

Garland ISD Council of PTAs

Standing Rules

I. Executive Board

- A. The executive board meeting and the regular meeting dates of the new term are to be suggested by the incoming council president at the May meeting, subject to the approval of the executive board.
- B. With the approval of the president, any person may meet with the executive board for the purpose of presenting a report or a proposal for consideration by the executive board, but may not remain for the business meeting.
- C. The executive board shall present an Officers and Chair's Training in the spring and/or by October 15. The current school year officers/chairs shall be the workshop presenters.

II. Elected Officers (also see Bylaws Article VIII & IX)

Section 1.

- A. The officers, in order of their election, shall be the alternate for the president to attend Area board meetings when the president cannot attend.
- B. The officers shall be responsible for maintaining a current procedure book to be handed on to their successor.
- C. The council shall pay the expenses of the newly elected president to the annual Area Conference unless paid by Area or State. All other meetings requiring attendance of the president (or state qualified alternate) and first vice-president shall be attended at council expense.
- D. Only persons who have served on the council executive board or have served as a local PTA president shall be qualified for the office of council president.
- E. In the event a nominee withdraws his name before election, the nominating committee shall fill the slate by presenting a new nominee to the body in the regular manner.

Section 2. Additional Duties of Elected Officers

A. First Vice President/Aide:

- a. Aide the president in setting up organizational meetings of new local PTAs
- b. Assume responsibility for all courtesies due the council president; and
- c. Present the past president's pin, engraved appropriately, at the annual luncheon of the president's final term.

B. Second Vice President/Programs:

- a. Be responsible for inspirational and flag ceremony at each regular meeting
- b. Aid the local PTA program chairs whenever called upon
- c. Be responsible for courtesies due to program speakers; and
- d. Select the installing officer for the annual meeting, subject to the approval of the president.

C. Treasurer:

- a. Serve as a member of the scholarship committee,
- b. Prepare an annual report to be presented at the first meeting of the following year; and,
- c. Serve as a member of the budget committee.

D. Parliamentarian:

- a. Serve as chair of the bylaws review committee; and,
- b. Keep record of council officers and chairs completing the current Texas PTA Leader Orientation, and report on same at the August board meeting, with updates as needed.

E. All Officers:

- a. Attend all Council PTA meetings,
- b. Perform the duties prescribed in these bylaws and those assigned from time to time,
- c. Present a workshop at the Officers' and Chair Training or as directed by the executive board,
- d. Attend workshops pertinent to their positions; and,
- e. Submit award entry forms pertinent to their position

III. Committee Chairs (Also see Bylaws Article XII & XIV)

A. Chairs shall:

1. submit a report at executive board meetings and at regular meetings as directed;
2. have read the duties of their office in the GISD Council Bylaws or Standing Rules by the first executive board meeting following their appointment;
3. invite the council president (ex-officio) to attend their committee meetings;
4. attend all executive board meetings and regular meetings;
5. perform the duties prescribed in these bylaws and those assigned from time to time; and,

6. maintain a current procedure book to be handed on to their successor.

- B. All monies for special events planned by council chairs shall be sent to the council chair handling said event; after accounting has been made, said monies shall be deposited with council treasurer. Example: Leadership course, Vendor Fair, Luncheon, etc.

IV. Duties of Standing Committee Chairs

A. Arts in Education

This chair shall:

1. become familiar with the entire Arts in Education program of the National Congress of PTA through its publications in order to coordinate the work of the arts in education committee activities;
2. coordinate activities relating to council sponsored arts in education projects;
3. cooperate with community groups in encouraging arts in education projects as leisure-time activities of children and youth;
4. cooperate with local PTA arts in education chairs whenever requested to do so; and,
5. recognize arts in education award winners at the annual meeting in May.

B. Budget and Finance

This chair shall:

1. prepare an annual budget for approval by the executive board no later than the July board meeting and for adoption by the body at the first regular meeting;
2. provide the executive board a copy of the adopted budget;
3. serve as chair for all fund raising projects; and,
4. cooperate with local PTA budget and finance chairs whenever requested to do so.

C. Directory

This chair shall:

1. compile and arrange for distribution of directory materials;

2. distribute directories to council officers, chairs and voting body as soon as possible after the beginning of the school year;
3. send one (1) copy of the council directory to the council historian, one (1) copy to the area president, and copies as required to the area directory chair;
4. direct local PTAs to send their directory to the council president, the council parliamentarian, and the area directory chair; and,
5. confer with the council president regarding the dedication of the directory.

D. District Liaison

This chair shall:

1. be appointed by the Superintendent with council executive board approval; and,
2. facilitate communication between the school district and GISD Council of PTAs.

E. Environmental

This chair shall:

1. work with community organizations involved in beautification and conservation;
2. develop programs and projects that will inform and encourage environmental education for students and the general public; and,
3. promote the PTA Environmental Contest, and other environmental/beautification awards.

