



THIRTY-THIRD DISTRICT PTA
CALL TO
THE 61ST ANNUAL MEETING

Calling all Thirty-Third District PTA members

April 23, 2015

The Grand Long Beach Event Center

4101 E. Willow Street

Long Beach, CA 90815

8:30 a.m. - Registration of Delegates

9:00 a.m. - Breakfast

9:30 a.m. - CALL TO ORDER for business of the district,

proposed bylaw amendments, election of officers,

award presentations and installation of the 2015-2017 officers

Delegates will need a membership card to register and to vote!

ARTICLE XIII – DISTRICT ANNUAL MEETING

SECTION 3.

***a. This district shall establish a quorum for the transaction of business in any meeting of the district.

** b. **ONE THIRD (1/3) OF THE DELEGATES REGISTERED AND PRESENT** representing **ELEVEN (11)** local associations shall constitute a quorum.

If this bylaw provision authorizes a quorum of less than one-third (1/3) of the voting power, then only matters that may be voted upon at any regular meeting actually attended by less than one-third (1/3) of the voting power are matters the general nature of which was contained in the notice of the meeting.

SECTION 4.

- a. Each association in good standing shall be entitled to be represented at the district annual meeting by the president or his representative, and one (1) delegate or alternate for every **fifty (50)** members, and after the first fifty, one delegate for each additional fifty (50) paid members or fraction thereof, not more than twenty-six (26) delegates or their alternates. Said delegate must have been a member at least thirty (30) days prior to the annual meeting.
- b. Members of the district executive board and past presidents of this district shall, upon presentation of current membership cards, be granted credential cards for the district annual meeting.
- c. A delegate shall not be allowed to represent more than one association and no person shall have more than one vote.
- d. The number of delegates from newly-organized associations shall be based on the charter membership.

SECTION 5.

Representation at the district annual meeting shall be based on the membership report of the financial secretary as of March 1.

*** SECTION 6.

Voting by proxy is PROHIBITED.

Proposed Bylaws Amendments

Front cover: delete second Centinela Valley Union High School District in list of school districts and alphabetize all entries.

Change current number of councils from 20 to 19;

Change current number of units from 385 to 356

RATIONALE: reflect current correct information on numbers of councils and units; delete redundancies and correct mis-alphabetization

Article IV, section 6

Change from:

SECTION 6 initial part and subsection c.

Each council in this district shall forward to the district a total of four dollars and fifty cents (\$ 4.50) annually from each member's dues.

Each out-of-council association shall forward to the district per capita dues of four dollars and twenty-five cents (\$ 4.25) annually from each member's dues.

- c. Such annual dues shall include the portion of fifty cents (\$0.50) or seventy-five cents (\$0.75) for out-of-council units and shall constitute the district's portion and shall be retained by this district.

Change to:

SECTION 6.

Each council in this district shall forward to the district a total of four dollar(s) and seventy-five cents (\$4.75) annually from each member's dues.

Each out-of-council association shall forward to the district per capita dues of five dollar(s) and no cents (\$5.00) annually from each member's dues.

- c. Such annual dues shall include the portion, which shall constitute the district's portion and shall be retained by this district, of in council association portion of no dollars (s) and fifty cents (\$0.50), *and of out-of-council association portion of no dollars (s) and seventy-five cents (\$0.75).*

RATIONALE: to correct a previous error and to conform to current National PTA dues in effect and future State PTA dues.

Article VII, section 2

Change from:

SECTION 2.

The officers of this district shall be a president, ~~executive vice president~~, nine (9) vice presidents, ~~recording secretary, corresponding secretary, treasurer, financial secretary~~, auditor, historian, ~~legislation director, budget and finance director~~ and parliamentarian. These officers shall be elected biennially in the odd-numbered years with the exception of the ~~corresponding secretary, legislation director, budget and finance director and the parliamentarian~~, who shall be appointed biennially by the president subject to the ratification of the district executive board.

Change to:

SECTION 2.

The officers of this district shall be a president, ~~executive vice president~~, nine (9) vice president(s), ~~recording secretary, corresponding secretary~~, treasurer, ~~financial secretary~~, auditor, historian, director of legislation, director of budget and finance and parliamentarian. These officers shall be elected biennially in the odd-numbered years with the exception of the ~~corresponding secretary, director of legislation, director of budget and finance and the parliamentarian~~, who shall be appointed biennially by the president subject to the ratification of the district executive board.

