

Wake Forest Elementary GT Magnet PTA
STANDING RULES
2007 - 2008

GENERAL INFORMATION:

The Mission of the PTA:

- To support and speak on behalf of children and youth in the schools and before governmental agencies and other organizations that make decisions affecting children
- To assist parents in developing skills they need to raise and protect their children.
- To encourage parent and public involvement in the schools of this nation.

The Wake Forest Elementary (WFE) PTA School Bylaws are the legal governing document of the WFE PTA.

The WFE PTA Bylaws take precedence over Standing Rules.

These Standing Rules have been established to outline the operations, procedures and general conduct of the organization with specific details that are not included in the Bylaws of the elected officers, committee chairs and committee members of the WFE PTA. This document sites Wake Forest Elementary School PTA Bylaws, NC PTA 'Dollars and Sense', and Robert's Rules of Order.

Each officer and committee chairperson term begins July 1st and ends the following June 30th. (See PTA Bylaws: Article XIV)

All officers and committee chairs recruit, train and coordinate volunteers to help them meet their goals. All officers and committee chairs report regularly to the WFE PTA Board and General Membership about their activities and keep the PTA President informed of all activities on an on-going basis and building administrators.

Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President or incoming replacement, without delay, all records, books, and other materials pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to the office. Replacement is deferred to Robert's Rules.

Any PTA officer or committee chair may attend full meetings of the Wake County PTA Council (4 times per year) or the North Carolina PTA Convention in April/May. All PTA officers and committee chairs are eligible to subscribe to the PTA Council's Electronic Forum, an email newsletter, to receive up-to-date information on Wake County PTA events and issues.

Attendance at leadership training opportunities, such as NC PTA's Leadership Training in July-September and PTA Council's Great Expectations Conference in October, are recommended for all active PTA leaders.

These Standing Rules are adopted as an ordinary motion by a majority vote and may be amended by a two-thirds vote at an Executive Board meeting with 10 days notice being given.

The general order of business at PTA meetings shall be as follows:

1. Call meeting to order—welcome and thanks
2. Minutes of previous meeting (read or distribute copies); motion to accept into record
3. President's Report
4. Principal's Report
5. Officer and Committee Reports
6. Unfinished Business
7. New Business
8. Announcements
9. Adjourn Meeting

PTA Executive Board (EB)

PTA Executive Board includes: elected officers from the May General Meeting during the previous school year, the Principal (not elected), and the Parliamentarian (appointed). (See Bylaws: Article VIII). In an effort to maintain the WFE PTA as a separate, yet linked, entity of Wake Forest Elementary School, EB members (excluding the Principal) shall not be allowed to be staff members of Wake Forest Elementary School. Should they become a staff member of Wake Forest Elementary School during their term on the EB, their EB position is immediately vacated. Resignation must be submitted within 30 days of hire.

PTA Panel

The PTA Panel includes appointed PTA members in charge of specific areas as deemed necessary by the EB.

PTA Board

The PTA Board includes: all Executive Board and PTA Panel positions.

PTA General Members

PTA General Members include all members who have registered and paid annual PTA membership dues.

Meetings

The meetings of the PTA Executive Board of the WFE PTA shall be held as needed.

The meetings of the PTA Board of the WFE PTA shall be held on the third Thursday of August, October, December, February and April.

The PTA General Membership meetings of the WFE PTA shall be held during the months of September, November, March and May. (See Bylaws: Article XI).

The General Membership Annual Meeting shall be in May. The Annual Meeting is the last general membership meeting of the school year and the officers' and standing committees' annual reports are given and officers are elected (See Bylaws: Article VI and Article XI).

