

**First District PTA  
STANDING RULES  
TABLE OF CONTENTS**

	PAGE
A — General Procedures	21
B — District Board Meetings & Member Responsibilities	21-22
C — Transition	22
D — Duties of Officers	22-23
E — Officers As Mentors	23-24
F — Council/OOC Presidents	24
G — Reports	24
Board of Directors Reports	
Annual Reports	
Special Conferences Meetings Reports	
Officer and Chair Reports	
Council/OOC Presidents Reports	
Special Reports	
H — District Committees	25-26
I — District Conferences, Meetings & Events	26-27
J — California State PTA Convention	27
Delegates to California State PTA Convention	
District Attendees	
Alternates & Others	
K — National PTA Convention	27-28
L — District Procedures	28-30
Financial Procedures	
Leadership Services Procedures	
Office Procedures	
Council/Units OOC Compliance Requirements and Procedures	30-31
M — District Communications and Publications	31
District Call	
District Directory	
Web Site	
N — District Recognition and Awards Program	31-32
O — District Scholarship Programs	32

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# First District PTA STANDING RULES

## A—GENERAL PROCEDURES

1. No member of the district board shall use their position on the district board to further their own interests or commit First District PTA to any action without first receiving full approval of the district board.
2. First District may partner with other organizations in special projects if the purpose and methods are consistent with PTA policies and the project is approved by the district board.
3. Only the president or a representative designated by the president may represent the District in any other organization in an official capacity.
4. Sponsorships shall conform to the principles recommended in the **California State PTA TOOLKIT**.
5. The board of directors shall interpret all board policies and office policies. Questions regarding these issues shall be referred to the district president.
6. Questions related to a specific district officer's or chair's responsibilities shall be referred to the appropriate district officer or chair for direction with a cc to the council or unit out-of-council (ooc) mentor.
7. Members of the board of directors and the district board are expected to respect the privacy and confidentiality of business conducted by these bodies.
8. First District PTA may form allied agency relationships with organizations or groups that:
  - Further the Purposes of PTA
  - Do not violate PTA policies
  - Enhance the image of PTA
  - Fulfill an existing California State PTA goal

Allied agency relationships shall conform to other principles and guidelines as outlined in the California State PTA Standing Rules and Procedures, Section 14.0. An initial Memorandum of Understanding/ agreement shall be signed and subsequently reviewed and approved at the start of each new term.

## B—DISTRICT BOARD MEETINGS AND MEMBERS' RESPONSIBILITIES

1. ***Attendance at district board meetings is mandatory.*** District board members are required to attend all meetings, conferences, workshops, and events. If a district officer must be absent, a valid excuse must be given to the president prior to the meeting. If a council/unit ooc president must be absent they shall send a representative in their place.
2. At district board meetings or conferences each district board member shall register their attendance.
3. Board members shall remain throughout the meetings. If it is necessary for a member to leave before adjournment, a valid excuse shall be given to the president prior to the meeting.
4. Courtesy seats, without the privilege of making motions, debating, or voting, may be granted to guests.

Guests may speak upon the invitation of the president.

5. District officers, district chairs, and council/unit ooc presidents shall have the privilege of bringing guests to meetings with the prior approval of the district president.
6. An agenda shall be prepared by the president and sent out along with the minutes of the prior meeting no less than seven (7) days prior to the meeting. The agenda will be adopted as the first order of business at all district board meetings.
7. The secretary shall send a copy of the minutes of a meeting to the president for review no less than one week after the meeting.

### **C—TRANSITION**

1. The outgoing president shall have an initial orientation with the incoming president as soon as possible after the election is held, but no later than March 31, to begin to review responsibilities and status of the district and its councils/units.
2. The outgoing president, the incoming president and their respective boards of directors shall have a joint orientation (transition) meeting no later than April.
3. The outgoing officers shall have one-on-one meetings with incoming officers to cover job details and an in-depth review of job responsibilities and suggestions and recommendations for the coming term.
4. Each vice-president shall have a meeting with his/her chairs to plan the year's work, to check on procedure books, to explain the procedure of a specific chair, how to report at meetings, and how to present bills. The president shall be invited to these meetings.
5. In election years, Installation of Officers shall be at the May District Board Meeting.

