



STANDING RULES OF THE HENDERSON INTERNATIONAL SCHOOL PTA 2016-2017

Purpose

The purpose of the Henderson International School PTA (HIS PTA) is to promote the educational welfare of our students in conjunction with HIS teachers, school administration, and parents to enhance the joy and well-being of HIS students. Collectively, we work to build a sense of inclusion and community which complements and enriches the learning environment. This includes but is not limited to:

- Promoting the welfare of the children and youth in home, school, community
- Promoting a closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth
- To develop between educators and the general public such united efforts as will secure for our children and youth the highest advantages in physical, mental, social education
- Supporting HIS students by funding educational activities and student clubs
- Building community with students, staff and families by funding and staffing family events and activities
- Promoting philanthropy and helping our students plan activities and organize programs that support the Greater Las Vegas community, which in turn teaches our children to be good local and global citizens

Incorporation

1. The name of the association shall be Henderson International School Parent Teacher Association. HIS PTA is chartered under the Uniform Bylaws of the Nevada State PTA (NVPTA). HIS PTA is in Region 3 of the NVPTA, and is known as Local Unit 01524259.
2. Henderson International School PTA is a non-profit corporation, having a tax-exempt status recognized by the state of Nevada under account number is RCE-013-755 as of February 3, 2013 and expiring on February 28, 2018.
3. The Treasurer shall file the articles of incorporation in March of each year.
4. The IRS recognizes this PTA as a non-profit, tax-exempt organization, under section 501 C (3). HIS PTA's EIN number is 510655474.
5. The Treasurer shall take out liability insurance through the NVPTA, enabling HIS PTA to be bonded automatically. The insurance company is AIM and the Insured account number is NV099360.
6. Two signatures, the Treasurer's and one Executive Board member (named as a signer on the account) shall be required on all checks written.
7. This Association shall keep at least two copies of all legal documents in two separate locations, one with the President(s) and the other with the Treasurer.

Operation of the Association

1. This Association shall be bound by the Uniform Bylaws of the NVPTA, and the Standing Rules written here.
2. The Standing Rules of the Association shall be reviewed every year by the executive board, and shall be submitted to the general membership for adoption by a majority vote. This shall be done prior to or at the first general membership meeting of each year. The Standing Rules shall be made available to every member of HISPTA and may be read upon request at any general meeting.
3. The Standing Rules may be amended at any general membership meeting by a two-thirds vote, or if previous notice is given, by majority vote. Amendments must be in compliance with State Bylaws and Council Standing Rules.

Membership

1. Membership dues of HIS PTA shall be \$20.00 per individual, \$25.00 per family and \$10 per HIS teacher. The breakdown of this annual amount is \$4.50 of each individual membership and \$9.00 of each family membership is sent to NVPTA and National PTA, and the remaining amount is to be used by HIS PTA to fund the membership drive, such as school logo gift for members and other membership drive promotional activities.
2. HIS PTA offers an individual membership and a family membership; voting rights for an individual membership include 1 vote, and 2 votes are included for family membership.
3. Members may choose to donate additional funds during the membership drive, which would include the \$20.00 regular membership fee plus an additional suggested donation of \$50.00 or more, to support PTA financially, if they are unable to give a donation of time. Any amount donated over \$10.00 would be considered a charitable donation and be tax deductible for the donor.
4. Members may choose to donate \$10.00 to sponsor a teacher's PTA membership. The PTA will offer teachers the opportunity to have their membership sponsored after tallying the number of donations received. If there are not enough donations received to sponsor each teacher, the PTA executive board will choose the teachers receiving the sponsored membership at random via a drawing at the October executive board meeting.
5. Sustaining memberships to Henderson International School PTA may be offered to businesses or organizations believing in the objectives of PTA, who would like to support our local unit. This membership is without vote or membership card. A certificate of appreciation shall be given upon any donation of \$100.00 or more.
6. All students of Henderson International School shall be recognized as honorary members of Henderson International School PTA without vote or membership card, and will be invited to attend all PTA events regardless of parent or family membership.
7. All executive board members and committee chairs shall pay their membership dues by September 30th of each year.

