

HUNTERS WOODS  
ELEMENTARY SCHOOL  
for the Arts and Sciences

Parent Teacher  
Association



STANDING RULES

# Standing Rules of the Hunters Woods Elementary School for the Arts and Sciences PTA

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## I. Purpose

This document provides the Standing Rules of the Hunters Woods Elementary School PTA (HWES PTA). These rules direct the day-to-day administration of the HWES PTA within the provisions of the HWES PTA Bylaws. HWES PTA Bylaws may be viewed at [www.hwpta.org](http://www.hwpta.org).

The Standing Rules include, but are not limited to, job descriptions, financial policies, administrative procedures, and traditions. All actions conducted on behalf of the HWES PTA must conform to the HWES PTA Standing Rules.

The HWES PTA Standing Rules supplement the HWES PTA Bylaws and may not conflict with them.

## II. Administration

### 1. Executive Committee

Executive Committee members are expected to attend all regular and special meetings of the Executive Committee, the Executive Board, and general membership. Three (3) consecutive unexcused absences from general membership meetings may be grounds for removal from the board. If unable to attend meetings, notify the HWES PTA President ([president@hwpta.org](mailto:president@hwpta.org)). The members of the Executive Committee may be contacted individually as shown below or as a unit at [executivecommittee@hwpta.org](mailto:executivecommittee@hwpta.org).

Executive Committee members provide oversight of and assistance to members of the Executive Board as follows:

**President** ([president@hwpta.org](mailto:president@hwpta.org)) – Apparel, Bylaw Review, Nominating, School Supplies, Legislative Chair, After School Activities Chair, Chess Club Chair, Cub Scouts, FLEX Chair, Competitive Club Chairs such as Odyssey of the Mind Chair, Reflections Chair, WordMasters Chair

**Vice President of Events** ([vp1@hwpta.org](mailto:vp1@hwpta.org)) – Play, Spelling Bee, Colonial Days, Dance – Fall/Spring, Bingo Night, Fall Harvest Festival, Open House Picnic, Sixth Grade Luncheon, Skate Night, International Festival, Movie Night, Talent Share

**Vice President of Fundraising** ([vp2@hwpta.org](mailto:vp2@hwpta.org)) – Book Fair, Box Tops & Labels, Fundraising, Grocery Receipts, Membership, Original Works

**Vice President of Technology and Communications** ([vp3@hwpta.org](mailto:vp3@hwpta.org)) – Calendar, Directory, eNews, First Tuesday Folder Assembly, Tuesday Folder Flyers, Hunters Horn, Kiss & Ride Bulletin Board, Marquee, Paperless Tuesday Folders/Oldest & Only, Social Networking/Facebook, Spanish Translation, Webmaster, Yearbook

**Vice President of Volunteer and Member Services** ([vp4@hwpta.org](mailto:vp4@hwpta.org)) – Career Day, Museum Curator, Special Education, Appreciation, Hospitality, Orientation, Picture Day, Room Parent Coordinator, Staff Appreciation, Three for Me Volunteering, Teacher Appreciation Luncheon, Teacher Welcome Luncheon, Thanksgiving Day Luncheon

**Vice President of Ways and Means** (vp5@hwpta.org) - Community Outreach, Cultural Arts, Coat Drive, Chalk4Peace, Community Outreach, FISH, Fitness and Nutrition, Grounds Beautification, Halloween Candy Collection, SLHS Homecoming Parade, Parent Education Initiative, Preschool Coffees, Lost & Found

The **President** prepares an agenda for each meeting, calls meetings to order, and proceeds with business. The President maintains a fair and impartial position at all times. The President coordinates the work of officers and committees to accomplish the goals of the PTA. The President is the liaison between the HWES PTA and the Fairfax County Council of PTAs (FCCPTA) and between the HWES PTA and the Virginia State PTA. The President signs all contracts for the HWES PTA.

The **President-Elect** assists the President. The President-Elect's term provides him/her with the experience necessary to assume the office of President the following year. The President-Elect manages the Virginia State PTA Preliminary Legislative Program voting and obtains status updates from each of the Vice Presidents prior to a PTA meeting.

