

**DEFINITION**

Standing rules cover non-procedural subjects and are considered a supplement to the Arlington Elementary School Parent-Teacher Association (“Association”) bylaws. Standing rules are adopted by the Board of Managers (see Bylaws Article IX Section 1,) as in any ordinary motion by a majority vote, and may be amended by a two-thirds vote without previous notice, or by a majority vote with such notice. In some cases, policies in the Association bylaws are referred to in the Association standing rules.

Each Board of Managers (“Board”), between its installation at the May general meeting of the membership of this association and its first regular meeting of the Board, shall establish a ‘Bylaws/Standing Rules Committee’. This committee shall recommend changes deemed necessary in the Association bylaws or Association standing rules for the coming year and present the recommendations to the Board for adoption. The standing rules, which are adopted, do not obligate future Boards to similar action.

The current 2013-2014 AES PTA Board of Managers will remain the same regardless of county-wide school changes.

**THE EXECUTIVE COMMITTEE**

The Executive Committee consists of the AES Principal and Parliamentarian as well as elected officers: President, Secretary, Treasurer, all Vice-Presidents, and Teacher Representatives.

Executive Committee members are required to attend all Board meetings. In emergency situations, a Board member unable to attend a meeting must notify the President or Secretary, and is responsible for obtaining information about that meeting. In the event of an Executive Committee member’s absence, that member should relay any pertinent information concerning their area of responsibility to the President or Secretary so that a report may be made to the Board of Managers on the absent member’s behalf. As soon as possible, but within 10 days of the Board meeting, a written report from the member absent or designated alternate shall be submitted to the Association Secretary for inclusion with the official record.

**BOARD OF MANAGERS**

The Board of Managers consists of the Executive Committee as well as the Committee Chairmen. The opinions and contributions of all are welcomed and are important to the outcome of votes.

The Association President shall represent the Association by speaking to the media, groups, or individuals on Association issues, positions, and views as established by the Association. No other officer or individual may speak on these matters unless specifically authorized by the President of the Association.

In the event a Board member misses one (1) Board meeting without any notification, the President shall counsel the board member on the duties and responsibilities for the continuing of his/her position on the board.

The Board of Managers, with a consensus that a Board member is failing to perform his/her duties, according to the Association's bylaws and standing rules, may request the President to counsel said Board member on the duties and responsibilities for the continuing of his/her position on the Board.

Terms of offices will run concurrently with the Fiscal Year as stated in the bylaws: July 1 – June 30. Officers are expected to conclude all business pertaining to their elected position for the current year before turning books over to new officers.

Each member of the Board of Managers shall:

- Develop a proposed budget for his/her office and submit to the incoming Association Treasurer by June 1;
- Develop a plan of work (goals and objectives) to be submitted to the incoming President by June 1 for his/her position and be prepared to present the plan at the August Board meeting;
- Support any function of the PTA by their presence and assistance as needed;
- Attend ALL Board meetings as possible to voice opinions and contribute to discussions;
- Be responsible for maintaining a procedure book to be passed on to his/her successor at the end of the year. [This notebook should include items such as a copy of the Plan of Work, bylaws, standing rules, copy of last working budget, Board meeting minutes and Treasurer's reports from current year's meetings, copies of any handouts or paperwork created, a computer disk containing electronic copies of such files, and other information important to the position. Any recommendations for modifications should be made at the end of their term and be included in the notebook.];
- Prepare County/State PTA reports and awards applications that pertain to his/her area of responsibilities and submit them to the Association Secretary a minimum of four weeks prior to the County/State PTA deadline for such reports. The Association Secretary will consolidate all of the reports received into packets based on County/State PTA deadlines. In addition, the member shall submit copies of the reports to the Association President, as well as filing one copy in their position notebook for the next year;
- Present a positive attitude about Arlington Elementary School and our Association. Our purpose is to give our volunteer time and talents towards maintaining the goals set forth by the National PTA;
- Enlist other Association members to join their committee to assist in assignments, programs, and projects. Board members should not assume or expect that other Board members will do all committee work;
- Perform such other duties as may be prescribed in the bylaws, as well as duties deemed necessary by the Association;
- Be punctual for any scheduled meeting;
- Decline discussions of confidential PTA business outside of the regular business meeting;
- Try to attend state or council training for their particular position when training is offered throughout the year;
- Support our school's administration, offer recommendations, and work for the educational growth and enrichment of our children. We have not been elected to our positions to change school policy.

