. Shall record and report the minutes of meetings of the Organization and the Board of Managers.
2. Shall keep accurate records of all minutes from previous meetings.
3. Shall keep a current copy of the Bylaws on file.
4. Shall keep a current copy of the Standing Rules on file.
5. Shall maintain a membership list throughout the fiscal year, from the Membership Board Member to keep on file in the secretary's notebook.
6. Shall keep a list of all committees on file and maintain a file of all committee reports.
7. Shall keep up with all correspondence for the Organization including checking and distributing the mail and email account weekly.
8. Shall open, review and initial monthly bank statements for the PTO bank account then deliver the statements to the Treasurer in a timely manner.
9. Shall provide the monthly bank statements to the president, treasurer, and the school financial secretary.
10. Shall keep a record of attendance at all board meetings and general meetings and notify the president when a member has missed two meetings.

11. Shall perform such other duties as may be delegated by the President.
12. Shall perform such other duties as may be prescribed in the local PTO Bylaws, as well as duties deemed necessary by the Organization.

## **TREASURER**

1. Shall have custody of all funds of the Organization.
2. Shall ensure that all insurance policies are renewed.
3. Shall keep a full and accurate account of receipts and expenditures.
4. Shall, in accordance with the budget adopted by the Organization, make disbursements as authorized by the President, Board of Managers or Organization.
5. Shall present a financial statement and a detailed transaction report at every meeting of the Organization and at other times when requested by the Executive Board.
6. Shall provide a comprehensive detailed report of financial activity at least once annually, typically when the new officers officially assume their duties at the annual meeting.
7. Shall be responsible for the maintenance of the financial books of account and records as conform to the requirements of the Bylaws.
8. Shall file necessary information with the IRS (including, but not limited to, IRS Form 990) and coordinate with a CPA to file taxes by due date. The deadline to file the IRS Form 990 is November 15. All necessary information should be provided to the CPA no later than October
9. Shall have the accounts examined annually or upon change of officer by either an audit committee or a Certified Public Accountant in accordance with the Bylaws.
10. Shall serve as Chairman of the Budget Committee and will present a proposed budget to the Board and to the General Membership by the end of September.
11. Shall not write reimbursement checks without proper receipts or approval.
12. Shall not distribute or sign blank checks.
13. Shall accept no monies unless counted and with the appropriate documentation as described in the FINANCES section of these Standing Rules.



14. Shall verify that a monthly bank statement is provided to the PTO secretary.
15. Shall prepare the books for audit annually. An auditing committee may also be selected at any time to audit the books. The Organization's fiscal year runs from July 1 to June 30.
16. Shall work with the President to complete all School Support Organization Financial Accountability Act Reports filed by July 31 each year.
17. Shall perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the Organization.

### **COMMITTEE CHAIRS ON THE BOARD OF MANAGERS:**

#### **ACCELERATED READER**

1. Shall work with the Library and Reading Services Manager as needed.
2. Shall provide the PTO board with updates about the AR Program and communicate any budgetary needs throughout the school year.
3. Shall direct and guide the AR program. The AR Manager's responsibilities include, but are not limited to, the following:
  - Shall receive a list of volunteers interested in helping with the AR program from the Family Involvement Manager.
  - Shall coordinate volunteers to help with daily operations of the AR program.
  - Shall make sure that AR points are updated, and AR prizes are ordered.
  - Shall provide a budget request and submit all receipts or purchase orders for AR purchases to the PTO Treasurer.
  - Shall coordinate AR prize distributions during the school year.
4. Shall assemble committee if needed to assist with purchasing of books, coordinating pick-a-book, and various other needs.
5. Shall coordinate all the communications and reports associated with the AR program.
6. Shall perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the Organization.

#### **CARE**

1. Shall communicate with school guidance counselors, sunshine committee, room parents, teachers, administration, etc. to identify needs of Riverdale families.
2. Shall coordinate a meals program or gift certificate, as needed, for Riverdale families with rehabilitating illness, injury or death in their immediate family.
3. Shall send appropriate acknowledgement of births, deaths, weddings, or illness to faculty and staff and their immediate family.
4. If needed, shall form and oversee a committee to meet the needs of Riverdale families in times of hardship.
5. Shall coordinate with the Moms in Prayer group if additional assistance is needed.