The **Vice President of Events** develops the PTA Calendar of Events for the school year in coordination with the President, the HWES Principal, and committee chairs. The PTA Calendar of Events is set at the Calendar Meeting, generally held in July prior to the upcoming school year. At a minimum, the Vice President of Events and the HWES Principal attend the Calendar Meeting. The President and President-Elect are also invited. The Vice President of Events contacts each event chair approximately one month in advance of an event to provide guidance and assistance, and to keep current on the status of planning for the event. The Vice President of Events maintains the HWES PTA Event Planning Guide.

The **Vice President of Fundraising** develops and implements a yearly plan for fostering local Business memberships. These partnerships will include the solicitation of Business memberships and development of online recognition of sponsorship. The Vice President of Fundraising is familiar with all National PTA rules and non-profit guidelines, which regulate the fundraising process.

The **Vice President of Technology and Communications** oversees all forms of communication with our families, school, and community. The Vice President ensures the publication of vital PTA notifications and strives to improve all communication processes. Additionally, he/she maintains PTA contracts with online business services.

The **Vice President of Volunteer and Member Services** provides information and support to all PTA volunteers and organizes volunteer recruitment opportunities and coffees. He/She recruits volunteers for all PTA committee chairs and officers. The Vice President of Volunteer and Member Services maintains the volunteer database and recognizes volunteer achievement.

The **Vice President of Ways and Means** supports the efforts of the Community Outreach committee and assists to the President and President-elect.

The **Recording Secretary** obtains and regularly updates the membership list from the Membership Chair and provides an electronic copy of all meeting minutes to the Webmaster. Minutes may be posted to the HWES PTA Website before approved if they are clearly marked as "Not Final Until Approved". The Recording Secretary maintains and updates the HWES PTA Standing Rules.

The **Corresponding Secretary** reads all correspondence received. The Corresponding Secretary provides written feedback for all Mini Grant requests to requestors.

The **Treasurer** has custody of the funds of the HWES PTA, keeps accurate records of all receipts and expenditures, and remits dues on a timely basis in accordance with the Fairfax County Council of PTAs and the Virginia PTA. In addition, the Treasurer presents a Treasurer's report at each PTA meeting, facilitates the annual audit for the PTA, prepares and files the 990 and 990EZ and performs other duties as requested. For a full list of duties of the Treasurer, please refer to the Virginia PTA website, [www.vapta.org](http://www.vapta.org).

## 2. Executive Board

The Executive Board is comprised of all Committee Chairs/co-Chairs, the Executive Committee Officers and the Principal of HWES. Members of the Executive Board are strongly encouraged to attend all General Membership meetings. Executive Board Members are expected to attend General Membership meetings when their committee is in an active phase. Executive Board members should provide a written report to the President if unable to attend a General Membership meeting when their committee is in an active phase. The President will present the written report at the General Membership meeting.

Executive Board members are responsible for the planning, execution, and finances of their PTA sponsored activity. Executive Board members must be familiar with the timing and budget of their activity.

## 3. Meetings

The President schedules meetings of the Executive Committee. General Membership meetings are held monthly in September, October, November, January, February, March, April, and May. The Vice President of Events schedules general Membership meetings for the upcoming school year during the PTA Calendar Meeting in July. While every attempt is made to hold General Membership meetings on a recurring basis, consideration is given not to conflict with other scheduled HWES and FCPS events. Dates of General Membership meetings are included on the PTA Calendar. General Membership meetings are usually held in the HWES Library beginning at 7pm.

The President develops the agenda for all General Membership meetings. The agenda is published in the PTA eNews one week in advance of meetings. Requests to appear on the agenda should be made to the President ([president@hwpta.org](mailto:president@hwpta.org)) two weeks in advance of meetings.

## 4. Policies

### i. Privacy

The HWES PTA keeps the membership list of the HWES PTA confidential and does not release it to outside members.

