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STANDARD OPERATING PROCEDURES

Administration & Policy Committee

Revised April 2020

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BOARD OF DIRECTORS

Governance

The structure of VAPTA is the Board of Directors. It is comprised of the elected officers, district directors or alternates, and chair of standing committees.

Rules for Board of Directors Meeting

- A. Any board member wishing to speak, make a motion, or debate shall first be recognized by the chair.
- B. A board member may speak no more than three (3) minutes at a time nor more than twice on the same question.
- C. No member may speak for the second time until all other board members wishing to speak have done so.
- D. The chair will alternate debate or discussion between opposing sides, if feasible.
- E. The maker of the motion may speak first to the motion.
- F. No motion may be on the floor for more than twenty (20) minutes, unless a motion is made to continue debate for an additional ten (10) minutes.
- G. All motions and amendments shall be presented in writing on motion blanks provided for that purpose, if not sent on Action Item Forms by the established deadline.
- H. Small group discussions are discouraged during board meetings.
- I. The chair may appoint a timekeeper.
- J. Any non-voting attendee shall not be allowed to speak to motions before the Board unless requested to provide information by the President.
- K. All questions should be directed to the Chair.
- L. Turn all electronic devices to silent.

Ethics/Code of Conduct

- A. The personal conduct of the members of the VAPTA governance structure directly affects the image of VAPTA. Therefore, each member shall:
- B. Recognize that the chief function of VAPTA is to serve the best interests of children and youth;
- C. Be knowledgeable about VAPTA's Bylaws, Policies, Procedures, Programs, Finances and Management;
- D. Comply with VAPTA's bylaws, policies, and procedures;
- E. Abide by and support publicly all positions and decisions of VAPTA's Board of Directors;
- F. When conducting VAPTA business, prioritize association goals over personal goals at all times;
- G. Conduct all association and operational duties with professional competence, fairness, impartiality, honesty, efficiency, and effectiveness while demonstrating the highest standards of personal integrity;
- H. Exercise discretion, sensitivity, and sound judgment in discussing VAPTA matters, protecting all privileged or confidential information;
- I. Exemplify responsiveness and open communication in fulfilling the duties and responsibilities as assigned;
- J. Avoid promotion of or profit from any activity in conflict with the mission and policies of VAPTA; and
- K. Exhibit nonpartisan conduct while serving within the VAPTA governance structure.

Whistleblower

- A. The Whistleblower Policy of the VAPTA:
 1. Encourages directors, officers, staff, and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the association;
 2. Specifies that the association will protect the person from retaliation; and
 3. Identifies where such information can be reported.
- B. Encouragement of reporting. The association encourages complaints, reports or inquiries about illegal practices or serious violations of the association's policies, including illegal or improper conduct by the association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the association has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the association's President or the council/district President. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
- C. Protection from Retaliation. The association prohibits retaliation by or on behalf of the association against employees or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The association reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
- D. Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquiries. They should be directed to the association President and the council/district PTA President; if the President is implicated in the complaint, report or inquiry, it should be directed to the only to the council/district PTA President. The association or council/district will conduct a prompt, discreet, and objective review or investigation. Officers, volunteers, and staff must recognize that the association may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

Confidentiality Policy

All members of the VAPTA governance structure shall ensure that all:

- A. Confidential or privileged information is not disclosed;
- B. Nonpublic information about other persons or organizations is treated as confidential and is not disclosed; and
- C. Confidential documents and papers, regardless of medium, are returned or destroyed at the direction of the President.

POLICIES AND PROCEDURES

Policies and Procedures

The A&P Committee shall review the policies and procedures annually. Recommendations for changes, deletions, and/or additions shall be presented for adoption at any meeting of the BOD. Although any board member may suggest amendments, it is the responsibility of the A&P Committee to study and recommend amendments to the BOD.

- A. The A&P Committee shall be authorized to make minor corrections in spelling, numbering and other non-substantive matters as necessary. In addition, they may make necessary adjustments to references to the Bylaws if the members approve amendments.
- B. The Policies and Procedures are adopted by the BOD. The SOP, policies and procedures must not be in conflict with the Bylaws.
- C. The BOD shall be notified at least thirty (30) days prior to the deadline for submitting proposed amendments to the A&P Committee.

Amending Policies and Procedures

These policies and procedures may be amended by a majority of those present and voting at any meeting of the BOD provided they are in compliance with the following requirements:

- A. The proposed changes shall be submitted to the A&P Committee for study and consideration by the deadline given by the chair;
- B. A copy of all proposed changes, with recommendations from the A&P Committee, shall be available from the Chair to each member of the BOD at least ten (10) days before the board meeting at which it is to be considered; and
- C. Time-sensitive changes pertaining to needs discovered after the deadline for submission to A&P may be considered subject to a two-thirds (2/3) affirmative vote of the members present and voting.

Support of Board Actions

- A. Board members are required by the fiduciary responsibilities as set forth by the laws of the state or federal governments to support actions taken by the Board and to explain such actions to PTA groups. An information sheet of talking points to be used when talking with local unit and council members will be provided to all board members regarding positions of the BOD.

Representing Virginia PTA

- A. Board members shall not speak for VAPTA or represent VAPTA unless authorized to do so by the President.
- B. The President acts as the spokesperson and the representative for the association. The President may name other members of the organization to serve in his/her stead.
- C. Board member and/or designated representative is required to file a report after meetings that may be use in communications and shall be included in board meeting packets.
- D. Representation on any other association or organization's board of directors shall be only with the approval of the President.
- E. The Executive Committee shall approve membership in any association or organization.

Attendance Reimbursement VAPTA Events

- A. Sponsored Events are defined as any event scheduled, planned, and implemented by VAPTA, which is attended by members of the BOD.
 1. Attendees funded by VAPTA to sponsored events are required to attend all of the scheduled events.
 2. If attendee is unable to attend all scheduled events, written approval must be granted by the President 48 hours prior to the event via email.
 3. Individuals, without approval, will be invoiced or will not be reimbursed for the cost of any events and meals missed.
 4. If a registration fee for the event is paid, attendees must stay for the entire event unless written approval is established by the President in advance.
 5. Board members who do not attend an event for which a reservation has been made will be billed for any charges incurred by VAPTA for the reservation, including room, meals, and registration fees.
- B. Registration
 1. A registration form for PTA events will be forwarded to all approved attendees. Attendees are responsible for returning the registration form by the established deadline.
 2. If the attendee does not return completed registration form by the established deadline, a reservation will not be made for the attendee.
- C. Lodging
 1. Board members are assigned roommates for all events requiring hotel/room accommodations for overnight stay.
 2. If no roommate is available, the reimbursement shall be for a single room. The President and Office Administrator may have private rooms.
 3. Board members may select his/her roommate or pay half the cost of the room including taxes.
 4. Payment for a single room will be deducted from all eligible reimbursements; prior approval required. If the estimated reimbursement is less than cost of private room, BOD member must pay in advance half the cost of the room including taxes. If reservation is cancelled after the hotel deadline, the total cost for one night will be the sole responsibility of the individual attendee.
 5. Changes to registrations received after the deadline cannot be guaranteed.
 6. Committee Chair must have room nights approved by the President for all rooms charged to their committee budgets.
 7. Only room and tax for attendees on approved nights will be paid. Any fees related to reservation changes, or additional room nights booked, will be the sole responsibility of the individual attendee.
 8. Attendees are responsible for all incidentals, late checkout, or no-show fees as required by the hotel/venue and will not be reimbursed.
 9. In the event an attendee must make his/her own housing arrangements for a sponsored event, he/she will only be reimbursed an amount equal to the contracted room rate plus tax, if applicable.
- D. Meals
 1. All members of the BOD attending VAPTA approved events will be reimbursed for meals, including tips, at the per diem rate of \$30.
 2. This rate is defined as \$6.00 for breakfast, \$9.00 for lunch, and \$15.00 for dinner or any combination thereof not exceeding \$30 per day.
 3. Receipts for per diem meals shall not be required.
 - a. Pre-planned meal functions included at an event will decrease the per day amount accordingly.

- b. An attendee who elects to eat elsewhere during a planned meal, even if prior notice is given, will not be reimbursed for that meal.
- E. Baggage, Parking, Tolls
 - 1. Baggage handling, parking fees, and tolls shall be reimbursed at reasonable amounts.
 - 2. The President has the right to reduce amounts thought to be unreasonable.
- F. Mileage
 - 1. Reimbursement for the use of personal automobiles will be calculated using the current standard mileage rates for business as published by the IRS.
 - 2. Carpooling is strongly encouraged.
 - 3. Other forms of public transportation will be reimbursed when necessary or when more economical than car travel.
- G. Air Travel
 - 1. Pre-Approved Air travel and other forms of public transportation will be reimbursed when necessary or when more economical than car travel.
- H. Committee Meetings Immediately Preceding or Following Meetings of the BOD or Executive Committee
 - 1. The only chargeable expense to the committee shall be the extra meals, lodging, and fees required to attend committee meetings.
- I. Capitol Day
 - 1. Expenses of board members attending Capitol Day at the General Assembly shall be transportation, lunch, parking and one night's hotel stay with the President's approval.
- J. Attendance Reimbursement Advance
 - 1. A request for an advance reimbursement must be made to the President and Office Administrator at least two weeks (14 days) prior to the start of the event.
 - a. If the event for which the advance was received is cancelled, the advance cannot be used for a different event and must be returned in full to the State Office within ten (10) business days of notification of event cancellation.
 - b. Reimbursement documentation must be turned in to the State Office within ten (10) business days after the event with a refund of any unused portion of the advance or a claim for additional money due.
 - c. Under no circumstance will an attendance reimbursement advance be given if the person has not closed out a previous advance.