### **D—DUTIES OF OFFICERS**

1. In addition to duties outlined in the California State PTA TOOLKIT:
2. The vice-president leadership is the director of leadership services and aide to the president, is chair of the August Association Meeting, the District Leadership Mentors, field services, and chair of the District Leadership Conference Committee and Leadership Services Committee, is a member of the Finance and Compliance Review Committee and District Recognition and Awards Program Committee; coordinates the establishment and disbanding of units, coordinates training, and attends all council/unit ooc presidents' meetings.
3. The vice-president membership is the director of membership, is chair of the District Membership Awards Program, is responsible for reconciling the monthly district membership report to the CAPTA membership report, and is chair of the District Scholarship Committee.
4. The vice-president legislation and advocacy is the director of legislation and advocacy, coordinates the First District PTA delegation appointments and attends California State PTA Legislation Conference, and is chair of Convention Resolutions Committee, as needed, and is responsible for overseeing the Founders Day program.

5. The vice-president community concerns is the director of community concerns and outreach and the chair of the Community Concerns Committee, is a member of the District Annual Holiday Meeting Committee, and is responsible for overseeing the chair of the Diversity, Equity & Inclusion Committee.
6. The vice-president education is the director of education and family engagement, is chair of the the District Board/Superintendent and Administrator Conference, is a member of the Reflections Committee, and is responsible for overseeing the following chairs: Arts Education and Advocacy and Reflections.
7. The vice-president communications is the director of communications, oversees the preparation and distribution of district electronic communications, maintains electronic communication services, collaborative workspaces, the district website, and all first district social media accounts, and oversees the preparation of the district directory.
8. The vice-president events is director of district events, is chair of the District Annual Holiday Meeting and the Installation of Officers Meeting, and is venue and event coordinator for all district events including, but not limited to, the District Board/Superintendent and Administrator Conference, Founders Day, the District Annual Meeting, and the Annual Awards Meeting; is a member of the District Leadership Conference Committee; and is responsible for directing the following chairs: State Convention and Honorary Service.
9. The Vice-presidents shall carry on the work of any position that is vacant under their directorship until the vacancy has been filled.
10. The secretary is responsible for compiling and maintaining the Master Calendar and for compiling and filing the information for the Annual Historian Report.
11. The treasurer is chair of the Budget Committee and the Facilities Committee and is a member of the Finance and Compliance Review Committee, is responsible for posting Founders Day remittances and membership dues to the California State PTA Dues Calculator online posting system, and provides a report to the vice president membership.
12. The compliance support officer works with councils and units and the California State PTA to ensure financial compliance and the legal filing requirements of state and federal government agencies, and is chair of the Finance and Compliance Review committee.
13. The parliamentarian is chair of the Bylaws Committee and is responsible for the District Credential Report.
14. The financial review officer is chair of the Financial Review committee.

## **E—OFFICERS AS MENTORS**

1. District officers shall be assigned as mentors to councils and units ooc (out of council) as needed, in order to provide a consistent, familiar source for information and answers to questions.
2. Mentors duties shall be as follows:

- a) Contact president of council/unit ooc, explain mentor relationship and provide the president with name and contact information of their assigned mentor.
- b) Follow up on District requests for necessary information including but not limited to:
  - Roster of board members' names, addresses & phone numbers
  - Calendar of Events
  - Audits & Annual Financial Report
  - Copy of Tax Form Filing
  - Proposed Budget
  - Schedule of Board Meetings
- c) Contact council/unit ooc president prior to monthly board meetings, review agenda information, and encourage attendance at board meeting. Contact the president prior to District Association Meetings or events to explain and encourage delegate attendance.
- d) Schedule council/unit ooc visitation, minimum one visit annually.

**F—COUNCIL/OOC PRESIDENTS**

- 1. Council/unit ooc presidents' meetings shall be held from August through May at the discretion of the district president. Additional meetings may be held at the request of the district president, district board of directors, or upon the written request of at least five council presidents.
- 2. The district president, with the assistance of the vice-president leadership, shall conduct the council president meetings. Time will be allotted at each council presidents' meeting for the council presidents to orally report and share with each other the activities of their units and council.
- 3. Council/unit ooc presidents unable to attend district meetings, conferences, and workshops shall send another officer as their official representative.
- 4. Council/unit ooc presidents whose council is hosting a district event (*e.g. District Board/Superintendent and Administrator Conference, District Annual Holiday Meeting, Reflections Reception, District Annual Meeting & District Awards Meeting*) may serve on the planning committee.
- 5. Council officer, chair, superintendent contact information, and unit officer, chair and principal contact information, as requested by the California State PTA, is required to be input into myPTEZ Officer Contact by May 1 annually.

