STANDING RULES AND PROCEDURES

The Standing Rules and Procedures are adopted by the Ninth District PTA district board and may be amended by a vote of the Ninth District PTA district board. They must not be in conflict with the bylaws.

Hereinafter in these Standing Rules and Procedures, the term "Ninth District PTA district board" shall be referred to as “district board."

#### I. ~~EXECUTIVE COMMITTEE~~ *Board of Directors*

A . The composition of the ~~executive committee~~ *board of directors* is listed in Article XI, Section 1.

B. In addition to the specific duties of members as outlined in the district bylaws, responsibilities of the ~~executive committee~~ *board of director* members are:

1. Know and observe California State PTA and National PTA policies and procedures, demonstrate them in the conduct of business and be prepared to teach these procedures to the PTA councils/units within the district.

1. *Shall review and sign the professional governance standards, whistleblower, conflict of interest and sexual harassment prevention forms*

3. *To develop district goals that shall be considered by the district board and be reviewed periodically by the board to determine the extent the goals are being realized*

4. Submit budget recommendations to the treasurer annually.

5. As department directors, make recommendations to the district president for proposed committees, chairmen and committee members.

6. As department directors, gather and distribute procedure books among department chairmen.

7. As department directors, coordinate all work with chairmen/committee members.

8. Send officer reports to the office manager and secretary before the close of business on the Friday preceding the meeting. Report filenames should use the format "<agenda-sequence> <position> BOD Report <month> <year>"

1. ~~Observe the following communication protocols regarding executive committee e-mails to units and councils:~~
	1. ~~Include in the subject line: "Information Only", "Response Required" or "To Be Forwarded"~~

~~h. Include in the body of the e-mail words that indicate to whom the e-mail is directed and directions for handling~~

1. ~~Contact delinquent units beginning the day after items, that arc due, have not been received unless council officer has submitted an explanation regarding the status of the missing items~~
2. ~~Copy council presidents on any e-mail communications to their units~~

9. *Are expected to* attend district events, and during district events assist district personnel and event committee members as needed.

1. Compile and maintain a resource file at the district office.

11. As vice presidents (in their designated order), represent the district at the California State PTA Board of Managers meetings in the event that the district president cannot attend and the executive vice president is a member of the State Board.

12. *Are expected to write a minimum of two articles per term for the newsletter and for the district website*.

13. In an election year, consider including the newly elected board of director members to the June *board of directors* meeting.

1. Provide assistance including, but not limited to, the duplication of all materials and information necessary for a smooth transition from one administration to the next.
2. As board of directors-elect, meet in April for orientation and planning.

#### ~~Executive Committee~~ Board of Directors Job Descriptions

* 1. District President shall:
		1. Represent the district in an official capacity
		2. Oversee and annually evaluate the district office staff
		3. Approve all fliers, newsletters, and letters before distribution
		4. Serve as chairman for the grievance committee

e. Work in collaboration with the first vice president and leadership services director to coordinate oversight of council presidents, calling meetings as necessary

f. See that adequate materials are provided to all officers and chairmen. Board members shall receive the following ~~printed~~ materials at no cost:

1. Ninth District PTA bylaws and standing rules
2. Ninth District PTA procedure book of the predecessor, updated
3. Ninth District PTA newsletter
4. California State PTA resource materials upon request
5. National PTA resource materials upon request

###### Executive Vice President shall:

* + 1. Oversee
1. Awards committee
2. Honorary Service Award committee
3. Hospitality committee

4) Ninth District PTA Convention committee for the California State PTA and National PTA conventions

* + 1. Serve on the grievance committee
		2. Serve as chairman of the office management committee
		3. Work with the district president in determining committee representation
		4. Represent the district in an official capacity at the request of the district president
		5. Be responsible for the purchase, engraving and presentation of the past district president's pin with costs reimbursed by the district

