



South Carolina Congress
of Parents and Teachers, Inc.

Standing Rules and Procedures

Adopted April 20, 2012
Amended February 5, 2013

STANDING RULES AND PROCEDURES

South Carolina Congress of Parents and Teachers, Inc.

Adopted April 8, 2011

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STANDING RULES AND PROCEDURES

South Carolina Congress of Parents and Teachers, Inc.

Approved April 20, 2012

The following Standing Rules outline the operational procedures of the SCPTA with specific details that are not included in the Bylaws. In the event that these Standing Rules and Procedures conflict with the Bylaws, the SCPTA Bylaws must take precedence. Any area of operations that is not covered in the Bylaws or Standing Rules and Procedures may be determined by the Board of Directors, following examples and guidelines set forth by the National PTA and Robert's Rules of Order.

ARTICLE 1: EXECUTIVE COMMITTEE

Section 1 – Executive Committee Members

The members of the Executive Committee for the South Carolina PTA are the President, President-Elect, the Vice-President for Membership/Field Services, the Vice-President for Programs, the Vice-President for Legislation, the Secretary, the Treasurer and the District President representative or alternate. The chair of the Bylaws/Standing Rules Committee shall attend in an advisory capacity.

Section 2 – Line of Succession

In the absence of both the President and the President-Elect or their inability to act, the line of succession shall be as follows: (1) Vice-President for Membership/Field Services, (2) Vice-President for Programs, (3) Vice-President of Legislation, and (4) District President representative to the Executive Committee. They will act with the full power of office until a new President or President Elect has been duly elected.

Section 3 – Meetings of the Executive Committee

The call for Executive Committee meetings shall be sent by the South Carolina PTA office to each member at least thirty (30) days before the time of the meeting, prepared by the President with the assistance of the Secretary. The proposed agenda for each Executive Committee meeting shall be provided to all Executive Committee members at least seven (7) days in advance of said meeting. Executive Committee members, unless ill, assigned to duty elsewhere, or otherwise excused by the President, shall attend all meetings.

Special called meetings of the Executive Committee may be called by the President or upon written request of 4 members with 2 days notice by phone/fax/email/mail to each executive committee member.

Section 4 – Duties of Officers

A. President

The President of the South Carolina PTA shall serve as the chief operational and executive officer of the association, with duties as prescribed in the South Carolina PTA Bylaws. The South Carolina PTA President shall serve as a representative of the South Carolina PTA to any National PTA committees or bodies, as required, and shall report to National PTA when requested. The President shall also promote awareness of the scope and significance of PTA among professional educators and work to build constructive relationships between the SCPTA and organizations of professional educators. Additional duties include serving on the boards of the Advocates For Children Unit and Endowment Board by virtue of office. Serve as one of the three authorized signature-holders on any bank account held by the SCPTA.

B. President-Elect

It shall be the responsibility of the President-Elect to:

1. Act as an aide to the President;
2. Serve as chair of the Leadership Training Committee;
3. Serve as chair of the District Presidents;
4. Serve on the Convention committee as convention coordinator
5. Present workshops at the state and local level, when asked; and
6. Fulfill other duties assigned by the SCPTA President or Board of Directors; and in the best interest of the organization, shall be available to assume the office of the Presidency.
7. Serves on the Endowment Board by virtue of office;
8. Be responsible with the Legislative Chair for updating the SCPTA position statements;
9. Pre-requisite for election: The nominee for President–Elect shall have served at least one term of two years on the SCPTA Board of Directors.

C. Vice-President for Membership/Field Services

The Vice-President for Membership/Field Services shall:

1. Serve as a liaison with new PTAs and establish contact with non-PTAs for recruiting new units;
2. Serve as chair of the Membership Committee;
3. Serve on the Awards and Goals Committee;
4. Serve on the Diversity Committee;
5. Serve on the Legislative/Resolutions Committee;
6. Maintain current membership reports;
7. Calculate membership recognition recipients to be included in the Convention program; and
8. Present workshops at the state and local level, when asked.

D. Vice-President for Programs

The Vice-President for Programs shall:

1. Act as an aide to the President, and fulfill other duties assigned by the SCPTA President or the Board of Directors;
2. Serve as chair of the Programs Committee;
3. Promote awareness of the scope and significance of PTA programs and projects;
4. Present workshops at the state and local level, when asked;
5. Serve on the Reflections Committee;
6. Serve on Helen Stokes Committee
7. Serve on the Legislative/Resolutions Committee.

E. Vice-President for Legislation/Resolutions

The Vice-President for Legislation shall:

1. Interpret and carry out the National PTA legislative platform under the supervision of the President;
2. Chair the Legislative and Resolutions Committee;
3. Serve on the Awards and Goals Committee;
4. Serve on the Elections Committee;
5. Develop and promote the SCPTA legislative platform;
6. Plan and coordinate the SCPTA Legislative Conference;
7. Coordinate the member-to-member network which links members of the Congress with PTA members in their home Districts;
8. Promote legislative action by local Legislative chairs and other PTA members; and
9. Present workshops at the state and local level, when asked;
10. Update the SCPTA position statement along with the President-Elect.

F. Secretary

The Secretary shall:

1. Attend all meetings of the SCPTA, the Board of Directors, and Executive Committee to record all minutes of the proceedings;
2. Send a draft of the minutes within fifteen (15) days after meetings to the President and those appointed to audit them;
3. Send a signed copy of reviewed minutes to the state office for distribution to members of the Board of Directors within thirty (30) days of the meeting;
4. Keep an accurate roll of Board Members and record attendance at all meetings;
5. Keep a copy of the SCPTA Bylaws and Standing Rules and Procedures and minutes of all official meetings of the SCPTA in his/her custody and available at all meetings;
6. Provide motion forms and voting ballots for distribution at all meetings;
7. Notify all officers and standing committee chairmen of their election to office;
8. Present workshops at the state and local level, when asked; and
9. Read Bylaws governing nomination and election of officers to delegates at Convention prior to voting.
10. Serve as secretary to Advocates Unit by virtue of office.

G. Treasurer

The Treasurer shall:

1. Be responsible for the accounting of all funds of the organization;
2. Keep full and accurate records of the receipts and disbursements of monies belonging to the association;
3. Deposit or oversee the deposit of all monies in the name and to the credit of the organization;
4. Disburse or oversee the disbursement of funds within the parameters of the approved budget;
5. Present a detailed financial report and budget report at each meeting of the Board of Directors;
6. Present a financial report to the membership at State Convention;
7. Present a report of the annual audit to the Board of Directors;
8. Serve as one of the three authorized signature-holders on any bank account held by the SCPTA;
9. Serve as chair of the Budget Committee;
10. Present workshops at the state and local level, when asked;
11. Serve on the Endowment Board by virtue of office;
12. Serve on the Helen Stokes Scholarship Committee
13. Serve on the Convention Committee

H. District President Representative

The District President Representative Shall:

1. Act as aide to the President;
2. Assist President with keeping District President's Manual up to date;
3. Assist in training District Presidents;
4. Work with Nominating/Leadership Development Committee to look for future District President candidates or committee chairs;
5. Prior to Executive Committee meetings, they shall contact all District Presidents for items for the meeting agenda;
6. Serve on the Executive Committee

Section 5 – Vacancies

In the event of a vacancy in an elected officer's position, and the position of the officer can not be filled according to procedure in the bylaws Article 7 Section 7.5, the President with Executive Committee approval, has the authority to assign the duties of the vacant officer's position until an officer can be duly elected.