### ii. Training

The HWES PTA provides for leadership development by sending interested Executive Board members to appropriate training, including FCCPTA workshops, Fairfax County Public Schools workshops, and Virginia State PTA conferences. The HWES PTA includes a Training line item in the Budget to pay for costs incurred as part of taking advantage of training opportunities. Covered costs include: reasonable

expenses incurred for registration fees, lodging, and meals. Detailed receipts must be provided to the Treasurer.

### iii. Conflict of Interest

No member of the HWES PTA Executive Board shall derive any personal profit or gain by reason of his/her participation with the HWES PTA. Each individual shall disclose to the HWES PTA any personal interest he/she may have in any matter pending before the HWES PTA and shall refrain from participation in any decision on such matter.

## III. Finances

### 1. Budget

The Budget Committee, chaired by the Treasurer, prepares the HWES PTA Budget. The Budget Committee, comprised of at least the majority of the Executive Committee Officers, meets annually, typically at the end of the fiscal year, to develop the Budget for the upcoming fiscal year. The budget is developed by reviewing the past year budget and actual results and taking into consideration the funds needed to meet programs, projects, and goals for the upcoming year.

The Draft Budget is presented to the Executive Committee for consideration. After Executive Committee discussion, the Budget is presented to the General Membership for approval. Refer to the Virginia PTA website, [www.vapta.org](http://www.vapta.org), "Money Matters" for specifics on the budget process.

Adjustments to the approved budget may occur throughout the school year. Adjustments are discussed and voted upon at General Membership meetings.

### 2. Fundraising

Commencing with the 2010-2011 school year, the HWES PTA replaced sales-based fundraising with a pledge model – Mustang Pride - to raise funds for PTA activities. Each HWES Family is invited to contribute to the HWES PTA at suggested donation levels. The amount of contribution to the Mustang Pride above the value of services received is tax deductible. For example, in 2011-2012, Mustang Pride members received PTA Membership, a PTA Calendar, a Student Directory, a PTA Car Magnet, and Family Admission to 2 PTA Family Fun Events. The value of these items reduces the tax-deductible amount of the Mustang Pride contribution. Parents may choose to join the PTA or purchase PTA Sponsored materials without joining the Mustang Pride.

In addition to the primary pledge fundraiser, the HWES PTA provides services to the school community that result in fundraising. These include Book Fairs and Original Works.

The HWES PTA also participates in fundraising programs such as Box Tops for Education, Labels, and fundraising opportunities provided by local retailers (Giant, Safeway).

In recent years, the HWES PTA has provided support for fundraising for external organizations, particularly in response to natural disasters. While the HWES PTA can provide communications and other assistance to these efforts, funds raised for external organizations may not be managed through HWES PTA bank accounts. All donations must be made directly to the external organization, for example, all checks need to be payable to the external organization.

### **3. Policies**

#### **i. Expenditure Approval**

All HWES PTA expenditures must be associated with a Standing Committee and/or a Budget line item.

#### **ii. Gratuities**

The HWES PTA allows a standard gratuity for contractors and service workers of up to 15%. For pizza deliveries, gratuity should not exceed 10% of pizza cost.

#### **iii. Insurance**

The HWES PTA, in accordance with Virginia PTA guidelines, carries PTA insurance, which consists of the following: Liability, Bonding, Directors and Officers Liabilities, Accident and Property insurance.

#### **iv. Bank Accounts**

The HWES PTA maintains one Business Checking Account and one Business Savings Account. These accounts have three designated signatures consisting of the President, the Treasurer, and one officer of the Executive Committee. All PTA reimbursement checks require two signatures from the designated signatories.

#### **v. Online Accounts**

The President and the Treasurer manage the Online Google merchant account and have full access to the account. All other Google accounts will be read-only accounts to facilitate sharing of information with committee chairs - namely the Membership chair, Fundraising chair and events chairs. The President, the President-elect, and the Webmaster manage the Online Fatcow account and have full access to this account. The Vice President of Communications, Webmaster, and the President manage the Constant Contact account and have full access.