Attendance Reimbursement Outside Organizations

- A. Non-sponsored Events are defined as any event scheduled, planned or implemented by any association or company other than VAPTA, but approved expenses are paid by VAPTA.
- B. Attendees are required to request advance approval to attend from the President.
 - 1. Board Members Serving on Committees of Cooperating Agencies. VAPTA covers expenses for board members serving on cooperating agency committees if not covered by the cooperating agency and with the pre-approval of the President.
 - 2. Upon approval to attend or participate in a non-sponsored event the attendee shall complete and submit registration materials directly to the sponsoring association. If a registration fee is required, the attendee shall forward complete registration form to the Office Administrator and President for approval and payment processing.
 - 3. If housing is required at a non-sponsored event, the attendee may request the Office Administrator, with the President's approval, to reserve housing for the attendee.

Communications

- A. BOD members should copy the President and President-Elect on all communications/correspondence in which PTA state-level business is addressed.
- B. BOD members, committee members and Office staff should reply to emails and correspondence within twenty-four (24) business hours of receipt.

Distribution of Materials

- A. Newsletters and pamphlets of Cooperating Agencies will be distributed only after approval by the President.
- B. All approved handouts used at any training event by officers, BOD, Standing Committee Chairs, and other members of the BOD shall be sent to the Vice President of Training within fifteen (15) days after the event.
- C. All handouts and training material become the property of VAPTA.
- D. If needed, the handout may be placed in the training module.

Board Training Meeting

Training shall be provided to the board to include:

- A. Communication procedures
- B. Meeting responsibilities
- C. Review of current bylaws and SOP
- D. Internal training tools
- E. Management of District Budgets
- F. How to advocate at the District to support councils, units and members
- G. Membership goals and awards programs
- H. Student and Family Engagement programs and toolkits
- I. How to charter a new unit
- J. How to support a potential dissolution

Electronic Voting

It is the privilege of the presiding officer to decide if an issue can be handled by an electronic vote. As per the bylaws, electronic voting is permissible as follows:

- A. The President can call for an electronic vote of the Executive Committee;
- B. District Directors can call for an electronic vote of both the District Executive Committee and Board;
- C. The procedure will be as follows:
 1. The presiding officer will state the issue and ask for a motion to be made;
 2. All responses should be made using "reply all;"
 3. Once a motion is made and seconded, the presiding officer will state the motion and call for debate to be held for no less than forty-eight (48) hours. Votes shall not be cast during debate;
 4. At the conclusion of the established time of debate, the presiding officer will restate the motion and call for the vote. At least twenty-four (24) hours will be given to submit votes and only those votes cast during this period will be counted. A majority vote will be required for adoption;
 5. At the conclusion of voting, the presiding officer will announce that voting has ended and request that the Secretary announce the results;
 6. The Secretary shall keep copies of all email discussion and votes, and present voting results at the next meeting for ratification.

Annual Budgets

Each officer and committee chair will submit a proposed budget annually to the Treasurer.

Plans of Work/Progress Reports

All officers, district directors, standing committee Chairs, and internal committee Chairs shall submit their Plans of Work (POW) covering two (2) years within sixty days [60] of their election/appointment. Approved POWs will be posted to the appropriate section of the VAPTA website within thirty (30) days from date of adoption.

- A. The Executive Committee shall approve the POWs for Annual Meeting and Regional Trainings.
- B. The President shall approve the POW for elected officers, Bylaws Committee, and other committees not assigned.
- C. The President-Elect shall approve the POW for District Directors, Communications Committee and assist the President with all POWs as requested.
- D. The Vice President of Programs shall approve the POW for Reflections, Family Engagement, and Health & Safety.
- E. POWs will be approved within 30 days after submission.
- F. Updates to Progress Reports are due ten (10) days prior to each BOD meeting.
- G. Persons filling a vacancy shall review and update their POW within thirty (30) days of election or appointment.
- H. Each Plan of Work shall:
 1. Be submitted on an approved Plan of Work Form and include:
 - a. A general statement of goals;
 - b. A list of specific objectives or activities to be accomplished;
 - c. A timetable of target dates for completion of the objectives;
 - d. Cooperation, if appropriate, with other groups.
 2. POW can be amended or modified with the concurrence of the Executive Committee. Any major deviation from the POW shall require the consensus of the committee.

FINANCE

Financial Accounts

- A. Authorized Signatures on all financial accounts are: Treasurer, President, President-Elect, Office Bookkeeper, and Office Administrator.
- B. Accounts: Virginia PTA will maintain a checking account and an investment account.
- C. Virginia PTA Credit Card: May only be used by the President, Office Administrator, or in his/her absence, an employee designee approved by the executive committee.
- D. Expenditures: All expenses must be part of an approved annual budget line item and authorized by the officer or committee chair that oversees that portion of the budget.
- E. Check Processing: All checks over \$200 and any withdraws or transfers from accounts owned by the Virginia PTA require two (2) signatures, one of which must be an authorized elected officer.
- F. Reserve funds: Shall be maintained in a Virginia PTA investment account at a minimum of seventy-five percent (75%) of the three-year average annual operating budget.
- G. Petty Cash: The Office will hold no more than \$200 to support events or logo item sales
- H. Insurance: will be held to protect Virginia PTA property and funds from theft, embezzlement, or loss. This will include general liability and accident medical coverage, bond coverage insurance and director and office liability insurance.
- I. Reimbursement Approval: All reimbursement requests shall be approved by the Treasurer and the President. Once approved, the treasurer will forward to the office for processing.

Investment Policy

- A. Purpose: The purpose of the VAPTA investment portfolio is to carry out mission by providing for the long-term financial needs of our association.
- B. Investment Objective: The investment portfolio seeks long-term capital growth, balanced by current income and preservation of capital.
- C. Investment Strategy: The investment portfolio pursues its investment objective by investing 60-70% of its assets in equity securities and the remaining assets in fixed-income securities and cash equivalents.
- D. Benchmarks:
 - a. Full portfolio: FTSE High Dividend Yield Index
 - b. Managed securities: Prospectus stated benchmark
 - c. Equities: S&P 500 Index Total Return Index
 - d. Fixed Income: Barclays Capital Aggregate Bond Index
- E. Investment Income: Twenty-five percent (25%) of annual investment income will be reinvested. Seventy-five (75%) of annual investment income will be transferred to Virginia PTA checking accounts to support operations based on the annual approved budget.
- F. Performance Review: Will be conducted by the EC semi-annually or at the call of the Treasurer in the event of unforeseen market fluctuations.

Financial Reporting

- A. On the 5th of each month, the EC will receive a bundled treasurer's report that includes cash flow, budget and investment information including:
 - 1. Income, Expenses, Accounts Receivable Quickbooks bank reconciliation
 - 2. The Balance Sheet from Quickbooks
 - 3. The Profit Loss statement from Quickbooks
 - 4. Checking Account Statement

5. Investment Account Statement
- B. On an annual basis in preparation for developing the annual budget the EC will hold a financial review meeting that covers:
 1. Supplier and Vendor contracts
 2. Sponsorship (non-dues) Revenue Planning
 3. Membership Discounts Relationships
 4. Auditor Evaluation
 5. Staff compensation and procedure review
 6. Local tax valuations for the land and assets with depreciation schedule
- C. On a quarterly basis the Treasurer will provide the Board of Directors a detailed written and verbal financial report.
- D. Twice annually at Board of Directors meeting the Investment Advisor will provide a detailed investment portfolio performance review.

Budget Development and Approval

- A. The Treasurer will send a budget request form to all Officers and Committee Chairs as designated by the President and Treasurer.
- B. The Executive Committee will prepare a budget under direction of the Treasurer for the next fiscal year based on anticipated revenue and projected expenses to support Virginia PTA mission work.
- C. The proposed budget will be sent to the members of the BOD at least thirty (30) days prior to the Board of Directors meeting.
- D. Changes to individual line items in excess of \$300 will require approval by the Board of Directors

Board of Directors

- A. Approval of reimbursement requests shall be approved by the Treasurer and the President. Once approved, the Treasurer will forward reimbursement requests to the office for processing.
- B. Reimbursement Requests
 1. Reimbursement request forms and accompanying receipts must be postmarked, faxed or filed electronically with the State Office within thirty (30) days after completion of any event in which reimbursement is allowed. This includes reimbursement for district events from district allotment accounts.
 2. If a reimbursement request is not filed within 30 days, any reimbursements due will be forfeited and considered a donation to VAPTA unless special circumstances prevail, and approval has been obtained from the President.
 3. Any BOD member arriving late or leaving early at any sponsored or non-sponsored event must provide the President with a satisfactory explanation or reimbursement request will not be honored. BOD members shall be charged for reserved rooms, meals, and any other expenses incurred by VAPTA if the President has not given prior approval for arriving late or leaving early.
 4. BOD members requesting private rooms will have half the cost of the room deducted from any reimbursements from the event; pre-approval required. If the estimated reimbursement is less than cost of private room, BOD member must pay in advance half the cost of the room including taxes.
 5. All other reimbursement requests must be to the Treasurer for approval. Reimbursements not approved by the appropriate authorization will not be processed by the State Office.
 6. Pre-approval by affected parties is required for any reimbursement request that seeks reimbursement from a line item not directly under the control of the person to be reimbursed.