All PTA Board members shall adhere to the following Code of Conduct:

Code of Conduct

1. WFE PTA Board Members will inspire others to recognize their own worth and potential. They will:
 - Empower others to lead
 - Foster support for continuous learning through supportive partnerships
 - Lead by example
 - Maintain professional relationships which are free from vindictiveness, intimidation, insubordination, and abusive behaviors
 - Provide a culture of high expectations for all members
2. WFE PTA Board Members will value all members and partners by displaying respect, fairness, honesty, integrity and support.
 - Ensure all board members and individual units receive directions and support
 - Value contributions of others and avoid preferential treatment
 - Promote collegiality and recognize individual achievements
 - Work cohesively to gather and balance the input of all members and partners regarding decisions affecting the school
 - Respect, value and embrace the culture of diverse school communities
 - Nurture an atmosphere of trust and openness
 - Recognize and value the strength and abilities of all board members and partners and encourage and support their growth and leadership
 - Support and serve on committees to achieve PTA and school goals
3. WFE PTA Board Members will make meaningful changes to improve services and processes
 - Inspire a shared vision
 - Encourage and facilitate teamwork and collaboration
 - Nurture, protect and model effective practices
 - Initiate change when areas for improvement are identified by the board
 - Evaluate the impact of change
4. WFE PTA Board Members will use measurement and analysis of performance to make decisions about key processes.
 - Organize and present information in a way that honestly conveys positive and negative results from key processes, forums, and events.
 - Perform evaluations without personal bias
5. WFE PTA Board Members will recognize their responsibility to the individual PTA local units, partners, students, North Carolina PTA and Wake_County PTA Council, and school.
 - Follow the rules, regulations and procedures set forth by the Wake County Public School System and Wake Forest Elementary School administrations and defer to appropriate personnel in the school responsible for maintaining those rules, regulations and procedures.
 - Apply and enforce all rules and regulations impartially and consistently
 - Serve as a positive role model
 - Demonstrate high standards of personal character
 - Do not engage in activities that violate North Carolina PTA, Wake County PTA Council, WFE PTA, Wake County School's policies.
 - Find opportunities for personal service and encourage others to serve the community through volunteerism and financial support of projects
 - Make decisions that are not influenced by race, gender, or appearance
 - Make decisions that are not based on personal gain

6. WFE PTA will create value by focusing on results.
 - Guide and stimulate continuous improvement through dissemination of information to board members, partners and units.
 - Expect and model respect for all
 - Promote working relationships between the PTA, members, students, and school administration
7. WFE PTA Board Members will understand how they contribute to the success of the school and will work to align their strategies to support and enhance the work of all.
 - Support the PTA mission in both words and actions
 - Work in cooperation with other board members to achieve goals
 - Share best practices with others
 - Refrain from language that does not support the PTA councils, units, partners, students, staff and administration of Wake County School System.
 - Work to solve problems without assigning blame to others

PRESIDENT

1. The President shall be an ex-officio member of all committees except the Nominating Committee
2. Provides leadership for promoting the National PTA mission and objectives.
3. Presides at all meetings of the association, executive board, and PTA Board.
4. Be familiar with Roberts Rules of Order.
5. Performs duties as may be prescribed in WFE PTA Bylaws and Standing Rules, or as assigned by the association.
6. Keeps a current copy of bylaws, standing rules and budget.
7. Coordinate the updating of the constitution and bylaws as required. (On current copy of bylaws, in upper right hand corner, there is a box that contains the official NC PTA stamp with the date the bylaws were approved and the renewal date. The bylaws are valid only when the official NC PTA stamp is present.)
8. Ensures that all officers and committee chairs adhere to the WFE PTA Bylaws and Standing Rules, conduct their position in a manner consistent with the National PTA and North Carolina PTA goals and objectives as well as the PTA unit goals and mission statement, and consistent with rules, regulations and objectives of Wake Forest Elementary and Wake County School System.
9. Coordinates the officers, committees, and all activities for WFE PTA, in conjunction with the goals and objectives of administration and faculty of WFE.
10. Meets with school Principal on a monthly basis from the date of taking office.
11. Attends as many WFE PTA events and activities as possible. Arranges for other members of Executive Board to attend and represent President as necessary.
12. Submits "President's Message" to Newsletter Chair for WFE PTA Newsletter. Works with Newsletter Chair to ensure newsletter and web site contains important events and issues.
13. Submits "PTA President's Letter" to school administration for the WFE School Handbook, for the "Welcome Back-to-School" letter and for all other school publications as requested by administrators.
14. Assists officers and committee chairs to understand their duties and oversee their work.
15. Attends Wake County PTA Council general membership meetings.
16. Attends leadership training sessions of North Carolina PTA and Wake County PTA Council, North Carolina PTA State Convention, and other school system and community groups as needed.

