

The Standing Rules of the WA-WM PTA Council

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FOREWORD

Standing rules are regulations or rules that deal with the procedures and operations of an organization. It is customary for the WAWM PTA Council to review the standing rules on an annual basis or as needed. The standing rules can be amended only by a majority vote of the council. The board of directors cannot amend the standing rules alone.

It is expected that the standing rules will not contradict the bylaws and will be used in conjunction with the bylaws. In a situation where there is a contradiction, the bylaws will prevail.

All members of the council are encouraged to become familiar with the standing rules as they provide direction and guidance to maximize results.

An individual member of the council, through experience, may discover that a standing rule should be created or amended. In this case, a motion should be made at a meeting of the council.

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Proposed: by Council, September 2, 2015

Approved:

1 THE PURPOSE OF THE WEST ALLIS-WEST MILWAUKEE PTA COUNCIL

"Council" or "General Membership" is defined (per the bylaws) as:

- The Board of Directors
- Local PTA/PTSAs chartered by the WI PTA located in West Allis or West Milwaukee who are in good standing
- The WAWM Superintendent of Schools
- A School Board Liaison

The "Board of Directors" or "The Board" is defined (per the bylaws) as:

- The officers
- The Chairs of the Standing and Special Committees

How and when the Council, Board, and Officer meet is determined in the bylaws. The voting rights of local units at Council is defined in the bylaws

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Proposed: by Council, September 2, 2015

Approved:

2 BUSINESS MEMBERSHIP AND SPONSORSHIP

Business Partners are non-voting supporters of WA-WM PTA Council. Levels of sponsorship are as follows:

Bronze Sponsorship--\$250.00

- Business Membership to WAWM Council PTA & Wisconsin PTA (valued -\$50.00)
- Business name & address in the Council newsletter (1x)
- Business name & address listed on the Council website

Silver Sponsorship--\$500.00

- Business Membership to WAWM Council PTA & Wisconsin PTA (valued -\$50.00)
- Business name & address in the Council newsletter(3x)
- Business name & address on the Council website including link to your business website
- Business name will be listed on all event advertising
- Business name will be listed on signage at events
- Booth space at WA-WM PTA Council Founders Day Carnival

Gold Sponsorship--\$750.00

- Business Membership to WAWM Council PTA & Wisconsin PTA (valued -\$50.00)
- ¼ page ad in the Council newsletter
- Business name & address on the Council website including link to your business website.
- Business Name included in one issue of the WI PTA Newsletter
- Business name will be listed on all event advertising
- Business name will be listed on signage at events
- Invitation for 4 people to attend WA-WM PTA Council Awards Banquet
- Booth space at WA-WM PTA Council Founders Day Carnival

Platinum Sponsorship-\$1000.00

- Business Membership to WAWM Council PTA & Wisconsin PTA (valued -\$50.00)

- Half page (4" x 3") ad in the Council newsletter
- Business name & address on the Council website including link to your business website.
- Business Name included in one issue of the WI PTA Newsletter
- Business Name listed in the WI PTA Convention Book
- Business name will be listed on all event advertising
- Business name will be listed on signage at events
- Invitation for 8 people to attend WA-WM PTA Council Awards Banquet
- Business name will be assigned to specific booth/table & advertised at WA-WM PTA Council Founders Day Carnival (examples: bounce house, concessions, silent auction table, carnival game)
- Booth space at WA-WM PTA Council Founders Day Carnival

Reviewed: July, 2015 by Dawn Petrovick

Proposed: by Council, September 2, 2015

Approved:

3 QUALIFICATIONS AND RESPONSIBILITIES OF COUNCIL MEMBERS

- Knows and adheres to information available in print, in social media and on websites including (but not limited to):
 - the Objects and Basic policies of the National Parent Teacher Association (PTA)
 - the National PTA and Wisconsin PTA Policies and Procedures
 - the Council PTA Standing Rules
 - the WA/WM PTA Council Wisconsin PTA and National PTA Bylaws.
- Is well informed about the actions and responsibilities of the Council, the Board, the Committees and asks questions when information is not available. Consults resources when providing advice to other council members
- Knows the National PTA publications...encourages their use, mentions them often, gives specific references, quotes them, and remembers that the material is meant to be used.
- Is constantly aware of his/her responsibility and opportunity to develop leadership in those with whom she/he works.
- Represents the Council with dignity and respect
- Each council and board member must be a member of a local unit PTA.

