

STANDING RULES

JAMES LEWIS ELEMENTARY PARENT-TEACHER ASSOCIATION

2008 - 2009

GENERAL POLICIES

1. Standing rules shall be reviewed for addition or deletions and voted on at the first board meeting of each school year.
2. Standing rules may be amended at any time by a majority vote of the board.
3. The president will be the first voting delegate to the district, state and national PTA convention, and/or PTA sponsored conferences with officers in succession as alternates. Additional delegates to a maximum of state voting strength shall be elected by the PTA board. Expenses of all voting delegates shall be paid equally from the amount budgeted for this purpose.
4. Three (3) copies of the procedure notebooks shall be written by each officer and chairperson turned in to the president no later than three (3) weeks after the close of the event or at the close of the school year.
5. The elected officers shall serve as the budget committee.
6. All materials distributed by any representative of the PTA must be submitted to the principal and president for approval.
7. Cards shall be sent by the Administrative Assistant to board, faculty, and staff members in the event of the death of a non-immediate family member.
8. Flowers, or other appropriate gift, not to exceed thirty-five dollars (\$35.00) should be sent to a board, faculty or staff member in the event of their marriage, the death of a spouse or child, major surgery, birth or adoption of a child, in the immediate family.
9. Flowers or other appropriate gift, should be given to retiring faculty members, not to exceed thirty-five dollars (\$35.00).
10. Flowers, or other appropriate gift, may be sent to a student, or the family of a student, in the event of death, serious illness or injury of an immediate family member.
11. At the time of purchasing a business membership, business partners may purchase

advertising space in the student directory in the amount of ten dollars (\$10.00).

12. Process for removal of a board member from office is as follows:

Any board member determined to be failing to fulfill the duties of her/his office may be removed from that office. Continued absence from board meetings without good cause is ground for dismissal from office. Dismissal procedures shall be initiated by a written note from at least two board members to the officer in question and with a copy to the board stating the grounds for the suggested dismissal. Members of the board will vote upon dismissal at the next regular board meeting. Procedures for filling a vacated elective office are outlined in the bylaws.

13. The unit shall consider annually the presentation of a life membership.

14. The presidency requires two (2) years board experience.

15. Executive officer positions require one year board experience.

16. Convention registration fees and kindergarten picnic expenses may be paid prior to the approval of the budget at the August Unit Meeting.

MEETING GUIDELINES:

1. Meetings will begin promptly at the hour announced and order will be maintained at all times.
2. Debate on a motion shall be limited to 10 minutes. At that time, the motion on the floor must be voted on (requiring a 2/3 majority vote) or tabled until the next meeting.
3. The president's report shall be limited to 10 minutes.
4. The principal's report shall be limited to 10 minutes.
5. Committee reports shall be limited to 5 minutes.
6. The Parliamentarian will be the official timekeeper.

DUTIES OF OFFICERS AND CHAIRPERSONS

Duties of the President:

1. Performs those duties outlined in the bylaws.
2. The present president's pin is passed each year to the incoming president.
3. The president shall be a member of the R-IV PTA Council.

4. The president meets with the principal to plan the dates for the next school year's events.
5. The president coordinates directly with the following committee chairpersons: Administrative Assistant, Awards, Bylaws, Grant Writing, Historian, Inspiration, Legislation, Parliamentarian, Publicity/Newsletter, Scholarship, Scout Liaisons, Website.

Duties of the First (1st) Vice President - Programs:

1. Performs those duties outlined in the bylaws.
2. Promotes continuing education of parents and youth through a variety of programs and activities in order to foster positive family relationships.
3. Reads and becomes familiar with the National Standards for Parent/Family Involvement Programs.
4. Prepares a list of programs to be approved by the PTA board and principal, for unit meetings and special events.
5. Is responsible for contacting speaker(s) and making any necessary preparations for the program.
6. Is responsible for providing each family with information regarding meetings and upcoming events.
7. Serves as a member/advisor of the following committees: Career Day, Donuts with Dad, Grandparents/Special Persons Day, Health and Safety, Jr. Great Books, Kindergarten Activities, Munchies with Mom, and Reflections.