7. Pre-approval by the President is required for hotel reimbursement for sponsored or non-sponsored meetings when travel is required between 9 p.m. and 7 a.m.
8. Mileage and meal reimbursement for district events which result from bylaws requirements of officers or committee chairs serving on the district boards will be reimbursed at the current BOD standards out of the budget line for that officer or committee chair.
9. When officers or committee chairs are specifically requested by a district to attend district meetings or trainings, the district extending the invitation shall bear the expenses unless otherwise agreed upon between the district and the officer or committee chair. This shall not apply to persons assigned by the President to attend district Annual Meetings. Expenses of those assigned by the President to represent him/her at district meetings, other than the President-Elect, shall be charged to the account of the President.
10. All postage reimbursement requests must include a receipt of mailings with the date.
11. All non-budgeted purchases over \$100 made by any member of the BOD must be approved in advance by the designated person or committee assigned by the SOP Manual. The purchase request must include at least three bids or comparison prices with a recommendation on which item best suits the needs of the officer, committee, or district. All equipment purchased shall be the property of the VAPTA and listed on the state inventory.
12. Committee chairs seeking reimbursement for travel to required meetings on behalf of their committee shall provide with any request for reimbursement, a short report outlining the event attended. Reimbursement requests will not be honored without this report.
13. Members at Large – Committee members shall be reimbursed for expenses for attending committee meetings and carrying out committee projects. If committee meetings are held in conjunction with an Annual Meeting, Members at Large shall be reimbursed only for those expenses required to attend the committee meeting, including travel and, where necessary, meals and lodging. Members at Large shall not be reimbursed for other expenses in connection with an Annual Meeting.

District Finances

A. District Allocation Budget

1. District must have satisfied unit in good standings criteria.
2. Amount of allocation is based on the number of units with dues paid and bylaws current by December 1st of the previous year.
3. District allotment funds will be posted to state budget if all of the following are received by the State Office before June 30:
 - a. Copies of all district minutes (general membership meeting minutes and executive board meeting minutes) for the past fiscal year;
 - b. Copy of District Allocation Budget after adoption by executive board;
 - c. Copy of District Other Income Budget after adoption by general membership;
 - d. District officer list (name, address, phone and e-mail address submitted on District Officers and Committee Form);
 - e. All proposed meeting dates submitted on the District Meeting Dates form.
4. Shall be used to fund the work of district boards with the local units and councils in their district. Funds can be used for communication with your local units and the promotion of VAPTA and National PTA programs.

B. District Other Income Budget

1. Represents grant money received by a district, registration and reservation fees for Annual Meetings and district training, donations and/or other income.
2. If a district has District Other Income, send a copy of the District Other Income budget after adoption by the general membership to the State Office before June 30.

3. Shall be used for expenses for Annual Meetings or trainings. Donation and grant income shall be used for the purpose specified in the donation or grant.
- C. Financial Procedures
1. Receipts must accompany District Reimbursement Request Form or reimbursement will not be paid. A district Mileage Log must accompany reimbursement requests for payment of those expenses.
 2. District deposits must be completed using the District Deposit Verification Form and may be mailed directly to the State Office, unless District online payments are directly submitted to state finance office.
 3. Reimbursement for district mailings, other than free mailings, may be submitted using the District Reimbursement Request Form.
 4. Reimbursement requests may be submitted electronically to approving authority with scanned receipts.

BOARD OF DIRECTORS

General

- A. Leave of Absence - Robert's Rules of Order Newly Revised provides no provisions for leave of absence for elected offices. VAPTA does not allow leaves of absence for any position on the BOD.
- B. Resignations - A formal letter of resignation addressed to the President of the association indicating the effective date of resignation is required. The President must submit the letter of resignation to the Executive Committee. The Executive Committee will follow the state bylaws to fill the vacated position.
- C. Any articles by BOD members intended for publication require prior review and approval by the President.
- D. Conferences or events of cooperating organizations may be listed in official publications of VAPTA with prior approval of the President.
- E. BOD members should use the PTA logo/tagline and encourage constituent associations to do likewise.
- F. Board members are REQUIRED to attend all regular and special meetings of the BOD, assigned committees, Annual Meeting, and District Executive Board meetings of the district in which the board member resides.
- G. If unable to attend, will arrive late, or depart early at any state board functions, members must notify the President and the Office Administrator by stated deadline.
- H. The Executive Committee may develop a plan of action for any BOD member who is unresponsive to communications. The primary goal is to ensure that districts, committees, volunteers and staff are able to move their tasks and deliverables forward by completing the business of the association.
- I. Failure to carry out duties as prescribed by VAPTA Bylaws and SOP shall give the President, with the approval of the Executive Committee, the option of requiring the resignation of any board member.
- J. The BOD may remove from office any member of the BOD by a two-thirds vote of the members of the BOD.
- K. A member of the BOD with two unexcused absences per fiscal year, from meetings at which attendance is required, may be required to forfeit his/her position.
- L. Ownership of PTA Materials - The results of all BOD work assignments, including writing or other creative professional works, shall belong to VAPTA that in its sole discretion may copyright or otherwise protect such creations. BOD members, who write or otherwise create material outside of BOD work assignments, are free to publish such material providing they do not imply VAPTA endorsement or use their VAPTA position to market it.
- M. BOD Relationship to the State Office:
 1. Copy the Office Administrator on all requests for staff assistance.
 2. Copy the Office Administrator when requesting President approval for print/mail or electronic communications content. Office Administrator will use this information to create an expedited work plan for when the content is approved. With this advance notice, BOD members can expect execution in five business days or less. If unforeseen circumstances occur, the Office Administrator will contact the requesting BOD member and work through a satisfactory solution.
 3. Office meeting rooms are reserved first come, first served. The office will make every attempt to accommodate all requests.
 4. Allow five (5) working days for meeting food service. Accommodations for meals should be organized through the VAPTA Office.

5. Provide two (2) working days for hotel room acquisition. Local arrangements for overnight lodging when travelling for the purpose of VAPTA work should be organized through the VAPTA Office.
 6. Any Office Administrator issues - contact the President and President-Elect for awareness.
 7. Office staff does not work overtime (not budgeted). Workday schedules within a pay period are adjusted to accommodate business requirements. If BOD members have projects or meetings which could require outside of normal working hours staffing, the Office Administrator and President must approve and coordinate. Advanced notice provides more flexibility to accommodate requests.
 8. The Office Administrator will coach all BOD members on the above as needed and include the President if there are issues.
- N. Respond to inquiries made to their position within twenty-four (24) business hours.
- O. Responsible for the development of the Annual Strategic Plan.
1. Develop strategies to implement the goals and objectives of the Strategic Plan.
 2. Monitor and assist those members of the BOD assigned specific tasks, as requested.
 3. Ongoing status report shall be presented at each BOD meeting.

Bylaws Committee Chair

- A. Train new committee members prior to participation in the bylaws review process;
- B. Serve as a chair of the A&P Committee;
- C. Submit to the Board of Directors bylaws amendments for consideration, review and approval as prescribed in the bylaws of VAPTA.
- D. Give notice to the membership for proposed bylaws amendments as designated by the President.
 1. The following shall constitute notice to the membership as required by the Virginia PTA Bylaws: submit for inclusion in the Call to Annual Meeting issue of the official VIRGINIA PTA publications, proposed bylaw amendments coming on the floor of Annual Meeting for consideration by the Annual Meeting delegates;
- E. Prepare a memorandum for distribution in the post-Annual Meeting mailing to local units, councils, districts and BOD listing bylaws amendments adopted at the National PTA Convention and Virginia PTA Annual Meeting. Memorandum should include information on how amendments impact local units.
- F. Submit article listing bylaws amendments adopted at the National PTA Convention and Virginia PTA Annual Meeting to the official VAPTA publications within 45 days of general membership approval;
- G. Make appropriate changes to State bylaws per amendments adopted at the Annual Meeting no later than thirty (30) days following the close of Annual Meeting.
- H. Amended bylaws templates shall be provided to the District, Council, and Local Unit no later than July 1st.
- I. Periodically review, update and have approved by the State President, communications sent from the State Office to constituent associations relating to the bylaws process;
- J. Review all new local units, council, and district bylaws and amendments.

Communications Committee Chair

- A. Develop, manage and execute the annual Virginia PTA Communications Plan to span across all communication channels and reach appropriate target audiences.
- B. Identify and recommend to the Executive Committee new communications channels which would benefit and enhance communications to members, local PTA leaders, Board of Directors.
- C. Develop committee execution plan as approved.
- D. Monitor the metrics of all existing communications channels and recommend enhancements/direction - up to and including elimination.