## **CLASSROOM COORDINATORS**

1. Shall establish and work with an individual or a committee and school administration, as needed, to oversee all areas that relate to the responsibilities associated with room parents. These areas include but are not limited to:
  - Send monthly emails to room parents about upcoming teacher birthdays and events
  - Provide information on how to organize class parties and events
  - Coordinate with the Teacher Recognition Chair to send email reminders about PTO Teacher Appreciation Week
  - Work with the Hospitality Manager and Teacher Luncheon Chair to arrange for food sign-ups for the teacher/staff luncheons.
2. Shall request the names of parents interested in being a classroom coordinator (room parent) for their child's classroom at the beginning of the school year, usually during the grade level parent night meetings.
3. Shall choose 1-2 classroom coordinators for each classroom after receiving the names of those interested from each teacher.
4. Shall arrange meetings with classroom coordinators for instruction and planning of class parties.
5. Shall maintain contact with classroom coordinators throughout the year to see that class parties run smoothly.

6. Shall encourage a Grade Level Coordinator for every grade. The Grade Level Coordinator shall work with the classroom coordinators for that grade to coordinate activities for that grade.
7. Shall assemble and update information for classroom coordinators including, at minimum, sample letters to parents, schedule of events, luncheon themes and contact information.
8. Shall provide contact information for the Care Committee to the classroom coordinators so they can inform the Care Committee of any family/teacher needs they become aware of.
9. Shall work with the teacher to find a replacement if a classroom coordinator is unable to fulfill his or her duties.
10. Shall perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the Organization.

## **CULTURAL ARTS**

1. Shall establish and work with a committee as necessary to conduct the Riverdale School PTO Cultural Arts Program.
2. Shall improve cultural arts education in the school and communications between parents, teachers, and students through cultural arts events.
3. Shall establish and work with a committee as necessary to coordinate programs associated with the arts as directed by the Board of Managers.
4. Shall work with the President, VP of Programs, fine arts teachers, and school administration to organize and provide awards for Fine Arts Night (held in April or May).
5. Shall be responsible for seeking out grants from cultural art organizations.
6. Shall coordinate Arts in the Schools program, funded through the fundraising monies. Shall coordinate with the school principal and teachers in suggesting and helping to arrange school performances and visits.
7. Shall coordinate Riverdale's Citizenship Contest which includes, but is not limited to:
  - Working with teachers and administration to promote the contest among the students,
  - Turning in entries by the designated deadlines, and
  - Providing the appropriate awards to the winners.

8. Shall share information and encourage student participation in local fine arts contests such as the GMC PTO Visual Arts Contest, ex.
9. Shall perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the Organization.

## **FACULTY LIAISON**

1. Shall be a teacher or other member of the school's faculty.
2. Shall act as a liaison between the faculty and staff and the PTO for any needs, concerns, or feedback.
3. Shall keep the faculty informed about upcoming events/fundraisers and seek faculty and staff participation where applicable.
4. Shall attend monthly PTO Board meetings and give a brief report when applicable.
  - Communicate any input faculty and staff have regarding PTO activities.
  - Provide recommendations for potential PTO involvement in the school.
  - If unable to attend, they may send someone to represent them, or, provide a report to the president prior to the meeting.

## **FAMILY INVOLVEMENT**

1. Shall coordinate the efforts of parent volunteers with the appropriate managers and other sponsors/group leaders when volunteers are needed for programs and activities associated with the school and the PTO.
2. Shall work with the PTO President to prepare a detailed description of volunteer activities prior to school starting.
3. Shall set up a table at the Meet the Teacher event in August to share volunteer information and promote family involvement.
4. Shall organize Walk to School.
5. Shall work with the PTO President, VP of Programs, and school administration to organize and assist in coordinating efforts for the PTO Volunteer Fair/School Club Fair.
6. Shall maintain a database of volunteer lists. Individual volunteer lists shall be distributed to the appropriate groups and updated as additional forms are received.

7. Shall promote family involvement at school activities and PTO activities.
8. Shall find additional ways to educate and encourage parents about family involvement.
9. Shall perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the organization.

### **FUNDRAISING- DODGEBALL**

1. The purpose of PTO fundraising is to raise money each year to facilitate and supplement PTO programs at Riverdale School. Should additional monies be available, recommendations would be made from the PTO to purchase new items, services, or programs to complement the educational growth of our students.
2. Shall recruit individuals or work with a fundraising committee as needed to organize and run the dodgeball tournament.
3. Shall perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the Organization.
4. This Committee Chair shall receive a list of volunteers interested in serving on this committee and helping with this activity from the Family Involvement Manager.

### **FUNDRAISING- FALL**

1. The purpose of PTO fundraising is to raise money each year to facilitate and supplement PTO programs at Riverdale School. Should additional monies be available, recommendations would be made from the PTO to purchase new items, services, or programs to complement the educational growth of our students.
2. Shall recruit individuals or work with a fall fundraising committee as needed to organize and run the Riverdale School PTO Fall fundraiser(s) approved by the Board of Managers.
3. Shall perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the Organization.
4. This Committee Chair shall receive a list of volunteers interested in serving on this committee and helping with this activity from the Family Involvement Manager.
5. The Fall Fundraising Chair and Committee shall develop, plan, and execute the fundraising event or donation drive that will take place between August and December.

