

**CROSSWIND ELEMENTARY PTA  
STANDING RULES  
2019**

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## I. DEFINITION

These Standing Rules supplement the Crosswind Elementary PTA Bylaws. They are an informal set of guidelines, addressing the week-to-week operations of the PTA. These Standing Rules are adopted by the Executive Committee (as identified in the PTA Bylaws, Article IX, Section I) by a majority vote. They may be amended or rescinded by a two-thirds vote of the Executive Committee without previous notice or by a majority vote with such notice.

The Executive Committee, between its installation at the May Crossover meeting of the Board of Managers and its August regular meeting of the Board of Managers, must adopt Standing Rules for the following year. Standing Rules which are adopted do not obligate future Boards to similar action.

## II. BASIC POLICIES

There are basic policies that exist as guidelines in order to help the Board operate in a manner that is conducive to working together as a board with the school and PTA membership. PTA is a non-profit, non-commercial, non-sectarian, and non-partisan organization whose members speak out on behalf of children's rights to secure adequate laws for the care and protection of children and youth.

- A. Every member of the Executive Committee and Board of Managers shall be responsible for acting in accordance with the 2017 CWES PTA Bylaws as approved by the TN PTA.
  1. All Board Members must sign and submit a "*Receipt of Bylaws and Standing Rules Form.*"
  2. Every member of the Executive Committee and Board of Managers is INDIVIDUALLY responsible for and has FIDUCIARY responsibility for making sure that the local unit is operating in a fiscally, financially, and legally sound manner.
  3. When an individual becomes a Board member, either through election or appointment, that person becomes legally obligated to conduct him/herself prudently, properly and responsibly.
  4. All Board members are responsible for protecting and preserving the best interests of the local unit.
  5. If a member of this Board fails to exercise reasonable caution and care, that person is left open, not only to criticism from peers, but to potential personal liability for financial losses or damages resulting from failure to exercise reasonable care during the term as a Board member. Infractions of these Basic Policies can lead to removal from the Board and/or the Executive Committee. Criteria for removing a Board Member can be found in the Crosswind PTA Bylaws, Article VIII, Section 8.
- B. Association dues are \$10.00 for an individual membership (1 adult) and \$15.00 for a family membership (2 adults).
- C. Only members of the PTA who have paid dues for the current membership year may participate in the business of the local unit, but anyone may attend General Body Meetings.
- D. All correspondence to be sent to the general membership shall go to the President.

- E. The Organizational Chart lays out the Chain of Command as to how the Board of Managers moves forward in regards to all correspondence and action. (See attached Chart).
- F. When there is a board vote on issues, either in a meeting or by email, abstaining from voting does not constitute a “no” vote. Abstaining from a vote means that you are not voting at all.
- G. If a vote of the Executive Committee or the Board of Managers is required between regularly scheduled meetings, the President may authorize a vote by email.

### **III. CONVENTIONS AND TRAINING**

#### **A. Online Training**

- 1. State and National PTA provides online training courses at no cost.
- 2. All Board Members are encouraged to participate, but the following positions are required to attend an online training course and provide certificate of completion to the President and Secretary no later than two (2) weeks following the training:
  - a. President
  - b. Secretary
  - c. Treasurer
  - d. Parliamentarian
  - e. Membership
  - f. Cultural Arts Chairman

#### **B. Western Regional Training**

- 1. Local Training: The PTA will pay for registration fees up to \$10.00 per person for any Board Member wishing to attend.
- 2. Out-of-town Training: Delegate's registration fees will be paid for by the Crosswind PTA. Lodging, event tickets, meals (not to exceed \$25.00 per day) and transportation costs may be paid in part, or in full by the PTA, if funds are available. These items are to be voted on and approved by the Executive Committee.

#### **C. State Convention**

- 1. All training fees associated with the State Convention, including but not limited to, registration, lodging, event tickets, meals and transportation must be included in the Annual Budget.
- 2. Crosswind Elementary PTA can be represented by at least, but not limited to, one delegate to the State PTA Convention. The current President or an elected alternate should be given first consideration for Convention. Vice President of Volunteers or alternate can attend along with the President or elected alternate. Provided that Crosswind PTA remain in good standing, one additional delegate for every fifty (50) members or a major fraction thereof, as shown by the official membership records may attend.
- 3. In-town State Conventions: Up to two (2) delegates’ registration fees will be funded. All other funding considerations will be decided by a vote of the Executive Committee, as need arises.
- 4. Out-of-town State Convention: Up to two (2) delegates’ registration fees will be paid for by the Crosswind PTA. Lodging, event tickets, meals (not to exceed \$25.00 per day)

and transportation costs may be paid in part or in full by the PTA, if funds are available. These items are to be voted on and approved by the Executive Committee.

5. Unused State Convention moneys remain in the Convention budget and may be used by National Convention delegates.
6. Convention delegates are expected to attend workshops and functions and to give a report to the Board of Managers at the 1<sup>st</sup> scheduled meeting following the training.
7. In the event that a funded delegate is unable to attend the Convention, all funds must be reimbursed in full to the PTA. Individual circumstances may be considered at the discretion of the Board of Managers.

D. National Convention

1. All training fees associated with the National Convention, including, but not limited to, registration, lodging, event tickets, meals and transportation must be included in the Annual Budget.
2. Crosswind Elementary PTA can be represented by the President-elect at the National PTA Convention. In the event that the President-elect cannot serve as the delegate, the Board of Managers will elect a representative to the National Convention.
3. Delegate's registration fee will be paid for by the Crosswind PTA. Lodging, event tickets, meals (not to exceed \$25.00 per day) and transportation costs may be paid in part, or in full by the PTA, if funds are available. These items are to be voted on and approved by the Executive Committee.
4. Crosswind Elementary PTA delegates sent to the National Convention should know to the best of his or her ability that he or she will be returning to the Crosswind Elementary PTA Board of Managers.
5. The convention delegate is expected to attend workshops and functions and give a report to the Board of Managers at the 1<sup>st</sup> scheduled meeting following the training.
6. In the event that a funded delegate is unable to attend the Convention, all funds must be reimbursed in full to the PTA. Individual circumstances may be considered at the discretion of the Board of Managers.

**IV. FINANCIAL GUIDELINES**

A. Budget

1. Each Board Member must submit an Annual Budget Request prior to the 1<sup>st</sup> Meeting of the Budget and Finance Committee.
2. Budgeted items expire with the June 30th fiscal year end.
3. Once the budget is approved by the General Body, adjustments to the budget in amounts of \$300.00 or more must also be approved by the General Body. Amounts under \$300.00 must be approved by five (5) members of the Executive Committee.

B. All Other Financial Operating Procedures

1. When counting money, two (2) members of the Executive Committee must be present (Note exception under b, see below):
  - a. The Executive Committee members counting the money must sign the deposit slip verifying the accuracy of the deposit slip. Minimum of two (2) signatures required;

- b. During Membership Drive and Turkey Trot collection period, the Executive Committee can vote to appoint one (1) additional PTA member to count money and sign the deposit slip if it is deemed necessary;
    - c. All Monies are to be counted on School Property only;
    - d. Money can only be deposited by: President, Treasurer, and 1<sup>st</sup> VP of Parent Volunteers; and
    - e. In the event money cannot be deposited with twenty-four (24) hours, the money may be held in the school safe.
  2. Use Tax Exempt Status when making any purchases for the PTA.
    - a. If you are purchasing personal items at the same time, they must be purchased on a separate receipt.
    - b. If you purchase items and fail to use the tax exempt status, you WILL NOT be reimbursed the tax, only the item(s) on the invoice or receipt.
    - c. Executive Committee may approve the reimbursement of Sales Tax.
  3. Requests for Payment
    - a. A PTA Request for Payment Form must be completed to receive payment. The form **MUST** be completed in its entirety.
    - b. A receipt or invoice **MUST BE ATTACHED** to the Request for Payment Form.
    - c. Checks directly to the vendor are preferred over reimbursements. All vendor check requests must include an invoice.
    - d. Completed forms should be placed in the PTA President's mailbox for approval which will then be placed in the Treasurer's mailbox for reimbursement.
    - e. All requests for reimbursements are to be submitted within thirty (30) days. Requests for reimbursement with receipts dated over thirty (30) days WILL NOT be reimbursed.
    - f. All PTA Payment Request Forms must have two signatures for approval.
    - g. The Treasurer will disburse checks on the 1<sup>st</sup> and 15<sup>th</sup> of each month, unless authorized by two (2) designated approvers.
  4. Gift Cards
    - a. Gift cards received by the PTA in lieu of cash money must be considered income and applied to the budget accordingly.
    - b. Recipient must sign for and document what items the gift card shall be used for, gift cards are only used to be spent on ways to benefit PTA or the school.
    - c. Gift cards are not to be purchased by PTA since the funds cannot be tracked if audited.
  5. Copying/Office Supplies
    - a. The PTA has an account for such needs set up at Office Depot ("Store Purchasing Card").
    - b. Present the Store Purchasing Card, as provided by the Treasurer, in order to charge to the account.
    - c. When charging to the account, please put receipts with notes describing the charge in the Treasurer's mailbox. The Treasurer will then charge the appropriate committee/line item.

6. Checks and electronic payments must be approved and signed with two (2) signatures. The Treasurer, President, and 1<sup>st</sup> VP of Parent Volunteers are the only approved positions to sign checks and approve electronic payments.
7. Requests for check reimbursement, gift certificates and prize awards not claimed by June 30<sup>th</sup> of the current school year become void and the money will revert back to the General Operating Fund.

## **V. CORRESPONDENCE GUIDELINES**

- A. The purpose of the PTA newsletter and website is to disseminate news regarding:
  1. The PTA;
  2. Crosswind Elementary School;
  3. Collierville Schools; and/or
  4. Other Educational, Child-Related Information.
- B. A minimum of four (4) issues of “The Soaring Eagle Newsletter” will be produced and made public each school year.
- C. The PTA newsletter and website are not to be used as a forum for personal opinions and personal ideas unless approved by the PTA Board of Managers.
- D. Items deemed questionable by the editor are left to the discretion of the PTA President, with input and advice from the School Principal.
- E. The PTA email database is to be used only for PTA related business (i.e. membership, recruitment, volunteer communication, and general PTA communication).
- F. PTA issued email addresses assigned to each Board Member is the only means of communication for corresponding any PTA related business.
- G. All forms of school wide correspondence (i.e. letters, invitations, flyers, emails, menus, etc.) sent on behalf of the Crosswind Elementary PTA must be reviewed and approved by the President, whom will seek approval/input from the School Principal, before being mailed and/or distributed.
- H. All emails outside of the PTA Board should be BCC: (Blind carbon copy) to ensure that personal emails remain private.
- I. All hard copy forms of school wide correspondence sent on behalf of the Crosswind PTA must contain the PTA logo.

## **VI. EXECUTIVE COMMITTEE**

- A. The members of the Executive Committee, in executive order, consist of eight (8) elected officers, Parliamentarian, and Principal named in the following ranking order:
  1. President;
  2. VP Parent Volunteers;
  3. VP Membership;
  4. VP Publicity;
  5. VP Ways and Means;
  6. VP Programs;
  7. Treasurer;
  8. Secretary;
  9. Parliamentarian; and
  10. Principal.

- B. Duties of the Executive Committee shall include, but not be limited to:
1. Create standing and special committees;
  2. Set dates for General Body Meetings to be completed by Summer BOM meeting (See Section 7, Part A, 3);
  3. Set dates for Board of Manager Meetings to be completed by Summer BOM meeting (See Section 7, Part A, 3);
  4. Approve the General Body Meeting Agendas;
  5. Review and approve plan of work for each Officer and Chairman position that is included in each member's PTA notebook that is revised and updated by the Board of Managers August meeting;
  6. Each Executive Committee member must submit an Annual Budget Request prior to the 1<sup>st</sup> Meeting of the Budget and Finance Committee. (See Section 4, Part A, 1);
  7. Once the budget is approved by the General Body, amounts under \$300.00 must be approved by five (5) members of the Executive Committee;
  8. When counting money, two (2) members of the Executive Committee must be present (See Section 4, Part B, 1); and
  9. The Executive Committee may vote to reimburse Sales Tax (See Section 4, Part B, 2c).

## **VII. DUTIES OF OFFICERS**

All officers shall perform such other duties as provided for in the Crosswind PTA Bylaws and by Parliamentary authority, and assume all responsibilities deemed necessary by the Board of Managers. The duties listed should be recognized as a guideline and not as an all-inclusive list.

- A. Officers are responsible for maintaining a notebook of information, schedules, correspondence, etc., related to their position. This notebook must also contain a Plan of Work, Budget, Bylaws, Standing Rules, Monthly Reports and Event Reports, and other information necessary for the completion of their duties. This notebook must be passed on to their successor at the end of their term. Any recommendations for modifications or changes to their responsibilities or program should be made in writing to their successor at the end of their term (written or electronic).
- B. Each officer is entitled one (1) vote with exception of the Parliamentarian, Teacher Representative, and Immediate Past President at all meetings with the exception of General Body Meetings.
- C. Each officer must submit a proposed budget to the Budget and Finance Committee before the new school year.
- D. A Plan of Work and/or a specific Event Plan must be written by each Officer and submitted electronically to the Executive Committee by the Board of Managers August meeting.
- E. Each officer must turn in to the President and Secretary a Monthly Summary Report and/or an Event Report. These reports will assist in writing the year end state reports.
1. Monthly Summary reports are to be completed and submitted to The President and Secretary two (2) days prior to each BOM meeting.
  2. Event Reports are to be completed within ten (10) days of completion of event.
  3. VP positions are responsible for insuring that their Standing Committee Chairmen complete and return all Monthly Summary and Event Reports.

- F. The following positions should complete a Monthly Summary and/or Event report:
1. President;
  2. VP Parent Volunteers;
  3. VP Membership;
  4. VP Publicity;
  5. VP Ways and Means;
  6. VP Programs;
  7. Treasurer;
  8. Secretary (all meeting minutes); and
  9. Parliamentarian.
- G. Excluded from reports:
1. Principal;
  2. Immediate Past President; and
  3. Teacher Representative.

## **VIII. DUTIES BY POSITION FOR EXECUTIVE COMMITTEE**

### **A. PRESIDENT**

The President will:

1. Serve on the Executive Committee and the Board of Managers;
2. Complete online training provided by State and National PTA. A copy of your completion certificate must be submitted to the Secretary by August 31st of each year;
3. Attend and participate in the required May Crossover Meeting. In the event you cannot attend, it is expected that you provide crossover documentation and an updated notebook;
4. Prepare an agenda, using the Monthly Event Reports three (3) days in advance of a Board of Managers Meeting, and preside at all meetings:
  - a. The agenda should be made available to the Executive Committee and the Board of Managers twenty-four (24) hours prior to the meeting;
5. Prepare an agenda, using the Monthly Event Reports twelve (12) days in advance of a General Body Meeting, and preside at all meetings:
  - a. The agenda should be made available to the General Body ten (10) days prior to the General Body Meeting (Bylaws, Article XII, Section 2),
  - b. Work with VP Publicity to ensure that the agenda is posted on the PTA website and/or sent electronically;
6. Make the President's Report on behalf of the Board of Managers to the General Membership;
7. Act as a spokesperson for the Crosswind PTA when speaking to the media, groups or individuals on PTA issues, positions and views as established by the Executive Committee;
8. Represent Crosswind PTA at all Regional PTA related meetings and events and make a report of the meeting's outcome to the Board of Managers. The President may select an alternate to attend these meetings, preference should be given to officers in succession, including but not limited to:
  - a. United Shelby Co. Council meetings,
  - b. Collierville PTA President Roundtable meeting;

9. Appoint the Parliamentarian;
10. Be a designated Signee on Checks;
11. Serve as an ex officio member of all committees except the Committee on Nominations and Leadership Development;
12. Coordinate the work of the Officers and Committees in order to ensure that their Purposes be Promoted (Bylaws, Article VII, Section 1d);
13. Work with the Principal of the school to oversee the effectiveness of PTA projects within the school;
14. Work with the VP Programs, VP Publicity, and VP Membership to determine distribution of Agenda and Programs for all General Body Meetings;
15. Work with VP Publicity to maintain and update the Crosswind PTA website as it relates to your duties;
16. Organize and source vendors for Spirit Wear, working with VP Ways and Means;
17. Organize the Executive Committee meeting in July;
18. Order name tags for new PTA members and replacements, where necessary, for returning members; and
19. Perform such other duties as may be provided by the Bylaws, these Standing Rules, and Parliamentarian Authority or as directed by the Board of Managers or Executive Committee (Bylaws, Article VII, Section 1e).

B. VICE PRESIDENT PARENT VOLUNTEERS (1<sup>st</sup> VP)

The Vice President Parent Volunteers will:

1. Serve on the Executive Committee and the Board of Managers;
2. Complete online training provided by State and National PTA. A copy of your completion certificate must be submitted to the Secretary by August 31st of each year;
3. Attend and participate in the required May Crossover Meeting. In the event you cannot attend, it is expected that you provide crossover documentation and updated notebook;
4. Make a thorough study of the President's duties and responsibilities so as to be familiar with the work of the PTA, and perform the duties of the President in the President's absence or inability to serve (Bylaws, Article VII);
5. Act as an aide to the President (Bylaws, Article VII);
6. Be a designated Signee on Checks;
7. Solicit the general school population as appropriate for interest in volunteer areas;
8. Manage a master list of PTA volunteers in the Volunteer Database and distribute the list to appropriate Vice Presidents and Committee Chairmen;
9. Be responsible for maintaining and updating the Crosswind PTA website pertaining to Parent Volunteers and Monthly Volunteer Opportunities;
10. Distribute volunteer guidelines at the beginning of the school year;
11. Create/Update the Room Parent Handbook for distribution, and acquire a signature of receipt;
12. Hold a Room Parent informational training meeting at the beginning of the school year;
13. Coordinate teachers' assignment of room parents;
14. Coordinate room parent activities, as necessary, when requested by teachers, the school Principal or the Board of Managers;
15. Work with VP Programs to assist in sourcing, scheduling and assignment of volunteers;

16. Coordinate with VP Membership to assist in volunteer opportunities at registration;
17. Assist committees, as needed, by recruiting volunteers for PTA functions; including but not limited to: Safety and Citizenship, Community Outreach, Cultural Arts, Hospitality, Turkey Trot, Cafeteria, and Library;
18. Work with VP Publicity to maintain and update the Crosswind PTA website as it relates to your duties;
19. Work with Committee Chairman to complete event reports and present to the Board of Managers within ten (10) days of the close of the event;
20. Serve as Advisor to The Safety and Citizenship Committee; and
21. Perform such other duties as may be provided by the Bylaws, these Standing Rules, Parliamentary Authority or as directed by the Board of Managers or Executive Committee (Bylaws, Article VII, Section 1e).

C. VICE PRESIDENT MEMBERSHIP (2<sup>nd</sup> VP)

The Vice President Membership will:

1. Serve on the Executive Committee and the Board of Managers;
2. Complete online training provided by State and National PTA. A copy of your completion certificate must be submitted to the Secretary by August 31st of each year;
3. Attend and participate in the required May Crossover Meeting. In the event you cannot attend, it is expected that you provide crossover documentation and updated notebook;
4. Be responsible for maintaining and updating the Crosswind PTA website pertaining to Membership;
5. Create and maintain membership database and records, and provide copies to the Secretary;
6. Submit reports as required to Tennessee PTA officials and United Shelby County Council;
7. Coordinate membership table at Orientation and other events as deemed necessary by the Board of Managers;
8. Coordinate the membership drive in September;
9. Produce the student membership directory;
10. Execute awards given to students and/or teachers as part of the membership drive contest;
11. Serve as Advisor to the Cultural Arts Committee;
12. Serve as Advisor to the Legislative Committee;
13. Be responsible for collecting and counting membership dollars;
14. Help count money during peak fundraising times;
15. Work with VP Publicity to maintain and update the Crosswind PTA website as it relates to your duties;
16. Work with Committee Chairman to complete event reports and present to the Board of Managers within ten (10) days of the close of the event; and
17. Perform such other duties as may be provided by the Bylaws, these Standing Rules, and Parliamentary Authority or as directed by the Board of Managers or Executive Committee (Bylaws, Article VII, Section 1e).

D. VICE PRESIDENT PUBLICITY (3<sup>rd</sup> VP)

The Vice President Publicity will:

1. Serve on the Executive Committee and the Board of Managers;
2. Attend and participate in the required May Crossover Meeting. In the event you cannot attend, it is expected that you provide crossover documentation and updated notebook;
3. Produce The Soaring Eagle PTA newsletter to be distributed to the school body with a regular release schedule at least four (4) times during the academic year and act as its editor;
4. Solicit articles for the newsletter from VPs and other Committee Chairmen;
5. Seek approval from the Executive Committee prior to distribution of the newsletter;
6. Oversee the printing and/or distribution of the newsletters, including posting the Newsletter to the Website;
7. Maintain copies of past newsletters;
8. Maintain the PTA website and periodically seek input from the Board of Managers to ensure the website content is up to date;
9. Be the administrator of and maintain Facebook, Twitter and Instagram accounts on behalf of the PTA;
10. Promote all PTA events on social media and the Crosswind PTA Website; including, but not limited to, working with VP Ways and Means to secure sponsor "advertising;"
11. Submit press releases related to school activities to media, as needed for publication or broadcast;
12. Be responsible for editing all communications to be sent to any outside source;
13. Work with President to ensure that the agenda is posted on the PTA website and/or sent electronically ;
14. Work with Committee Chairman to complete event reports and present to the Board of Managers within ten (10) days of the close of the event;
15. Work with VP Publicity to maintain and update the Crosswind PTA website as it relates to your duties;
16. Work with the President and the VP of Programs to publicize the agenda and programs for all General Body Meetings on website, Facebook, Twitter and ensure signage is placed;
  - a. The General Body Meeting agenda should be made available to the General Body ten (10) days prior to the meeting. (Bylaws, Article XII, Section 2)
17. Serve as Advisor to the Photographer; and
18. Perform such other duties as may be provided by the Bylaws, these Standing Rules, Parliamentarian Authority or as directed by the Board of Managers or Executive Committee (Bylaws, Article VII, Section 1e).

E. VICE PRESIDENT WAYS AND MEANS (4<sup>th</sup> VP)

The Vice President Ways and Means will:

1. Serve on the Executive Committee and the Board of Managers;
2. Attend and participate in the required May Crossover Meeting. In the event you cannot attend, it is expected that you provide crossover documentation and updated notebook;
3. Create sponsor letters and donation sheets;
4. Solicit donations from area businesses, groups and individuals and collect sponsorship money and tangible donations;
5. Maintain and document all tangible donations and ensure tangible donations are made available across all committees;
6. Maintain sponsor donation database or list to pass on to future VP Ways and Means delegates;
7. Work with VP Publicity to promote donors and sponsors on multiple platforms, including, but not limited to, social media, banners, newsletter, and flyers;
8. Work with the President to organize and source vendors for Spirit Wear;
9. Serve as Advisor to the Turkey Trot Committee;
10. Work with VP Publicity to maintain and update the Crosswind PTA website as it relates to your duties;
11. Insure appropriate recognition and appreciation is expressed to donors and sponsors post event;
12. Be responsible for counting money during peak fundraising times;
13. Work with Committee Chairmen to complete and present to the Board of Managers an Event Report(s). The report should be completed ten (10) days of the close of the event and presented at the next Board of Managers Meeting; and
14. Perform such other duties as may be provided by the Bylaws, these Standing Rules, and Parliamentary Authority or as directed by the Board of Managers or Executive Committee (Bylaws, Article VII, Section 1e).

F. VICE PRESIDENT PROGRAMS (5<sup>th</sup> VP)

The Vice President Programs will:

1. Serve on the Executive Committee and the Board of Managers;
2. Attend and participate in the required May Crossover Meeting. In the event you cannot attend, it is expected that you provide crossover documentation and updated notebook;
3. Work with VP Parent Volunteers to assist in sourcing, scheduling and assignment of volunteers;
4. Plan the programs for each General Meeting in coordination with the President;
5. Serve as Advisor to the Community Outreach Committee;
6. Serve as Advisor to the Reading Programs Committee;
7. Serve as Advisor to the Hospitality Committee;
8. Be responsible for maintaining the "Wholesale Card" (currently COSTCO);
  - a. If required, the card will be in the name of the VP Programs;
  - b. Renew the card each year upon expiration;

9. Work with the President and the VP Publicity to distribute Agenda and Programs for all General Body Meetings on website, Facebook, Twitter, and ensure signage is placed;
  - a. The agenda should be made available to the General Body ten (10) days prior to the General Body Meeting. (Bylaws, Article XII, Section 2);
10. Help count money during peak fundraising times;
11. Work with VP Publicity to maintain and update the Crosswind PTA website as it relates to your duties;
12. Work with Committee Chairman to complete event reports and present to the Board of Managers within ten (10) days of the close of the event; and
13. Perform such other duties as may be provided by the Bylaws, these Standing Rules, Parliamentarian Authority or as directed by the Board of Managers or Executive Committee (Bylaws, Article VII, Section 1e).

G. TREASURER

The Treasurer will:

1. Serve on the Executive Committee and the Board of Managers;
2. Complete online training provided by State and National PTA. A copy of your completion certificate must be submitted to the Secretary by August 31st of each year;
3. Attend and participate in the required May Crossover Meeting. In the event you cannot attend, it is expected that you provide crossover documentation and updated notebook;
4. Make a full report at the Board of Managers Crossover Meeting at which new officers officially assume their duties, including, but not limited to:
  - a. Estimated Budget,
  - b. Actual Expense, and
  - c. Income with Line Item Details;
5. Have custody of the funds of the PTA;
6. Maintain a full and accurate account of receipts and expenditures in the books belonging to the PTA;
7. Work with VP Publicity to maintain and update the Crosswind PTA website as it relates to your duties;
8. Make disbursements as authorized by the President, Executive Committee, or the PTA in accordance with the budget adopted by the PTA;
9. Have checks signed by two (2) of the following Officers: the Treasurer, the President, and VP Parent Volunteers (Bylaws, Article VII, Section 4d);
10. Be responsible for presenting a monthly budget report and distributing bank statements at every meeting of the Board of Managers and at other times requested by the Board of Managers;
11. Submit annually to the Internal Revenue Service (IRS) the appropriate 990 form by November 15<sup>th</sup> and send a copy of the appropriate 990 receipt to Tennessee PTA by November 20<sup>th</sup> (Bylaws, Article IV, Section 1f);
12. Keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of this local unit, including specifically the number of its members, the dues collected from its members and the amounts of dues remitted to Tennessee PTA. Such books of account and records shall at

- all reasonable times be open to inspection by an authorized representative of Tennessee PTA (Bylaws, Article IV, Section 6);
13. Have the accounts examined annually or upon change of officer by an auditor or an auditing committee of not less than three (3) members who are satisfied that the Treasurer's Annual Report is correct, shall sign a statement of that fact at the end of the report (Bylaws, Article VII, Section 4i);
  14. Submit Audit Report Form(s) to Tennessee PTA by November 1<sup>st</sup>;
  15. Report the findings of the annual report to the Board of Managers, including, but not limited to:
    - a. Estimated Budget,
    - b. Actual Expense, and
    - c. Income with Line Item Details;
  16. Present a detailed Annual Report to the General Body of the financial condition of the organization;
  17. Secure Insurance as recommended by National PTA by December of the new calendar year;
  18. Serve as Advisor to The Budget and Finance Committee;
  19. Be responsible for maintaining the "Office Depot Card;"
    - a. If required, the card will be in the name of the Treasurer;
    - b. Renew the card each year upon expiration; and
  20. Perform such other duties as may be provided by the Bylaws, these Standing Rules, and Parliamentary Authority or as directed by the Board of Managers or Executive Committee (Bylaws, Article VII, Section 1e).

#### H. SECRETARY

The Secretary will:

1. Serve on the Executive Committee and the Board of Managers;
2. Complete online training provided by State and National PTA. A copy of your completion certificate must be submitted to the Secretary by August 31<sup>st</sup> of each year;
3. Attend and participate in the required May Crossover Meeting. In the event you cannot attend, it is expected that you provide crossover documentation and updated notebook;
4. Send meeting reminders three (3) days in advance of Executive Committee and Board of Managers Meetings. Reminder shall include, but not be limited to:
  - a. Date,
  - b. Location, and
  - c. Minutes from prior meeting;
5. The Board of Managers Meeting agenda should be made available to the Board of Managers twenty-four (24) hours prior to the meeting;
6. Record the minutes of all meetings of the PTA including General Membership, Executive Committee, and Board of Managers and be prepared to read the record of any previous meeting;
7. Work with VP Publicity to maintain and update the Crosswind PTA website as it relates to your duties;

8. Be responsible for sending emails to the General Membership for event updates and membership information; included but not limited to: General Body Minutes, General Body Meeting and Committee solicitations;
9. Have all PTA related documents available at all meetings, including, but not limited to:
  - a. Current list of the General Membership, utilizing the General Body Membership List as a sign in tool for the General Body Meetings,
  - b. Record of minutes of all previous meetings,
  - c. List of all committees,
  - d. Attendance records for Board of Managers, Executive Committee, and General Body meetings,
  - e. Crosswind PTA Bylaws and Standing Rules,
  - f. Motion Forms,
  - g. Tax ID Forms, and
  - h. Payment Request Forms;
10. Distribute minutes to the respective Board for approval within (10) days of the recording of the minutes and submit General Body minutes to the VP of Membership in the same time frame;
11. Create electronic version of meeting's minutes for distribution to Board (10) days after conclusion of Board Meeting for review;
12. Create and distribute roster for the Board of Managers;
13. Create and maintain all Crosswind PTA provided email accounts;
14. Set up all PTA mailboxes/folders in the front office;
15. Issue correspondence as requested by the President or the Board of Managers including invitations to meetings and events, sympathy cards, memorials, and thank you cards; and
16. Perform such other duties as may be provided by the Bylaws, these Standing Rules, and Parliamentary Authority or as directed by the Board of Managers or Executive Committee (Bylaws, Article VII, Section 1e).

I. PARLIAMENTARIAN

The Parliamentarian will:

1. Serve on the Executive Committee and the Board of Managers;
2. Complete online training provided by State and National PTA. A copy of your completion certificate must be submitted to the Secretary by August 31<sup>st</sup> of each year;
3. Attend and participate in the required May Crossover Meeting. In the event you cannot attend, it is expected that you provide crossover documentation and updated notebook;
4. Be appointed by the President and approved by a majority vote of the Board of Managers;
5. Be familiar and have on hand at all times a copy of the accepted Parliamentary Procedure, Roberts Rules of Order, as well as the current PTA Bylaws and Standing Rules;
6. Serve as a non-voting member at all meetings and General Body Meetings;
7. Advise on questions of Parliamentary law and matters of procedure;
8. Serve as Advisor to the Bylaws and Standing Rules Committee;

9. Serve as Advisor to The Selection Committee for PTA Life Achievement Awards (state and national);
10. Serve as Advisor to The Committee on Nominations and Leadership Development;
11. Present “Parliamentary Procedure Highlights” at each Board of Managers meetings;
12. Work with VP Publicity to maintain and update the Crosswind PTA website as it relates to your duties; and
13. Provide an approved copy of the current year’s Bylaws and Standing Rules to all members of the Board of Managers by September.

J. PRINCIPAL

The Principal will:

1. Serve on the Executive Committee and the Board of Managers;
2. Attend Board of Managers and Executive Committee meetings, or send an Assistant Principal delegate in his/her place;
3. Present Principal’s Report at each General Body, Board of Managers, and Executive Committee meetings;
4. Act as an Advisor to the Board of Managers and Executive Committee; and
5. Shall appoint the Teach Rep position on the Board of Managers.

K. IMMEDIATE PAST PRESIDENT

The Immediate Past President will:

1. Act as an Advisor to the Budget and Finance Committee;
2. Act as an Advisor to the Board of Managers;
3. Serve as a non-voting member at all meetings with the exception of General Body Meetings;
4. Be assigned duties by the new President in order to help in areas as the new President deems necessary; and
5. Attend and participate in the required May Crossover Meeting. In the event you cannot attend, it is expected that you provide crossover documentation and updated notebook.

L. TEACHER REPRESENTATIVE(S)

The Teacher Representative will:

1. Serve as the liaison between the PTA and the faculty and staff of Crosswind Elementary;
2. Communicate the actions and coming events of the PTA to Crosswind faculty and staff (by email or written notice placed in school mailboxes);
3. Gather input and suggestions from the Crosswind Faculty and Staff to present to the PTA at the Board of Managers Meetings; and
4. Attend and be an active participant in all Board of Managers Meetings.

**IX. BOARD OF MANAGERS**

A. The members of the board shall be:

1. The elected officers (President, (5) Vice Presidents, Treasurer, and Secretary);
2. Each chairman of the standing and/or special committees;
3. The principal or an appointed Assistant Principal;
4. Teacher Representative;
5. Immediate Past President; and

6. Parliamentarian.
- B. Duties to include but not limited to:
  1. Carry out such business as may be referred to it by the membership of the association;
  2. Report at the General Membership Meetings of the PTA;
  3. Select an auditor or an auditing committee to audit the treasurer's accounts prior to the May Crossover Meeting for the new incoming Board of Managers;
  4. Prepare and submit an annual budget to the PTA General Membership body for adoption; and
  5. Approve payment of routine bills within the limits of the adopted budget.
- C. All Board of Managers meeting dates must be planned by the Executive Committee and voted on by the BOM at the Summer BOM meeting.
- D. Five (5) members of the Executive Committee and Five (5) Standing Committee Chairs shall constitute a quorum for the transaction of business at Board of Managers meetings. A Standing Committee Chair may send a representative to the meeting in their absence. This representative does NOT count toward the quorum. Voting by proxy is prohibited. (Bylaws, Article VIII, Section 7).
- E. Executive Committee members are expected to attend all Board of Managers meetings. Executive Committee members unable to attend a meeting due to an emergency situation must notify the President or Secretary prior to the meeting.
- F. Agenda items to be brought before the Board of Managers are to be submitted to the President and Secretary no later than one (1) day prior to the scheduled meeting.
- G. Motions of the Board of Managers Meetings must be submitted in writing:
  1. Include the name of the person making the motion;
  2. Include the name of the person who seconds the motion;
  3. Be submitted to the Secretary to be included as part of the meeting minutes.
- H. In the event of a vacant seat on the Board of Managers, a special meeting should be called by the Executive Committee to determine the solution; and
- I. If a vote of the Board is required between regularly scheduled meetings, the President may authorize a vote by email.

#### **X. STANDING COMMITTEES**

Standing Committee Chairmen shall assist and work in cooperation with his/her respective Vice President to carry out the duties of the office. In addition to the duties listed below, all Committee Chairmen shall perform such other duties as provided for in the Crosswind PTA Bylaws and by parliamentarian authority, and assume all responsibilities deemed necessary by the Board of Managers. The description for each position below should be recognized as a guideline and not as an all-inclusive list:

- A. Committee Chairmen shall be recommended by the Committee on Nominations and Leadership Development;
- B. All Committee Chairmen shall be elected by the incoming Executive Committee at the May Crossover Meeting;
- C. The term of office of a committee chairman shall be one (1) year or until the selection of a successor;
- D. No Committee Chairman may serve more than two (2) consecutive terms in the same office;

- E. Committee Chairmen are voting members of the Board of Managers and are required to attend Board of Managers Meetings;
- F. Standing Committee Chairmen are responsible for maintaining a notebook of information, schedules, correspondence, etc., related to their position either electronic or written. This notebook must also contain a Plan of Work, Budget, Bylaws, Standing Rules, Monthly/Event Reports, and other information necessary for the completion of their duties. This notebook must be passed on to their successor at the end of their term. Any recommendations for modifications or changes to their responsibilities or program should be made in writing to their successor at the end of their term;
- G. A Plan of Work must be written by each Standing Committee Chairman and submitted electronically to their respective Vice President prior to the August meeting; and
- H. Standing Committee Chairman must turn in to the VP, President, and Secretary a Monthly Summary and/or Event Report. These reports will assist in writing the year end state reports. The following positions should complete a Monthly Summary and/or Event report:
  - 1. Safety and Citizenship Chairman;
  - 2. Cultural Arts Chairman;
  - 3. Legislative Chairman;
  - 4. Turkey Trot Chairman;
  - 5. Hospitality Chairman;
  - 6. Community Outreach Chairman; and
  - 7. Reading Programs Chairman.

## **XI. DUTIES OF COMMITTEE CHAIRMEN**

### **A. SAFETY AND CITIZENSHIP COMMITTEE:**

This committee reports to the VP Parent Volunteers and will:

- 1. Attend and participate in the required May Crossover Meeting. In the event you cannot attend, it is expected that you provide crossover documentation and updated notebook;
- 2. Work with VP Publicity to maintain and update the Crosswind PTA website as it relates to your duties and to promote the events of the Committee;
- 3. Communicate with school nurse about Health Room needs;
- 4. Work with VP Parent Volunteers to assist in sourcing, scheduling and assignment of volunteers for Health Screening and/or other related programming;
- 5. Plan and coordinate health, safety, and drug awareness activities as directed and approved by the Board of Managers;
- 6. Oversee the Safety Poster Contest;
- 7. Oversee the Citizenship Literature Program;
- 8. Work with the school counselors and Principal on the Red Ribbon Week Campaign;
- 9. Communicate needs and maintain supplies for crisis bags; and
- 10. Network with agencies in the community whose purpose is to promote the physical and emotional health of our children and youth and implement these programs in our school.

### **B. CULTURAL ARTS COMMITTEE:**

This committee reports to the VP Membership and will:

1. Complete online training provided by State and National PTA. A copy of your completion certificate must be submitted to the Secretary by August 31<sup>st</sup> of each year;
2. Attend and participate in the required May Crossover Meeting. In the event you cannot attend, it is expected that you provide crossover documentation and updated notebook;
3. Work with VP Publicity to maintain and update the Crosswind PTA website as it relates to your duties and to promote the events of the Committee;
4. Work with VP Parent Volunteers to assist in sourcing, scheduling and assignment of volunteers;
5. Conduct the annual PTA Reflections Contest and Program, including the distribution of information and rules, arranging for judges, exhibition of entries, awards for winning entries, and submission of qualifying entries to further levels of competition; and
6. Coordinate other programs promoting cultural arts, as approved by the Board of Managers.

C. LEGISLATIVE COMMITTEE:

This committee reports to the VP Membership and will:

1. Attend and participate in the required May Crossover Meeting. In the event you cannot attend, it is expected that you provide crossover documentation and updated notebook;
2. Work with VP Publicity to maintain and update the Crosswind PTA website as it relates to your duties and to promote the events of the Committee;
3. Work with VP Parent Volunteers to assist in sourcing, scheduling and assignment of volunteers;
4. Keep the Board of Managers and the general membership informed about all local, state and national legislation that affects the health, safety, education and welfare of our children and youth;
5. Coordinate Vote Me In; and
6. Attend legislative days in Nashville, as approved by the Board of Managers and if the budget permits.

D. PHOTOGRAPHER:

This committee reports to the VP Publicity and will:

1. Attend and participate in the required May Crossover Meeting. In the event you cannot attend, it is expected that you provide crossover documentation and updated notebook;
2. Work with VP Publicity to maintain and update the Crosswind PTA website as it relates to your duties and to promote the events of the Committee;
3. Work with VP Parent Volunteers to assist in sourcing, scheduling and assignment of volunteers;
4. Prepare an annual scrapbook, submitted to state PTA for recognition, depicting a written and pictorial record of the PTA's projects, activities, events, etc, over the course of the year;
5. Cooperate with the VP Publicity and the school to provide photographs for the PTA newsletter, press releases and the school yearbook; and

6. Maintain a "clipping file".

E. TURKEY TROT COMMITTEE:

This committee reports to the VP Ways and Means and will:

1. Attend and participate in the required May Crossover Meeting. In the event you cannot attend, it is expected that you provide crossover documentation and updated notebook;
2. Work with VP Publicity to maintain and update the Crosswind PTA website as it relates to your duties and to promote the events of the Committee;
3. Work with VP Parent Volunteers to assist in sourcing, scheduling and assignment of volunteers;
4. Plan, organize and execute the Turkey Trot Fundraiser;
5. Act as the Event Coordinator for the Turkey Trot Pep Rally, including, but not limited to:
  - a. Music for event;
  - b. Program and script for the event;
  - c. Acquiring costumes for the event;
  - d. Creating parent packets to be distributed post event; and
  - e. Special guests;
6. Execute the actual event, including, but not limited to:
  - a. Communicate with Room Parents via the VP Parent Volunteers;
  - b. Build a Committee of Volunteers to execute the event;
  - c. Work with VP Parent Volunteers for set up, lap counting, and take down;
  - d. Plan the layout of the event; and
  - e. Secure necessary equipment to conduct the event.
7. Plan awards and incentive parties post event, including, but not limited to:
  - a. Act as the Event Coordinator for the awards program;
  - b. Create the program and script for the event;
  - c. Create incentives for all levels of student donations;
  - d. Order and/or secure all incentives and prizes;
  - e. Distribute awards and prizes; and
  - f. Plan and execute all incentive parties.
8. Be available to count money during the duration of the event;
9. Be the contact person for any outside vendor that may be helping to execute all or parts of the event, i.e. Get Movin' Crew; and
10. Complete Event Report and submit to the VP Ways and Means within ten (10) days of the close of the event.

F. HOSPITALITY COMMITTEE:

This committee reports to the VP Programs and will:

1. Attend and participate in the required May Crossover Meeting. In the event you cannot attend, it is expected that you provide crossover documentation and updated notebook;
2. Work with VP Publicity to maintain and update the Crosswind PTA website as it relates to your duties and to promote the events of the Committee;
3. Work with VP Parent Volunteers to assist in sourcing, scheduling and assignment of volunteers;

4. Plan and coordinate Teacher Appreciation activities;
5. Plan and provide for reception of members and guests at special events and activities (i.e. Reflections Awards, Founders Day, etc);
6. Plan and execute a program/reception for each General Body Meeting as approved by the Board of Managers; and
7. Act as hostess at all general meetings and other events deemed necessary by the Board of Managers.

G. COMMUNITY OUTREACH COMMITTEE:

This committee reports to the VP Programs and will:

1. Attend and participate in the required May Crossover Meeting. In the event you cannot attend, it is expected that you provide crossover documentation and updated notebook;
2. Work with VP Publicity to maintain and update the Crosswind PTA website as it relates to your duties and to promote the events of the Committee;
3. Execute philanthropic programs as directed and approved by the PTA Board of Managers and/or VP Programs;
4. Work with Crosswind faculty, staff, and student clubs to organize food bank donations and distribution of items collected; and
5. Work with VP Parent Volunteers to assist in sourcing, scheduling and assignment of volunteers.

H. READING PROGRAMS COMMITTEE:

This committee reports to the VP Programs and will:

1. Attend and participate in the required May Crossover Meeting. In the event you cannot attend, it is expected that you provide crossover documentation and updated notebook;
2. Work with VP Publicity to maintain and update the Crosswind PTA website as it relates to your duties and to promote the events of the Committee;
3. Work with VP Parent Volunteers to assist in sourcing, scheduling and assignment of volunteers;
4. Promote the continued growth of the Crosswind Library;
5. Works closely with the school Librarian on promoting and maintaining records for Scholastic Summer Reading Program;
6. Be aware of reading programs that can be implemented into Crosswind (all reading programs must be approved by the Board of Managers);
7. Secure and distribute reading lists for each grade level; and
8. Work with the Librarian to assess and implement the books from the reading lists into the school library.

**XV. SPECIAL COMMITTEES**

Special committees may be formed throughout the year by the Executive Committee as deemed necessary to promote the objectives and to carry out the work of the PTA.

- A. Special Committee Chairmen may attend Board of Managers meetings to make reports;
- B. If a report is to be given, the President must be notified at least three (3) days before a Board of Managers Meeting in order to be included on the agenda;
- C. A Special Committee is created and elected or appointed for a special purpose;

- D. A Special Committee automatically ceases to exist when the work is completed and a final Summary Report and/or Event Report has been given to the Executive Committee, unless otherwise voted by the Executive Committee to disband.
- E. The Executive Board will establish additional Special Committees as needed; and
- F. The following Special Committees are formed annually.

**XVI. DUTIES OF SPECIAL COMMITTEES**

**A. THE BUDGET AND FINANCE COMMITTEE:**

The Treasurer should serve as Chairman to this Committee:

- 1. The Committee consists of the newly elect President, the immediate Past President, the newly elect Treasurer, Immediate Past Treasurer and the newly elect VP Ways and Means;
- 2. The Principal, or their Assistant Principal Representative, shall serve as an Advisor to the Committee;
- 3. The Chairman will prepare a budget report in accordance with the Committee timeline (below) for the first General Body meeting and present the report at the meeting;
- 4. Timeline for this Committee:
  - a. Committee is formed at the May Crossover Meeting;
  - b. Proposed VP Budgets are due to the President prior to the Summer Meeting;
  - c. Discussion on proposed budgets at the Summer Board of Managers Meeting;
  - d. Prior to the August meeting, Committee needs to meet to create ACTUAL budget using proposed budgets;
  - e. The ACTUAL budget is presented at the August Board of Managers Meeting and is voted on;
  - f. The Treasurer presents the Actual Budget at the August General Body Meeting for vote; and
    - i. Line item "School Wide Support" funds should be determined and voted on by the General Body at the August Meeting.

**B. BYLAWS AND STANDING RULES COMMITTEE:**

The Parliamentarian should serve as Chairman to this Committee:

- 1. The Bylaws and Standing Rules committee is formed at the Crossover meeting of the Board of Managers in May;
- 2. The Committee consists of the newly installed Parliamentarian and three (3) members of the Board of Managers.
- 3. The committee will review and revise the Standing Rules as necessary, to meet the needs of the Board of Managers. The Standing Rules must be approved by the Executive Committee.
- 4. The committee will also review and revise the Bylaws as needed once every five (5) years, in accordance with the Crosswind PTA and Tennessee PTA Bylaws. Revisions to the Bylaws must be approved in accordance with the Crosswind PTA Bylaws. (Bylaws, Article XVII).
- 5. The Bylaws and Standing Rules shall be presented to the Executive Committee for approval by the August Board of Managers Meeting.

C. COMMITTEE ON NOMINATIONS AND LEADERSHIP DEVELOPMENT:

This Committee's Advisor is the Parliamentarian:

1. The Committee on Nominations and Leadership Development (referred to from this point as CNLD) is formed in accordance with the Crosswind PTA Bylaws (Article XI) and consists of five (5) members: two (2) members of the Executive Committee; two (2) members from the general membership; and one (1) faculty member.
  - a. The Executive Committee members shall be elected at General Body Meeting 1 (see timeline below).
  - b. Two members from the general membership shall be elected at the General Body Meeting 1 (see timeline below).
  - c. If no candidate comes forward, the Faculty Member is recommended by the Principal.
2. The objective of this Committee is to nominate candidates to fill each officer's position on the Executive Committee for the coming term.
3. Publicly solicit candidates from the General Body.
4. The Committee will confer with candidates as to their willingness to serve and report its recommended slate of nominees to the General Body at Meeting 2 (see timeline below) of the 2<sup>nd</sup> semester.
5. The Committee shall also recommend candidates for each Standing Committee Chairman position.
6. Additional nominations may be made from the floor during Meeting 3 (see timeline below), the Election Meeting.
7. The proceedings of the Committee meetings will be confidential.
8. Timeline for this Committee:
  - a. Parliamentarian must have Interest Form approved by the Executive Committee, and Distributed to the General Body two (2) weeks prior to the Election of the Members of the CNLD;
  - b. 2<sup>nd</sup> Semester-General Body Meeting 1 (Suggested February): CNLD elected;
  - c. 2<sup>nd</sup> Semester-General Body Meeting 2 (Suggested April): Slate of Nominees Presented by CNLD;
  - d. 2<sup>nd</sup> Semester-General Body Meeting 3 (Suggested May): Election of New Officers; and
  - e. Receive Handbooks and other pertinent materials at the Board of Managers May Crossover Meeting.

D. COMMITTEE TO SELECT HONOREES FOR TENNESSEE PTA AND NATIONAL PTA LIFE ACHIEVEMENT AWARDS:

This Committee's Advisor is the Parliamentarian:

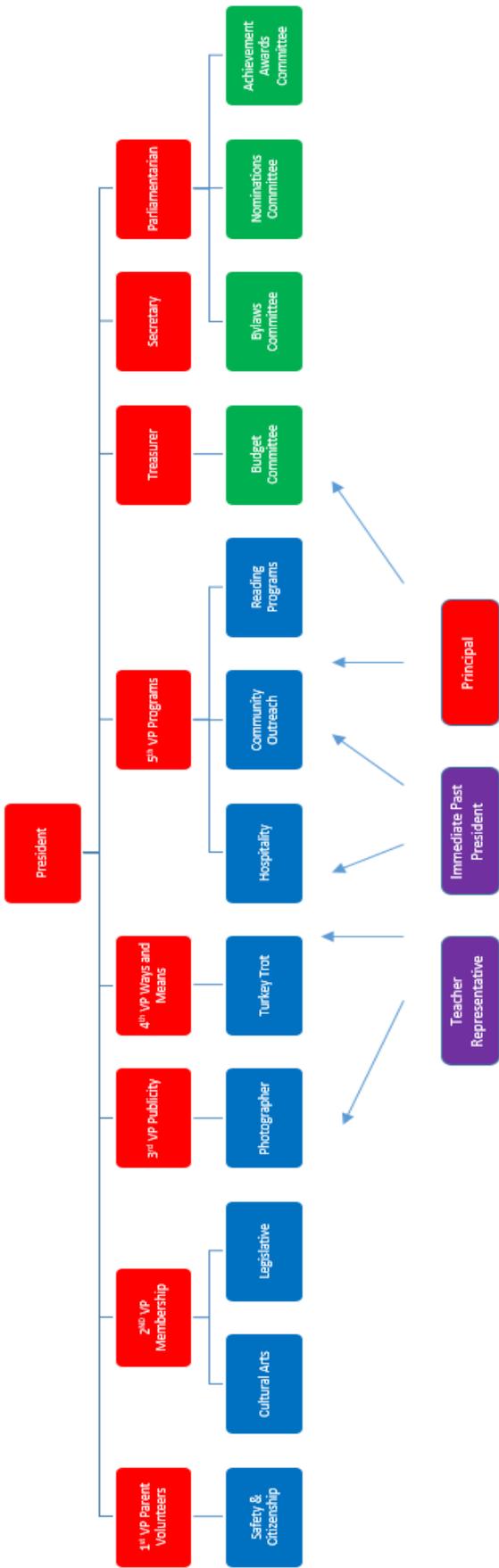
1. The Committee to select honorees for Tennessee PTA and The National PTA Life Achievement Awards (LAAs) is formed at the regular meeting of the Board of Managers in October.
2. The Committee consists of three (3) members of the Board of Managers voted on by the Executive Committee.
3. The Committee will select one or more individuals to receive a LAA.
4. The proceedings of the committee meetings will be confidential.

5. The honorees will be recognized and the LAA will be presented at Crosswind PTA's Annual Founder's Day Program in February.
6. The following Founder's Day Luncheon fees will be paid for by the PTA:
  - a. (1) Delegate from the Lifetime Achievement Committee
  - b. LAA honorees and their guests (one per honoree)
  - c. PTA President
  - d. Principal

#### **XVII. GENERAL BODY MEETINGS**

- A. All General Body meeting dates must:
  1. Be planned in time for the first (1<sup>st</sup>) Executive Committee meeting,
  2. Be approved by and voted on by the Executive Committee at the Summer Board of Managers meeting, and
  3. Be made public by/on Orientation/Registration Day.
- B. All General Body Meetings are to be held on the published dates, unless changed by the Executive Committee with five (5) days notice having been given to the Membership (Bylaws, Article XII, Section I).
- C. At least four (4) regular meetings shall be held during the school year. The topics of the meetings may include, but not be limited to, educational programs, fundraising, election and installation of officers.
- D. There must be a minimum of three (3) General Body Meetings held upon return from Winter Break to conduct the following business:
  1. Meeting 1: Elect the Nominating Committee,
  2. Meeting 2: Nominating Committee presents the slate, and
  3. Meeting 3: Elect New Officers.
- E. Forty (40) members shall constitute a quorum for the transaction of business at the General Body meetings.
- F. Agenda items to be brought before the General Body are to be submitted to the President no later than fifteen (15) days prior to the scheduled meeting.
- G. The agenda will be created and distributed by the President and approved by the Executive Committee ten (10) days prior to the meeting (Bylaws, Article XII, Section 2).
- H. Motions made in General Body Meetings must be submitted in writing and:
  1. Include the name of the person making the motion,
  2. Include the name of the person who seconds the motion, and
  3. Be submitted to the Secretary to be included as part of the meeting minutes.

2019 – 2020 CROSSWIND PTA



**COLOR KEY**  
 Executive Committee = **RED**  
 Board of Managers = **RED + BLUE + PURPLE**  
 Standing Committees = **BLUE**  
 Advisors = **PURPLE**  
 Special Committees = **GREEN**

**Receipt of Bylaws and Standing Rules Form**

**I have received my copy of the Crosswind PTA Bylaws and 2019 Standing Rules.**

The Crosswind PTA Bylaws and 2019 Standing Rules describe important information about the function of the Crosswind PTA, and I understand that I should consult the Executive Committee regarding any questions not answered in these documents.

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my involvement in the Crosswind PTA. By distributing the Bylaws and 2019 Standing Rules, the Executive Committee expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I have received the Bylaws and 2019 Standing Rules, and I understand that it is my responsibility to read and comply with the information and policies contained in these documents.

\_\_\_\_\_  
Crosswind PTA Volunteer Signature

\_\_\_\_\_  
Crosswind PTA Volunteer Signature (Print)

\_\_\_\_\_  
Date