

Louisiana PTA Standing Rules

I. Offices and Their Duties [Refer to Bylaws Article VII: Officers]

A. All Officers

1. Reports of special duty will be made to the President within thirty (30) days of the activity.
2. No activities which obligate the Louisiana PTA financially or contractually, in fact or in inference, will be undertaken without approval of the executive committee.
3. Officers will help promote every phase of PTA activity in their local units, district and state. Additionally, they will assist with extension.
4. All officers will be bonded for \$50,000. [Refer to Bylaws Article IX: Indemnification]
5. Officers will submit a tentative plan of work to the president and secretary, at the 2nd quarterly board meeting, to be placed on file.
6. All officers will submit articles for the newsletter.

B. President [Refer to Bylaws Article VII: Duties of Officers, Section 1. President.]

1. The President is the Chief Executive of the Louisiana PTA, and, as Chief Executive will:
 - a. act as the official spokesperson for the Louisiana PTA.
 - b. Prepare agendas for meetings.
 - c. represent or appoint a member of the board of directors or designee to represent the Louisiana PTA at educational and child welfare meetings and report on these meetings to the board of directors.
 - d. appoint board members to serve on standing committees, except the District Presidents and Office Committees.
 - e. report the names of committee members to the board of directors for approval, no later than the 1st quarterly meeting.
 - f. approve expenditures authorized by the board of directors or the executive committee.
 - g. obtain approval of the executive committee for any expenditure over one hundred dollars (\$100.00), not included in the budget.
 - h. Keep digital and hard file copies of all official communications.
 - i. write messages and approve all articles for the newsletter before publication.
 - j. perform special duties assigned by the board of directors or the executive committee.
 - k. keep a current record of expenses paid from the President's fund, as well as those expenditures reimbursed from the National PTA or any other source with receipts to substantiate such expenditures.
 - 1) The record will be reviewed at each board of directors meeting.
 - 2) The fund may be used for transportation, lodging, food, registration fees and miscellaneous items such as copies, postage, and office supplies. No personal items may be purchased with PTA money.
 - 3) No more than \$500 will be advanced at one time.
 - 4) After receipts are turned in, additional money may be requested.
 - l. send notification to each retiring officer and committee chair of his/her successor's name and address with instructions to turn over all pertinent materials within thirty (30) days of the expiration of his/her term of office.
 - m. Collect applications, secure judges, and award four (4) Scholarship recipients.
 - n. the President or his official designee, as per National PTA bylaws, will serve as the official Louisiana PTA representative to the (NCAAC) National Constituent Association Advisory Council.
 - o. notify districts that are not in good standing by November 1st.
 - p. verify hours worked by employees.

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C. Vice Presidents [Refer to Bylaws Article VII: Duties of Officers, Section 2. Vice Presidents.]

1. **FIRST VICE PRESIDENT** will:
 - a. serve as chair of the legislative committee
 - b. provide administrative services to the President and board of directors prior to, during and following meetings of the board.
 - c. serve as the welcome committee chair for special guests and workshop presenters.
 - d. sign checks if the President or Treasurer is unavailable.
 - e. available to assist the President with any administrative task not specifically identified as the responsibility of another officer or committee chair.
 - f. provide Board of Directors education and training.

2. **SECOND VICE PRESIDENT** will: [Refer to Bylaws Article VII: Duties of Officers, Section 2. Vice Presidents]
 - a. serve as chair of Membership Committee
 - b. be responsible for membership, membership promotion and extension.
 - c. determine recipients of membership awards.
 - d. use the membership unit classification system:
 - 1) new – a unit that has never been a PTA; A unit that was dropped/revoked five (5) or more years ago
 - 2) active – a dues paying unit
 - 3) dropped – a unit that has not paid dues or been in good standing for two (2) years;
 - 4) reinstated – a unit in good standing after being dropped.
 - 5) revoked – a unit that has had its 501(c)(3) tax-exempt status revoked by the IRS
 - e. update membership information using National PTA's online dues reporting program.
 - f. obtain three (3) bids for awards.
 - g. at the 4th quarterly board meeting, provide an updated list of dropped units to the appropriate District President, the State Office and the President
 - h. send list of all award recipients to the public relations chair for publication on PTA website and in newsletter 30 days prior to awards ceremony.

3. **THIRD VICE PRESIDENT** will: [Refer to Bylaws Article VII: Duties of Officers, Section 2. Vice Presidents.]
 - a. serve as chair of recognitions and awards committee.
 - b. be responsible for Reflections programs, Safety Drawing program and My Louisiana Essay program.
 - c. collect entries, secure judges, determine and notify state winners of the Reflections programs, Safety Drawing program and My Louisiana Essay program.
 - d. prepare Children's Awards Luncheon booklet, within the budgeted amount.
 - e. obtain three (3) bids for awards.
 - f. have all awards approved by the board of directors.
 - g. collect Reflections theme search entries and forward them to National PTA, after 2nd quarterly board meeting.
 - h. collect Safety Drawing and My Louisiana Essay theme search entries from local units and present them to the Awards Committee for selection, by the 2nd quarterly board meeting.
 - i. send list of all award recipients to the public relations chair for publication on PTA website and in newsletter 30 days before the awards ceremony.