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Proposed: by Council, September 2, 2015

Approved:

4 ACCOUNTABILITY OF BOARD and COMMITTEE CHAIRS

All officers, members of the board, and committee chairs should conduct themselves in a way that supports the mission, vision, and values of PTA and the WA-WM School District:

- keeps an up-to-date procedure document to pass on to the successor.
- answers all correspondence promptly
- keeps records of expenses and submit itemized vouchers regularly to the Council Treasurer for reimbursement. Shall use cost effective methods
- is responsible for meeting deadlines, and fulfilling assignments promptly.
- refers to Article VII, Section 5 of the WAWM PTA Council Bylaws for rules regarding termination of an

individual from a council position.

- Provides adequate notice upon resignation:
 - Provides written resignation to the WAWM PTA Council President
 - Email is an acceptable form of written resignation
 - Follows up on a verbal resignation in writing within 48 hours.
 - Note: Following three documented attempts by the President to obtain a written resignation, it will be assumed that the resignation is valid.
- Returns all materials, files and property of WAWM PTA Council pertaining to chair or committee member positions to the President or the President's designated person within 2 weeks of resignation.
- provides a verbal report detailing the actions and accomplishments of committees, and other PTA activities at monthly board meetings.
- Takes constructive criticism and suggestions and uses the information to make improvements
- Passes on to the successor or president all materials pertaining to his/her previously held position within 15 days of the end of term.
- Attends training provided by Council, State PTA, and/or National PTA relevant to position held (and uses on-line training when available)

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Proposed: by Council, September 2, 2015

Approved:

5 LEGISLATIVE CONVENTION

- The Legislative Chair or Council Delegate shall attend the Wisconsin PTA Legislative Conference held annually during the month of January/February.
- Registration, room, and mileage shall be paid by Council as budgeted.

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Proposed: by Council, September 2, 2015

Approved:

6 STATE PTA LEADERSHIP TRAINING

- Recommend attendance at designated site for all Council officers and chairmen.
- Council officers' registration, room and mileage to be paid by Council as budgeted.
- Attendees shall compile materials offered and report at the next Council meeting.

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Proposed: by Council, September 2, 2015

Approved:

7 WISCONSIN PTA STATE CONVENTION

- Council President shall be the official voting delegate to the Wisconsin State PTA Convention. In the event the Council President cannot, an alternate shall be appointed by the Council President.

- The Council PTA Board of Directors shall be allotted funds to attend the Wisconsin PTA convention as budgeted.
 - Expenses shall include the room(s) for no more than three nights, registration, mileage, and planned convention meals.
- Remaining funds may be used by the other delegates of the Council Board as determined by the Board of Directors. (by use of the Council Leadership Scholarship Application Form)
- Attendees of the State PTA Convention shall be responsible for attending all General Sessions, Workshops and other activities.
- Attendees shall be responsible for submitting a report to the Council at the first meeting of the Council after the Convention.

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Proposed: by Council, September 2, 2015

Approved:

8 NATIONAL PTA CONVENTION

- National PTA convention voting delegates are accredited by Wisconsin PTA authority and shall consist of two (2) council delegates.
- The Board of Directors shall select up to two (2) voting delegates.
- Expenses shall include the room, registration, transportation, and planned convention meals as budgeted.
- Delegates attending the National Convention shall be responsible for attending all General Sessions, Workshops and other activities.
- The delegate shall be responsible for submitting a written report to the Council at the August Organizational Meeting of the Council. Accumulated materials, handouts, and other distributed resources obtained at the National Convention should be on display for Council members to view for possible use.

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Proposed: by Council, September 2, 2015

Approved:

9 COUNCIL LEADERSHIP TRAINING

1. Shall be offered by Council officers and chairs to all local units, school administrators, teacher reps, and community members.
2. Formal training shall be offered annually and individual training upon request.
3. Formal training workshops may include:
 - Bylaws
 - Newsletter
 - Health & Safety
 - Legislation
 - Membership
 - fundraising

- Membership
- Reflections
- Treasurer
- Secretary
- Vice President
- President

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Proposed: by Council, September 2, 2015

Approved:

10 CHECK REQUESTS

- Check Request forms must be completed in full and receipts must be attached.
- All check requests shall be signed by the Council President and Treasurer.
- Each check request, with receipts, must be signed and fully itemized by the submitting board member.
- Reimbursement of check requests not received by the Council President within thirty (30) days of incurred expense will not be honored.
- Check requests for all expenses incurred in June must be submitted to the Treasurer prior to June 15th.

