1. Introduction
   1. Standing rules are adopted as needed. They are of a semi-permanent nature and in no way conflict with the Bylaws of the Association. Standing rules may be amended or rescinded at any meeting by a majority vote, provided previous notice of the vote had been given. New rules may be adopted and added to the standing rules at any meeting by a majority vote. Standing rules may be suspended for the duration of any session by a majority vote.
   2. The members of APS PTA are defined as follows:
      1. The Executive Committee or Officers position consists of:
         1. President
         2. 1st Vice President
         3. 2nd Vice President
         4. Secretary
         5. Treasurer
         6. Two Delegates
         7. One Alternate Delegate
      2. Board Members are all members holding a Committee Chairperson position. iii) General Member Membership is all other individual who have joined APS PTA.
2. General Rules
   1. All Officers and Committee Chairman shall follow the general rules below.
      1. All elected officers and committee chairs must be members of Arrowhead PTA and agree to promote the Purposes of the PTA as stated in Article II of the association Bylaws.
      2. All elected officers and committee chairs are expected to attend all PTA meetings. When a member of the Executive Committee is unable to attend a meeting, he/she should notify the President.
      3. A committee member shall prepare a report prior to each PTA meeting that will be presented to at each meeting.
      4. Arrowheads membership list and volunteer lists are for PTA use only and not for solicitation purposes by any officer or committee member.
      5. All officers and chairmen shall prepare a procedure book to be passed onto their successor. This shall include an updated report of their committee, any files created or edited should be added and shall be submitted to Google drive within 30 days of the completion of

their event. Officers and Committee Chairman books shall be completed no later than June 15th of each fiscal year.

b) This Association:

1. Shall pay for the Founder’s Day Brunch for all Executive officers, Principal, Outstanding Educator winner and Helping Hands winner.
2. Shall pay for the new executive committee to attend the Installation Brunch.
3. Shall pay for any members from the executive committee to attend PTA Convention and/or District 13 Convention up to $50.00 per person.
4. May award an Ohio PTA Honorary Life Membership and/or a National PTA Honorary Life membership to a deserving individual who has rendered outstanding service to children, the school, or the PTA.
5. Shall present a past president’s pin to the president at the completion of his/her term. The 1st vice president will order the pin from the Ohio PTA.
6. May include the following committees, but not be limited to all of the following:
7. Acme Receipts: Coordinate the collection of Acme Receipts from Arrowhead families according to the Acme guidelines.
8. After School Programs: Provide quality, enriching after school programs for the students of Arrowhead Primary School.
9. Art Show: To display the art work of Arrowhead students at the Copley-Fairlawn School District Art Show.
10. Baking Committee: Coordinate baked items to sell at school events.
11. Birthday Book Club: Children receive an invitation to join the Birthday Book Club in honor of their own birthday.
12. Box Tops: Coordinate the collection of “Box Tops for Education” coupons from Arrowhead families, according to the program guidelines.
13. Campbell Soup Labels: Coordinate the collection of labels from Campbell’s Soup and other food items from Arrowhead families, according to the program guidelines.
14. Chicken Coop: Schedule with classroom teachers and organize volunteers to take care of the chickens.
15. Conference Dinners: Provide dinners for the teachers and staff on four of the Parent Teacher Conferences evenings to thank them for the support they provide us.
16. Copley Fun Run: Organize a kid sized marathon to fundraise for the PTA.
17. COSI: Schedule and organize mobile COSI for all grades in the school.
18. Donuts with Dudes: Provide a chance for Dads, Uncles and/or Grandpas to have breakfast with their children at school.
19. Family Fun Night: Organize a family picnic for Arrowhead families to get together and enjoy fun activities.
20. Father Daughter Dance: Organize a themed dance for fathers and daughters.
21. Field Day: Promote fun and fellowship as an end of the year celebration with outdoor sport and competitive activities.
22. Fourth Grade Field Day: Serve as the Arrowhead representative and assist the Principals from each of the Copley-Fairlawn primary schools in planning and conducting a field day event for the fourth graders.
23. Fourth Grade Legacy: Promote a 4th grade service project and fundraising activity with the result being a legacy gift to Arrowhead from the class.
24. Grandparent’s Day (for kindergarten only): Give grandparents a chance to see their kindergarten grandchildren at school.
25. Greenhouse: Provide lessons in the greenhouse and nature zone for all students.
26. Holiday Shop: Run a shop during December where students can buy inexpensive holiday gifts for their family members and pets.
27. Kindergarten Registration: Assist Arrowhead secretary and principal at Kindergarten Registrations.
28. Library: Help the librarian by shelving books and conducting the year end inventory.
29. Membership: Invite parents, teachers, families and the community to sign up to become Arrowhead Primary School PTA members. Provide education on why PTA membership is important.
30. Mother and Son Event: Organize a special event for mothers and sons.
31. Mornings with Mom: Provide a chance for Moms, Aunts and/or Grandmas to have breakfast with their children at school.
32. Nature Zone: Maintain the Nature Zone and coordinate special events for the school.
33. Newsletter: Update and inform parents about past, current and future events at school.
34. Picture Day: Assist the Photographers on Picture Day.
35. Reflections: Create an opportunity for students to participate in an Art program.
36. Right to Read Week: Coordinate daily activities to promote Right to Read Week.
37. Room Parents: Help the classroom teacher have holiday parties as well as assist in the classroom when needed for special events.
38. Scholastic Book Fair: Run a book sale for a week during the school year and raise money for new books for the school.
39. Science Fair (for 2nd - 4th graders only): Run a science fair that allows children to conduct experiments to learn about the scientific process and a specific subject matter.
40. Spirit Wear: Provide an easy way for Arrowhead families to buy clothing and other school branded items each October.
41. Staff Appreciation: Plan an event to express appreciation to teachers for what they give to our children.
42. Student Appreciation: This is a special time to tell our students that we appreciate them.
43. Student Directory: This will be new in the Fall of 2010.
44. Walker’s Club: Promote exercise for our children and meet the challenge goal of walking 1 mile.
45. Web Page: Update Arrowheads web-site with the most current information.
46. Yearbook: Create, sell and distribute a yearbook covering K-4 which documents key events throughout the year.