D. Secretary will: [Refer to Bylaws Article VII: Duties of Officers Section 3. Secretary]

1. keep attendance at all meetings of the board of directors and executive committee.
2. before all meetings, prepare for the President a statement of unfinished business.
3. keep a list of members of all standing and special committees.

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4. act as custodian of all official records and documents, not specifically assigned to other members of the board of directors.
5. maintains the most current copy of the state bylaws and standing rules.

E. Treasurer will: [Refer to Bylaws Article VII: Duties of Officers Section 4. Treasurer.]

1. chair the budget committee.
2. obtain the approval of the executive committee for any expenditure over fifty dollars (\$50), not included in the budget.
3. deposit all scholarship funds in a labeled, income earning account.
4. pay all debts within thirty (30) days of receipt of billing.
5. file all necessary articles of incorporation, tax documents and payments by due date.
6. keep a list of individuals who present the Louisiana PTA with a NSF check. These individuals will be required to transact business with the Louisiana PTA by cash or money order only for one year. If another NSF check is presented, personal checks will never be accepted from the individual.
7. send a copy of the 990 and audit report to National PTA and the State Office by November 30th.
8. provide and review financial statements at all board meetings.

II. The Executive Committee [Refer to Bylaws Article XII. Executive Committee]

A. Duties

1. Approve all contracted services and special appointments.
2. At the 3rd quarterly board meeting, review the resolutions.

B. Special Appointments

1. Parliamentarian
 - a. The President, with executive committee approval, will select a Parliamentarian to serve at the State Convention meetings who;
 - 1) shall be a member of the National Association of Parliamentarians.
 - 2) shall not be a member of the board of directors.
 - b. The President, with board approval, may appoint a Parliamentarian, who is a member of the National Association of Parliamentarians, to serve at other board meetings.
 - c. Duties of the Parliamentarian include:
 - 1) advising the presiding officer on points of parliamentary law, and
 - 2) advising the bylaws committee upon request.
2. Auditor
 - a. The auditor will be an accountant or approved by the board of directors.
 - b. The treasurer will distribute a copy of the audit and report any suggestions to the Board of Directors at the quarterly meeting that most closely follows the compilation of the audit.

III. Board of Directors and Their Duties [Refer to Bylaws Article VIII: Board of Directors]

A. All board members will:

1. assume a role of leadership and responsibility
2. be discreet and tactful
3. use good judgement
4. devote sufficient time to the role
5. represent LAPTAs in such a manner as to reflect credit to the organization
6. be a member of a local PTA unit in good standing and present a current membership card at the 2nd quarterly board meeting
7. have access to the internet, effectively receive and disseminate information by way of email and respond to all correspondence within 48 hours.

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8. Utilize an official LAPTA email address for all official LAPTA correspondence.
9. submit a tentative plan of work to the president and secretary, at the 2nd quarterly meeting, to be placed on file.
10. evaluate and adjust a plan of work annually
11. know the PTA mission, purposes, principles and goals.
12. promote and assist PTAs in local units, district and state.
13. Disseminate pertinent information to councils, districts, local units and individual members.
14. Promote PTA projects, programs and materials.
15. identify potential opportunities for leadership growth at the local, district, state and National PTA levels.
16. submit newsletter articles and supply pertinent information for the LAPTA Website by requested deadlines.
17. Submit publicity releases to publicity chair for president's approval.
18. attend all board and committee meetings and functions, such as special events.
19. mentor new units.
20. submit all correspondence to the president for approval before distribution.
21. perform other duties as assigned by the president or the board of directors and be governed by the LAPTA bylaws.
22. Will fulfill assigned duties promptly.
23. All board members shall be supplied with personalized business cards to use when representing LAPTA.
24. Provide an inventory list of LAPTA property to the President and LAPTA office, as defined in Article V. Financial Policies, B. 10 to include any files, binders and records pertinent to the position.

B. Leadership Development

1. Chair convention committee.
2. Coordinate with hotel concerning general meeting rooms, workshop rooms, vendor areas, menus, etc.
3. Coordinate all district and board member convention duties.
4. Supervise production of the convention program.
5. Propose a convention budget.
6. Propose the following year's convention theme at the 3rd quarterly meeting for a vote by the Board of Directors.

C. Special Awards Chair

1. Promote and develop programs that will insure the well-being of children.
2. determine the recipients of the Distinguished Unit Certificates.
3. Collect applications, secure judges, determine and notify the Educator of Distinction winners.
4. Obtain three (3) bids for awards.
5. Have all awards approved by the board of directors.
6. Will serve on recognition and award committee.
7. These duties will be covered by the 3rd Vice President in the event there is no Special Awards Chair.