17. If approved in the PTA Budget, the President may attend the North Carolina PTA Convention (and if applicable, the National PTA Convention), with reimbursement of convention fee and lodging expenses (if necessary) from the WFE PTA.
18. Encourages other officers and chairs to attend pertinent meetings/training and to join the Wake County PTA Council Forum (list serve) to stay informed.
19. Stays in touch with Council PTA, North Carolina PTA, and National PTA via their newsletters, list serves, and web sites.
20. Informs officers, chairs and parents about important events and issues.
21. Develops, in conjunction with Principal and the Executive Board, the PTA Calendar of Events.
22. Ensures WFE PTA permanent files are maintained in a safe, locked area. Ensures that the WFE PTA complies with the Records Retention Policy. (See NC PTA Dollars & Sense Handbook)
23. Signs all contracts and agreements for WFE PTA.
24. Ensures that the WFE PTA's 501(c)(3) status is protected.
25. Ensures that the WFE PTA is a PTA unit in "Good Standing" as prescribed by NC PTA guidelines and policies.
26. Ensures North Carolina PTA and PTA Council has updated officer roster.
27. Orients the newly elected President to the President position and forwards all records and unit information in an organized fashion at completion of term along with a Year-End Officer Report.
28. Forwards to incoming President the National PTA Annual Resources CD/manual and the North Carolina PTA Resource CD, manuals, etc for the coming school year (arrives via mail to out-going President in July or August).
29. The incoming PTA President will work with the Nominating Committee and incoming Executive Committee to fill the positions of the PTA Panel for the coming school year.
30. He/she will appoint a Parliamentarian for the current year. The immediate past President has first right of refusal.
31. The President will assist the Finance Committee in the development of the budget plans.
32. The President will be a check signatory.
33. The President will coordinate the Agenda with the Recording Secretary

The President, as the presiding officer, maintains a fair and impartial position at all times and encourages members to participate. The President may vote when voting is by ballot. In other cases, the President may cast a vote to create or break a tie if the result is in the best interest of the association.

FIRST VICE PRESIDENT (MEMBERSHIP)

Recruiting families to join the WFE PTA is crucial to meeting our goals and objectives

1. Obtains, processes and distributes membership cards and envelopes from NC PTA; chooses a theme for the membership drive with PTA Board; plans and distributes teacher and staff invitations; develops and distributes flyers to parents to recruit families to join WFE PTA;
2. Sets up membership tables at events as directed by the President. Be familiar with Roberts Rules of Order.
3. Be familiar with Roberts Rules of Order.
4. Assists in the recruitment of volunteers for various PTA committees, under the direction of the appropriate WFE staff and following Wake County School System Volunteer guidelines.
5. Develops and distributes flyers to parents and submits articles to Newsletter Chair for inclusion in newsletter and web site.

6. Creates and maintains newcomer package for new families who start during the course of the year.
7. Tracks all members, submitting Membership List (and updates as necessary) to Recording Secretary and dues to the Treasurer.
8. Maintains a membership list in permanent record for the year. The First VP will provide updates to the list at each board meeting.
9. The First VP will maintain all membership records and will provide an up-to-date membership list for all EB officers at every PTA Board meeting.
10. Returns unused cards to NC PTA (March).
11. Keeps the PTA President informed of activities on an on-going basis.
12. Process and distributes teacher and staff PTA certificates.
13. Completes and files Membership Report to NC PTA. Also coordinates payment with Treasurer. Should the First VP take over the President's position for a period longer than a month, he/she can appoint an interim First VP from the PTA Board
14. The First VP is a member of the finance committee.
15. The First VP will be a check signatory.
16. Forwards all records and PTA unit information pertinent to the incoming First Vice President at the end of term.

