

## CHARLES W. YOUNG JUNIOR HIGH SCHOOL PTA STANDING RULES

### Rule 1: MEETINGS

Regular meetings of this association shall be held as designated by the Executive Board at the beginning of the year.

### Rule 2: DUTIES OF OFFICERS IN CHARGE

Each officer shall perform the duties inherent to their position; shall direct and assist the work of committee chairmen assigned to them.

### Rule 3: DUTIES OF OFFICERS AND STANDING COMMITTEE CHAIRMEN

#### A. President

This position shall preside at all meetings of the association and the Executive Board and shall fulfill all duties as specified in the bylaws (Article VIII: Section 1)

##### 1. *Parliamentarian.*

This position shall advise the presiding officer on questions of parliamentary law and methods of procedures (Bylaw: Article VIII; Section 1)

##### 2. *AISD Council Delegates.*

Each delegate shall attend all meetings of local association. Shall be entitled to make and discuss motions and to vote at the council meetings. Council bylaws specify the number of delegates from each PTA. The delegate's main duty is to channel information from council back to the local unit. Any AISD Council fund-raising activities are the job of the Council Delegates. (Bylaw: Article XII; Section 1)

#### B. First Vice-President.

This VP in aid to the President shall act as aide to the president and shall perform duties of the president in the absence of the officer. **This position is also responsible for coordination of awarding the annual Billy Bob Burdette Scholarship.**

#### C. Second Vice President – Membership.

This position shall:

- i. Serve as membership chairman, make membership plans, have enrollment table at **registration.** ~~meetings, conduct membership drive through the homerooms.~~
- ii. Provide one copy of the individual membership to the president and secretary.
- iii. Be in charge of awarding the Life Membership Awards.

#### D. Third Vice-President – Programs.

This VP has general charge of programs for the association. Together, with the standing committee chairmen, they shall function as a program committee, with the aid of the Principal and the President to prepare and present suitable programs. ~~at each regular meeting and at such other times as occasion demands.~~

1. *Character & Spiritual Chairman* shall arrange for a short inspiration thought ~~or devotion~~ at the beginning of each Executive Board meeting and at the beginning of each regular meeting.
2. *Student Recognition Chairman* shall strive to create student recognition for Young Jr. High Students. Shall work with the principal and teachers in coordinating student of the month awards. ~~PTA awards at the Awards Ceremony, and host the Awards Day Receptions.~~
3. *Teacher Recognition Chairman* shall strive to create teacher recognition for Young Jr. High teachers. Shall work with the principal and students in coordinating teacher of the month awards. ~~and host the Awards day Reception.~~

E. Fourth Vice-President – Community Service

This VP is responsible for coordinating activities between Young Jr. High PTA and the community.

F. Fifth Vice-President – Volunteer Coordinator

This VP shall coordinate, in cooperation with school officials, the volunteer activities for the school.

1. *Arts in Education Chairman* shall encourage projects (such as the National PTA Annual reflections Projects) agreed upon by the Executive Board and the principal, and shall keep membership and students informed as to the cultural arts activities in the school and community.

G. Sixth Vice President – Hospitality

This VP shall:

- i. Work with the Principal and Executive Board to develop a spirit of friendliness and cooperation among all members, visitors, and teachers.
- ii. Be in charge of all food and refreshments ~~and name tags~~ as requested by the executive Board.
- iii. Coordinate activities planned to honor or recognize faculty and staff.

1. *Hospitality Assistant* shall aid the Sixth Vice President in carrying out the hospitality duties.
2. *Sunshine Chairman* shall send remembrances on appropriate occasion in accord with the wishes of the Executive Board.
3. *7<sup>th</sup> and 8<sup>th</sup> Grade Representative Chairmen*. ~~A representative from each grade level shall collect dues, keep a list and coordinate any social functions for that grade.~~ **These chairmen are responsible for coordinating one off campus event.**
4. ~~*Beautification Chairman* shall coordinate campus improvement projects.~~

H. Seventh Vice – President – Public Relations

This VP shall:

- i. Coordinate communications between school, home and community.
  - ii. Provide information and arrange for media publicity for Young PTA and further the publicity of the unit in any manner deemed fitting.
1. *Student Director/Yearbook Chairman* shall compile and arrange Student Directory/~~Yearbook material~~, have it printed and **distributed**. ~~ready no later than October.~~ This Chairman shall be in charge of selling the Student Director/~~Yearbook~~ at a price set by the Executive Board.
  2. ~~Newsletter Chairman shall compile and print a newsletter and have it ready for distribution. Distribution dates shall be approved by the Executive Board.~~

I. Eighth Vice President- Fund Raising

This VP shall:

- i. Develop a budget, with the treasurer and the president to meet the needs of the year's activities.
  - ii. Suggest and have charge of any money making projects approved by the Executive Board and association.
  - iii. Be in charge of **a fundraising event at Registration**. ~~for the PTA and will coordinate (with the president and treasurer) the set up and procedures to be used by the Administration, school sponsored clubs and organizations, and the PTA Shall form committees as needed.~~
1. *Spirit Wear Chairman* shall make YJH Sprit Wear available for purchase at Registration and other appropriate times during the school year. Spirit Wear includes t-shirts, sweatshirts, and other school related items with YJH logo. This Chairman is responsible for the purchase, delivery, inventory and payment of Spirit Wear. ~~This Chairman shall ensure items that are available and dates for the sale and delivery of Spirit Wear is publicized.~~
  2. *Spirit Wear Assistant* shall aid the Spirit Wear Chairman as needed.
  3. *Study Sack Chairman* shall
    - i. be responsible for coordinating the sale of Study Sacks (special sacks of "goodies" to be delivered to the students before semester exams).
    - ii. publicize the sale of Study Sacks, ensuring that parents are aware of them and understand their purpose.
    - iii. form a committee to ~~sell Study Sacks at Registration~~, purchase the "goodies" and deliver **the Study Sacks** to the students.

J. Secretary

This position shall record the minutes of all meetings of the association, have a current copy of the bylaws, maintain a membership list, keep an attendance record of all executive meetings and perform other duties as assigned by the president or association.

K. ~~Historian~~

~~— This position shall act as custodian of all records and materials pertinent to the history of the association and shall compile and keep a record of events and activities to be presented as the official history to the general body for adoption at the annual meeting.~~

L. Treasurer

This position shall, with the Eighth Vice-President and the President, develop a budget to meet the needs of the year's activities, having it ready for approval of the Executive Board for presentation to the association at the first meeting of the year. This position shall perform duties as designated in Article VIII: Section 4.

**Rule IV: EXECUTIVE BOARD MEMBER REQUIREMENTS**

All elected officers and standing committee chairman are members of the Executive Board and are expected to attend all executive and association meetings. Submit a plan of work to the Executive Board for approval; perform the duties outlined in the bylaws and standing rules and those assigned from time to time; and deliver to their successors or to the president all official materials within 15 days following the meeting at which their successor assume their duties. All elected officers shall be a graduate of the TEXAS PTA Leadership Course by October 15<sup>th</sup> following elections (Article VIII: Section 7).

**Rules V: AMENDMENTS**

These standing rules may be amended at any regular association meeting by a two-thirds vote or by a majority of those present of notice of given at the previous meeting.