Duties of the Second (2nd) Vice President - Membership:

1. Performs those duties outlined in the bylaws.
2. Coordinates membership drives.
3. Conducts appropriate membership drives and keeps up-to-date records of membership placed, being sure that the treasurer and secretary each have an up-to-date list.
4. Gives the treasurer the monies received from membership.
5. Distributes membership cards to members.

Duties of the Third (3rd) Vice President – Ways and Means:

1. Performs those duties outlined in the bylaws.
2. Investigates and suggests to the board possible ways and means projects.
3. Serves as a member/advisor the following ways and means committees: Carnival, Labels for Education, Popcorn, Santa Shop, School Directory, School Supplies, Spirit Items, Sportswear and Ways and Means.
4. Immediately gives all funds from money-making projects to the school secretary for placement in the school safe and notify the treasurer.
5. As soon as practical after each fund raising project, gives treasurer information on estimated bills that are outstanding; thereby, giving a project profit estimate for the treasurer to include on the next report.

Duties of the Fourth (4th) Vice President - Volunteers:

1. Performs those duties outlined in the bylaws.
2. Compiles volunteer list for all special and standing committee chairpersons that request assistance..
3. Assists the school's representative in recognition of the volunteers.
4. Provides nametags for all regular volunteers working in the school.
5. Works with the principal and teachers to recruit and assign volunteers to teachers wanting aides.
6. Ensures that all teacher aides and volunteers have a form for recording their volunteer hours and keeps a record of those hours to be submitted to the central office in the spring for District Volunteer Recognition.
7. Acts as liaison between aides, teachers, and principal.
8. Coordinates volunteers for bus duty and lunchroom duty the first few days of school with the school principal and staff to ensure a smooth transition for children new to JLE.
9. Serves as a member/advisor of the following committees: Child Care, Hospitality, Library volunteers, Room Parents, Salute to Schools, Teacher Appreciation, Testing Week Refreshments, and Track and Field.

Duties of the Secretary:

1. Performs those duties outlined in the bylaws.
2. Notifies each board member within the week preceding each board and unit meeting reminding them of the time and place by email or hard copy.
3. Sends current JLE News and/or information to all PTA Members who have requested to be on the PTA informational email list. The email addresses are provided on the membership enrollment form.
4. Compiles and distributes a roster to the board, school secretary, and PTA council. Updates the roster as necessary.
5. Purchases and has engraved the past president's pin or bar. Purchases a gift for the president at the end of the year.
6. Is responsible for posting the PTA objectives at each unit meeting.

Duties of the Treasurer:

1. Performs those duties outlined in the bylaws.

Duties of the Administrative Assistant:

1. Sends letters or notes of appreciation to businesses or individuals donating products or services.
2. Sends cards, flowers, and gifts as outlined in the General Policies of the Standing Rules.

Duties of the 5th Grade Activities Chairperson:

1. Serves as the 5th Grade – Grade Level representative for the Fall and Valentine parties. Uses the 5th grade room parents as a starting committee for the 5th Grade Picnic and Recognition Event.
2. Coordinates the 5th Grade Picnic with the 5th Grade Teachers.
3. Coordinates the 5th Grade Video project.
4. Coordinates decorations and refreshments for the 5th Grade Recognition Event.

Duties of the Awards Chairperson:

5. Prepares and submits applications to National and/or State PTA offices for various annual awards.

Duties of the Book Fair Volunteers Chairperson:

1. Works with the school librarian to coordinate volunteers to staff the fall and spring book fairs.

Duties of the Bylaws Chairperson:

1. Has a copy of the bylaws and standing rules available at every board and general membership meeting.
2. Should be familiar with the content of both documents and be able to look up information as needed.
3. Directs the work of the bylaws committee to review the content of both documents yearly.
4. Performs those duties as outlined in Article XVI (16) of the bylaws.

Duties of the Carnival Chairperson:

1. Organizes annual school carnival and coordinates date with the principal.
2. Immediately gives all funds from money-making projects to the school secretary for placement in the school safe and notify the treasurer.

