

**London Towne Elementary School
PARENT-TEACHER ASSOCIATION
LOCAL UNIT STANDING RULES
Cover Sheet**

Effective date of last amendment: September 28, 2011

Date last approved by general membership: September 28, 2011

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ARTICLE I: NAME

The name of this association is the London Towne Elementary School (LTES) Parent-Teacher Association (PTA) located in Centreville, Virginia. It is a local PTA organized under the authority of the Virginia Congress of Parents and Teachers (the Virginia PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

ARTICLE II: PURPOSES

Section 1. As stated in the adopted bylaws, the purposes of the LTES PTA, in common with those of the Virginia PTA and the National PTA, are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship;
- b. To raise the standards of home life;
- c. To secure adequate laws for the care and protection of children and youth;
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth; and
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Section 2. As stated in the adopted bylaws, the purposes of the Virginia PTA, the National PTA and the LTES PTA are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article IV of the adopted bylaws as well as the standing rules set forth herein in Article IV.

Section 3. As stated in the adopted bylaws, the organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future federal tax code (hereinafter "Internal Revenue Code").

**ARTICLE III: RELATIONSHIP OF THE LOCAL UNIT STANDING RULES WITH
THE LOCAL UNIT BYLAWS AND PROCEDURE BOOK**

Section 1. Standing rules shall not be in conflict with the bylaws of the local unit, National PTA Virginia PTA.

Section 2. Local unit bylaws shall supercede all standing rules and other procedures. Standing rules are the operating procedures the local unit uses to administer its affairs under the provisions of the bylaws. Standing rules are adopted to supplement and interpret the policies and procedures stated in the bylaws of the local unit, Fairfax County Council of PTAs, Virginia PTA, or National PTA. A procedure book is a tool that helps the local unit officers and committee chairmen run a successful organization and pass on information for future leaders.

Section 3. Any standing rules adopted by the general membership and in force shall serve to supplement and further interpret the governance and enforcement of the local unit bylaws. Strict adherence to adopted bylaws and standing rules is required.

Section 4. Additional content and materials related to standing rules and a procedure book should be referenced and applied using the Virginia PTA “Local Unit Resource Guide” website at http://vapta.org/library-forms-a-documents/cat_view/85-local-unit-resource-guide-lurg.html.

Section 5. Should dissolution of the local unit occur under bylaws Article V, Section 18, these standing rules and any related procedures, in their entirety, shall involuntarily terminate.

ARTICLE IV: STANDING RULES

The following are the standing rules of the LTES PTA incorporating by reference the adopted bylaws of the local unit and those bylaws of the Virginia PTA and the National PTA:

Section 1. Membership Dues

- a. The annual membership year shall commence on July 1 and end the following June 30.
- b. As per the local unit bylaws Article V, Section 17 and Article VII, Section 8, each member of a local unit shall pay annual dues to the association as approved by a two-thirds (2/3) vote of members present and voting after having been given at least thirty (30) days written notice.
- c. The annual membership dues for this local unit shall be ten dollars (\$10.00) per person and five dollars (\$5.00) for school faculty and staff. This amount includes \$2.75 in Virginia PTA dues and \$0.25 in Fairfax County Council of PTAs dues.
- d. Annual membership dues may not be changed more than once per membership year.
- e. In accordance with the local unit bylaws, only members whose individual dues are paid to this association for the current fiscal year shall be eligible to hold office, to serve on the executive committee, the executive board, a standing or special committee or to serve as a delegate to the council or district.