ARTICLE 2: BOARD OF DIRECTORS

Section 1 – Duties and Responsibilities

- A. Each member of the Board of Directors shall:
 1. Be a member of a local PTA/PTSA;
 2. Abide by PTA policies;
 3. Serve as a state representative to another organization only with the approval of the South Carolina PTA President or the Executive Committee;
 4. Contribute to the South Carolina PTA any fees, gratuities, or honoraria, paid by cash or check, beyond expenses paid for speeches or other services rendered in the name of the association;
 5. Not be employed by the South Carolina PTA;
 6. Receive copies of, study, and be familiar with the following documents: the National PTA Bylaws, the South Carolina PTA Bylaws, the SCPTA Standing Rules and Procedures, current National PTA Resolutions, the SCPTA Legislative Platform, the SCPTA Local Unit Handbook, SCPTA Leadership Training Packets, SCPTA Bulletins, current SCPTA Budget Report and expense report forms, *Our Children* magazine, and the SCPTA Staff Manual;
 7. Not use their PTA affiliation in any political campaign on behalf of or in opposition to any candidate or political party for political gain; and
 8. Not make financial commitments for SCPTA and/or its committees which are not approved by the SCPTA Board of Directors or are in conflict with its governing rules and regulations. Failure to comply may result in the executor(s) having to absorb those financial commitments at personal, not SCPTA, expense.
- B. The affairs of the South Carolina Congress of Parents and Teachers, Inc. shall be managed by its Board of Directors.
- C. The members of the Board of Directors shall be the executive officers of the South Carolina PTA, District Presidents, chairs of standing and special committees, the immediate past President at the pleasure of the Executive Committee, and any representative of the National PTA residing in South Carolina.
- D. The Board of Directors shall:
 1. Have the authority over the affairs of the SCPTA, except those affairs specifically delegated to the Executive Committee;
 2. Hold each member responsible for books and records pertaining to his/her office. These shall be delivered promptly and in good order to the South Carolina PTA office or his/her successor following the termination of his/her term of office or chair position within thirty (30) days of termination;
 3. Submit all materials or form letters intended for distribution to the general membership to the President for approval. The President will review all submissions and respond within seven (7) days of receipt;
 4. Approve the annual budget covering estimated income and expenses for the next year at the Pre Convention Board meeting of the SCPTA and no later than the Summer Meeting.
 5. Incur no debt or liability except what is approved by the Board of Directors of the SCPTA in the approved state budget.

Section 2 – Meetings

- A. Regular meetings of the Board of Directors shall be held no fewer than four (4) times per year.

Summer – As part of Summer Leadership Training;

Fall – As part of the Fall Event;

Winter – As part of Reflections turn-in, Founder's Day Celebration and Legislative Conference;

Spring – As part of the State Convention, including pre-Convention and post-Convention meetings.

 1. A schedule of Board meetings should be set by July 1 and given to all Board members.

2. Summer board meeting dates should be announced no later than the post-Convention meeting.
 3. Leadership training dates should be announced no later than the post-Convention meeting.
- B. Board members, unless they are ill, assigned to duty elsewhere, or excused by the President, are expected to attend all meetings of the Board. Two (2) unexcused absences per fiscal year constitute board expulsion. All board members are required to notify the President, in writing, that they are unable to attend. In addition, District Presidents will notify the President of the name and contact information of the person who will act as an alternate in his/her place. This alternate will serve for that meeting with full board privileges including vote.
 - C. Special meetings of the Board of Directors may be called by the President or upon a written request of five (5) members of the Board with at least ten (10) days written notice to each member of the Board of Directors.
 - D. The President shall appoint a committee of two members to review and edit, if necessary, the minutes of the Executive Committee meetings and appoint two members to review and edit, if necessary, the minutes of the Board of Directors meetings. Those reviewing the minutes shall sign and return them within seventy-two (72) hours of receipt to the Secretary for final reviewing and editing. The Secretary shall, in turn, send them to the SCPTA office for distribution within thirty (30) days of the meeting. to the Board of Directors, unless Executive Committee goes into closed session and then only the Executive Committee gets a copy of that portion of the meeting.
 - E. There shall be no smoking during South Carolina PTA meetings.
 - F. Cell phones, pagers, and other electronic devices shall be placed on non-audible (silent) mode during all meetings.

Section 3 – Publicity

Publicity resulting from, or concerned with, meetings of the Board of Directors shall be released only with authorization from the President or his/her designee.

Section 4 – Executive Director

The Executive Director will attend meetings of the Executive Committee (as requested), meetings of Board of Directors, Annual Conventions, Legislative Conferences, and state Leadership Trainings. The Executive Director will attend any committee meetings as requested by the President.

Section 5 – Position Statements

The South Carolina PTA, which represents the entire PTA/PTSA membership within South Carolina, studies and reviews situations, issues and/or problems that concern PTAs throughout the state. Position statements are developed on these issues reflecting the Purposes and Policies of the South Carolina PTA. All position statements are dated when adopted by the Board of Directors. If no state position is issued, then the National PTA position shall take precedence. A copy of all position statements shall be maintained in the South Carolina PTA office. Guidelines for position statements shall be as follows:

- A. A recommendation for adoption of a position or policy by the SCPTA shall be sent with substantiating background to Board members for study in advance of the Board meeting at which it is to be considered.
- B. In case of a motion on which the Board is requested to take a stand on a critical national issue in a crisis situation, the Board shall receive in writing, as early as possible and no later than the meeting in which the motion is presented for discussion, the proposed position statement, the reasons why immediate action is necessary, the intended use for such a statement, background information, alternative proposals, and minority reports that may have been in committee or commission.
- C. All position statements shall be researched, drafted and edited with the assistance of those members of the Board of Directors with special knowledge and expertise in the area of concern before they are presented to the Board for discussion and approval.

- D. The President-Elect and Legislative Chair shall have the responsibility for updating the SCPTA position statements.

Section 6 – Proposals and Projects

When a proposal for a state PTA project is presented for Board action, the following is requested:

- A. Plans are thoroughly outlined;
- B. Tentative budget is prepared;
- C. Estimated cost to local PTAs is provided for follow-up; and
- D. Responsibilities for Board of Directors are clearly specified.

Section 7 – Reports / Plans of Work

- A. Quarterly Reports:
Each officer, chairman and District President shall prepare a written report of his/her activities during that quarter and submit it to the Executive Director no later than two weeks prior to the Board meeting for distribution in the board meeting packets.
- B. Plans of Work:
Plans of work are to be developed by each officer and chair on an annual basis. These plans of work should reflect program goals for the upcoming year and should be used for the development of the South Carolina PTA budget for the upcoming year. These plans of work should be submitted to the President **by May 31**. The guidelines are:
 - 1. Define purpose and responsibilities of Board position and/or committee.
 - 2. Set goals for the year.
 - 3. List steps to achieve the goals.
 - 4. Estimate costs related to goals.
 - 5. Explain how this plan of work will be evaluated.
 - 6. Describe which Purpose of the PTA these plans will meet.
 - 7. Distribution is as follows, one copy each to: President, Executive Director, and one for the officer or chair's committee records.

Section 8 – Correspondence

- A. Routine correspondence shall be retained for three (3) years only and then destroyed by the holder of such correspondence. Correspondence related to events of historical significance shall be retained as historical data of the South Carolina PTA.
- B. Business and financial related correspondence shall be held for a period of no less than ten (10) years.
- C. Members are expected to answer or acknowledge receipt of all correspondence, including local unit inquiries, within seventy-two (72) hours.

Section 9 – Courtesies

- A. Courtesies to Board members or to their families in case of bereavement shall be handled by the President. Any Board members knowing of such situations shall notify the President immediately.
- B. The incoming President shall be awarded the State President's Pin, purchased by the South Carolina PTA. Other gifts and/or recognitions shall be made at the discretion of the Executive Committee.
- C. The outgoing President shall be awarded the Past State President's pin and a National PTA Life Achievement Award, purchased by the South Carolina PTA. The acquisition and presentation is the

responsibility of the President-Elect. Other gifts and/or recognitions shall be made at the discretion of the Executive Committee.

Section 10 – Other Organizations

- A. The purpose of representatives at meetings of other organizations is to develop an awareness of the scope and significance of the SCPTA program, to create constructive relationships, and to take part in the program when invited to do so.
- B. Persons who serve as South Carolina PTA representatives to other organizations shall send written reports to the President upon completion of each assignment and give a written and/or oral report to the Board of Directors.
- C. A list of organizations to which the President appoints representatives will be distributed to the Board of Directors each year at the Fall Board meeting.

Section 11-Parliamentarian

The President of the SCPTA shall appoint a Parliamentarian for all board meetings. The parliamentarian should be seated next to the presiding officer and has a role that is purely advisory. He/she provides advice on conducting the meeting according to the rules. The expenses of this position will be funded by the SCPTA.

