



1 membership notices. The Corresponding Secretary is also responsible for the safe keeping of any  
2 and all chair and committee job descriptions as well as filling in for the Recording Secretary  
3 should the need arise. If the Corresponding Secretary is unavailable he/she is to request the  
4 Recording Secretary be there in his/her place.

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6 **Section 6.** The Parliamentarian is responsible for ensuring the PTA Board follows the correct  
7 procedures and to basically serve as an adviser on the Robert's Rules of Order process during  
8 PTA Board and General Membership meetings. Parliamentarians also are in charge of the  
9 review, the study and revisions of the bylaws for the PTA. This is an appointed position.

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11 **Section 7.** All officers shall keep a procedure book and turn over all materials to the newly  
12 elected officer within two weeks after the school year end.

### 13 14 **ARTICLE III: COMMITTEES**

15  
16 **Section 1.** The budget committee is chaired by the Treasurer and is composed of the President  
17 and a past PTA Treasurer and works in conjunction with the School Principal to determine needs  
18 of the school and of the PTA.

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20 **Section 2.** Special committees shall be appointed by the President and approved by the board  
21 with the exception of the nominating committee which is comprised of the Immediate Past  
22 President, the Family Partnership Specialists, a current Board Member, a teacher representative  
23 and a PTA member at large (see bylaws).

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25 **Section 3.** All committee chairs shall keep a procedure book and turn over all materials to the  
26 new chair within three week after the school year end.

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28 **Section 4.** The NPMM Committees and the Chair responsibilities are as follows:

29  
30 Auction (special committee-one year term): Coordinates and directs the auction in the spring.

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32 Normalpalooza (special committee-one year term): Coordinates and directs the festival in the  
33 fall.

34  
35 Capital Projects: Coordinates capital projects as indentified by PTA and Jill Levine.

36  
37 Education Advocacy: Follows local political issues related to education in Chattanooga and  
38 Hamilton County and evaluates impact to NPMM.

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40 Hospitality: Organizes food and beverages for PTA and NPMM events.

41  
42 Happy Cart: Coordinates snacks and volunteers to run Happy Cart on Friday afternoons.

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44 Kindergarten Liaison: Coordinates with Kindergarten parents and PTA; Holiday Parade float.

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46 Landscaping: Maintains landscaping for exterior of schools; implements new plans.

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2 Library: Coordinates volunteers for library events including Scholastic Book Fair; re-shelving  
3 and Advanced Reader bulletin boards.

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5 Outreach: Welcomes and includes teachers and parents in PTA projects; works to insure PTA is  
6 representing whole NPMM community; meets with new families to school; coordinates  
7 assistance when parents are ill or there is a death in the family.

8  
9 Playground: Coordinates volunteer efforts to maintain playgrounds.

10  
11 Building & Grounds: Oversees efforts to maintain interior and exterior of school buildings.

12  
13 Promotional Fundraising: Coordinates efforts to maximize school participation in local and  
14 national promotions such as Box Tops for Education, Campbell's soup labels and Bi-Lo  
15 Boosters.

16  
17 PR/Marketing: Advisor on PR issues related to NPMM; coordinates press releases and marketing  
18 materials for NPMM.

19  
20 Room Parent Coordinator: Secures parent(s) for each classroom to coordinate classroom events,  
21 volunteer needs and information distribution.

22  
23 Teacher Appreciation: Coordinates teacher appreciation lunches and Teacher Appreciation  
24 Week.

25  
26 Field Day: Coordinates Field Day by working with Parent Coordinator and PE teachers.

27  
28 Data Coordinator: Assists the Corresponding Secretary with maintaining, tracking and updating  
29 PTA information on NPMM website; coordinates with VPs on PTA membership data, working  
30 closely with membership chairs and mining membership data for pertinent information.

31  
32 Grandparents Day: Coordinates Grandparents Day with Parent Coordinators and with Ed. Fund.

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34 8<sup>th</sup> Grade Graduation: Coordinates 8<sup>th</sup> grade graduation with Principals and Parent Coordinator.

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36 **ARTICLE IV: BYLAWS/STANDING RULES**

37  
38 **Section 1.** All board members shall have a copy of the bylaws and standing rules.

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40 **Section 2.** The Parliamentarian will review the bylaws and standing rules during the first quarter  
41 of the new school year and will present any recommendations for changes at the second official  
42 PTA Board meeting.

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3 **ARTICLE V: TRAINING**

4 **Section 1.** At least one board member will attend a county or state leadership convention, report  
5 any needed information and disperse any materials to the correct board member.  
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8 \_\_\_\_\_  
9 Date of Revision

\_\_\_\_\_ Local Unit Standing Rules Chairman

10  
11  
12 \_\_\_\_\_  
13 Date of Approval

14  
15 **NAME OF LOCAL UNIT:** Normal Park Museum Magnet (NPMM) PTA

16 **ADDRESS:** 1009 Mississippi Avenue, Chattanooga, TN 37405 and  
17 1219 W. Mississippi Avenue, Chattanooga, TN 37405

18 **WEB ADDRESS:** [www.normalparkmuseummagnet.com](http://www.normalparkmuseummagnet.com)

19 **# FEDERAL EMPLOYER IDENTIFICATION NUMBER:** 02-0626936  
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