Section 2. Executive Board Ways and Means

- a. Executive Board meetings shall be held at least seven (7) times during the school year.
- b. The President will serve as the chairperson of the board and all members are expected to attend all meetings. A quorum of the board members is required to conduct board business (which should typically represent no less than five (5) executive board members). Voting on board matters may be by voice vote of the represented quorum.
- c. In accordance with the local unit bylaws and as necessary, the board shall:
 1. Approve structure, chairmanship appointments, and plans of work for standing and special/working committees;
 2. Present a report at the regular meetings of the association;

3. Obtain general membership approval for any changes to the adopted budget over three hundred dollars (\$300.00); and
 4. Select an auditing committee or professional auditor.
- d. As per Article V, Section 3, herein, these standing rules shall be read and approved at the first local unit Executive Board meeting each membership year and may be read by request at any meeting or shall be available for reading.
 - e. All Executive Board members are encouraged to seek assistance from the general membership in carrying out their duties. Further, it is advisable that board members seek out individuals that might be interested in being nominated for future board positions. The board should promote good succession planning as well as a strong complement of personal backgrounds and experience to serve the best interests of the PTA now and into the future.
 - f. A designated member of the Executive Board shall be appointed to maintain a procedure book and turn over all materials to the newly appointed board members within two (2) weeks following the fiscal year end.
 - g. Vacancies or repeated board member absence without reasonable excuse will invoke actions under Article IV, Section 10 of these standing rules.

Section 3. Standing Committees, Special/Working Committee, and Program/Event Structure

- a. In addition to the board and committee structure and respective duties stated in the local unit bylaws, the following standing committees, working committees, and program/event/function structure shall apply:
 1. Standing Committees –
 - a) Membership
 - b) Enrichment
 - c) Finance
 - d) Audit
 - e) Bylaws
 2. Special/Working Committees have been organized at this point.
 - a) Minority Achievement
 - b) Special Education
 - c) Grant Writing
 3. Programs/Events/Functions –
 - a) After School Program
 - b) Book Fair
 - c) Classroom Supply Grants
 - d) Family Fun Fair
 - e) Field Day
 - f) Fundraisers
 - g) Grounds Beautification
 - h) International Night
 - i) Movie Nights
 - j) Newsletter Editor
 - k) Programming (PTA meetings)
 - l) Reflections
 - m) Room Parents Program
 - n) Silent Auction/Bingo
 - o) Silent Fundraisers
 - p) Sixth Grade Party
 - q) Spirit Nights
 - r) Spirit Wear Sales

- s) Staff Appreciation
- t) Student Directory
- u) Teacher Appreciation
- v) Volleyball Game
- w) Yearbook
- x) Webmaster

Section 4. Officer and Executive Committee Ways and Means

- a. Executive Committee meetings will be held as needed throughout the school year but generally on a monthly basis for the period following the election of the officers and before the start of the new school year.
- b. The President will serve as the chairperson of the committee and all officers are expected to attend all meetings. A quorum of the committee members is recommended to conduct committee activity.
- c. The Executive Committee shall:
 - 1. Create and maintain the vision and mission statement for the local unit;
 - 2. In addition to other assigned duties, carry-on work in support of the Executive Board during the period following the election of the officers through the first general membership meeting the following fiscal year.
- d. In addition to those duties enumerated in the local unit bylaws, the following officer duties apply:
 - 1. President
 - a) Maintain a procedure book (including a current and complete job description) and turn over all materials to the newly elected officer within two (2) weeks following the fiscal year end.
 - b) At the start of the fiscal year, obtain a copy of the bank signature card and retain in the files for availability to auditors.
 - 2. First Vice President / Internal Affairs
 - a) Maintain a procedure book (including a current and complete job description) and turn over all materials to the newly elected officer within two (2) weeks following the fiscal year end.
 - 3. Second Vice President / External Affairs
 - a) Maintain a procedure book (including a current and complete job description) and turn over all materials to the newly elected officer within two (2) weeks following the fiscal year end.
 - 4. Third Vice President / Volunteer Coordination
 - a) Maintain a procedure book (including a current and complete job description) and turn over all materials to the newly elected officer within two (2) weeks following the fiscal year end.
 - 5. Secretary
 - a) Develop and distribute with reasonable notice agendas for each scheduled Executive Board and general membership meeting;
 - b) Capture and distribute within fourteen (14) days the minutes for each respective Executive Board and general membership meeting; and
 - c) Maintain a procedure book (including a current and complete job description) and turn over all materials to the newly elected officer within two (2) weeks following the fiscal year end.
 - 6. Treasurer

- a) Maintain a procedure book (including a current and complete job description) and turn over all materials to the newly elected officer within two (2) weeks following the fiscal year end.
- f. In accordance with the local unit bylaws and as necessary, this committee shall nominate standing and special/working committee chairmen and members of these respective committees.
- g. Vacancies or repeated absence without reasonable excuse will invoke actions under Article IV, Section 10 of these standing rules.