The Parliamentarian may be called upon to conduct board training on parliamentary procedures.

ARTICLE 3: DISTRICT PRESIDENTS

- A. Each District President is to represent his or her district and the South Carolina PTA Board of Directors and attend all South Carolina PTA Board meetings. They should ensure that the District Bylaws provides for an alternate to attend state meetings with full board and voting privileges. District Presidents are required to notify the President and Executive Director that they are unable to attend and will be sending an alternate in his/her place. This alternate will serve for that meeting with full board privileges including vote.
- B. Each District President should send to the South Carolina PTA office a complete list of the names, addresses, and contact information of each local unit president in the district by June 1. (This is not intended to be in lieu of local units submitting their SCPTA Local Unit Officer Report by May 31.)
- C. Each District President will schedule leadership training for the district with the state Leadership Training Committee chair. These dates should be coordinated and approved through the SCPTA President to avoid conflicts with the SCPTA calendar of events. The District President should then contact each local unit president in the district to inform them of the leadership training plans and see that each unit has membership cards, packets, etc.
- D. Each District President will also select the dates for any fall or spring conferences. These dates should be coordinated and approved through the South Carolina PTA President to avoid certain events conflicting with others.
- E. District Presidents are to assist councils and local units whenever asked.
- F. It is the responsibility of the District President to establish a good working relationship with area school superintendents and administrators.
- G. Each District President should establish such chair positions for the district board as are needed to carry out the district business. The District President is an ex-officio member of all district committees except the nominations committee.
- H. District Presidents are the direct line of communication between local units and/or councils and the South Carolina PTA. They need to keep the lines of communication open.

- I. Each district shall have bylaws approved every three (3) years by the SCPTA Bylaws Chair.
- J. Each District President should review the state membership report and be prepared to advise the units in the district on the status of their bylaws and membership.
- K. It is the duty of the District President, working with the Vice-President for Membership/Field Services to encourage non-PTAs in the district to become PTA units and present information to superintendents, principals and parents concerning such.
- L. The District President will receive a list of the schools in their district that have **not paid their dues by March 15** from the Executive Director. Each District President or his/her representative will make contact with each local unit and advise them that if their dues are not paid by March 31 they will not be eligible to receive PTA resources for the next school year.
- M. It is the responsibility of the District President to see that each PTA in the district has an EIN on file in the South Carolina PTA office.
- N. Each District President shall submit a written quarterly report to the SCPTA President, and Executive Director.
- O. Each district is entitled to three (3) mailings, e-blasts, and/or conference calls from the South Carolina PTA each year. To receive this service, the District President should send a copy to the South Carolina PTA office with instructions covering the date needed and who the mailing should be sent to.
- P. Each District President shall submit a monthly expense report for expenses incurred while serving local units. (I.e. mileage meals, telephone, etc.)
- Q. Each District President may receive additional membership cards in the amount not to exceed 5% of the district's previous year membership total. District Presidents will be accountable for all cards. District Presidents shall notify the Vice-President for Membership/Field Services and the South Carolina PTA office as cards are issued to local units.
- R. Each District President should invite all South Carolina PTA and National PTA Board Members residing within their district to serve on their district board as an ex-officio member.
- S. Each District President shall provide the South Carolina PTA Treasurer with a copy of their district budget.

ARTICLE 4: STANDING COMMITTEES

Section 1 – Except for the Executive Committee, the chairs and certain members of committees shall be appointed by the President, subject to approval by the Board of Directors, unless otherwise specified in these standing rules. The President and President-Elect shall be ex-officio voting members of all committees except the Nominating Committee. Each committee shall have two or more members, and such members shall serve at the pleasure of the Board.

Section 2 – If a standing committee chair neglects to perform the duties of his/her position continuously for a period of three months during his/her term, that particular position may be declared vacant by a two-thirds (2/3) vote of the members of the Board of Directors present and voting.

Section 3 – In the event of the resignation of a standing committee chair, the Executive Committee may name a member of the Board of Directors to assume the duties of said chair for the remainder of the term.

Section 4 – Committee meetings may be called by either the chair or the President. The South Carolina PTA President and President-Elect shall be notified of all meetings in advance.

Section 5 – All standing committees that meet on PTA business shall:

- A. Select a Secretary, who shall;

1. Keep official minutes (with the exception of the nominating committee);
2. Keep copies of all email communications exchanged by committee members, pertaining to committee business; and
3. Provide regular reports to the Executive Committee and/or Board of Directors according to the guidelines established in Article 2, Section 7, of these Standing Rules.

B. Be responsible for staying within the budget as approved by the South Carolina PTA Board of Directors.

Section 6 – Committee meeting minutes shall be copied by the SCPTA office and distributed to committee members, alternates, and other appropriate Board members, as determined by the committee chair.

ARTICLE 5: SPECIAL COMMITTEES - Elected and Appointed

Section 1 – The President and/or the Board of Directors may create such committees as are necessary for promoting the Purposes and carrying on the work of the South Carolina PTA.

Section 2 – The President is authorized to appoint such special committees as are deemed necessary to carry on the PTA program. Chairs of special committees may be appointed by the President, subject to the approval of the Board of Directors. No more than five (5) chairs may be appointed from the general membership, not to include chairs dealing with special grants. If there are more than five (5) special committees, the chair of these committees must be appointed from persons already serving on the Board of Directors.

Section 3 – The appointed committees may be dissolved upon recommendation of the Executive Committee and approval of the Board of Directors.

Section 4 – Special grants chairs shall provide a budget and report receipts as well as expenditures to the budget committee and report to the Board of Directors.

Section 5 – In the event of the resignation of a special committee chair, the Executive Committee may name a member of the Board of Directors to assume the duties of said chair for the remainder of the committee's existence.

Section 6 – Special committee meetings may be called by either the chair or the President. The South Carolina PTA President and President-Elect shall be notified of all meetings in advance.

Section 7 – All special committees that meet on PTA business shall:

- A. Select a Secretary, who shall:
 1. Keep official minutes (with the exception of the nominating committee);
 2. Keep copies of all email communications exchanged by committee members, pertaining to committee business; and
 3. Provide regular reports to the Executive Committee and/or Board of Directors according to the guidelines established in Article 2, Section 7, of these Standing Rules.

B. Be responsible for staying within the budget as approved by the South Carolina PTA Board of Directors.

Section 8 – Committee meeting minutes shall be copied by the SCPTA office and distributed to committee members, alternates, and other appropriate Board members, as determined by the committee chair.

ARTICLE 6: COMMITTEE FUNCTIONS AND DUTIES - elected, standing and appointed

Section 1 – Awards and Goals Committee

- A. The Awards and Goals Committee shall be composed of five (5) members. The chair is appointed by the President and approved by the board at the post-convention board meeting. The remaining members of the committee shall be the Membership chair and the Legislative Chair and two (2) members chosen at the discretion of the Awards and Goals Committee. No more than two (2) members shall be from the same District. Members of the committee shall **serve for two (2) years**.
- B. The committee shall update the SCPTA Awards Handbook, as necessary, and see that the Handbook is published and distributed in the Local Unit packets at Summer Leadership training.
- C. The committee shall secure judges for the annual awards program and shall see that all judging criteria are honored. Gifts or other gestures of thanks extended to the judges shall be made at the discretion of the committee within budgetary guidelines.
- D. The committee shall oversee the producing and printing of all certificates and awards for Convention.

Section 2 - Finance Committee

- A. The Finance committee shall consist of five (5) members. The Treasurer of the South Carolina PTA shall be the chair. The remaining members of the committee shall be two (2) members of the Board of Directors appointed by the Board at the post-Convention Board meeting, and two (2) members chosen at the discretion of the Finance Committee. No more than two (2) members shall be from the same District. Members of the committee shall serve for **two (2) years**.
- B. The committee shall prepare an annual budget and should present it to the Board of Directors for approval no later than the Summer Board meeting. The proposed budget should be prepared using the Plans of Work submitted by the chairs of all committees and approved by the Board.
- C. This committee shall monitor receipts and disbursements quarterly, making reports at all meetings of the Board.
- D. The committee shall review outstanding debts, obligations, and commitments and advise the Board of Directors of their financial impact, with recommendations for resolution.

