

CADDO DISTRICT PTA STANDING RULES
GOVERNING BODIES OF THE DISTRICT ASSOCIATION

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CADDO DISTRICT PTA STANDING RULES

GOVERNING BODIES OF THE DISTRICT ASSOCIATION

The business of the Caddo District Parent Teacher Association is transacted by these bodies in the following order of authority:

- I. The District General Membership.
- II. The District Board of Directors.
- III. The District Executive Committee.

I. District Meetings

- A. The date, time, and place of the District General and Board of Directors Meetings shall be fixed by the Board of Directors with five (5) days' notice being given to each member. Regular meetings of this district PTA shall be held in the months of August, October, January, and April.
- B. General Meetings shall be open to all PTA members and visitors, but the privilege of making motions, debating and voting shall be limited to members only.

II. State Meetings

- A. The District President shall serve on the Louisiana PTA Board of Directors. In the absence of the President, the officers will serve as the official alternate in order of rank. (1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary, and Treasurer).
- B. The official delegates to the State Convention shall be the current elected officers.
- C. The District shall pay up to \$100.00 toward registration, room, and food for the District President to attend the State Convention.
- D. In a Presidential election year the District shall pay up to \$100.00 toward registration, room and food for the newly elected President to attend the State Convention.
- E. The District shall pay up to \$75.00 toward registration, room, and food for all other current elected officers to attend the State Convention.
- F. Receipts for State Convention expenses must be submitted by the next regularly scheduled District Board Meeting.
- G. Units in good standing, who meet eligibility requirements, may apply for financial assistance to attend the State Convention. The total number of recipients will be determined by the amount budgeted in the outreach fund but will not exceed more than 4 local units and 8 recipients per year.
 1. New units, reinstated units and units with gross income of \$10,000 or less are eligible.

- a. Supporting documents for eligibility shall be PTA bank statements or a printout of the PTA account from the school bookkeeper.
 - b. The local unit should include a principal recommendation with their request.
 - c. A copy of each applicant's PTA membership card should be included.
- 2. A committee, appointed by the president, of no less than 3 Caddo District PTA Board Members will review applicants and make selections based on eligibility and need.
 - 3. The Caddo District PTA will cover the cost of the convention registration and the recipients choice of the Children's Awards Luncheon or the banquet.
 - a. The recipient(s) must stay a minimum of one (1) night at the designated convention hotel at their own cost
 - 4. The recipient(s) should plan to attend a minimum of two (2) workshops, the general meetings of the convention and complete a post-convention survey on what they learned at the convention and how the information can be used to strengthen their local unit.

III. National Convention

- A. The official delegate to the National Convention shall be the current President. In a Presidential election year, the newly elected District President will be the official delegate.
- B. The District will pay the official delegate for the following: transportation, one-half room, or one room if a compatible roommate is not available, for up to five days, registration, and meal per diem of \$30.00 . The Louisiana PTA allotment to the President for National Convention shall be applied to transportation and room expense. The District will pay for the remainder of the above expenses.
- C. The official delegate shall attend all of the "required functions" as outlined in the Louisiana PTA Standing Rules in order to receive District money.

IV. Financial Reporting

- A. The Treasurer will develop a compilation financial report for the Board of Directors and report at each Board meeting by this process.
- B. All requests for reimbursement from District funds must be requested on the official voucher form with the receipt attached.
- C. Any expenditure over fifty (\$50.00) dollars, not included in the budget, must have Board approval. All documentation will be provided to the Treasurer.
- D. Any Board Member receiving District funds to attend a PTA meeting must turn in receipts. Any unused money must be returned to the District.

- E. The District Board of Directors will elect three (3) members of the Board to serve on the Audit Committee. The President and Treasurer will attend the meeting for informational purposes only. The President and Treasurer will not be members of the Audit Committee.

V. Nominations for Office

- A. There shall be a nominating committee composed of five (5) members and two (2) alternates who shall be elected no later than the October General meeting. Five (5) members shall be needed to transact business.
 - 1. No two members of the Nominating Committee shall be from the same unit.
 - 2. Three members and one alternate shall be elected from the Board of Directors in October
 - 3. Two members and one alternate shall be elected from the general membership in October.
- B. The Nominating Committee shall nominate an eligible person for each office to be filled and present the slate of nominees at the February Board of Directors meeting and the general membership in February.
- C. If a member wishes to run for office from the floor after the slate of nominees has been announced, they must give notice by submitting their qualifications statement to the Caddo District PTA Nominations Chair two weeks (14) days prior to election.
- D. Only those persons who have met the qualifications as outlined in the Bylaws, Article VI, section 4 and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.
- E. The slate of nominees will be published prior to the April General meeting. Note: Must be published by March 15th.)