Section 5. Finance Committee Ways and Means

- a. The finance committee shall consist of a chairman (not to be the treasurer), the treasurer, and at least one (1) general member at large. A committee member shall serve as the committee secretary.
- b. Finance committee meetings will be held at least three (3) times per year.
- c. Duties of the finance committee shall be:
 - 1. To prepare the association proposed budget to be presented to the executive board for adoption;
 - 2. To propose to the executive board any changes to the adopted budget over three hundred dollars (\$300.00); and
 - 3. To ensure the timely preparation and submission of association financial reports and required filings with the Fairfax County Council of PTAs, Virginia PTA, National PTA, IRS, and other parties as necessary.
- d. Meetings of the finance committee shall be held by the call of the chairman or a majority of the finance committee, two (2) days' notice having been given. A majority of the finance committee shall constitute a quorum.
- e. A designated member of the finance committee shall be appointed to maintain a procedure book (including a current and complete job descriptions) and turn over all materials to the newly appointed committee chairperson within two (2) weeks following the fiscal year end.
- f. All members are expected to attend all meetings. A quorum of the committee members is recommended to conduct committee activity.
- g. In planning each fiscal budget as well as concluding each fiscal year, the Finance Committee shall strive to operate the local unit with a minimum contingency fund of ten thousand dollars (\$3,000.00) in the general bank account for carryover use in future fiscal years.
- h. Vacancies or repeated absence without reasonable excuse will invoke actions under Article IV, Section 10 of these standing rules.

Section 6. Standing Committee Ways and Means

- a. In accordance with the local unit bylaws, the chairman of each standing committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken, no committee decisions regarding cancellation of significant programs or events shall be made, and no significant committee announcements shall be made without prior consent of the Executive Board.
- b. Each standing committee shall consist of three (3) or more members. A committee member shall serve as the committee secretary.
- c. Where there is the potential for children being asked to sell or generate revenues for a particular program or event, committee chairs are strongly encouraged to fully inform parents of all options in lieu of children selling or generating revenues.

- d. Prior to the finance committee formulation of the local unit budget to start each fiscal year, each standing committee chairperson shall submit to the treasurer a budget based on the committee's plan of work.
- e. A designated member of each standing committee shall be appointed to maintain a procedure book (including a current and complete job descriptions) and turn over all materials to the newly appointed committee chairperson within two (2) weeks following the fiscal year end.
- f. Unless otherwise defined in the approved local unit bylaws or elsewhere in these standing rules, the standing committees shall be formulated as follows:
 - 1. Enrichment
 - a) The committee shall consist of at least one (1) member at large and one (1) member of the faculty staff.
 - b) The Second Vice-President/External Affairs shall be an ex-officio member of the committee.
 - 2. Audit
 - a) The committee shall consist of at least one (1) member with a finance or accounting background.
 - b) As per the local unit bylaws, no one with signature authority shall be a member of the committee.
 - c) Review and approve the monthly bank reconciliation performed by the Treasurer to ensure it is both accurate and timely and no items remain unreconciled.

Section 7. Special/Working Committee Ways and Means

- a. In accordance with the local unit bylaws, the chairman of each special/working committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken, no committee decisions regarding cancellation of significant programs or events shall be made, and no significant committee announcements shall be made without prior consent of the Executive Board.
- b. Prior to the finance committee formulation of the local unit budget to start each fiscal year, each special/working committee chairperson shall submit to the treasurer a budget based on the committee's plan of work.
- c. As appropriate, designated member of each special/working committee is encouraged to maintain a procedure book (including a current and complete job descriptions) and turn over all materials to the newly appointed committee chairperson within two (2) weeks following the fiscal year end.