D. Legislative Chair

1. National Legislation
 - a. Serve as chair of the legislation committee.
 - b. In cooperation with the legislative committee:
 - 1) recommend a legislative platform to the board of directors.
 - 2) promote the legislative platform through dissemination of information in support of the legislative platform throughout all levels of the organization, Louisiana Legislature, and BESE, as may be deemed necessary to achieve its goals.

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- 3) make an effort, including appearing before legislative committees, to have bills implementing the legislative platform introduced and passed in the Louisiana Legislature.
 - c. Act as primary contact for the National PTA legislative platform.
 - d. Provide support for the National PTA legislative platform.
 - e. Participate in National PTA's legislative conference and other legislative training activities.
 - f. Communicate with the board of directors concerning emergency issues.
 - g. Promote and implement educational programs and policies consistent with National PTA guidelines.
2. State Legislation
 - a. Review annually the current resolutions in "Resolutions: Past Convention Action."
 - b. Present resolutions or platforms to the convention body.
 - c. Communicate with the board of directors concerning emergency issues.
 - d. Reduce resolutions adopted by the convention into Directives (statements) and include in "Directives: Past Convention Action."
 3. Advocacy Award
 - a. collect entries and determine the Advocacy Award winners.
 - b. obtain three (3) bids for awards.
 - c. have all awards approved by the board of directors.

E. Public Relations Chair

1. Supervise the gathering and writing of articles, proofreading, production, mailing and emailing of the newsletter.
2. Determine deadlines, length and timeliness of the articles.
3. Will distribute the newsletter by:
 - a. emailing a copy to the school of each local unit president
 - b. emailing a copy to the members of the board of directors, the National PTA board of directors, the Governor, the State Superintendent of Education, members of BESE, each public school system superintendent and other individuals as approved by the President.
 - c. post on Louisiana PTA website
4. Edit and distribute announcements and news releases.
5. Determine the design, ease of use and clarity of the website.
6. Post current and timely information and forms on the website and social media.
7. Collect newsletter entries, secure judges and determine the newsletter winners.
8. Collect website entries, secure judges and determine the website winners.
9. Obtain three (3) bids for awards.
10. Have all awards approved by the board of directors.
11. Post winners of all award programs on the Louisiana PTA website and social media following convention.

F. Diversity chair

1. serves on membership committee
2. helps create and establish diverse membership participation in PTA at State and Local levels
3. offers diversity training upon request by local, district and state board.
4. promotes the National PTA Diversity Platform.
5. participates in National PTA Diversity Training.

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IV. Committees

A. Standing Committees

1. Appointments

- a. Standing committees whose members are predetermined are:
 - 1) the Office Committee, and
 - 2) the District Presidents Committee.
- b. In the event of a committee chair vacancy, appointment will be made at the next scheduled meeting of the board.

2. Committees

a. Recognition and Awards Committee

- 1) Chaired by the Third VP.
- 2) Develops recognition awards for individuals, local units and districts.
- 3) Evaluates current awards and offer suggestions of improvement to the board of directors for approval.
- 4) Oversees all award programs and development of future programs.
- 5) Sets submission dates for all awards.
- 6) Present report to the board.
- 7) Selects the announcer of awards for the Children's Luncheon

b. Budget Committee

- 1) Chaired by the Treasurer.
- 2) Presents a budget to the board of directors at the 1st Quarter board meeting, for approval.
- 3) Recommends to the board of directors adjustments to any budgeted item.

c. Bylaws Committee

- 1) Reports to the board recommendations of changes to the bylaws and standing rules of the Louisiana PTA.
- 2) Compiles a record of changes to the standing rules by action of the board.
- 3) Supervises the printing of the bylaws and standing rules of the Louisiana PTA.
- 4) Reviews and edits local and district bylaws templates, which must be used by local units when submitting bylaws for approval.
- 5) Approves local and district bylaws, as needed.

d. District Presidents Committee

- 1) Chaired by the elected District President Representative and includes all District Presidents.
- 2) Members of the committee with voting privileges are Presidents from districts in good standing.
- 3) Will meet to network and address District concerns.
- 4) Present report to the board.

e. Office Committee

- 1) Chaired by the President.
- 2) The committee members are the executive committee.
- 3) Serves as the advisory committee to the office manager.
- 4) Adopts rules and regulations deemed essential for effective office service in accordance with procedures outlined in the office manual.

f. New Unit Liaison

- 1) Follows up on inquiries from parties interested in information about forming a PTA.
- 2) Makes initial contact, answers questions, and coordinates with the State Office to send information packet.
- 3) Assist with initial board election, bylaws, standing rules and establishing a budget.
- 4) Responsible for assisting with NAPTA paperwork that includes EIN application
- 5) Confirm that official charter document has been sent to new units.
- 6) Responsible for establishing a relationship between the new unit and the appropriate district president or serving district.