###### First Vice President and Director of Leadership Services shall:

* 1. Recommend to the district president the appointment of the Leadership Team members
	2. Oversee and organize the Leadership Services Department including the following Leadership Team duties:
1. Attend leadership team meetings
2. Assist council presidents with leadership concerns
3. Assist councils and units with PTA concerns
4. Assist council presidents in strengthening existing units and councils
5. Arrange regional workshops as needed or requested by council presidents
6. Attend council meetings as requested by the council president or district president
7. In cooperation with council leadership, organize new units as outlined in the Advanced Leadership Tools manual
8. Assist in disbanding *units and* councils and originate Change of Status Disband form for the California State PTA
9. Assist out-of-council units
	1. Oversee Summer Leadership Conference Committee
	2. Plan the training of PTA leaders, including council officer training
	3. Process district Field Service Request Form from council presidents and facilitate appropriate board members' service
	4. Serve on the grievance committee

###### ~~Seventh~~ *Second* Vice President and Director of Member Services shall:

* 1. Oversee
1. Annual Meeting/Founders Day committee
2. Membership committee
3. Advise, assist and seek to inspire unit membership chairmen in developing effective membership campaigns
4. Provide membership campaign information to units and councils
5. Encourage units and councils to utilize PTA resources
6. Coordinate publicity for membership campaign information with Director of Communications
7. Provide updates to district board on membership growth
8. Provide information on California State PTA membership award criteria and encourage participation by units and councils
9. Determine criteria for district membership awards

###### ~~Second~~ *Third* Vice President and Director of Communications shall:

* 1. Oversee all district internal and external ~~public relations~~ communications
1. Oversee newsletter, program book/directory and website awards
2. Provide timely press releases on district activities and programs when informed by board members and office staff
3. ~~Work with the member services director for radio, TV and press coverage of the membership campaign~~
4. ~~Work with the community concerns, health, education/parent involvement /family~~ *~~engagement~~* ~~and legislation departments for publicity for any planned Critical Issues Conference~~
5. Oversee newsletter production and delivery list
6. Oversee website and electronic communication production
7. Encourage and support units and councils in efforts to regularly publish newsletters, create websites and maintain good public relations
8. ~~Encourage and support units and councils to subscribe to California State PTA and National PTA print and electronic publications~~
9. *The subject matter vice presidents are*
	1. *Fourth Vice President and Director of Community Concerns*
	2. *Fifth Vice President and Director of Education*
	3. *Sixth Vice President and Director of Health*
	4. *Seventh Vice President and Director of Legislation*
	5. *Eighth Vice President and Director of Family Engagement*
10. *The subject matter vice presidents have the following duties in common:*
11. *Provide program information to units and councils*
12. *Inform and work with members of the district board of the issues concerning departments*
13. *With the district president, determine the focus of departments for the term, using procedure books to refer to past areas of focus, and considering areas of current concern and emerging issues*
14. *Cooperate with other departments and outside agencies where interests coincide and review proposals for related allied agency affiliation for recommendation to district board*
15. *Represent Ninth District PTA at meetings, training sessions and conferences related to departments as assigned by the president and/or authorized by the district board*
16. *~~Serve on the Critical Issues Conference committee if one is scheduled by the district~~*
17. *Work with the Director of Legislation to identify issues for advocacy by Ninth District PTA.*
18. *Duties as assigned by the president.*

###### ~~Third~~ *Fourth* Vice President and Director of Community Concerns shall:

1. Serve as chairman of the grant committee

~~f. Serve on the Critical Issues Conference committee if one is scheduled by the district~~

###### ~~Fourth~~ *Fifth* Vice President and Director of Education shall:

1. Oversee National PTA Reflections Art Program Committee
2. ~~Serve on the Critical Issues Conference committee if one is scheduled by the district~~

###### ~~Fifth~~ *Sixth* Vice President and Director of Health shall:

* 1. ~~Serve on the Critical Issues Conference committee if one is scheduled by the district~~
	2. *Assist with established committees on subject matter issues as designated by the president*