VI. Founders' Day / Life Service Awards

- A. The District may present any number of Life Service Awards and Member Scrolls each year at the Founders' Day Banquet
- B. A committee of five (5) members, the Chair appointed by the President, two (2) members to be elected at the October Board meeting, and two (2) members to be elected at the October General meeting, shall select the recipients for the Life Memberships and Member Scrolls.
- C. All Life Service Award recipients (District, State and National) must be an active participant in PTA activities and/or make significant contributions to the welfare of children. An honoree who is not a member of a PTA will be presented with an Honorary Membership to Caddo District PTA. Only a local unit or the District shall award Life Service Awards.

- D. Any additional awards given at the banquet must have Board approval.
- E. Cost of transportation, as allowed in the Founders' Day budget, for the school group performing at the Founders' Day Banquet will be paid for by Caddo District PTA.
- F. One free banquet ticket will be held at the door for each of the following: District President, Banquet Chair, Banquet Co-Chairs, Past District Presidents, School Board President, Superintendent, Mayor and the guest speaker and their spouse.

VII. Honorary Membership Cards

- A. Caddo District PTA Honorary Membership cards will be given at the discretion of the District President.

VIII. Directories

- A. Directories will be given to each local unit PTA President, each local unit PTA Principal, each Caddo District PTA Board Member, the Superintendent, each Caddo Parish School Board Member, the Caddo Parish School Board switchboard operator(s) and one sent to the Louisiana State Office.

IX. Memorials / Contributions

- A. A donation of twenty-five (25) dollars shall be made to the Scholarship Fund upon the death of: a Caddo District PTA Board Member, a Past Caddo District PTA President, the Caddo Parish Superintendent, the Caddo Parish Assistant Superintendent, a Principal, a current School Board Member, or a past School Board President.
- B. A donation of twenty-five (25) dollars shall be made to the Scholarship Fund upon the death of an Acknowledged Community Leader or other individual when approved by a two-thirds (2/3) vote of the Board.

X. Cards / Notes

- A. Notes of commendation for special awards of service, cards to the ill, and sympathy cards to those in bereavement shall be sent by the Caddo District PTA at the discretion of the President and/or Board of Directors.

XI. Fundraising Policy

- A. The Caddo District PTA will adhere to the following guidelines regarding fundraising / vendors:
 - 1. Vendors will be limited to those products, services, or objectives in keeping with the Caddo District PTA policies and positions as decided by the Caddo District PTA Board.

2. Vendors must be representing a fundraiser that will benefit the local unit PTAs.
3. For a minimum fee of fifty (50) dollars per table, approved vendors will be allowed to set up a display at the District PTA In-Service.
4. A list of approved vendors will be maintained by the Caddo District PTA President.

XII. Awards

- A. Awards will be presented at the April/May Caddo District PTA Awards Program.
- B. Three Awards of Excellence and three Awards of Merit will be given in each student program. In the event of a tie in one of the places, two awards will be given.
- C. Trophies will be awarded for three Awards of Excellence and Three Awards of Merit, if applicable.
- D. Plaques will be given to the following: A state certified Outstanding Unit and Outstanding Grandparent. Certificates will be issued to those identified as a state Honor Unit and Scholarship recipients.
- E. Trophies will be given for Outstanding Newsletters and Websites.
- F. Trophies, plaques, or a combination of the two (one per award), will be given for membership.
- G. Student trophies will not exceed a height of twelve (12) inches.
- H. The Attendance Award plaque is a “traveling plaque” awarded to the Unit with the highest attendance rate for the General PTA meetings throughout the year. The winning unit will display the plaque during the following school year and return it to Caddo District PTA at the April General Meeting.