F. Hospitality

This chair shall:

1. serve as chair of Greeting Committee,
2. be responsible for refreshments needed during any council board activities, and
3. be a member of the luncheon committee.

G. Legislation

This chair shall:

1. strive to carry out the third Purpose of the National Congress: "To secure adequate laws for the care and protection of children and youth",

2. inform local PTAs of all upcoming legislation/resolutions prior to the State/National Conventions and shall report on action taken;
3. uphold in all legislative activity the nonpartisan policy of supporting issues NOT candidates; and,
4. be encouraged to attend Texas PTA Day at the Capital.

H. Local PTA Coordinators

These chairs shall:

1. serve as liaisons between the council executive board and the local PTAs, early childhood PTAs, and pre-k center PTAs;
2. have their number and the lead coordinator determined by the newly elected president;
3. the lead coordinator shall be responsible for the disbursement of the School Supply Fund; and
4. be a member of the Luncheon Committee.

I. Luncheon

This chair shall:

1. coordinate all arrangements for the annual spring luncheon in May honoring incoming council officers, principals, incoming local PTA presidents, life members and award winners; and,
2. submit a detailed plan for approval no later than the January executive board meeting.

J. Membership and Life Membership

This chair shall:

1. encourage PTA membership throughout the Garland Independent School District;
2. assist the local PTA chairs whenever called upon;
3. encourage local PTA chairs to send in reports of their membership enrollment to Texas PTA by the designated deadlines,
4. keep an up-to-date record for the total enrollment of the schools and the total membership in each local PTA;

5. be responsible for the GISD Council sponsored annual membership awards. The GISD Council shall award four (4) plaques to the PTAs having the largest percentage of members to the local enrollment of the school; one each for a small elementary (499 students or less), large elementary (500 students or more), middle school, and high school. An additional plaque may be awarded to a local PTA for outstanding achievement as determined by the council president and membership chair; (NOTE: this last sentence covers EC & Pre-K PTAs.)
6. encourage the giving of State and National Life Memberships and Extended Service Awards (ESAs) through the local PTAs and supply pertinent information concerning these awards when called upon to do so;
7. recognize, at the annual meeting in May, recipients of Life Memberships and Extended Service Awards given in GISD; and,
8. serve as chair of the Life Membership committee which consists of one local PTA president, one principal, the immediate past president of the council or his representative, and the council president. This committee shall meet no later than March 15 to determine each year whether or not a Texas Life Membership, National Life Membership and/or ESA will be given; and select the recipient(s) and the award(s) to be presented at the annual meeting in May. The voting body of the council shall be polled to secure nominees for these awards.

K. Newsletter/Publicity

This chair shall;

1. compile information for articles pertinent to council activities obtained from the council president, committee chairs, and other sources;
2. submit a draft copy to the president for editing purposes prior to distribution;
3. publish and distribute all council newsletters to the council voting body and other subscribers to arrive prior to monthly regular meetings;
4. publicize activities of the council through the appropriate channels.

L. Outstanding PTA

This chair shall:

1. provide local PTAs with monthly entry forms through packets at workshops and in council newsletter;
2. select judges, set time and place to meet, prepare entry forms if necessary by deleting names of PTAs, school, principal, or PTA members, and provide the form for the judges;

3. award certificates to early childhood/pre-k, elementary, middle, and high school levels at each regular meeting;
4. select judges for year end award entries, (additional duties as listed in #2 above);
5. present year end awards at the annual meeting to early childhood/pre-k, elementary, middle, and high school; and,
6. prepare a brief synopsis of winning entries each month for the appropriate publicity channels.

M. Parent Education

This chair shall:

1. promote parent education through study courses, workshops, various parent-teacher committees or other community organizations and agencies,
2. provide local PTAs with current information on the needs of children.
3. work with the parent education chairs of local PTAs in planning programs for the year; and
4. present awards at the annual meeting for outstanding parent education and/or involvement programs and/or projects in each of the following categories: early childhood/pre-k, elementary, and secondary.

N. Resources

This chair shall:

1. promote the use of the National and Texas PTA publications, programs, and other resources;
2. whenever advisable, plan displays of appropriate publications and available materials; and,
3. provide incentive drawing(s) at each regular meeting.

O. Scholarship

This chair shall:

1. solicit donations from local PTAs and businesses for future teacher scholarships to be awarded to at least one deserving graduate from each high school of the Garland Independent School District;

2. serve as chair of the scholarship committee, and schedule applicant interviews;
3. make application forms available at the counselor's office of each high school by February 1 to be returned to the scholarship chair by April 1;
4. designate a Council representative to present a certificate and instruction letter to each recipient at the annual Garland ISD Awards Day at each high school in May;
5. if funds are available, make teacher scholarship application forms available at each local campus by Feb. 1 to be returned to the scholarship chair by April 1; and
6. present an elementary and secondary teacher scholarship award at the annual meeting in May.