###### ~~Sixth~~ *Seventh* Vice President and Director of Legislation shall:

1. Oversee
2. Organize, attend and provide guidance of Ninth District PTA participants at the California State PTA Legislation Conference
3. Prepare background materials for participants and handouts for legislators
4. Make appointments with legislators or their staff to discuss issues and legislation of interest to PTA
5. Is aware of and informed about legislative bills and State of California budget developments
6. Inform and work with members of the district board on the legislative issues
7. Conduct legislation meetings
8. Determine, in cooperation with the appropriate vice president, who shall represent PTA at meetings or hearings regarding legislative matters
9. Encourage all units and councils to elect/appoint legislation chairmen
10. ~~Serve on the Critical Issues Conference committee if one is scheduled by the district~~
11. Eighth Vice President and Director of Family Engagement shall:
	1. ~~Serve on the Critical Issues Conference committee if one is scheduled by the district~~
	2. *Assist with established committees on subject matter issues as designated by the president*

##### Secretary shall:

* 1. Submit minutes to the office manager no later than two weeks in advance of the next scheduled meeting
	2. Be responsible for attendance sign-in sheets at board of director and district board meetings
	3. Keep a supply of motion forms for use at all board of directors, district board and general meetings
	4. Maintain a file at the district office of all minutes, including minutes/reports of committee meetings
	5. ~~Maintain a file at the district office of all submitted reports~~

~~f. Maintain a list of committee members~~

~~g. Maintain a file for allied agencies and organizations' memorandums of understanding and notify each agency of changes in administration~~

##### Treasurer shall:

* 1. *Oversee and organize the Finance Team including the following Finance Team duties:*
1. *Attend finance team meeting and district board without voting privileges*
2. *Assist council presidents with finance concerns*
3. *Assist councils and units with PTA financial concerns*
4. *Arrange additional trainings around financial concerns*
5. *Attend council or unit meetings as requested by the council president or district president*
6. *Verify financial information submitted by councils and units and communicate with councils and units as to accuracy*
7. *Verify tax compliance and assist with bringing into compliance*
	1. ~~Back-up all computerized files monthly and store a copy in the Ninth District PTA office~~
	2. ~~When necessary~~, Transfer funds between the savings account and the checking account to pay bills and earn interest. The Authorization To Transfer Funds Between Accounts form shall be completed and signed by the treasurer and another check signer for each funds transfer.
	3. Notify the district president of an expected absence and, if longer than seven (7) days, store the check books in the Ninth District PTA office
	4. Notify additional signers of the treasurer's absence
	5. Serve as advisor to units and councils on financial matters
	6. Receive and review the budget, annual financial reports, tax filings and all other government filings as forwarded by the councils and out of council units

##### Auditor shall:

* 1. Serve as advisor to units and councils on financial matters
	2. Receive and review the audits as forwarded by the councils and out of council units

##### Historian shall:

* 1. Set annual report due date and notify all units and councils
	2. Prepare and forward the district annual report to the California State PTA
	3. Encourage units and councils to have a historian position

##### Parliamentarian shall:

* 1. Serve on the grievance committee
	2. Provide each member of the district board a copy of the current bylaws, in cooperation with the office staff
	3. Prepare, distribute and collect a "Nominating Ballot" in an election year
	4. Prepare, distribute and collect a district board "Interest Finder" at the beginning of each fiscal year
	5. Encourage units and councils to have a parliamentarian position

##### DISTRICT BOARD

1. The composition of the district board is listed in Article X, Section I
2. ~~The district board shall approve any agreement with an allied agency~~
3. ~~The district board shall approve any non-exclusive sponsor relationships with businesses with a proven track record and responsible governance~~
4. Board members shall:
5. Know and observe California State PTA and National PTA policies and procedures, demonstrate them in the conduct of business, and be prepared to teach these procedures to the PTA councils/units within the district
6. Annually adopt and conform to the Professional Governance Standards
7. ~~Have job descriptions~~
8. Notify the district president or executive vice president of absence from a meeting