Executive Board

1. The elected officers of this Association shall consist of the President, Vice President of Operations, Vice President of Communications, Secretary, Treasurer, Preschool & Lower School Representative, and Middle School Representative. Additional officers may be created by amendments to the Standing Rules. The immediate past President and other immediate past officers shall aid the new President and officers with performing their duties, by advising them in such matters as may be necessary, if their time allows.
2. The above officers shall be elected at a general membership meeting by the 31st of May of each year.
3. The executive board shall consist of the above elected officers and shall be current paid members of this unit.
4. All officers and committee chairs are required to keep a procedure book of their duties, guidelines, suggestions, contacts used, etc. to be turned in at the May board meeting for their successors.
5. Officers must have a meeting attendance rate of 75% or better. Officers absent (no written or verbal correspondence) for more than 2 months will be notified of possible Officer Removal and removal process will commence.
6. Process of Officer Removal: if a member of the board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by a resolution adopted by the general membership. Removal will take place at a special meeting, per the bylaws the meeting requires a notification to all members, in writing, 3 days prior to the special meeting. A quorum must be present to conduct the meeting. Removal will occur with vote of quorum (2/3).
7. Process of Officer Resignation: Officer considering resignation must notify the board in writing or in a personal meeting, to discuss reasons for resignation. Notes of this meeting should be given, in writing, 3 days prior to this special meeting. Resignation must be given in writing at the time of this local PTA Board Meeting.
8. Specific Duties for Each Executive Board Member are as follows:
 - Duties of the President:
 - Notifies Nevada PTA of any changes in officers or contact information
 - Acts as a liaison between parents and administrative staff.
 - Manages overall objectives and strategies of PTA.
 - Creates monthly agendas for board and general PTA meetings.
 - Collaborates with board members and HIS administration to create annual school calendar.
 - Attends local Nevada PTA Council meetings.
 - Duties of the VP of Operations:
 - VPO is the first person to fill in for PTA President, Treasurer, or Secretary in their absence.
 - Oversees committee chairpersons.
 - Makes sure each chairperson receives their committee packet.
 - Makes sure all committee needs are met prior to their individual events.
 - Coordinates with Secretary to prepare and post updates online.

- Works with President to prepare volunteer and board position descriptions.

- Duties of the Vice President of Communications
 - In charge of the communications of the PTA.
 - Promotes events by distributing materials (i.e. flyers and signage).
 - Works with committee chairs to communicate on website (MemberPlanet).
 - Updates bulletin boards.
 - Assists in taking, organizing and posting photos.

- Duties of the Secretary:
 - Notifies Nevada PTA of any changes in officers or contact information
 - Conduct written correspondence for the PTA and be responsible for meeting reminders to board members via e-mail, text or telephone
 - Record and maintain minutes of Board and Association meetings and have on hand a current copy of Bylaws, Standing Rules, Meeting Minutes, Committee lists and Membership List.

- Duties of the Treasurer
 - Collaborates with the PTA Executive Board to generate the annual PTA budget.
 - Prepares the annual audit and tax return.
 - Pays bills and reimbursements as required.
 - Oversees ongoing PTA finances.
 - Prepares and presents budget report for each PTA general meeting.
 - Records deposits that come in to HIS.

- Liaison Positions
 - Liaison positions act as a voice between local school administration, teachers, and parents. These positions include: Teacher liaison representatives and Parent liaison representatives. Teacher liaison representative positions for preschool, lower school and middle school are executive board member positions. Parent liaison representatives, also known as room parents, are appointed positions by the current PTA board and must attend each general PTA meeting.

 - Teacher liaisons shall:
 - Be required to attend executive board and regular meetings
 - Serve as a communication link between faculty, staff and PTA; and
 - Solicit staff input when requested.
 - The preschool and lower school representative shall oversee all room parents for preschool and lower school
 - The middle school representative shall oversee all room parents for middle school, coordinate Middle School Summer Kick-Off, coordinate the publishing of the Middle School Literary Magazine with the English teacher, and assist middle school dance chair with event planning

 - Parent liaison shall:
 - Be required to attend regular meetings
 - Serve as a communication link between PTA, assigned teacher, parents of each student in assigned classroom
 - Solicit staff input when requested; and
 - Follow the Room Parent Guidelines for executing responsibilities.