XIII. Standing Committees

- A. All Standing Committee Chairs shall:
 1. Perform their duties as described in the Standing Rules.
 2. Attend all Caddo District PTA Board of Directors meetings and Caddo District PTA General meetings unless excused by the President.
 3. Submit articles for the District Newsletter in a timely manner.
 4. Deliver to their successors all materials within thirty (30) days of vacating position.
- B. All Standing Committees shall be responsible for notification of coming events, programs, deadlines, and such through the District Newsletter; memos to local units;

and reporting at Caddo District PTA General meetings. The same means should be used to report District, State, and National winners from Caddo Parish local units.

C. All Standing Committee appointments, Chairs and Co-Chairs, made by the Caddo District President must be approved by the Executive Board prior to the Chairpersons' first meeting.

D. Duties of the Standing Committee Chairs:

1. Budget and Finance

- a) The Treasurer is the Chair of this committee.
- b) The President appoints the committee.
- c) A budget is presented to the Caddo District PTA Board of Directors at their May meeting for adoption.
- d) A budget is presented to the Caddo District PTA General Membership at their August meeting for adoption.

2. Bylaws / Standing Rules

- a) Chair and/or Co-Chairs appointed by the President.
- b) The Chairs select the committee.
- c) Reports to the Caddo District PTA Board of Directors and Membership recommendations of changes needed in the Bylaws and Standing Rules.
- d) Provides copies of the District Bylaws and Standing Rules for all Caddo District PTA Board members at the first meeting. All local unit Presidents and Principals will be provided copies of these upon request.

3. Character and Spiritual Education

- a) Chair and/or Co-Chairs appointed by the President.
- b) Provides inspiration at all Caddo District PTA Board of Directors and General Meetings.

4. Communications

- a) Chair and/or Co-Chairs appointed by the President.
- b) Committee selected by the Chairs.
- c) Notifies the Caddo District PTA Board of Directors of pertinent information and events as requested by the President.

5. Directory

- a) Chair and/or Co-Chairs appointed by the President.

- b) Types and has printed at Reproduction at the CPSB Central Office the Caddo District PTA Directory.
- c) Copies shall be distributed to each Caddo District PTA local unit president, each Caddo District PTA local unit principal, each Caddo District PTA Board Member, the Superintendent, each Caddo Parish School Board Member, Caddo Parish School Board switchboard operator and one sent to the Louisiana PTA State office.
- d) The following statement is to be published in the Caddo District PTA Directory: "Information contained in this directory is not for solicitation or political purposes."

6. District Member Scrolls

- a) Chair and/or Co-Chairs appointed by the President.
- b) Committee selected by the Chairs.
- c) Prints certificates and orders pins.
- d) Notifies Caddo District PTA local units of availability through Caddo District PTA newsletter and memos to local unit Presidents and Principals.
- e) Distributes, receipts, and maintains a list of schools and their recipients.
- f) These awards may be awarded by a local unit or the Caddo District PTA.

7. Founders' Day

- a) Chair and/or Co-Chairs appointed by the President.
- b) Chairs select the committee.
- c) Secures location (if not already secured), plans menu, decorates, and plans entertainment for banquet.
- d) Chairs appoint one (1) person to coordinate printing, distribute, and receipt tickets, and also to maintain a list of attendees.
- e) Any tickets purchased or reserved before the published deadline will be charged the published price per ticket.
- f) Any ticket purchased or reserved after the published deadline will be charged the published price per ticket plus a \$10.00 late fee per ticket.
- g) All plans must be approved by the Caddo District PTA Board of Directors.
- h) One free banquet ticket will be held at the door for each of the following: District President, Banquet Chair, Banquet Co-Chairs, Past

District Presidents, School Board President, Superintendent, Mayor and guest speaker and their spouse.

8. Health and Child Welfare / Safety

- a) Chair and/or Co-Chairs appointed by the President.
- b) Chairs notify each school about the program deadline & guidelines.
- c) Chairs collect the safety posters, secure judges and announce winners.
- d) Provides health and safety information for the Caddo District Board and General Membership.
- e) The Chairs shall work with local law enforcement agencies when requested.

9. Hospitality

- a) Chair and/or Co-Chairs appointed by the President.
- b) Chairs select the committee.
- c) Secures refreshments for all Caddo District PTA General Meetings.
- d) All other requests should rely on local units or other businesses in the community.

10. Life Service Awards

- a) Chair appointed by the President.
- b) Committee is elected – two (2) members from the Board of Directors at their October Board meeting and three (3) from the October General Meeting.
- c) Committee selects Life Service Award and Member Scroll recipients.
- d) These awards may be awarded by a local unit or the Caddo District PTA.

