

Billingsville-Cotswold Elementary School
PTA STANDING RULES
Policies and Administrative Procedures

GENERAL INFORMATION: These Standing Rules provide guidance on the day-to-day policies and procedures of the Billingsville-Cotswold Elementary School PTA (hereby known as “BCE PTA”). The Bylaws of the BCE PTA are the governing document of this organization. If anything in the Standing Rules is found to be in conflict with the Bylaws, the Bylaws prevail. The main role of the BCE PTA is to build strong working relationships among parents, teachers and schools, in support of students. These Standing Rules may be changed by a vote of the BCE PTA Board at any time deemed necessary by the BCE PTA Board. In addition, these Standing Rules should be reviewed and approved yearly by the BCE PTA Board.

MISSION STATEMENT The BCE PTA enhances the physical, social, emotional and educational development of the children of our school. **Vision of the PTA Board** *Communication:* Cohesively and consistently communicate PTA information with parents, teachers, administration and the community through multiple communication channels. *Enrichment:* Complement the school curriculum and IB PYP Program. *Fellowship:* Create opportunities for engagement, fellowship and fun. *Stewardship:* Maximize the stewardship of our resources, including time, talent and treasure.

General Identification:

1. The name of this PTA local unit is **Billingsville-Cotswold Elementary School PTA**, established June 2018, also referred to as **BCE PTA**. (created by the pairing of Cotswold Elementary PTA and Billingsville Elementary PTA)
2. This PTA serves the children of the Billingsville-Cotswold Elementary School, at both campuses.
3. This PTA unit is organized under the authority of the North Carolina Congress of Parents and Teachers (NC PTA), a branch of the National Congress of Parents and Teachers (National PTA).
4. This PTA unit is located in the Central Learning Community of the Charlotte Mecklenburg Public School System.
5. This PTA's Federal Employers Identification Number (EIN) is 83-0589357
6. This PTA is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code and was granted tax-exempt status under section 501(c)(3). Group Exemption is provided under the NCPTA non-profit determination.
7. The fiscal year of the BCE PTA shall begin on July 1st and end on the following June 30th.
8. This organization shall be non-commercial, nonsectarian, and nonpartisan.

MEETINGS

PTA Board Meetings

1. Meetings will start promptly on time. All effort should be taken to limit the meeting time to no longer than 1.5 hours.
2. The President will run an orderly meeting, adhering to Robert's Rules as closely as possible.

3. Board members will listen to speakers without interruption. The Board will engage in one conversation at a time without sidebar.
4. The Board will expect, encourage and respect a diversity of opinions.
5. Board meetings will stay on topic and not include discussions unless essential to Board business.
6. Each meeting's minutes will be posted on the PTA website.
7. The Board will vote on any single expense that is greater than \$5,000, either in person, or by proxy (or email). Voting rules for the Board will apply and be followed.

General Membership Meetings

1. When possible, General Membership Meetings are to be held 30 minutes prior to the start of a special school event in an effort to communicate with a broader audience of BCE families.
2. General Membership Meeting times/locations will be posted on the PTA calendar, website, and in the Cougar Bites newsletter.
3. The business of General Membership Meetings involves budget approvals, officer elections and can include speakers/presenters/special programs as determined by the PTA board.
4. Twenty (20) members shall constitute a quorum for the transaction of business in any General Membership Meeting of the BCE PTA.
5. Voting by proxy is not allowed at General Membership Meetings.
6. PTA members are encouraged to speak openly, honestly and in a respectful manner, and are likewise encouraged to listen, acknowledge, and respond in kind.

OFFICERS AND COMMITTEE CHAIRS GENERAL GUIDELINES

The BCE PTA Board may create such standing and special committees as it may deem necessary to promote the vision of the BCE PTA and carry on the work of the association. Elected officers shall execute the duties of their position as outlined in the Uniform PTA Bylaws of the North Carolina PTA, and as described in the following specific job descriptions:

Board of Director Positions

President

- Shall be a current member of PTA
- Shall make a financial contribution to BCE PTA
- Shall lead all Board activities, including Board, General, and other volunteer meetings as assigned
- Shall serve in ex-officio capacity on School Leadership Team (SLT)
- Shall coordinate the work of the officers, the Board and the committees

