



**Riverview Elementary Parent Teacher Association**  
**STANDING RULES**  
**Approved January 5, 2021**

1. The order of business shall follow Robert's Rules of Order. Scheduling adjustments to the agenda, such as guest speakers and programs, shall be at the discretion of the President.
2. The Riverview PTA Board shall consist of the following officers whose duties shall be consistent as written in the local Riverview PTA unit Bylaws: President, 1st Vice-President, 2<sup>nd</sup> Vice-President, Secretary, Historian, Treasurer, Parliamentarian, and PTA Council Delegate(s).
  - a. The PTA shall not have co-officers because of the risk of the lines of responsibility and accountability will become blurred.
  - b. All officers shall keep a procedure book and turn over all materials to the newly elected officer within two weeks after the school year ends. If a new officer has not been elected to fill said position, the officer shall turn over all procedure books to the incoming President.
  - c. Bylaws and standing rules will be reviewed at the first full board meeting after the election of officers.
  - d. A PTA board member must remain at any PTA sponsored function until completion of the function and all attendees have left the premises unless there is an emergency or notification has been provided in writing in advance to the President and/or Board Member sponsoring the event.

President- Presides at general membership and board meetings, oversees all PTA activities, attends council meetings and shall maintain a fair and impartial position at all times and encourage members to participate.

1st Vice President- Aids the President as necessary, keeps the President informed of PTA activities on an ongoing basis, perform the duties of the president in the president's absence or inability to serve; and is responsible for major school fundraising events.

2<sup>nd</sup> Vice President- Aids the President as necessary, keeps the President informed of PTA activities on an ongoing basis, perform the duties of the president in the president's absence or inability to serve; and is responsible for coordinating special/social events at the school The 2<sup>nd</sup> Vice President shall create any sign-up genius' necessary for any event at the request of the Committee Chair.

Secretary- Keeps record of all meetings of the association, Board and Executive Committee; is custodian of the permanent file; maintains memberships and dissemination of records to the Ohio PTA. The Secretary shall prepare meeting agenda, minutes, prepare any newsletters and/or PTA updates/happenings and is responsible for all social media and remind messages/postings as well as emails. Secretary will also maintain Riverview PTA's website to keep in current standing, including published access to current standing rules and unit bylaws.

Historian- Responsible for taking attendance at meetings, Founder's Day, and archiving any necessary information/items.

Treasurer- Have custody of the funds and maintain a full and accurate account of the receipts and disbursements belonging to this local PTA; make disbursements as authorized by the President, Board, or membership in accordance with the budget adopted yearly by this local PTA. Maintains and presents the budget at each general membership meeting. The Treasurer is also responsible for ensuring all mandated state forms are appropriately renewed and IRS filings are timely and appropriately filed as well as maintaining the insurance.

Parliamentarian- Ensure Bylaws, Standing Rules, and Robert's Rules of Order are being followed, makes necessary recommendations to Bylaws and Standing Rules of this PTA and present to the general membership for review and approval by vote; chair the Nominating Committee.

Council Delegates- Attends the meetings of the Stow-Munroe Falls Council of PTAs and report to the association, be a member of the PTA council voting body representing this PTA.

3. Requirements for all Board members:
  - a. Attend all Council meetings. Meetings are mandatory by each individual member.
  - b. Be familiar with the content of the Council's bylaws, Robert's Rules of Order, standing rules of this unit, budget and financial reports, and procedure reports listing duties of office.
  - c. All officers and chairmen will be familiar with the National PTA and Ohio PTA resources (Available on the Internet and through mailings.)
  - d. All officers and chairmen shall maintain a procedure book for their successors.

- e. All officers shall be responsible as contacts for Committee chairs as assigned by the President.
4. This unit will provide for leadership development:
  - a. Send Board members to workshops, district conferences, OPTA Leadership Conferences, OPTA Advocacy events, and other training opportunities with expenses paid within provisions of the budget.
  - b. Send the president or other designated delegates to the Ohio PTA convention with expenses paid within provisions of the budget.
5. All forms of the membership list of this unit (email addresses, phone, school directory) shall not be given or sold to outside interests and will solely be used for school-related PTA purposes.
6. The annual budget will be presented and approved by a majority vote at the first business meeting of the unit. The annual budget may be amended at any meeting by a majority vote.
7. Board shall extend invitation to Riverview Principal to attend annual executive planning meeting that occurs prior to the first unit meeting as referenced in (6).
8. An annual audit of the financial records will be conducted within 60 days of the end of the fiscal year (6/30).
9. A minimum amount of at least \$5000, clear of any obligations, shall be carried over to the next school year to serve as a startup fund.
10. Standing Rules may be amended or waived at any regular meeting by a majority vote.
11. Committee members must report all incoming funds and expenses to the treasurer no later than one month following an event, at which time the books on that committee will then be reconciled and closed. Any expenses above and beyond the budget provisions, must be approved by the board with majority vote.
12. Any person needing expense reimbursement must submit written request through the Treasurer with proper documentation. All reimbursement checks must carry the signature approvals of two unrelated board members prior to reconciliation.

13. Board reserves the right to approve unforeseen, unplanned or unbudgeted expenses by majority approval outside of regularly scheduled board meeting. This amount must not exceed \$250.
14. In the event of the retirement of a principal or the hiring of a new principal, a suitable remembrance will be presented with Board approval and in accordance with the budget.
15. A memorial fund shall be established each to honor any deceased student, PTA board member, or faculty member according to the wishes of the membership.
16. A \$500 scholarship will be awarded to a former Riverview student who is graduating from SMFS high school, subject to annual approval as the budget allows.
17. This unit will award an Outstanding Educator Ohio PTA Achievement Award to recognize an individual who has rendered outstanding service to children and youth at Riverview.
18. This unit will provide sponsored mini grants to teachers for equipment and supplies for the following school year which will not exceed \$100 per teacher and \$1000 total for Riverview Elementary School. The amount of the mini grants shall be determined annually by the Board.
19. The Board shall create procedure manuals for all PTA sponsored events. This manual shall include the current budget, the bylaws, standing rules, Tax ID number and responsible Board Member liaison.
20. Any Committee Chair shall be provided with a procedure manual for the event being chaired. Committee Chairs shall be responsible for ensuring the event does not exceed its' budget. Committee chairs shall provide updates regarding the planning of an event and wrap up after the event at the monthly meeting. No Board member is authorized to spend any amount over the budgeted amount for an event unless a vote is held regarding such expenditure at an Executive Board meeting or a regularly scheduled Membership meeting.
21. Membership meetings shall take place at Riverview Elementary school unless in person meetings are not feasible. If the School is closed, the Board may move a meeting to a different location. If physical meetings are not feasible, meetings

shall be held utilizing electronic means. The link to attend said meetings should be posted, emailed and otherwise disseminated to the general membership.

22. If an Officer is unable to physically attend a Board meeting, said Officer may attend via electronic means or provide a written copy of their report to the President to be read at the meeting.