5. Obtain permission from the district president before inviting any guests to any district board meeting

1. Compile and pass on up-to-date procedure books to successor no later than July 1 unless other arrangements are made. The procedure book shall contain the materials listed under responsibilities of the district president
2. *Send reports to the office manager and secretary before the close of business on the Friday preceding the meeting. Report filenames should use the format "<agenda-sequence> <position> DB Report <month> <year>"*
3. Limit oral reports at district board to three (3) minutes
4. Be represented by an alternate from the council if the district board member is also serving as council president
5. Assist with district and area workshops when requested
6. Have official correspondence, with the exception of thank you notes, approved by the district president or the district president's designee
7. Place on and off-site department meetings, district and council conferences, meetings with allied agencies, etc., on a master calendar in the district office
8. Coordinate proposed mailings and the distribution of materials with the appropriate department director
9. Provide written reports and share materials provided from convention, workshops, seminars, and conferences
10. Have representation at meetings with allied agencies approved
11. Have district or department sponsored workshop, seminar or conference approved
12. Prepare an annual written report to cover the period July I to June 30 . The report shall include a summary of the year's activities .The annual report shall be submitted no later than July I of each year to the historian.
13. Reimburse Ninth District PTA for registration for convention, workshops, seminars and conferences not attended. Valid excuse must be approved by president. Resignation from office is not considered to be a valid excuse.
14. Reimbursable Expenses

1. Board members shall submit all requests for reimbursement on a Ninth District PTA Expense Statement/Payment Authorization Form

1. No reimbursement request shall be honored after thirty (30) days of completion of PTA assignment or submitted receipt unless authorized by district president
2. Funds for authorized meetings and assignments shall be advanced only upon receipt of a Request for Advance Form at least two weeks prior to the event
3. ~~Telephone calls for district business shall be reimbursed~~

5 . Mileage at forty cents ($0.40) per mile will be reimbursed for district board meetings, executive committee meetings and other committee meetings or events ~~required~~ for the business of the organization. Committee members shall not be reimbursed for meals before, during or after committee meetings.

1. ~~Members of the executive committee and district board will be reimbursed for child care expenses for attending meetings at maximum rate of fifteen ($15 .00) dollars per district board meeting, or additional meetings as an official representative of Ninth District PTA , or as pre-approved by the executive committee~~
2. Receipt or invoice is required for all reimbursements except allowance for meals and mileage
3. Reimbursement for travel shall include
	* 1. Ground transportation – *shuttle, taxi, ride sharing services + up to 20% tip*
		2. Airport and/or hotel parking fees
		3. Air travel at coach ~~or tourist~~ class
		4. Mileage at forty ($0.40) cents per mile, but may not exceed the price of an economy airline ticket
		5. Hotel with double/double occupancy. Single occupancy and extra nights require pre-approval by district president
		6. Tips for baggage handling at two ($2.00) dollars per bag and hotel housekeeping at one ($1.00) dollar per person per night
		7. Meals at a total of fifty ($50.00) dollars per day based on meal allowance of breakfast $10.00, lunch $15.00 and dinner $25.00. Special required meal functions will be reimbursed at the actual amount if the amount exceeds the meal allowance rather than the allotted amount. *Reimbursement is not allowed for meals that are included.*
4. Standing Committees

The district president, as ex officio, shall be included on all committee meeting notices. The executive vice president may be appointed to represent the district president on any committee. Committee reports shall be presented to the district board as necessary or requested. ~~Committee minutes shall be forwarded to the secretary for the master file in the district office.~~

##### Convention Committee shall

* + 1. Be composed of the executive vice president, convention chairman and others appointed by the district president
		2. Be responsible for direction of:
	1. ~~District convention registration~~
	2. District convention finances, including making recommendation to district board for the assessment each delegate attending from Ninth District shall pay
	3. Convention orientation
	4. District event at convention
	5. District hospitality, including district-funded executive committee member or convention committee member assignments
		1. Be responsible for the administration of the ~~California State PTA~~ Emerging Leaders grant program including development and distribution of grant application and recipient selection
		2. Fund committee members who are not representing a unit or council as budget allows

##### Hospitality Committee shall

* + 1. Be composed of executive vice president, hospitality chairman and others appointed by the district president
		2. Provide refreshments for monthly district board meetings
		3. Assist with other hospitality needs as occasions arise
	1. *Membership Committee shall*

*a. Be composed of the Member Services director, membership chairman and others appointed by the president*