P. Volunteers

This chair shall:

1. encourage and assist the local PTAs in the coordination of the Garland ISD Volunteer Program;
2. work in conjunction with Garland ISD in keeping records of volunteer hours;
3. be responsible for the annual GISD Council sponsored volunteer program awards. There shall be four (4) plaques; one (1) for early childhood/pre-k, one (1) for small elementary (499 students or less), one (1) for large elementary (500 students or more), and one (1) for a secondary school to be awarded at the annual meeting in May.
4. be responsible for presenting an individual(s) with the Volunteer of the Year award(s) at the annual meeting in May; and,
5. be a member of the Luncheon Committee.

Q. Youth Protection

This chair shall:

1. increase knowledge in the field of health, welfare, and safety;
2. increase community awareness of, and concern for, its neglected and indigent children and to point out to the community its responsibility for an active program of protection;
3. work with the school district, community agencies, and other organizations to organize programs and projects to provide information and materials and establish on-going efforts to educate parents and students; and,

4. stress the importance of individual responsibility for the attitudes and practices that make a home and community safe.

V. Award Guidelines

A. Principal of the Year

1. This award shall be presented at the annual meeting in May. There shall be two (2) plaques given—one for an elementary principal and one for a secondary principal. A large plaque bearing the names of the past recipients will be displayed at a GISD administration building.
2. Only GISD principals who have served in their current assignment for a minimum of two (2) years are eligible for this award. Any recipient shall be ineligible for the following two (2) years. Only a school's PTA/PTSA executive board may recommend a principal.
3. A chair for this award committee shall be appointed by the council president.
4. All applications shall be submitted to a panel of at least three (3) judges to select the recipients. The chair shall select two (2) judges from outside of GISD. The third judge may be the chair or a member of the GISD Council appointed by the chair with executive board approval.

B. Scholarships

1. Each recipient of a future teacher scholarship shall receive an equal amount of donations received. These scholarships may be used at any accredited college or university within Texas, and the recipient must be enrolled a minimum of nine (9) semester hours, and plan to enter the teaching profession. (Each scholarship must be used by July 31st of the following year.)
2. In case any scholarship is not used claimed within sixteen (16) months of award, the money will revert to the Scholarship Fund of the GISD Council of PTAs.
3. The recipients' names will be announced to the council and published in the newsletter after High School Awards Day.
4. When funds are available, a special scholarship may be awarded to a deserving GISD teacher/para-educator to further his education in the field of teaching. Rules for this scholarship shall be approved by the council executive board.
5. A special scholarship may be awarded to a deserving adult in the GISD Community who desires to attend college and enter the teaching profession. Rules for this scholarship shall be approved by the council executive board.

C. Volunteer of the Year

1. This award shall be presented at the annual meeting in May. There shall be two (2) plaques given—one for an elementary volunteer and one for a secondary volunteer. A large plaque bearing the names of past recipients will be displayed at a GISD administration building.
2. Only a local PTA/PTSA executive board may recommend a volunteer who has been active in GISD for at least two years with a minimum of 50 service hours.
3. The Council Volunteer Chair shall serve as Volunteer of the Year committee chair.
4. All applications shall be submitted to a panel of three (3) judges selected from the GISD community.

VI. Miscellaneous

- A. Each officer and committee chair shall submit annual reports, materials, suggestions, and procedure books to their successors or the president within fifteen (15) days following the meeting at which their successors assume their duties. These reports shall be in triplicate; one filed with the retiring secretary as a permanent record, one to the newly elected president, and one to the newly elected officer or committee chair.
- B. The audit-financial reconciliation committee shall be appointed at the March executive meeting by the council executive board. No person with signature capability shall serve on this committee. The out-going treasurer shall be available to this committee for questions. A preliminary audit shall be presented at the annual meeting in May. The final audit shall be completed by July 31st. This committee shall also approve the minutes of the May executive meeting and annual meeting.
- C. Local PTAs in membership are required to file with the secretary (Reference Article IX, Section 3d) the name of their presidents, presidents' alternate and delegates for the purpose of voting privileges. This shall be done no later than the first regular meeting.
- D. The council budget may be supplemented by either a special contribution from local PTAs or by a project in which local PTAs may assist.
- E. No member shall speak in debate more than twice on the same question and no longer than three (3) minutes without consent of the body.
- F. The Standing Rules may be amended by a majority vote, provided notice of the proposed amendment was given at the previous meeting or may be amended without notice by a two-thirds (2/3) vote of the boding body present and voting.
- G. Each officer and committee chair will submit receipts within 45 days of date of receipt to the Council Treasurer.
- H. Council PTA will reimburse training and travel expenses as fund permit with the approval of the executive board. In the case of inclement weather the board will still reimburse registration expenses with approval from the board.

Revised 12/3/1991

State Approved 3/2/1992

Amendments (Kidstop/Health and Welfare) 5/8/1996

Amendment (Outstanding PTA) 10/10/1996

Updated and Approved 1/31/1998

Updated and Revised 3/5/2003

Amendment (School-To-Life) 3/5/2003

Texas PTA Approved 7/1/03

Approved 10/12/06