

Standing Rules of the W. T. Woodson PTSO

Approved at Feb 14, 2012, PTSO meeting

Updated May 13, 2014, PTSO meeting

1. General Membership Meetings of the W. T. Woodson (WTW) Parent-Teacher-Student Organization (PTSO)

Meetings will be held on the second Tuesday of each month from September through June, at 7:00 p.m. in the Woodson Library, unless other arrangements are made.

All Board members, officers, and chairs should attend all general membership meetings. If a chair is unable to attend, the committee report should be forwarded to the Secretary so that it can be read into the meeting's minutes.

The order of business for general membership meetings will be at the Board's discretion, but it will include approval of the minutes of the previous month's meeting, a financial report, reports from committee chairs, presentation of new business, discussion of old business, announcements, and adjournment.

Any member wishing to speak, make a motion, or enter debate must first be recognized by the chair.

2. PTSO Membership

Annual membership dues:

- \$15 per adult (non-staff)
- \$5 per adult WTW staff member
- \$5 per WTW student

Student membership and discipline issues:

- If the school suspends a student member, the student's PTSO membership is suspended automatically unless and until the school lifts the suspension.
- If the school expels a student member, the student's PTSO membership is terminated automatically unless and until the school lifts the expulsion.

3. Officers

All officers should familiarize themselves with the Bylaws and the Standing Rules. In addition to the duties specified in the Bylaws, the officers shall undertake the following tasks.

President

- Acts as liaison, or appoints a liaison, to the Parent Advisory Council, to Superintendent's and School Board meetings, and to meetings of other PTA/PTSA/PTO/PTSOs, as desirable.
- In coordination with the school, prepares the initial calendar of all major pending events and distributes to the webmaster for the PTSO web site.

First Vice President

- As Membership Chair, is responsible for execution of the duties described in Section 5, Standing Committees.
- Acts as the liaison to the Cluster III Advisory Committee and as a second liaison to the Parent Advisory Council.

Second Vice President

- In overseeing and coordinating the committees that undertake fund-raising, reviews contracts and forwards them to the President for signature; gathers information and establishes a file on potential fund-raisers; and reviews fund-raisers to ensure all legal and ethical requirements are met.
- Acts as a liaison to the Woodson Pyramid.

Secretary

- Prepares notices to be placed on the PTSO web site.
- Accepts, stores, and reissues all procedural binders maintained by liaisons and committee chairs for safe keeping in the event of a vacancy.
- Acts as the PTSO point of contact for program presenters at General Membership Meetings, sending confirmation messages, arranging for necessary equipment, and sending thank you notes.
- Prepares meeting agendas and minutes. Within one week after a meeting of the officers or a General Membership meeting, submits (a) drafts of the meeting's minutes to the officers for review and (b) the approved minutes for the previous meeting to the webmaster for posting on the PTSO's website. Approximately one week before a General Membership meeting, sends the draft minutes from the previous meeting and the agenda for the upcoming meeting to all officers, committee chairs, and liaisons.
- Prepares the Teacher of the Year certificate, obtaining the necessary signatures, framing it, and delivering it to the WTW administration for presentation at graduation.

Treasurer

- Reviews PTSO Conflict of Interest Policy, Bylaws, and IRS regulations to ensure the PTSO operates in a manner consistent with its charitable

purposes and does not engage in activities that could jeopardize its tax-exempt status.

- Chairs the budget committee, which is comprised of the president/president-elect, vice presidents, and other members as appointed by the president. Develops the annual budget and presents it for approval at the September General Membership meeting.
- Remains on call during annual audit.

At the end of an officer's term(s), all official correspondence and documents collected during that individual's term(s) as the officer and officer-elect are given to the Secretary for archive. The officers may keep copies of such documents as desired, but all documents should be given to the officers' successors.

4. Standing Committees

PTSO committees are under the insurance, banking and tax umbrellas of the PTSO and are required to comply fully with the Articles of Incorporation, Bylaws, and Conflict of Interest Policy.

Duties of committee chairs include but are not limited to the following:

- Maintain a procedure book, which the chairperson is responsible for keeping updated and for turning it over to her or his successor at the end of the term of office.
- Provide articles and announcements for distribution via the PTSO's communication vehicles—WEMail, newsletter, and web site.
- Develop and share with the board a work plan that includes the committee's name; its members' names, positions, and contact information; its goals; its funding requests, when known; and planned fund-raisers, when known.
- Vote only once at a General Membership meeting, even though the chair might hold more than one position for the PTSO.

Funding.

Committee Chairs:

- Submit requests for funding in August to be considered in the budget approval process at the first General Membership meeting of the school year.
- Make subsequent funding requests in advance.
- Clear all fund-raising ideas with the PTSO Board, which will coordinate the activity and its timing with other WTW groups.
- *With the exception of Cavalier Cruise and Scrip*, no other committee or liaison may obligate or commit PTSO funds in excess of \$300 without the PTSO Board's specific advance approval. Documents At the end of a chairperson's terms, all official correspondence and documents collected

during their terms are given to the Secretary for archive. Chairpersons may keep copies of such documents as desired, but all documents should be given to their successors for the continued functioning of their committees.