* + 1. *Develop strategies to promote the value of PTA*
		2. *Develop strategies to increase membership*
		3. *Coordinate district-wide efforts to retain and increase membership*
		4. *Encourage units and councils to explore new and creative ways to involve all members of communities, and to engage them on behalf of all children and youth*

##### National PTA Reflections Art Program Committee shall

* + 1. Be composed of the Education director, Reflections chairman and others appointed by the district president
		2. Encourage councils and units to participate in the program
		3. Provide units and councils with the theme, criteria, and due dates for the program
		4. Secure and instruct program judges
		5. Arrange for the display of Reflections entries and coordinate the reception with the director of education
		6. Issue invitations to award recipients and families for the art display and reception

#### ~~Newsletter Committee shall~~

* 1. ~~Be composed of the newsletter editor who shall serve as chairman, director of communications, and others appointed by the president~~
	2. ~~Appoint the following duties to the director of communications:~~
1. ~~Set the schedule of due dates~~
2. ~~Remind writers of the due dates~~
3. ~~Edit draft~~
4. ~~Forward edits to editor~~
5. ~~Edit additional drafts as needed~~
	1. ~~Appoint the following duties to the newsletter editor:~~
		1. ~~Compile articles~~
		2. ~~Publish awards criteria in the September issue~~
		3. ~~Format articles~~
		4. ~~Forward drafts to district president and director of communication~~
		5. ~~Format approved final copy to PDF and forward to district president, director of communications, webmaster and office manager~~
	2. ~~Arrange for translation of the newsletter~~
	3. ~~Have the newsletter distributed by the office manager. Subscriptions (print or electronic) shall be provided at no cost to:~~
6. ~~District board~~
7. ~~Unit presidents, and unit and council treasurers~~
8. ~~Principals~~
9. ~~Superintendents~~
10. ~~San Diego County and Imperial County Board of Education trustees~~
11. ~~California State PTA President and President- elect~~
12. ~~District presidents~~
13. ~~California State PTA Vice President of Leadership Services~~
14. ~~California State PTA Vice President of Communications~~
15. ~~PTA in California editor~~
16. ~~National PTA Office~~
17. ~~Past Ninth District PTA presidents~~
18. ~~Local legislators as determined by the director of legislation~~
19. ~~Local media as determined by the director of communications~~
20. ~~Allied agencies as determined by the district president~~
	1. ~~Determine any subscription fee for recommendation to the district board for approval~~

#### Office Management Committee shall

* 1. Be composed of the executive vice president, who shall serve as chairman, and others appointed by the district president
	2. Review office procedures and update as necessary
	3. Maintain an office procedure book for office staff

~~d . Work with office staff to produce and distribute the Ninth District PTA directory~~

e. Determine the procedures for distribution of vendor materials and recommend fee to district board for approval

###### Webmaster shall

* 1. ~~Be composed of the webmaster, who shall serve as chairman, the director of communications, and others as appointed by the district president~~
	2. Design and maintain the website
	3. Publish content supplied by district board members
	4. *Coordinate with the treasurer for payment of website related expenses*
	5. Establish links to other websites:
1. Allied agencies of Ninth District PTA
2. Appropriate federal and state government agencies
3. National PTA
4. California State PTA
5. Units and councils of Ninth District PTA in good standing

d . Forward requests for links to ~~the appropriate director or committee chairman~~ president and communications director for review. ~~Linking nonprofit organizations is at the discretion of the department director.~~ The approval of links should be in accordance with the mission of PTA, PTA policy and the district's goals. In general, "for profit" organizations or companies will not be linked without the approval of the district board.

G . Special Committees

The district president, as ex officio, shall be included on all committee meeting notices. The executive vice president may be appointed to represent the district president on any committee. Committee reports shall be presented to the district board *as needed or requested*. Committee minutes shall be forwarded to the secretary for the master file in the district office.

Special committees may include, but not be limited to, Annual Meeting/Founders Day, Awards, Budget, Bylaws, ~~Critical Issues Conference~~, Grant, Grievance, Honorary Service Award, ~~Military and Mobile Families, Sacramento Safari~~, Summer Leadership Conference.

