

President's guidelines and procedure book...

ARTICLE VIII: DUTIES OF OFFICERS

Section 1. The president shall:

- a. Preside at all meetings of this council PTA;
- b. Appoint chairman of special committees, unless such committees are to be designated by the Executive committee of the Council;
- c. Serve as an ex-officio member of all committees except the nominating committee;
- d. Coordinate the work of the officers and committees of this council PTA in order that the Purposes may be promoted;
- e. Serve on the Clarence J. Carpenter Memorial Fund Board by virtue of the office;
- f. The President shall report to the Missouri PTA through the Regional Director;
- g. Assist in extending PTA work into all parts of the council PTA area, keeping it in harmony with the Missouri PTA plan;
- h. Call a meeting within thirty (30) days after the annual meeting as prescribed in the Article X, Section 5; and
- i. Appoint a parliamentarian, if desired.

Section 6. All officers shall:

- a. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or executive committee or board; and
- b. turn over to the president (with the exception of Treasurer and Ways & Means Chairman) within ten (10) days after the annual May meeting, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all receipts and funds pertaining to the office upon the expiration of the term of office or in case of resignation.

ARTICLE IX: EXECUTIVE BOARD

Section 1. Each board member of this council PTA shall be a member of a local PTA within the area of the council.

Section 2. A PTA member shall not serve as a voting member of this council PTA while serving as a paid employee of, or under contract to, this council PTA.

Section 3. The members of the board shall be:

- a. elected officers;
- b. standing committee chairs

Section 4. The affairs of the St. Joseph Council PTA shall be managed by the executive board in the intervals between PTA council general membership meetings. Duties of the board shall be to:

- #a. select an auditor or a review committee to review the treasurer's accounts whose report shall be submitted to the voting body for adoption; a copy must be submitted to Missouri PTA;
- b. carry out such business as may be referred to it by the membership of the council PTA;
- c. act in emergencies between meetings of the council;
- d. meet as soon as the officers have been duly elected, for the purpose of formulating tentative plans for their term of office and approve chairmen of standing and special committees;
- e. approve plans of work of council's standing committees;
- f. present a report at the regular general membership meetings of this council PTA;
- g. prepare and submit an annual budget to the council PTA's general membership for adoption;
- h. approve payment of routine bills within the limits of the approved budget; and
- i. fill vacancies in any office.

Section 5. Regular meetings of the board shall be held as designated by the board at its first meeting. A minimum of four (4) executive board meetings must be held per year as well as a planning meeting.

Section 6. Special meetings of the board may be called by the president or upon the request of a majority of the members upon three (3) days written notice to each member of the board.

Section 7. At all meetings of the executive board, five (5) members of the board shall constitute a quorum for the transaction of business.

Section 8. If any member of the board shall at any time cease to meet the qualifications or fulfill the duties of the position or fail to attend 80% of meetings unless through board approved extenuating circumstances, that person may be removed from the board by a resolution adopted by the board.

Section 9. Upon the expiration of the term of office, or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and

shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen (14) days.

Other Duties shall include:

1. Shall be a signer on the signature card at the bank and sign checks with the treasurer as needed.
2. Set meeting dates for the next school year.
 - a. Contact venue with dates to set schedule
 - b. Share the dates with SJSJ administration, Clippings Editor, Executive committee, Family/Community engagement chair
3. President and treasurer shall be the Ways and Means committee, working with B & J Skate center and Major Savers.
4. Sign contracts
 - a. B&J Skate Center
 - b. Major Savers
5. Set summer meeting dates
 - a. executive committee
 - b. chairman
6. Collect the plans of work from executive committee and chairman.
7. Shall submit articles to Clippings; as assigned. Keeping one copy for this procedure book.
8. Be a member ex officio except the nominating committee.
9. Shall serve on awards committees:
 - a. Character & Spiritual Leader Scholarship
 - b. The St. Joseph PTA Council Lifetime PTA Leadership Award
 - c. Outstanding Unit Award
 - d. Principal of the year Award
10. Shall be a delegate to the MO PTA State Convention.
11. Shall be a delegate to the National PTA Convention.
12. Shall be a delegate to the MO PTA Leadership Conference training.
13. Shall perform the duties outlined in the bylaws and standing rules.
14. Study the bylaws to familiarize yourself with procedure.
15. Create agenda's for executive and general monthly meetings.
16. Keep files/procedure book of this office up to date.
17. At the end of each year; an annual report must be written and placed in this procedure book to pass along to the next person.

Sections of Procedure book should be.....

- PTA Mission and Purposes...
- List of your board and chairman with contact info; including State PTA President, Regional Director and State office
- Year calendar
- List of meeting dates and times

- Current bylaws and standing rules
- School district contact info
- Ledger sheet for expenditures
- Budget with explanation
- A section for each of the VP's and their chairmanships. Should have their duties and plans of work for each.
- Section on fundraising contract(s)
- Section for PTA newsletter (if you have one)
- Forms section with motion forms, reimbursement forms, mileage forms, end of year reports
- Correspondence received
- Section for agenda's
- Section for executive board minutes
- Section for general meeting minutes
- Section for treasurers reports and end of year reports