6. The Committee's responsibilities will include making all arrangements associated with running the event from start to finish including but not limited to:
  - Solicit sponsors from area businesses if needed.
  - Communicate/promote the event with the Organization and community.
  - Conduct post-event ceremonies.
  - Ensure that appropriate recognition and appreciation is expressed to donors and sponsors.

## **FUNDRAISING- SPRING**

1. The purpose of PTO fundraising is to raise money each year to facilitate and supplement PTO programs at Riverdale School. Should additional monies be available, recommendations would be made from the PTO to purchase new items, services, or programs to complement the educational growth of our students.
2. Shall recruit individuals or work with a spring fundraising committee as needed to organize and run the Riverdale School PTO Spring fundraiser(s) approved by the Board of Managers.
3. Shall perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the Organization.
4. This Committee Chair shall receive a list of volunteers interested in serving on this committee and helping with this activity from the Family Involvement Manager.
5. The Spring Fundraising Chair and Committee shall develop, plan, and execute the fundraising event or donation drive that will take place between January and May.
6. The Committee's responsibilities will include making all arrangements associated with running the event from start to finish including but not limited to:
  - Solicit sponsors from area businesses if needed.
  - Communicate / promote the event with the Organization and community.
  - Conduct post-event ceremonies.
  - Ensure that appropriate recognition and appreciation is expressed to donors and sponsors.

## **GERMANTOWN EDUCATION FOUNDATION/GERMANTOWN MUNICIPAL COUNCIL LIAISON**

1. Shall represent the PTO BOM in attendance at all meetings of these organizations.

2. Shall provide an update at monthly PTO Board Meetings.
3. Will be invited to attend/help with all special events held by the either organization throughout the school year (Treasures for Teachers, GMSD 5K/Color Run, PTO Lunch and Learn, S.T.A.R. Awards, etc.).

## **HOSPITALITY and RECEPTIONS**

1. Shall form a committee as needed.
2. Shall receive a list of volunteers interested in helping with Hospitality from the Family Involvement Manager.
3. Shall maintain a list of hospitality volunteers who can donate food throughout the school year.
4. Shall maintain inventory of paper products and supplies needed (including tablecloths) and store items at the school in the provided PTO cabinets.
5. Shall provide refreshments for various meetings and brunches, including beverages, paper products, and table decorations. Food for these events may be prepared, bought, or catered. This includes but is not limited to the following:
  - “Boo-Hoo /Yahoo” Kindergarten & 8<sup>th</sup> Grade Parent Breakfast held in August on the second Monday of the school year
  - All General PTO Membership Meetings
  - Parent/Teacher Conferences during fall and spring semesters for the faculty
6. Shall perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the Organization.

### ***Receptions Committee:***

1. The Receptions Committee Chair shall be the Hospitality Manager, or someone appointed by the Hospitality Manager.
2. The Receptions Chair is responsible for, but not limited to, the following:
  - Shall work with a committee, as needed
  - Shall work with the Hospitality Manager to use PTO paper products, etc.
  - Shall coordinate Kindergarten year-end program and 8th grade graduation receptions to include decorations and paper products as approved by the Board of Managers
3. Additional responsibilities for the Kindergarten Year-End Program Reception include, but are not limited to:

- Set-up for the reception time (location TBD by school administration – Kindergarten classrooms or other designated location) following the Kindergarten year-end program
  - Arrange for first grade parents to supply cookies and beverages
  - Provide corsages/boutonnieres for kindergarten teachers, the principal, etc. (other people involved with the ceremony)
4. Additional responsibilities for the Eighth Grade Graduation include, but are not limited to:
    - Set-up as needed for the event which is held at a location arranged by the school administration,
    - Provide flowers for all eighth-grade girls and boutonnieres for eighth grade boys.
    - Provide corsages/boutonnieres for administration, teachers and speakers.

## **LEGISLATION**

1. Shall provide information on current and pending legislation that affects our children and directly affects our school and communities.
2. Shall represent our school at Germantown Municipal School District Board of Education meetings and provide pertinent information to the board.
3. Shall work with Germantown Municipal Council PTO and Riverdale administration to coordinate a group from Riverdale to attend the GMSD Day on the Hill event.
4. Shall perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the organization.