5. Teacher Representative to Board—If a teacher does not volunteer to serve as a representative to the PTSO, the principal may request a teacher to serve as the teacher/staff representative with voting privileges. The teacher must be a PTSO member.

6. Student Representative(s) to Board—Students must be PTSO members.

7. Elections

The Nominating Committee, selected no later than March by the General Membership from among volunteers, nominates an eligible person for each officer's and chairperson's position for the next year to the extent that volunteers are available.

The slate—Only those persons who have signified their consent to serve if elected may be nominated for or elected to such office. If more than one person is interested in a position, the committee lists each interested and eligible candidate and includes a hundred-word (or fewer) statement from each candidate to be presented to the General Membership. Reports electronically the slate of nominees to the board no fewer than seven (7) days prior to the April General Membership meeting, and presents the slate at the April meeting. The slate is voted upon at the penultimate meeting scheduled for the school year (usually May).

Voting—If the slate contains more than one name for any position, the vote is held by secret (paper) ballot, and the Nominating Committee, assisted by the Principal or his or her representative, will count the ballots. A majority vote of those voting determines the winner. If multiple members are running for the same office and no one member wins a majority vote, the two candidates winning the most votes will have a run-off election between them. If the slate does not have more than one name for any position, voting is made by voice vote.

8. Liaisons to Other Groups

Liaisons to other committees and organizations shall be assigned by the President from among current PTSO members. In order to understand the PTSO and present information to both groups, such liaisons are expected to attend both regular PTSO meetings and the meetings of the other group on a regular basis. If a liaison is unable to attend a meeting of the other group, the liaison should first try to find an alternate from among the officers and committee chairs, but failing that, will notify the Secretary as soon as possible.

When acting as the PTSO liaison to another group, the liaisons are expected not to advocate just for their own child(ren) or present their personal views; rather, they should present the viewpoint of the PTSO. When a liaison is presenting a personal opinion, or acting in a role other than as the PTSO rep, that fact is to be made clear to the other group. Liaisons will transmit to the PTSO President, Vice Presidents, and Secretary a summary of information presented at the meetings at which they represent the PTSO within forty- eight (48) hours of the meeting. The summary should include recommended actions by the PTSO. For example: no action required; put information in the newsletter; submit information for the WEMail; send urgent information in a special e-mail to the PTSO membership list; or add as a topic on which the General Membership should discuss, debate, and possibly take an official position, as described in the Bylaws, at the next General Membership meeting.

Committees to which the PTSO currently sends liaisons are: Cluster III Advisory Committee (PTSO President or First Vice President), Parent Advisory Council (PTSO President or First Vice President), and Woodson Pyramid functions.

9. Representatives from Other Groups

Committees and organizations that are independent of the PTSO are neither restricted nor covered by the PTSO Bylaws, insurance, banking, and tax provisions.

Committees and organization that send representatives to the PTSO include: Athletic Boosters, Band Patrons, Chorus, Crew, DECA, Drama, ESOL, Frost-Woodson, Orchestra, Principal and other staff as designated by the school, and student representatives.

In order to understand the PTSO and present information to both groups, such representatives are requested to attend both regular PTSO meetings and the meetings of their home group on a regular basis. If a rep is unable to attend a meeting of the PTSO, the rep is requested to try to find an alternate from his or her group to attend the meeting.

Representatives are encouraged to present information from their home groups at PTSO meetings and are encouraged to transmit information about their groups to the PTSO Communications committee for wide distribution to most WTW families. Such information should be sent to either the WEMail Editor for transitory information or to the Newsletter Editor if the information is of long-term interest.

Representatives are requested to have in place methods to transmit time-sensitive information from the PTSO throughout their home group. All requests for funding from a non-PTSO group shall be submitted to the PTSO for considerations as a Funding Request. At PTSO meetings, representatives are expected not to advocate just for their own child(ren) or present their personal views; rather, they should present the viewpoint of the groups that designate them as liaisons. If it is necessary and

appropriate for a representative to present a personal opinion, that fact is to be stated to the PTSO meeting.

Representatives may but do not have to be PTSO members. Those who are not members may not vote at PTSO meetings.

10. PTSO Teacher of the Year Selection

The Student Leadership Class submits twelve (12) teachers for the award based on the following criteria:

- Instills in the students a desire to learn and achieve
- Understands the individual needs of students, encourages their talents, and fosters their self-esteem
- Demonstrates a thorough knowledge of the subject matter and the ability to share it effectively with students
- Fosters cooperative relationships with colleagues and the community
- Demonstrates outstanding leadership

The Leadership Class sponsor forwards the list to the PTSO, which in turn forwards the information to the Principal. The WTW faculty then selects three (3) nominees from the list. The WTW faculty may also nominate two (2) additional teachers, for a total of five (5) nominees.

The Principal presents the slate at the General Membership meeting for a vote. The winner gets the majority vote. A certificate, signed by the Principal and the PTSO President, is framed and presented at the graduation ceremony in June.