

# COUNCIL MESSAGES

HAMILTON COUNTY COUNCIL of PTAs

*every child. one voice*

November -December, 2015

Issue 2

November 18th HCC Program  
10 a.m at the HCESC

**Program: "Be Smart"**

A gun safety program for homes with children

**Presenter: Michele Mueller, Ohio Chapter Leader**  
Moms Demand Action for Gun Sense in America

Please join us for a very timely and informational program. Everyone is welcome

## *Membership Chairmen and Presidents*

Have you submitted your initial Membership Dues? This is IMPORTANT! **You must submit \$4 per member for each of your PTA members by November 30.** This is a requirement for being a unit in good standing. It is also a requirement to participate in all PTA programs including: Reflections and Member Perks.

Please submit those dues to Ohio PTA, 40 Northwoods Blvd., Suite A, Columbus, Ohio 43235. Please include the cover sheet and member list, both available on the Ohio PTA website at [www.ohiopta.org](http://www.ohiopta.org). OPTA has issued a challenge to every PTA unit to have an increase of 5% over last year's membership total!! So come on units let's show them that the PTA units of Hamilton County Council is up to the challenge.

Don't forget to take advantage of all of your school activities, conference nights, sporting events, school packets that are sent home with the students, grandparents, guardians, and friends to increase your membership.

Please keep me informed about what's happening in your unit -- your individual PTA campaigns, when you reach 100% teacher membership, and what you are doing to reach the OPTA challenge.

Ericia Perkins, HCC Membership Chairman, [eperkins0323@gmail.com](mailto:eperkins0323@gmail.com)



## **CONGRATULATIONS TO OUR UNITS**

Twelve (12) of our schools have already achieved 100% Teacher Membership!! Congratulations to: Bridgetown Middle (OH), Colerain Elem. (NW), Delhi Middle (OH), Delshire Elem OH), Harrison Elem. (SW), Monfort Heights Elem. (NW), Oak Hills HS (OH), Oakdale Elem. (OH), Pleasant Run Middle (NW), Rapid Run Middle (OH), Springmyer Elem (OH), and White Oak Middle (NW). Please notify Ericia Perkins, Council Membership Chairman, 257-6995, [eperkins0323@gmail.com](mailto:eperkins0323@gmail.com) when your unit reaches this achievement so we can recognize your unit at one of our General Meetings.

## *COUNCIL'S FOUNDERS' DAY SERVICE PROJECT*

Council is reviewing several possible projects for the 2015-2016 Service Project and will advise our units on or before the November 18<sup>th</sup> General Meeting which one has been selected. Last year's project, **Comfort Quilts for Kids** was a HUGE success. Council thanks all its units for their past support of these projects and is once again looking forward to another successful project. Council Immediate Past President, Elaine Efke, 738-2770, [Elaine50@fuse.net](mailto:Elaine50@fuse.net) is in charge of the Council Service Project. If you have any questions, please contact her.

## **COUNCIL DUES**

**It's that time again!** Each unit in the Hamilton County Council is responsible for paying dues. These dues must be paid by November 30th to remain in good standing and participate in council business i.e.: Reflections, Outstanding Council Educator, Scholarships and Membership Awards. Dues are based on your unit membership numbers from last year. These dues are separate from the membership dues sent to OPTA. If you have any questions, contact Linus Ryland, HCC Treasurer, [Linus.ryland@fuse.net](mailto:Linus.ryland@fuse.net) Checks are made payable to HCC PTA/Dues and should be mailed to:

Linus Ryland, HCC Treasurer, 1065 Sundance Dr. Cincinnati, OH 45233.



## *CONGRATULATIONS TO COUNCIL'S 2015 OUTSTANDING EDUCATOR*

*Angela Jones*

She is a Title I Tutor at Struble Elementary in the Northwest Local School District.

She was honored at the September Executive Luncheon, receiving a beautifully engraved glass vase and a year's subscription to the National PTA Our Children Magazine.



## **SCHOLARSHIP DONATIONS**

Thank you for your past scholarship donations. It is very important that our units participate in this program. These donations fund the Student and Vocational Readiness Scholarships, one to a graduating senior from each high school in our school districts and one to a student from each of the HCDDS schools. They also fund the teacher/staff scholarships for which any teacher, elementary through senior level or administrator may apply.

Please mail your scholarship donation by February 15, 2016 to Linus Ryland, HCC Treasurer, 1065 Sundance Dr. Cincinnati, OH 45233. Checks are made payable to HCC PTA/Scholarship Fund. Scholarship applications will be available at the schools around the first week of January.