### ELECTIONS

In order to be considered for the Executive Committee an application must be submitted to the nominating committee by the specified deadline. Applicants will be interviewed by the nominating committee. By 7 days prior to the May general meeting, all applicants will be notified of the results. The slate of officers will be announced at the May general meeting. At this time, any applicant that was not selected may run from the floor. In order to run from the floor, the applicant must have submitted an application to the nominating committee and the parliamentarian must be notified at least five (5) days prior to the May general meeting. In the event a vote is necessary, voters must be current PTA members and in good standing. Votes shall be conducted by written ballot and counted by the Parliamentarian, Secretary and the VP of Membership or a designated alternate chosen by the President. The newly elected officers will be announced and installed at this annual meeting.

### SPECIAL COMMITTEES

Special committees may be formed throughout the year by the Executive Committee as deemed necessary to promote the purposes and carry out the work of the Association. Chairpersons shall be appointed by the President, upon the approval of the Executive Committee, and shall work under the supervision of an elected member of the Executive Committee. If a report needs to be given to the Board of Managers, the chairperson should contact the President at least three (3) days prior to a board meeting in order to be added to the agenda. These committees are appointed to serve in a particular capacity and cease to exist after providing their final report to the Board. They are established to expedite the business of the Association. The following are by no means the only Special Committees the board may establish during its tenure. These are listed as an aid for planning purposes.

**1. BUDGET & FINANCE COMMITTEE:** formed in May for the purpose of developing a budget proposal for the coming year and discuss expenditures for special projects. The committee consists of the President, Treasurer, immediate past Treasurer (if available), Ways & Means, and Membership. The Treasurer shall act as the committee chair. The committee reports to the Executive Committee before the first general meeting of the school year for Board discussion and prepares a final budget for approval by the general membership no later than the September general meeting. The final budget must be submitted to Communications to be published prior to the approval by the general membership. The committee reconvenes in January to make budget amendments for approval at the March general meeting.

**2. BYLAWS/STANDING RULES COMMITTEE:** formed in May for the purpose of reviewing the necessary criteria for standing rules for the incoming Board of Managers and review the bylaws of the Association as needed (at least once every five (5) years). The committee shall consist of at least four (4) Executive Committee members including the President, a Vice President, Secretary, and Parliamentarian (or one other voting board member). The Parliamentarian will serve as the chair of this committee. The committee compiles information and presents its recommended changes, if any, to the Executive Committee for adoption at its August meeting. Amendments to the standing rules can be made at any regular Board of Managers meeting. Amendments to the Association bylaws may be voted on at an Association general meeting with 30 days' notice having been given.

**3. NOMINATING COMMITTEE:** formed in March for the purpose of recommending candidates to fill open positions on the Executive Committee for the coming year and confers with candidates as to their willingness to serve. The committee shall consist of five (5) members: one (1) who shall be elected from the general membership, two (2) who shall be elected from the Executive Committee (voting members), and two (2) who shall be elected from the Board of Managers (non-voting members). The chairperson of this committee must be a voting member of the Executive Committee. The committee members are elected by the Executive Committee not selected or appointed. The newly elected officers will be announced and installed at the May general meeting. No person may serve two (2) consecutive years on the Nominating Committee. Upon formation of the committee at the March Board meeting, all current Executive Committee members have 7 days to notify the current President if they intend to serve in their current position in the next school year (if their term allows).

**4. AUDIT COMMITTEE:** selected at the May Board of Managers meeting as needed for the purpose of reviewing the books of the Treasurer after the last Board meeting, or when the books are closed. Books should be audited and ready to turn over to the incoming Treasurer for the new school year by August 1st. The audit may be carried out by an auditor, a professional firm, or a committee of no less than three (3) persons (at least one (1) of whom is a member of the Executive Committee) who do not sign checks or vouchers for the Association. The committee will give a report back to the general membership at the first general meeting of the new school year. No person may serve two (2) consecutive years on the Audit Committee.

### **GENERAL PTA MEETINGS**

At least four (4) regular meetings shall be held during the school year. The topics of each meeting may include educational programs and awards presentations, should use the talents of the AES students as much as possible, and, at the end of the year, will include the election and installation of officers. Twenty-one (21) members shall constitute a quorum for the transaction of business at general PTA meetings. The general PTA meeting dates shall be determined at or before the final summer meeting of the Board of Managers.

