

ALABAMA PTA
STANDING RULES
REVISED JANUARY 2015

FOREWORD

STANDING RULES MAY BE:

- ☐ *ADOPTED BY A MAJORITY VOTE AT ANY BUSINESS MEETING WITHOUT PREVIOUS NOTICE.*
- ☐ *SUSPENDED TEMPORARILY FOR THE DURATION OF A PARTICULAR SESSION, WITHOUT NOTICE, BY A MAJORITY VOTE.*

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NOTE: The standing rules must not be in conflict with the bylaws. Although any state PTA board member, committee or local unit may suggest amendments, it is the responsibility of the standing rules committee (appointed by the president and approved by the executive committee) to study and recommend amendments to the board of directors. The name of this organization is Alabama Congress of Parents and Teachers, Inc. (founded February 1911 and incorporated as a non-profit organization March 23, 1962, in compliance with adopted Alabama Laws of Civil Procedure). It is commonly known and will be referred to in these standing rules as "Alabama PTA."

Revised January 2015

I. BOARD OF DIRECTORS

The Board of Directors (BOD)* shall manage the affairs of the organization as set out in Section 3, Article IX, of the Bylaws; and:

- A. Require members to use a written "Motion Action Form" for all motions presented except for non-debatable courtesy motions. The maker of the Motion requiring action shall (a) prepare the form, (b) present the rationale following a second, and, (c) if there are budget implications include those.
- B. Provide liability insurance appropriate for non-profit organizations.
- C. The secretary to call roll by categories as listed in the Alabama PTA Bylaws.

*The BOD consists of elected officers (Executive Committee, including the immediate Past President; standing committee chairs; and Active Past Presidents defined as "one who has a current local unit membership, is a paid member of the State Past Presidents Club, and regularly attends BOD meetings") who shall vote, and appointed positions such as Parliamentarian, which shall not vote.

II. EXECUTIVE COMMITTEE

The executive committee shall:

- A. Provide a Board Manual (Manual) which will include the current copies of Alabama PTA Bylaws and Alabama PTA Standing Rules, to each member of the Board of Director's (BOD), which includes the Advisory Committee, at the first meeting of the BOD following the installation of officers on the election year. It shall be the responsibility of the President and Secretary to provide said Manual to BOD members who are added during the non-election year: for example, Council Presidents who become members of the BOD during the non-election year.
- B. Recommend to the BOD the creation or discontinuance of a standing committee stating the reason(s) for such action. The disposition of the motion to create or dissolve a standing committee shall be stated in the minutes of the BOD following its vote as a matter of record.
- C. Approve any change in the contract with Auburn University at Montgomery Archives and Special Collections Library, which establishes a permanent home for Alabama PTA records.
- D. Approve the dissemination of services and information provided by other organizations to APTA members. The company or organization shall provide APTA with postage and mailing labels. At no time will APTA sell, release or share personal member information with individuals, telemarketers, or any company. The BOD shall be advised when any information is disseminated for other companies.
- E. Set the fee for both profit and nonprofit exhibition space at Alabama PTA events and Distinguished Service Award.
- F. Provide information to local units concerning the availability of liability insurance.
- G. Approve, in conjunction with the Awards Committee chair, changes in criteria for all awards.
- H. Approve changes in criteria for scholarships.
- I. Approve membership fees paid to cooperating agencies and periodically review the list of cooperating organizations to determine compliance with the following guidelines:
 - a. A record of each cooperating organization and agency shall be maintained at the state office and contain the following information:
 - 1. name and purpose of the organization;
 - 2. nature of the relationship;
 - 3. fiscal obligation;
 - 4. contact person, address, and telephone/fax numbers.

b. The following criteria shall be considered for determining cooperation based on the type of organization or agency:

1. it should have a program that serves or affects children and youth;
2. its purpose and procedures should be consistent with PTA objects and missions, and policies of Alabama PTA as stated in the bylaws.

c. The following criteria shall be considered for determining the extent of cooperation:

1. membership on joint committees, advisory boards and coalitions;
2. participation in advisory councils, governing boards, or committees;
3. sponsorship of joint meetings;
4. official representative at conferences and conventions;
5. participation in a common project or sponsorship of a joint project;
6. public expression of approval;
7. dissemination of information.

d. The following criteria shall be considered for determining the benefits and potential problems of cooperation:

1. visibility for Alabama PTA and its programs;
2. exchange of ideas with other groups concerned about the education, health and welfare of children and youth;
3. Alabama PTA concerns, priorities, and perspectives expressed before a wide range of non-PTA audiences;
4. access to other organizations, publications, program material, research findings, technical resources, staff and membership;
5. influence with legislators and policy-makers, enhanced by acting in concert with other major organizations;
6. publications and educational materials developed and produced in conjunction with cooperating organizations;
7. special programs and projects planned and cosponsored by Alabama PTA and these organizations;
8. maintain communication with state leaders in key fields of importance to children and families;
9. mutual support and encouragement;
10. avoid duplication of efforts, saving Alabama PTA resources;
11. financial commitment required from Alabama PTA;
12. legal implications, to include probability of litigation, of coalitions or other forms of joint involvement.