Section 3 – Bylaws/Standing Rules Committee

- A. The Bylaws/Standing Rules Committee shall be composed of five (5) members. The chair is appointed by the President and approved by the board at either the post-Convention or the Summer Board meeting. The remaining members of the committee shall be the President-Elect, two (2) members of the Board of Directors appointed by the Board, and one (1) member chosen at the discretion of the Bylaws/Standing Rules Committee. No more than two (2) members shall be from the same District. Members of the committee shall serve for **two (2) years**.
- B. The Bylaws/Standing Rules Committee shall:
 - 1. Be knowledgeable of National PTA and South Carolina PTA bylaws;
 - 2. Propose amendments to the bylaws when necessary in accordance with provisions of the SCPTA Bylaws;
 - 3. Submit a revision of the bylaws only when authorized by the Board of Directors;
- C. The Bylaws/Standing Rules Committee chairman shall:
 - 1. Review and approve all local unit, council and District bylaws and amendments and report to the committee quarterly.
 - 2. Send to the SCPTA office a list of approved bylaws. The SCPTA office shall send the local PTA their South Carolina PTA Charter and original bylaws which will be effective for three (3) years.
 - 3. Have custody of the seal of the South Carolina PTA.
 - 4. Be responsible for maintaining a file containing a copy of all approved bylaws in the South Carolina PTA office.

- 5. Serve on the Legislative and Resolutions Committee;
- D. All approved bylaws shall cover a period of three (3) years.

Section 4 – Communications Committee

- A. The Communications Committee shall be composed of five (5) members. The President and the Board of Directors shall appoint the chair at either the post-Convention or the Summer Board meeting. The Bulletin Editor, appointed by the Board of Directors, shall serve on the Communications Committee along with two (2) members of the Board of Directors appointed by the Board and one (1) member chosen at the discretion of the Communications Committee. No more than two (2) members shall be from the same District. The committee shall serve for **two (2) years**.
- B. The *South Carolina Parent Teacher Bulletin* is the official publication of the South Carolina Congress of Parents and Teachers, Inc. and shall be published and administered as follows:
 - 1. The *South Carolina Parent Teacher Bulletin* shall be posted on the SCPTA website six (6) times each year (August, October, December, February, April and June). Subscription for hard copies will be available for a fee of \$10.00 annually. The bulletin shall use the traditional masthead which includes the trademarked PTA logo, with tag line, and the words “South Carolina”.
 - 2. The bulletin chair will publish deadlines for materials to be submitted for publication.
 - 3. Under exceptional circumstances, extra bulletins may be published with permission of the President.
 - 4. Enough copies of the final bulletin shall be printed for inclusion in the Local Unit packets distributed at Summer Leadership training.
- C. The Communications Committee shall be responsible for the upkeep and maintenance of the SCPTA website and shall work with the Executive Director and SCPTA President so that its content is routinely updated and relevant for local unit leaders and PTA members.

Section 5 – Convention Committee

- A. The Convention Committee shall be composed of five (5) members. The President and the Board of Directors shall appoint the chair at either the post-Convention or the Summer Board meeting. The remaining members of the committee shall be the Treasurer, Communications chair and 2 additional members chosen at the discretion of the Convention Committee. Members of the committee shall serve for **one (1) year**. The President-Elect will serve as convention coordinator.
- B. The committee shall be responsible for working with the Board of Directors and the Executive Director on the planning of the annual Convention. Duties shall include, but not be limited to:
 - 1. Securing personnel to carry out the necessary arrangements for Convention;
 - 2. Arranging for pre-convention publicity, including designing, publishing, and distributing the Call to Convention at least sixty (60) days before Convention;
 - 3. Securing ballot boxes for elections;
 - 4. Arranging for a voting area and direct delegates to the place of voting;
 - 5. Arranging for decorations, as needed;
 - 6. Appointing other committees as needed for the smooth and effective handling of Convention details;
 - 7. Using the *South Carolina PTA Convention Planning Guide*;
 - 8. Updating the *Convention Planning Guide* after the close of each Convention;
 - 9. Making arrangements for the South Carolina PTA Board of Directors’ pre-Convention dinner;
 - 10. Securing and overseeing exhibitors.
 - 11. Providing security;
 - 12. Designing, publishing, and distributing the Convention program;

13. Presenting the Call to Convention and the Convention program to the SCPTA Executive Committee at least thirty (30) days prior to their publication deadlines for action and approval.
 14. Prepare and present the preliminary budget for approval no later than the fall board meeting
- C. The committee chair shall keep and maintain the *South Carolina PTA Convention Planning Guide* and shall pass this and all Convention materials on to his/her successor by the Summer Board meeting.

Section 6 – Diversity Committee

- A. The Diversity Committee shall be composed of five (5) members. The President and the Board of Directors shall appoint the chair at either the post-Convention or the Summer Board meeting. The remaining members of the committee shall be the Vice-President for Membership/Field Services, two (2) members of the Board of Directors appointed by the Board, and one (1) member chosen at the discretion of the Diversity Committee. No more than two (2) members shall be from the same District. Members of the committee shall serve for **one (1) year**.
- B. The duties of the committee shall be determined by the Board of Directors and overseen by the Executive Committee.

Section 7 – Elections Committee

- A. The Elections Committee shall be composed of five (5) members. The President and the Board of Directors shall appoint the chair at either the post-Convention or the Summer Board meeting. The remaining members of the committee shall be the Vice-President for Legislation, two (2) members of the Board of Directors appointed by the Board, and one (1) member chosen at the discretion of the Elections Committee. No more than two (2) members shall be from the same District. The committee shall serve for **one (1) year**.
- B. The Elections Committee shall:
1. Count ballots for elections held at South Carolina PTA Board meetings;
 2. Have charge of the election at the annual Convention;
 3. Provide ballots at annual Convention;
 4. Be responsible for collecting and checking voting credentials for members, based on the membership report;
 5. Have at least three (3) of its members on duty at the polls during the voting period to see that the election is conducted in an impartial manner. The opening and closing of the polls shall be at the discretion of the committee and announced in advance with the pre-Convention materials; and determine the members present and entitled to vote at the annual Convention, receive votes and ballots, hear and determine all challenges and questions arising in connection with the right to vote, count and tabulate all votes and ballots, determine the result, and do such acts as are proper to conduct the election or vote with fairness to all members. On request of the person presiding at the annual Convention, or of any five (5) members entitled to vote therein, the elections committee shall make a report in writing of any challenge, question, or matter determined by them and execute a certificate of any fact found by them. Any report or certificate made by them shall be evidence of the facts stated and of the vote as certified by them.

Section 8 – Facilities Committee

- A. The Facilities Committee shall be composed of five (5) members. The President and the Board of Directors shall appoint the chair at either the post-convention or the Summer Board meeting.

Section 9 – Health and Wellness Committee

- A. The Health and Wellness Committee shall be composed of five (5) members. The President and the Board of Directors shall appoint the chair at either the post-Convention or the Summer Board meeting. The remaining members of the committee shall be two (2) members of the Board of Directors and two (2)

members chosen at the discretion of the Health and Wellness Committee. No more than two (2) members shall be from the same District. Members of the committee shall **serve for one (1) year**.

- B. The duties of the committee shall be determined by the Board of Directors and overseen by the Executive Committee.

Section 10 – Helen Stokes Memorial Scholarship Fund Committee

- A. The Helen Stokes Memorial Scholarship Fund Committee shall be composed of five (5) members. The President and the Board of Directors shall appoint the chair at either the post-Convention or the Summer Board meeting. The remaining members of the committee shall be the SCPTA Treasurer, the Vice-President for Programs, one (1) member of the Board of Directors appointed by the Board, and one (1) member chosen at the discretion of the Scholarship Fund Committee. No more than two (2) members shall be from the same District. Members of the committee shall **serve for one (1) year**.
- B. Monies for this fund shall be derived from Honorary Life Membership fees, designated memorials and gifts, and the designated portion of membership dues from the SC Advocates for Children unit.
- C. A contribution of at least \$25.00 to the Helen Stokes Memorial Fund must be included with each nomination of any applicant for the Helen Stokes Scholarship.

