

Witt Elementary Partners

Operating Guidelines

Purpose

1. To facilitate the general meetings of the Members of Partners.
2. To provide instruction to the Officers of Partners for the conduct of major business transactions and activities of Partners.
3. To provide procedures for the flow of information to Members of Partners regarding major business transactions and activities of Partners and its Officers
4. To provide procedures for the flow of information to Members of Partners regarding all other business conducted by Partners and its Officers.

Policies

1. Meetings

The Officers of Partners will schedule all general meetings of the Partners. Dates, time and place of meeting will be published no later than the last meeting of the school year.

2. Agendas

Agendas for the general meetings of the Partners will be developed and agreed upon by the Officers of Partners approximately one week prior to the general meeting.

1. Standard agenda items will include, but are not limited to, introductions announcements, principal's report, accountability, treasurer's report, old business and new business.
2. Individuals who wish to have items considered for the meeting must submit the item(s) in writing to the Partners mailbox, located in the school office, no later than 2 weeks prior to the general meeting. Items approved will be included on the agenda under new business. Should an item be deferred or refused, the submitter of such item is responsible for seeking the status.
3. The approved agenda will be posted on the bulleting board outside the school office, no later than the Tuesday prior to the general meeting Additional items will not be added to the agenda after it is developed Copies will be available at the meetings

2. Conduct

The Officers and members of Partners are expected to adhere to the "Witt Partners Norms" document containing the rules of conduct for all meetings.

3. Representation

Any person(s) representing Partners shall make no commitments binding the organization without the prior consent of the Officers of Partners. The Officers of Partners will determine if consent is also needed from the Members of Partners, at which time the commitment will be included on the agenda for approval by the Members at the general meeting

4. Disbursement of Funds

Monies collected through fund raising activities shall first be disbursed to fund the annual budget of Partners, second to fund any non-budget expenditures that may occur during the

school year, and last to fund any individual requests from teachers and parents

5. **Review**

The Operating Guidelines shall be reviewed by the Members of Partners on an annual basis at the first general meeting of the school year. If no changes are required, the Operating Guidelines may be approved by the Members of Partners at the first general meeting. If changes are required, the changes must be presented and approved at the next meeting of the Members of Partners.

Officers

1. **Term of Office**

As stated in the Bylaws, the term of office shall be for a period of two years. Each term will begin on July 1st of the first year and end on June 30th of the second year.

2. **Motion and Voting Rights**

All Officers, except the President, may participate in moving to initiate a vote, or second a motion to vote on issues presented to the Members at the meetings. The President may facilitate this process only. All Officers, except the President, may participate in voting on issues presented to the Members at the meetings. In the event of a tie, the President may vote to break the tie.

3. **Election of Officers**

All officers shall be elected by Members of Partners as outlined in the Bylaws. In election years, open Officer positions will be announced one meeting prior to the last meeting of the school year. Nominations and voting will occur at the last meeting of the school year. New officers will take office on July 1st of the same year.

Guidelines

1. **Membership**

1. **General Membership:** All students of Witt Elementary, their families, all members of the staff at Witt Elementary and all persons who volunteer their time at the school are eligible for membership.
2. **Voting rights:** Any member who was in attendance at the previous general meeting is able to make a motion, second the motion and/or vote on the motion. A record of attendance will be kept by the President and Secretary of Partners.

2. **Budget Preparation and Budget Approval**

The Officers of Partners will prepare a Budget for the following school year to be discussed at the general meeting by the Members of Partners.

1. Preparation of the Budget should occur by the Officers no later than one meeting prior to the last meeting of the school year and should be based on historical data as well as projected needs for the next school year.
2. The Budget should contain a detailed explanation of the types of expenditures included in each category. Each category should be in such a format as to show the current year's budget amounts: expenditures for the current year, including estimates for any remaining items to be paid through the end of the current year; difference between budget and actual for the current year; the new school year's proposed budget amounts; the difference between

current and future budget amounts; and an explanation as to the increase or decrease in any budget category.

3. The Budget prepared by the Officers shall be presented to the Members of Partners for discussion no later than the last meeting of the school year.
4. The Officers of Partners will make any changes needed to the proposed budget as determined by the discussion and majority consensus of the Members of Partners.

3. **Non-Budget Expenditures**

During the course of the school year, it may be necessary to authorize the expenditure of funds for items that were not included in the budget. Whenever possible, this authorization should occur at a regularly scheduled general meeting of the Members of Partners. If the expenditure must be made before the next general meeting is to occur, then the Officers of Partners may authorize that expenditure by a majority vote of the Officers.

4. **Requests for Expenditure of Monies Raised by Fund Raising Activities**

The Officers of Partners, after funding the budget and other unforeseen expenditures (non-budget items,) will determine the amount of money left from fund raising activities that will be allocated toward individual requests.

1. The amount available will be announced no later than the second meeting of the Members of Partners.
2. Requests may be submitted to the Officers of Partners anytime and up to two weeks prior to the last meeting of the calendar year. All requests must be in writing or they will not be considered.
3. All requests received in the specified time frame will be considered at the Officers agenda meeting, which is held one week prior to the last meeting of the calendar year. If a request is deferred, the request will be returned to the submitter for further information. If a request is denied, the request will be returned to the submitter with explanation. All other requests will be summarized by the Officers and presented to the Members of the Partners for discussion and voting at the last meeting of the calendar year. Based on the number of requests received, all other business may be deferred to the next meeting at the discretion of the Officers of Partners.
4. Requests received after the last meeting of the calendar year will only be considered based on availability of funds and priority of request.

4. **Committee Chairs**

The Officers of Partners shall present a list of programs, events and activities that require a Chairperson to the Members of Partners no later than one meeting prior to the last meeting of the school year. This list shall apply to Chairpersons needed for the upcoming school year.

The Officers of Partners will accept volunteers to be Chairperson no later than the last meeting of the school year. Any Chair positions not filled at the last meeting of the school year will be readdressed at the first meeting of the new school year and every subsequent meeting thereafter as needed.

The operating Guidelines are intended to provide detail and explanation of operating procedures for Partners. Under no circumstances do these guidelines replace the Bylaws of Partners, which are the governing articles of this organization. The Bylaws of Partners take precedence over any conflict that

may arise between the Bylaws and the guidelines presented herein.

The members of Partners approved the above Operating Guidelines on date

In witness thereof, the Officers of Partners affix their signatures to the Operating Guidelines this
<date>

Proposed change to Operating Guidelines Voting Rights

Voting rights: Any member who was in attendance at the previous general meeting is able to make a motion, second the motion and/or vote on the motion. Any Witt Elementary teacher or staff member is able to make a motion, second the motion and/or vote on the motion provided a Witt Elementary teacher or staff member, who is not on the Board of Directors, was in attendance at the previous meeting. A record of attendance will be kept by the President and Secretary of PARTners.