###### Annual Meeting/Founders Day Committee shall

* + - 1. Be composed of the member services director, the annual meeting/Founders Day chairman, and others as appointed by the district president
			2. ~~Set the theme for the event~~
			3. Prepare a reservation form ~~to be published in the Observer~~
			4. Send an official notice of the meeting at least twenty-eight (28) days in advance, including the slate of nominees in an election year, and any proposed bylaw amendments
			5. Prepare the agenda with the president
			6. Prepare complimentary guest invitations for:
		1. HSA chairman and recipients
		2. Guests of the President
		3. *Past Ninth District PTA Presidents*
		4. Teachers of the Year and their superintendents

g. Fund the slated nominees, executive committee members and members of the Annual Meeting/Founders Day committee for the event as the budget allows

###### Awards Committee shall

* + - 1. Be composed of the executive vice president, awards chairman and others appointed by the district president
			2. Coordinate with appropriate department directors to arrange for awards presentation
			3. ~~Verify that association dues and insurance have been received in the Ninth District PTA office on or before the Ninth District PTA due dates for eligibility to receive awards~~
			4. Provide each council president and the Ninth District PTA office with a list of unit and council award recipients
			5. ~~Present awards at a Ninth District PTA-sponsored event~~
			6. Notify and issue invitations to all unit and council award recipients
			7. Fund the members of the awards committee for the awards event as the budget allows
1. ~~Critical Issues Conference Committee shall~~
	1. ~~Be composed of the chairman, directors of community concerns, education, family engagement, health, and legislation, and others appointed by the district president~~
	2. ~~Be responsible for coordinating the details of the Critical Issues Conference~~
	3. ~~Fund the members of the Critical Issues Conference committee as the budget allows~~
2. Grant Committee shall
	1. Be composed of community concerns director, who shall serve as the chairman, and others appointed by the district president
	2. Develop and distribute criteria and application form
	3. Review applications and select recipients
	4. Set the Ninth District PTA office as the collection site for completed printed or electronic applications
	5. Verify that association dues and insurance have been received in the Ninth District PTA office on or before the Ninth District PTA due dates for eligibility to receive district grants
	6. Notify recipients of awards and inform recipients of Annual Meeting/Founders Day recognition
	7. Send the grant award checks and evaluation forms to the recipients
	8. Review the returned evaluation forms
3. Grievance Committee shall
	1. Be composed of the district president, who shall be the chairman, executive vice president, leadership services director, parliamentarian and one other district board member appointed by the district president
	2. Review alleged violations of the bylaws of the National PTA. the California State PTA, Ninth District PTA, council or unit bylaws
	3. Review alleged violations of Insurance and Loss Prevention Guide procedures
	4. Review practices or activities that may undermine the policies of PTA
	5. Accept written complaints from a superintendent, school principal, three PTA district board members, three council members, or three unit members regarding alleged violations
	6. Upon receipt of a written complaint:

Acknowledge receipt of the ~~letter to the writer of the letter~~ *complaint*

Inform the person or entity named in the grievance that a letter of complaint has been received

Inform the supervisory PTA (district, council or unit president) that a letter of complaint has been received

Act upon the complaint or refer to the leadership services department

* 1. Follow the guidelines outlined in the Advanced Leadership Tools, "Procedures for Handling Allegation(s) Against a Un it/Council Received by Council and/or District PTAs"

h . *Forward* ~~Refer~~ to the California State PTA when appropriate

1. Honorary Service Award Committee shall
	1. Be composed of the executive vice president, Honorary Service Award chairman and others appointed by the district president
	2. Encourage units and councils to participate in the program
	3. Inform the membership of the use of funds generated from the program
	4. Distribute nomination forms for district award recipients to councils and units via the Observer or other means
	5. Select the Ninth District PTA's recipient of any service award
	6. Order awards and pins from the California State PTA
	7. Be responsible for the portion of the presentation program pertaining to these awards

h. Work with office staff to maintain a record of all Honorary Service, Continuing Service, Golden Oak, and National PTA Honorary Life awards presented by Ninth District PTA.