Section 11- Leadership Training Committee

- A. The Leadership Training Committee shall be composed of five (5) members. The President-Elect shall serve as chair. The remaining members of the committee shall be two (2) members of the Board appointed at the post-Convention Board meeting, and two (2) members chosen at the discretion of the Leadership Committee. No more than two (2) members shall be from the same District. Members of the committee shall **serve for two (2) years**.
- B. The duties of the committee shall be determined by the Board of Directors and overseen by the Executive Committee.

Section 12 – Legislative and Resolutions Committee

- A. The Legislative and Resolutions Committee shall be composed of five (5) members. The Vice-President for Legislation shall serve as chair. The remaining members of the committee shall be the Vice-President of Membership/Field Services, the Vice-President of Programs, the Bylaws/Standing Rules Committee chair, and one (1) additional member chosen at the discretion of the Legislative and Resolutions Committee. Members will **serve for two (2) years**.
- B. The Legislative and Resolutions Committee shall be responsible for planning the annual SCPTA Legislative Conference.
- C. The Legislative and Resolutions Committee shall work in conjunction with the Awards and Goals Committee to develop and update the SCPTA Legislative Advocacy award.
- D. The Legislative and Resolutions Committee shall meet to consider resolutions submissions and prepare presentation for the Legislative Conference and to prepare those approved for distribution. The committee:
 - 1. Shall maintain the *South Carolina PTA Resolutions and Positions* book of South Carolina Congress of Parents and Teachers. This book is to be current with state resolutions and in compliance with *National PTA Resolutions and Positions* book. The chair shall deliver this book to the successor of that position;
 - 2. Shall review and be aware of current national and state resolutions and positions;
 - 3. Shall reject all resolutions which do not meet all requirements of definition, criteria, and procedures of submission as clearly defined in these standing rules;

4. May combine two or more resolutions of like kind for clarity and brevity or edit and adapt resolutions if necessary for presentation;
5. May edit or adapt resolutions if necessary to make them appropriate for Convention action;
6. May make essential changes, which are not editorial, with the consent of the submitting group;
7. May refer resolutions to committees of the South Carolina PTA for additional information or recommendations for actions by the Legislative and Resolutions Committee (Resolutions referred to other committees shall be returned to the Legislative and Resolutions Committee by March 15 with recommendations attached.);
8. Shall, immediately after decisions are made, send letters to all submitting groups, informing them of the disposition of their resolutions and rationale and qualifications established;
9. Shall distribute in advance and present to the Legislative Conference body all resolutions that meet the criteria and qualifications established;
10. May include with each resolution a recommendation to approve or disapprove, or may present resolutions without recommendations;
11. Shall include the name of the submitting group or groups on all resolutions distributed;
12. Shall report to the Board of Directors and Legislative Convention body the disposition of all resolutions;
13. Shall meet with the Secretary immediately after the final conference session in which resolutions are considered to check the final wording of adopted resolutions and arrange for their dissemination;
14. Shall present resolutions adopted by the Legislative Conference body to the South Carolina PTA Board of Directors for a vote to ratify or deny ratification. Adopted resolutions which are not subsequently ratified by the Board of Directors will not stand as official positions of the South Carolina Congress of Parents and Teachers. Such resolutions shall indicate the views of that particular conference body as represented by their vote only.

E. General information about resolutions:

1. Resolutions adopted by the South Carolina PTA reflect the opinion of a majority of those present and voting. Resolutions that have been adopted by the Legislative Conference body and that are subsequently ratified by the Board of Directors constitute official positions of the South Carolina PTA, and they remain such unless and until they are amended or rescinded. Resolutions may be amended, rescinded, or reaffirmed by the Board of Directors.
2. Resolutions that present a position in opposition to a position previously adopted shall not be presented at the conference until the first position has been rescinded.
3. Ratified resolutions are assembled in books covering PTA resolutions and positions, along with other statements of positions adopted by the Board of Directors. All resolutions are to be kept on file at the South Carolina PTA office. The Executive Director shall be responsible for placement of newly ratified resolutions in the book.
4. The resolutions committee shall review the resolutions each year and make recommendations to the Board of Directors regarding any change of status, i.e., historical section, reaffirming or revising.
5. The Board of Directors, at the Winter Board meeting, shall assign ratified resolutions to appropriate committees for implementation.

F. Procedures for Submitting Resolutions

1. To qualify for consideration by the Legislation and Resolutions Committee, resolutions shall meet the following criteria:
 - (a) Address a field of interest of the South Carolina PTA
 - (b) Be in harmony with the Purposes and Basic Policies of the South Carolina PTA.
 - (c) Address a matter that is national or state in scope and requires a statewide action for solution.
 - (d) Be written in language appropriate for state consideration.

- (e) State a position not previously adopted by the South Carolina PTA.
 - (f) Be accompanied by background material and a brief narrative summary of that material. The background material should be sufficient to give a person with no previous knowledge of the subject enough information to make an intelligent decision.
2. Resolutions shall originate only from local units, councils, organized Districts, or the Board of Directors. In each case, the resolution shall be signed by the President and/or chair and the Secretary of the submitting group.
 3. Resolutions from local units, councils, and organized districts shall be forwarded to the SCPTA office for the signature of the Legislative and Resolutions Committee chair. This does not necessarily indicate approval by the chair, but does assure that the submitting group is in good standing.
 4. Resolutions shall be submitted with a completed action cover sheet. A copy of the form shall be included as part of the article on Legislative Conference resolutions printed in the August issue of the South Carolina PTA Bulletin.
 5. All resolutions must be received in the South Carolina PTA office by October 1 for review by the Legislative and Resolutions Committee. Earlier submissions are encouraged.

G. Emergency Resolutions

The following provision is made for submitting an emergency resolution:

1. The urgency of the subject matter shall have arisen after the deadline for the submission of resolutions.
2. Emergency resolutions shall conform to all established criteria for other resolutions.
3. The resolutions committee shall meet prior to the opening of the Legislative Conference, and thereafter as necessary to consider emergency resolutions.
4. Copies of emergency resolutions approved for presentation to the conference body shall be prepared for all delegates by the submitting group and delivered to the South Carolina PTA Legislative Conference registration desk on the first day of the conference, to be distributed to the delegates by the chair of the Legislative and Resolutions Committee.
5. A two-thirds (2/3) affirmative vote of the delegate body is necessary before an emergency resolution is considered.
6. No resolution other than those submitted for consideration as emergency resolutions shall be introduced from the conference floor.

Section 13– Membership/Field Services Committee

- A. The Membership/Field Services Committee shall be composed of five (5) members. The Vice-President for Membership/Field Services shall serve as chair. The remaining members of the committee shall be two (2) members of the Board of Directors appointed by the Board at the post-Convention Board meeting, and two (2) members chosen at the discretion of the Membership Committee. No more than two (2) members shall be from the same District. Members of the committee shall serve for **two (2) years**.
- B. The duties of the committee shall be determined by the Board of Directors and overseen by the Executive Committee.

Section 14- Nominating and Leadership Development Committee Committee for elected and appointed personnel

- A. A Nominating Committee consisting of five (5) members and two (2) alternates, no two from the same district, shall be **elected** by the Board of Directors no later than the regular Summer Board meeting and shall serve for a **term of one year**. Alternates shall only sit in on committee meetings in the absence of an elected member. The committee shall elect and announce its own chairman at the time the committee is formed. The President and immediate past President shall be ineligible to serve on this committee.
- B. The nominations procedures shall be as follows:

1. This committee shall nominate a candidate for each office to be filled and present the slate of officers to the Board of Directors at the Winter Board meeting.
2. The Nominating Committee chair shall be responsible for making sure that all nominees receive a job description and are willing to volunteer the time it takes to perform the duties of the job.
3. Committee members themselves may be nominated for office. Each should be excused from the room while his/her nomination is being considered, and then return to vote.
4. The Executive Director shall be responsible for sending a photograph and biography of each candidate to the bulletin editor for publication in the April *South Carolina PTA Bulletin*. The Presidents of districts, councils and local units shall be responsible for informing their memberships of the nominees.
5. The committee chair shall report to the Convention at its first general meeting. Any person intending to run from the floor for office shall submit a nomination form to the SCPTA President thirty (30) days prior to the start of the South Carolina PTA Convention. Nominations may be made from the floor, provided the consent of the nominee has been obtained and notification has been made to the SCPTA President and Nominating Committee Chair.
6. The election shall be by ballot. When there is but one candidate for the vacancy, the ballot may be dispensed with and the election held by a voice vote. Any vacancy that remains unfilled following the election shall be filled by the President and the Executive Committee for the remainder of the unexpired term or until a candidate can be found and duly elected (Article 1 Section 2)
7. Newly elected officers shall be extended a courtesy seat at the post-Convention Board meeting.

