

RIVERDALE SCHOOL PTO STANDING RULES 2018-2019

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. Seven days’ notice shall be given to the membership of any change of date.
3. Twenty members shall constitute a quorum for the transaction of business at the General Membership Meetings. Voting by proxy is prohibited.
4. 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.
5. 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. Eight members shall constitute a quorum 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, 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. 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.
6. 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.
7. 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 and activities including, but not limited to:

- a. **Meet the Teacher:** Schedule and activities are the responsibility of the school. Board members and additional PTO members are needed to assist throughout the day with greeting parents and promoting the school and the PTO.
 - b. **Riverdale Back-to-School Faculty Luncheon:** Held the week prior to school starting. Board members provide the food for the faculty luncheon. They also help setup, serve and cleanup. During the luncheon, the board members and new teachers/staff are introduced.
8. Board members shall maintain compliance with the School Support Organization Financial Accountability Act reports that pertain to their areas and responsibilities, and turn in the reports to the Riverdale PTO President. Membership, which is due in to the Germantown Municipal PTO Council 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 that the Treasurer is 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 Germantown Municipal Council PTOP and GMSD Chief Financial Officer.
6. Non-budgeted expenditures not to exceed \$50 made on behalf of the PTO will only be reimbursed with prior approval of either the President or Treasurer.
7. Administration, faculty, and staff of Riverdale Elementary 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. *Once the Riverdale School PTO Tax Exempt Number is obtained*, expenditures made on behalf of the Riverdale Elementary 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.
10. All funds received through PTO must be for PTO purpose and documented in the budget and financial reports.

OFFICERS OF THE BOARD OF MANAGERS

In addition to the duties described in the Organization 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 maintain individual folders designated for each officer and manager to receive mail at the school's faculty and staff mailboxes. These folders shall be kept in the mail slot designated for the PTO.
10. Shall complete and submit all School Support Organization Financial Accountability Act (SSO) reports filed by July 31 each year.
11. Shall update the tax exempt form every physical year by visiting the Revenue Department at 3150 Appling Road.
12. 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 Life Achievement/Founders Day 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 who award outstanding teachers and shall communicate to the board about information regarding teacher recognition.
7. Shall be responsible for maintaining the PTO bulletin board located in the hallway outside the school office.
8. 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 obtain a current membership list dated December 1 and May 1, 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 sign-in sheets in order to keep a record of attendance at all board meetings and general meetings and notify the president when a member has missed two meetings.
10. Shall perform such other duties as may be delegated by the President.
11. 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 (including, but not limited to: Bonding Insurance, Officers and Liability Insurance).

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 1.
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 provide a monthly bank statement to the principal and work with the school financial secretary as needed.
15. Shall provide 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 perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the Organization.

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.

POSITIONS ON THE BOARD OF MANAGERS:

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 organize school-wide art contests, along with art teachers, providing awards.
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 perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the Organization.

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. Shall set up a table at Meet the Teacher and Volunteer Fair to share information and promote family involvement.
3. Shall maintain a database of volunteer lists. Individual volunteer lists shall be distributed to the appropriate groups and updated as additional forms are received.

4. Shall promote family involvement at school activities and PTO activities.
5. Shall find additional ways to educate and encourage parents about family involvement.
6. Shall oversee the PTO Student Directory.
7. Shall perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the Organization.

HEALTH & SAFETY

1. Shall work with another individual or a committee as needed to promote health and safety at the school and to accomplish the responsibilities of the Health and Safety Manager.
2. Shall work with the health room staff to assist with the purchase of items within the PTO budget.
3. Shall receive a list of parent volunteers who are interested in helping in the health room from the Family Involvement Manager and shall recruit parent volunteers to help in the health room.
4. Shall schedule and maintain a monthly Volunteer Calendar for the health room.
5. Shall organize a health room orientation and provide information packets for health room volunteers.
6. Shall organize Walk to School.
7. Shall perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the Organization.

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 Parent Brunch 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.

Teacher Luncheons:

1. The Teacher Luncheon Chair shall be the Hospitality Manager or someone appointed by the Hospitality Manager.
2. The Teacher Luncheon Chair shall coordinate teacher/staff luncheons, which shall include, but not be limited to the following:
 - Work with the Hospitality Manager and the Classroom Coordinator Manager 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' lounge
3. 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.

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 includes, but are not limited to:
 - Set-up for the reception which is held in the school cafeteria 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 and the principal.
- Provide corsages/boutonnieres for teachers and speakers.

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 assist the Librarian with shelving of books.
4. Shall decorate the library bulletin board at least once every nine weeks.
5. Shall help the Librarian organize and set up the annual Book Fair and secure volunteers to work at the Book Fair.
6. Shall assist the Librarian with scheduling and hosting author visits and other library-related programs and events.
7. Shall be responsible for the Library Birthday Book Club which includes, but is not limited to:
 - Sending out a “Birthday Club” letter to each student in the school during the month of his/her birthday
 - Coordinating with the librarian to create a birthday gift for each student who makes a donation to the library in honor of his/her birthday
8. Shall work with the Accelerated Reader Manager as needed.
9. Shall perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the Organization.

BOX TOPS

1. Shall coordinate the communication, volunteers and prizes for Box Tops for Education.

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 PTSA 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 appoint an AR communications and reports chair
 6. Shall perform such other duties as may be prescribed in the local PTO Bylaws as well as duties deemed necessary by the Organization.

Accelerated Reader Communications and Reporting:

1. The AR Communications and Reporting Chair shall be the Accelerated Reader Manager or someone appointed by the Acceleration Reader Manager
2. The AR Communications and Reporting Chair shall coordinate all of the communications and reports associated with the AR program.

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.

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, and GMC PTO Membership Chair.
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.

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.

CLASSROOM COORDINATORS

1. Shall establish and work with an individual or a committee, 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. There are four (4) parties in grades K-4 (Harvest, Holiday, Valentine, Year-End). There are two (2) parties in grades 5-8 (Holiday & Year-End).
 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.

WAYS and MEANS

1. The purpose of the PTO fundraising is to raise enough monies 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 for the Fall Fundraising Chair and Spring Fundraising Chair or work with a Fall Fundraising Committee and Spring Fundraising Committee as needed to organize and run the Riverdale School PTO 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.

Fall Fundraising Committee

1. The Fall Fundraising Committee Chair shall be the Ways and Means Manager or someone appointed by the Ways and Means Manager.
2. 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.
3. The Fall Fundraising Committee Chair and Committee shall develop, plan, and execute a fundraising event or donation drive that will take place between August and December.
4. 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.

Spring Fundraising Committee

1. The Spring Fundraising Committee Chair shall be the Ways and Means Manager or someone appointed by the Ways and Means Manager.
2. 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.
3. The Spring Fundraising Committee Chair and Committee shall develop, plan and execute a fundraising event or donation drive to take place between January and May.
4. 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

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.

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.

LOST AND FOUND

1. Shall maintain the lost and found items.
2. Shall try to locate the owner of the items.
3. Shall check lost and found weekly and keep area neat and tidy.
4. Shall seek out first guidance counselors and then local charities to donate unclaimed items with at least one week prior notice given to parents and students. Unclaimed items should be donated every month.

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.

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.

NEW PARENT 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.

ARTSONIA

1. Shall work with art teachers in the administration of Artsonia.
2. Shall coordinate volunteers and train them to take pictures and upload artwork.
3. Shall maintain a schedule of volunteers for Artsonia.
4. Shall assist art teachers in publicizing Arstonia.

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), and the Ways & Means chairs (optional);
 - 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 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: _____