Members of The Board of Managers are required to attend all general PTA meetings. Any Board member unable to attend general PTA meeting must notify the President or Secretary in advance.

### **PTA BOARD OF MANAGERS MEETINGS**

PTA Board of Managers meetings will be held the 1<sup>st</sup> Thursday of each month at a predetermined time. Board members are expected to be on time so that the business of the board can be conducted efficiently.

### **SUMMER BOARD MEETINGS**

There will be a total of four (4) meetings during the summer. The first of these will be a switch-over meeting. Then, there will be a Bylaws/Standing Rules Committee meeting and a Budget Committee meeting. Finally, there will be a Board meeting.

**1. SWITCH-OVER MEETING:** This meeting will be held in May in order for the outgoing Board to turn over the handbook of their position to the incoming Board. At this time, the position will

be explained and the outgoing Board will answer any questions pertaining to their positions on the Board. All old and new Board members will be expected to attend.

**2. BYLAWS/STANDING RULES COMMITTEE MEETING:** Members of the Bylaws/Standing Rules Committee will meet in the month of June in order to prepare a recommendation of any necessary changes to the standing rules. These recommendations will be voted on at the summer board meeting.

**3. BUDGET COMMITTEE MEETING:** Members of the Budget Committee will meet in the month of June in order to formulate a proposed budget. This proposed budget will be voted on at the summer board meeting.

**4. BOARD MEETING:** A Board meeting will be held prior to the beginning of the school year in order to discuss preparations for registration and the upcoming school year. Voting for standing rules, bylaws (if applicable) and budget will also take place. All members are expected to attend.

### **FINANCES AND BUDGET**

A budget shall be approved by the Executive Committee in the summer Board meeting with final approval by the Association's general membership no later than the September general PTA meeting.

All checks must be signed, as directed in Article VII, Section 4 (d) of the bylaws, by any two of the following on record at the bank: President, Treasurer, Secretary, or a Vice President.

Adjustments for an amount up to \$1000 to a line item in the budget may be approved by the Executive Committee.

Any funds collected for the Association shall be counted and recorded on a deposit form signed by two (2) people (at least one of whom is a member of the Executive Committee) at the time it is collected. All money and signed forms should be turned over to the Treasurer (or designated person) or be deposited into the PTA safe immediately.

As directed in Article VII, Section 4 (i) of the bylaws, the financial books shall be subject to examination by an auditor or an auditing committee of not less than three members, (at least one of whom will be a member of the Executive Committee). When satisfied that the Treasurer's annual report is correct, the auditor(s) shall sign a statement of that fact at the end of the report.

A Reimbursement Request Form presented to the Treasurer shall have receipts to substantiate the validity of the request before being considered for reimbursement.

Expenditures made on behalf of the Association shall be made using the Association's Tax Exempt Number form. [See the Treasurer for a copy of the Tax Exempt Number form]. Only after all attempts to use the Tax Exempt Number Form have failed will taxes be reimbursed.

Association funds shall be kept separate from school funds at all times.

Any expenditures over \$1,000 must be accompanied by no less than two (2) quotes, unless an entity to which the Association or Arlington Elementary School is subordinate to, mandates from whom expenditures must be purchased.

A maximum of \$5,000 in undesignated funds shall remain in Association accounts at the end of the fiscal year and may be used for conducting Association business prior to receipt of membership dues in the subsequent fiscal year. The amount specified here shall be adjusted as necessary to remain compliant with any state and/or federal regulations, as well as Internal Revenue Code for a Non-Profit Organization as defined in our Association bylaws.

A proposed budget shall be submitted by the Board to the Webmaster and published 30 days prior to submitting the proposed budget to the general membership for approval.

The President and one non-check signing Executive Committee member should be able to access the Association bank account online for a “view-only” (if available) purpose.

### **SUNSHINE FUND**

Arlington Elementary School staff (teachers, administrators, and employees) shall be memorialized with Association funds as follows:

- Birth – Gift or monetary donation of \$50 to an appropriate charity for the staff member in honor of the child.
- Death (staff member) – Donation of \$100 to a charity in memory of the staff member.
- Death (staff member’s immediate family) – Gift or monetary donation of \$50 to an appropriate charity for the staff member in memory of the family member.
- Retirement – Gift or monetary donation of \$50 to an appropriate charity in honor of the retiree.