- E. Assign committee members tasks including, but not limited to the following areas: social media posts/responses, press releases, surveys, electronic communications, publications, presentations, and promotional materials.
- F. Lead the creation of a District Annual Meeting presentation template with the President, President-Elect, and VP Training.
- G. Facilitate the creation of the Annual Meeting Exhibitor Prospectus, Call, Awards Program and Conference Program.
- H. Facilitate the creation of the Annual Meeting General Session presentations.
- I. Facilitate the creation of the Annual Meeting Awards Program presentation.
- J. Facilitate the creation of District Newsletter templates.
- K. Facilitate the creation of the Virginia PTA's Annual Report.
- L. Oversee the creative direction of all internal/external communications.
- M. Develop, manage and produce materials to create a cohesive image and message.
- N. Ensure all materials are developed and distributed to an appropriate timeline.
- O. Work in cooperation with the Office Administrator to enhance website effectiveness.
- P. Create an eNewsletter editorial calendar, and review with all who are expected to contribute content.

Nominations Committee Chair

- A. Send memo to all committee members prior to the meetings as a reminder of the date and requesting them to call their alternate if necessary.
- B. Send memo to all nominees informing them of the date of the committee meetings. Request they be available on the day of the meetings for consideration of either officers or standing committee chair position and provide a phone number where they can be reached.
- C. Set rules for discussion, keeping in mind the need for consensus, as well as confidentiality.
- D. During committee meeting, the chair assumes responsibility for all contact made with any potential nominee.
- E. Have resumes of nominees available for committee members in advance of the committee meeting.
- F. Send to all nominees not selected a written thank you note and acknowledge that the nomination process has been completed. Furthermore, included in this communication shall be the process for nominations from the floor.
- G. Send letters to Standing Committee Chair, within ten (10) days of their election, informing them they are expected to submit a POW and a budget by prescribed deadlines.
- H. Send a copy of the Nominations Committee Report for elected office to each member of the BOD and have the report printed in all official VAPTA publications not less than sixty (60) days prior to the date for the convening of the Annual Meeting.
- I. A copy of the Nominations Committee Report for standing committee chairs shall be sent to the BOD not less than thirty (30) days prior to the date for the convening of the Annual Meeting.

District Director Operations

- A. Responsibilities of the District Director
 - 1. Provide Support for Councils and Local Units
 - 2. Serve on the Membership Growth and Development Committee under the direction of the VP Membership.
- B. Relationship with Councils
 - 1. Share BOD resources for Good Standing Management with Council presidents.
 - 2. Communicate with Councils regarding the units within their Council on a regular basis, to include:

- a. Good Standing requirements
 - b. PTA Programs
 - c. PTA awards
 - d. District meetings and trainings
 3. Assist Councils as requested.
 4. Collaborate with Councils regarding communications with local units within a Council.
- C. Relationship with Local Units
1. Local units within a Council shall be supported by the Council directly. District may provide additional support as needed to the unit or Council.
 2. Communicate with local units not within a Council on a regular basis, to include:
 - a. Good Standing requirements
 - b. PTA Programs
 - c. PTA awards
 - d. District meetings and trainings
 - e. Discussions to check their PTA health and wellness
 - f. Assist local units not within a Council as requested
 3. Communications
 - a. Respond to inquiries within twenty-four (24) business hours.
 - b. If a dissolution or fraud is suspected, contact the President and President-Elect within 24 hours, copying the VAPTA Treasurer, VP Membership, and Council President, as applicable.
 4. Good Standing Requirements
 - a. Review the Local Unit Good Standing Report monthly.
 - b. Share with Council presidents so they may communicate with their local units.
 - c. Communicate with local units not within a Council regarding incomplete Good Standing Requirements:
 - Officer Contact Form complete
 - Membership Dues paid before December 1
 - Copy of last fiscal year-end audit sent to State Office
 - Copy of IRS 990 sent to State Office
 - Bylaws current
- D. Training
1. Use VAPTA approved training materials when providing leadership training to councils and local units (available online and through the VP of Training).
 2. Running the District Board:
 - a. Meetings
 - Preside at all meetings of the district.
 - Hold an Annual Meeting. Communicate meeting details with the President to attend this meeting.
 - b. PTA Programs and Awards
 - Manage the District-level Reflections Arts Program and advance District-level winning entries to the Reflections Committee Chair by the designated deadline.
 - Manage the Citizenship Essay Project and advance District-level winning entries to the State Office "Attention: Citizenship Essay" by the designated deadline.
 - Manage the District Volunteer of the Year Award.
 - Promote VAPTA Power Plates Program.
 - Promote VAPTA Family Engagement Awards.
 - Promote VAPTA Child Advocate of the Year Awards.
 - c. District Mailings

- Districts are entitled to two (2) mailings a year at no cost to the District. These mailings include a copy to each council president, local unit president, district board member, and principal and superintendent.
 - The cost to mail each piece may not exceed the cost of a first-class letter.
 - All mailings must be approved by the President before being sent out.
 - If a district mails its own Call to District Annual Meeting letters, forward a copy to the State Office with reimbursement request (if any).
 - The State Office staff may provide other mailings and printing services upon request at the discretion of the Office Administrator who shall determine the cost of these services and bill the district. The cost of postage shall not be charged if the item can be included in a district call meeting mailing.
- d. Responsibilities as a BOD Member
- Prepare and update a Plan of Work.
 - Board of Directors Meetings
 - Attend all meetings of the BOD. Assistant District Directors may be extended a courtesy seat at BOD meetings and trainings. Expenses would be incurred by the District.
 - Submit a progress report ten (10) days prior to the BOD meeting to the President and President-Elect. In an election year of the district directors, the outgoing director shall submit the report
 - Serve on standing committees and internal committees as assigned by the President.
 - Represent VAPTA when requested by the President.
 - Submit proposed District Annual Meeting dates to the President.
 - Participate actively in the Annual Meeting.
- e. Growth & Development Work
- District Directors may call on the VP Membership to assist in the formation of new local units.
 - District Directors shall, within forty-eight (48), hours notify VP Membership, State Office, and President on any new unit, school closing, and other extension actions.
 -

EXECUTIVE COMMITTEE

General

In addition to the duties set forth in the bylaws, the Executive Committee shall:

- A. Approve the proposed cost of publications;
- B. Approve the selection of the certified public accounting firm to examine the books at the close of each fiscal year;
- C. Approve recommendations regarding all insurance coverage;
- D. Approve the salary scale and duties of the State Office staff;
- E. Approve the timeline and budget for Annual Meeting Committee and Regional Leadership Training;
- F. Approve all VAPTA investment policy changes;
- G. Review and update the Employee Handbook and written personnel policies;
- H. Serve as the search committee when a vacancy occurs in the position of Office Administrator and recommend a candidate for the position to the President;
- I. Approve the purchase of office equipment and services/repairs;
- J. Approve the purchase, sale, trade, service repair of any office equipment or furnishings;
- K. Oversee the operation and maintenance of the total building and grounds;
- L. Determine capital improvements as necessary;
- M. Appoint Standing Committee Members;
- N. Refer to Reports Section;
- O. Refer to Finance Section;
- P. Respond to inquiries within twenty-four (24) business hours.

President shall:

- A. Perform duties as outlined in the state bylaws;
- B. Communicate regularly with the President-elect in governing the association;
- C. Submit reports of activities and events prior to BOD meetings;
- D. Assign the responsibility of all actions as adopted by delegates or BOD to the appropriate committee or officer. The committee or officer shall submit a plan of action, including time constraints and budget, for approval to the Executive Committee;
- E. Attend Annual Meetings of the districts or appoint officers to represent the President;
- F. Attend District Executive Board meetings in the district where the President resides;
- G. Receive copies of reports of all actions taken regarding the formation of new local units;
- H. Receive preferences of the BOD for assignment to standing committees and receive recommendations from Standing Committee Chair for appointment and make assignments;
- I. Approve any correspondence from a committee or committee chair to the membership;
- J. Serves as ex-officio member of all standing , special, and all internal committees except the Nominations Committee;
- K. Testify at hearings of meetings of the Board of Education or the Department of Education;
- L. Appoint members to the Advocacy Committee after consultation with the VP of Advocacy;
- M. Make statements on behalf of VAPTA with respect to the adopted Legislation Program, Annual Meeting Resolutions, actions of the BOD, and/or actions of the Executive Committee relating to legislation before the General Assembly. If the President or the VP Advocacy is unavailable, the President or the VP Advocacy may designate an alternate;
- N. Designate chair and members of all other committees not specified by the Bylaws. Approve expense requests and receive reports for any committees not designated for another officer;
- O. Submit official VAPTA publication articles;
- P. Prepare a letter to be included in the mailings to local unit;
- Q. Authorized signature on all financial accounts and the VAPTA credit card;
- R. The President's expenses shall be reviewed and approved by the President-Elect;

- S. Certify the VAPTA delegates to the National Convention provided by National PTA guidelines;
- T. Consult with the President-elect and Treasurer in selecting delegates for National Convention from the BOD and receive written reports from board members who attend to be presented at the next Executive Committee meeting;
- U. Serve as the VAPTA representative to National PTA National Constituent Association Advisory Council;
- V. Preside at the Virginia PTA Annual Meeting;
- W. Appoint the Annual Meeting Credentials Committee;
- X. Appoint the three members of the Annual Meeting Credential Appeals Committee;
- Y. Appoint committee of three (3) to audit Annual Meeting and BOD meeting minutes;
- Z. Provide a 2-year calendar to include meeting dates, deadlines and additional dates that could affect the BOD and/or the VAPTA Office within seven (7) days of election;
- AA. Personnel Issues
 - 1. The President shall serve as the liaison between office staff and the BOD;
 - 2. The President shall address with the Office Administrator complaints dealing with office personnel;
 - 3. The President and President-elect shall be responsible for the annual review of the Office Administrator;
 - 4. The President shall keep the President-Elect apprised of all personnel issues of concern or consequence;
- BB. Submit bylaws with adopted amendments adopted at Annual Meeting to the National PTA Bylaws Committee for approval within thirty (30) days following Annual Meeting;
- CC. A certificate of appreciation will be presented to every BOD member at the end of his/her tenure.