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Proposed: by Council, September 2, 2015

Approved:

11 COMMUNICATION

- A copy of all official PTA communication or correspondence shall be sent to the Council President for approval.
- No board member shall release publicity regarding Council PTA policies, position statements and programs without prior approval of the Council President. This includes, but is not limited to:
 - Flyers
 - Social media posts
 - Website material
 - Letters
 - Emails
 - Signs, banners
 - publications
- Approved materials will be forwarded by the Council President to the WA-WM Recreation Department Director for district-wide distribution. **No materials, including local PTA unit events, will be distributed district-wide without following this procedure.**

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Proposed: by Council, September 2, 2015

Approved:

12 DOCUMENTS

- The document stored in the google drive account will be considered the most recent/most accurate when the occasion arises that there is more than one version of a document.
- Xxx is responsible for keeping up with the google drive account and providing documents when requested. (this also needs to be assigned in the duties section)

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Proposed: by Council, September 2, 2015

Approved:

13 PRESIDENT – DUTIES

In addition to the duties listed in the bylaws, The President will:

- assume general supervision of the work of the Council.
- carry on all necessary correspondence and keep a file of all official communications.
- sign official contracts authorized by the Council.
- approve and sign check requests for all authorized Council expenditures.
- prepare an agenda to be presented at Council meetings.
- represent the Council at educational and child welfare meetings or appoint members of the board to represent Council.
- make the following appointments to standing and special committees
- write articles for the Newsletter. Including, but not limited to:
 - president's monthly column
- perform such duties as assigned by the Council or the Board
- approve Council publicity, official PTA communication or correspondence to the news media.
- approve all district-wide communications—including local PTA unit event flyers for district-wide distribution.
- serve as a member ex-officio of all committees except the committee to nominate officers and audit committee.
- Act as an authorized signer on all PTA Council banking accounts.
- obtain building permits for all council meetings and other events.
- facilitate communication and information sharing with local units by obtaining materials and/or information from State office.
- participate in leadership training provided by State and Council.
- Within fifteen days after completion of term, he/she is responsible for passing on to the successor all materials pertaining to his/her previously held position.

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Proposed: by Council, September 2, 2015

Approved:

14 1st VICE PRESIDENT – DUTIES

In addition to the duties listed in the bylaws, The 1st Vice President will:

- Act as the Council Program Chair.

- Act as the Awards Chair
- Act as the School Board Candidate Forum Chair
- Act as the Leadership Development Chair
- Shall act in the absence or inability of the president to perform the duties of said office.
- Shall serve as an aide to the president.
- Shall perform any additional duties and accept areas of responsibility as requested by the president.
- Shall purchase and present the past president's pin to the outgoing president.
- Shall participate in leadership training provided by State and Council.
- Within fifteen days after completion of term, he/she is responsible for passing on to the successor or president all materials pertaining to his/her previously held position.

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Proposed: by Council, September 2, 2015

Approved:

15 2nd VICE PRESIDENT – DUTIES

In addition to the duties listed in the bylaws, The 2nd Vice President will:

- Act as Communications Chair
 - Directory
 - Newsletter
 - Social Media
 - Website
- Act as Founder's Day Event Chair
- serve as an aide to the president
- perform any additional duties and accept areas of responsibility as requested by the president
- participate in leadership training provided by State and Council
- Within fifteen days after completion of term, he/she is responsible for passing on to the successor or president all materials pertaining to his/her previously held position.

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Proposed: by Council, September 2, 2015

Approved:

16 SECRETARY – DUTIES

In addition to the duties listed in the bylaws, The Secretary will:

- Act as Bylaws/Standing Rules Chair
- keep attendance at Council meetings and Board meetings
- keep minutes of board meetings and Board meetings and submit a copy as per bylaws
- prepare for the president, a statement of any unfinished business
- keep a correct, up-to-date list of members of all committees
- notify board members of election or appointments to a new position
- conduct correspondence at the direction of the president
- keep original copies of all motions made during board meetings and executive committee meetings until approval of minutes
- perform any additional responsibilities as may be assigned by the president

- participate in leadership training provided by State and Council
- Within fifteen days after completion of term, he/she is responsible for passing on to the successor or president all materials pertaining to his/her previously held position.

