



GEORGIA PTA STANDING RULES

FOR 12th DISTRICT

Revised 2011

ARTICLE I: OFFICERS AND THEIR ELECTION

Section 1. Officers shall be elected biannually. The district director shall be installed at the state PTA election convention and assume official duties at the close of convention. If a district has funds or a district checking account, they must have a treasurer or secretary/treasurer. The officers of this district shall be:

- a. District Director
- b. **One (1) or Two (2)** Assistant Director(s)
- c. Select one of the following options:
 - i. One (1) individual secretary
 - ii. **X** One (1) individual secretary/treasurer
 - iii. One (1) individual secretary and one (1) individual treasurer

Section 2. The district director shall appoint a parliamentarian to serve at all meetings of the district.

Section 3. District officers shall be elected for a two-year (2) term. They shall be ineligible to serve for more than two terms.

Section 4. In order to be eligible to serve as a district officer, the district officer must reside within the district and be a member of a local PTA. A district director shall have served at least one term as a local unit officer or council officer, prior to being elected or appointed.

Section 5. Nominations for officers shall be made by a nominating committee of **three (3)** members, (must be an uneven number), which shall include one from each council in the district, and _____ alternates, elected at the fall conference preceding the election. The nominating committee shall send the list of nominees, including resumes, to the members of the district Board of Directors, and to the president of each member association at least 15 days before the election meeting. The consent of each candidate must be obtained before his/her name is placed in nomination. Additional nominations may be made from the floor, provided the consent of each candidate has been obtained before his name is placed in nomination.

Section 6. Vacancies in Office

- a. A vacancy in office occurring in any office shall be filled for the unexpired term by a majority vote of the Board of Directors, seven (7) days notice of such election having been given to the Board of Directors. In case a vacancy occurs in the office of director, the assistant director shall serve notice of the election to fill this vacancy.
- b. If a vacancy should occur in the office of district director that cannot be filled according to the district standing rules, the president shall have the authority to appoint a district director to fill the unexpired term.

ARTICLE II: DUTIES OF OFFICERS

Section 1. District directors are members of the Georgia PTA Board of Directors. District directors shall:

- a. Attend all meetings and functions of the Georgia PTA, including the conference of district directors held in conjunction with board of directors meetings. If unable to attend, district directors must notify the President of the Georgia PTA, in writing, at least ten (10) days prior to the meeting;
- b. Organize councils and local units;
- c. Advise and assist the councils and local units in the district;
- d. Submit to the President of the Georgia PTA by the close of the state PTA convention a district calendar, including dates of fall and spring conferences;
- e. Establish cooperative relationships with the superintendents and principals in the district;

- f. Plan and conduct district conferences in accordance with the Georgia PTA Bylaws and district standing rules;
- g. Submit request(s), for a state board member to conduct workshops or be a guest speaker at district conferences, to the state office for approval by the President of the Georgia PTA;
- h. Submit calls to conference and all related materials to the President of the Georgia PTA for approval, 45 days prior to conference date.
- i. Submit to the state office, within thirty (30) days after each conference, an agenda, a list of attendees, minutes of the conference held, and whether or not a quorum was met;
- j. Submit to the state office an annual written report by May 15th detailing your activities and copies shall be distributed to the membership of PTA's within the district;
- k. Submit to the state office by May 15th, a detailed copy of all bank accounts held in the name of the district;
- l. Submit a quarterly report;
- m. Ensure that schools of information are conducted for all PTA units in the district, unless conducted by the council(s) within the district;
- n. Conduct workshops as requested and approved by the President of the Georgia PTA. Notify the President of the Georgia PTA immediately if unable to conduct an approved workshop;
- o. Obtain prior approval from the President of the Georgia PTA for all district-wide correspondence;
- p. Submit items of statewide interest for publication in the newsletter;
- q. Serve on all district committees (except the nominating and audit committees) as ex-officio (non-voting);
- r. Appoint special committees, as necessary; and
- s. Fulfill other duties in accordance with the State Strategic plan.

Section 2. In the absence of the district director, the assistant district director(s) shall (in their designated order) attend state PTA Board of Directors meetings with full rights and voting privileges. If the assistant director is unable to attend, the district director shall appoint a member of the district Board of Directors to attend in their absence.

Section 3. The assistant director(s) shall:

- a. Act as aide(s) to the director;
- b. Perform, in their designated order, the duties of the director in the absence or inability of that officer to serve;
- c. Work to promote projects and programs of the Georgia PTA; and
- d. Perform other duties as may be assigned by the district director.

Section 4. The secretary shall:

- a. Determine if a quorum is present;
- b. Keep an accurate record of the district conferences, Board of Directors and Executive Committee meetings;
- c. Provide the district director with conference minutes within 20 (twenty) days following the conference;
- d. Receive and maintain all district reports;
- e. Send the names, addresses, and telephone numbers and email addresses of the new district officers to the state office, immediately upon their election, and
- f. Perform such other duties as may be assigned by the district director.