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B. Special Committees

1. When there is a project in a special field, the committee chair of the standing committee concerned is a member of the special committee.
2. Where no standing committee is empowered, the President will appoint a member of the board of directors to serve in this capacity.

C. Joint Committees

1. Committees may be created to develop cooperation between the Louisiana PTA and some other agency functioning in the same field.
2. The following are guidelines for such committees.
 - a. Approval for the committee activity is given by the board of directors.
 - b. The same number of members will be appointed from each organization and reports are made to the governing boards for each organization.
 - c. Members of a coalition do not speak or act for the Louisiana PTA except as specifically empowered by the association.

V. Financial Policies

A. Credit Card Policies for the President and Office Manager

1. A Louisiana PTA credit card will be issued in the name of the President and office manager after each sign the Louisiana PTA credit card agreement.
2. The president and office manager:
 - a. understand and agree that the credit card is the property of the Louisiana PTA.
 - b. agree to use the credit card for expenditures of the Louisiana PTA as defined in the bylaws, policies, procedures, and budget of the Louisiana PTA.
 - c. agree not to use the credit card to secure any cash advances.
 - d. agree to provide the Louisiana PTA Treasurer with all receipts for the expenses paid by the credit card by the 15th of each month.
 - e. agree to reimburse the Louisiana PTA for any expense paid with the credit card for which there is no proper receipt or is not in conformance with the budget by the 15th of each month.
 - f. agree to surrender the credit card to the Louisiana PTA upon demand.
 - g. agree to provide reasonable protection of and security for the credit card.

B. Financial Policies for the Board of Directors

1. Will not accept personal pay for any work done on behalf of LAPTA
2. Signers on all LAPTA accounts shall be the President, Treasurer and First Vice President. An additional signer may be designated by the executive committee.
3. Signers shall not sign a check made out to themselves.
4. No blank checks shall be signed.
5. Itemized, original receipts must be submitted with the Louisiana PTA Expense Statement for reimbursement by next quarterly board meeting after the expenditure.
6. Prior approval from the president must be obtained for a board member to exceed a budgeted item. Without this approval, the amount in excess will be a donation to the Louisiana PTA.
7. Requests for reimbursement should be submitted at least quarterly.
8. No reimbursement for expenses will be made after the end of the fiscal year.
9. If while representing Louisiana PTA with other educational and child welfare agencies a board member is reimbursed by that agency, the board member will not be reimbursed by the Louisiana PTA.
10. Any items purchased by the Louisiana PTA that were not given as a gift, educational item or award, remain the property of Louisiana PTA. After the event or term of office, they are to be returned to Louisiana PTA.

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11. Expense allowances for attendance at board of directors' meetings, executive committee meetings, state conventions and other authorized meetings are:
 - a. Transportation
 - 1) Twenty-six (26) cents per mile for transportation in a private vehicle. Requests for mileage reimbursement shall be documented by printouts from MapQuest or the equivalent
 - 2) The cost of a ticket on a public carrier. (Prior approval for air travel must be obtained from the President.)
 - b. Lodging
 - 1) Overnight lodging must be preapproved by the president
 - 2) All lodging for state board of director's meetings will be booked/arranged by LAPTA
 - 3) All LAPTA Board members are required to share lodging with another member of the same gender in order for lodging to be paid in full by the State Board. In the event there is an odd number, lodging will be covered in full for any odd numbered board member.
 - 4) If a board member elects to arrange private lodging he/she shall be responsible for the entire cost of the lodging and responsible for making payment at the time of check in.
 - 5) Exceptions to the requirement of sharing lodging shall be permitted only by approval of the executive committee.
 - 6) If a board member fails to give prior notification of room cancellation within hotel guidelines, they will be responsible for all charges associated with their room.
 - 7) Board members must travel more than thirty (30) miles to have the state pay for their hotel room, except for the state convention.
 - c. Travel
 - 1) Members of the board of directors are required to share transportation when possible.
 - d. Food
 - 1) Alcoholic beverages are not eligible for reimbursement
 - 2) In the event of a working board meeting, LAPTA shall cover the expense for one catered meal per board member in attendance, not to exceed the budgeted amount.

VI. Meetings of the State Board of Directors

A. General Information

1. **Call to Board** -- For regular meetings of the board of directors, notice will be emailed to each member at least thirty (30) days before the meeting is scheduled.
2. **Agenda**—The agenda any meeting, prepared by the President, is either sent with the call or in time to be received at least one (1) week before the meeting.
3. **Attendance**—Attendance is required of all members of the board of directors at meetings for which they receive an expense allowance from the Louisiana PTA.
4. **Absence**
 - a. Due to the nature of the board meeting schedule, which meets four (4) times per year, missing two (2) meetings is critical. The only absence of an officer or committee chair that will be excused will be death or illness. All other absences will be unexcused. At the executive committee meeting held prior to the quarterly board meeting, the record of attendance of all board members will be reviewed. Recommendations for removal or replacement will be generated by the executive committee. A pattern of absence will be taken into consideration, prior to a vote by the board of directors.
 - b. Board members who leave the meeting before completion of business or adjournment will not receive reimbursement for expenses unless excused by the president.
5. **Courtesy Seats**
 - a. Courtesy seats may be granted by the board.
 - b. Those individuals may speak only with permission of the chair
 - c. Does not hold the privilege of debating or voting
 - d. Courtesy seats shall read the rules of courtesy.

