

# COUNCIL OF PRINCE GEORGES COUNTY PTA'S, Inc.

## STANDING RULES

**Overview:** The purpose and policies of the Council of Prince Georges County PTA's are fixed by its bylaws, as adopted by the membership. Local PTA needs, on the other hand, largely determine Council working program and methods of operation.

These Standing Rules are adopted by the Executive Board for its own governance, in order to carry out its responsibilities, under the Bylaws, in a consistent and orderly way. They are founded on teamwork and voluntary cooperation for purposes mutually believed in.

Underlying these Rules, we believe is a set of guiding principles, which should illuminate all of our efforts, and which are here stated as general rules:

**Rule A:** Children First

**Rule B:** Parental Involvement is essential

**Rule C:** Communication is two-way

**Rule D:** Past Experience should be valued and New Ideas encouraged for an organization to grow and remain vital.

**Amendments:** The Executive Board may amend these Standing Rules by a majority vote. When the Council delegates approve Bylaws amendments, corresponding changes to these Standing Rules need no further action by the Executive Board.

### **Part I -Elected Executive Officers**

See Council Bylaws Articles X and XI. In addition to Articles X and XI, duties of elected executive officers are as follows:

#### **President:**

1. No additional duties at this time

#### **First Vice President:**

1. May attend all meetings of the Board of Education unless otherwise delegated by the President;
2. Arrange locations for Executive Board meetings;
3. Provide recognition for outgoing President
4. Oversee the work of all standing and special committees.
5. Implement and promote the National PTA Reflections program

#### **Vice President for Leadership**

1. Assure all district representatives are carrying out duties and provide assistance in identifying and resolving problems in their areas.
2. Provide all district representatives with procedure books, proper job orientation, other essential materials and information.

3. Organize workshops that provide leadership training to district representatives and local units.
4. On a routine basis, advise and provide recommendations to the President on local PTA units that are not functioning within the PTA parameters.
5. Ensure that outgoing district representatives turn over to their successors procedure books and all material pertinent to the office.

#### **Vice President for Membership**

1. Conduct registration at all of the Council General meetings
2. Ensure membership information gets to local membership chairperson.
3. Receive and process payments from locals for Council Dues.
4. Field calls from locals concerning memberships, membership themes, obtaining membership cards, etc.
5. Encourage local units to build an informed, active membership, familiar with the mission, Objects, policies and programs of the National PTA and Maryland PTA
6. Share membership ideas with local chairpersons

#### **Vice President for Legislation**

1. No additional duties at this time (See Council Bylaws Article VIII, Section 5).

#### **Secretary**

1. Maintain a current history of the Council and preserve the archives.

#### **Treasurer**

1. Review recommendations from the annual audit and report to the Executive Board on actions necessary to enact recommendations.
2. Be the Councils focal point for dealing with the Councils Liability and Bonding Insurance agency
3. Be the Councils focal point for dealing with Incorporation information requests.

#### **District Representatives**

1. Submit a plan of work to the Executive Board by the August meeting for approval.
2. Submit written reports at each Executive Board meeting.
3. Submit a final report of activities to the VP for Leadership to be presented at the July Executive Board Meeting
4. Communicate to VP for leadership, local PTA units that are not functioning within PTA parameters
5. Provide leadership and outreach materials for PTA units.
6. Proactively seek to assist local units in resolving areas of difficulty in functioning as a PTA
7. Keep a current list of names and addresses of local PT A Presidents for submission to Executive Board, as required.
8. Install local officers as requested
9. Promote good public relationships
10. Guide your local units toward the fulfillment of the objects/mission of PTA
11. Assist in obtaining recognition for your local units

## **Part II -Executive Board**

See Council Bylaws Article IX

In addition to Article IX, the Executive Board shall:

1. Review liability and bonding insurance coverage
2. Recommend any standing committee changes
3. Approve plans of work of standing committee chairs at the August meeting

## **Part III: Committees:**

See Council Bylaws Article X. In addition,

- Work collaboratively with other Council organizations and groups.
- Provide articles on a regular basis for the Council newsletter- *the L.I.N.K.*
- Create a network with corresponding chairmen at the local level.
- Submit to the 1<sup>st</sup> Vice President a written monthly report on prior months activities at least five (5) days before the announced meeting date of the Executive Board.

The Council Standing Committees shall be:

### **Hospitality**

1. Provide refreshments at all Council delegates and executive board meetings
2. Work in coordination with other committees to provide hospitality services for all Council special events including training.
3. Serve as a permanent member of Founders Day Dinner Committee
4. Ensure rooms are reserved for all council meetings
5. Provide refreshments and other hospitality services for special occasions (i.e., birthdays, condolences) as needed.

### **Public Relations**

1. Promote all council activities including delegates meetings
2. Work in coordination with Council Secretary to ensure all Council correspondence reaches local units and other council affiliate organizations
3. Serve as the focal point for disseminating pertinent information to local units including dissemination of Council Newsletter (in the absence of this committee the VP for Leadership will ensure the Council newsletter is disseminated to all local units and other council affiliate organizations in coordination with Council secretary)

### **Education**

1. Monitor state and federal initiatives on Pre K - Grade 12 instruction
2. Share information about successful and innovative curricula and programs with local PTA units.
3. Encourage local units to become involved at the policy making level of curriculum development.