SECOND VICE PRESIDENT (PUBLIC RELATIONS / PROGRAMS)

1. Acts as aid to the President and shall perform the duties of the President in the absence or inability of that officer to perform duties as described above.
2. Attends monthly PTA board meetings, general membership meetings, and executive Board meetings.
3. Be familiar with Roberts Rules of Order.
4. Keeps a current copy of bylaws, standing rules and budget.
5. Keeps the President informed of all activities on an on-going basis.
6. Attends leadership training sessions of North Carolina PTA and PTA Council, North Carolina PTA Convention, and other school system and community groups as needed.
7. Performs such other duties as may be delegated.
8. Coordinates with the WFE School staff for board approved and school approved programs.
9. Coordinates General Membership Meeting Programs.
10. Does Public Relations including and not limited to news media, public service announcements and other applicable educational publications.

THIRD VICE PRESIDENT (WAYS AND MEANS)

1. Co-ordinates, reviews and recommends all fundraising activities for WFE PTA as approved by the Executive Board.
2. Oversees all Ways and Means committees' activities including publicizing, organizing and executing fundraisers.
3. Keeps a current copy of bylaws, standing rules and budget. Be familiar with Roberts Rules of Order.
4. Be familiar with Roberts Rules of Order.
5. Keeps the PTA President informed of activities on an on-going basis.
6. The Third VP will closely coordinate deposits and disbursements with Treasurer.
7. He/she will notify the Corresponding Secretary about thank you cards that need to be sent.
8. The Third VP is a member of the finance committee.
9. Attends leadership training sessions of North Carolina PTA and PTA Council, North Carolina PTA Convention, and other school system and community groups as needed.
10. Forwards all records and PTA unit information pertinent to the incoming Second Vice President.

RECORDING SECRETARY

1. Records the minutes of all meetings of the WFE PTA and of the Executive Board and Committee, including names of members present at those meetings.
2. Be familiar with Roberts Rules of Order.
3. He/she assists the President with the agenda for all meetings.
4. Presents the minutes for approval at the next meeting.
5. Submits PTA meeting minutes via email to Newsletter Chair for posting on WFE PTA web site once approved by Executive Board.
6. Keeps a current copy of bylaws, standing rules and budget in binder with meeting minutes and has available for reference purposes as needed at all association meetings.
7. Distributes copy of PTA bylaws and Standing Rules to all Executive Board members.
8. Assists President in notifying parents, teachers and staff of upcoming PTA business and general membership meetings.
9. Notifies executive board and executive committee of upcoming meetings.
10. Performs such other duties as may be delegated.
11. Forwards all records and PTA unit information pertinent to the incoming Recording Secretary at the end of term.
12. Attends leadership training sessions of North Carolina and PTA Council, North Carolina PTA Convention, and other school system and community groups as needed.
13. Keeps the PTA President informed of activities on an on-going basis.

CORRESPONDING SECRETARY

1. Writes all personal correspondence from the PTA, i.e. teacher birthdays, achievements, regrets, births, deaths.
2. Writes appropriate Thank You notes and/or letters to individuals or companies who donate items or services or presents topics to WFE PTA.
3. Compiles Scrap book of year's activities as a visual record of the year's activities.
4. Be familiar with Roberts Rules of Order.
5. Performs such other duties as requested by PTA Board.
6. Forwards all records and PTA unit information pertinent to the incoming Corresponding Secretary at the end of term.