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6. **Publicity**

- a. Authorized publicity pertaining to the Louisiana PTA's activities is the responsibility of the Public Relations Chair.
- b. Official releases of the interpretation of policy are the responsibility of the President.

7. **Minutes** -- Copies of the minutes from regularly scheduled, electronic and conference call meetings are to be sent to each member of the board of directors electronically within one (1) month following the meeting.

B. Pre-Convention Board Meeting – The pre-convention meeting of the board of directors will finalize convention plans

C. Post-Convention Board Meeting -- The post-convention meeting of the board of directors will consider the following:

1. introduction of newly elected officers.
2. introduction of newly elected District Presidents
3. discussion of statewide projects for the coming year.
4. approval of on-going programs between the Louisiana PTA and other organizations.
5. Preliminary report on convention from Convention Chair/Treasurer to include: attendance, financial information and feed-back.

D. 1ST Quarterly Board Meeting --The 1st quarterly meeting of the board of directors will consider the following:

1. approval of all standing committee chairs by the board of directors.
2. review and adoption of the standing rules.
3. adoption of the proposed budget, which includes preliminary convention budget.
4. selection of the convention city for the convention to be held two (2) years hence.
5. final report on previous annual convention; Report shall be given by the president, if necessary.

E. 2nd Quarterly Board Meeting -- The 2nd quarterly meeting of the board of directors will consider the following:

1. reports regarding the annual convention including approval of convention plans and final budget.
2. suggestions for workshops for the convention.
3. officers and standing committee chairs' tentative plan of work submitted to the president and secretary to be placed on file.
4. elect nominations committee.

F. 3rd Quarterly Board Meeting – The 3rd quarterly board meeting of the board of directors will consider the following:

1. final plans for the state convention
2. approval of convention rules
3. recommendation of bylaw amendments and resolutions
4. acceptance of the report of the nominating committee
5. approve awards for convention
6. adoption of the legislative platform
7. approval of the following year's convention theme.

G. Interim Meetings

1. When it is necessary for the board of directors of the LAPTA to discuss, meet and/or vote on matters requiring action between regularly scheduled meetings of the board; such discussion, meeting or vote may be held by email, teleconference, video conference or the equivalent form of communication.

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H. Form of Electronic Meeting

1. Meeting procedure
 - a. The meeting shall be opened/ called to order on the date the email requesting the meeting is sent by the President
 - b. The opening date and closing date of the meeting shall be listed in the heading
2. Motion form and procedure
 - a. All motions will list the Name of the Motion, the name of the Mover and state whether a second is required.
 - b. If a second is required, any person seconding the motion shall REPLY ALL stating the following: "I SECOND THE MOTION TO *(INSERT NAME OF MOTION)
 - c. If any board member requests discussion they shall REPLY ALL stating the following: "I request DISCUSSION ON THE MOTION". Additional commentary by the party making the request or any other board member is unnecessary and discouraged.
 - d. Upon receipt of the request for Discussion, the motion will be IMMEDIATELY deferred to the next Quarterly meeting or at the discretion of the President ONLY, the matter may be called for discussion by teleconferencing or video conferencing.
3. Form of Vote
 - a. If discussion is not requested, members of the board of Directors shall vote by replying ONLY TO THE PRESIDENT.
 - b. Electronic vote SHALL conform to the following format: "I vote YES/in favor to the motion" or "I vote NO/ against the motion"
4. Minutes of Meeting /motions
 - a. A copy of the original email requesting the meeting/motion and all replies shall be printed and tendered to the Secretary to be placed in the minutes book. The printed emails/replies shall constitute the record/minutes of the meeting/vote.

VII. Nominations and Elections

A. The Nominating Committee

1. In addition to the duties and responsibilities specified in the bylaws of the Louisiana PTA, the committee will:
 - a. chair will update the nominations packet to include the letter, nomination form and qualifications statement and send to State Office to distribute
 - b. accepts suggestions for nominations from any member of the Louisiana PTA.
 - c. after November 30th but before the 3rd quarterly board meeting, consider all recommendations submitted to the committee.
 - d. by majority vote, decide upon a tentative list of nominees.
2. The committee will abide by the following guidelines in determining a slate.
 - a. All nominations for offices to be filled will be sent to the nominating committee chair, in care of the state office.
 - b. If the committee work is done by mail or email, all members of the committee must be consulted so that the report may represent a majority opinion.
 - c. The chair will determine whether the proposed nominees will serve, if elected, prior to reporting at the 3rd quarterly board meeting.
 - d. If, for any reason, it becomes inadvisable to present as a nominee the name of a person who has consented to serve, the chair of the committee will immediately inform the proposed nominee.
 - e. The chair of the nominating committee will contact the nominees to obtain biographical data for convention packets.
 - f. In case of withdrawal of a name after the call to convention or within forty-five (45) days prior to the convention, the nominating committee will fill the vacancy.
 - 1) Any person withdrawing his/her name will do so in writing to the chair of the nominating committee and will not be eligible for re-nomination for that office that year.