Executive Vice President

- Shall be a current member of PTA
- Shall make a financial contribution to BCE PTA
- Shall coordinate Board and volunteer socials
- Shall perform duties requested by the President and the Board of Directors

Secretary

- Shall be a current member of PTA
- Shall make a financial contribution to BCE PTA
- Shall create and maintain records of minutes for Board and General PTA meetings, and other meetings as requested
- Shall ensure all that the BCE PTA does is in compliance with bylaws
- Shall attend monthly Board of Directors meetings and report committee updates

Treasurer

- Shall be a current member of PTA
- Shall make a financial contribution to BCE PTA
- Shall create and maintain financial records of the PTA
- Shall present the financial report of income and expenses at each board of directors meetings and at the general meetings
- Shall ensure taxes are filed annually
- Shall ensure balanced budget and timely remittance, collections and reconciliation
- Shall serve as primary liaison with bank
- Shall submit reports to state PTA and state of NC, as required
- Shall provide assistance to the audit committee upon request

VP Administrative Support

- Shall be a current member of PTA
- Shall make a financial contribution to BCE PTA
- Shall attend monthly Board of Directors meetings and report committee updates
- Shall oversee all associated committees
- Shall hold planning meetings with Committee Chairs as necessary
- Shall assist with committees' needs (ie. Volunteer recruiting, resources, etc.)

VP Enrichment

- Shall be a current member of PTA
- Shall make a financial contribution to BCE PTA
- Shall attend monthly Board of Directors meetings and report committee updates
- Shall oversee all associated committees
- Shall hold planning meetings with Committee Chairs as necessary
- Shall assist with committees' needs (ie. Volunteer recruiting, resources, etc.)

VP Events

- Shall be a current member of PTA
- Shall make a financial contribution to BCE PTA
- Shall attend monthly Board of Directors meetings and report committee updates
- Shall oversee all associated committees
- Shall hold planning meetings with Committee Chairs as necessary
- Shall assist with committees' needs (ie. Volunteer recruiting, resources, etc.)

VP Marketing & Communications

- Shall be a current member of PTA
- Shall make a financial contribution to BCE PTA
- Shall attend monthly Board of Directors meetings and report committee updates
- Shall oversee all associated committees
- Shall hold planning meetings with Committee Chairs as necessary
- Shall assist with committees' needs (ie. Volunteer recruiting, resources, etc.)
- Shall be responsible for distributing all PTA communication

VP Fundraising

- Shall be a current member of PTA
- Shall make a financial contribution to BCE PTA
- Shall attend monthly Board of Directors meetings and report committee updates
- Shall oversee all associated committees
- Shall hold planning meetings with Committee Chairs as necessary
- Shall assist with committees' needs (ie. Volunteer recruiting, resources, etc.)

Advocacy Chair

- Shall be responsible for engaging the community at large to foster goodwill, collaboration and support for BCE School
- Shall be a current member of PTA
- Shall make a financial contribution to BCE PTA
- Shall attend and report to monthly Board of Directors meetings
- Shall keep the board up to date on any regulations, legislation, or funding issues affecting the school
- Shall be responsible for representation at CMS community meetings and functions

Auditing Chair

- Shall be responsible for the audits and financial reviews as required by the bylaws.
- Shall be a current member of PTA
- Shall make a financial contribution to BCE PTA
- Shall attend and report to monthly Board of Directors meetings
- Lead the audit committee

Nominations Chair

- Shall identify talented, motivated, and responsible individuals to serve as officers of this PTA
- Shall be a current member of PTA
- Shall make a financial contribution to BCE PTA
- Shall attend and report to monthly Board of Directors meetings
- Shall oversee the nominating committee

Member at Large

- Shall be a current member of PTA
- Shall make a financial contribution to BCE PTA
- Shall attend monthly Board of Directors meetings and report committee updates
- Shall perform additional duties/responsibilities as requested
- Shall be filled by outgoing PTA President or Executive Vice President

Principal (Ex-Officio)

- Shall be a current member of PTA
- Shall make a financial contribution to BCE PTA
- Shall attend and report to monthly Board of Directors meetings

Teacher/Staff Liaison (1 shall serve from each campus)

- Shall be current members of PTA

- Shall be appointed by the Board of Directors
- Shall attend and report at monthly Board of Directors meetings
- Shall liaison with staff regarding information, events, and feedback pertaining to the PTA