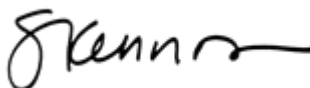


Standing Rules **Approved with Editorial Edits**  
by Order of the Texas PTA Board of Directors



Texas PTA President

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CLEAR CREEK COMMUNITY COUNCIL OF PTAs

**STANDING RULES**

1. MEETINGS

A. Community Council Delegates

1. Delegate meetings are held in the CCISD Education Support Center's board room.
2. The President shall appoint a committee to approve the minutes of the annual meeting.

B. Community Council Executive Board

1. Executive board meetings are held at the CCISD Education Support Center.
2. The yearly Council Orientation for the officers and standing committee chairs will be under the direction of the newly elected President or their appointee.
3. The President shall appoint a committee of three at the last executive board meeting to approve the minutes of that last executive board meeting.

C. Local Unit Presidents

1. The local unit presidents will meet at 8:30 a.m. in the CCISD Education Support Center board room prior to each delegate meeting.

2. COUNCIL EXPENDITURES

The Council shall budget:

A. Funds for position training for Council officers and standing committee chairs as needed and as funds allow.

B. Funds for a past president's pin for the retiring Council President.

C. Funds for Texas PTA LAUNCH for the newly elected president or alternate for registration fee, room and board at the location designated by Texas PTA [or meals (not to exceed \$45 per day) and room (accommodation of two or more delegates sharing a room not to exceed the designated PTA rate)], and mileage (at the current US Government rate). To qualify as an alternate, one must be appointed by the executive board or the Council President.

D. Funds for tickets for the Spring Council Celebration can be provided for the following people:

1. The Council President and/or the newly elected Council President (2),
2. Superintendent of each ISD with locals in council membership (2),
3. The Spring Council Celebration chair, silent auction chair, and council treasurer(2),
4. The invited honorees to receive awards from Council, as funds allow.

E. If funds permit, registration to the National PTA Convention for the newly elected president or alternate. To qualify as an alternate, one must be appointed by the president and approved by the executive board.

3. SPRING COUNCIL CELEBRATION

A. A celebration will be held annually in the Spring.

B. Tickets will be sold.

C. The Third VP of Communications or designated appointee will send invitations to the following, as possible:

1. Past Council Presidents,
2. Superintendents and school board members of ISDs with local units in council membership, and
3. School administration personnel of ISDs with local units in council membership, and others as designed by the Council President

- D. Local units are encouraged to invite their past presidents, life members, and invite their officers, chairs, and faculty of their school.
- E. The Participation Awards shall be presented.
4. OFFICERS AND STANDING COMMITTEE CHAIRS:
- A. Officers and standing committee chairs shall:
1. Maintain a procedure book to pass on to their successors.
  2. Present a written (3 copies) Plan of Work for approval at the first executive board meeting of the fiscal year.
  3. Present an annual report to the Historian and to the President at the April executive board meeting.
  4. Forward, to the newsletter chair, articles pertinent to their activities.
- B. Officers – additional description of duties:
1. First Vice President - Membership:
    - Promote PTA membership throughout council
    - Assist local units with membership programs, drives, and campaigns
    - Secure a Past President’s pin for the outgoing President, to be awarded at the annual meeting or at the Presidents’ Dinner.
  2. Second Vice President – Parent Education and Programs:
    - Secure programs for Council delegate meetings.
    - Secure speakers, dates, and location, and coordinate publicity for any Parent Education workshops deemed necessary.
    - Secure programs for Council Events, if deemed necessary.
  3. Third Vice President – Communications:
    - Serve as chair of the Handbook and be responsible for its distribution.
      - a. Publish the yearly handbook, which shall contain a calendar of events for council, the budget, the Council Bylaws and Standing Rules, names and addresses of CCCC executive board, listing of presidents and principals, and any other information deemed necessary.
      - b. An accurate list of Past Council Presidents
      - c. An accurate list of superintendents, school board members of ISDs with locals in council membership.
      - d. Responsible for posting the Handbook to CCCC website and informing the CCCC executive board members, local unit presidents, principals, and delegates at the September delegate meeting.
    - Coordinate communication of information with persons charged with newsletter or publicity responsibilities.
    - Maintain the Council website.
  4. Fourth Vice President – Advocacy shall keep the membership aware of pending state legislative action, involve membership in the legislative process, and organize and promote CCCC’s participation in Rally Day at the Capitol.
- C. Standing Committees
1. Arts in Education shall be responsible for promoting the National PTA Reflections contest, receiving entries, arranging for judging, and forwarding the Council winners to Texas PTA by the deadline date, providing to the Third Vice President a list of winners to be announced on social media, and setting up the reception for the CCCC Reflections contest participants.
  2. The Corresponding Secretary shall:
    - Be responsible for the Council Participation Award;
    - When notified, shall mail a card in the name of the Clear Creek Community Council of PTAs to the family of any deceased Council executive board member, past Council president, current local unit president, principal, school administrator, or school board member
  5. Healthy Lifestyles shall be responsible for promoting Red Ribbon Week with the school district and any other Health and Safety programs deemed necessary.
  6. Events Chair
    - The Events Chair shall coordinate with the Council President dates for all Council events (Back

the Future Rally, Administrator Luncheon, Spring Council Celebration) securing the locations and being responsible for the menus, decorating, setup and cleanup