Before and after school programs sponsored by the Arrowhead Primary PTA are provided for the students currently attending Arrowhead Primary School. Only those students who are currently enrolled at Arrowhead Primary School are eligible to participate in these programs.

1. Fund-raising methods shall follow these guidelines, as outlined by the Ohio PTA:
   1. Methods which MAY be employed by Arrowhead PTA:
      1. Low commercial: Children are not involved directly in buying or selling any products as a function of the project. Corporate logos intended for use by children in classrooms are discreetly placed on materials. Only quality educational materials that are age appropriate, contain accurate information, and do not mention specific products or services are used.
      2. Moderately Commercial: Children transport sponsor's information to parents who are the ultimate target for the program. Sponsor's name and brands are associated with the program. A purchase stimulates a reward or benefit to the PTA.
   2. The following methods of fund-raising MAY NOT be employed by Arrowhead PTA:
      1. Commercial: Sponsor's products are featured as a prize or are central to the classroom materials. Coupons or other purchase incentives are included in the materials. Children's participation is used to promote the product.
      2. High Commercial: Children are overtly encouraged to buy or compete for prizes earned through their involvement. Materials are an advertisement or sales vehicle offering no educational benefit and no intrinsic reward to schools.

1. This unit's monies shall be handled as follows:
   1. Monies collected should be turned into the treasurer at the earliest convenience not to exceed 1 week’s time.

1. The Arrowhead PTA Bylaws shall be:
   1. Reviewed and if necessary revised every three years by a committee chosen from the Executive Board.
   2. Be sent in triplicate to the Ohio PTA Bylaws Commission.
   3. After approval, copies shall be given to each Board Member.

1. Duties of the Special Committee Chair:
   1. The Audit/ Financial Review Committee Chair shall:
      1. Lead a committee of no fewer than three (3) members, excluding the immediate past President, and Treasurer and Secretary
      2. Oversee the audit/ financial review process of financial records of Arrowhead (including bank statements, budget, receipts, and disbursements) following the close of the fiscal year (June 30).
      3. Direct committee to sign Treasurer’s annual report upon satisfactory completion of the audit/ financial review and submit to Ohio PTA.
   2. Helping Hand/Outstanding Educator Selection Committee Chair shall:
      1. Lead a committee consisting of the following five individuals with possible representation of all grade levels:
         1. Two Executive Board members
         2. Two unit members (3) The Principal
      2. Distribute nomination forms to the membership and staff with a deadline for collection.
      3. Review the nominations and select the recipients based on the criteria provided by Ohio PTA. The selection will be announced and voted upon at the November PTA meeting. The names of these recipients will be presented at the January PTA council meeting.
   3. Nominating Committee shall:
      1. Consist of five (5) members- the Secretary as the Nominating Committee Chair, one (1) additional member from the Executive Board and three (3) from the general membership.
      2. Report slate of officers at March meeting.

1. The Standing Rules shall be:
   1. Reviewed and if necessary revised every three years.
   2. Presented to the unit for approval by a majority vote.
   3. After approval, copies shall be given to each Board member.

Revised and submitted by Poppy D’Amico, Michelle Neuhauser, Tammy Buser, Christina Whitlam, Amanda Lawhon, Cathy Riedel

Approved and adopted at the Arrowhead PTA general meeting.