**G—REPORTS**

- 1. The recommendations of the Board of Directors shall be published in the agenda and acted upon at the district board meeting.
- 2. Annual Reports
  - a) The treasurer shall submit an Annual Financial Report to the district board with copies attached to the August agenda.
  - b) The secretary, after completing the state PTA Annual Historians Report, shall file a copy in the district office.
- 3. Special Conferences and Meeting Reports

Each district board member who is a delegate to a special meeting or conference with expenses allowed shall submit a written report to the district president within four weeks of the special meeting or conference.

4. Officer and Chair Reports

- a) Officers and chairs shall give oral reports at district board meetings when it is pertinent to the duties of their position.
- b) Chairs shall submit a written report to the district president and their vice-president within four weeks after the completion of a project or event.

5. Council/OOC President Reports

- a) Quarterly Report: Council/unit ooc presidents shall submit a written quarterly report to the district president in the months of September, December, February, and April. Reports shall be submitted to the district president and council president's mentor and retained for the council president's procedure book.
- b) Annual California State PTA Historian's Report: The California State PTA annual report detailing unit and council volunteer hours and accomplishments is due at the April district board meeting.

6. Special Reports

Special reports shall not exceed five minutes without the consent of the district president.

## **H—DISTRICT COMMITTEES**

1. District committees are not limited in number. The following are current First District committees in place:

- Arts Education & Advocacy\*\*\*
- Budget\*\*
- Bylaws, Standing Rules and Procedures\*\*
- Community Concerns\*\*\*
- District Annual Holiday Meeting
- District Annual Meeting
- District Board/Superintendents<sup>2</sup> and Administrator Conference
- District Leadership Conference
- District Leadership Services\*\*\*
- District Recognition and Awards Program\*\*
- District Scholarship Committee\*\*
- Diversity, Equity and Inclusion\*\*\*
- Facilities\*\* \*\*\*
- Finance and Compliance Review\*\*
- Honorary Service Award
- Reflections

\*\* council/ooc presidents do not serve on these committees

\*\*\* standing committees (**standing rule 16, page 18**)

2. When a district committee deals with financial matters, the committee shall include at least one of the financial officers.
3. Council/unit ooc presidents may be assigned to serve on district committees according to stated preference whenever possible. If no preference is indicated, council presidents may be assigned to serve on committees at the discretion of the president.

## **I—DISTRICT CONFERENCES, EVENTS & MEETINGS**

1. For each First District event, the vice-president in charge of the event will complete the Event Planning Worksheet (**California State PTA TOOLKIT**). The committee for an event will report back to the vice-president in charge of the event. At the end of the event, the vice-president, with the assistance of the office manager, will report all expenses for the event to the first district treasurer and the board of directors. A copy of the completed Event Planning Worksheet and the myPTEZ Financial Summary will be reported to the board of directors and retained in the minutes. A copy will also be retained in the vice-president's procedure book.
2. The parliamentarian shall provide delegate credential cards at District Association meetings to district board members and presidents and voting delegates of associations *in good standing*.
3. The following district conferences, meetings and events are those currently scheduled and arranged by First District:
  - Biennial (odd-numbered years) District Board Transition Meeting
  - District Annual Meeting (*see district bylaws Article IX, Section 2*) *Election of Officers*
  - District August Meeting (*see district bylaws Article IX, Section 4*) *Approve Budget, Financials & Calendar*
  - District Board/Superintendents and Administrator Conference
  - District Annual Holiday Meeting (Scholarships) (December district association meeting.)
  - District Annual Awards Meeting (April Association Meeting)
  - District Board Meeting in month of May, biennially, shall be: *Installation of Officers*
  - Reflections Reception
  - District Founders Day Celebration (February Association Meeting)
  - District Leadership Conference
  - Council and Unit OOC President Orientation
4. The following conferences and meetings, other than state and national PTA conventions, are those currently attended by First District officers and council presidents or their designated representatives:
  - State Legislation Conference
  - National Legislation Conference
  - Other conferences as approved
5. The district president shall have expenses paid for attending district meetings, luncheons, conferences and events and for any of the above-mentioned conferences and meetings, budget permitting, and as



approved by the board of directors.