President-Elect shall:

- A. Perform duties as outlined in the state bylaws;
- B. Communicate regularly with the President in governing the association;
- C. Represent the VAPTA when requested by the President;
- D. Serve as a non-voting ex-officio member of all VAPTA committees;
- E. Attend District Executive Board meetings in the district where the President-Elect resides.
- F. Initiate the purchase of the State Past President's pin through the State Office;
- G. Attend Annual Meetings of the districts as assigned by the President;
- H. All expenses for the President-elect to attend National PTA events shall be paid by VAPTA within SOP guidelines. The President-Elect shall include these anticipated expenses in their yearly budget submission;
- I. Assist the President and Treasurer in selecting delegates for the National PTA Convention from the BOD;
- J. Authorized signature on all financial accounts;
- K. Serve as chair of the Transition Committee.

Vice President of Advocacy shall:

- A. Serve as chair of the Advocacy Committee and Resolutions Committee;
- B. Insure the development of pertinent and current legislative positions;
- C. Prepare Legislative Priorities for the BOD to review and approve at the Spring BOD meeting;
- D. Inform members of the BOD, districts, councils and local unit Presidents on matters pertinent to the Virginia PTA Legislation Program;
- E. Speak at committee hearings of the Virginia General Assembly, after consultation with the President, on provisions of the Legislation Program or actions taken by the BOD concerning legislation or approve speaker;
- F. Express no personal opinion;

- G. Issue Action Alerts to board members, local units and councils as deemed necessary and after consultation with Advocacy committee;
- H. Issue an interim report and a final report to BOD, local units and councils on action taken by the General Assembly in regular session;
- I. Manage process of having legislation introduced to implement the Legislative Action Items and Annual Meeting resolutions;
- J. Attend or identify an alternate attendee to all State Board of Education meetings and provide information to the membership via state-level publications regarding actions taken at these meetings;
- K. Attend, as necessary, meetings and conferences of education organizations, Department of Education study teams and committees of the General Assembly;
- L. Keep abreast of educational trends and emerging issues and provide information to the membership as necessary and identify those issues on which the PTA currently has positions or should consider taking positions;
- M. Alert the President and the BOD of pending regulatory and/or legislative action that will affect public education;
- N. Prepare proposals for the Legislation Program, Annual Meeting Resolutions and Positions of the BOD for consideration by the committee;
- O. Prepare state-level publications addressing educational issues to be distributed to the membership and other interested parties;
- P. Prepare and deliver testimony, with approval by the President, for the Board of Education hearings or identify suitable substitute;
- Q. Seek nominee suggestions Child Advocate of the Year Award recipient(s).

Vice President of Programs shall:

- A. Perform duties as outlined in the VAPTA Bylaws;
- B. Oversee development, implementation, tracking and life cycle of all programs of VAPTA;
- C. Approve the POWs of all program committees;
- D. Serve as an ex-officio member of all program committees;
- E. Review and update all program and award resources, including printed publications, award applications, judging criteria and digital media;
- F. Develop new awards and programs as needed and assign committee ownership;
- G. Maintain Program Committee Handbook to include details and work product for all program committees;
- H. Oversee submissions for notification of deadlines and program announcements on all channels;
- I. Manage communication of deadlines and program information to all Districts, Councils and units;
- J. Oversee and designate an administrator for the Citizenship Essay and Scholarship Programs:
 1. Refer to Awards Section
 2. Prepare information, applications and letters to guidance counselors to be distributed by the State Office by October 15th
 3. All scholarship applications are to be judged prior to April 1st
- K. Oversee the VAPTA Student Awards and Family Engagement Awards.

Vice President of Membership shall:

- A. Work collaboratively with the President, President-elect and NPTA Membership liaison to develop membership plan for the state based on current membership and demographic information.
 1. Assess membership needs and recommends new resources;

2. Research needs of members and potential members and explore if PTAs are fulfilling those needs;
 3. Explore and recommend ways to provide value to PTA members.
- B. Serve as the chair of the Membership Growth and Development Committee.
1. Chair meetings that shall be opportunities for District Directors and Council Presidents to discuss activities, idea sharing, plans and improvements to increase membership and support local units.
 2. Support efforts to identify, recruit and create new local units and reinstate inactive units.
 3. Assist District Directors and Council Presidents to:
 - Mentor new units and at-risk units;
 - Identify key areas for potential PTA growth. Work with school administrators, parents, and other community residents to establish new units.
 - Facilitate and support new unit creation and chartering, including the definition of components for PTA Startup Toolkit and ensure that new units have the necessary tools to be successful.
 - Meeting with school administrators, community leaders, and parent groups to determine interest in establishing new units. Clearly presenting the advantages and benefits of PTA to schools, communities and/or parent groups.
- C. Compile reports to include a number of active local units in each district, number of inactive local units, reactivated units, number of pending charter units, and supporting membership count; in coordination with the state office.
- D. Prepare flyers, workshop and training materials on membership and PTA Mission and Value for councils and local units.
- E. Develop resources to assist the President or designee when speaking to current PTAs considering dissolution.
- F. Submit articles for the Virginia Bulletin, social media and monthly newsletter; if applicable.

Vice President of Training shall:

- A. Be responsible for the training programs and annual review for VAPTA, to include (but not limited to):
 1. Assisting the President and President-Elect in providing board training to the BOD;
 2. District Director Toolkit;
 3. Training Library (on website);
 4. Turnkey Trainings.
 5. Assist the President and President-elect in developing new leaders through training;
- B. Serve on the Annual Meeting Committee; responsible for training workshops as follows, working in collaboration with the President, President-Elect and Conference Chair:
 1. Plan the workshop schedule;
 2. Revise the Turnkey Trainings as needed;
 3. Arrange for workshop presenters and offer training/support;
 4. Arrange for outside organizations to submit workshop proposals.
- C. Plan the summer leadership training and all other leadership trainings that are deemed necessary by the board:
 1. Plan the curriculum for any leadership training after taking into consideration evaluations from previous sessions;
 2. Contact proposed presenters/speaker(s). Copies of all correspondence shall be sent to the President and State Office. If a proposed presenter is not available, the chair is authorized to select an alternate;
 3. Contact viable facilities in all cities where conferences will be held and submitting to the Executive Committee for final decision on each location. State Office shall send all final

documentation/contracts/letters to facility. Copies of all correspondence shall be sent to the President and State Office;

4. Study evaluations after all leadership training sessions and send report to the BOD. Copies shall be sent to the presenters upon request;
 5. Send a complete list of summer leadership training attendees, by district, to the appropriate District Director immediately following registration, to allow for personal contact.
- D. Perform duties as outlined in VAPTA Bylaws;
 - E. Serve on standing committees and other internal committees as directed by the President;
 - F. Represent VAPTA when requested by the President;
 - G. Attend Annual Meetings of the districts as assigned by the President.

Secretary shall:

- A. Perform duties as outlined in VAPTA Bylaws;
- B. Represent VAPTA when requested by the President;
- C. Serve as member on the A&P Committee;
- D. Serve on standing committees and other internal committees as directed by the President;
- E. Write a summary of action taken at meetings of the Executive Committee and BOD and submit to the appropriate person by deadline for report in one or more of the official publications of the VAPTA;
- F. Prepare a report of action items and recommendations from the Executive Committee for presentation to the BOD at the first session of the BOD meeting;
- G. Maintain official copies of the BOD, Executive Committee and Annual Meeting minutes, including copies of motions, action items and reports. Send one (1) signed copy to the State Office for office files within ten (10) days of minutes being approved. A copy of the approved minutes will also be posted on the website;
- H. Have resource materials available at all meetings that may be needed for referral: Bylaws, SOP Manual, Leadership Toolkit, previous minutes and attendance records;
- I. Submit documents to be archived at National PTA as requested;
- J. Attend Annual Meetings of the districts as assigned by the President;
- K. Minutes provided by the secretary will be reviewed by the auditors, then adopted by the BOD;
- L. Maintain the historical documents of the VAPTA to be housed at the State Office;
- M. Serve as Chair for Annual Rules Committee;
- N. Attend District Executive Board meetings in the district where the Secretary resides.

Treasurer shall:

- A. Perform duties as outlined in the VAPTA Bylaws;
- B. Represent the VAPTA when requested by the President;
- C. Serve on standing committees and internal committees as directed by the President;
- D. Serve as chair of the Budget committee;
- E. Prepare and facilitate preparation of the budget and full annual financial review by the Executive Committee;
- F. After reviewing the budget, assist the President and President-elect in selecting delegates for the National PTA Convention from the BOD;
- G. Serve as member of the A&P Committee;
- H. Review the financial statements of VAPTA monthly to see if the association is operating within the budget and, when necessary, recommend any changes to the budget to the Executive Committee for approval by the BOD;
- I. Present a financial statement at all meetings of the BOD and the Executive Committee;
- J. Authorized signature on all financial accounts;
- K. Attend Annual Meetings of the Districts as assigned by the President;
- L. Work with local unit liaison to review IRS subordinate association list.