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Proposed: by Council, September 2, 2015

Approved:

17 TREASURER – DUTIES

In addition to the duties listed in the bylaws, The Treasurer will:

- Act as Fundraising Chair
- pay expenses incurred by PTA Council Board.
- present a Treasurer's/Budget report Council meetings.
- serve as chairman of the Budget Committee.
- serve the financial advisory member of all standing and special committees as necessary.
- annually prepare the books for audit no later than July 15.
- submit payment of Liability Insurance to carrier by the due date.
- participate in leadership training provided by State and Council.
- communicate to all local treasurers, any and all necessary information.
- Within fifteen days after completion of term, he/she is responsible for passing on to the successor or president all materials pertaining to his/her previously held position.

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Proposed: by Council, September 2, 2015

Approved:

18 STANDING COMMITTEE CHAIRPERSONS

Standing and Special Committee chairs include, but are not limited to the following:

- Programs
- Awards
- School Board Candidate Forum
- Leadership Development
- Communications
- Founder's Day Event
- Bylaws/Standing Rules
- Fundraising
- Scholarship
- Reflections
- Legislation
- Membership
- Community Service
- Health and Safety
- Audit
- Budget
- Nominating

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)
Proposed: by Council, September 2, 2015
Approved:

19 PROGRAMS COMMITTEE/CHAIR DUTIES

In addition to the duties listed in the bylaws, the Programs Committee and Chair will:

- Researches and brings educational or motivational programs to membership and/or students in the district
- Promote the program as needed.
- present report to the Council Board at the meeting following the event
- participate in leadership training provided by State and Council.
- communicate to all local units' any and all necessary information.
- Within fifteen days after completion of term, he/she is responsible for passing on to the successor or President all materials pertaining to his/her previously held position.

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)
Proposed: by Council, September 2, 2015
Approved:

20 AWARDS COMMITTEE/CHAIR DUTIES

In addition to the duties listed in the bylaws, the Awards Committee and Chair will:

- consist of Awards Chair, at least 2 Council members, the Council President and the Council Treasurer (with the total committee members being an odd number)
- Plan the Awards Event at which installation of officers shall take place
- report site selection at the Council meeting
- review and update awards criteria for future use as needed with approval of Council
- distribute all awards information to Local Units and Council Board.
- promote Council and State award entries, providing information as needed.
- present report to the Council Board at the meeting following the awards event - including winners
- participate in leadership training provided by State and Council.
- communicate to all local units' any and all necessary information.
- Within fifteen days after completion of term, he/she is responsible for passing on to the successor or President all materials pertaining to his/her previously held position.

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)
Proposed: by Council, September 2, 2015
Approved:

21 SCHOOL BOARD CANDIDATE FORUM COMMITTEE/CHAIR DUTIES

In addition to the duties listed in the bylaws, the Leadership Development Committee and Chair will:

- Send via certified mail and email the School Board Forum Letter to all School Board Candidates (see document file)

- 2-3 days before, call to remind/touch base with Candidates (make phone calls earlier if there has been no RSVP)
- Solicit via Council email list (see the Communications Chair) Forum questions
- Collect questions, compile appropriate questions and delete duplicates (see document file)
Add extra questions if more are needed or not enough are submitted
- During Forum, ask questions (or get someone to help you do this job!), time the Candidates response with a cell phone or stop watch making sure everyone gets the same amount of time. (generally 3 minutes for opening and closing, 2 minutes per response) Warn the Candidate when they have 30 seconds left and stop them when the time is up

Reviewed: July, 2015 by Jill Wessel

Proposed: by Council, September 2, 2015

Approved:

22 LEADERSHIP DEVELOPMENT COMMITTEE/CHAIR DUTIES

In addition to the duties listed in the bylaws, the Leadership Development Committee and Chair will:

- find training opportunities
- coordinate mentors for new officers
- promote the National PTA e-learning
- Serve on the nomination committee
- coordinate the annual leadership training event.
 - Plan the meal, snacks, drinks, etc.
 - Solicit donations
 - Plan for Childcare
 - NHS volunteers, etc.
 - Plan speakers and workshops
 - Advertise the training event via email, website, etc.
 - Website registration
 - Create folders for each attendee
 - May contain:
 - Agenda
 - Council event dates
 - Council contact information
 - A survey about the training event

Reviewed: July, 2015 by Jill Wessel

Proposed: by Council, September 2, 2015

Approved:

23 COMMUNICATIONS COMMITTEE/CHAIR DUTIES

In addition to the duties listed in the bylaws, the Communications Committee and Chair will:

- keep email addresses current in the gmail account
- distribute information as directed by the president
- Publish the newsletter, the "Councilor":
 - set article deadlines

- compile & distribute as a monthly e-newsletter
- keep the website current
- update the Facebook and Twitter accounts regularly
- update/distribute annual calendar of events.

Reviewed: July, 2015 by Gena Kraemer

Proposed: by Council, September 2, 2015

Approved:

24 DIRECTORY DUTIES

In addition to the duties listed in the bylaws, the Directory Committee and Chair will:

- request from local unit presidents a roster of officers and chairpersons which includes the position, address and telephone numbers of each
- research missing information
- Establish a deadline for directory information and submission of articles to the Councilor.
- compile Council Directory to be made available by November 1st
 - one paper copy is distributed to each member of the council
 - updates/corrections will be made to an on-line version only
- Within fifteen days after completion of term, he/she is responsible for passing on to the successor or president all materials pertaining to his/her previously held position.

Reviewed: July, 2015 by Gena Kraemer

Proposed: by Council, September 2, 2015

Approved:

25 NEWSLETTER DUTIES

In addition to the duties listed in the bylaws, the Newsletter Committee and Chair will:

- publish a monthly newsletter name the "Councilor"
- provide an electronic copy to each member of the council
- keep an updated contact list of recipients
 - will add non-council members as necessary
- Within fifteen days after completion of term, he/she is responsible for passing on to the successor or president all materials pertaining to his/her previously held position.

Reviewed: July, 2015 by Gena Kraemer

Proposed: by Council, September 2, 2015

Approved:

26 FOUNDER'S DAY EVENT COMMITTEE/CHAIR DUTIES

In addition to the duties listed in the bylaws, the Founder's Day Event Committee and Chair will:

- Founders Day Event committee shall consist of:
 - 2nd Vice President or a designee
 - Council President
 - Treasurer or the Fundraising Chair

- Other members of the Council
- Create and plan a family-oriented Founders Day Celebration during the month of February as per building availability
- Coordinate dates with other activities in the district
- present a report to the Council at the meeting immediately following the event.
- participate in leadership training provided by State and Council.
- verify building permit with the President and follow up with the ordering of tables, chairs, etc.
- communicate to all local units any and all participation expectations.
- Within fifteen days after completion of term, he/she is responsible for passing on to the successor or president all materials pertaining to his/her previously held position.

Reviewed: July, 2015 by Gena Kraemer

Proposed: by Council, September 2, 2015

Approved:

27 BYLAWS/STANDING RULES COMMITTEE/CHAIR DUTIES

In addition to the duties listed in the bylaws, the Bylaws/Standing Rules Committee and Chair will:

- keep an accurate and up-to-date file of the bylaws and standing rules of all local units in the council.
- Helps local units update and send in bylaws and standing rules appropriately
- Provides workshops during council training events or offers one-on-one training as needed
- is knowledgeable of Council Bylaws and standing rules.
- The chair will organize and lead the bylaws/standing rules committee and will:
 - Ensure there are at least three members of the committee approved by the board (the committee will be formed in May during bylaw years)
 - submit 3 copies of Council approved revisions and/or amendments to the State Bylaws Chair.
 - Submit a copy for the website
 - perform other duties and responsibilities as may be assigned by the President.
 - Present changes of the bylaws and standing rules to membership after posting the documents for 30 days – this is typically done at the 1st membership meeting of the school year
- participate in leadership training provided by State and Council.
- communicate to all local Bylaw Chair, any and all necessary information.
- Within fifteen days after completion of term, he/she is responsible for passing on to the successor or president all materials pertaining to his/her previously held position.

