

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 In and Out meeting, subject to the approval of the incoming 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

Section 1.

- A. Meetings requiring attendance of the president (or state qualified alternate) and first vice-president shall be attended at council expense, unless paid by State.
- B. 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.

Section 2. Additional Duties of Elected Officers

A. First Vice President/Aide:

- a. Assume responsibility for all courtesies due the council president.
- b. Present the past president's pin, when retiring 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 of the association
- b. Aid the local PTA program chairs
- 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. Third Vice President/Membership

1. encourage PTA membership throughout the Garland Independent School District;
2. assist the local PTA chairs;
3. encourage local PTA chairs to send in reports of their membership enrollment to Texas PTA,
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;
6. encourage the giving of Texas PTA and National PTA Memberships and Extended Service Awards (ESAs) through the local PTAs and supply pertinent information concerning these awards;
7. 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 PTA Life Membership, National PTA 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; and,
8. recognize, at the annual meeting in May, recipients of Life Memberships and Extended Service Awards given in GISD.

D. Treasurer:

- a. Serve as a member of the scholarship committee.

E. Parliamentarian:

- a. Assist the local PTA units with the Standards of Continuing Affiliation; and
- b. Serve as chair of the Bylaws and Standing Rules Committee.

F. All Officers:

- a. Attend workshops pertinent to their positions and submit a summary report at the next Executive Board meeting; and,

- b. Submit award entry forms pertinent to their position.

III. Committee Chairs

A. Chairs shall:

1. have read the duties of their office in the GISD Council Bylaws -and Standing Rules by the first executive board meeting following their appointment;
2. invite the council president (ex-officio) to attend their committee meetings;

B. All monies for special events planned by council chairs shall be accepted by council chair and verified, 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/Reflections

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 state award winners at the annual meeting in May.

B. 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 Garland ISD Council of PTAs.

C. 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. work with local PTA Environmental Chairs.

D. Hospitality/Resources

This chair shall:

1. Assign greeter at each association committee,
2. be responsible for refreshments needed during any council board activities,
3. be a member of the luncheon committee,
4. promote the use of the National and Texas PTA publications, programs, and other resources; and,
5. provide incentive drawing(s) at each regular meeting.

E. Legislation/Advocacy

This chair shall:

1. advocate for laws that further the education, physical and mental health, welfare, and safety 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 Rally Day at the Capital.*

F. Local PTA Coordinators

These chairs shall:

1. serve as liaisons between the council executive board and the local 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.

G. Luncheon

This chair shall:

- a. 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,
- b. submit a detailed plan for approval no later than the January executive board meeting.

H. Communication

This chair shall

1. publicize activities of the council through the appropriate social media channels.

I. Outstanding PTA

This chair shall

1. provide local PTAs with monthly entry forms;
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 pre-k, elementary, middle, and high school levels at each regular meeting;
4. select judges for year-end award entries;
5. present year end awards at the annual meeting to pre-k, elementary, middle, and high school; and,

J. Parent Education/Volunteers

This chair shall:

1. Promote parent education through study courses, workshops, various parent-teacher

communities or other community organizations and agencies,

2. Provide local PTAs with current information on the needs of children,
3. Work with the local parent education chairs of local PTAs in planning programs for the year,
4. Present awards at the annual meeting for outstanding parent education and/or individual programs and/or projects in both of the following categories: elementary and secondary,
5. Encourage and assist the local PTAs in the coordination of the Garland ISD Volunteer program,
6. Work in conjunction with Garland ISD in keeping records of volunteer hours,
7. Present awards at the annual meeting for GISD Council sponsored volunteer program awards. (See Award Guidelines, Section V for specific breakdown of categories.); and,
8. Present Individual Volunteer Awards at the annual meeting, in the following categories: elementary and secondary.

K. 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. select a committee of council board members to interview and select the award recipients. GPA, participation in the Future Internship (FTI) and also monetary need will be taken into consideration during the selection process. No council board member shall serve on the selection committee if they are a relative of an applicant;
5. work with the treasurer to keep a list of the recipients and who have collected their award; and
6. 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.

L. Youth Protection

This chair shall:

- a. increase knowledge in the field of health, welfare, and safety;
- b. 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;
- c. 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,
- d. 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. Membership Awards

1. 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 Pre-K PTAs.)

C. Scholarships

1. There shall be one scholarship recipient from each high school in good standing with Council. 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 claimed within sixteen (16) months of award, the money will revert to the Scholarship Fund of the GISD Council of PTAs.
3. Application forms will be made available at the counselor's office of each high school by February 1 to be returned to the scholarship chair by April 1;
4. The recipients' names will be announced to the council and published via social media after High School Awards Day. The recipient will receive a form to return to the council treasurer along with registration for the first portion of the scholarship and then final grades of the semester for the second portion of the scholarship. The council treasurer will then issue checks directly to the recipient. The recipient may choose to turn in the registration and final grade report at the same time to receive both portions in one check.

D. Volunteer of the Year

1. This award shall be presented at the annual meeting in May. There shall be four (4) plaques given:
 - a. One (1) for pre-k,
 - b. One (1) for a small elementary (499 students or less),
 - c. One (1) for a large elementary (500 students or more); and,
 - d. One (1) for a secondary school.
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 Parent Education/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. Bonding and Insurance

- A. The following insurance shall be purchased annually by this Council of PTAs:
 1. General Liability Insurance
 2. Accident Medical
 3. Blanket Bond Insurance
 4. Nonprofit Professional Liability Insurance

VII. Miscellaneous

- A. These annual 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. 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.
- C. 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.
- D. Each officer and committee chair will submit receipts within 45 days of date of receipt to the Council Treasurer.
- E. The Council of PTA shall pay the expenses for members of the executive board to complete the Texas PTA Foundation: Leader Orientation.
- F. The Council of PTA shall pay the expenses of the newly-elected officers and committee chairs to attend the Council training, if applicable. As the approved budget allows, this Council PTA shall pay the expenses of any other PTA member to attend.
- G. This Council of PTA shall limit event expenses to the following:
 - 1. Registration Fee
 - 2. Hotel accommodations at published seminar double-occupancy rate
 - 3. Fuel reimbursement with receipt for one vehicle per four (4) members in attendance when using personal car, or the lowest available commercial airfare at twenty-one (21) day advance booking
 - 4. Meals not to exceed \$25 per person per day.
 - a. If a meal is included in a prepaid event, no reimbursement will be paid for that meal.
 - 5. Parking fees
- H. Council PTA will reimburse training and travel expenses as funds 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.

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

Amendment (Outstanding PTA) 10/10/1996

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

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