Meetings

Special meetings of this local PTA may be called by the president or by a majority of the board of managers, three days' notice having been given, as required for the approval of business that cannot wait until the next scheduled meeting. It is understood that no business shall be transacted except that mentioned in the notice of the special meeting

Budget

1. Local PTA funds should not be spent until the budget has been approved. Budget is approved with 2/3rds vote by general membership.
2. Counting of money after PTA events shall be done by 2 individuals (at least one board member (does not have to be treasurer) and one PTA member), tracked on a money counting sheet, and signed by both individuals after they are in agreement to the amount of money before deposit.
3. Monies will be deposited within immediately after an event.
4. Purchases over \$500 must have PTA Executive Board Member Approval.
5. Methods of accepting pay: PayPal, Credit Card, Cash, Check, or Money Order.
6. A second copy of money records will be kept in a labeled year binder in the cabinet for 7 years.
7. The secretary shall not be appointed as a check signer on the PTA account(s).
8. The secretary shall not be appointed to review the monthly bank statements.
9. Any charges incurred by the PTA because of insufficient funds check shall be charged to the check writer. This Local PTA reserves the right to refuse subsequent checks from the check writer and require cash or cashier's check for payment.
10. The PTA will withhold fundraising items until NSF check and fees are paid for.
11. The PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within ninety (90) days of the event or within three (3) days of the end of the school year, whichever comes first.
12. No checks will be issued without a completed and approved check request form and must be accompanied by appropriate receipts or copy of an order form.
13. HIS PTA will not cover or reimburse officers, committee chairs or members for any late fees, rush fees or expedited shipping due to lack of pre-planning and/or not placing orders early enough to avoid extra charges.

General

1. All communications concerning HIS PTA for school distribution shall be approved by the president and the school's managing director prior to printing and issuing and/or posting. Printing will be done by the PTA president or the person he or she designates.
2. Flowers, cards, or other appropriate contributions shall be sent by a member of the Executive Board (not to exceed \$50.00) under the following circumstances:
 - a. hospitalization or death of faculty members, staff, students, or PTA board members,
 - b. death of students, student's immediate family members or legal guardian(s),
 - c. a faculty member's
 - d. retirement or marriage.

Committees

1. The chair of each committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board. This is important as the PTA president will need to get the headmaster and/or managing director's approval for all events that take place at the school. Having an action plan will also help insure that the event is successful. No money should be spent until action plan is approved.
2. Unless otherwise approved in advance, each committee is required to submit their plans to the PTA board by the following due dates:
 - a. Events \$100-\$2,499 – plans due 4 weeks prior to the event.
 - b. Events \$2,500-\$9,999 – plans due 6 weeks prior to the event.
 - c. Events \$10,000 and up – plans due 12 weeks prior to the event.
3. Committee chairs must report committee meeting minutes at the next general PTA meeting.
4. After each event, each committee chairs will prepare a post-event report detailing the event. This is a valuable tool for those chairing the same committee in the future and to determine the success of the event.
5. Committee chairs are encouraged to use vendors on the HIS PTA preferred vendor list, as these are vendors that are trusted and have established working relationships. The preferred vendor list will be supplied to each committee chair, after their appointment, and included in the committee planning folder.

State Meetings/Trainings

1. Nevada PTA Summer Leadership Training is mandatory for President, Secretary and Treasurer of HIS PTA, annually, and encouraged for all board members.
2. Board members attending state meetings/trainings shall be reimbursed after returning from conference with receipts. The PTA will budget yearly for at least two Board Members expenses (president and 1 other voted in). All state events are open to anyone who wants to attend in the membership but their expenses will not be reimbursed unless they are voted in as a paid delegate by the board based on budget's funding. Usually a PTA is allowed more delegates than they can afford to send so some delegates are there on their own dime.
3. Attendance at Nevada PTA Convention will follow the order of: President, Vice President of Operations, Secretary, Treasurer, Vice President of Communications, Preschool and Lower School Representative, and then

Middle School Representative.

4. HIS PTA shall pay the expenses of the newly-elected officers and committee chairmen to attend the Council and Area PTA training, if applicable. As the approved budget allows, HIS PTA shall pay the expenses of any other PTA member to attend.
5. HIS PTA shall pay the expenses of the delegate(s) to the National PTA Annual Convention. Delegate(s) shall be elected by the executive board or appointed with the approval of the executive board at the April meeting.
6. HIS PTA shall limit Convention expenses to the following:
 - a. Early Bird registration fee
 - b. Hotel accommodations at published seminar or convention double-occupancy rate
 - c. Gasoline for one vehicle per four (4) members in attendance at 54 cents per mile when using personal car (according to IRS guidelines), or the lowest available commercial airfare at twenty-one (21) day advance booking
 - d. Meals not to exceed \$33 per person per day
 - e. Individual meals are paid up to the following limits:
 - i. Breakfast \$8
 - ii. Lunch \$10
 - iii. Dinner \$15
 - iv. b. If a meal is included in a prepaid event, no reimbursement will be paid for that meal.
 - f. Alcohol purchases shall not be reimbursed.
 - g. Nevada PTA has a per diem form that can be shared – as do other states.
 - h. Parking fees