Students of Arlington Elementary School shall be memorialized with Association funds as follows:

- Death – Donation to a charity in the amount of \$100 in memory of the student.

Association Board of Managers members (or their immediate family) shall be memorialized with Association funds as follows:

- Death (Board member) – Donation to a charity in the amount of \$100 in memory of the member.
- Death (immediate family member) – Donation of \$50 to a charity in memory of the family member.

For budgetary purposes, the Sunshine Fund shall be established with an initial amount of \$500 at the beginning of the school year.

### **STUDENT SUNSHINE FUND**

The Student Sunshine Fund shall be for the use of any student, attending Arlington Elementary School, having financial difficulties in purchasing school-related items. Funds shall be distributed at the discretion of Arlington Elementary School PTA Board of Managers, with the approval of the Arlington Elementary School Executive Committee’s majority vote. For

budgetary purposes, the Student Sunshine Fund shall be established with an initial amount of \$300 at the beginning of the school year.

**LUNCHEONS/SPECIAL EXPENDITURES**

Presidents & Principals Luncheon - fees for the Association President and AES Principal shall be paid with Association funds.

Founder's Day Luncheon - fees for up to four (4) Board members wishing to attend shall be paid with Association funds.

Lifetime Member Luncheon - fees for Honorary Life Membership shall be paid for with Association funds.

Membership Luncheon - fees for up to four (4) board members shall be paid for with Association funds.

Tennessee PTA Summer Leadership - fees for all Executive Committee members wishing to attend the conference and luncheon shall be paid with Association funds.

Any Board member unable to attend a luncheon or conference to which Association funds have been disbursed on their behalf, shall attempt to recruit a suitable alternate to fill their vacancy. In the event a suitable alternate is not found to fill the vacancy, the member shall reimburse the Association for any expenses incurred by the Association for the member's failure to attend.

**CONVENTIONS**

At a minimum, the Association's President (or the President's representative) shall represent the Association at any regional, state, or national PTA event that the Executive Committee and/or President deems necessary to attend.

As part of our commitment to the training of our local leaders, convention expenses are to be listed and approved as part of the General Budget for 2013-2014. Registration fees, lodging, travel, and meals (up to \$10 for breakfast, up to \$15 for lunch, up to \$25 for dinner (unless a meal is included in registration costs) OR up to \$40 per day) shall be reimbursed. Those Board members who make reservations and fail to keep them shall be responsible for their fees. If they are unable to attend, the Executive Committee may designate other appropriate representatives.

Any remaining funds from TN State PTA Convention may be used for Board members wishing to attend National PTA Convention.

The delegates attending any convention should know, to the best of his/her knowledge, that he/she will be returning to the Board for the subsequent school year. Attendees to conventions must serve as an officer for the subsequent school year or must reimburse all funds paid by the PTA.

**ASSOCIATION MEMBERSHIP CARDS**

Membership cards for the Association shall be dated from registration day and valid for one year.

**LIFE MEMBERSHIPS**

The Board of Managers, by its December board meeting, will elect up to three (3) individuals (as funds allow) to honor with a TN State PTA Life Membership or a National PTA Life Achievement Award.

**NEWSLETTER**

The purpose of the newsletter is to give information about the Association, Arlington Elementary School, Shelby County Schools, and educational and child-related information.

The newsletter is not to be used as a forum of opinions or ideas unless approved by the Association. Questionable items are left to the discretion of the Association's Vice President Communications, Association's President, and/or AES Principal.

Any board member wishing to submit an article for the newsletter shall submit the article to the Vice President - Communications by established newsletter deadlines.

The Association President, in consultation with the AES Principal, shall approve the PTA Newsletter before it goes to press.

**OFFICER DUTIES**

In addition to the duties described in the Association bylaws and the adopted parliamentary authority, the description for each position listed in these standing rules should be recognized as a guide to the duties and responsibilities of the Board position. Each Board member may be required to accept and fulfill additional responsibilities more specific to the Association's needs and functions (e.g. help with registration, fund raisers, open house, etc.).