11. Legislation

- a) Chair and/or Co-Chairs appointed by the President.
- b) Studies legislative needs and makes recommendations to the Caddo District PTA Board.
- c) Submits resolutions to the Caddo District PTA Board of Directors for approval to be submitted to Louisiana PTA before February 1 or the state deadline, whichever is earlier.

12. Newsletter

- a) Chair and/or Co-Chairs appointed by the President.
- b) Chairs select the committee.
- c) Edits, types, and prepares for e-mail, a quarterly e-newsletter to be e-mailed in the months without a Caddo District PTA General meeting.

13. Parliamentarian

- a) Chair appointed by the President.
- b) Advises the President on points of order at all meetings.

14. Principals' Luncheon

- a) Chair and/or Co-Chairs appointed by the President.
- b) Chairs select the committee.
- c) Secures location (if not already secured), plans menu, and decorates.
- d) Chair appoints one (1) person to coordinate printing, distribute, and receipt tickets, and also maintain a list of attendees.
- e) Any tickets purchased or reserved before the published deadline will be charged the published price per ticket.
- f) Any tickets purchased or reserved after the published deadline will be charged the published price per ticket plus a \$10.00 late fee per ticket.
- g) All plans must be approved by the Caddo District PT Board of Directors.
- h) One complimentary banquet ticket will be held at the door for each of the following: District President, Luncheon Chair and Luncheon Co-Chair, Superintendent, School Board President and the Mayor.

15. Program

- a) Chair and/or Co-Chairs appointed by the President.
- b) Secures speakers for Caddo District General PTA Membership meetings as requested by the President.
- c) Speaker's presentation should not exceed fifteen (15) minutes.

16. Publicity

- a) Chair and/or Co-Chairs appointed by the President.

- b) Prepares news releases to promote all Caddo District PTA functions and events.
- c) Work with the news media to promote PTA membership and to educate the public about what the Caddo District PTA offers.

17. Reflections

- a) Chair and/or Co-Chairs appointed by the President.
- b) Notifies each school about program deadline and guidelines.
- c) Submit articles for the District Newsletter in a timely manner.
- d) Collects entries, chooses judges, and announces winners.

18. Registration

- a) Chair and/or Co-Chairs appointed by the President.
- b) Registers members at all Caddo District PTA General Membership Meetings.
- c) Keeps attendance list and calculates totals for attendance awards.
- d) Provides name tags for each Caddo District PTA General Membership Meeting.

19. Scholarship

- a) Chair and/or Co-Chairs appointed by the President.
- b) Chairs select the committee.
- c) Selects at least six (6) high school seniors to receive a scholarship of \$600.00.
- d) If donations total \$600.00 or multiples there of, the scholarship(s) will be given in the name for whom the donations were given.
- e) Two of the six scholarships will be designated the “Mrs. Eddie Jones Scholarship” and the Mrs. Ann Wolf” Scholarship.
- f) Presents scholarships at the April / May Caddo District PTA Awards meeting.

20. School Board Representative

- a) Appointed by the President.
- b) Serves as liaison between the Caddo Parish School Board Members and the Caddo District PTA Board of Directors.

21. Teacher Appreciation

- a) Chair and/or Co-Chairs appointed by the President.
 - b) Plans tribute to teachers during Teacher Appreciation Week with Board approval.
 - c) Gray-box tribute to schools one week prior to Teacher Appreciation Week.
- E. The Chair and Co-Chairs of each committee will be allowed to vote at Caddo District PTA Board Meetings.

XIV. PARLIAMENTARY AUTHORITY

- A. *Robert's Rules of Order, Newly Revised* shall govern the Caddo District PTA in all cases in which they are applicable and in which they are not in conflict with these Standing Rules or the Bylaws of the Caddo District PTA.

XV. AMENDMENTS TO STANDING RULES

- A. These Standing Rules may be amended at any regular meeting of the Caddo District PTA Board of Directors by a majority vote provided thirty (30) days' notice of the proposed amendment has been given.
- B. These Standing Rules may be amended at any regular meeting of the Caddo District PTA Board of Directors by a two-thirds (2/3) vote of those in attendance without notice of the proposed amendment.