Section 15 – Family Engagement Committee

- A. The Family Engagement Committee shall be composed of five (5) members. The President and the Board of Directors shall appoint the chair at either the post-Convention or the Summer Board meeting. The remaining members of the committee shall be two (2) members of the Board of Directors appointed by the Board, and two (2) members chosen at the discretion of the Family Engagement Committee. No more than two (2) members shall be from the same District. Members of the committee shall serve for **one (1) year**.
- B. The duties of the committee shall be determined by the Board of Directors and overseen by the Executive Committee.

Section 16– Programs Committee

- A. The Programs shall be composed of five (5) members. The Vice-President for Programs shall serve as chair. The remaining members of the committee shall be two (2) members of the Board of Directors appointed by the Board at either the post-Convention or the Summer Board meeting, and two (2) members chosen at the discretion of the Programs Committee. No more than two (2) members shall be from the same District. Members of the committee shall **serve for two (2) years**.
- B. The duties of the committee shall be determined by the Board of Directors and overseen by the Executive Committee.

Section 17– Reflections Committee

- A. The Reflections Committee shall be composed of five (5) members. The President and the Board of Directors shall appoint the chair at either the post-Convention or the Summer Board meeting. The remaining members of the committee shall be two (2) members of the Board of Directors appointed by the Board, and two (2) members chosen at the discretion of the Reflections Committee. No more than two (2) members shall be from the same District. Members of the committee shall **serve for two (2) years**.
- B. The committee shall be responsible for:
 1. Scheduling the Reflections timeline for local units;
 2. Overseeing the publication and distribution of the annual Reflections Handbook;

3. Assist local units, as needed, in implementing their programs;
4. Securing volunteers to judge all entries;
5. Planning the Reflections turn-in event in February; and
6. Planning the Reflections awards reception in April.

Section 18 – Resource Development Committee

- A. The Resource Development Committee shall be composed of five (5) members. The President and the Board of Directors shall appoint the chair at either the post-Convention or the Summer Board meeting. The remaining members of the committee shall be two (2) members of the Board of Directors appointed by the Board, and two (2) members chosen at the discretion of the Resource Development Committee. No more than two (2) members shall be from the same District. Members of the committee shall serve for **one (1) year**.
- B. The duties of the committee shall be determined by the Board of Directors and overseen by the Executive Committee.

Section 19– Youth Committee

- A. The Youth Committee shall be composed of five (5) members. The President and the Board of Directors shall appoint the chair at either the post-Convention or the Summer Board meeting. The remaining four (4) members of the committee shall be appointed by the Board of Directors no later than the Summer Board meeting and will be two board members and two youth members. The youth members (2) shall be in high school. No more than two (2) members shall be from the same District. Members of the committee shall serve for **one (1) year**.
- B. The duties of the committee shall be determined by the Board of Directors and overseen by the Executive Committee.

ARTICLE 7: ANNUAL MEETINGS

Section 1 – South Carolina PTA Convention

- A. The South Carolina PTA shall meet annually at a time and place determined by the South Carolina PTA Board of Directors up to two (2) years in advance.
 1. The regular State Convention of the South Carolina PTA shall be held annually, the time and place to be fixed by the Board of Directors.
 2. The Call to Convention shall be sent to each member of the South Carolina Board of Directors, past state Presidents and to District, Council and local unit Presidents at least sixty (60) days prior to the time of Convention. District, council and local unit Presidents shall be responsible for informing their memberships of the time and place of Convention. A Call to Convention shall be sent out in a special mailing.
 3. The annual State Convention shall be the governing body of the South Carolina PTA.
- B. The voting body of the State Convention shall consist of the members of the South Carolina PTA Board of Directors, past State Presidents, the Presidents of Districts, councils or their alternates, and the accredited delegates from the local units.
- C. Each local unit PTA/PTSA shall be entitled to be represented at the annual Convention by its President and three (3) officers or their alternates, and an additional delegate for every fifty (50) members or major fraction thereof as shown on the records of the South Carolina PTA Treasurer as of March 31. In the event of any other business meeting during the year, the number of voting delegates will be based on the last reporting period calculated by the Membership Chairman. Each of the above shall be entitled to one vote. The delegates and alternates shall be selected as set forth by local unit bylaws.

- D. Only the members who make up the voting body at the annual Convention and other business meetings shall have the right to introduce motions, participate in debate, or vote during Convention. There shall be no proxy voting. Members of the National PTA, with the exception of the National PTA authorized representative, who are not part of the voting body, shall be entitled to attend the annual Convention as observers upon payment of a registration fee in an amount determined by the Board of Directors.
- E. Fifty (50) voting members representing at least four (4) Districts shall constitute a quorum for the transaction of business at the annual Convention.
- F. The Convention Committee shall be formed and operate according to the guidelines established elsewhere in these Standing Rules.

G. Procedures:

1. Elections

The elections committee shall follow the duties as specified in the SCPTA Bylaws and elsewhere in these Standing Rules.

No officer elected – In the event no one meets the criteria for running from the floor for an officer position, the position will be filled following provisions set in Bylaws Article 7 Section 7.4 and 7.5. Also in Standing Rules Article 1 Section 5.

2. Campaign Guidelines

- a. Any person intending to run from the floor for office shall give written notice to the South Carolina PTA President thirty (30) days prior to the start of the South Carolina PTA Convention.
- b. Use of official PTA symbols on campaign materials is prohibited.
- c. No campaign material may be distributed at Convention prior to the close of general meeting 1.
- d. Each candidate will be allowed to give a three (3) minute speech.
- e. A copy of the qualifications of any nominee from the floor for a SCPTA officer must be presented to the chair of the nominations committee prior to the opening of general meeting 1.
- f. No posters or signs are affixed to any hotel or Convention facility.
- g. No campaigning is allowed within twenty- five (25) feet of the polling place / voting booths.
- h. No campaign material will be permitted on the registration table or worn by anyone working at registration. No SCPTA official may wear campaign materials while acting in an official capacity.
- i. No distribution of campaign materials will be allowed in any meeting room, when in use. No presenter or presider will be allowed to wear any campaign materials during a workshop.
- j. No campaign funds may be solicited from local units.
- k. All nominees and announced candidates for SCPTA state office shall be recognized and an acknowledgement of their candidacy shall be made when they visit local units, councils or District meetings.
- l. These campaign rules shall be printed in the standing rules and in the Convention program.

3. Exhibits

- a. Only those individuals or groups that have purchased space in the exhibit area may sell any materials at Convention. No exhibitor will be allowed to sell any items that are available in the South Carolina PTA Store.
- b. The official representative of each firm assigned exhibit space will receive that firm's exhibitor's Convention packet.
- c. There is no registration fee for official representatives of exhibiting firms. All official representatives will be issued a name badge.
- d. The SCPTA reserves the right to refuse any request for space by exhibitors which it judges to be in conflict with the Purposes of the PTA.

- e. Exhibit Security—Reasonable precaution will be exercised to protect that area where exhibit booths will be located, during the hours that exhibitors are closed.
- f. South Carolina PTA will be held blameless for any damage to exhibits, building or equipment.

4. Registration and Badges

- a. Guests—Invited guests will be issued guest badges at the registration desk which must be shown for admission to any meeting.
- b. Voting members must show their PTA membership card and credential card in order to pick up their badges at the registration table.
- c. Non-voting members of the SCPTA may attend all meetings of the Convention provided they register and pay the registration fee.
- d. Representatives for press, radio and television will be admitted to meetings upon presentation of press badges.