6. District officers shall have expenses paid for attending California State PTA Legislation Conference and other outside meetings, conferences or events as determined to be pertinent to their office and approved by the district board, budget permitting.
7. District officers shall have all first district event meals free of cost as budgeted.

## **J—CALIFORNIA STATE PTA CONVENTION**

1. The district vice-president events shall be chair of First District PTA's California State PTA Convention activities, shall be eligible to be a delegate to state convention in even-numbered years and shall attend the California State PTA Convention Training.
2. Voting delegates to California State PTA Convention:
  - a) Annually, the district shall send three voting delegates, other than the district president, to the California State PTA Convention with expenses paid subject to review and approval. First District PTA convention delegates per diem shall be paid at the current CAPTA per diem.
  - b) Eligible as delegates to the California State PTA Convention are suggested as follows, in no particular order:

*Odd numbered years:* president-elect, treasurer-elect, leadership and membership vice presidents-elect, secretary-elect, parliamentarian, and compliance officer -elect.

*Even numbered years:* legislation and advocacy, community concerns, education, communications and special events vice-presidents, and financial review officer.
3. District Attendees to California State PTA Convention:
  - a) Annually, the district shall send additional district officers and/or officers-elect, as the budget allows, with a focus on building expertise and capacity, to the California State PTA Convention as non-voting registrants or as voting delegates from a first district council or unit to which the district officer has paid membership dues. Expenses shall be paid by District subject to review and approval. First District PTA convention attendees per diem shall be paid at the current CAPTA per diem.
4. District voting delegates shall be elected to attend the California State PTA Convention at the December or February District Association Meeting.
5. District non-voting attendees to attend California State PTA Convention shall be ratified at a board meeting.
6. First District delegates and attendees are required to attend workshops and all general sessions each day of Convention and shall submit a report at the May district board meeting.

## **K—NATIONAL PTA CONVENTION**

- (i) In *even-numbered years*, the district president and an officer shall be eligible to be delegates to the National PTA Convention with expenses paid at the current per diem rates.
- (ii) In *odd-numbered years*, the district president-elect and an officer elect shall be eligible to be delegates to the National PTA Convention with expenses paid at the current per diem rates.

- (iii) Alternates and/or additional district officers to the National PTA Convention with expenses paid shall be district officers-elect/appointed or district officers, recommended to be chosen in the order listed in Section D, *Duties of Officers*, with a focus on the proposed National PTA Convention agenda and on building of First District officer expertise and capacity.
- (iv) All district delegates to the National PTA convention shall be elected by the District Association at the December or February District Association meeting.

## **L—DISTRICT PROCEDURES**

### **1. FINANCIAL PROCEDURES**

#### **a) General District Procedures:**

- i. The District Board shall reserve the right to establish due dates/deadlines in order to meet California State PTA and National PTA requirements.
- ii. At the May district board meeting, a motion shall be entertained authorizing the treasurer to pay routine expenses during the months when no district board meetings are held (June and July).
- iii. The budget committee shall prepare a Proposed Annual Budget with input from the board of directors for presentation to the district board and adoption at the August District Association meeting.
- iv. The finance and compliance review committee shall meet as needed to review financial and compliance issues.
- v. Authorized users of the first district PTA credit card shall be district president and the office manager. Expenses charged on the credit card shall be used for allowable expenses only. All receipts must be submitted to the district treasurer to verify the monthly credit card bill.
- vi. A complete list of all logins and passwords for the first district financial accounts shall be retained by the president, treasurer and the vice president of leadership.

#### **b) Professional Accountant Services**

- i. Professional accounting services may be retained annually to provide income and disbursement reports as required, and to prepare district employee payroll tax forms.
- ii. The professional accountant may further prepare district IRS and state tax forms and other government filings as required for a fee.
- iii. The district president, treasurer, and office manager shall be responsible for providing necessary records to the accountant. The treasurer shall be the liaison between the District and the professional accountant.