STANDING COMMITTEES

General

All standing committees shall:

- A. Be created by the BOD as deemed necessary to promote the purposes and to carry on the work of VAPTA.
- B. Each standing committee shall consist of a chair and committee members. Committee members shall be appointed by the Executive Committee;
- C. No committee shall have the authority to act for the BOD;
- D. Meet at least two (2) times every year;
- E. Elect a vice chair at its first meeting to carry out the duties of the chair in his/her absence or inability to act. If the chair is vacant, the vice chair shall serve as acting chair until the Executive Committee elects a new chair. A secretary shall be elected or appointed. A copy of the minutes from all committee meetings shall be submitted to the State Office;
- F. Have approval and release by the President on any correspondence to the membership;
- G. Have all training module developed for presentation reviewed and approved by the Vice President Training and forwarded to the President and President-Elect for final approval;
- H. All standing committee chair(s) shall:
 1. Chair of standing committees shall be elected by the Board of Directors for a term of two (2) years. The committee chairmen shall be elected at the post annual conference meeting. No chairman shall be eligible to serve in the same capacity for more than two (2) consecutive terms.
 2. Contact committee members within 30 days of notification of appointment;
 3. Schedule dates, times, location for meetings. Regarding participation by Electronic Means:
 - a. Committee members may participate in a meeting by a permitted electronic means of communication.
 - b. Shall be considered present at the meeting; and may vote at the meeting.
 4. Develop meeting agenda after consultation with appropriate Executive Committee member and committee members;
 5. Provide agenda and relevant meeting documents to committee members and appropriate Executive Committee member 3 - 5 days in advance of meetings;
 6. Officiate and conduct meetings;
 7. Provide leadership and ensure committee members are aware of their obligations and committee complies with responsibilities;
 8. Ensure sufficient time during meetings to discuss agenda topics;
 9. Ensure discussion on agenda items is on-topic, productive, and professional;
 10. Ensure meeting minutes are complete, accurate, included and reviewed/approved at next meeting and supplied to State Office upon approval;
- I. Establish with committee, within 60 days of election, a POW for the upcoming year which is time bound and includes performance measures. Refer to Section 4.5.;
- J. Create membership VALUE through the establishment and lifecycle management of VAPTA programs and awards within areas of focus. Be the champion of all National PTA programs within area of focus. Program participation shall be one measure utilized in lifecycle assessment;
- K. Own the promotion and effective communication plans for all their programs and awards to include, but not limited to: electronic, web, social media, in-person, print (including Leadership Toolkit), and audio channels;
- L. Provide on-going communications with appropriate BOD member and related committees on current issues and activities of the committee;

- M. Represent VAPTA on outside boards and committees of cooperating groups critical for advancement of their areas of focus:
 1. Make recommendations and obtain approvals from President of group(s) in which to participate.
 2. Include costs of participation in budget request.
 3. Submit written overview of meeting content within 30 days of meeting.
- N. Submit expenses of committee members for approval to the Treasurer;
- O. Refer to VAPTA Bylaws for additional duties and responsibilities.
- P. Standing Committee Members at Large:
 1. A member-at-large is defined as a committee member who is a local unit member and is not currently serving on the BOD in any capacity. A member-at-large shall be a member of a local unit PTA for at least one year prior to serving on VAPTA committee. The member-at-large nominee should have some knowledge, interest, and expertise regarding the standing committee for which he/she is nominated. Member-at-large who is a 'professional' in a field or area of work that support and/or benefit the committee must meet the committee member criteria and their participation must be primarily as a PTA member, not a professional consultant;
 2. A member-at-large position on a committee is designated as a position to increase the leadership pool and introduce a local unit member to state-level work;
 3. The forms for each prospective member-at-large should be reviewed by the committee chair(s) prior to submission to the Executive Committee for selection. The committee chair will contact all nominees for purpose of interview and provide written recommendation to the committee chair representative;
 4. The Executive Committee may, after consultation with the appropriate committee chair(s), consider names of qualified nominees in addition to those submitted;
 5. Standing committee chairs shall contact the members-at-large nominees within one (1) week of their appointment;
 6. All Standing Committee members will attend committee training and committee meetings as required or forfeit their position on the committee.

Special Committees

Special committees may be created by the President.

- A. Special committees shall be given a specific charge;
- B. The charter shall include the duration of the work including an end date, the objectives to be accomplished and the composition of the group;
- C. Chair must submit funding request for potential costs associated with work. Executive Committee shall approve budget request.

Awards

- A. Student entries must be from Local Units who have submitted dues by June 30 and bylaws are up to date as of December 1. It is different from full Local unit in good standing requirement.
- B. Student entries from new local units shall be eligible for participation upon receipt of dues and bylaws in the State Office postmarked on or before December 1.
- C. When, in the judgment of the President, extenuating circumstances exist for a local unit currently denied participation in any of the student awards programs, the President shall initiate the process defined in Policy Statements and Reinstatements of Local Units.
- D. Committee chairs will cover the costs of meals, lodging and the publication of specific programs for special guests out of committee budgets (Volunteer of The Year, Child Advocate of the Year, Arts in Education, New Unit Charters etc.
- E. Student Awards: VAPTA supports the following programs:
 1. Reflections Program

- Under the direction of the Reflections Committee
 - Refer to the VAPTA Reflections Local Leaders' Guide
2. Citizenship Essay Project
 - Under the direction of the Vice President Programs
 - Refer to the VAPTA August mailing for Local Units
 3. Scholarship Program
 - Under the direction of the Vice President Programs
 - Refer to the Local Unit's High School Guidance Department
 4. Power Plates
 - Under the direction of Health & Safety Committee
- F. Virginia PTA Awards
1. Nominees must be from Local Units in Good Standing as described in VAPTA Bylaws.
 2. Existing awards shall be reviewed or modified and approved annually by their assigned committee to determine relevance:
 - Child Advocate of the Year Award
 - Under the direction of the Advocacy Committee.
 - Recognizes the dedication, leadership and advocacy work that has positively affected local communities, school board policies, or state legislation and regulatory policy.
 - Membership: 100% Membership Awards
 - Under the direction of the Vice President of Membership.
 - Awarded to those local units that attain 100% membership.
 - Membership: Outstanding Membership Awards
 - Under the direction of the Vice President of Membership.
 - Awarded to those local units with the highest membership increase in each division.
 - Membership: Superior Membership Awards
 - Under the direction of the Vice President of Membership.
 - Awarded to those local units with the highest percentage membership increase in each division.
 - Membership - Growth Incentive Awards
 - Under the direction of the Vice President of Membership
 - Awarded to those local units meeting growth criteria in award category. May include monetary incentives.
 - May add or delete Membership Awards that will help promote membership achievement upon approval of the Membership Committee and Executive Committee.
 - Volunteer of the Year Award
 - Under the directions of the Family Engagement Committee.
 - Consists of two awards: one for Elementary Volunteer of the Year; One for Secondary Volunteer of the Year.
 - Nominees must be a member of a local unit PTA.
 - Power Partners Award
 - Under the direction of the Family Engagement Committee.
 - Consists of three awards: one Elementary, one Secondary, one Superintendent statewide.
 - Family Engagement Award
 - Under the direction of the Family Engagement Committee.
 - Consists of two awards: Family Engagement and Male Engagement.

INTERNAL COMMITTEES

General

- A. Review and update respective section of the VAPTA website for outdated information monthly.
- B. Develop the committee budget, to include expenses for participation by the President and President-Elect, with the exception of the Nominating Committee.

Administration & Policy Committee

- A. Committee Composition: The committee shall consist of seven (7) members who shall include the Bylaws Chair as chair, who shall include the VAPTA Secretary, Treasurer, at least one (1) District Director and three (3) other members appointed by the President.
- B. The A&P Committee shall:
 1. Review the SOP annually and revise as needed; and
 2. Support the chair in carrying out his/her responsibilities
- C. The A&P Committee Chair shall:
 1. Submit all recommended changes in the SOP to the BOD at least ten (10) days prior to the meeting at which the changes are to be discussed; and
 2. All completed revisions are posted to the VAPTA website within thirty (30) days of approval.

Resolutions Committee

- A. Committee Composition: The President shall appoint five (5) members of the BOD to serve on the Resolutions Committee. Vice President of Advocacy will serve as chair.
- B. The Resolutions Committee shall:
 1. Accept for consideration all resolutions submitted by the stipulated deadline according to VAPTA Bylaws Article 16;
 2. Determine if the submitted resolutions meet all of the other requirements according to VAPTA Bylaws. Any resolution that does not meet all of the requirements may be returned to the submitter;
 3. Work with the maker of any submitted resolution to guide the maker through the resolution process;
 4. May combine or edit resolutions it receives and consult the proponent when any substantial changes are made;
 5. Recommend that resolutions:
 - a. Be adopted (met the guidelines as set forth in the bylaws and the SOP);
 - b. Be referred to the appropriate committee;
 - c. Not be adopted (meets the criteria but may be in conflict with other adopted PTA positions); or
 - d. Not be reported (did not meet criteria, no action taken, does not meet guidelines for PTA objectives).
 6. Notify the Annual Meeting body of the total number of resolutions received and the committee recommendation for each;
 7. If any submitted resolution is not reported (returned to the submitter), the Annual Meeting body shall simply be notified the number of resolutions not reported and the reasons why the committee did not report the resolution (i.e., did not meet the requirements established, were not fully documented, were not in line with PTA missions, etc.);
 8. A resolution that presents a position in opposition to one previously adopted shall be presented to the Annual Meeting as a substitute resolution. Delegates shall receive a

copy of both the existing and substitute resolutions. If the Annual Meeting body adopts the substitute resolution, then the previous resolution shall be rescinded.