H. The State PTA and State office:

- 1. Finances the South Carolina PTA Convention, with the exception of certain courtesies, which will be furnished by assigned Districts.
- 2. Prepares and distributes forms for room reservations in hotels selected for Convention use.
- 3. Arranges with the Convention committee for all pre-Convention and post-Convention meetings and for all conferences and special meetings during Convention.
- 4. Makes all necessary business arrangements.
- 5. Prints the programs of the Convention as well as tickets and programs that may be needed for the banquet and for any special dinners or luncheons that are part of the official program.
- 6. Provides delegates' packets and registration cards.
- 7. Provides delegates' credential cards to the local PTAs and decides all questions concerning credentials for delegates.
- 8. Approves, through the Executive Committee, all non-PTA developed materials to be distributed in meeting rooms, Convention halls or exhibit hall prior to distribution.
- 9. Prepares and handles, through its communication chair, the Convention publicity and arranges for interviews with the press.
- 10. Arranges for all radio and television broadcasts and develops, in cooperation with the South Carolina PTA, a plan for local broadcasts presenting various phases of the South Carolina PTA interests and activities.
- 11. Makes arrangements for Convention exhibits via the Executive Director.

- I. The State Presidents' Club is composed of both past and present state Presidents. It was organized to perpetuate the interest of past state Presidents in the South Carolina PTA and to encourage a continuing friendly relationship between retiring and incoming state Presidents. It meets annually in connection with the annual Convention of the SCPTA. The immediate past state President is chair of the club and will assume appropriate responsibilities. It is the responsibility of the Executive Director to invite all past Presidents to Convention. It is the responsibility of the chair of the State Presidents' Club to host a scheduled function during Convention.

Past state Presidents will be issued a credential card, as long as they are a current PTA member in any SCPTA Local Unit.

Section 2 – National Convention

- A. South Carolina PTA shall be entitled to accredit to the National PTA annual Convention in accordance with both SCPTA and National Bylaws.
- B. South Carolina PTA Board of Directors shall be given the opportunity to attend the National PTA Convention as delegates. Monies that have been budgeted for the National Convention shall be divided evenly among the SCPTA board of director's members serving as National Convention delegates. All persons receiving funds from the South Carolina PTA will be expected to attend all meetings and workshops, and shall submit a written report by the summer Board meeting.

Section 3 – National Legislative Conference

Delegates to the National PTA Legislative Conference shall be in accordance with guidelines established by the National PTA.

Section 4 – State Legislative Conference

A. Legislative Program

The South Carolina PTA shall be concerned with such basic issues as may lead to national, state or local unit legislation affecting the welfare of children and youth in the field of: education in its broadest sense; social well-being as it relates to law observance, mass media, recreation, safety, child labor, and environmental situations; economic well-being as it relates to children and youth; research agencies in education, health, juvenile protection, and parent education; and such international relationships as are conducive to peace among nations.

B. Vice-President for Legislation

- 1. Chairs the Legislative Committee which drafts a proposed legislative platform for each fiscal year.
- 2. Furnishes the members with up-to-date information of all federal and state bills that affect education and child/youth welfare.
- 3. Shall work with the Legislative Committee to plan the Legislative Conference. A Legislative Conference shall be held in Columbia and be open to all members of the South Carolina PTA for study and proposal of legislation relative to the education and welfare of children.

C. Budget

- 1. Expenses incurred by the Vice-President for Legislation related to legislative matters (i.e. phone calls, travel, lobbying, etc.) will be paid from the Vice-President account as prescribed by the current state budget.
- 2. Expenses incurred by the Board of Directors for attendance to state Legislative Conference will be charged to Board of Directors, which is a budgeted item.
- 3. Expenses incurred by the Legislative Committee pertaining to state Legislative Conference will be charged to the line item "Legislative Conference" as prescribed by the current state budget.

D. Approved Legislative Platform

- 1. The active legislative platform of the South Carolina PTA shall consist of measures that have been approved by the legislative/resolutions committee, the South Carolina PTA Board of Directors, and the state legislative conference delegates. This platform must not conflict with the Purposes and Policies of the South Carolina PTA.
- 2. After the legislative platform has been adopted by the state legislative conference delegates, it must be re- printed and mailed to all local unit Presidents and legislators within thirty (30) days.

ARTICLE 8: FINANCES

Section 1 –Receipt of Funds

All funds belonging to the South Carolina PTA are sent to the SCPTA Treasurer at the South Carolina PTA office, 1826 Henderson Street, Columbia, SC 29201. All checks are payable to the South Carolina Congress of Parents and Teachers.

Section 2 – Vouchers

The form adopted at the February 1997 Board of Directors meeting is the appropriate form to be used for services rendered and must accompany any report for reimbursement.

Section 3 – Executive Committee

A. Funds

1. Bank Accounts—The Treasurer directs all funds to be deposited in banks approved by the Board of Directors in the name of the South Carolina PTA.
2. Bonding—The Treasurer and all other persons authorized to handle SCPTA funds give fidelity bonds in the amounts described by the Executive Committee. The expense of these bonds is borne by the SCPTA.
3. Signatures—All checks withdrawing general PTA funds must be signed by any two (2) authorized signature holders on the accounts. Authorized signature holders must be the President, the Treasurer, and one other member of the Executive Committee.
4. The treasurer, with the approval of the Executive Committee may set up electronic funds transfer for recurring bills and expenses.
5. Only one member of the same household shall be an authorized person to handle SCPTA funds including signing checks.
6. The Executive Committee may not spend more than \$500.00 of SCPTA funds without the approval of the Board of Directors.

B. Grants

1. Funds accepted by the SCPTA through grants or other assistance are received and distributed by the SCPTA according to IRS regular procedures. The SCPTA accepts no grants with any restriction other than the purpose for which the grant will be used. The SCPTA President approves all projects assignments that are financed by a grant.
2. All requests for grants of financial assistance for the work of the SCPTA must originate within the SCPTA. Any grant accepted must be considered with the policies of the SCPTA.
3. The Executive Committee determines the projects for which grants might be requested. Periodically, it reviews all projects financed by grants or other aids and determines whether they are to be renewed.
4. The budget committee informs the Executive Committee of SCPTA funds available for project purposes.

C. Gerry Pfaehler Endowment Fund

1. The South Carolina PTA shall maintain an endowment fund which is held and administered separately from SCPTA funds.
2. The endowment fund Board shall be selected as prescribed in the endowment fund bylaws.
3. The endowment fund shall be administered as prescribed in the endowment fund bylaws.
4. Endowment fund bylaws and a copy of their annual budget shall be on file in the South Carolina PTA office along with a copy of the 990 filed with the IRS annually.
5. A representative of the Endowment Board shall be offered a courtesy seat at all SCPTA board meetings.

D. President's and Vice Presidents' Funds

1. The President shall be allowed a President's account as prescribed by the current South Carolina PTA budget. A quarterly account must be submitted to the Board of Directors at each Board meeting. All expenditures must be receipted.
2. The President-elect, vice President for membership/field services, vice President for programs, and vice President for legislation shall be allowed a vice President's account as prescribed by the current South Carolina PTA budget.

E. A State Membership Unit

1. The name of the unit shall be *Advocates for South Carolina's Children PTA* which shall be under the direction of the SCPTA Board of Directors. The immediate Past President of the SCPTA shall serve as the President of the unit.
2. The Board of the unit shall be elected as prescribed in the Advocates for South Carolina's Children PTA Bylaws.
3. Enrollment is open to individuals who support the Purposes of the PTA.
4. Each member shall pay annual dues of ten dollars (\$10.00). The National PTA portion of each member's dues shall be one dollar and seventy-five cents (\$1.75), and the SCPTA portion shall be one dollar (\$1.00). Each member shall receive a copy of the *SCPTA Bulletin*. The remaining portion of two dollars twenty-five cents (\$2.25) shall be designated to the Helen Stokes Scholarship Fund.
5. There shall be one annual meeting, according to the Advocate Unit bylaws, to be held at Convention.

F. Helen Stokes Scholarship Fund

A report for this committee will be given by the state Treasurer at regular board meetings.

G. Historic House Preservation Fund

A report for the committee will be given by the state Treasurer at regular board meetings.