#### **vi. Donations**

Unless otherwise specified at the time of receipt, all monetary donations become part of the general fund. Directed donations are accepted and accounted for by the Treasurer.

### **4. Procedures**

#### **i. Reimbursement Requests**

Reimbursement Requests should be made within 30 days of incurring an expense. The Check Request Form is available on the HWES PTA website ([www.hwpta.org](http://www.hwpta.org)). Receipts are required for all expenses.

#### **ii. Cash Box Requests**

Cash Box Requests must be completed at least two weeks in advance. Detailed Cash Box Request Procedures and Cash Box Request Form are available on the HWES PTA website ([www.hwpta.org](http://www.hwpta.org)). Contact the Treasurer ([treasurer@hwpta.org](mailto:treasurer@hwpta.org)) to arrange drop off of all funds.

#### **iii. Deposits**

All funds collected should be turned over to the Treasurer for deposit within 7 days of an event or due date. Detailed Deposit Procedures and Deposit Form are available on the HWES PTA website ([www.hwpta.org](http://www.hwpta.org)). Contact the Treasurer ([treasurer@hwpta.org](mailto:treasurer@hwpta.org)) to arrange drop off of all funds.

## IV. Communication

The HWES PTA works diligently to keep our families informed. The Tuesday Folder Committee distributes flyers advertising PTA programs and events to classrooms weekly. These flyers are sent home with students in their Tuesday Folder. Details on how to include a flyer in the Tuesday Folders are available on the HWES PTA Website ([www.hwpta.org](http://www.hwpta.org)).

The eNews Chairperson sends weekly updates via email. To be included in an eNews Update, email [eNews@hwpta.org](mailto:eNews@hwpta.org).

The Hunters Horn Chairperson prepares the monthly newsletter, Hunters Horn. It includes a message from the President and well as news on recent and upcoming PTA events. To be included in the Hunters Horn, email [huntershorn@hwpta.org](mailto:huntershorn@hwpta.org).

The Webmaster updates the HWES PTA Website ([www.hwpta.org](http://www.hwpta.org)) to reflect current activities.

## V. Elections

Elections for members of the Executive Committee are held annually in April or May. In January, a Nominating Committee is formed consisting of three current members of the HWES PTA. The Nominating Committee prepares, manages, and counts ballots for the election of the Executive Committee officers.

In addition, the Nominating Committee is tasked with confirming the continuing participation of current Executive Board members as well as searching for replacements for outgoing officers and committee chairs. Also, the Nominating Committee will make recommendations for new committee chair, assisting the Executive Committee in fulfilling all open positions.

The Tuesday Folder Flyer Committee distributes ballots.

## VI. Recognition

The President hosts the annual Turn Over Dinner in June to recognize the hard work of the Executive Board members and welcome incoming Executive Board members. Outgoing Executive Board members bring side dishes and desserts. The HWES provides the main course of the dinner. Funds for drinks and decorations are included in the PTA Hospitality line item in the Budget.

At this dinner, the President highlights and recognizes the efforts of key volunteers. Funds for gifts for members of the outgoing Executive Committee are included in the PTA Volunteer Recognition line item in the Budget. The President-Elect recognizes the efforts of the outgoing President.

## VII. Mini Grants

Mini Grants are a mechanism for HWES teachers and staff to request funds from the PTA in support of their curriculum and classroom efforts. Mini Grants are awarded on a first-come, first-served basis, with consideration to serve all HWES students equally. The Mini Grant Application is available on the HWES PTA website ([www.hwpta.org](http://www.hwpta.org)). Applicants must complete the Mini Grant Application no later than one week prior to a General Membership meeting, submit the Application to the HWES Principal for approval, and deliver the completed, approved Application to the President's mailbox.