Duties of the Career Day Chairperson:

1. Coordinates career-oriented speaker program, including contacting sources, scheduling presenters and making preparations for any needed equipment.

Duties of the Child Care Chairperson:

1. Finds sitters for board and/or unit meetings and other times when appropriate.
2. Coordinates entertainment during PTA functions for the children requiring childcare.

3. Checks the room after the meetings to see that everything is in place.

Duties of the Donuts with Dad Chairperson:

1. Determines the amount of attendees, food, and beverages needed at the event.
2. Orders and purchases the appropriate food, drinks, paper goods, etc. needed for the event.
3. Coordinates the needed volunteers.

Duties of the Grandparents/Special Persons' Day Chairperson:

1. Coordinates the activities of this day with the school principal, hospitality chairperson, janitorial staff, school cafeteria workers, and parent volunteers.
2. Includes determining the number of guests, setup of a hospitality table, and coordination of possible shuttle transportation (to accommodate available parking).

Duties of the Grant Writing Chairperson:

1. Researches and determines appropriate grants that our PTA would qualify for.
2. Writes the grant proposal(s), completes the application(s), and submits them by the deadlines listed.

Duties of the Health and Safety Chairperson:

1. Organizes a Health Fair focusing on screening, health education, and health-related activities.

Duties of the Historian:

1. Maintains a scrapbook of newspaper clippings, photos, and related materials.
2. Scrapbooks are placed in the library closet.
3. Provides pictures and or information from school events to the Publicity/Newsletter Committee Chair for publication.

Duties of the Hospitality Chairperson:

1. In charge of setting up for, providing equipment for, and serving refreshments at unit meetings and special programs (i.e., Reflections Tea, Grandparent's/Special Person's Day, teacher retirement parties...).
2. Coordinates a dinner for the teachers during parent-teacher conferences.

Duties of the Inspiration Chairperson:

1. Responsible for providing and/or arranging for an inspiration for each unit meeting.

Duties of the Jr. Great Books Chairperson:

1. Coordinates the Junior Great Books Reading Program and reports to the board on availability and/or completion of training, expenses, and progress of the program.

Duties of the Kindergarten Activities Chairperson:

1. Coordinates the Kindergarten Open House (setup/cleanup, serving of food, building tours and distribution of Kindergarten buttons) with the Kindergarten teachers.
2. Coordinates the making of the Kindergarten buttons with the school counselor and/or school secretary at the end of the summer. The buttons should include the child's school bus number and be color coded by classroom (PTA owns a button maker).
3. Recruits and coordinates a working schedule for volunteer readers throughout the school year and serves as a liaison between them and the Kindergarten teachers.
4. Assists Kindergarten teachers and school counselor with Kindergarten enrollment and screening in the spring, if needed.
5. Assist the Kindergarten teachers with annual beach party in May and any special projects as needed.

Duties of the Labels for Education Chairperson:

1. Responsible for collecting, sorting, and submitting labels for the "Labels for Education Program", which includes Box Tops for Education, Tyson's A+ program and UPC's from Best Choice products.
2. Immediately gives all funds from money-making projects to the school secretary for placement in the school safe and notify the treasurer.

Duties of the Legislative Chairperson:

1. Keeps abreast of, and advises the members of, political/legislative situations in which PTA involvement might be appropriate and directs that activity as recommended by the board.
2. Advises members of local political activity, such as elections, school board elections, and legislative forums.

Duties of the Library Volunteers Chairperson:

1. Recruits volunteers to assist in the operation of the library.
2. Organizes and maintains a working schedule agreeable to the library volunteers and the librarian.
3. Maintains a list of substitute volunteers.
4. Serves as a liaison between the librarian and the library volunteers.

Duties of the Munchies with Mom Chairperson:

1. Determines the amount of attendees, food, and beverages needed at the event.
2. Orders and purchases the appropriate food, drinks, paper goods, etc. needed for the event.
3. Coordinates the needed volunteers.