#### **c) Remittances**

- i. All remittances shall be sent to the district office where monies shall be counted by two officers, or the office manager and any one officer, using cash verification forms and

correct money-counting procedures.

- ii. Cash verification forms shall be retained on file at the district office.
- iii. The district office manager, president, or treasurer shall complete the bank deposit.
- iv. If *Remittance Forms* were required and submitted with payment, the person receiving the remittance will sign the remittance forms.
- v. After the deposit has been made, the bank deposit receipt shall be retained.
- vi. Provide copies of bank deposit slip, signed Remittance Form, if appropriate, and bank deposit receipt to treasurer. Retain copies on file at district office.
- vii. Copy of signed remittance form shall be returned to council/unit ooc treasurer, or individual remitter.

## **2. LEADERSHIP SERVICES PROCEDURES**

- a) The District shall provide annual leadership training and workshops for council officers, unit officers, and chairs.
- b) The vice-president leadership shall serve as chair of the District Leadership Conference and shall advise on proposed workshop topics and presenters.
- c) Workshops shall be presented by district officers, district chairs, district board members, or State and National PTA officers and chairs.
- d) The vice-president leadership shall coordinate workshops and parliamentary procedure training for new units at district expense.
- e) All requests for district leadership services shall be written and submitted to the First District PTA office on a form provided by the district. Copies of the request shall be distributed to the district president and vice-president leadership, and one copy shall be retained for the district's files.
- f) In the case of a unit or council holding an emergency meeting, or dealing with an urgent issue where First District leadership services are requested, written request from the council or unit must be received by the district no less than seven (7) days prior to the meeting.
- g) The vice-president leadership shall coordinate the services for the establishment of new units and councils, the reorganization of former units and councils, and disbanding procedures. Status of and necessary information for such units/councils shall be reported to the board of directors and the First District office. The vice-president leadership shall coordinate all requests for leadership assistance or training.
- h) All requests for the establishment of new PTA units and related services shall be submitted to the First District PTA office. The office manager shall provide copies of the request to the district president and vice-president leadership, and shall retain one copy for the district's files.
- i) Refer to the Council & District PTA Leader Guide for additional procedures.

## **3. OFFICE PROCEDURES**

- a) The District office shall operate under the direction of the president and the Board of Directors.
- b) The Board of Directors shall have final authority on matters pertaining to the First District office.
- c) The president shall accept written applications for the position of office manager and/or office staff.

A committee comprised of members of the board of directors shall be appointed by the president to interview all qualified applicants, and shall make a recommendation to the board of directors. The board of directors shall hire the office manager and/or staff.

- d) The specific duties of the First District office manager are stated in the **First District PTA Employee Handbook**. The handbook shall be reviewed by committee at the beginning of each term, or as needed. Following the report of the committee, the board of directors shall adopt the handbook with any necessary changes. At the end of each term, the board of directors may make suggestions to the incoming board for any recommended updates.
- e) Following input from the board of directors, each employee shall have an annual evaluation, no later than June 15<sup>th</sup>, conducted by the district president and a member of the board of directors, selected at the March Board of Directors meeting. A copy of the signed evaluation shall be retained in the employee's file and a copy shall be given to the employee.
- f) Keys to the First District facilities shall be distributed to the office manager, president, treasurer, vice-president leadership, emergency contact person living in close proximity to the office, and other officers designated by the president. The list of key holders shall be kept in the office.

#### 4. **COUNCIL/UNITS OOC (Out of Council) COMPLIANCE REQUIREMENTS AND PROCEDURES**

##### a) **To remain “in good standing” within First District a council/unit OOC shall:**

- Meet all California State PTA good standing requirements
- Remit unit / council insurance premiums by the deadline date
- Submit Workers Comp Report by the deadline date
- Submit by the unit and/or council, via myPTEZ Document Management, the following items by the date listed in the current District Master Calendar (units ooc also submit following attachments):
  - Financial Review (mid-year & year-end)
  - Current Proposed Budget
  - Annual Financial Report\*
  - Government filings (including, but not limited to IRS Form 990, California State Franchise Tax Board Form 199, Attorney General's Office of Charitable Trust registration Form RRF-1, and Statement of Information.)
- Attend monthly council president and District board meetings and District association meetings or send designated representative.
- Attend District committee meetings as scheduled or send designated representative.
- Attend and participate in District events or send designated representative.
- Submit quarterly written president reports.
- Submit council and unit Annual Historian Reports by April District Board meeting.

