

**LINCOLN ELEMENTARY PTA DISTRICT 202 OF PLAINFIELD, IL**  
**STANDING RULES**  
**2021-2022**

**ARTICLE 1 – BYLAWS**

The name of this organization is the Lincoln Elementary School (District 202) Parent-Teacher Association (Lincoln PTA) of Plainfield. It is a local PTA unit organized under the authority of the Illinois Congress of Parents and Teachers (Illinois PTA), a branch of the National Congress of Parents and Teachers (National PTA). These Standing Rules are the specific conditions Lincoln PTA chooses to impose upon itself within the scope of the Illinois PTA Bylaws. The Bylaws of the Lincoln PTA are to be applied first, and only Bylaws are to be followed in case of conflict between the Bylaws and the Standing Rules.

**ARTICLE 2 – MISSION STATEMENT**

We strive to improve the Lincoln experience by bringing together staff, families, and the wider community to create a supportive learning environment where students can excel and feel confident in themselves.

**ARTICLE 3 – CORE VALUES**

The Lincoln PTA core values mirror those of Lincoln Elementary: collaboration, empathy, curiosity, grit, and growth mindset. The success of the Lincoln PTA is embedded in these core values.

**Section 1: Collaboration**

We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve all children and families within the boundaries of Lincoln Elementary.

**Section 2: Empathy**

We acknowledge the potential of everyone without regard to: age, economic status, educational background, race, ethnicity, gender, legal status, marital status, religion, sexual orientation, mental ability, or physical ability. We will strive to be sensitive to the emotions and feelings of all of Lincoln's families.

**Section 3: Curiosity**

We will consistently be pushing ourselves to develop new and innovative ways for our organization to explore the realms of curiosity. We want to push others to think differently and to dig deeper with the power of asking questions.

**Section 4: Grit**

We are passionate about our mission and are determined to see it come to fruition. We are transparent about challenges we are facing and open to constructive feedback in order to achieve the goals we set forth as an organization.

**Section 5: Growth Mindset**

We constantly assess ways in which we could improve events, educational opportunities, and processes in order to stretch the mission of the Lincoln PTA. We look at ways that things have been done historically, and consistently look for ways of improving them.

#### **ARTICLE 4 – CODE OF CONDUCT**

##### Section 1

Per PSD 202 Board Policy 7:190 Behavior Code for substances on school grounds: Lincoln PTA Volunteers shall not use, possess, distribute, purchase, or sell alcoholic beverages, tobacco products, or be under the influence of illegal recreational drugs before or during events that are held on school grounds.

##### Section 2

Lincoln PTA Members have an expectation to treat others with dignity and respect. As members of the Lincoln PTA, our behavior is reflective on the PTA and our school community. Under no circumstances will rude and uncooperative behavior be acceptable. The Lincoln PTA will not tolerate harassment, threats, public slander (including social media) in any form.

##### Section 3

Reports from police departments, school staff, students, or other volunteers of potential violations of the Lincoln PTA Code of Conduct may result in immediately losing the privilege of volunteering, serving on a committee, or attending meetings. One warning will be given in writing of an infraction by the PTA Executive Board.

##### Section 4

If additional infractions occur: your PTA membership may be revoked for the remainder of the year at the discretion of the Executive Board. Any receipts that were approved for reimbursement need to be submitted within 14 days of membership termination. Membership dues paid for the current year only will be returned in full. Any additional funds raised or donated, goods donated, or services provided including intellectual property and photos taken before membership termination are property of the Lincoln PTA.

#### **ARTICLE 5 – SOCIAL MEDIA POLICY**

##### Section 1

Lincoln Elementary PTA maintains various social media entities that are open to the public. They are listed below:

Website: <https://lincoln202pta.com/>

Facebook: <https://www.facebook.com/lincoln202pta/>

Instagram: <https://www.instagram.com/lincoln202pta/>

Email: [lincoln202pta@gmail.com](mailto:lincoln202pta@gmail.com)

All official PTA communication will originate via these channels. The Lincoln PTA Executive Board retains editorial oversight of all posts.

##### Section 2: Facebook

As of 6/1/2020, the Lincoln PTA does not restrict commenting and encourages engagement and respectful discourse through comments; however, comments inconsistent with Article 4- Code of Conduct of the Standing Rules may be subject to removal.

Individuals may choose to share Lincoln PTA content and posts, including Lincoln PTA members and board officers if they are acting as individuals from their own personal profile. The Lincoln PTA is aware that multiple parent groups may exist on Facebook; however, the Lincoln PTA is unaffiliated with any of these groups.

### Section 3

The Lincoln PTA encourages individuals with specific questions or concerns to contact the PTA via email ([lincoln202pta@gmail.com](mailto:lincoln202pta@gmail.com)) or through public comment at the General PTA meetings.

### Section 4

All board members and chairpersons must adhere to the Lincoln PTA social media policy and agree that PTA related communications must originate via the approved channels.

### Section 5

Members shall obtain authorization from the Executive board before representing Lincoln PTA when communicating to school district personnel or the media.

### Section 6

All communications concerning Lincoln PTA for school distribution shall be approved by the Executive Board prior to dissemination.

## **ARTICLE 6 – MASCOT**

### Section 1

Our Mascot committee reprises the role of Jynx the Lynx (or Jynx' handler) at various school activities. The Mascot and Handler adopt the Guidelines for Successful Mascots, as adopted from THE MASCOT ASSOCIATION (listed below).

<http://www.mascot.org/performer/2013-forms/THE%20MASCOT%20ORGANIZATION-Mascot%20Values.pdf>

#### Performer Guidelines

The main job of Jynx the Lynx (the Official Mascot of Lincoln Elementary) is to meet and greet the crowd. Characters will always focus their attention on the visitors – making sure they have a positive experience.