Reviewed: July, 2015 by Debbie Gast

Proposed: by Council, September 2, 2015

Approved:

28 FUNDRAISING COMMITTEE/CHAIR DUTIES

In addition to the duties listed in the bylaws, the Programs Committee and Chair will:

- Researches and brings fundraising programs to membership and/or students in the district
- Promote the program as needed.
- present report to the Council Board at the meeting following the event
- participate in leadership training provided by State and Council.
- communicate to all local units' any and all necessary information.

- Within fifteen days after completion of term, he/she is responsible for passing on to the successor or President all materials pertaining to his/her previously held position.

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Proposed: by Council, September 2, 2015

Approved:

29 SCHOLARSHIP COMMITTEE/CHAIR DUTIES

In addition to the duties listed in the bylaws, the scholarship committee and chair will:

- consist of three WAWM PTA Council members.
- serve a term of up to three years. The individual who has been a member of the committee the longest shall serve as the committee chair.
- periodically review scholarship criteria and amount of scholarship and recommend changes to Council for approval.
- award up to six scholarships of up to \$600.00 annually, to selected graduating seniors.
- select the most qualified recipients based on the criteria.
- promote scholarship opportunity through print media, email. Social media, etc.
- distribute printed scholarship criteria to High School Guidance Counselors.
- Connect with guidance departments at all 4 high schools
 - West Allis Central
 - Nathan Hale
 - Shared Journeys
 - West Allis Learning Center
- The Chair will collect applications from each school on the due date
- The chair will provide copies of applications to each committee member with names and identifying information blocked out.
- judge all scholarship entries and select recipients.
- invite the scholarship recipients one parents/guardian as paid guests, to attend the Annual Awards event in May to present their acceptance speech.
- publicize and promote the recommended formula for donations to the Scholarship Fund from local units of; \$.25 per student based on individual school enrollment. The exception being the middle and high schools. Their donation may be based on their budget.
- communicate to all local Presidents any and all necessary information.
- file an annual report detailing the activities of your position, and other PTA activities to the president by July 15 with an additional copy to be placed in your procedure book.
- Within fifteen days after completion of term, he/she is responsible for passing on to the successor or president all materials pertaining to his/her previously held position.

Reviewed: July, 2015 by Debbie Gast

Proposed: by Council, September 2, 2015

Approved:

30 REFLECTIONS COMMITTEE/CHAIR DUTIES

In addition to the duties listed in the bylaws, the Reflections Committee and Chair will:

- Coordinate with State, School District, Teachers, and local unit chairs.
- train local unit chairs on the Reflections program
- publicize deadline dates.
- Answer questions from participants
- participate in leadership training provided by State and Council.
- communicate to all local Reflection Chairs any and all necessary information.
- Within fifteen days after completion of term, he/she is responsible for passing on to the successor or president all materials pertaining to his/her previously held position.

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Proposed: by Council, September 2, 2015

Approved:

31 LEGISLATION COMMITTEE/CHAIR DUTIES

In addition to the duties listed in the bylaws, the Legislation Committee and Chair will:

- keep the Council informed of pertinent and up-to-date state legislative activities on a regular basis with the approval of the president.
- alert the council through "Calls to Action".
- educate the council on the importance of PTA legislative activity at the state and national levels via the Member-to-Member network.
- educate the council on the importance of PTA legislative activity at the local, state and national levels.
- be a visible and active force at the School Board meetings, representing PTA and all children and youth in West Allis-West Milwaukee School District.
- attend legislative meetings, conferences, etc., of the state legislature and shall notify President if unable to attend.
- submit a written report of the WI PTA Legislative Conference to be printed in the next newsletter.
- carry out the directives of state resolutions and the state legislative program as adopted by the state convention delegates.
- participate in leadership training provided by State and Council.
- communicate to all local Legislative Chairs any and all necessary information.
- Within fifteen days after completion of term, he/she is responsible for passing on to the successor or president all materials pertaining to his/her previously held position.

