

C.D. Landolt Elementary PTA –
Proposed Bylaws Amendments February 2024

Article VII, Section 2. B.

Change: “Annual dues for each member shall be the sum of national dues plus state dues plus the local dues amount of ~~\$2.50~~ \$4.00.”

Rationale: A dues increase is needed to adjust for inflation and bring our PTA’s dues closer in line with other elementary schools in the district.

Article X, Section 9. D. 1.

Change: “be responsible for aide-to-the-president; ~~newsletter~~ coordinate all communications; and”

Rationale: Our PTA now uses several different communication platforms rather than a newsletter.

C.D. Landolt Elementary PTA –
Proposed Standing Rules Amendments February 2024

Remove: First vice president duties

Rationale: The wording of the first vice president's duties will be incorporated into the bylaws with this year's amendment. State guidelines specify that information should not be duplicated in the standing rules and bylaws.

Financial

Add: Any check made payable to the PTA that is returned as non-sufficient funds will not be redeposited. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer. The PTA reserves the right to refuse subsequent checks from the check writer and require cash or money order for payment.

The PTA shall not reimburse sales tax unless the executive board gives prior approval for the exception. Any member making purchases on behalf of or for the PTA shall use the tax-exempt form.

Rationale: To document and standardize current practices.

Miscellaneous

Change: "Room representatives ~~must~~ **should** be members of the PTA and should consult with their teacher to plan the activities for the class parties and other events."

Rationale: Any parent should be allowed to serve as a room representative if they are willing and able.

Change: "Volunteers **at school functions** should follow ~~school dress code~~ **all school policies**."

Rationale: Volunteers should follow all policies rather than one in particular.

Add:

Scholarships

A. The official name of the scholarship shall be the C.D. Landolt Elementary PTA Scholarship.

B. Monetary gifts from other PTAs, organizations, individuals and other contributions can be designated for the Scholarship.

C. The treasurer shall collect and distribute all monies for the scholarships as directed by the scholarship committee.

D. The funds and the interest (if applicable) earned are used for educational purposes, including books, tuition, and educational fees.

E. As budget allows, the PTA shall offer up to 2 \$500 scholarships annually to graduating seniors who will be enrolled in an accredited college or university or a technical institute in the summer or fall semester immediately following applicant's high school graduation.

F. The scholarship application shall be posted on the C.D. Landolt Elementary PTA website as well as given to the counselors of our high schools.

G. Eligibility Requirements. Applicants must meet the following eligibility requirements:

1. Applicants must have attended, have a sibling who has attended, or have a parent who is a faculty or staff member at C.D. Landolt Elementary School, and their family must be current or alumni C.D. Landolt Elementary PTA members.
2. Applicants must plan to be enrolled in an accredited college or university or a technical institute in the summer or fall semester immediately following high school graduation.
3. Students or relatives of the PTA's executive board may be eligible for scholarships assuming all identifying information has been removed from all applications by the chair.

H. Guidelines for Submission. In order to qualify, the applicant must complete and submit the following:

1. Completed application form
2. A copy of high school transcript

I. Additional required documents. The following documents are required for applicants to submit.

1. Essay on subject and of a length set each year when the application is released.

2. A resume listing school activities, community involvement, work and/or volunteer experience.

J. Selection, Notification and Payment

1. Selection is made by the scholarship committee of the PTA.
2. Recipients will be notified by email, the PTA will publish the winners to website and social media, and winners will be recognized at the May membership meeting.
3. Each recipient has until October 15th of the year the scholarship is awarded to request funds.
4. The check shall only be written to the institution of learning once verification of enrollment is received.

K. Selection and Duties of the Scholarship Committee

1. The chair of the scholarship committee is appointed yearly by the President of the PTA with approval of the executive board by the second general meeting.
2. The chair of the scholarship committee shall appoint three (3) members and one (1) alternate of the committee to read and select the recipients of the scholarships awarded. Committee members shall not have a senior at the eligible schools.
3. The chair shall obtain all applications and remove any identifying information of the applicant on the applications to be read and distributed to the readers to ensure that names are unknown to the committee members.
4. The chair shall not be involved in the selection process. The purpose of the chair is to ensure that the application is posted in a timely manner and that all applications received follow the guidelines listed above.
5. If for any reason a committee member cannot fulfill the duties, the alternate member shall fill in.

L. Records Retention

1. Adequate records and case histories must be maintained per the records retention policy.
2. Records must include:
 - a. Name and address of recipient
 - b. The amount and purpose of the scholarship
 - c. The manner in which the recipient was chosen and any relationship, if any between the recipient and executive board members.

Rationale: To add a high school senior scholarship into our standing rules.