## **LIBRARY and READING SERVICES**

1. Shall coordinate volunteers to help with daily operations of the library and post a volunteer schedule on a calendar.
2. Shall receive a list of volunteers interested in helping in the library from the Family Involvement Manager.
3. Shall help the Librarian organize and set up the annual Book Fair and secure volunteers to work at the Book Fair.
4. Shall assist the Librarian with planning and hosting Read Across America, Summer Reading Party, AR Treasure Box, and other library-related programs and events.
5. Shall work with the Accelerated Reader Manager as needed.



6. Shall perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the Organization.

## **MEMBERSHIP**

1. Shall work with another individual or a committee as needed to conduct a Membership Campaign for all grades Pre K-8 beginning on Meet the Teacher day at the start of the school year, including all supplies needed.
2. Shall establish and work with a committee as needed to build an informed, active PTO Membership, which should include teachers/faculty, parents, students in grades 6, 7, & 8, and other family members and citizens from the local community. The membership recruitment effort shall be done throughout the entire school year.
3. Shall maintain an accurate list of all members of the Organization, submit and keep a copy on file with the PTO Secretary by December 1 and May 1.
4. Shall update membership information and maintain accurate data for reporting to Germantown Municipal Council PTO.
5. Shall perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the Organization.

## **NEW FAMILY LIASON**

1. Shall welcome new parents to Riverdale.
2. Shall check in with the school attendance secretary on a monthly basis to be informed of any new families that enroll with the school.
3. Shall create new parent folders and distribute.
4. Shall represent PTO at new parent night, Meet the Teacher day, and other special occasions where new parents are expected to attend.
5. Shall orient new parents to Riverdale and the PTO and send routine emails with information about upcoming events.

## **PARLIAMENTARIAN**

1. Shall be appointed by the President with the approval of the PTO Board of Managers.
2. Shall be familiar with and have on hand at all meetings a copy of the accepted parliamentary procedure, *Roberts Rules of Order, Newly Revised*.
3. Shall serve as a non-voting member in an advisory position at all Board of Manager meetings and general membership meetings. Upon request of the presiding officer, shall advise on questions of parliamentary law and matters of procedure.
4. Shall work to ensure board meeting agenda is covered in a timely manner not to exceed 90 minutes in length.
5. Shall serve as Chair of the Bylaws Revision Committee.

#### **PAST PRESIDENT**

1. The immediate past president or any other past president shall serve in this position.
2. Shall work with the Board of Managers in an advisory capacity, as needed.
3. Shall serve on the Executive Committee, the Budget committee, the Bylaws committee, and the Standing Rules committee.
4. Shall assist the president, as needed, and may represent Riverdale PTO, as needed.
5. Shall perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the Organization.

#### **PUBLICITY**

1. Shall stay up-to-date on current events with the PTO and the school in order to keep the Riverdale School family informed through news releases in the local town newspapers, PTO website, GMSD website and social media, etc.
2. Shall be responsible for, but not limited to, the following:
  - Shall take and request photos from Riverdale parents and teachers to submit to local newspapers.
  - Shall maintain a list of media (newspaper, television, radio, etc.) contacts including names, phone numbers, emails, etc.
  - Shall submit articles and other information for press releases to the President for approval before sending to local media as necessary.

3. Shall be responsible for, but not limited to, updating and maintaining PTO accounts on Facebook, Twitter, and Instagram.
4. Shall coordinate with GMSD publicity coordinator on communication.
5. Shall be responsible for, but not limited to, the following:
  - Shall maintain and update the PTO website with information about the PTO and other school activities.
  - Shall post event information and photos received from members.
  - Shall keep internet account current with the internet hosting site.
  - Shall work with a committee, as needed, to update email addresses at the beginning of the school year.
  - Shall maintain an email list of all PTO board of managers on the PTO website.
6. Shall perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the Organization.

#### **RAIDER REWARDS**

1. Shall seek out grants to benefit Riverdale and/or Riverdale PTO and coordinate grant writers.
2. Shall solicit sponsors and donations from local businesses for various PTO activities as needed.
3. Shall promote corporate education reward programs such as Kroger, Amazon, and Target.
4. Shall coordinate special Riverdale days/nights with local shops and restaurants who will donate a percentage of their sales to Riverdale PTO.

#### **RIVERDALE RAIDERS ATHLETICS LIAISON**

1. Shall represent the PTO BOM in attendance at all meetings of the Riverdale Athletics Board.
2. Shall provide an update regarding Riverdale Athletics at monthly PTO BOM meetings.

#### **TEACHER APPRECIATION**

1. Recognize teachers' birthdays.

2. Shall organize activities and teacher treats from the PTO in the teachers/staff boxes during Teacher Appreciation Week and teacher appreciation cart. May also solicit other businesses, parents, groups, etc. to provide special items for the teachers and staff during this week.