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Proposed: by Council, September 2, 2015

Approved:

32 MEMBERSHIP COMMITTEE/CHAIR DUTIES

In addition to the duties listed in the bylaws, the Membership Committee and Chair will:

- Provide membership information for local units and district personnel upon request
- Provide training on membership techniques to recruit more members and the advantages of membership in the National PTA and Wisconsin PTA upon request.
- obtain additional membership cards available for distribution to local units' chairs from WI PTA.
- report membership total to council in November, January and March as per State Office. (connect with Region F Advisor for data)
- perform other duties and responsibilities as may be assigned by the president.
- participate in leadership training provided by State and Council.
- communicate to all local Membership Chairs any and all necessary information.
- review with committee the levels of sponsorship of business partners and publish for distribution.
- actively promote and recruit business partners as per guidelines for council membership/sponsorship.
- Within fifteen days after completion of term, he/she is responsible for passing on to the successor or president all materials pertaining to his/her previously held position.

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Approved: by Council, September 2015

33 COMMUNITY SERVICE COMMITTEE/CHAIR DUTIES

In addition to the duties listed in the bylaws, the Community Service Committee and Chair will:

- encourage awareness of community needs and plan activities relating to those needs.
- communicate to all local Units any and all necessary information.
- develop and organize at least one Council Community Service activity annually.
- participate in leadership training provided by State and Council.
- Within fifteen days after completion of term, he/she is responsible for passing on to the successor or president all materials pertaining to his/her previously held position.

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Proposed: by Council, September 2, 2015

Approved:

34 HEALTH AND SAFETY COMMITTEE/CHAIR DUTIES

In addition to the duties listed in the bylaws, the Health and Safety Committee and Chair will:

- disseminate information on current health and safety issues.
- participate in leadership training provided by State and Council.
- communicate to all local units any and all necessary information.
- Within fifteen days after completion of term, he/she is responsible for passing on to the successor or president all materials pertaining to his/her previously held position.

Reviewed: July, 2015 by the Bylaws/Standing Rules Committee (Debbie Gast, Chair)

Proposed: by Council, September 2, 2015

Approved:

35 AUDIT COMMITTEE/CHAIR DUTIES

In addition to the duties listed in the bylaws, the Audit Committee and Chair will:

- Shall follow current audit procedures for PTAs for the fiscal year.
- Shall complete audit form.
- Shall submit three (3) copies of the audit:
 - Treasurer's Records for year being audited
 - Treasurer's Upcoming Year
 - Submit to State PTA
- Duties completed when submitting report at the next Council Board meeting.
- Shall be available to assist all local unit audit committees as needed.

Reviewed: July, 2015 by Heather Justham

Proposed: by Council, September 2, 2015

Approved:

36 BUDGET COMMITTEE/CHAIR DUTIES

In addition to the duties listed in the bylaws, the Budget Committee and Chair will:

- consist of three members, appointed by the President at the May meeting; as well as the treasurer who shall serve as chair.
- formulate the budget.
- Provide the Council copy of the budget for the ensuing year to be posted on the Council website for 30 days prior to the September meeting.
- Shall follow current PTA budget procedure.
- Duties completed when submitting report at the next Council Board meeting.

Reviewed: July, 2015 by Heather Justham

Proposed: by Council, September 2, 2015

Approved:

37 NOMINATING COMMITTEE/CHAIR DUTIES

In addition to the duties listed in the bylaws, the Nominating Committee and Chair will:

- follow current PTA procedures for elections as per WI PTA.
- select, by agreement, the nominees. The committee chair shall contact those nominees, advising them of the duties involved in the specific office and secure their consent to serve if elected.
- inform the current president immediately the names of nominees selected for the offices needed for the next term.
- In case of withdrawal of a name prior to election, the Committee to Nominate shall proceed to fill the vacancy from the list of suggested nominees.
- Shall establish eligibility of candidates per Bylaws.
- supervise the election of officers
- have available ballots which shall list the names of all nominees for each office, as presented by the committee on nominations, with sufficient space for additional nominees or write-in votes. Additional names of persons nominated from the floor should be listed in alphabetical order.
- determine the number of delegates present and entitles to vote.

- present each delegate with the official ballot.
- count and tabulate the ballots.
- Duties completed after the election of officers at March meeting.
- give the nominating committee report to the Council.
- The Nominating committee chairperson is responsible for conducting the election of the Council officers.
- give the election report to Council.
- be available to assist all local unit Nominating/Election Committees as needed.
- The Leadership Development Chair will serve on the Nominating Committee

Reviewed: July, 2015 by Debbie Gast

Proposed: by Council, September 2, 2015

Approved: