

# 2023 - 2024 Crosswind PTA Standing Rules

Updated August 2023

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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 Board of Managers by a majority vote. They may be amended or rescinded by a two-thirds vote of the Board of Managers without previous notice or by a majority vote with such notice.

The Board of Managers, between its installation at the May Crossover meeting 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 2021 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 Appendix A).
- 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 or by August 31, whichever comes first:
  - a. President
  - b. Secretary
  - c. Treasurer
  - d. Parliamentarian
  - e. Membership
  - f. Cultural Arts Chairman

#### **B. WESTERN REGIONAL TRAINING**

1. Local Training: The PTA may 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 may 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 may 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 may be funded. All other funding considerations should 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 may 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 1st 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 at the National PTA Convention. In the event that the President 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 1st 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 a Plan of Work 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, with the exception of the Summer Interim Budget line item.
3. Once the budget is approved by the General Body, adjustments to the budget must also be submitted to the General Body for approval.
  - a. Details of the Summer Interim Budget should be presented and voted on by the General Body by the May Annual Meeting

##### B. ALL OTHER FINANCIAL OPERATION 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 Board 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 Volunteers; and
  - e. All monies should be deposited within 24 hours.
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. When possible, take advantage of our tax exempt status when making purchases. The tax exempt certificate can be found in Teams or you may request a copy from the Treasurer.
3. Requests for Payment
  - a. A 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 paper 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. Completed electronic Request for Payment forms should be emailed to both the President and Treasurer for approval and reimbursement.
  - f. 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.
  - g. All PTA Request for Payment Forms must have two signatures for approval.
  - h. 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 of \$25 or less may be purchased by PTA. It should be documented on the Request for Payment form who the gift card is given to and the date it is given.
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.
  - c. Please complete the Request for Payment process (See IV.B.3) to be reimbursed for your purchase.
  - d. The President must approve any color copies. Color copies are expensive and should be used sparingly.
6. Checks and electronic payments must be approved and signed with two (2) signatures. The Treasurer, President, and 1<sup>st</sup> VP 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 three (3) 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 are the primary 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 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 and make public by/on orientation/registration day (See Section XIV, Part A, 2-3);
  - 3. Set dates for Board of Manager Meetings to be completed by Summer BOM meeting (See Section IX, Part C);
  - 4. Approve the General Body Meeting Agendas;
  - 5. Create and submit a Budget Proposal and plan of work prior to the 1<sup>st</sup> Meeting of the Budget and Finance Committee, with the exception of the Principal and Treasurer. (See Section IV, Part A, 1);
  - 6. When counting money, two (2) members of the Executive Committee must be present (See Section IV, Part B, 1); and
  - 7. The Executive Committee may vote to reimburse Sales Tax (See Section IV, Part B, 2c).

## VII. DUTIES OF ALL OFFICERS

All officers 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 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). This notebook may be a physical notebook or an electronic notebook. However, in this digital age, an electronic notebook is the suggested format.

- B. Each officer is entitled one (1) vote at Board of Managers meetings with exception of the Parliamentarian, Teacher Representative, and Principal. All officers, including the Parliamentarian, Teacher Representative, and Principal and PTA members are entitled one (1) vote at General Body meetings.
- C. Each officer must create and submit a Budget Proposal and Plan of Work prior to the 1<sup>st</sup> meeting of the Budget and Finance Committee, with the exception of the Treasurer, Principal, and Teacher Representative.
- D. Officers should complete and submit an Event Report for all annual events or any event where over \$100 was spent.
  - 1. Event Reports should be submitted within ten (10) days of completion of the event.

## VIII. DUTIES BY POSITION FOR EXECUTIVE COMMITTEE AND ADVISORS

### 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, 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, ten (10) days in advance of a General Body Meeting, and preside at all meetings:
  - a. Submit agenda to the Executive Committee for approval ten (10) days prior to the General Body Meeting
  - b. The agenda should be made available to the General Body seven (7) days prior to the General Body Meeting (Bylaws, Article XII, Section 2),
  - c. 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 Presidents Roundtable meeting with the Superintendent's Office;
- 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. Order name tags for new PTA members and replacements, where necessary, for returning members; 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).

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

The Vice President Volunteers 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. 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);
4. Act as an aide to the President (Bylaws, Article VII);
5. Be a designated Signee on Checks;
6. Solicit the general school population as appropriate for interest in volunteer areas;
7. Manage a master list of PTA volunteers in the Volunteer Database and distribute the list to appropriate Vice Presidents and Committee Chairmen;
8. Be responsible for maintaining and updating the Crosswind PTA website pertaining to Volunteers and Monthly Volunteer Opportunities;
9. Distribute volunteer guidelines at the beginning of the school year;
10. Create/Update the Room Parent Handbook for distribution, and acquire a signature of receipt;
11. Hold a Room Parent informational training meeting at the beginning of the school year;
12. Coordinate teachers' assignment of room parents;
13. Coordinate room parent activities, as necessary, when requested by teachers, the school Principal or the Board of Managers;
14. Work with VP Programs to assist in sourcing, scheduling and assignment of volunteers;
15. Coordinate with VP Membership to assist in volunteer opportunities at registration;
16. Assist committees, as needed, by recruiting volunteers for PTA functions; including but not limited to: Safety and Citizenship, Community Outreach, Cultural Arts, School Engagement, Turkey Trot, Cafeteria, and Library;
17. Work with VP Publicity to maintain and update the Crosswind PTA website as it relates to your duties;
18. Work with Committee Chairman to complete event reports for qualifying events (See Section VII, Part D) ;
19. Serve as Advisor to the School Engagement Committee; and
20. 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 2c).

### **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. Create and maintain membership database and records, and provide copies to the Secretary;
5. Utilize the General Body Membership List as a sign in tool for the General Body Meetings;
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. Execute awards given to students and/or teachers as part of the membership drive contest;
10. Serve as Advisor to the Family Engagement Committee;
11. Serve as Advisor to the Legislative Advocacy Committee;
12. Serve as Advisor and Member of the Diversity, Equity, and Inclusion (DEI) Special 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 for qualifying events (See Section VII, Part D); 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 2c).

### **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 for qualifying events (See Section VII, Part D);
15. Work with the President and the VP of Programs to publicize the agenda and programs for all General Body Meetings on website, Facebook, and ensure signage is placed;
  - a. The General Body Meeting agenda should be made available to the General Body seven (7) days prior to the meeting. (Bylaws, Article XII, Section 2)
16. Serve as Advisor to the Community Outreach Committee;
17. Serve as Advisor to the Photographer; and
18. 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 2c).

**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 and distribute sponsor letters and donation sheets for PTA sponsorship;
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. Work with VP Publicity to maintain and update the Crosswind PTA website as it relates to your duties;
10. Insure appropriate recognition and appreciation is expressed to donors and sponsors post event;
11. Be responsible for counting money during peak fundraising times;
12. Work with Committee Chairmen to complete event reports and for qualifying events (See Section VII, Part D); and
13. 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 2c).

**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 Volunteers to assist in sourcing, scheduling and assignment of volunteers;
4. Plan the programs for each General Body Meeting in coordination with the President;
5. Serve as Advisor to the Safety and Citizenship Committee;

6. Serve as Advisor to the Cultural Arts Committee;
7. Plan and coordinate the TCAP Glow parties;
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. Promote the continued growth of the Crosswind Library;
12. Works closely with the school Librarian to help support and promote current reading initiatives;
13. Work with VP Publicity to maintain and update the Crosswind PTA website as it relates to your duties;
14. Work with Committee Chairman to complete event reports for qualifying events (See Section VII, Part D); and
15. 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 2c).

#### **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 and also report the findings of the annual report to the Board of Managers, both should include, but not be 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 Volunteers (Bylaws, Article VII, Section 4d);
10. Be responsible for presenting a monthly budget report at every meeting of the Board of Managers and making bank statements available/accessible to 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. Present a detailed Annual Report to the General Body of the financial condition of the organization;
16. Secure Insurance as recommended by National PTA by December of the new calendar year;
17. Serve as Advisor to The Budget and Finance Committee;
18. 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
19. 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 2c).

#### **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. Record of minutes of all previous meetings,
  - b. List of all committees,
  - c. Attendance records for Board of Managers, Executive Committee, and General Body meetings,
  - d. Crosswind PTA Bylaws and Standing Rules,
  - e. Tax ID Forms, and

- f. Payment Request Forms;
- 10. Create an electronic version and distribute meeting minutes to the Board of Managers for review and approval within ten (10) days after the conclusion of both General Body and Board of Managers meetings.
- 11. Create and distribute roster for the Board of Managers;
- 12. Create and maintain all Crosswind PTA provided email accounts;
- 13. Set up all PTA mailboxes/folders in the front office;
- 14. 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
- 15. 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 2c).

**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 Board of Manager 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 as an advisor 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; and
- 4. Shall appoint the Teacher Representative position to 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. Be assigned duties by the new President in order to help in areas as the new President deems necessary; and
4. 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 of Managers 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 Summer Board of Managers meeting for the new incoming Board of Managers. Best practice is that members of the audit committee should be officers who served on the Board of Managers during the fiscal year being audited.
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. A majority of officers on the Board of Managers 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. All Officers are expected to attend all Board of Managers meetings. Officers 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 four (4) days prior to the scheduled meeting.
- G. Motions of the Board of Managers Meetings will be recorded in the Board of Managers Meeting Minutes. The following items will be recorded in the minutes for all motions, but not limited to:
  - 1. Name of the person making the motion;
  - 2. Vote tally and if the vote was by voice or ballot;
  - 3. Time of the passage/denial of motion.
- H. If a vote of the Board is required between regularly scheduled meetings, the President may authorize a vote by email.
- I. Crosswind PTA is committed to fostering a diverse, equitable, and inclusive environment by reaching out to people, engaging them in ways that address their needs and perspectives, and encouraging all families to become actively involved in PTA activities, membership, and leadership.

## **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 parliamentary 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. 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). This notebook may be a physical notebook or an electronic notebook. However, in this digital age, an electronic notebook is the suggested format;
- G. Standing committee chairmen must create and submit a Budget Proposal and Plan of Work prior to the 1<sup>st</sup> meeting of the Budget and Finance Committee, with the exception of the Treasurer, Principal, and Teacher Representative; and
- H. Standing Committee Chairman should complete and submit an Event Report for all annual events or any event where over \$100 was spent. Event Reports should be submitted within ten (10) days of completion of the event.

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

- A. **SAFETY AND CITIZENSHIP COMMITTEE CHAIR:**  
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. Communicate with school nurse about Health Room needs;
4. Work with VP 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 CHAIR:**

This committee reports to the VP Programs 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 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;
6. Plan and provide for reception/showcase for Reflections Contest participants and families; and
7. Coordinate other programs promoting cultural arts, as approved by the Board of Managers.

**C. LEGISLATIVE ADVOCACY COMMITTEE CHAIR:**

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 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; and
5. Attend legislative days in Nashville, as approved by the Board of Managers and if the budget permits.

**D. TURKEY TROT RACE COORDINATOR COMMITTEE CHAIR:**

This committee 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 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 race event, including, but not limited to:
  - a. Communicate with Room Parents via the VP Volunteers;
  - b. Build a Committee of Volunteers to execute the event;
  - c. Work with VP 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;
10. Complete Event Report and submit to the VP Ways and Means within ten (10) days of the close of the event.

**E. SCHOOL ENGAGEMENT COMMITTEE CHAIR:**

This committee reports to the VP 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. Work with VP Volunteers to assist in sourcing, scheduling and assignment of volunteers;
4. Plan and coordinate Teacher Appreciation activities to include but not limited to:
  - (i) Back-to-School Breakfast for Teachers
  - (ii) Monthly Teacher Treats
  - (iii) Teacher Appreciation Week
5. Act as hostess at all general meetings and other events deemed necessary by the Board of Managers.

6. Assist other officers as needed with planning and execution of awards ceremonies and/or recognition programs.

**F. FAMILY ENGAGEMENT COMMITTEE CHAIR:**

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 Volunteers to assist in sourcing, scheduling and assignment of volunteers;
4. Helps educate the community about the importance of family involvement and supports the development of effective family-school partnerships;
5. Assists fellow organizers with implementing programs and policies that encourage successful family-school partnerships;
6. Aims to include transformative family engagement practices, programs, and policies in all areas possible;
7. Plan and coordinate Family Engagement activities to include but not limited to:
  - (i) Pastries and Pajamas
  - (ii) Donuts with Grownups
  - (iii) Annual Family Appreciation Event

**G. COMMUNITY OUTREACH COMMITTEE CHAIR:**

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. Execute philanthropic programs as directed and approved by the PTA Board of Managers and/or VP Programs;
  - (i) Work with Crosswind faculty, staff, and student clubs to organize food bank donations and distribution of items collected; and
4. Work with VP Volunteers to assist in sourcing, scheduling and assignment of volunteers.

**H. DIVERSITY, EQUITY, AND INCLUSION (DEI) COMMITTEE CHAIR:**

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. This could include integrating DEI messages into the quarterly newsletter and social media posts (ex. Cultural calendar events, etc.).
3. Work directly with the Board of Managers to ensure that each position and committee chair/members are implementing their events and communications through a DEI lens.

4. Develop and maintain a cultural calendar as a resource for the school community to increase learning about cultural holidays and events. Collaborate with school leadership and PTA program chairs to ensure events are accessible and scheduled around major holidays.
5. Work with VP Volunteers to assist in sourcing, scheduling and assignment of volunteers and ensure volunteers are engaged from all diverse populations and cultures represented at Crosswind.
6. In conjunction with the school, complete National PTA Diversity Profile to gather input regarding the needs and priorities of parents and families related to DEI issues. This could involve regular administration of a survey to obtain needed information and perspectives. Use data to develop goals, action plans, and continuous improvements as it relates to DEI within the PTA.
7. Work to increase membership, involvement and leadership roles of diverse populations, especially underrepresented groups.
8. Serve as a resource body and provide underrepresented groups with solutions or opportunities through unit specific or state-wide programs. This could include preparing workshops/presentations to help the membership understand and value diversity in their communities, organizing opportunities for cultural advocacy and awareness (i.e., Memphis in May, Culture Week, etc.), and/or developing activities that are DEI-based.
9. Serve as a parent liaison to the school's DEI Committee and include at least one faculty member on the PTA DEI Committee
10. Stay informed of district, state, and national PTA DEI initiatives and share out resources, parent education events and trainings to the Crosswind PTA and Crosswind community.
11. Ensure all PTA general body meetings are inclusive to include having Hybrid and evening meetings.
12. Perform additional duties as needed.

## **I. PHOTOGRAPHER COMMITTEE CHAIR:**

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".

## **XII. 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:
    - a) The Budget and Finance Committee;
    - b) Bylaws and Standing Rules Committee;
    - c) Committee on Nominations and Leadership Development;
    - d) Committee to Select Honorees for Tennessee PTA and National PTA Lifetime Achievement Awards.

### XIII. 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 elected 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 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 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 Board of Managers.

4. The committee will also review and revise the Bylaws as needed but at least 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 Tennessee PTA Bylaws. (Bylaws, Article XVII).
5. The Bylaws and Standing Rules shall be presented to the Board of Managers 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 for soliciting CNLD members approved by the Executive Committee, and Distributed to the General Body at least 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.

**E. TEACHER GRANT COMMITTEE:**

The Treasurer will serve as Chairman to this Committee:

1. The Teacher Grant Committee is formed at meeting of the Board of Managers in May or June;
2. The Committee consists of the newly installed Treasurer and two (2) members of the Board of Managers;
3. The committee will review and revise the Teacher Grant process as necessary;
4. The committee will present the Teacher Grant process to the Board of Managers for approval at the July ;
5. The committee will explain the Teacher Grant process to all Crosswind Teachers;
6. The committee will review all Teacher Grant submissions and ensure they adhere to the guidelines and mission of Crosswind PTA;
7. The committee will ensure that teachers receive their grant reimbursements in a timely manner.

**F. SCHOOL ENGAGEMENT COMMITTEE:**

Chairperson is the School Engagement Chair, will form and execute Back to School Breakfast, First Days of School (regular and Kindergarten), Conference Nights (Fall and Spring), Monthly Teacher Treats, Summer Blast, 5<sup>th</sup> Grade Picnic, Teacher Appreciation Week, ETC.

**G. FAMILY ENGAGEMENT COMMITTEE:**

The Chairperson is the Family Engagement Chair. Will form and execute Back to School Bash, Literacy/Math Night, Movie Night, Grilling with Grandparents, Eagle Family Fun Fest, Pastries and PJ's, Donuts with Grownups, ETC.

**H. DEI COMMITTEE:**

The Chairperson is DEI Chair. Will update the bulletin board regularly, compost a calendar of cultural events celebrated by the Crosswind Community, Worldfest Assembly (during school), Worldfest Exhibition (weekend event), ETC.

**I. MEMBERSHIP COMMITTEE:**

Chairperson is VP Membership. Form and Run Registration, orientation, curriculum nights, kindergarten kickoff, back to school bash/movie night/PTA meeting tables, membership drive, ETC.

**XIV. 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 1).
- 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 seven (7) days prior to the meeting.
- H. Motions of the General Body Meetings will be recorded in the General Body Meeting Minutes. The following items will be recorded in the minutes for all motions, but not limited to:
1. Name of the person making the motion;
  2. Vote tally and if the vote was by voice or ballot;
  3. Time of the passage/denial of motion.

**Receipt of Bylaws and Standing Rules Form**

**I have received my copy of the Crosswind PTA Bylaws and 2023-2024 Standing Rules.**

The Crosswind PTA Bylaws and 2023-2024 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 2023-2024 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 2023-2024 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