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- 2) The chair will be responsible for notifying the President immediately upon receiving this information.

B. Election Committee

1. The election committee is responsible for all matters concerned with the voting and electing of officers of the Louisiana PTA, including printing of ballots with nominees' names.
2. The election committee will approve all campaign material which must be submitted to the Election Committee Chair at least 7 (seven) days prior to convention.
3. In tabulating the votes, the election committee will report the total number of votes cast, including illegal ballots, and the total number of votes cast for each candidate.
4. The complete report of the election returns is made to the President on the evening of election day. The report is also given to the convention body in accordance with the bylaws of the Louisiana PTA.

C. Election by Mail/Cancellation of Convention

1. When it becomes necessary to cancel the annual convention, the bylaws of the Louisiana PTA provide for the election of officers by mail.
2. The procedures to be used are as follows.
 - a. When advised by the Louisiana PTA that an election by mail is in order, local units will, at a meeting of their association select their correct number of voting delegates which is the same as allowed at convention.
 - b. Ballots will be prepared by the elections committee according to the procedures outlined in the bylaws of the Louisiana PTA. Such ballots are to contain a nominee for each office to be filled, as well as space for write-in candidates.
 - c. The elections committee will send, along with instructions for voting by mail, the following to each local unit president:
 - 1) One (1) envelope containing the number of ballots to which each unit is entitled. The envelope will be marked with the name of the unit, the name of the district and the number of ballots enclosed.
 - 2) A second envelope, for the return of marked ballots, will be marked "number of ballots." The units will be instructed to return not only the voted ballots but also the unmarked ballots.
 - 3) A third envelope, for the return of ballots after being placed in the second envelope, addressed to the chair of the elections committee, in care of the State Office.
 - d. At a meeting called by the unit president, the unit ballots will be voted in secret by the delegates. After having been voted, all ballots, marked and unmarked, will, in the presence of the voting delegates, be placed in the second envelope indicating the number of ballots enclosed. This second envelope will then be sealed in the presence of the voting delegates, placed in the third envelope and mailed immediately to the addressee.
 - e. A similar ballot and set of instructions will be sent to each District President and each member of the board of directors. These individual ballots are to be immediately voted and returned in an official envelope provided by the elections committee to the addressee.
 - f. All ballots are to be returned by a date to be fixed by the elections committee.
 - g. On the date selected, the elections committee will receive and tabulate the returns and, upon the basis thereof, render a report to the board of directors of the official results. This report is made at a meeting of the board of directors corresponding to their pre-convention meeting. Nominees receiving a plurality of the votes will be declared elected and the newly elected officers will assume office according to the provisions of the bylaws.

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VIII. Districts [See bylaws Article IV. Constituent Associations]

A. Function –Districts promote the work of the Louisiana PTA in the territory included in its boundaries, thereby bringing about a closer contact between local units and the districts, the Louisiana PTA and the National PTA.

B. Rules for Organization and Administration

1. The state shall be divided into districts for the convenience of administration of state work.
2. The boundaries of the districts shall be determined by the executive committee.
3. To form a district, there must be a minimum of five (5) units in good standing.
4. The president of the LAPTA, upon approval by the board of directors of the LAPTA, shall determine if all requirements are met before a separate district may be formed.
5. If after three (3) years a new district fails to maintain the minimum number of units, it may be disbanded upon a two-thirds (2/3) vote of the board of directors of LAPTA and converted into a council.
6. Additional rules are in the bylaws of the Louisiana PTA, along with the additional procedures listed below.

C. District Responsibilities – A district will:

1. make PTA membership cards available for local units to purchase until May 15th .
2. distribute by September 15th the Louisiana PTA Resource Guide to units that paid previous year's dues.
3. send the District President to all board of directors' meetings, provided the district has a total of five (5) units in good standing as of October 15.
4. send official school enrollment totals as reported to the State Department of Education as of October 1st, to the 2nd Vice President by October 31st.

D. Financing

1. A portion of the Louisiana PTA dues is budgeted for each district for expenses. See Article V, Section 3 of the bylaws of the Louisiana PTA.
2. Districts may raise additional funds through donations or other fundraising activities but may not assess local units for additional funds.

E. Election of District Presidents

1. The district of St. Tammany and Council of Baton Rouge will elect Presidents in odd numbered years.
2. The district of Caddo elects a Presidents in even numbered years.
3. As new districts are formed, they will be assigned an election year by the Louisiana PTA Board of Directors.