C. The Resolutions Committee Chair shall:

1. Send out notification with instructions on accepting resolutions from the membership;
2. Collect all proposed resolutions and ready them for review by the committee;
3. Research the proposed resolutions to see if National PTA or VAPTA has already addressed the issue and share with the maker of the resolution and committee;
4. Inform the membership of resolutions being brought to the Annual Meeting;
5. Present resolutions at the Annual Meeting;
6. Report to the membership the actions taken on the proposed resolutions and the resolutions that were adopted.

D. Resolutions Criteria

1. Annual Meeting resolutions call for action by VAPTA or its constituent bodies (state, district, council, or local units). VAPTA Annual Meeting resolutions seek to address problems, situations, or concerns that affect children and youth statewide and that require statewide action for solution.
2. Local, council or district PTAs, the Board of Directors, or state committees may submit Annual Meeting resolutions.
3. Each convention resolution submitted to VAPTA is subject to consideration by the VAPTA Resolutions Committee.
4. Procedures for submitting Annual Meeting resolutions as found in the state PTA bylaws shall be published in official publications.
5. Substantive Criteria: A resolution must:
 - a. Relate to the education, health, safety, or welfare of children and youth, or parental education and involvement of parents;
 - b. Be in harmony with the purposes and the basic policies of National PTA and VAPTA, as stated in the bylaws of every constituent association;
 - c. Concern a matter that is statewide in scope, written with a statewide focus, and requiring statewide action for solution;
 - d. Demonstrate with background information that the issue is statewide in scope.
 - e. State a position not previously adopted by VAPTA or National PTA. (Copies of current adopted positions are available for reference on the VAPTA and National PTA websites.);
 - f. Contain "Whereas" statements and "Resolved" statements that are written in language appropriate for statewide consideration;
 - g. Include "Whereas" statements that do not cite the Purposes or Position Statements of National PTA. (These are already established and assumed, though Purposes or Position Statements can be included in the rationale);
 - h. Provide three background references from different sources for each "Whereas;"
 - i. Cite a variety of independent sources, which are required as proof;
 - j. Use references that are bracketed and numbered in the background material, indicating which "Whereas" statement they support;
 - k. Cite materials that are current (published no more than six years ago); and
 - l. Not use PTA materials as documentation.
6. Format Criteria: A submitted resolution must:
 - a. Be accompanied by the appropriate and properly completed cover sheet;
 - b. Have the cover sheet signed by the President of the submitted constituent association, which is a local unit in good standing;
 - c. Contain a summary statement of the resolution, no more than 150 words, that capture the intent and scope of the full resolution;
 - d. Include a table of contents;

- e. Include a reference sheet that substantiates each “Whereas” statement by referencing the page or pages that provides documentation in the submitted background material; and
- f. Include no more than 25 double-sided or 50 single-sided pages (numbered consecutively, printed in type no smaller than 10 point) for background data.

Transition Committee

President-elect shall serve as chair.

- A. President will be responsible for appointing committee members in consultation with the President-elect. Committee composition will consist of Bylaws Chair, Nominations Chair, three (3) non-election year District Directors and two (2) Members At Large.
- B. Responsibilities of the Committee:
 1. Plan and implement support services that help guide board members through the transition period.
 2. Plan and facilitate any needs in communication, training, during and after the change in leadership.
 3. Monitor and assist those members of the BOD assigned specific tasks of the transition plan.
 4. Prepare and provide a status report at the BOD meeting.

NOMINATIONS COMMITTEE

Committee Composition

- A. The committee shall be elected in accordance with the Bylaws.
- B. The BOD shall elect the chair.
- C. If a member of the Nominations Committee is unable to attend the committee meeting, the committee member shall contact his/her alternate in order that he/she may attend the meeting. The committee member shall inform the chair of the status of his/her attendance.

Nominations Committee shall:

- A. Refer to state bylaws for duties and responsibilities.
- B. Committee shall request recommendations and resumes of qualified candidates from members of the BOD, district leadership, local unit and Council Presidents through the official VAPTA publications.
- C. The committee may seek other qualified candidates in addition to those submitted to the committee.
- D. Review qualification of all candidates. Ensure written consent of candidates has been acquired.
- E. Select one person for each office and standing committee chair position and ascertain the candidate's willingness to serve.
- F. Ask each candidate nominated for officer position to submit biographical data and photo by Annual Meeting call deadline to the State Office to be included in official VAPTA publications.
- G. A letter from the President provides formal confirmation of the nominated slate of officers.
- H. Send list of nominees for standing committee chairs to be elected at post-Annual Meeting to Secretary to forward to members of the BOD at least thirty (30) days before Annual Meeting. This list shall include biographical data of each candidate.
- I. Present list of nominees for standing committee chairs at the post-Annual Meeting.

Nomination Procedure for Elected Officers and Standing Committee Chairs

- A. A person may be nominated for president-elect, only if he/she has served on the Board of Directors for at least one (1) term.
- B. Any person may be nominated for Vice President, Secretary, or Treasurer.
- C. The official Nomination Packet shall require an interested eligible person to submit:
 - 1. Nomination form with a PTA resume;
 - 2. Three (3) references that may or may not be contacted by Nominations Committee members;
 - 3. A one-page narrative of skills and experience for the position;
 - 4. A paragraph of the candidate's vision of this position.
- D. The nomination form will include the option to be considered for other elected officer or standing committee chair positions by the Nomination and Leadership Development committee.

ANNUAL MEETING COMMITTEE

General

- A. Chair will be appointed by the President.
- B. Vice President of Training will serve as workshop chair for the term of office.
- C. President will be responsible for appointing committee members.
- D. Annual Meeting Chair shall:
 1. Shall submit an Annual Conference budget for adoption by the Executive Committee no later than the spring meeting each year;
 2. Shall submit a POW to the President within 60 days after current year's Annual Conference for approval at the fall Executive Committee meeting;
 3. Work with the President and Office Administrator to find a location for the event;
 4. Work closely with the President and assistance of the Office Administrator to negotiate all contracts for the Annual Meeting;
 5. Work closely with the President to extend an invitation to all past presidents and BOD alumni members.
 - a. Complimentary delegate registration and special event ticket shall be extended to past presidents.
 6. Assist Communications Chair with the "Call to Annual Meeting" and forward to the President for approval and distribution no later than 45 days prior to the start of Annual Conference;
 7. Program for the Annual Meeting shall be produced by the Communications Committee and forwarded to the President for approval and printed no later than 10 days prior to the Annual Meeting start date.

Special Guests Meals/Lodging

- A. Payment for meal expenses of invited guests of incoming elected officers shall be from the Annual Meeting budget.
- B. Meals must be ordered by the deadline set by the Annual Meeting Chair.

Annual Meeting Credentials Teller

- A. Credentials Teller shall be appointed by the President.
- B. Credentials Teller shall not be members of the BOD.
- C. Responsibilities of Teller:
 1. State Office staff shall compile and prepare listing of Annual Meeting delegates to be given to Credentials Teller.
 2. Present a credentials report at the Annual Meeting business meeting listing:
 - a. number of delegates registered
 - b. number of districts represented in order to establish a quorum
 - c. number of non-voting delegates, visitors and guests
 - d. number of exhibitors
 - e. total number attending Annual Meeting
 3. Resolve questions concerning credentials of delegates. All decisions must be based upon the VAPTA Bylaws.
 4. Refer a delegate to the Annual Meeting Appeals Committee if there is continued dissatisfaction in a delegate's mind as to the decision(s) rendered by the Credential Teller.
 5. Credentials Teller shall hear and render decisions concerning questions referred to it by the Appeals Committee.
 6. Decisions made by the Credentials Teller are final.

Annual Meeting Rules Committee

- A. Committee Composition
 1. The Annual Meeting Rules Committee shall consist of three (3) members including the Secretary, Vice President of Programs and a third member appointed by the President.
 2. The Secretary shall serve as chair.
- B. Responsibilities of the Committee
 1. The Annual Meeting Rules Committee in cooperation with the Parliamentarian will review the rules necessary to govern the Annual Meeting on an annual basis.
 2. The Annual Meeting Rules shall be included in the Call to Annual Meeting Packet and included in official VAPTA publications prior to Annual Meeting.
 3. Rules are submitted to the Annual Meeting body for approval.

Annual Meeting Appeals Committee

- A. Committee Composition - The Annual Meeting Appeals Committee shall consist of three (3) members of the BOD appointed by the President.
- B. Responsibilities of the Committee
 1. The Annual Meeting Appeals Committee shall review any Annual Meeting appeals submitted to the President by any Annual Meeting delegate.
 2. Submit to the President Committee recommendations within thirty (30) days of the appeal request.