TREASURER

1. Shall have custody of all funds of the association.
2. Keeps an accurate and detailed account, in the Treasurer's permanent book, of all monies received and paid .
3. Makes disbursements as authorized by the President, executive board, or unit membership in accordance with the budget adopted by the association. Be familiar with Roberts Rules of Order.
4. Be familiar with Roberts Rules of Order.
5. Presents a financial statement at every PTA Board Meeting and at other times when requested by the executive board, and shall make a full report at the meeting at which new officers officially assume their duties.
6. Responsible for the maintenance of such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the WFE PTA, including specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the North Carolina PTA in accordance with Article IV, Section 14, of the WFE PTA Bylaws.
7. Takes custody of funds collected as State and National dues and shall be responsible for remitting such dues to the North Carolina PTA in accordance with Article V, Section 4-8, of the WFE PTA Bylaws.

8. Completes and files IRS 990 tax returns in a timely fashion and submits sales tax refund requests to the N.C. Department of Revenue.
9. Provides Certificate of Resale/Merchant's License form to Committee Chairs as necessary.
10. Keeps a current copy of bylaws, standing rules and budget.
11. Prepares all Treasurer's records for audit (See NC PTA Dollars & Sense Handbook)
12. Ensures that the accounts and financial records of the WFE PTA are examined at least annually, or upon change of officers, by an auditing committee of three members who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report (See Audit Report Form and Audit Checklist in NC PTA Dollars & Sense Handbook). The Executive Board at the May business meeting shall appoint the auditing committee.
13. Submits Audit Report to NC PTA by August 31. (See NC PTA Dollars & Sense Handbook)
14. Reconciles bank statements each month with PTA checkbook.
15. Prepares budget worksheet of past years budget information for Executive Board budget planning meeting.
16. The Treasurer will chair the Finance committee.
17. As Chair of Finance committee, the Treasurer shall prepare and submit the annual budget for EB approval at the first PTA Board meeting in August. Once approved by the EB, any further changes to the budget should be presented to the EB before being presented to the general membership.
18. As Chair of Finance Committee the Treasurer prepares proposed budget for general membership vote at first PTA Business Meeting in September.
19. Arranges for signature cards from bank and gets signatures from President, First Vice President and Treasurer as required.
20. Ensures that Check Request, invoice or appropriate receipt(s) are submitted prior to writing any disbursement check.
21. Ensures that all disbursements are included in the approved PTA Budget. Check request for non budgeted items over \$25 require approval by President or First Vice President prior to submitting
22. Ensures that all checks have two (2) authorized signatures. The President and Treasurer are the primary signatories, 1st VP can sign only in the absence of the President. Having blank checks signed is strictly prohibited.
23. Ensures that association liability and bonding insurance is paid by the end of September.
24. Follows sound money management practices as directed in NC PTA Dollars & Sense Handbook.
25. Attends monthly PTA Board Meetings, General Membership Meetings, and Executive Committee Meetings.
26. Ensures that more than one board member is present whenever the permanent books of accounts and records are viewed by anyone other than the Treasurer.
27. Attends leadership training sessions of North Carolina and PTA Council, North Carolina PTA Convention, and other school system and community groups as needed.
28. Keeps the PTA President informed of activities on an on-going basis.
29. Performs such other duties as requested by the PTA Board.
30. Forwards all records and PTA unit information, pertinent to the Treasurer position to the incoming Treasurer at the end of term.

VOLUNTEER COORDINATOR

1. Communicates in conjunction with the Executive Board, Principal, and the appropriate WFE staff, the volunteer needs of the PTA and school.
2. Develops volunteer sign-up process to encourage parents to enter into the WFE School System Volunteer Database.

3. Keeps teachers informed of approved classroom volunteers.
4. Organizes volunteers by activity and forward lists to committee chairs or maintain lists and act in conjunction with other committee chairs to recruit existing volunteers for specific activities.
5. Develops and implements new programs as directed and approved by the PTA board
6. Works closely with First Vice President to fill the volunteer needs of the school.
7. Keeps the PTA President and First VP informed of activities on an on-going basis.
8. Submits articles to the Newsletter Chair such as announcements of events and thanks for volunteer help.
9. Be familiar with Roberts Rules of Order.