b) **Notice of Non-Compliance** —In the event of a report of non-compliance the District shall send a letter to council/unit ooc president with copies to superintendent/principal for unit ooc outlining non-compliance issues.

c) **Request for Council/Unit OOC Probation** by State PTA—review of status of council/unit ooc may prompt action by district president to request probation of a council/unit ooc for reasons as outlined in **California State PTA TOOLKIT** and **Council & District PTA Leader Guide**.

- d) **Request for Council/Unit OOC Disbandment** by State PTA—review of status of council/unit ooc may prompt action by district president to request that a council/unit ooc be disbanded for *Lack of Leadership* or other reasons as listed in **California State PTA TOOLKIT & Council & District PTA Leader Guide**. including, but not limited to:
- Having fewer than the required number of officers
  - Having fewer than 15 members
  - Nonpayment of dues
  - Failure to follow PTA guidelines, policies and procedures.

## **M—DISTRICT COMMUNICATIONS AND PUBLICATIONS**

1. The official notification of business to be conducted at the First District PTA association meeting is known as *The Call*.
  - a) *The Call* is distributed prior to district association meetings to all district officers, chairs, committee members, council presidents and presidents of units out of council and unit presidents.
2. The District shall issue an annual district directory which includes district contact information.
  - a) The district directory shall be prepared under the direction of the vice-president communications or a designee approved by the president.
  - b) The directory shall be distributed to the District board.
3. First District shall maintain communication platforms including a website and other media accounts approved by the board of directors, following PTA policies.
4. A complete list of all logins and passwords for First District social media and communication accounts shall be retained by the President, Vice President of Communications and the office manager.

## **N—DISTRICT RECOGNITION AND AWARDS PROGRAM**

1. A District Recognition and Awards Program has been established by First District PTA and is administrated by the Board of Directors.
2. The following District recognitions and awards are presented to councils/units ooc, council presidents and district board members annually at the District Awards Meeting:

### District Awards:

- Renaissance Award
- Outstanding Council Award
- Distinguished Service Award

### President Awards:

- Distinguished Volunteer Service Award
- Council/Unit OOC Presidents Recognition Award
- Presidential Award of Appreciation

3. This list of awards and their criteria was established by the board of directors and may change. Awards may or may not be given annually. Awards are at the discretion of the board of directors.
4. Honorary Service Awards are presented to outstanding volunteers chosen by committee.
5. A Membership Awards Program shall be under the direction of the vice-president membership. The awards shall be presented at the District Awards Meeting.

**O—DISTRICT SCHOLARSHIP PROGRAM**

1. A district student scholarship program has been established.
2. The number of scholarships offered and the value of each is determined annually by the budget and scholarship committees and approved by the district board.
3. The District scholarship application will be reviewed annually by the Scholarship Committee. Changes to the application will be submitted to the board of directors for approval no later than the December board of directors meeting.
4. Scholarship Criteria
  - a.) First District PTA scholarships are awarded to acknowledge graduating high school students who have achievements, service, and involvement in their school and community.
  - b.) Applicants must be:
    - i. Current High school seniors graduating from a California public high school that has a PTA/PTSA unit in good standing
    - ii. A member of the PTA/PTSA unit at their high school
    - iii. Have a GPA of at least 2.0
    - iv. Be planning to attend a community college, trade or tech school, or a four-year college or university
    - v. Should have a strong record of community services and/or school activities, held an after-school, part-time, or summer job, and /or managed extra home responsibilities.
5. Scholarship recipients are selected by the First District PTA Board of Directors.

**NOTE:**

*Standing rules may be adopted by a majority vote at any district board meeting.\**

*Amendments to standing rules require a two-thirds (2/3) vote without previous notice, a majority vote with such notice. Standing Rules should be procedural rather than parliamentary and may not conflict with the bylaws.*

\* See Article X, Section 6b

AMENDMENTS ADOPTED BY THE DISTRICT BOARD:

\_\_\_\_\_ (signature)  
*First District Secretary*

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