Annual Meeting Minutes Audit Committee

- A. Committee Composition - The committee shall consist of three (3) members of the BOD appointed by the President.
- B. Responsibilities of the Committee
 1. Take notes of all actions made during the Annual Meeting.
 2. Review the Annual Meeting minutes after submission by the Secretary. The committee shall, within ten (10) days, consult with the VAPTA Secretary to discuss any corrections.

COMMITTEE ON ELECTION

Committee Composition

- A. The committee shall be elected in accordance with the VAPTA Bylaws.
- B. The President shall appoint the chair of the committee.

Committee on Election shall:

- A. Refer to state bylaws for duties and responsibilities.
- B. Committee members shall not wear campaign paraphernalia.
- C. Ensure that no campaign paraphernalia or campaign literature is worn or brought into the voting area.
- D. Arrange the voting area and direct delegates to the place of voting.
- E. Place signs designating voting hours near the location of the general session meetings and the polls.
- F. Be present throughout the election hours at the voting area and assist in giving directions for voting procedures to those voting.

Committee on Election Chair shall:

- A. Provide voting hours to President for inclusion in the Annual Meeting Program.
- B. Instruct members of the committee on the voting procedures.
- C. Assign responsibilities to committee members during the voting hours within the voting area.
- D. Make sure all voting tables are set up and ballots are available for voting.
- E. Notify the President and all candidates of the results immediately after tabulating the votes and before making its report to the Annual Meeting body.
- F. Keep tabulated votes in a locked container until the close of the Annual Meeting.
- G. At the close of the Annual Meeting, give the ballots to the secretary who shall see that the ballots are destroyed in accordance with the state bylaws.

Guidelines to Govern Annual Meeting Campaigns:

- A. Each declared candidate shall provide the following no later than 15 days after the Nominating Committee report is posted:
 1. A statement, not to exceed 150 words, to be published in the notification sent prior to annual meeting, in the program and on the campaign board.
 2. A statement, not to exceed 500 words, to be posted on the candidate's page on the VAPTA website.
 3. A digital photo to be published in the notification sent prior to conference, in the program, on the campaign board, and on the candidate's page on the VAPTA website. Digital photos shall be a headshot and only include the candidate.
 - To be published in the notification sent prior to annual meeting, in the program, on the campaign board, and on the candidate's page on the VAPTA website.
 4. A one-page (8 ½" x 11") resume, to be posted on the candidate's page on the VAPTA website.
- B. VAPTA staff and Committee on Elections shall review all material for compliance with specifications in this policy.
- C. Candidates are responsible for supplying content for the webpage and/or social media.
 1. The BOD has the discretion to ask that all candidates submit a video to be placed on the website and/or social media.

- Videos would be no longer than 60 seconds in length for non-president elect candidates or up to 3-minutes for president elect candidates.
 - All videos would be reviewed by the Committee on Elections for content and would be posted prior to the program mailing.
2. Candidates shall have one opportunity to edit/modify their information no later than 14 days prior to annual meeting.
- D. All candidates who wish to be voting delegates must follow the same procedures as all other voting delegates.
- E. Each candidate shall abide by the campaign/election policies and guidelines.
1. In the event of a breach of campaign/election policies, all of the candidate's campaign materials shall be pulled, and the Committee on Elections shall announce the breach to the membership at the annual meeting.
- F. The use of official PTA letterhead, envelopes, emblems or symbols on campaign materials is prohibited.
1. Candidates should consider whether or not to include personal contact information on items such as the resume or personal statement that may be included on the VAPTA website.
- G. Campaign Board at Annual Meeting.
1. No other materials shall be distributed by the candidate(s).
 2. VAPTA staff will create all boards.
 3. All boards shall be consistent with regard to size and type of content allowed. These specifications shall be shared with all candidates and the Committee on Elections.
 4. Boards shall identify nominating committee candidates versus self-declared candidates.
- H. Individual banners, brochures and posters are not allowed.
- I. Campaign Conduct.
1. The candidates shall be responsible for monitoring how their campaigns are promoted and shall be held liable for any breaches thereof.
 2. No campaign advertisements or giveaways shall be allowed.
 3. Candidates may not use VAPTA resources, such as email system, stationary, mailing and phone lists, or assignments as a BOD representative for campaigning.
 4. Candidates are not allowed to seek endorsements, and/or list endorsements on any campaign materials.
 5. Candidates are expected to conduct themselves professionally, guided by truth, accuracy, fairness, respect, and responsibility in all election processes and campaigning.
 6. No signs, badges or pins endorsing or opposing a candidate may be worn by anyone.
 7. No campaigning within 25 feet of any polling location.
 8. Candidates are prohibited from using PTA communications, including blogs or forums for the purpose of campaigning or otherwise promoting their candidacy.
 9. For the purposes of campaigning, or otherwise promoting candidacy, the use of contact information obtained by virtue of a position in PTA shall not be used, unless such information is available in a location that all PTA members may access.
- J. A candidate's forum may be held at the annual meeting prior to balloting.
1. Each candidate for president-elect shall speak from the platform to the annual meeting delegates for five minutes.

2. Each candidate for all other officer positions may have three minutes.
 3. Candidates shall be notified at least 10 days prior to election with the method(s) of addressing the membership at annual meeting.
- K. Elections may be conducted by voice vote following all candidate's speeches if only one nominee for office.
- L. Tellers' Committee for Contested Elections.
1. Teller for contested elections shall be appointed by the President.
 2. The committee shall count the ballots, record the vote and prepare a tellers' report for the public announcement of the results.
 3. In the event of a tie vote, the tie shall be broken using an impartial method determined by the Committee on Elections and the parliamentarian.
 4. The committee shall conduct a runoff election if, in a given election, no candidate receives a majority of votes.
- M. Election Procedures.
1. Information about polling times and places shall be published in the annual meeting materials.
 2. Voting credentials shall be used only by a member of the local PTA or council to whom it is issued and may not be transferred to another local PTA or council.
 3. If in a given election no candidate receives a majority of votes, times and places for a subsequent runoff election shall be announced.
- N. Election results.
1. The Elections Committee Chair shall notify each contested election candidate of the election results, personally and privately. Notification shall occur after the tellers' report is confirmed by the Committee on Elections and parliamentarian and prior to public announcement of the results.
 2. Candidates wishing to make a brief statement following the announcement of the election results may approach a floor microphone and ask for a "point of personal privilege".

PARLIAMENTARIAN

The parliamentarian's fees for services will be negotiated based on soliciting three (3) bids by the President.

Role of a Parliamentarian:

A Parliamentarian is an expert in rules of order and the proper procedures for the conduct of meetings of deliberative assemblies. Parliamentarians assist organizations in the drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings.

Drafting and Interpreting Bylaws:

Bylaws define the make-up, governance, rights and responsibilities of a given organization and its members. They also define specific rules, which may be unique to an organization, which can not be suspended, but must be adhered to.

Bylaws must be legislatively compliant with the laws governing the organization.

When a parliamentary authority has been adopted, such as the current edition of Robert's Rules of Order Newly Revised, the parliamentary authority provides clear definition of many of the rules of order and procedures which the organization does not have to try and recreate in the bylaws, except for those specific cases where there is a variance or when the organization does not want the rule to be able to be suspended.

Parliamentarians assist the organization in drafting and interpreting bylaws, specific to the needs of the organization. The parliamentarian will ensure that the bylaws are legislatively compliant.

Parliamentary Opinions:

Parliamentarians are often asked by organizations, "given our current bylaws and rules of order, how do we do this, or, what is the proper procedure to accomplish this objective?" The Parliamentarian will review the organization's governing documents and provide an opinion as to how to proceed within the rules.

Meeting and Conference Planning:

Parliamentarians are often called upon to assist organizations in planning meetings or conferences. Most of the items that must be considered are listed in the General Session section. In the planning for the meeting, the agenda will specify the proper sequence of events, but consideration must also be given to such things as proper protocol, say in the presentation or introduction of various attendees, opening ceremonies, seating, etc. The parliamentarian is of special use in the preparation of scripts for the chair, credentials reports and considerations, election forms and reports, and the processes in the consideration of motions and bylaw amendments.

Serving as Parliamentarian at Meetings:

The role of the parliamentarian at a meeting is to be a resource to the chair, to assist the chair in the conduct of the meeting. The parliamentarian sits adjacent to the chair and unobtrusively gives the chair help, guidance and support during the meeting. The chair can and should consult with the parliamentarian when not certain on how to rule on a question or proceed in the circumstances.

NATIONAL CONVENTION

- A. The President, in consultation with the President-Elect and the Treasurer, is authorized to approve BOD delegates to the National PTA Convention.
- B. National PTA may cover the expenses of the President's attendance with the exception of registration, and the President-Elect's expenses shall come out of his/her budget.
- C. Expenses of the remaining BOD delegates approved to attend the National PTA Convention shall be charged to the National PTA Convention budget account as follows:
 1. The funds allotted in the overall state budget for National PTA Convention shall be divided among the board members wishing to attend and meeting eligibility requirements as set forth by the President in consultation with the President-Elect and the Treasurer.
 2. The registration fees and hotel room costs (per board travel policy) will be covered for all attendees approved to attend. Remaining funds will be divided equally among approved attendees.