PARLIAMENTARIAN

1. Will advise the presiding officer on questions of parliamentary law and matters of procedure.
2. Notifies the presiding officer when actions are out of order.
3. Only with the agreement of the presiding officer is the parliamentarian permitted to rise and explain a parliamentary point.
4. Be familiar with Roberts Rules of Order and bring a reference copy to all PTA meetings.
5. The Parliamentarian must attend all EB and PTA Board meetings.
6. He/she will offer support in obtaining bylaw amendments.

PRINCIPAL

1. Serves as liaison between the school staff and the PTA.
2. Serves in an advisory capacity to the PTA on school matters.
3. Be familiar with Roberts Rules of Order.
4. Meets with PTA President on a monthly basis.
5. Attends PTA Board meetings and general membership meetings as a voting member.
6. Sends proxy if unable to attend PTA Board meetings.
7. Keeps a current copy of bylaws, standing rules and budget.

PTA PANEL

Team leader positions of the WFE PTA may appoint a team to assist him or her, with board approval. The incoming President and Volunteer Co-ordinator work together to appoint team leaders. Teams may be created or dissolved at the discretion of the Executive Board.

Leader - 5th Grade

1. Organizes a team to plan all 5th grade activities/events.
2. Works with the Hospitality committee for the end of year graduation celebration.

Leader - AR Program

1. Responsible for the AR store including inventory and staffing.
2. The AR store will be open during a specified time each quarter for students to "spend" their points. During the last PTA meeting of the school year, the chairperson will recognize the students who achieved 100 or more points during the year.

Leader - Beautification and Grounds

1. Works to keep our school's interior and grounds maintained and works with appropriate staff on special event requests or long-term project requests.
2. Plans landscaping and beautification projects in collaboration with Executive Board, Principal and appropriate faculty;
3. Coordinates volunteers to assist with projects such as clean up days, planting seasonal flowers and maintaining flower beds.

4. Submits articles to Newsletter Chair for inclusion in newsletter and web site.
5. Keeps the PTA President and First VP informed of activities on an on-going basis.

Leader - Bingo Night

1. This person is responsible for organizing and executing bingo night which is held in late January.
2. Submits flyers to First VP for approval and distribution.
3. Works with Principal and other staff to ensure a family friendly dinner and game event.

Leader - Book Fair

1. This event is a fundraiser for the Media Center and the PTA.
2. The chairperson will be responsible for organizing, promoting and staffing each book fair.
3. There will be two book fairs each year, one in the fall and one in the spring.
4. The chairperson will work closely with the Media Specialist to coordinate each event.

Leader - Cultural Arts

1. Cultural Arts assemblies are scheduled for students periodically throughout the school year.
2. Responsibilities include: attends Cultural Arts Fair, sponsored by the United Arts Council, prior to the start of the school year and recommends artists and performers who will visit WFE during that year;
3. Works with school administration, performers and the Treasurer to arrange performances.
4. Maintains budget and coordinates compensation to performers with Treasurer
5. Keeps the PTA President and 1st VP informed of activities on an on-going basis.
6. Ensures that the Principal, PTA President or Cultural Arts Chair and performer sign all contracts.

Leader - Grade Level Grants

1. This committee is responsible for providing grant information to each grade level chair.
2. Reviews and processes the applications.
3. Once a grant is approved they will purchase and distribute approved materials.
4. The chair will submit all invoices to the Treasurer for payment.
5. Keeps PTA President and First VP informed of activities on an on-going basis.