Mini Grant Applications are reviewed and discussed at General Membership meetings. Applicants are encouraged to attend the General Membership meeting at which their Application is discussed. Mini Grant Applications are approved or denied by voice vote at the General Membership meeting (assuming there is a quorum). The Recording Secretary includes a copy of Mini Grant Applications voted upon in the Meeting Minutes and provides a copy to the Treasurer. The Corresponding Secretary provides written documentation to the Applicant, including approval or denial of the Application and the amount approved.

## **VIII. After School Activities**

The HWES PTA supports a wide variety of After School Activities. After School Activities are classes offered to HWES students in two sessions, each school year. Generally, they meet one or two times a week during the course of a ten week session. The first session generally begins the end of September/beginning of October; the second session generally begins the end of January/beginning of February. After School Activities are taught by contractors or FCPS Employees.

Students participating in After School Activities are charged a fee to enroll. Fees for After School Activities are determined by the contractor teaching the class and by FCPS regulations. A charge of \$1.00 per meeting is added to defray PTA expenses. PTA expenses include administrative costs, supplies/material costs and student scholarship funds. For example, if AAA Dance Company charges the HWES PTA \$100/student for a 10 week class, the HWES PTA charges students \$110 for the ten week session.

The HWES PTA provides need-based scholarships for After School Activities to qualifying students. The HWES Parent Liaison approves all scholarships for After School Activities. Unless special circumstances occur in which the HWES Parent Liaison approves an exception, students may only receive one scholarship each session.

Non-HWES students, including siblings of HWES students, are not allowed to enroll in HWES PTA sponsored After School Activities.

## **IX. Competitive Clubs**

In addition to fee-based After School Activities, the HWES PTA also supports a variety of parent volunteer-led clubs and competitive activities for HWES students, for example, Odyssey of the Mind, Spelling Bee, Word Masters, and First Lego League. The HWES PTA has a tradition of paying the team registration fees associated with each Club to establish competitive teams. The coaches or committee chair of each club is responsible for invoicing the HWES PTA with valid receipts for registration payments.

These Competitive Clubs offer HWES students the opportunity to compete at regional and national competitions. These competitions can involve substantial participation fees. Beginning with the 2011-2012 school year, each PTA Competitive Club will establish a fund to be used to pay for registration fees exclusively for competitions requiring qualification attended by their student participants. The funds will be established using capital contributed by each Club's participating students. Each club will collect a student participation fee until the establishment of a Competitive Fund equaling \$5,000 for the Odyssey of the Mind Club and \$2,500 for the Spelling Bee and Chess Club. The student participation fee will be \$25.00 for the Odyssey of the Mind students and \$10.00 for the Spelling Bee and Chess

Club students. Once the Competition Funds are fully financed, the clubs will no longer charge a student participation fee.

If a Competition Fund is not necessary for a given year, the participation fee will be waived and not charged for that year. For example, if the National Bee or County Bee was canceled, then a Competition Fund for the Spelling Bee would not be required. Also, if a Competition Fund is fully funded, the participation fee will not be charged for that year.

Participating students and families are expected to pay any additional fees or costs associated with their Club activities, for example, materials fees, snacks, awards and tournament registration fees. *Parents of any student participating in a Competitive Club are requested to become members of the Hunters Woods PTA.*

Outside of the Competition Funds, expenses for each Competitive Club must remain within its approved budget.

## **X. Traditions**

The HWES PTA provides free admission to HWES PTA Events for all HWES Teachers, Staff, and their families. All new teachers to Hunters Woods receive a free PTA membership and a welcoming gift at the New Teacher Orientation, presented by current PTA President.

## **XI. Adoption and Amending Process**

Standing Rules may be adopted with 1-week prior notice, by a majority vote at a regularly scheduled PTA Meeting (a quorum must be present). Standing Rules may be suspended by a majority vote, or they may be amended or rescinded by a 2/3 vote at any meeting.

The Recording Secretary maintains records of possible revisions to the Standing Rules throughout the school year. Each September, the current President provides a revised copy of the Standing Rules to the Executive Committee for review one week prior to the first Executive Committee meeting. Revision and approval of the Standing Rules is conducted during the Executive Committee meeting, scheduled before the first PTA Meeting of the school year.