



Canyon Rim Elementary
PTA Standing Rules
Approved August 15, 2024

Canyon Rim Elementary is affiliated with National PTA and chartered under Arizona PTA. This unit is governed by the Unified Local PTA/PTSA Unit Bylaws, the local unit's Standing Rules, and the Arizona PTA Bylaws.

This document will serve as an addition to the two page "Standing Rules" document. This document contains specific Rules that the Canyon Rim Elementary PTA shall adhere to, in addition to the Unified Local PTA/PTSA Unit Bylaws.

Basic Policies

- The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Purposes of the organization.

Officers and Their Election

- The officers of this local PTA unit shall consist of a President, and Executive Vice President, a Vice-President of Fundraising, a Vice-President of Publicity, a Vice President of Marketing, a Vice President of Membership, a Vice-President of Hospitality, a Secretary, a Treasurer, and an Assistant Treasurer.
- Candidates of officer positions must be parent/guardian of a student attending Canyon Rim Elementary for the school year in which they are elected to serve. To be considered for a Board position as a Guardian, the proper documentation (as per GPS Board policy) must be on file with the Canyon Rim Elementary school office staff.
- Officers may meet together prior to the July 1 start date in order to make preparations for assuming their official duties and putting in place their standing and special chairs.
- All terms are for one (1) year only.
- The Treasurer shall not be eligible to serve more than five (5) consecutive terms.



Duties of Officers

- All elected officers shall perform other duties as prescribed in the By-laws or assigned by the association or by the executive board or as needful for the association.
- The Vice-President of Fundraising shall;
 - Perform the duties of the Executive Vice-President in the absence or inability of that officer to act.
 - Propose and coordinate fundraising opportunities to support the approved budget of the association.
 - Position eligible to be a signer on the association bank account, but not required.
- The Vice-President of Publicity shall;
 - Perform the duties of the Vice-President of Fundraising in the absence or inability of that officer to act.
 - Be responsible for the unit's external communications, including but not limited to, social media, event communications, maintain PTA bulletin board, and other items pertaining to public relations as deemed necessary to promote the efforts of the association.
 - Position eligible to be a signer on the association bank account, but not required.

The Vice-President of Marketing shall;

- Perform the duties of Vice-President of Publicity in the absence or inability of that officer to act.
 - Be responsible for the PTA website updating and maintenance as well as running the online store through the website.
 - Be responsible for all flyers and in school communications as well as publish and distribute the monthly PTA calendar.
 - Position to be eligible to be a signer on the association bank account, but not required.
- The Vice President of Membership shall;
 - Perform the duties of the Vice-President of Publicity in the absence or inability of that officer to act.
 - Oversee membership recruitment and drives.



- The Vice President of Membership shall (continued);
 - Be sure current membership lists are being maintained.
 - Act as liaison to all business members/sponsors of the association.
 - Position eligible to be a signer on the association bank account, but not required.

- The Vice President of Hospitality shall;
 - Coordinate all charitable activities for the Canyon Rim Elementary staff as deemed necessary by the association.
 - Responsible for maintaining necessary supplies for administrative and event activities.
 - Position eligible to be a signer on the association bank account, but not required.

The Secretary shall;

- Have a current copy of the membership list as maintained under the direction of the Vice-President of Membership.
- Record and maintain meeting minutes of all board meetings throughout the year.

The Treasurer shall;

- Remit monthly state membership dues for new members to State PTA through MemberHub by 20th of each month.
- Verify that the accounts are examined annually and/or upon request of the executive board by an auditor or auditing committee.
- Be present or available to answer questions at all audit meetings.
 - Treasurer may not sign checks written to themself.

• The Assistant Treasurer shall;

- Verify balance of all monthly bank statements.
- Perform monthly reconciliation of accounting software against all bank statements.
 - Assistant Treasurer position shall not be a signer on the association bank account.
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 - Executive Board
 - • The executive board shall consist of the officers of the association, the chairs of the standing committees, a primary grade teacher



representative, and an intermediate grade teacher representative. The principal or assistant principal of the school shall be member of the executive board in a non-voting advisory capacity.

- The duties of the executive board shall be to regularly attend all Executive and General Board Meetings.
- Any executive board member can be removed from his or her position with two thirds vote of the executive board for failure to abide by the By-law Articles, specifically "Duties of Officers" and/or "Executive Board."
- In the case of the resignation of the president, all records, books, and other materials pertaining to that office shall be turned over to the Executive Vice President.
- General Meetings
- General meetings of the association shall be held monthly during the school year. Dates of the meetings shall be determined by the executive board at the first official executive board meeting of the year and announced prior to the first general meeting. Ten (10) days notice shall be given of a change in date, except in cases of extreme emergency. All paid members are eligible to vote at general meetings if membership is paid by the beginning of the meeting in which they are voting.
- Committees
- The executive board may establish standing committees as deemed necessary to promote and fulfill the PTA Purposes and activities of the association; a standing committee being defined as a committee which is required to function within the current PTA year. Chairs of standing committees shall have a vote on the executive board.
- Members of standing and special committees shall be appointed by the president and ratified by the executive board.
- Conventions
 - This local PTA unit shall be entitled to be represented as voting delegates at the annual convention of the Arizona PTA by any of its executive board members to be paid for out of the local units budget. Other members of this local PTA unit shall be entitled to attend the annual convention of the Arizona PTA at their own expense.
- Amendments



- The Standing Rules may be amended at any general meeting of this Association by a two thirds vote of the members present and voting provided that notice of the amendment has been given at the previous general meeting and that the proposed amendment shall be subject to approval of the Arizona PTA.
- A committee may be appointed to submit a revised set of Standing Rules as a substitute for the existing Standing Rules by a majority vote at a general meeting of the Association or by two thirds vote of the executive boards.
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