Leader - Hospitality

1. Ensures refreshments are served at various functions through the year.
2. Event may include, but is not limited to hosting a welcome back and end of year luncheon for staff, and a Thanksgiving feast.
3. Provides a welcome gift for new teachers,
4. Observe all staff appreciation days (custodial, secretarial, etc.) throughout the year
5. Develops themes and menus for each event; send flyers to teachers and staff as necessary to inform of event; arrange for volunteers to make food for various activities or to arrange with food vendors when items are catered; arrange for volunteers for serving/hosting, set-up and clean-up as needed;
6. Submits articles to Newsletter Chair in announcement of events and thanks for volunteer help.
7. Keeps the PTA President and First VP informed of activities on an on-going basis.

Leader - Newsletter

1. Gather all WFE PTA communication (Paw Print) activities, electronic and print.
2. Publish Paw Prints quarterly.
3. The PTA President, First VP and Principal will review the draft prior to the print submission to Wake County Print Shop
4. Establishes deadline, press and distribution schedule
5. Types and lays out newsletter.
6. Assures accuracy of newsletter web site updates through a proofreading process to be determined in collaboration with the Website Manager
7. Advertises news deadlines and solicits articles from PTA officials, Principal, teachers, parents and students.
8. Keeps the PTA President and First VP informed of activities on an on-going basis

Leader - Reflections

Should the WFE PTA approve participation in the Reflection contest, we suggest the duties be included as part of the Cultural Arts Chair position.

1. Advertises annual Reflections contest and encourages students to enter.
2. Organizes the judging at WFE
3. Rewards all students who participate.
4. Prepares entries for submission and turns entries into the Wake County PTA Council Reflections Chair.
5. Handles tickets for the annual Wake County PTA Council Reflections Reception and encourages entering students and their families to attend.
6. If winner at NC PTA level, handles tickets for annual NC PTA Convention Reflections Award Luncheon and encourages students and their families to attend.
7. Keeps PTA President and First VP informed of activities on an on-going basis.

Leader - Student Directory

Providing funding is available, and appropriate board and school administration approval is received, a student directory will be provided for all WFE families during the first half of the school year at no charge.

1. Develops flyer and directory form and distributes to all students.
2. Solicits advertisements to offset costs to be pursued.
3. Establishes collection bin for returned forms.
4. Enters student information into computer, arranging by class and grade level
5. Arranges for proofreaders to assure accuracy.
6. Obtains from PTA President a President's letter, PTA Executive Board Contact List, and other information as deemed appropriate by the Executive Board.
7. Arranges for printing of directory and distributes to students, teachers and staff.
8. Reserves extra copies for administrative staff to distribute to families as new students are enrolled throughout the school year.
9. Keeps the PTA President and First VP informed of activities on an on-going basis.

Community Cares

1. This person works with the Magnet Coordinator of WFE to facilitate the displaying of our students' artwork in local area businesses.
2. Artwork should be rotated throughout the school year and collected and returned to the each student before the end of the school year.

T-Shirts

1. Organizes design or design contest for T-shirts.
2. Orders t-shirts.
3. Organizes the sale and distribution of WFE t-shirt.

Staff Rep

1. Serves as liaison between the EB, PTA Panel and Staff.
2. Attends PTA Board meetings.

Website Manager

1. Establishes deadline and posting schedule for timely website updates
2. The PTA newsletter will be available online as well as links to other important sites such as the State and National PTA websites and the Wake County Public School System website.
3. Work with the WFE staff to establish and maintain hosting services/support for WFE PTA web site
4. Keeps the PTA President and First VP informed of activities on an on-going basis.

Yearbook

1. This committee is responsible for completing all aspects of putting together a yearbook.
2. Takes pictures at various school events, gathers pictures taken by teachers and volunteers
3. Initiates sales, processes orders and distribution of yearbooks.