**EXECUTIVE COMMITTEE**

**PRESIDENT**

The President shall:

- Serve as a voting member of the board;
- Preside at all meetings of the Association and Board of Managers;
- Serve on the Special Committee of Finance/Budget;
- Serve on the Special Committee of Bylaws/Standing Rules;
- Be a member ex-officio of all standing committees;
- Represent the Association at Shelby County Council PTA/Memphis Delta Region, TN PTA and National PTA;
- Coordinate the work of the Board of Managers and committees in order that the Association's objectives be promoted;

- Work with the AES Principal to oversee the effectiveness of the Association's projects within the school;
- Appoint a Parliamentarian subject to the approval of the Executive Committee;
- Appoint all chairmen subject to the approval of the Executive Committee;
- Be the main channel of information for the Board and membership;
- Be a designated signatory on checks and vouchers;
- Compile an annual "Outstanding Unit Award" to submit to State PTA, working with Vice President of Parental Involvement to complete the "brag" sheet;
- Compile and complete any other forms necessary to submit to TN State PTA (e.g. outstanding teacher, outstanding principal, etc.);
- Complete the Honorary Life Membership application after the Board has determined who should receive it.

### **ORDER OF SUCCESSION**

If the President is unable to attend a meeting/event or complete a year of his/her term, the order of succession is as follows:

- 1<sup>st</sup> – Programs
- 2<sup>nd</sup> – Ways and Means
- 3<sup>rd</sup> – Membership
- 4<sup>th</sup> – Parental Involvement
- 5<sup>th</sup> – Health & Safety
- 6<sup>th</sup> – Communications
- 7<sup>th</sup> – Hospitality
- 8<sup>th</sup> – Legislation

This order is to be appointed by the President on a yearly basis.

### **PROGRAMS**

The Vice President of Programs shall:

- Serve as a voting member of the Board;
- Server as liaison to the Board for the following committees: Cultural Arts, Literacy, Family Nights, Cookies with Santa, and Parade Float;
- Propose topics for programs for general PTA meetings for consideration and approval of the Board;
- Arrange for any speakers, resources, and/or events as needed and directed by the President;
- Develop a Founder's Day program;
- Develop a Mother's, Father's & Grandparent's program;
- Oversee and plan Movie Nights;
- Develop any other programs as needed throughout the year that is deemed necessary by the President or PTA Board;
- Work with VP of Ways & Means to assure that the 3-1 rule is being followed (3 programs to every 1 fundraiser in the school year)
- Compile and complete the Programs Form and the Founder's Day Form and submit to the Association Secretary for TN State PTA;
- Submit an Event Summary Form for each event that they oversee.

### **WAYS AND MEANS**

The Vice President of Ways and Means shall:

- Serve as a voting member of the Board;
- Serve on the Special Committee of Finance/Budget;
- Serve as liaison to the Board for the following committees: Box Tops/Labels, Spirit Nights, Carnival, Santa Shop, and Silent Auction;
- Responsible for organizing, in consultation with the AES Principal, all Association fundraising projects for presentation to the Board for approval;
- Prepare an annual report on the Association fund-raisers for State Convention;
- Serve as a point of contact for donors to the Association;
- Maintain a list of donors with recurring commitments to the Association;
- Ensure the Association employs actions and activities that allows it to maintain its Non-Profit status under State and Federal regulations (30/60 day rule);
- Work with VP of Programs to assure that the 3-1 rule is being followed (3 programs to every 1 fundraiser in the school year)
- Submit an Event Summary Form for each event that they oversee.

### **MEMBERSHIP**

The Vice President of Membership shall:

- Serve as a voting member of the Board;
- Serve on the Special Committee of Finance/Budget;
- Serve as a liaison to the Board for the Data Entry Chairperson;
- Provide a plan and the resources for the membership drive;
- Conduct a membership drive event;
- Set up a table at registration;
- Encourage local membership;
- Encourage community leaders to join the Association;
- Encourage Corporate/Friend of PTA donations;
- Compile reports for Council to report statistics of AES membership by all council and state deadlines;
- Arrange forwarding of dues by Treasurer to Council before deadlines;
- Set up a membership table at all general meetings;
- Maintain an accurate list of all members of the Association, including a copy on file with the Association Secretary;
- Provide volunteer checklist to parents at the beginning of the year;
- Distribute membership cards to Association members and ensure online registration of membership card;
- Contact new student families as they enroll to welcome them and invite them to join the Association.
- Attend the Membership Luncheon in the spring.