F. District Presidents' Representative

1. A DP representative will be elected by the District Presidents at the end of the prior year's post-convention board meeting.
2. The DP Representative will:
 - a. represents the District Presidents at all executive committee meetings.
 - b. confers with all District Presidents about issues to be addressed during the executive committee meetings.
 - c. conduct regularly scheduled meetings of District Presidents when board of directors' meetings are convened.

G. Travel Compensation-- The Louisiana PTA will reimburse each district in good standing for travel expenses for one (1) District President.

Louisiana PTA Standing Rules

H. District Standards of Affiliation –

1. A district in good standing is one which;
 - a. adheres to the Purposes and basic policies of the PTA;
 - b. remits the national and state portions of the local unit dues to the Louisiana PTA at least monthly;
 - c. has approved bylaws on file in the Louisiana PTA Office. Bylaws must be approved by the state secretary or bylaws chair at least once every three (3) years;
 - d. submits to the Louisiana PTA Office by October 1 a current year's budget, verified by a budget approval form signed by the president, treasurer and another officer;
 - e. has been assigned its own Employer Identification Number (EIN/tax identification number) from the I.R.S. and has reported the number to the Louisiana PTA Office;
 - f. has a minimum of one hundred fifty (150) cards purchased by local units during the membership year;
 - g. submits to the Louisiana PTA Office by October 1 a copy of its previous fiscal year's audit report;
 - h. submits to the Louisiana PTA Office by the date of the 1st quarterly LAPTA Board of Director's Meeting, the names and contact information of district officers and committee chairs and any updates, as necessary;
 - i. provides local unit training;
 - j. submits proof of 990 filing or timely filing of a request for extension to the State Office, no later than December 31 of each year.
2. A district meeting these requirements;
 - a. will be eligible to receive all state recognitions and awards.
 - b. will receive distribution of dues.

IX. Councils

- A. To form a council, there must be a minimum of three (3) units in good standing.

X. The State Office

- A. **Office Administration**-- The office administration will be under the general supervision of the President with the approval of the office committee.

- B. **Personnel** --The qualifications and job description of the office manager are specified in the Louisiana PTA Office Manual.

- C. **Convention Duties** – The State Office Manager is required to assist the convention chair as needed, as well as be in attendance on Fridays and Saturdays of the Louisiana PTA Convention.

1. The State Office Manager will work the registration table on Friday afternoon, Saturday morning and work Saturday evening if needed.
 - a. Overnight hotel stay is required for Friday night, with Saturday night to be determined., Hotel expenses will be paid by the Louisiana State PTA.
 - b. Mileage to and from convention will be paid by the Louisiana State PTA at the rate listed in the standing rule Article V. B. Financial Policies for the Board of Directors, 8, a. Transportation, 1).
 - c. The office manager will only be paid for actual time worked at the convention site, not to exceed 25 hours.

Louisiana PTA Standing Rules

XI. Conferences and Conventions

A. District Training

1. The board of directors will conduct workshops at district training and for district officers when requested.
2. District training will be held at least once a year during the 1stquarter (July, August or September).

B. The State Convention

1. Convention Code

- a. Convention business is conducted by the delegate body and includes amendments to the bylaws of the Louisiana PTA, election of officers, adoption of resolutions, presentation of reports and such other business as may properly come before the convention.
- b. The convention also provides the opportunity for conferences, instructional classes, workshops and exhibits.
- c. Registration fees are non-refundable but transferable.

2. Convention Site

- a. The board of directors selects the convention city and sets the tentative dates for convention, preferably two (2) years prior to the convention.
- b. Requirements for convention hotel are:
 - 1) a room to seat at least 100 delegates,
 - 2) a room to accommodate 400 for the Children's Awards Luncheon,
 - 3) conference rooms,
 - 4) a room to seat at least at least (20) for the board of directors' meetings. This room is to be available one (1) day prior to the opening of convention, and
 - 5) that the headquarters hotel be requested to supply a complimentary suite for the President.

3. Convention Committee– The committee is chaired by the convention chair and includes those responsible for the following tasks:

- a. Assistant Convention Chair
- b. Award Luncheon decorations
- c. Banquet decorations
- d. Boutique
- e. Silent Auction/Raffle.
- f. Convention Bags
- g. Convention Bag Items
- h. Exhibitors
- i. Hospitality
- j. Registration
- k. Awards
 - 1) Educator of Distinction and Scholarship
 - 2) Safety Drawing Program
 - 3) Distinguished Units
 - 4) Membership
 - 5) Reflections Programs
 - 6) Newsletter and website
 - 7) My Louisiana Essay Program
 - 8) Outstanding Advocacy
- l. T-shirts
- m. Speakers/Workshops

Louisiana PTA Standing Rules

4. Finances

- a. The convention committee submits a proposed convention budget to the board of directors for approval at its 2nd quarterly board meeting.
- b. Any chair awarding trophies is responsible for securing at least three bids for the awards. The bids, with examples of the awards, are to be presented to the board of directors at its 3rd quarterly board meeting
- c. The board of directors determines the registration fee
- d. Financial assessment of local units in the convention area should be discouraged.
- e. Districts responsible for award luncheon and banquet decorations shall be reimbursed up to the amount budgeted.

