DELAWARE PTA
STANDING RULES

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FORWARD

The purposes, policies and governance of the Delaware PTA are fixed by its Bylaws, as adopted at Convention. The working program and methods of operation are largely determined by its leadership – at local, council, and state levels.

These Rules are adopted by the Board of Managers for its own governance, in order to carry out its responsibilities, under the Bylaws, in a consistent and orderly manner.

CONVENTIONS

Location and Date

The State Executive Committee shall select the site and date for the convention at least six months in advance.

Convention Management Committee

The president shall appoint a convention committee chairman who shall select a committee, with approval of the president, to plan and stage the convention (Bylaws, ***Article XV Section 2).*** The committee shall include such people as chairmen of registration, exhibits, publicity, luncheon, morning refreshments, and decorations.

Convention Program Committee

The committee shall be chaired by the President Elect and shall include the convention committee chairman and such other members as are selected by the chairman with the approval of the president. The committee shall prepare a tentative program, which must be approved by the Executive Committee before becoming final.

Attendance and Voting

The privilege of making motions, debating, and voting shall be limited to accredited delegates, as outline in the Bylaws***, Article XV, Section 2b.***

Balloting

In the event of two or more nominations for a single office, the president shall appoint an election committee of five members of the Board of Managers, designating one as chairman. The committee shall have official ballots printed for distribution to accredited delegates. Only the official ballot shall be used for voting. In case of mutilation of a ballot, the election committee chairman shall issue another ballot upon surrender and cancellation of the original ballot.

The election committee shall serve as tellers and shall make a written report to the convention. The report will show the number of delegates registered, the number of votes counted for each person for each office, and the number necessary for election by majority vote. The election committee report shall be presented to the convention with all possible promptness, so as to allow a run-off election to be conducted before the close of convention.

After the election committee's report has been read, the president shall announce the names of the elected officers. If no candidate for an office shall have received a majority of the votes

cast, a second election shall be held immediately, with voting limited to the two candidates previously receiving the highest number of votes.

All ballots and credentials shall be filed with the office secretary for ninety days; they may then be destroyed if the election has not been questioned.

Expenses

All major expenses in connection with the convention must have prior approval of the convention's general chairman.

Literature

All literature distributed at convention and all exhibits must have prior approval of the convention's general chairman.

Reports

The general chairman shall furnish reports to the State Executive Committee, within sixty days of the convention, as to the attendance, financial cost, delegate evaluations, and effectiveness of management of the convention.

BOARD OF MANAGERS

Function

The function of the Board of Managers is to conduct the affairs of the Delaware PTA during the iterim between annual conventions, as provided by the Bylaws. Additional duties, beyond those assigned by the Bylaws are established by these Working Rules, as follow:

Eligibility

The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Delaware PTA:

- All DPTA State board members shall become a Delaware VIP member by July 31st of each fiscal year that they serve on the state board. State board members may also join a local PTA in good standing chartered by the Delaware PTA in addition to their VIP membership.

The Nomination Committee, in soliciting for slated candidates shall adhere to the following provisions when considering a candidate for service in Delaware PTA Governance as an elected or appointed board member:

- All candidates shall be current members of the Delaware VIP for consideration of position on the Delaware PTA State board
- Only those that have consented to serve shall be nominated or appointed
- Commitment to the mission of the association, PTA knowledge and/or experience and professional expertise shall be guiding principles when making nominations or appointments.
- All Region VP shall reside in the district they are elected to represent

Dissolution of Standing Committees

Since the Board has the power to approve standing committees as proposed by the President, ***Article XIII, Section 1***, the Board shall also dissolve standing committees as proposed by the president.

Approval of Legislative Program

At the Board of Managers meeting scheduled at least 60 days prior to convention, the Board shall approve or modify the proposed changes in the legislative program presented by the legislative committee. No other new legislative items, or proposals to delete an item, may be presented to the annual convention except in an emergency, which is defined as an unpredictable situation that arose after the Spring Board of Managers meeting. Such emergency legislative action must meet all established criteria and must be presented to the legislative chairman to be ruled an emergency. A two-thirds affirmative vote of the delegate body is necessary before an emergency legislative item shall be considered. Copies of emergency legislative items approved for presentation to the convention shall be prepared for all delegates by the submitting group and delivered to the convention chairman for distribution to the delegates.