Duties of the Parliamentarian:

1. Serves as Parliamentarian as directed by the bylaws.

Duties of the Past President:

1. The immediate past president serves as advisor on the board.
2. Attends first meeting of the new executive board during which standing committees and chairpersons are appointed, to act in an advisory capacity.
3. May attend monthly board meetings serving in an advisory capacity.

Duties of the Popcorn Chairperson:

1. Coordinates popcorn days during the school year.
2. Coordinates working schedule of popcorn volunteers and purchases all supplies.
3. Immediately gives all funds from money-making projects to the school secretary for placement in the school safe and notify the treasurer.

Duties of the Publicity/Newsletter Chairperson:

1. Arranges with principal to get media coverage of newsworthy PTA events.
2. Collaborates with the principal, president and school staff to prepare and distribute a monthly calendar/newsletter of school activities.

Duties of the Reflections Chairperson:

1. Coordinates annual "Reflections" event sponsored by the National PTA.
2. Hosts "Recognition Tea" for unit.
3. Sets up JLE unit display at the district showcase.

Duties of the Room Parent Chairperson:

1. Compiles a list of room parents for each classroom, selects two room representatives per class, then designates an additional representative, per grade level, as the grade level chairperson.
2. Communicates with grade level chairs and room representatives and explains their duties and responsibilities. The room representatives are then asked to contact all of the room parents from their class and ask for assistance and donations.

3. Supervises the work of the room representatives throughout the year.

Duties of the Salute to Schools Chairperson:

1. Organizes special events in recognition of Salute to Schools Week and other appropriate “recognition” days; for example, Principal’s Day, Secretary’s Day, Nurse’s Day.

Duties of the Santa’s Shop Chairperson:

1. Secure products from fundraising company.
2. Organize prices, volunteers and supplies for the event.
3. Immediately gives all funds from money-making projects to the school secretary for placement in the school safe and notify the treasurer.

Duties of the Scholarship Chairperson:

1. Receives the James Lewis Elementary Alumni PTA Scholarship applications from the Blue Springs High School Counselor.
2. After careful consideration of all applications by the committee and counselor, determines the most worthy recipient.
3. Sends all information to the president who then contacts the recipient in writing of his/her scholarship and the details in having it presented to him/her.

Duties of the School Directory Chairperson:

1. Facilitates the collection of pertinent information and/or artwork from the students/parents to be included in the school directory.
2. Coordinates the collation of information, copying of the directories and the distribution of them.
3. Immediately gives all funds from money-making projects to the school secretary for placement in the school safe and notify the treasurer.

Duties of the Scout Liaison:

1. Will make available communications between the PTA unit and various scouting units.
2. Arranges the flag ceremony for each unit meeting and notifies the president of the troop and/or pack name and number.

Duties of the Spirit Items Chairperson:

1. Coordinates dates for the sales with the principal.
2. Orders spirit items, keeps inventory of these items, and coordinates the sales of these items.
3. Immediately gives all funds from money-making projects to the school secretary for

placement in the school safe and notify the treasurer.

Duties of the Sportswear Chairperson:

1. Recommends sportswear items and style for ways and means project to be approved by the board.
2. Organizes sportswear sale.
3. Immediately gives all funds from money-making projects to the school secretary for placement in the school safe and notify the treasurer.

Duties of the Teacher Appreciation Week Chairperson:

1. Determines a theme for centering Teacher Appreciation Week activities in a designated week in May.
2. Develops and implements ways to honor the school's teachers.

Duties of the Teacher Representative:

1. Serves as liaison between teachers and PTA board.
2. Informs the Administrative Assistant of situations in which cards or flowers would be appropriate.

Duties of the Testing Week Refreshments Chairperson:

1. Provides adequate snacks to all students testing during standardized testing.

Duties of the Track and Field Chairperson:

1. Assists the Physical Education teacher with track and field day. Duties may include purchasing supplies, requesting donations, and/or whatever other duties the teacher requests.

Duties of the Website Chairperson:

1. Creates and maintains a website for the PTA that lists pertinent and useful information for the students and parents to access.
2. Coordinates all work through the PTA president, school principal, and school district website coordinator.
3. Coordinates the needed volunteers.