5. Convention Rules

- a. The executive committee prepares and presents the convention rules to the board of directors for approval at its 3rd quarterly board meeting.
- b. The rules which govern the convention are presented to the delegates for adoption.

6. Convention Packets

- a. The bylaws amendments, resolutions, and nominees for officers will be included in the convention packet that goes to the local units and board members at least forty-five (45) days prior to the start of convention.
- b. Units that have submitted dues in the previous membership year and new or reactivated units will be mailed or emailed a packet.

7. **Convention Minutes**--The President will appoint two (2) delegates at the beginning of the session to audit the minutes of the convention.

8. Convention Delegates

- a. At registration, a member will present a current membership card and a signed credential card in order to be a voting delegate.
- b. Only members who belong to a unit in good standing will be voting delegates.
- c. All other paid attendees will be designated as registrants with no voting privileges.

9. Convention Materials

- a. No material(s), such as pins, t-shirts, pens, pencils, program covers, etc., designed and/or created for the purpose of advertising the Louisiana PTA's convention may be copied, captured, retouched or sold, in any manner, by any local or district PTA without written permission from the Louisiana PTA board of directors.
- b. Any proceeds from the sale of these materials belong to the Louisiana PTA.

C. The National Convention

1. The president is entitled to compensation for expenses (to include registration, travel, and one-half (1/2) room for up to five (5) days, and a per meal allowance, excluding alcohol, equal to that of National PTA, paid by the Louisiana PTA, provided that they are not already compensated by other means, i.e., NPTA, district or local funds and they provide the original and/or copy of receipts (not credit card receipts) for reimbursement.
2. The newly elected president shall accompany the outgoing president as a delegate with commensurate expenses (to include registration, travel, one-half (1/2) room for up to five (5) days, and a per day meal allowance equal to that of National PTA) paid by the Louisiana PTA.
3. The officers in order of rank shall represent the President at the State Presidents meetings should he/she be unable to attend.
4. Budgeted money will be used for board members to attend the National Convention.
 - a. Money will be distributed evenly among those attending.

Louisiana PTA Standing Rules

- 1) Attendees will be entitled to compensation by the Louisiana PTA for expenses, including registration, travel (not to exceed the least expensive airfare found 30 (thirty) days prior to convention), one-half ($\frac{1}{2}$) room for up to five (5) days, and a per meal provided that they are not already compensated by other means, i.e., NPTA, district or local funds.
- 2) An expense form must be completed with registration, travel and room receipts attached prior to reimbursement checks being distributed at National Convention.
- b. Board members are required to attend 75% of the scheduled Louisiana PTA board meetings during the same fiscal year to receive monetary reimbursement for National PTA Convention. The final decision will be determined by the executive committee
- c. Board members must attend all required functions at the National PTA convention.
 - 1) Required functions are defined as all general meetings and at least a majority of the workshops.
 - 2) The President or designee will keep an attendance list for the general meetings.
 - 3) Exceptions may be made by the President.
- d. Board members receiving money to attend National Convention are required to present a workshop at the following year's state convention and to present at least 1 workshop in a district, verified by workshop program and handouts.
- e. LAPTA board members who choose to attend an additional event at National training, not covered by registration, and request for the state to pay, will have the expense deducted from the state stipend amount, if a stipend is available that year.

D. Legislative Conference

1. The state president and legislative chair will officially represent Louisiana at the annual National PTA Legislative Conference.
 - a. All travel arrangements and expenses for official representatives will be covered by National PTA.
 - b. The legislative chair will be responsible for arranging meeting times with state delegation.
 - c. The legislative chair will present a summary legislative conference report at the 4th quarterly board of director's meeting.
2. If the legislative chair is unable to attend, the board may select, by ballot vote, an alternate board member to attend in their place. This alternate board member's expenses would be covered by National PTA.
 - a. If funds are available in the state PTA budget/account and upon a board vote, the 1st Vice President may attend president's training prior to Legislative Conference and remain for the conference.
 - b. Louisiana PTA will be responsible for, if board approves sending an additional representative, selected by ballot vote, provided funds are available.

XI. Amendments to the Rules and Procedures

- A.** The standing rules and procedures may be amended at any regular meeting of the board of directors by a majority vote provided thirty (30) days' notice of the proposed amendment has been given.
- B.** The standing rules and procedures may be amended at any regular meeting of the board of directors by a two-thirds ($\frac{2}{3}$) vote without notice of the proposed amendment.
- C.** A standing rule may be suspended for a given time with a two-thirds ($\frac{2}{3}$) vote of the board of directors.
- D.** The above does not apply to any amendments that would involve a change in the bylaws of the Louisiana PTA.