Procedures

The Board of Managers shall observe the following rules in the conduct of its business:

- Notice of meeting will include an agenda for the meeting.
- Motions will be presented in writing when requested by the secretary. Members will speak briefly and directly to the question under discussion, and will speak only once (except in answer to a question) until all members wishing to speak have had an opportunity to be heard.
- Voting by proxy is not permitted. However, each unit may be represented by a designated alternate.
- Attendance at meetings of the Board of Managers will be open to any local member of the Delaware PTA. He/she may be heard upon a specific matter upon request to the President in advance.
- The secretary shall prepare the minutes of the meetings for review by the president within 15 days, and they will be distributed promptly thereafter to all members of the Board of Managers.

EXECUTIVE COMMITTEE

Function

The function of the Executive Committee is to perform the duties of the Board of Managers between meetings of the Board, to handle business referred to it by the Board, and to perform duties assigned to it by the Bylaws. In emergencies it acts for the Delaware PTA. The Executive Board upon appointment/election shall sign the Executive Board Commitment form and re-sign it at the beginning of each new administration. The following additional duties are also established by these Working Rules:

Plans of Work

Approve plans for work, annually, for each standing committee.

Collaboration

The executive committee may establish a sponsorship program for the purpose of developing and maintaining collaborative support for the vision and mission of Delaware PTA, from corporations, organizations and individuals, though financial, in kind, and other collaborative supports to Delaware PTA, from sponsoring entities.

Convention Program

Approve the annual convention program.

Duties of Officers

All officers shall perform the duties outlined in the Bylaws. In addition, the officers named below shall have the duties enumerated.

Immediate Past President

- Shall give guidance to the President
- Shall preform duties as assigned by the President
- Can serve as chair of a committee

Regional Vice Presidents

- Represent the state President within their respective regions, when requested to do so by the President.
- Must reside in the region of representation
- Interpret Delaware PTA policies, rules, publications, plans, and programs to the local units and councils.
- Study the needs and viewpoints of local units and councils through visitation and phone contact and interpret them to the Executive Committee, thus keeping it continuously responsive to local needs.
- Organize local units with the cooperation of the existing councils and assist new units into membership in the Delaware PTA.
- Promote the work of the Delaware PTA by encouraging attendance of local unit people at the state convention, leadership workshops, legislative conference, and Board of Managers meetings.
- Act in order of rank, as determined by the number of members in their respective regions, in the event of the temporary absence of the president and first vice president.
- Meet with the president periodically to discuss regional problems.

The Treasurer:

- Present a summary financial report at all meetings of the Board of Managers and of the Executive Committee and at other times upon request of the president.

- Be bonded at a level commensurate with the Delaware PTA assets.
- Develop the state budget with a budget committee appointed by the president, and present the budget for approval to the Executive Committee within one month after the start of the fiscal year.
- Assist with the training of local unit treasurers/budget committees.
- Maintain federal and state tax employment records as may be required by the state and the federal social security and internal revenue service.

In the prolonged absence of a sitting treasurer due to work or illness, an assistant treasurer will be appointed by the President with approval by the executive committee to attend to the financial demands of the Delaware PTA.

STATE OFFICE

Purpose

The state office of the Delaware PTA is established to provide administrative service and a central depository for its records.

Location and Maintenance

The state office shall be located in quarters approved by the Executive Committee. Necessary funds for its housing and operation shall be included in the annual budget, on a scale consistent with its assigned services.

Duties

In general, the state office attends to instructions, letters, publications, records and supplies of the Delaware PTA.

These duties include, but are not restricted to, the following:

Membership Records — Comprising a register of local unit members by regions, with names and addresses, plus a directory of the Board of Managers.
Distribution of Supplies — to local units and for convention, leadership workshops, the legislative conference and Board meetings.
Administrative Service — to the Board of Managers for conduct of its business and to officers and committee chairmen (as authorized by the president).
Routine Correspondence — including replies, referral, and filing.

Working arrangements of paid staff as to salary, hours, annual sick leave, bond insurance and expenses will be defined by specific instructions or contractual understandings in writing approved by the Executive Committee.

STANDING COMMITTEES

The following standing committees are established.

Budget, Finance and Insurance

Develop the Delaware PTA's annual budget and coordinates and interprets financial matters, including insurance. This committee is chaired by the treasurer.