**Please note:** Schools who do not contribute to the Scholarship Fund will be ineligible for any scholarships.

Thank you so much for your help with this very important program. Please contact Janine Schneider, Council President, 941-6851, if you have any questions. **NOTE:** this position is open on the Council Board so if you have any interest in Scholarships and/or being on Council, Janine can assist you with this also.

**REFLECTIONS:** Check with your Area Advisor for the due date in your district. Any questions check with your Area Advisor or Council Coordinator, Kathie Smith, 509-9225, [klsmith@sibcycline.com](mailto:klsmith@sibcycline.com)

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## *Standing Rules- Why Your Unit Needs Them*

Standing rules are the procedures for the day to day running of the association that are not included in the bylaws. They cannot be in conflict with the bylaws. Standing Rules are more flexible than bylaws and may be changed at any board meeting by a majority vote. Standing Rules are unique to each specific PTA; therefore, they do not need to be sent to the state office. They are the details of daily PTA work.

### **Common topics covered by standing rules:**

- Steps required for expense reimbursement including time limits,
- Committees that your board will include,
- Duties and procedures for board members and committees,
- Determining who the appropriate check signers are at the bank,
- Policy regarding handling money, reconciling the budget, paying the bills,
- Standard expectations of board members,
- Starting and ending times of meetings and place they are held,
- Who will receive your newsletter and/or school directories,
- Setting allowances for board members who attend PTA Leadership Conferences, State and/or National Conventions to cover registration, airfare or mileage, hotel, and meals incurred while on PTA business.
- Procedures for awarding honors, grants or scholarships

### **Developing Standing Rules is not a difficult task.**

Here are some simple steps:

- 1) A Committee, of at least three people, should be appointed to prepare the Standing Rules.
- 2) The Committee should include experienced and knowledgeable members of the PTA or Council.
- 3) Using the bylaws as an outline, the committee should consider each provision and then formulate instructions for applying the provision. The minutes of board and general meetings, as well as the experience of the committee members can serve as resources.
- 4) There should be complete job descriptions for officers and chairs.
- 5) After the committee has finalized the Standing Rules, they are presented to the members for approval by a majority vote.
- 6) Upon approval, make sure each board member has a copy.

Standing Rules serve as a guide to ensure the orderly transfer of duties from one administration to the next, and are a valuable tool for the orientation of new board members.

(Article was written by Cindy Schanz, OPTA Director of Bylaws and Standing Rules, and reprinted from the OPTA VOICE)

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**\*\*\*\*Important Date\*\*\*\***

*November 30*

*Membership list/dues to OPTA*

*and dues to Hamilton County Council*

***must be in to remain a unit in good standing!***

## *NOVEMBER COUNCIL GAME:* The Importance of Standing Rules

Read the article titled “Standing Rules, Why Your Unit Needs Them” – then answer the following true/false questions. Come to the November General Meeting, participate in the game and enter your answers for a chance to win a nice prize package.

1. Standing Rules are the same for each PTA unit.
2. Each unit’s Standing Rules must first be approved by the OPTA.
3. Standing Rules are separate from the Bylaws.
4. The Standing Rules don’t have to be voted on.
5. Standing Rules are completely separate from the Bylaws therefore can have contradictory information.
6. Standing Rules are the procedures for the day to day running of the association.
7. Some common topics covered by Standing Rules include: committees that your board will include; procedures for awarding honors, grants or scholarships; quorums for board and general meetings; and job descriptions for officers and chairs.
8. Standing Rules are more flexible than bylaws.
9. It takes a 2/3 vote to change or approved the Standing Rules.
10. It is only necessary for one person to review and prepare the Standing Rules.



Hamilton County Council of PTAs has a variety of items available which are great for saying “thanks” to your board members, teachers, staff, or maybe just a little gift for yourself. And we have a really special **NEW** item – an 8 pack of blank note cards/envelopes made from winning entries in last year’s Reflections program. A form is attached to this Newsletter (to see them in color go to our website at [www.HCCPTAs.org](http://www.HCCPTAs.org)) Another nice gift for everyone is our book, “Life Made Simple” with sections on: Teacher/Staff Appreciation, Snacks for Meetings, Inspirations, Easy Main Meals, Installations, and Kids Time (great ideas for crafts/goodies to make with your children/grandchildren.) It offers the busy volunteer great, easy solutions for meetings, something to do on a rainy day with your children or a simple meal at the end of a busy day. Both items would make great holiday gifts. Other items are also available. Come take a peek and see for yourself. Prices vary from \$2 to \$6. Contact Lori Mueller, Ways & Means Chairman for information at: [lmuel@fuse.net](mailto:lmuel@fuse.net) or 513-367-1069