

Charles A. Lindbergh Elementary PTA Code of Conduct

Participation as a volunteer in the activities of the Charles A. Lindbergh Elementary PTA (including all leadership roles) is subject to the observance of this Code of Conduct. The Lindbergh PTA believes that participation in the PTA is an important and integral part of the total school program.

MISSION STATEMENT

The Lindbergh PTA is a nonprofit association of parents, educators, and community members working together to promote a quality education and positive learning environment for every child. The Lindbergh PTA will help facilitate and provide leadership in the areas of parent communication, student enrichment, classroom support, and family-centered events.

RELATIONSHIP WITH OUR SCHOOL

Lindbergh PTA partners with our school's staff and administrators to achieve many of the PTA's goals. When PTA volunteers are present at school, they are guests of the school and must adhere to all school policies and procedures, including Dearborn Public School District's volunteer screening process (iCHAT). PTA volunteers must work cooperatively with and under the direction of staff and administrators, particularly when present in the classroom.

BEHAVIOR EXPECTATIONS

Lindbergh PTA is an all-volunteer organization. Despite this, it is considered a business due to its organization as a corporation and its status as a 501(c)(3) nonprofit organization. As such, all PTA Board members, program chairs, and volunteers will conduct themselves in a professional manner. We will use good judgment, be accountable for our actions, and conduct ourselves with integrity. When interacting with staff, students, and other volunteers, we will demonstrate these core ethical values: trust, respect, responsibility, fairness, caring, teamwork, and hard work.

PTA volunteers/members can demonstrate these values by following these simple expectations:

1. PTA volunteers/members are expected to treat others with dignity and respect. As members of the PTA our behavior is a reflection of the PTA and our school community.
2. PTA volunteers/members are expected to learn how they can best serve the activity for which they have volunteered, and commit to doing only what they can actually fulfill. If at any time you feel unable to fulfill your commitment, promptly notify the chair or any PTA Board member.
3. PTA volunteers/members shall not take advantage of their relationship with staff or students for personal gain.
4. PTA volunteers/members will actively promote the good health and wellbeing of staff and students.
5. PTA volunteers/members are to be fair and will not show preferential treatment in their volunteer roles.
6. PTA volunteers/members will be faithful to the educational and character-development (Leader in Me) goals of the school and ensure that these objectives are not compromised.
7. PTA volunteers/members shall not, in the performance of their duties, by words or conduct, demonstrate prejudice or bias based on race, sex, religion, age, disability, national origin, or sexual orientation, and will not allow members of their committee or those under their influence to do so.

PTA GENERAL MEETINGS

The Lindbergh PTA holds monthly meetings to review and approve minutes, review the financials, hear guest speakers, address new and old business, and hear committee updates from the various chairpeople or their representative. In no way will disruptive behavior be tolerated. It is not the place to discuss grievances. Members will be called out of order if their comments or input is contrary to what is on the agenda and the meeting will continue as scheduled. Please see "Meeting Code of Conduct" on the following page for additional details.

ETHICAL CONCERNS AND CONFLICT RESOLUTION

All PTA members and volunteers should feel comfortable to share their opinion, particularly with respect to ethical concerns and conflicts. If you feel a person or an activity you are involved with is not honoring this code, it is important for you to address your grievances with the other party, or with the appropriate PTA chairperson, President, or Board member. Lindbergh PTA will not tolerate harassment, physical threats, public slander, or any of the like, in any form. If the PTA Board recognizes a problem emerging, we will follow the process outlined in the Michigan PTA Conflict Resolution Procedures. Likewise, if any inappropriate behavior or incident occurs at a PTA sponsored event, please report it immediately to the Lindbergh PTA President.

Under no circumstances is rude or uncooperative behavior acceptable in PTA activities or meetings, whether with fellow PTA members or school staff. Reports of such behavior from school staff, students, or other volunteers may result in losing the privilege of serving on a committee and attending meetings.

Sincere and good faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the wellbeing of the dynamic relationships with our staff and students.

Charles A. Lindbergh Elementary PTA Meeting Code of Conduct

1) *We will do our best to follow the agenda in a timely manner.*

- If you have an item you would like added to the meeting agenda, it is best to let the President know prior to the meeting.
- If an item needs to be tabled to a later time, we will proceed with the rest of the agenda as presented.

2) *We will do our best to make meetings as productive and efficient as possible.*

- Each chair will have 5 minutes for their presentation, unless previously arranged with the President.
- Each speaker will have no more than 2 minutes to discuss a topic.
- New business items will be given no more than 10 minutes for discussion. If it is a critical item, it should be brought to the President's attention prior to the meeting. If it requires further discussion, it will be postponed until the following meeting.

3) *Motions should be made as follows:*

- "I move to ..."
- Motions must be seconded or the topic is considered off the table.
- If a motion needs to be amended, it should be stated as "I move to amend the motion... to add/subtract..."
- Amended motions must be seconded as well.

4) *Everyone will be heard.*

- Only one person should be speaking at a time. Please get the attention of the chair to be called on to hold the floor.
- Out of courtesy to those who are speaking, please do not conduct sidebar conversations.

During each meeting, the PTA President (or their appointee) will strive to maintain order at all times by adhering to this Meeting Code of Conduct.