Section 4 – Board of Directors

A. Expenses

1. Allowances—The following expenses of the SCPTA Board members shall be paid by the SCPTA for attendance at meetings of the Executive Committee, Board of Directors, State Convention, and special meetings of committees of the Board: transportation (air coach) allowance for travel by car at .25 cents per mile, hotel room, meals with tips, not to exceed \$22.50 per day (\$4.50 – breakfast, \$7.00 – lunch, \$11.00 – dinner) out of state meals not to exceed \$25.00). When a member is requested by the President to represent the SCPTA on official business, the SCPTA will pay for transportation and expenses.
2. Reporting (statement of expenses)—All persons allowed SCPTA funds for travel and attendance at meetings shall, within 15 days after the completion of the trip, send to the SCPTA Office a statement of expenses, itemized daily, on the official expense statement blank. Both hotel and transportation receipts are required with the statement. Persons wanting reimbursement for travel must get approval from the South Carolina PTA President prior to travel. District Presidents do not need to get pre-approval to service local units in their District.
3. Staff—Staff members traveling on PTA business shall be reimbursed on the same basis as item one (above) with the exception of mileage which is paid at the rate of 25 cents per mile.
4. Upon completion of an assignment, Board members and staff shall give a written report to the state President.
5. Vouchers
 - a. The form adopted at the February 1997 Board meeting is the appropriate form to be used for services rendered and must accompany any report for reimbursement.
 - b. All expenses shall be submitted by voucher for approval by the President before payment.

B. Credit Cards
Credit/Debit Card Policies and Procedures

Objectives:

1. To allow SCPTA Officers and staff access to efficient and alternative means of payments for approved expenses, especially expenses related to business travel and office supplies.
2. To improve managerial reporting related to credit /debit card purchases.
3. To improve efficiency and reduce cost of payables processing.

Policies and Procedures:

1. Credit cards may be issued to SCPTA Officers and staff, only with the approval of the Budget/Finance Committee;
2. Credit cards will only be used for SCPTA business purposes. Personal purchases of any type are not allowed.
3. Cash advances on credit cards are not allowed;
4. Card holders will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges.
5. Detailed receipts must be retained and forwarded to the SCPTA Treasurer within ten (10) days to enable timely payment of amount due. In the case of meals and entertainment, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose of the purchase, in accordance with Internal Revenue Service regulations.

C. Meetings

Meetings in conjunction with special conferences, workshops and District activities shall be financed according to annual budget appropriation.

D. Stationary and Envelopes

Official stationary and envelopes are available on request from the South Carolina PTA office for the use of Board members for official PTA business only.

Section 5 – South Carolina PTA Report to National PTA

A. Financial Reports

States shall submit annually to the National PTA Treasurer a copy of the auditor's report of the SCPTA's finances and a copy of the SCPTA's IRS Form 990 as filed.

B. Payment of Dues

1. National dues should be held in reserve by SCPTA until they are remitted to the National PTA office. The SCPTA President is responsible for seeing that the National PTA dues are remitted in an accurate and timely manner.
2. South Carolina PTA is required to remit National PTA dues received from local units at monthly intervals and per National PTA policies.
3. All local dues received in the South Carolina PTA office postmarked by March 30 are due and payable to the National PTA immediately. Such dues shall be counted in the membership year ending on March 31.
4. National PTA Founders Day will be payable in March of each year.

ARTICLE 9: LEADERSHIP SERVICES, FIELD SERVICES, AND DISTRICT SERVICES

Section 1 – Leadership Training and the Leadership Training Committee

- A. It is the responsibility of the South Carolina PTA President-Elect to see that all Districts are properly set for training whether they use the state leadership team or their own choices.
- B. SCPTA Leadership Training shall be conducted each year and open to all members of the South Carolina PTA for study and exchange of ideas. The time and place for leadership training shall be determined by the President.

Section 2 – Field Services

- A. The South Carolina PTA Vice President for Membership/Field Services serves as coordinator for the field services program under the supervision of the President.
- B. The South Carolina PTA, through the President, President-elect, vice President for membership/field services, vice President for programs, vice President for legislation and District Presidents, makes resources available to local PTA units and Districts.
- C. The South Carolina PTA is encouraged to review annually its leadership needs and to request services which would best strengthen and support these needs. The National PTA offers the following services:
 - 1. National PTA Board member representation at State Conventions;
 - 2. National PTA Board member representation for instructional workshops including legislative workshops;
 - 3. Special assistance when authorized.
- D. National PTA Board members may give services as requested within their own state at no expense to the National PTA, with the President's approval.

Adopted April 20, 2012
 South Carolina PTA Board of Directors Meeting
 Pre-Convention Board Meeting, Myrtle Beach, S. C.

National PTA Diversity and Inclusion Policy†

The National Congress of Mothers, irrespective of creed, color or condition, stands for all parenthood, childhood, homehood.

*Alice McLellan Birney, 1898
 Cofounder of National PTA*

Those words, true in 1898, are even truer today. PTAs everywhere must understand and embrace the uniqueness of all individuals, appreciating that each contributes a diversity of views, experiences, cultural heritage/traditions, skills/abilities, values and preferences. When PTAs respect differences yet acknowledge shared commonalities uniting their communities, and then develop meaningful priorities based upon their knowledge, they genuinely represent their communities. When PTAs represent their communities, they gain strength and effectiveness through increased volunteer and resource support.

The recognition of diversity within organizations is valuing differences and similarities in people through actions and accountability. These differences and similarities include age, ethnicity,

language and culture, economic status, educational background, gender, geographic location, marital status, mental ability, national origin, organizational position and tenure, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

Therefore PTAs at every level must:

- Openly assess beliefs and practices to assure inclusiveness and guard against discrimination;
- Make every effort to create a PTA board and membership that is inclusive and reflective of its community;
- Encourage that all PTA activities at the school be planned by a committee which is representative of the population
- Foster programs and practices that eliminate bias, prejudice and misunderstanding within their communities;
- Become acquainted with the leaders of the many diverse groups in the community and collaborate with them to increase parent, family and community involvement;
- Educate its leaders and members to the needs, cultural beliefs, traditions and family structures of the population they serve; and
- Propose change wherever discriminatory practices are perceived.

PTA values and appreciates diversity, which enriches and strengthens the structure of our society within our state and nation.

†This policy should be used in its entirety with no portion quoted out of context.

Policy on Conflict of Interest

Adopted by SCPTA Board of Directors, October 20, 2012

Article I – Purpose

The purpose of the conflict of interest policy is to protect the interests of this tax-exempt organization, the South Carolina Congress of Parents and Teachers, Inc. (SCPTA, South Carolina PTA), when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the SCPTA or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II – Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the SCPTA has a transaction or arrangement,
- b. A compensation arrangement with any entity or individual with which the SCPTA has a transaction or arrangement, or

- c. A proposal ownership or investment in, or compensation arrangement with, any entity or individual with which the SCPTA is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III – Procedures

1. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. The remaining board or committee members shall decide if a conflict of interest exists.
3. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.
4. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

Whistleblower Policy

Adopted by SCPTA Board of Directors, October 20, 2012

This policy is intended to encourage board members, staff (paid and volunteer) and others of the South Carolina Congress of Parents and Teachers, Inc. (SCPTA, South Carolina PTA) to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events, behaviors, or practices without retribution.

1. The Whistleblower should promptly report the suspected or actual event to his/her supervisor or organizational leader.
2. If the Whistleblower would be uncomfortable or otherwise reluctant to report to his/her supervisor or organizational leader, then the Whistleblower could report the event to the next highest or another level of management or organizational leadership.
3. The Whistleblower can report the event with his/her identity or anonymously.
4. The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the organization.
5. A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the board or employee relationship, or other legal means to protect the reputation of the organization and members of the board and staff.
6. Anyone who retaliates against the Whistleblower who reported an event in good faith will be subject to discipline, including termination of board and/or staff status.
7. Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
8. Supervisors, managers, and/or board members who receive the reports must promptly act to investigate and/or resolve the issue.
9. The Whistleblower shall receive a report within five business days of the initial report, regarding the investigation, disposition, or resolution of the issue.

10. If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblower's satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.
11. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.