### **PARENTAL INVOLVEMENT**

The Vice President of Parental Involvement shall:

- Serve as a voting member of the Board;
- Serve as liaison to the Board for the following committees: Community, Outreach, Angel Tree, and Campus Beautification;
- Maintain a parent/teacher resource area to display Association information, literature and resource material;
- Encourage teachers to enlist room parents to help coordinate special events in the classroom;
- Communicate with room parents in regard to Teacher Appreciation Day;
- Prepare booklets and conduct meetings by first week of September, and at other times as necessary, to train room parents;
- Hold a separate room parent meeting for Kindergarten room parents;
- Establish School Assessment Committees, as necessary, for the purpose of encouraging the use of the “National School of Excellence” program to meet or exceed the National PTA Standards;
- Create and maintain a room parent Facebook page;
- Be responsible for maintaining volunteer sign in sheets at the AES front office;
- Subscribe to “Our Children” magazine from National PTA;
- Compile and complete the Volunteer Hours Form for the TN State PTA.

## **HEALTH & SAFETY**

The Vice President of Health & Safety shall:

- Serve as a voting member of the Board;
- Become personally knowledgeable about important safety issues and safety education;
- Be responsible to keep AES front office stocked with all required clinic supplies;
- Become knowledgeable about health & safety resources available from the State PTA and National PTA offices;
- Stay up to date on the most current legislation as it relates to the children’s safety;
- Plan and supervise the observance of Red Ribbon Week;
- Compile, complete and submit any relevant forms for the State PTA to the secretary;
- Network with agencies in our community whose purpose is to promote the health and safety of our children;
- Organize a poster contest;
- Submit an event summary form for each event that you oversee.

## **COMMUNICATIONS**

The Vice President of Communications shall:

- Serve as a voting member of the Board;
- Serve as a liaison to the Board for the Historian;
- Coordinate activities with the calendar, monthly newsletter, and publicity;
- Coordinate all activities involved with the Association website;
- Be in charge of all JBF communications;
- Work with all Board members to publicize activities and events on the website;
- Compile and complete any relevant forms to be submitted to the State PTA;
- Subscribe to the PTA Bulletin from National PTA.

### **HOSPITALITY**

The Vice President of Hospitality shall:

- Serve as a voting member of the Board;
- Establish and work with a committee to arrange any areas of hospitality as requested by the Board. These areas may include but are not limited to:
  - Food at Registration
  - Teacher Appreciation
  - Parent/Teacher Conference Day
  - Administrative Assistant Day in the spring
  - All general meeting snacks
- Submit an Event Summary Form for each event that they oversee.

### **LEGISLATION**

The Vice President of Legislation shall:

- Serve as a voting member of the Board;
- Conduct a Citizenship Essay Contest before County PTA and TN State PTA deadlines;
- Keep the Association informed of any local, state, or national legislative action and information that pertains to our schools and our children's education;
- Endeavor to attend the TN PTA Legislative Days in Nashville in February, as budget permits;
- Subscribe to email notifications from National PTA website of legislative updates;
- Subscribe to "This Week in Washington" on pta.org website and other publications that will be helpful;
- Submit an Event Summary Form for each event that they oversee.

### **TEACHER REPRESENTATIVES**

- Teacher Representative K-2 shall represent Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade teachers.
- Teacher Representative 3-5 shall represent 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade teachers as well as specialists.

Teacher Representatives shall:

- Serve as voting members of the Board;
- Serve as Liaison between faculty and the Association;
- Be responsible for bringing any ideas, comments, suggestions, or any other helpful information to Board meetings from teachers;
- Represent the views of the majority of teachers.

### **SECRETARY**

The Secretary shall:

- Serve as a voting member of the Board;
- Serve on the Special Committee of Bylaws/Standing Rules;
- Record the minutes of all meetings of the Association and of the Board of Managers;
- Send all "Thank You" notes for donations concerning fund-raising;

- Send or e-mail each Board member a copy of the minutes to review within two weeks of the meeting;
- Have on hand a current, signed copy of the bylaws;
- Have on hand a current copy of the standing rules;
- Have on hand a current membership list as supplied by the Vice President of Membership;
- Keep accurate records of all minutes from previous meetings;
- Maintain a list of all committees and committee reports;
- Send all reports and awards applications to the appropriate organization by that organization's established deadlines;
- Send out invitations to community leaders and PTA Council as requested by the Board for special events;
- Be prepared to read the records of any previous meetings.

### **TREASURER**

The Treasurer shall:

- Serve as a voting member of the Board;
- Serve on the Special Committee of Finance/Budget;
- Have custody of all funds of the Association;
- Ensure that all insurance policies are renewed (including, but not limited to: Bonding Insurance and Liability Insurance);
- Keep a full and accurate account of receipts and expenditures;
- Make disbursements as authorized by the President, Board of Managers, or Association in accordance with the budget adopted by the Association;
- Present a financial statement at every meeting of the Association and at other times as requested by the Board of Managers;
- File a financial report at the first general meeting of the school year;
- Be responsible for the maintenance of such books of account and records as conform to the requirements of Article IV, Section 11, of the bylaws;
- Present the proposed budget from the Board of Managers for adoption by the Association, no later than the September regular Association meeting;
- File necessary information with the IRS (including, but not limited to IRS form 990);
- Have the accounts examined annually or upon change of officer by an auditor or an auditing committee.

### **PARLIAMENTARIAN**

The Parliamentarian shall:

- Serve as a non-voting member in an advisory position at all Board meetings and general Association meetings.
- Upon request of the presiding officer, advise on questions of parliamentary law and matters of procedure;
- Serve as chairperson of the Bylaws Revision Committee and the Standing Rules Committee;
- Be familiar with and have on hand at all meetings a copy of the accepted parliamentary procedure and Roberts Rules of Order, Newly Revised.

**APPOINTED POSITIONS**

All Chairpersons are appointed by the President and approved by the Executive Committee.

**ANGEL TREE CHAIRPERSON**

The Angel Tree Chairperson shall:

- Work with guidance counselor to determine the families in need during the holiday season;
- Collect and deliver gifts.

**BOX TOPS CHAIRPERSON**

The Box Tops/Labels Chairperson shall:

- Coordinate all aspects of the Box Tops, Campbell Soup labels, and any other school fund raiser of this nature;
- Create an incentive program;
- Submit an Event Summary Form for each event that they oversee.

**CAMPUS BEAUTIFICATION CHAIRPERSON**

The Campus Beautification Chairperson shall:

- Work with the Community Outreach Chairperson to find volunteers to maintain the outside appearance of the AES campus;
- Contact local companies to secure a lawn care service;
- Submit an Event Summary form for each event that they oversee;

**CARNIVAL CHAIRPERSON**

The Carnival Chairperson shall:

- Coordinate all aspects of the Carnival;
- Promote vendor booths;
- Promote community, business, and family sponsorships;
- Oversee sub-committees:
  - Programs, volunteers, food, games, vendors.
- Submit an Event Summary Form for each event that they oversee.

**COMMUNITY OUTREACH CHAIRPERSON**

The Community Outreach Chairperson shall:

- Plan and oversee projects that will better the community and teach children the importance of giving to others. These projects may include but are not limited to:
  - Kids Kan
  - Pennies for Penguins
  - School Supply Drive
- Oversee the Student Sunshine Fund and work with guidance and other school staff to inform parents of available funds;
- Submit an Event Summary Form for each event that they oversee.

**COOKIES WITH SANTA CHAIRPERSON**

The Cookies with Santa Chairperson shall:

- Communicate to the Vice President of Communications all information regarding the event to go on the website and put in the newsletter;
- Reserve the cafeteria, Santa, Photographer (volunteer), and Santa suit (if needed);
- Arrange for a backdrop for the pictures and a chair for Santa;
- Arrange for a cash box (with money in it);
- Organize the different stations: sign in station, movie station, color station, cookie station, and book reading station;
- Establish a way to know who the pictures go to;
- Give the Secretary a list of names and addresses of volunteers (Santa, businesses that donated items, photographer, etc.) so thank-you notes can be written;
- Ask for clean-up volunteers;
- Submit an event summary Form.

**CULTURAL ARTS CHAIRPERSON**

The Cultural Arts Chairperson shall:

- Conduct the AES Reflections Program Contest before the Shelby County PTA deadline and the TN State deadline;
- Provide the information to the teachers and students;
- Acquire the judges from outside the school, with judging and displaying to take place at school;
- Provide information for publicity;
- Prepare the awards for entries and winners;
- Transport the winning entries to the county competition and arrange for state and national competition, if needed;
- Compile an annual report on Reflections Program to give to the Secretary;
- Subscribe to the "Reflections Program" newsletter on pta.org website;
- Compile an annual report on Cultural Arts to give to the Secretary.

**DATA ENTRY CHAIRPERSON**

The Data Entry Chairperson shall:

- Maintain a compilation of volunteer data and provide information to Board chairpersons as needed throughout the school year.

**FREEDOM WALK CHAIRPERSON**

The Freedom Walk Chairperson shall:

- Organize the event;
- Communicate to the Vice President of Communications all information regarding the event to go on the website and put in the newsletter;
- Communicate to have parking lot empty;
- Communicate to room parents about a banner for their class;

- Have classes write thank-you notes. These needs to be done before the walk. (The thank-you notes will be handed out during the walk);
- Arrange for military personnel to be there;
- Give the Secretary a list of names and addresses of volunteers (D.J., Military personnel, any businesses that helped, etc.) so thank-you notes can be written.
- Ask for clean-up volunteers;
- Submit an Event Summary Form.

### **HISTORIAN**

The Historian shall:

- Record events concerning the Association, teachers, and students;
- Keep newspaper clippings related to the Association;
- Take photos of all school events related to and sponsored by the Association;
- Design and produce a yearly scrapbook depicting a written and pictorial record of the Association's projects, activities, and events for the year;
- Fill out all scrapbook forms for State Convention and deliver the scrapbook to the Convention by the TN State PTA deadline;

### **LITERACY CHAIRPERSON**

The Literacy Chairperson shall:

- Be alert to legislation affecting school or public libraries, whether locally, statewide, or nationally;
- Initiate and/or promote additional reading programs at the school;
- Promote book fairs that give parents, teachers, and children an opportunity to browse through a collection of books;
- Assist the librarian with the book fair as needed;
- Observe Children's Book Week and National Library Week in our school and community.
  - For observance suggestions about Children's Book Week, contact The Children's Book Council, by mail- 12 West 37th Street, 2nd Floor, New York, NY, 10018-7480, by phone- (212) 966-1990, or on the web- <http://www.cbcbooks.org>;
  - For National Library Week contact The American Library Association by mail- 50 East Huron Street, Chicago, Illinois 60611, by phone- (800) 545-2433, or on the web- <http://www.ala.org>;
- Place books and publications that will increase an appreciation of reading on the Parent/Teacher Resource bookshelf in the AES library;
- Coordinate Dr. Seuss week events with the librarian;
- Provide an inspirational message at all Board and general PTA meetings within relevant topic;
- Submit an Event Summary Form for each event that they oversee;

### **PARADE FLOAT CHAIRPERSON**

The Parade Float Chairperson shall:

- Contact the town of Arlington to find out the day and time of the parade as well as the theme;
- Come up with ideas for the float and present it to the Board at the October or November Board meeting;

- Arrange for a trailer for the float;
- Find volunteers to help;
- Decorate and clean-up the float;
- Submit an Event Summary Form.

### **SANTA SHOP CHAIRPERSON**

The Santa Shop Chairperson shall:

- Set-up dates with the AES Principal and Librarian;
- Research and choose a company to use;
- Communicate with teachers and let them know the day and time that their class will be shopping;
- Send a note home letting parents know important information about Santa Shop;
- Give information to the Vice President of Communications to include on the Association website and in the newsletter;
- Decorate the library;
- Find volunteers;
- Arrange to have a cash box;
- Count money daily;
- Submit an Event Summary Form.

### **SILENT AUCTION CHAIRPERSON**

The Silent Auction Chairperson shall:

- Choose a location for the auction;
- Advertise through school website and newsletter;
- Advertise to the community;
- Send invitations to local companies;
- Communicate to room parents their responsibilities;
- Arrange to have a cash box;
- Find volunteers;
- Submit an event summary form.

### **SPIRIT NIGHTS CHAIRPERSON**

The Spirit Nights Chairperson shall:

- Coordinate all aspects of Spirit Nights, including but not limited to restaurant and activity nights;
- Submit an Event Summary Form for each event that they oversee.