1. Characters may:
  - 1.1. Be photographed with visitors.
  - 1.2. Hug or shake hands with parents or other adults.
  - 1.3. Hug children with one arm wrapped around the child's shoulder and the other in plain sight (this is for liability reasons)
  - 1.4. Dance or interact with other characters, children & adults Note: Characters are accompanied by escorts at all times. There are no exceptions!
2. Characters may NOT:
  - 2.1. Talk or sing or make inappropriate noises while in character

- 2.2. Hug or touch children or infants below the shoulder
- 2.3. Pick up or hold children or infants
- 2.4. Approach a child who appears scared or confused. Should stay back and let the child approach them
- 2.5. Run or roughhouse while in costume or engage in horseplay
- 2.6. Engage in any violent activity or behavior that may be offensive or reflect negatively on Lincoln PTA (i.e. play fighting)
- 2.7. Consume alcoholic beverages, use tobacco products, or patronize bars or any other location where alcohol is being served or consumed before or during events Note: Because of health risks, many clients prefer that characters not pat a child's or infant's uncovered head because of transmissibility of head lice.
3. Stay in Character:
  - 3.1. Be fully in costume anywhere the public can see you
  - 3.2. Act the part at all times while in public view
  - 3.3. Mascots don't speak human language (but do use body language)
  - 3.4. Mascots are excellent listeners
4. Stay on Schedule:
  - 4.1. Arrive early ("To be early is to be on time, to be on time . . .")
  - 4.2. Plan appropriate length sets (in-costume times)
  - 4.3. Take appropriate breaks
    - 4.3.1. When the crowd thins out
    - 4.3.2. For re-hydration
    - 4.3.3. When overheated
  - 4.4. Honor advertised appearance times (manage expectations beforehand)
5. Stay "on Guard"/ Be Aware:
  - 5.1. Mascots are aware of what's going on around them
  - 5.2. Watch for the needs of the public (you are a goodwill ambassador!)
  - 5.3. Be an Offensive Player: Take the initiative & make the magic happen!
  - 5.4. Be a Defensive Player: Watch for situations which may arise. Take action to prevent little problems escalating into big ones (keep track of rowdy kids)
  - 5.5. Monitor the crowd & know when to walk away and end the current set early
  - 5.6. Support/reinforce Lincoln Elementary function but don't cross the line where it may interfere with the operation of management business
6. Stay Healthy
  - 6.1. Good Hygiene is important!
  - 6.2. Hydrate yourself 1) before, 2) during and 3) after appearances
  - 6.3. Take cool-down breaks as needed to prevent heat sickness or heatstroke\*
    - 6.3.1. Heatstroke is a potentially serious and occasionally fatal condition. Symptoms include dry mouth, fatigue, dizziness, stomach upset, back pain, headache, irritability, nausea, cramps, confusion, slurred speech, blotted or swelling hands. If you experience a lot of these symptoms at once, end the current appearance set immediately, and:
      - 6.3.1.1. Get out of costume quickly
      - 6.3.1.2. Get to a cool place and drink cool water (not too cold)
      - 6.3.1.3. Try to avoid playing the character for the rest of the day

- 6.3.1.4. If symptoms persist seek medical attention immediately
- 6.4. To avoid cross-contamination, don't wear a costume if you have anything contagious
- 6.5. Maintain yourself ("work out, eat right")

#### Role of the Escort (Handler)

1. Stay with character Lead the charge
  - 1.1. Ensure all guidelines are upheld
  - 1.2. Be the eyes and ears - Be the voice (know your PR limits, defer to onsite client/rep where appropriate)
2. Staging Guidelines:
  - 2.1. Performers' identities are not revealed to the public, personal info is not given out.
  - 2.2. Walk-around Characters do not talk. They shake hands, give hugs, and can be photographed with fans. Manage expectations accordingly.
  - 2.3. Characters are accompanied by designated Character Handlers at all times for their safety and that of their fans.
  - 2.4. Crowd control materials, such as stanchions and ropes should be provided when necessary to protect the characters & manage lines.
  - 2.5. Characters must never pick up and/or hold small children or infants.
  - 2.6. Characters receive scheduled breaks every 30 minutes or as needed in the case of extreme conditions, etc. (manage visitor expectations accordingly).
  - 2.7. Performers must never be under the influence of drugs or alcohol
  - 2.8. Performers may never smoke cigarettes while in costume, even while on break
  - 2.9. Performers should remove costumes before eating meals to avoid damaging costumes.

### **ARTICLE 7 – MISCELLANEOUS**

#### Section 1: Contact information.

Lincoln Elementary PTA  
14740 Meadow Ln  
Plainfield, IL 60544  
Lincoln202pta@gmail.com

#### Section 2

Executive board members shall not be entitled to privileges that are not due to any other school district tax payer because of their position in the Lincoln PTA.

#### Section 3

The Lincoln PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.

#### Section 4

The Lincoln PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within thirty (30) days of the event or within three (3) days of the end of the school year, whichever comes first.

Section 5

These Standing Rules may be amended at any regular meeting of this organization by a majority vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous regular meeting, or written notice of the proposed amendment has been given to all members thirty (30) days in advance of the regular meeting at which the amendment is to be considered. The proposed amendments shall be subject to approval of the principal at Lincoln Elementary.

ADOPTED DATE:

APPROVED BY:

---

Lincoln Elementary Principal

---

PTA President

---

PTA Secretary

APPROVED DATE: \_\_\_\_\_