## **TEACHER LUNCHEONS**

1. The Teacher Luncheon Chair, along with the PTO President and school administration shall coordinate teacher/staff luncheons, which shall include, but not be limited to the following:
  - Work with the PTO President and school administration to set the dates for the luncheons, groups sponsoring the luncheons, and types of luncheons that will be held during the school year.
  - Work with the Hospitality Manager to supply paper products purchased from budget .
  - Provide themed decorations for the teachers' lounge.
  - Provide the cafeteria manager with a copy of the teacher luncheon schedule and post a schedule in the teachers lounges.
  - Provide the PTO Publicity Manager with materials to publicize luncheons and links to secure food items needed.
  - Provide the Publicity Manager with pictures after each luncheon to share along with a note of "thanks" to families participating.
2. The Teacher Luncheon Chair shall coordinate the Faculty Luncheon held in August during the week before school starts, which shall include, but not be limited to the following:
  - Work with the Hospitality Manager to provide paper products
  - Decorate cafeteria tables and reception tables
  - Enlist board members to bring food
  - Enlist board members to attend the luncheon to meet the teachers/faculty and to help with set-up, serving, and clean-up.

## **SPECIAL COMMITTEES:**

Special committees may be formed throughout the year by the Board of Managers as deemed necessary to promote the objectives and carry out the work of the Organization. Chairpersons shall be appointed by the Board of Managers and shall work under the supervision of an elected Board of Managers member.

If a report needs to be given to the Board of Managers, the chairpersons should contact the President at least (2) days prior to a Board meeting in order to be added to the agenda. As a Special Committee is created and appointed for a special purpose, it automatically goes out of existence when its work is done, and its final report is received.

All Special Committees are automatically disbanded at the end of the school year.

## **AD-HOC COMMITTEES:**

Ad-Hoc committees are appointed to serve in a particular capacity and cease to exist after reporting to the Assembly. They are established to expedite the business of the Organization. Every year the Board will establish the Ad-Hoc committees discussed below. Additional Ad-Hoc committees can be established as needed. These are listed as an aid for planning purposes:

1. ***Bylaws/Standing Rules Committee*** - formed by February. The Committee shall consist of at least five (5) Board of Manager Members, including the President, Vice President, Secretary, Parliamentarian, and Past President, whose responsibility is to review the necessary criteria for Standing Rules for the incoming Board of Managers and to review the Bylaws of the Organization as needed (at least once every five (5) years). The committee compiles information and presents its recommended changes, if any, to the Board of Managers. Amendments to the Organization Bylaws may be voted on at a general membership meeting with two weeks' notice having been given. Parliamentarian shall serve as Chairman of the Bylaws Committee.
2. ***Nominating Committee*** - A Committee on Nominations shall be formed *at least* one month prior to the election of officers. The committee shall be composed of five members, one of which shall be a member at large.
  - a. The committee shall elect its own chair;
  - b. The committee shall solicit nominations from the general membership and prospective members;
  - c. The committee shall nominate an eligible person for each office to be filled and report its nominees at the annual Spring general membership meeting;
  - d. Only current and prospective members of this organization, who have signified their consent to serve if elected, shall be nominated for office; and
  - e. No member shall serve on the Nominations committee for consecutive terms.

*(see Article 8 in the Riverdale PTO Bylaws)*

3. ***Budget Committee*** - The budget committee shall:
  - a. Be a standing committee chaired by the treasurer;

- b. Consist of the president, treasurer, immediate past treasurer (if available), immediate past president (if available), the Fundraising chairs (optional), secretary, and vice president;
- c. Gather budget requests from board members and report to the board for discussion;
- d. Shall review past budgets and update current year projections based on accuracy of prior year and anticipated income and expenses for current year;
- e. Present budget for approval at the August general membership meeting; and
- f. Reconvene as necessary to make budget amendments and recommendations.

*(See Article 7 Section 3)*

- 4. ***Audit Committee*** – Formed at the April Board meeting. Shall audit the financial records for the fiscal year, complete the report by July 31, and prepare a report to be presented at the first general meeting of the new fiscal year, usually in August. Shall complete and sign all necessary forms required by the School Support Organization Act, Germantown Municipal Council PTO and GMSD. Shall immediately report to the President any actions necessary to maintain compliance with PTO rules, Bylaws and procedures, any applicable laws, and applicable insurance requirements. Shall consist of three members who do not have signatory powers for checks during which time the audit takes place including at least one board member.

**DATE APPROVED:** \_\_\_\_\_