7. The Leadership Development Chair shall coordinate with the President the dates and secure the location for all council-provided training. Arrange for any materials required for council-provided training. Ensure that council-provided training is available in the spring and the fall, during the day and in the evening.
  8. The Scholarship Chair shall distribute and collect scholarship applications, coordinate the committee members for reading the applications, and communicate with the treasurer regarding the scholarships. The Scholarship chair may not be the parent of a member of the current senior class of any member school.
6. **SPECIAL COMMITTEES** – When required, these committees are described as follows:
- A. Budget and Finance, and the first meeting called by the chair (Council Treasurer). The committee will consist of the incoming and outgoing Presidents, incoming and outgoing Treasurers, the outgoing First Vice President, and up to two (2) of the newly elected officers, if needed, for a minimum total of five (5) members. This committee shall prepare a yearly budget to be presented to the executive board in April. Upon approval by the executive board, the budget shall be presented to the Council voting body for its adoption at the annual meeting.
  - B. Life Membership shall select one (1) or more recipients for a Texas PTA Life Membership, Extended Service Award, or National PTA Life Membership as funds allow to be presented at the Founders' Day celebration, and shall order pins and certificates for the awards. The Membership VP shall serve as the chair for this committee. At the November delegate meeting, two (2) additional members shall be appointed from the voting body of council to serve on the committee.
7. **CLEAR CREEK COMMUNITY COUNCIL OF PTAs SCHOLARSHIP**
- A. The official name of the scholarship shall be the CLEAR CREEK COMMUNITY COUNCIL OF PTAs SCHOLARSHIP. This scholarship fund was established in 1976 by the Clear Creek Community Council of PTAs to recognize students of who display excellence in academics, leadership, school involvement, and community involvement.
  - B. Monetary gifts from other PTAs, organizations, individuals, and other contributions shall be placed in this fund. The CCCC Treasurer shall acknowledge all memorial gifts in writing.
  - C. These funds must be kept separate from the general operating funds.
  - D. The scholarship account, including the interest earned, will fund scholarships, which are to be used to attend an accredited college, university and/or technical school, for general educational purposes, including but not limited to tuition, books, and educational fees.
  - E. The Council Treasurer shall collect and distribute all monies for the funds as directed by the executive board and in accordance with Texas PTA and IRS guidelines.
  - F. The scholarship recipients shall be graduating seniors attending any member high school within CCCC that has been designated as eligible to receive the scholarship(s) by the then current executive board at the time of presentation. Membership is defined as a local unit that is current with National, State, and Council dues. Seniors at Clear View HS may apply at the member high school in the attendance zone of their legal residence.
  - G. If the funds permit, Council may award a scholarship not to exceed \$500 yearly at each member high school (as defined in 7F above). Two scholarships may be awarded at member high schools with a minimum enrollment of 1,500. In addition, one scholarship of \$500 may be awarded to any member of the CCCC community who is a senior of a high school\* that is not a member PTA and has a GPA of 3.5 on a weighted scale and completes the application process. (\*This could be Clear View, Clear Horizons, Dickinson, private, or charter.)
  - H. The Council Scholarship committee will be appointed at the February delegate meeting and will be responsible for evaluating and selecting the recipients. The committee will consist of the Scholarship chair, three (3) readers from each high school feeder pattern, and three (3) alternates, none of whom may be a parent or guardian of a senior from an awarding school. The names of the applicants will be redacted to prevent bias from the readers.
  - I. Application forms will be made available online to high school seniors. The Scholarship Chair will forward this information to the counselors' offices at least 30 days prior to the scholarship applications' due date for loading into the established online scholarship system. The Scholarship Chair, along with the Council President, will determine the application deadlines each year, as well as the method and location of the scholarship awardees.
  - J. The scholarship will be awarded on the basis of academic achievements and school/community activities to a student/citizen of excellence in our community. Students must have a minimum of 3.5 GPA on a weighted scale to apply.

- K. The Scholarship Chair shall forward to the Treasurer, the names, contact information, and high school names of the awardees, along with signed Disbursement Forms for each recipient (payable to the school of the awardee).
  - L. All scholarship recipients have until May 30th of the year following their graduation, unless a special written request for waiver of this section is presented to Council prior to that date, to present the necessary documentation (including contact information for the recipient, student ID#, and Proof of Enrollment at the school of higher education) to Council to receive their scholarship funds. The Treasurer will write the scholarship check to the school of higher education chosen by the recipient and for which the appropriate documentation has been received by Council. Any scholarship funds remaining unclaimed will revert to the scholarship fund.
  - M. The Scholarship Chair will archive a copy of a sample application, any solicitation or announcement materials, and case histories (showing a list of recipients, contact information, amounts, manner of selection, and relationship, if any, to officers, trustees, or donors of funds to CCCC of PTAs with the procedures in the Procedure book for that position).
8. PARTICIPATION AWARD
- A. A PTA of Excellence Award will be granted to any local units that have earned the highest points.
  - B. These points are earned by members of the local PTAs attending council and/or Texas PTA events. When CCCC executive board members are acting in their capacity as council members, they do not represent a local (they represent council), and therefore do not count for points.
  - D. Points
    - The executive board will review the points system at the second to last executive board meeting. The point system for the next school year will be announced at the last delegate meeting of the year.