All elected officers and committee chairpersons shall:

1. Submit an annual report to the incoming PTA Board member by the May Transitional Board Meeting **each year**. An addendum may be submitted with additional information about your committee's activities. Maintain a current and organized notebook for your successor. Included in this should be a properties list of your committee's supplies/equipment.
2. Attend all meetings of the PTA Board. Absence from three consecutive board meetings without sufficient cause shall constitute resignation.
3. If the PTA Board member cannot attend, she/he must notify the President or First VP before the day of the meeting and submit a report in their absence.
4. Submit a Committee Plan of Work at the beginning of the school year, for approval of the PTA Executive Board, before undertaking any project.
5. All major changes in a Committee's Plan of Work (plans for activities) from the previous year(s) must be presented to the executive Board and approved before any changes may be made.
6. Follows, and is a member in good standing, the WFE PTA Bylaws, Standing Rules and conducts all activities in accordance with the PTA Mission and Objectives.
7. Prepare articles with committee information for the WFE PTA newsletter and web site. These are submitted to the Newsletter Chair. Email is the preferred method to submit these articles.
8. All PTA communications to parents and school families must be approved by the First VP PRIOR to distribution. Then, the President will pass on the communication document to Principal for approval prior to distribution to school families.
9. Check PTA mailbox.

SPECIAL COMMITTEES

Bylaws Committee

1. See PTA Bylaws Article XVI.
2. The President appoints 3-5 experienced and knowledgeable PTA members to review the current PTA bylaws for renewal or amendments.
3. Please note "Next Approval Due" date on PTA Bylaws. On current copy of bylaws, in upper right hand corner, there is a box that contains the official NC PTA stamp with the date the bylaws were approved and the renewal date. The bylaws are valid only when the official NC PTA stamp is present.
4. For a PTA to remain in "good standing," its bylaws must be approved by the NC PTA Bylaws Committee every four years. PTAs must in good standing to retain its non-profit 501 (c)(3) tax exempt status and to be eligible for PTA grants and awards.
5. New bylaw forms and the NC PTA Bylaws Survival Guide of procedures for renewal, approval and amending PTA bylaws are available online at www.ncpta.org.
6. The Bylaws Committee must present the new or revised bylaws to the PTA Executive Board for approval.
7. After Executive Board approval, then 30 days notice of the proposed changes must be given to the PTA general membership. The new or revised bylaws must be approved at a PTA General Membership Meeting by a two-thirds vote.
8. After bylaws are approved by a two-thirds vote of the general membership, mail two copies to the NC PTA office. The NC PTA Bylaws Committee will review, make corrections (if necessary), and approve them. One copy will be returned to the PTA President with the official NC PTA stamp.
9. Upon receipt of approved bylaws, the PTA President or Secretary shall make copies and distribute to the Executive Board.

Finance Committee

1. This committee formed after the May elections with the incoming PTA board members (including incoming President, incoming First VP, incoming Treasurer, incoming 3rd VP) chaired by the outgoing Treasurer (if possible) consists of an odd number of at least five members.
2. Upon reviewing previous years budgets, a proposed budget for the following school year will be developed.
3. Present proposed budget to Executive Board for approval in August and subsequent adoption by General Membership at the first General Membership Meeting of the school year.
4. Keeps the PTA President informed of activities on an on-going basis.

Nominating Committee

1. See PTA Bylaws: Article VI.
2. This committee, formed in April, nominates and presents a slate of officers for the following school year at the May PTA General Membership Meeting.
3. Responsibilities include: electing a chairperson; meet as a group to identify individuals to fill the roles of the executive committee; contacts individuals to determine their willingness to serve in the nominated role; votes on the Slate of Officers.
4. Presents the Slate of Officers at the May PTA General Membership Meeting for election.

Audit Committee

1. See PTA Bylaws: Article VI.
2. This committee is formed in May.
3. Audits book to insure proper disbursement of funds and accurate balance.
4. Presents the Audit Report at the Final board meeting.

Other special committees may be appointed by the EB as deemed necessary.

The WFE PTA Standing Rules were approved by a two-thirds vote at a WFE PTA Executive Board Meeting on _____ (date).
