

16th District PTA

Standing Rules

Article I. Duties of 16th District Board of Directors

- A. All Board members shall know and adhere to the current PTA mission, purposes, policies, and procedures.
- B. All Board members shall be familiar with National, KY PTA, and District bylaws, standing rules, and procedures.
- C. All Board members shall accept invitations to represent the 16th District KY PTA only with approval of the President and/or Executive Committee.
- D. All Board members shall keep a procedure book of their work for two years and deliver promptly to successors all files, including electronic files.
- E. All Board members are responsible for attending all district meetings. If unable to attend a meeting they shall notify the District President or designated member of the Board.
- F. The President, with Board consultation shall have the authority to remove non-functioning board members. The procedure shall be:
 1. The President shall phone that person to see if there is a situation that the board is unaware of that is preventing the member from performing his/her duties.
 2. If this does not help the situation, a letter documenting the concern shall be sent to the individual. For local unit presidents, a copy shall be sent to the district secretary.
 3. The President and at least one other Executive Committee member shall meet with the board member as a final attempt to rectify the situation before sending a letter relieving them of their position.
- G. If a Board member is unable to complete their term of office a resignation must be submitted in writing to the District President and all district material must be returned to the District President within thirty days of receipt of written resignation.

Article II. Meetings

- A. The Board of Directors meetings shall be held the 1st Thursday of each month at 11:30 am (August through May except for the month of December).
- B. The 16th District Roundtable/General Meeting shall be held on the 3rd Thursday of each month (August through May except for the month of December).
- C. The meeting dates for the 16th District Board of Directors or the General meetings may be

changed due to a holiday conflict or school closing.

- D. If school is delayed, the meetings are delayed. If school is cancelled, the meetings are cancelled.
- E. The 16th District shall host an annual recognition luncheon during the month of May.

Article III. Awards and Recognition

- A. Scholarships
 1. The 16th District may award tuition scholarships annually to graduating seniors from high schools in Fayette County. The criteria for awarding such scholarships shall be outlined and presented by the Scholarship Committee. The Scholarship Committee shall be the 16th District Past Presidents and they shall meet no later than the end of March. The criteria shall be presented by the Chair and/ or committee for approval by the Board of Directors of the 16th District PTA, by May 1.
 2. The 16th District PTA may designate funds as restricted for scholarships. Funds may be restricted by action of the Board of Directors or the applicable donors. Restricted funds shall be segregated from other funds of the 16th District PTA. The principal and interest of the restricted funds may be used solely for scholarship purposes.
 3. The number and dollar amount of the scholarships to be awarded each year shall depend upon the amount of money donated by private sectors and the local units and be determined by a majority of the full board no later than May 1 of each year.
- B. William Ezzell Scholarship Account
 1. \$40,000 of proceeds from stock donated by Mr. William Ellery Ezzell was designated as restricted for scholarships by the Board of Directors at the duly held meeting on February 3, 2000. The William Ellery Ezzell Restricted Endowment Scholarship Fund shall be invested and the interest income only shall be used each year to supplement the 16th District Scholarship Fund.
 2. The William Ezell Scholarship Account must maintain the principle balance of the original gift of \$40,000. The remainder of the funds, interest accrued, etc. may be used to supplement the District's scholarship account.
 3. This account is to be used as a restricted account with no activity other than interest

paid in and scholarship supplementary payments withdrawn.

C. Life Membership

1. The 16th District PTA may present one or two honorary life memberships at the annual luncheon held in May.

D. Membership Awards:

1. "Judy Whitmer Award," a plaque shall be engraved and presented at the annual luncheon to the elementary school with the highest percentage of increase over the last year. This plaque shall be displayed at IAKSS.
2. "Harold Steele Award," a plaque shall be engraved and presented at the annual luncheon to the middle school with the highest percentage of increase over the last year. This plaque shall be displayed at IAKSS.
3. "Dr. Ronald Walton Award," a plaque shall be engraved and presented at the annual luncheon to the high school with the highest percentage of increase over the last year. This plaque shall be displayed at IAKSS.
4. Certificates shall be presented at the annual luncheon to each elementary, middle, and high school with the highest percentage of members.

Article IV. Expenses

- A. The 16th District shall pay for any registration fees for the District President, or designee, to attend State Leadership, Legislative, and State and National Convention, if funds are available.
- B. The 16th District shall pay for the registration fee for the Legislative Chair, or designee, to attend the annual state Legislative Conference, if funds are available.
- C. The 16th District shall pay annual recognition luncheon fees for the Superintendent, the recipient(s) of the Guy S. Potts, Fayette County PTA Scholarship recipients (if necessary), the recipient(s) of the life membership award, and other guest so designated by the District.
- D. In the event of the death of a current member of the Board of Directors of the 16th District, a donation of \$25 shall be given to the scholarship fund in memory of the deceased. The corresponding secretary shall notify the family of the memorial.

Article V. Publications and Communications

- A. The 16th District PTA shall publish a monthly newsletter (August through May). Copies of the newsletter are to be sent to members of the Board of Directors, local Presidents, the KYPTA President, Past Presidents of the

District, the Superintendent, Director of Community Relations, District representatives Principals/Teacher Representatives, and others as needed.

- B. The District newsletter shall be sent by the 1st of each month.

Article VI. Amendments

- A. These standing rules may be amended or suspended at any regular meeting of the Board of Directors of the 16th District by a majority vote of the members present and voting. (See "Robert's Rules of Order Newly Revised.")

Edited by: J. Berry

Approved: 9/3/2009