Section 8. RESERVED: Programs/Events/Functions Ways and Means

Section 9. General Membership Ways and Means

- a. The Executive Board may not adopt or change standing rules that impact general membership meetings. The general membership adopts their meeting rules.

Section 10. Expense Reimbursement for Officers and Members

- a. Definitions
 - 1. Local Travel. Local travel includes the Northern Virginia area, specifically, Arlington, Fairfax, Prince William, Loudoun, and Fauquier counties.
 - 2. Non-Local Travel. Travel outside the areas listed above under Local Travel.

- b. Mileage. There will be no mileage reimbursement for local travel. Members may choose to track their own mileage and submit it as a charitable donation on their annual personal income tax returns. For non-local travel, mileage will be reimbursed at the current IRS rate.
- c. Tolls. There will be no tolls reimbursement for local travel. Members may choose to track their own tolls and submit it as a charitable donation on their annual personal income tax returns. For non-local travel, tolls will be reimbursed based on a toll receipt or EZ Pass invoice. Any support must clearly indicate the toll rate.
- d. Meals. When meal expenses are incurred as part of non-local travel, expenses will be reimbursed based on a submitted receipt. Alcoholic beverages will not be reimbursed.
- e. Hotel. When hotel expenses are incurred as part of non-local travel, expenses will be reimbursed based on a submitted receipt. Members are encouraged to reduce administrative costs when utilizing discounted PTA room rates and/or lower cost hotels where available. In-room computer access will be reimbursed when the member verifies that it was utilized for PTA business. Other incidentals such as in-room movies, telephone calls, etc., will not be reimbursed.

Section 11. Officer, Executive Board or Finance Committee Member Vacancies, Removal and Replacement

- a. Officer vacancies or repeated absences from scheduled Executive Committee or Executive Board meetings with proper notice will invoke local unit bylaws Article VIII, Section 5.
- b. A vacancy in the office of the treasurer will invoke local unit bylaws Article VI, Sections 3 and 4.
- c. Non-officer Executive Board vacancies or repeated absences from scheduled Executive Board meetings with proper notice will be subject to actions by the Executive Committee under local unit bylaws Article X.
- d. Non-officer committee vacancies or repeated absences from scheduled Finance Committee meetings with proper notice will be subject to actions by the Executive Committee under local unit bylaws Article X.

Section 12. Records Retention

- a. Books and records of the local unit shall be retained in accordance with practices outlined in the National PTA's "PTA Money Matters Quick-Reference Guide."
- b. To preserve records for individuals providing future services as local unit officers or committee chairmen, it is strongly recommended that each officer and committee chair utilize the local unit e-mail system for transmitting communication of a significant nature.

ARTICLE V: STANDING RULE ADOPTION AND AMENDMENT, SUPSPENSION OR RESCISSION

Section 1. A standing rule may be adopted without notice at any time by a simple majority of the members present at a general membership meeting provided a quorum has been established in accordance with the local unit bylaws. A standing rule does not require approval by the Fairfax County Council of PTAs, Virginia PTA nor National PTA. A standing rule continues in force until it is amended or rescinded in accordance with the other sections of this article.

Section 2. These standing rules may be amended, suspended (for any duration of time) or rescinded at any time by a simple majority of the members present at a general membership meeting provided prior

notice of such proposed amendments, suspension or rescissions were provided and a quorum has been established in accordance with the local unit bylaws. Absent sufficient prior notice, these standing rules may be amended, suspended (for any duration of time) or rescinded at any time by two-thirds (2/3) majority of the members present at a general membership meeting provided a quorum has been established in accordance with the local unit bylaws.

Section 3. These standing rules shall be read and approved at the first local unit Executive Board meeting each membership year and may be read by request at any meeting or shall be available for reading.