I. Grant Committee

- Shall report to the Treasurer
- The job of this committee will be to search for grants that offer DPTA the opportunity to implement plans and programming that is alignment with our mission and strategic plan.
- Grants must be approved by the Executive Committee prior to application
- One or more members of this committee will officially serve as signatory for each grant applied for.
- The Committee Chair of the committee directly impacted by the grant initiative will serve as the co-applicant. If not such person exist, then the committee will decide (collaboratively) on a co-applicant, this will also include partner organizations as co-applicant(s).
- Not to apply for any grants where we have not received at least 2 weeks' notice of the grant application.
- Establish a timeline for communications and distribution to the board for approval. When possible, the communication should be sent to the board for approval at least 2 weeks prior to the deadline. When board approval is needed the decision will be made by 2/3 responses.
- The Treasurer will be responsible for the management of grant funds from multiple sources (large or small). If necessary, an assistant can be named to help with the tasks at hand.
- Guidelines must be made up by the committee to guarantee consistence in applications, approvals and administration of the grant projects. All members of the committee must abide by these guidelines.

Business Partnerships

Explores areas for cooperation and support of PTA programming, seeks corporate memberships, and grants.

Bylaws

Maintains proper bylaws for the state, helps units with bylaw concerns, approves unit bylaws and amendments, helps new units establish proper bylaws.

Corporate Sponsorship

Corporate Sponsorship will be offered to the public who agrees with the purposes and policies of Delaware PTA. The following tiers and awards will be given and handled by a person who is appointed by the President, who will be personal contact for any matters or inquires.
Each Corporate sponsor will have their names posted on the web site and Delaware PTA social media with a small article on what they do and a link to their web site.

Platinum $1,000+ a year

- 50% off of a booth at convention
- 5 guest registrations for convention
- A plaque stating they are a Corporate sponsor with Platinum status

Gold $500 - $999 a year

- 50% off of a booth at convention
- 4 guest registrations for convention

Silver $350 - $499 a year

- 50% off a booth at convention
- 3 guest registrations for convention

Bronze $200 -$349 a year

- 25% off a booth at convention
- 2 guest registrations for convention

Associate $75 - $199 a year

- 10% off a booth at convention
- 1 guest registration for convention

Diversity Committee

Dedicated to increasing diversity and inclusion in PTA across the state, develops and monitors the implementation of PTA Standards of Affiliation Diversity and Inclusion Action Plan, membership accessibility of culturally diverse resources, information and programs to ensure quality and the identification of state and local leadership that furthers the mission of a more diverse PTA.

- Work with local units to increase family engagement in schools where language and culture may be barriers to participation; expand PTA membership within historically marginalized communities and develop leaders for local and Delaware PTA positions.

- Work to increase male involvement in PTAs across the state by providing units with information and programming regarding ways to accomplish this increase

- Work to identify other cultural barriers to family engagement in schools and communities and establish a plan of action to address those barriers

Education

- Shall be an educator by profession and be currently active in the field and acts as an assistant to the President in connection with matters relating to the profession of education.
- Provides information about general education issues such as curriculum development, teacher training and professionalism, testing, and innovative programs. This committee is chaired by the Education Chair

Exceptional Child

Deals with the special needs of exceptional children, including special education populations, the disadvantaged, and gifted and talented.

Legislative

- Informs and educates units and members about public policy and federal legislative concerns in compliance with National PTA's positions. Encourages membership to join the *PTA Takes Action Network*. Responds to all National PTA legislative alerts and requests unit response as well. Builds and maintains a working relationship with Delaware's National Congressional delegation. Attends National PTA Legislative Conferences.

- Informs and educates units and members about public policy and state legislative concerns. The VP of Advocacy establishes state legislative priorities, within the parameters of the state legislative program, from those submitted by units and coordinates the state legislative conference.

Health Education

- Maintains contact with the Delaware agencies/committees dealing with children's health issues, reports on the health needs of children, and coordinates and promotes State and National PTA programs in health areas.

- Explores areas of safety concern such as seatbelt use, playground safety and school bus issues. Coordinates and promotes State and National PTA programs in the area of safety.
- Works with units and other organizations to promote activities concerning drug and alcohol abuse.

VP of Leadership

The VP of Leadership develops leadership materials and planning and carrying out leadership activities/training for the Delaware PTA, resources and materials for local unit leaders and resources for state elected and appointed positions.