1. ~~Military-Mobile Families Committee shall~~
	1. ~~Be composed of the chairman and others as appointed by the district president~~

~~b . Have the chairman serve as a member of the Ninth District PTA~~

1. ~~Work with school districts and other agencies on issues related to military and other mobile families~~
2. ~~Prepare Observer articles~~
3. ~~Maintain contact with military school liaison officers or other military agencies that serve military families~~
4. ~~Encourage local and council PTA leaders to work on issues related to military and other mobile families~~
5. ~~Represent Ninth District PTA on the San Diego Military Families Collaborative~~

~~i . Perform other duties as the president may assign~~

##### ~~Sacramento Safari Committee shall~~

* 1. ~~Be composed of the chairman, and others appointed by the district president~~
	2. ~~Select date of annual safari in consultation with the district president and director of legislation~~
	3. ~~Be responsible for direction of:~~
1. ~~District registration~~
2. ~~District Sacramento Safari finances~~
3. ~~District event~~
4. ~~District housing~~
	1. ~~Prepare background materials for participants and handouts for legislators~~
	2. ~~Make appointments with legislators or their staff to discuss issues and legislation of interest to PTA~~
	3. ~~Fund members of this committee as budget allows~~

##### Summer Leadership Conference~~/General Meeting~~ Committee shall

* 1. Be under the direction of the Leadership Services director and composed of the summer leadership conference chairman and others as appointed by the district president
	2. Determine date, site, hours, menu, workshops and their presenters, and guest speaker
	3. Recommend ~~early and on-site~~ registration fees, including exhibitors, to district board for approval
	4. Prepare registration forms, exhibitor registration forms, evaluation forms, name tags, presenter and attendee packets, and, in conjunction with the district president, the general meeting agenda
	5. Send official notice of any proposed bylaw amendments at least twenty - eight (28) days in advance
1. Coordinate and oversee exhibitor area
2. Secure ~~adequate~~ volunteers
3. Consolidate evaluations for review and distribution
4. Fund committee members and district board members as budget allows

##### PTA ~~CONVENTION~~ REPRESENTATION

* 1. California State PTA Convention
1. As noted in the California State PTA Bylaws, the district is entitled to three voting delegates to the annual convention. The district president attends as a member of the State Board of Managers and is not counted as one of the three district delegates.
2. The district delegates shall be elected no later than the March district board meeting.
3. *In an election year, the delegates to the California State PTA convention shall be the district president-elect and executive vice president-elect or alternates.*
4. Assistance to be a voting delegate may be provided to the maker of any resolution from Ninth District PTA to be considered at the convention.
5. Additional attendees may be authorized, as funds are available.
6. Executive committee members attending convention will assist delegates as requested.
	1. National PTA Convention
7. The delegates to the National PTA convention shall be the district president and district executive vice president or alternates.
8. In an election year, the delegates to the National PTA convention shall be the district president-elect and executive vice president-elect or alternates.
9. Additional attendees may be authorized, as funds are available.
	1. *California State PTA Legislation Conference*
10. *The delegates to the California State PTA Legislation conference shall be the district president and the seventh vice president – director of legislation or alternates.*
11. *In an election year, the delegates to the California State PTA Legislation conference shall be the district president-elect and the seventh vice president-elect – director of legislation.*
12. *Additional attendees may be authorized as funds are available.*
13. NINTH DISTRICT PTA AREA REPRESENTATION

When the bylaws or standing rules require specific representation by areas on committees, the following area representation shall be followed:

North County Coastal shall be represented by:

Carlsbad Unified Council

North Coastal Council

Vista Unified Council

North County Inland shall be represented by:

Escondido Council

Palomar Council

Sun Valley Council

East County shall be represented by:

Foothills Secondary Council

Lakeside Council

Mt. Helix Council

Tierra del Sol Council

South County shall be represented by:

Chula Vista Elementary Council

South Bay Council

Sweetwater Secondary Council

Central County shall be represented by:

Cajon Valley Council

Lemon Grove Council

San Diego Unified Council

At Large shall be represented by:

Out of council associations

Any council

1. ALLIED AGENCIES

An allied agency is a public, private or non-profit organization that shares common values and goals with the Ninth District PTA. Designation as an allied agency confers privileges on the agency and the Ninth District PTA that both parties define.