III. LOCAL ALABAMA PTA UNITS

A. Members serving as voting delegates of local PTA units must submit a registration form signed by the local unit president and present their local membership card before they receive an official voting card at convention.

B. All Award Applications submitted to Alabama PTA for awards shall become the property of Alabama PTA except for the scrapbooks of the local PTA unit or council. One copy will remain on file in the state office for one year. The copies sent to the chair of each committee may remain with the chair.

C. All entries for the Reflections Program shall be handled in accordance with the published and distributed rules each year. Original entries submitted in the visual arts section that are deemed winners in Alabama and submitted to National PTA will remain with National; however, entries remaining in Alabama will be returned to the student submitting the entry at the earliest, most

convenient time and manner possible. Other sections of the Reflections Program are reproducible and those entries will remain with State/National PTA.

IV. COMMITTEES

A. Standing Committees:

- a. Standing Committees are: Awards, Communications, Diversity, Exceptional Child, Health and Safety, Parent and Family Involvement, and Reflections. The State Extension Chair is an appointed special committee.
- b. Persons suggested for standing committee chairs shall not be contacted until elected by the executive committee.
- c. Each standing committee chair shall be responsible for the implementation of his plan of action once it has been approved by the executive committee. Any additions to the plan of action must be approved by the executive committee before action can be taken.
- d. No material or form letters representing Alabama PTA shall be sent out without the approval of the president or the executive director.
- e. Committee chairs shall present a written report outlining the work of their committee prior to each board of directors meeting. Written annual reports listing all activities from the previous year are to be submitted prior to the Alabama PTA convention to the Alabama PTA office by the required date. A copy of all reports should be retained in the chair's own file.

B. Special Committees

- a. Special Committees shall be appointed by the president, executive committee or board of directors. Special committees appointed by the president are those dealing with special assignments for study or action.
- b. The Budget Committee shall:
 1. be appointed by the president at the beginning of his/her administration.
 2. be composed of five (5) members, including the treasurer, who shall serve as chair, the vice president of leadership development, and three (3) member from the board of directors, one each from the City and County Councils.
 3. study, with the assistance of the office staff, the current and anticipated expenditures and anticipated income, and develop a budget based on funds in hand to be presented to the board of directors for adoption. In the event of additional income or less than anticipated income, the Budget Committee shall present a revised or amended budget for approval by the BOD.
- c. The Nominating Committee shall:
 1. Receive a copy of procedures governing the conduct of the Committee from the office staff and the Chair of the Nominating Committee(determined at the time of election as the member receiving the most votes) immediately following their election.
 2. Receive from the office staff the names of persons eligible for election to an office who have expressed in writing to the Chair of the Nominating Committee the desire to serve in a specific capacity on the Executive Committee.
 3. Gather suggestions for nominees through a form distributed to the BOD.
 4. The elected nominating committee shall meet in the State PTA Office at a time set by the Chair of the Nominating Committee and office staff. The notice of the meeting date and time shall be given to the other four elected members of the Nominating Committee and the two alternates. As soon as the Chair is notified of the inability of one of the four elected members to be in attendance, the Chair shall notify the first alternate. In the event a second elected member is unable to attend, the

Chair shall likewise notify the second alternate. While the members of the Nominating Committee are making their deliberations office personnel may be in the building (to open and/or close for security purposes), but shall not participate with the Committee in its deliberations.

5. Refrain from approaching a potential candidate, in the name of the Nominating Committee, as to their willingness to serve, until the name of that person has been acted upon favorably by a majority of the committee.

6. Request that each person asked to serve as a nominee for office consider the matter confidential and to be discussed only with the nominating committee.

7. Give out no information as to the nominees for Alabama PTA offices prior to the making of the official report.

8. Send a list of nominees to the secretary of Alabama PTA no later than 90 days prior to convention in order that it may be sent to the BOD members.

9. Fill a vacancy on the slate in case of a withdrawal of a nominee prior to the election.

10. If additional persons are nominated for office, a nominating speech for the individual shall last a maximum of two (2) minutes with no more than two (2) supporting speeches lasting a maximum of one (1) minute each.

d. The Bylaws Committee shall:

1. be appointed by the president.
2. present recommended changes to bylaws, when needed, to the BOD and then convention delegates.

3. approve local unit bylaws when submitted for chartering and/or updating (each three-year interval, or at other times a unit wished to make changes).

e. The Awards Committee shall:

1. be aligned to the National Standards for Family-School Partnerships. The National Standards provide for (1) Welcoming all families into the school community, (2) Communicating effectively, (3) Supporting Student success, (4) Speaking up for every child, (5) Sharing power, and (6) Collaborating with the community. Awards are available for elementary, middle/junior high and secondary schools in each of the National Standards.

2. present additional awards for Excellence in Education, Fannie Mitchell Nelson, Outstanding Council, Council Legislative and Advocacy Award, Outstanding Teacher Elementary, Outstanding Teacher Middle/Junior High, Outstanding Teacher Secondary, Outstanding Principal Elementary, Outstanding Principal Middle/Junior High, Outstanding Principal Secondary, Outstanding Superintendent, Outstanding Support Staff member, and other Local PTA Membership and Council Awards.

V. FINANCES

A. The president, vice president for leadership development, and others named by the president are authorized to seek funds in support of Alabama PTA's work in parent education and involvement, provided there are no conditions which are in conflict with the objects, mission, bylaws or policies of Alabama PTA.

B. Expenses for travel to BOD meetings, conventions and field service shall be reimbursed (there shall be no advances made) from the budgeted funds of Alabama PTA as provided in the Standing Rules and Bylaws. The treasurer may propose changes in the schedule for reimbursements, obtain approval by the Executive Committee, and publish same on the Reimbursement Request Form.

- C. Mileage to Legislative Advocacy Day and Regional Training, Committee Meeting and Summer Leadership Training will not be reimbursed. Board members are not reimbursed for registration to Legislative Advocacy Day, Regional Trainings, or Alabama PTA convention. Event presiders/presenters are not required to pay registration fees. Mileage is reimbursed only if an executive committee or BOD meeting is held in conjunction with the event. Or, if an executive committee or BOD director member is presenting at Regional Training.
- D. All funds of Alabama PTA shall be received at the state office and deposited to its accounts in a federally insured bank.
- E. Three signatures shall be added to all bank accounts in which Alabama PTA funds are deposited as soon as possible following the election of new officers. Two of the signatures shall be the President and Treasurer. The President and Treasurer shall select a third person from the BOD to serve as a signatory on all bank accounts for Alabama PTA.
- F. Alabama PTA checks shall have two signatures. The three persons authorized to sign checks shall determine the most convenient way to handle the payment of incurred expenses, seeking input from the office staff, to safe-guard the funds of Alabama PTA and maintain the appropriate checks and balances for handling finances. All persons who are approved to sign checks or handle funds of Alabama PTA shall be appropriately bonded.
- G. Alabama PTA stationery will be provided to officers and chairs upon request. Reimbursement for postage/telephone calls for authorized Alabama PTA communications will be made upon receipt of an official reimbursement form.
- H. Request for expense reimbursement by members of the BOD must be received in the state office within thirty (30) days of the event. The request must be submitted on an official reimbursement form; and receipts, except for meals, must be attached. Expenses incurred in attendance at authorized in-state meetings shall be reimbursed as follows:
- a. Round trip mileage shall be reimbursed at a rate of thirty (\$.30) per mile. Carpooling is encouraged.
 - b. Lodging selected by Alabama PTA as a meeting site shall be reimbursed at one-half the room rate. Meals shall be reimbursed at actual cost (not to exceed \$20.00 per day) except when meals are prearranged for events. Taxi/shuttle fares, gratuities and car storage are reimbursed when necessary upon recommendation by the president to the executive committee for approval.
 - c. Alabama PTA BOD members who attend National PTA functions as authorized delegates of Alabama PTA shall be reimbursed at the National PTA rate.
- I. Employees of Alabama PTA shall be reimbursed for authorized work related mileage at the current reimbursement rate allowed for state employees.
- J. Authorized delegates to National PTA meetings shall be reimbursed at the National PTA rate in effect at the time of the meeting.
- K. An audit committee shall be appointed by the president from the BOD at its January meeting on non-election years to examine the financial records of Alabama PTA. The Chair of the audit committee shall present a written report to the BOD and to the general membership at the convention. Alabama PTA's accounting firm shall be employed to conduct and provide an audit report on election years. The Treasurer shall read the audit of the accounting firm to the BOD and general membership at the convention.

VI: ELECTION OF OFFICERS

- A. The election of officers shall be at the annual convention in odd-numbered years.

B. A special election shall be conducted by ballot in the event of a vacancy occurring on the Executive Committee, with the exception of the presidency. The office of president shall be filled by the Vice President for Leadership Development

C. The Alabama PTA officers shall take office at the close of the convention at which they are elected and shall serve a term of two years, or until their successors take office.

VII. NATIONAL CONVENTION

A. Alabama PTA'S president shall be empowered to certify delegates to the National PTA Convention.

B. When funds are available the amount budgeted shall be used to pay expenses to the National PTA Convention for officers in the order listed with the discretion to alter the lists based on National theme and/or emphasis.

a. *Election year:*

President

Vice President of Leadership Development

Vice President of Membership Development

Treasurer

b. *Non-Election Year:*

President

Vice President of Legislation and Advocacy

Vice President of Programs

Secretary

At the discretion of the president and with the approval of the board of directors, committee chairs or others may be selected to attend National PTA Convention.