Membership Chair

- Promotes membership growth and activities at the state and local level
- determines awards for units.
- Establish a membership database tracking system

- Issue membership cards
- Work closely with Region VPs to address membership at the local level
- Works closely with State Treasurer to ensure alignment between submissions & dues

Family Engagement

- Communicates with the units and members on issues relevant to the family and provides ideas and information on building parent involvement in the home, school, district, and community, utilizing the National Standards for Family-School Partnerships. Promotes the Hearst Family-School Partnership Award and National Schools of Excellence.

- Deals with child abuse and neglect, the foster care system, children in the juvenile justice system, and public policy and legislation that have an impact on minors.

- Promotes reading programs and activities

Communications & Public Relations Committee

- Tasked with keeping the Delaware PTA website current and addressing any technology needs of the Delaware PTAs.
- Explores publicity opportunities and promotes the activities of the Delaware PTA.
- The President must approve the release of any op-eds or any media coverage/interviews by members of the Delaware PTA state board representing Delaware PTA.

.**Reflections**

Promotes and executes the National PTA Reflections Program in Delaware.

Resolutions

Oversees the process of adoption of resolutions, maintains the resolutions booklet, and brings forth resolutions to convention that need to be retired.

Scholarships

Coordinates and promotes the Betty Lewis Scholarship program and the Debbie King Scholarship Program. May establish additional scholarship programs with designated funding from alternate sources.

EXPENSE ALLOWANCES

- Miscellaneous expenses necessary for officers and committee chairmen to carry out their duties (such as postage, telephone, parking, registration fees, etc.) will be reimbursed up to budgeted limits upon presentation of expense vouchers.

- Travel expenses within the state are reimbursable at $00.56 per mile up to the established line item budget for applicable officers or committee chairs in excess of 20 miles from the individual's home.

- Expenses of fully state financed delegates to the National PTA convention are paid on the following basis: transportation to and from the convention city, hotel room (double occupancy), meals with tips not to exceed the National PTA per diem allowance, registration fee, taxi fares between hotel and airport, and tips for porters. Within 15 days after return, a statement of expenses shall be sent to the state treasurer.

- Mileage cannot be reimbursed for meetings which would fall under "lobbying", as that would change DPTA's lobbyist statues.

- A line item will be included in the budget to defray travel/business related expenses of the President. Budget reimbursements will be subject to the same guidelines and procedures as all other approved reimbursement expenses for Delaware PTA.

Contracts

- Individual members of Delaware PTA are prohibited from entering into any business contract or agreement on behalf of Delaware PTA in excess of $1000.00. All contracts must be approved by the majority of the Executive Committee.

GENERAL RULES

Political Activity

A member of the Board of Managers of the Delaware PTA shall automatically resign from his/her position when he/she files for election to public office filed on a political party basis.

Failure to Attend or Non-activity of Chairmen

Any chairman who fails to attend two consecutive meetings of the Board of Managers or the Executive Committee, or who fails to present a plan of work as requested, or who fails to otherwise carry out his/her duties may be removed by a majority vote of the Executive Committee.

Dissolution of Local Units

If a local unit ceases to exist due to lack of leadership, the Region VP and other applicable state board members, where possible, will work with school leadership and families to identify and elect a new PTA board to carry on the business of PTA.

Organization of New Units

Procedures for the organization of new PTA units will be provided to interested persons by the Delaware PTA office. In order to become an officially recognized unit in the Delaware PTA, the State PTA office must receive dues from a minimum of ten charter members, unit bylaws,

and a list of elected officers. Charters will be awarded to new units at the next state convention following receipt of the above information.

Amendments

- Any member of the Board of Managers or executive committee may propose amendments to these working rules.
- Amendments may be adopted by a majority vote at any meeting of the Board of Managers, provided a copy of the proposed amendment has been sent to each member of the Board at least ten days before the meeting. If necessary, the State Executive Committee may amend these working rules on a temporary basis; however, they must secure approval at the next Board of Managers meeting.
- Changes to Standing Rules will be shared with the general membership at the Convention following the changes.

LEGISLATIVE PROCEDURES

National PTA Legislative Program

National PTA proposals to add or delete legislative policies on the National PTA Legislative Program shall be presented to the annual Delaware PTA convention for a vote.

Delaware PTA Legislative Program

Each year the Legislative Program of the Delaware PTA is reviewed and updated at convention. Items may be added, removed, or amended as described below. The program includes only items that require legislative/governmental action.