5. Be a resource for the council in monitoring action and interpreting decisions made at the state level that will affect curriculum offerings at the local level.

**Nominations** – See standing rules section for Nominating Committee

### **Bylaws**

1. Ensure Council bylaws are up to date
2. Actively work with locals to ensure bylaws are up to date
  - a. Serve as the Council point of contact for MDPTA bylaws committee
3. Keep the Council and local units informed on potential changes to National and MDPTA bylaws that affect both the councils and local units.

### **Health and Safety**

1. Promote and monitor the comprehensive health and safety programs within all schools.
2. Share information about successful and innovative curricula and programs with other local units.
3. Be a resource for the council in monitoring action and interpreting decisions made at the state level.
4. Monitor state legislation that would affect the health and welfare of children.
5. Encourage parental involvement in all local family life committees as is mandated by the State Board of Education.
6. Coordinate with the Safety/Environmental Issues Committees within the state and county in sharing information and monitoring action.

### **Parent/Family Involvement**

1. Become knowledgeable about the types of parent/family involvement.
2. Support local units in establishing, sustaining, and expanding effective parent/family involvement initiatives.
3. Provide opportunities for sharing parent/family involvement initiatives at the state, council and local level.
4. Promote, encourage and offer opportunities for parents of children of all ages to learn parenting skills.
5. Encourage the development of parenting programs that support non-traditional families.
6. Promote and encourage "whole" family involvement.
7. Keep informed of changes in education by working cooperatively with other council, and state PTA Committees.
8. Encourage the active involvement of parents in the School Improvement Committees.

**Special Committees of the Council** may include: Council Sponsors, Swat Teams for local PTA "Hot Spots", Audit, Special Events, and other ad hoc committees as deemed necessary by the President or Executive Board to complete the work of the Council.

1. Unless otherwise stated in the Bylaws, special committees should be composed of five members to allow for a quorum.
2. Special Committees should establish a standard time to meet.
3. Submit written reports at each Executive Board Meeting
4. Submit a final report to the 1<sup>st</sup> Vice President to be presented at the May Executive Board meeting.

5. To promote continuity of information, outgoing committees shall meet with incoming committees to pass materials and to review the history and procedures of the committee before the August meeting.

### **Nominating Committee**

1. Follow the procedures as outlined in the bylaws, Article VII, Section 6
2. Actively identify potential officers of the council from local units and executive board members
3. Obtain a nomination form from each potential candidate
4. Conduct interviews for offices where the Nominating committee has received more than one nomination form
5. Ask all candidates the same questions
6. Present one eligible nominee for each office to be filled

### **Part IV: Meetings**

See Council Bylaws Article XII. In addition to Article XII, Council meetings shall:

1. Starting time for all meetings shall be 7:00 PM unless otherwise modified by the executive board. Executive Board meetings shall be adjourned by 9:00 PM unless a motion to extend the time is adopted by a majority vote.
2. Printed agendas shall be available and distributed for each meeting. The President shall set agendas.
3. Agenda items should be submitted to the President or appropriate VP at least seven (7) days prior to the meeting. Changes to the agenda must be approved by a majority vote
4. All Motions must be presented in writing. Debate shall be limited to 10 minutes per motion. A time keeper shall be appointed by the president prior to each meeting.
5. Executive Board may move to executive session during any executive board meeting by majority vote of the attending members.

### **Part V: Ethics**

1. Board members shall not engage in activities that violate PTA policies.
2. Discussions within committees shall be considered privileged information
3. Board members are expected to support action taken by the Board and to explain such action to PTA groups as necessary
4. Board members are expected to support the state and National PTA positions
5. Publicity or press releases shall be released only through authorized channels designated by the President.
6. Board members shall speak for the Council only when authorized to do so by the President. If Executive board members are approached by the media on PTA Council issues or activities the board members should refer the media to the PTA Council President.
7. No Board members may be paid employees of the PT A
8. Council letterhead and stationary may be used only for Council activities as authorized by the President

## **Part VI: Finance**

1. The PTA Council budget is prepared by a committee, which is chaired by the treasurer. It is presented for approval to the executive board at the August meeting.
2. When authorized purchases are made for which the Council is to be billed:
  - a. The bill should be sent directly to the executive board member responsible for the purchase
  - b. The member should check the bill and item(s) purchased for accuracy
  - c. The member will prepare and sign a disbursement form and forward the bill and disbursement form to the treasurer. If purchases are paid by the member, the receipt and disbursement form must be sent to the treasurer within thirty (30) days.
3. Reimbursement requests shall use the Council disbursement form and shall be submitted within thirty (30) days. Those not received within thirty (30) days may not be honored. The Elected Executive Officers may waive this requirement if in their opinion a good faith effort was made or circumstances warrant it.