Section 5. The treasurer (if applicable) shall:

- a. Adhere to standard PTA procedures for treasurers as outlined in the Treasurer's Section of the Leadership Resource;
- b. Handle district funds as directed, with the exception of money allotted by the state PTA to the districts for operating expenses;
- c. Provide the director with an annual report by May 1st;
- d. Submit to the state office a copy of the annual audit report by the last business day of September; and
- e. Submit annually to the Internal Revenue Service (IRS), the appropriate Form 990 by the applicable IRS due date if the district has a Federal Taxpayer Identification Number separate from the state association.

ARTICLE III: DISTRICT CONFERENCES

Section 1. There shall be a minimum of two meetings per school year, one in the fall and one in the spring. The fall conference preceding the election conference shall serve as the nominating committee election meeting. The spring conference shall serve as the awards/achievement recognition ceremony.

Section 2. Special meetings may be called by the district director, or at the request of a majority of the Executive Committee members. A majority of the Executive Committee shall constitute a quorum. Five (5) days notice must be given for all special meetings.

Section 3. Three (3) days notice shall be given of a cancellation or change of date or time; unless emergency conditions prevent such notification.

Section 4. Voting delegates present at a district conference representing at least fifteen percent (15%) of the total local units in the district shall constitute a quorum.

Section 5. At least fifteen (15) days notice must be given to local unit presidents and council presidents for the call to conference. The President of the Georgia PTA must approve the call to conference.

ARTICLE IV: EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of all elected officers and the appointed parliamentarian. The Executive Committee shall transact necessary business between meetings of the Board of Directors. Each member of the Executive Committee shall have one vote.

Section 2. A majority of the Executive Committee shall constitute a quorum.

Section 3. Receive plans of work from committee chairpersons and approve them before their use is authorized.

Section 4. Meetings by videoconference or teleconference are permitted with the following provisions:

- a. The meeting must be conducted by a technology that allows all participants simultaneous communication;
- b. A quorum must be achieved and maintained in order to conduct business;
- c. Speakers must identify themselves;
- d. Minutes of the meeting must be taken and ratified at the next regular committee meeting; and
- e. Any action regarding the process for removal from office shall not be conducted by videoconference or teleconference.

Section 5. Three (3) days notice shall be given of a cancellation or change of date or time; unless emergency conditions prevent such notification.

Section 6. Special meetings of the Executive Committee may be called by the district director, or at the request of a majority of the Executive Committee members. Five (5) days notice must be given for all special meetings.

Section 7. The Executive Committee shall operate in accordance with Georgia PTA Bylaws and District Standing Rules.

ARTICLE V: BOARD OF DIRECTORS

Section 1. The Board of Directors shall transact necessary business between district conferences. The Board of Directors shall consist of:

- a. District officers;
- b. Appointed parliamentarian;
- c. Council presidents; in councils with co-presidents only one (1) president shall represent the council on the board as a voting member;
- d. Chairpersons of standing committees; and
- e. Members of the Georgia PTA Board of Directors residing in the district and National PTA Board of Directors residing in the district shall be ex-officio members.

Section 2. A majority of the Board of Directors shall constitute a quorum.

Section 3. The Board of Directors shall:

- a. Meet at least two (2) times a year, seven (7) days notice having been given;
- b. Select an auditor or an auditing committee (if applicable);
- c. Create such standing committees as may be necessary to carry on the work of the district; and

d. Elect standing committee chairpersons.

Section 4. Three (3) days notice shall be given of a cancellation or change of date or time; unless emergency conditions prevent such notification.

Section 5. If any standing committee chairperson shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by a 2/3 vote of the Board of Directors.

Section 6. Meetings by videoconference or teleconference are permitted with the following provisions:

- a. The meeting must be conducted by a technology that allows all participants simultaneous communication;
- b. A quorum must be achieved and maintained in order to conduct business;
- c. Speakers must identify themselves;
- d. Minutes of the meeting must be taken and ratified at the next regular board meeting;
- e. An election to fill a vacancy in office shall not be conducted by videoconference or teleconference; and
- f. Any action regarding the process for removal from office shall not be conducted by videoconference or teleconference.

Section 7. Special meetings may be called by the district director, or at the request of a majority of the members of the Board of Directors. Five (5) days notice must be given for all special meetings.

Section 8. The Board of Directors shall operate in accordance with Georgia PTA Bylaws and District Standing Rules.

ARTICLE VI: STANDING COMMITTEES

Section 1. The term of office of a committee chairperson shall be two (2) year(s) or until the election of a successor.

Section 2. The chair of each committee shall present a plan of work to the district Executive Committee for approval. No committee work shall be undertaken without the approval of the Executive Committee.

ARTICLE VII: MEMBERSHIP AND VOTING BODY

Section 1. The district membership shall consist of all individual members of PTA units in the district.

Section 2. The voting body of the district conferences shall be:

- a. Members of the district Board of Directors;
- b. Local unit PTA/PTSA President, or their alternate;
- c. One (1) other local unit PTA/PTSA officer or their alternate; and
- d. One representative for every fifty (50) paid members, or major fraction thereof, from each local unit in good standing in the district as shown on the February 28th statistical report.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*; shall govern the districts of the Georgia PTA in all cases in which they are applicable, and in which they are not inconsistent with these standing rules.

ARTICLE IX: REVISIONS

All recommendations for revisions of these standing rules must be submitted in writing to be reviewed by the Georgia PTA bylaws committee and approved by the Georgia PTA Board of Directors.