Criteria

Ninth District PTA will consider forming alliances, sponsorship agreements, memoranda of understanding (MOU) and memorandums of agreement (MOA) with groups, agencies and organizations with the following criteria under consideration:

* 1. Furthers the purposes of PTA
	2. Fulfills an existing Ninth District PTA goal
	3. Enhances the image of PTA
	4. Complies with PTA policies

Ninth District PTA's relationship with allied agencies and organizations shall be defined through the use of an initial letter of intent and then formalized with a memorandum of understanding, a memorandum of agreement or contract. These documents shall include projects, representation, and expectations from each organization, expenses and definition of a district-wide focus. Continuing agreements should be reviewed and approved by the district board at the beginning of each term. The district board shall approve new agreements presented by the vice president involved. It is the responsibility of the vice president involved to submit the signed document to the district PTA secretary.

The Ninth District PTA district board shall approve representatives to allied organizations. The Ninth District PTA secretary shall maintain a current list of such representatives for the president and the district PTA office.

If representation from Ninth District PTA is desired, requests should be sent to the president for action by the district board. It shall be the responsibility of the district PTA secretary to notify allied agencies and organizations of changes in administration.

Guidelines

The following procedures are a guide to board members assigned to represent the Ninth District PTA at meetings of allied groups:

* + - * 1. The PTA shall not enter into permanent cooperation with any agency.
				2. The PTA may cooperate on special projects with any agency whose purposes and methods are consistent with PTA policies. The district board must first approve cooperation in such projects. If, for any reason, the project cannot be completed during the administration in which it was authorized , the district board of the new administration must review it again before approval.
				3. The PTA may cooperate on a special project with an agency through committees. The district board shall not set up a cooperating committee as a permanent continuing committee. A cooperating committee continues only through the life of the special project.
				4. PTA representation on committees in allied fields shall terminate at the conclusion of the district board member's term of office.
				5. Neither PTA funds nor official titles shall be used beyond the term of office by those who have accepted appointments in outside agencies without approval.
				6. District board members serve as official representatives of the Ninth District PTA to other organizations only upon authorization of the District Board.

Participation on the district board does not automatically make one a Ninth District PTA representative to other organizations, nor does it authorize representatives to speak on behalf of Ninth District PTA. District Board members do not represent Ninth District PTA within their own PTA councils or school districts unless specifically authorized to do so.

Representative Procedures

1. District board members shall clarify with the president or designee the role of the Ninth District PTA representatives (delegate, leader, recorder, observer, committee planner, other)
2. District board members shall not use their official PTA titles on programs or the stationery of other groups without the approval of the district board
3. District board members shall not speak for Ninth District PTA except by authorization of the district board
4. District board members shall not commit Ninth District PTA without the approval of the district board
5. District board members shall review the California State PTA Toolkit, Basic Policies
6. Cooperation/Co-sponsorship with Other Groups; the Ninth District PTA Bylaws and Standing Rules and Procedures - Allied Agencies/ Organizations;
7. District board members who render service to an allied agency as a representative of the Ninth District PTA may accept fees, gratuities or honoraria and shall donate the funds to the Ninth District PTA
8. A Ninth District PTA representative who is scheduled to make a presentation or to write a letter to an allied agency or organization which a Ninth District PTA representative attends shall notify that representative of the scheduled appearance or shall provide a copy of the proposed letter.
9. A request for a web site link for an allied agency shall be forwarded to the president and communications director for review.

Reports

Each Ninth District PTA board member attending meetings of an allied group as an official representative of the Ninth District PTA shall report on the meeting at the monthly meeting of the Ninth District PTA board.

Sponsorship (non-revenue)

Ninth District PTA sponsorship involves planning and implementing an event or document with other groups, agencies or organizations. All sponsorship proposals shall be referred to the executive committee for review and recommendations to the district board.

The Ninth District PTA allied agency, group, letter of intent or memorandum of understanding shall be formally signed by both agencies to formalize adoption by district board