Form of Proposed Legislative Program Items

Proposals from all sources shall be submitted in writing by the deadline established each year and shall be supported by sufficient background information to warrant consideration. A proposal without supporting data and information may not justify action by the state legislative committee.

Individual members, local units, councils, the state legislative committee or the State Executive Committee may submit proposals. If submitted by a local unit, council, or state committee, it must be over the signature of the president, indicating that it is the result of a majority vote of the members attending a legally constituted meeting at which the proposal was presented.

Recommendations to the Board of Managers

Those proposed legislative program additions, deletions, or amendments approved by a majority vote of the legislative committee shall be forwarded to the members of the Board of Managers at least seven days before the meeting for prior study, with the express purpose of saving time at the Board meeting.

The proposals, after adoption or amendment at the Board of Managers meeting, shall be forwarded to all local units before the Convention with notification that they will be acted upon at the annual Convention.

No new legislative proposals may be presented at the annual Convention unless they have been ruled an emergency in accordance with the rules of the Convention. (An emergency is defined as an unpredictable situation that may arise after the Spring Board meeting.)

Post Convention Action

The Legislative Program, which has been approved by the Convention, shall constitute the basis for support of bills embodying the same principles.

The promotion of the Legislative Program shall be the responsibility of the state legislation vice president and the legislation committee. Regional Vice Presidents shall work with the councils and local units to promote, publicize, and do everything possible to encourage them to take an active part in the adopted program.

The Legislative Program shall be distributed to all local units promptly following convention.

A progress report shall be made at the next annual convention.

RESOLUTIONS

Resolution Procedures

Resolutions shall:

1. be submitted in writing by the deadline established each year;
2. be in harmony with PTA basic policies and objects (noncommercial, nonsectarian, nonpartisan);
3. be statewide in scope, requiring statewide action for solutions;
4. be broad in scope and not require legislative action;
5. be supported by sufficient background information to warrant consideration.

Resolutions may be submitted by local units, councils, the Board of Managers, or the Executive Committee and must be over the signature of the president of the submitting group, indicating that it is the result of a majority vote of the members attending a legally constituted meeting at which the resolution was approved.

The Resolutions Committee (appointed by the state president):

1. shall reject all resolutions which do not meet the established criteria;
2. may combine two or more similar resolutions on the same subject;
3. may edit for clarity and brevity and to ensure that they are in the standard format for resolutions
4. may make substantive changes only with the consent of the submitting group.

When a resolution is presented to Convention, the spokesperson for the submitting group will be recognized to speak to it first.

Emergency Resolutions

The Resolutions Committee shall review each resolution after three years and shall recommend to the delegate body retirement to the historical file or reaffirmation as a priority/action item for the Delaware PTA. Such recommendations shall be presented to the Board of Managers for their information.

Post Convention Action

Resolutions adopted by Convention shall be action priorities for the Delaware PTA and shall constitute the basis for developing state PTA programs. Copies shall be distributed to all members of the Board of Managers as soon as possible following Convention. A progress report will be made at the next annual convention.

APPENDIX

Convention Rules

1. Only persons who are duly registered and wearing registration badges shall be admitted to the business sessions of the convention.

2. Only accredited delegates who are seated within the area reserved for delegates shall have the privileges of making motions and of voting.

3. When addressing the chair, a delegate speaking from the floor shall rise and identify himself by name and unit.

4. Any motion, except a privileged motion, shall be presented to the chair, in writing, at the time of presentation, signed with the name and unit of the member presenting the motion.

5. A delegate may not speak for more than two (2) minutes at a time, conforming to the rules of the timekeeper, and not more than twice on any single item under discussion.

6. No literature may be distributed and no exhibits can be displayed at the convention without permission of the Convention Chairperson.

7. New legislation may not be introduced from the floor unless previously submitted to and ruled upon by the Legislative Chairperson to be emergency legislation.

8. Emergency resolutions may not be introduced from the floor unless previously submitted to and ruled upon by the Resolutions Chairperson to be an emergency resolution.

9. A delegate wishing to present emergency legislation or emergency resolutions from the floor shall supply, at his own expense, copies for the delegates (contact the convention chairperson).

10. For matters of procedure not covered by these rules of the state bylaws, **Robert's Rules of Order, Newly Revised** (latest edition) shall apply.