RATIONALE: reflect consistency of nomenclature for all directors

Article VII, Section 3

Change from:

SECTION 3, subsections c and d

- c. Officers shall be nominated by a nominating committee of seven (7) members of the district ~~executive~~ board. The president shall not serve ex officio or be elected to the nominating committee. No member shall serve for two (2) consecutive terms on the nominating committee. The committee shall serve until the biennial election meeting. The committee shall elect its own chairman. (See Electing the Nominating Committee (2.2.1), PTA Management Section, California State PTA Toolkit.)
- d. This committee shall:
 - 1. Be composed of two (2) district officers, three (3) district chairmen and two (2) council presidents, each group to be nominated and elected separately. One alternate shall be elected in this same manner for each classification. A plurality vote shall elect.
 - 2. Report at the Mid-Winter Conference with a written report in the Call to the biennial election meeting.

Change to:

SECTION 3, subsection c.

- c. Officers shall be nominated by a nominating committee of seven (7) ~~{number}~~ members of the district board: two (2) district officers, three (3) from the subgroup consisting of the district chairmen, consultants, the assistant to the parliamentarian and the assistant to the treasurer and two (2) council presidents, each group to be nominated and elected separately with one (1) {number} alternate(s) elected for each group. A plurality vote shall elect. No more than two members of the nominating committee will be from the same council. The president shall not serve ex officio or be elected to the nominating committee. No member shall serve for two (2) consecutive terms on the nominating committee. The committee shall report at the Mid-Winter Conference with a written report in the Call to the biennial election meeting and serve until the biennial election meeting. The committee shall elect its own chairman. (See Electing the Nominating Committee, Running Your PTA section, **California State PTA Toolkit.**)

RATIONALE: subsections c and d are combined; subsections e and f are re-numbered to d and e. In new subsection c, consultants and assistants to the parliamentarian and assistant to the treasurer were added to the subgroup of district chairmen for fairness. The sentence about no more than two members from the same council was added back in, having been accidentally deleted in the last version of the bylaws.

Article VII, SECTION 4 and subsection d of Nomination by Petition.

Change from:

The report of the nominating committee shall be submitted to the district at least twenty-eight (28) days prior to the biennial election meeting. At the biennial election meeting in April/May additional nominations must be called for from the floor.

Nomination by Petition

d. At the biennial election meeting in April/May, at the conclusion of the report of the nominating committee and the report of any nominations by petition, nominations may be made from the floor providing the nominee has given consent.

Change to:

SECTION 4 and subsection d of Nomination by Petition.

The report of the nominating committee shall be submitted to the district at least twenty-eight (28) days prior to the biennial election meeting. At the biennial election meeting in April ~~{month}~~ additional nominations must be called for from the floor.

~~[Incorporated districts must also include a Section on Nomination by Petition.
See California State PTA Bylaws, Article XII.]~~

d. At the biennial election meeting in April at the conclusion of the report of the nominating committee and the report of any nominations by petition, nominations may be made from the floor providing the nominee has given consent.

RATIONALE: A specific month is preferred

Article VII, section 5

Change from:

SECTION 5.

- a. Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated for or elected to office.
- b. Nominees for the offices of president, *treasurer*, ~~financial secretary~~, auditor, or any elected officer authorized to sign checks shall not be related by blood or marriage or reside in the same household.
- c. *During his/her term of office, a council president shall not serve as an elected or appointed district officer.*
- d. *A person who has not served as a unit or council president is ineligible for the office of president or first vice president of Thirty -Third District PTA.*

Change to:

SECTION 5.

- a. Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated for or elected to office.
- b. Nominees for the offices of president, treasurer, *financial secretary*, auditor, or any elected officer authorized to sign checks shall not be related by blood or marriage or reside in the same household.
- c. *During his/her term of office, a council president shall not serve as an elected or appointed district officer.*
- d. A person who has not served as an association or council president or as an association or council executive vice president is ineligible for the office of president or first vice president of Thirty-Third District PTA.

RATIONALE: executive vice president added to expand the pool of eligible experienced people to serve. Association used instead of unit to conform to template language.

Article VII, section 6

Change from:

SECTION 6.

Election shall be held by ballot at the biennial election meeting in the odd-numbered years at the district annual meeting in April/May. (See Article XIII, Section 1) If there is but one nominee for any office, the ballot for that office may be dispensed with and the election held by voice vote.

Change to:

SECTION 6.

Election shall be held by ballot at the biennial election meeting in the odd-numbered years at the district annual meeting in April ~~[month]~~. (See Article XIII, Section 1) If there is but one nominee for any office, the ballot for that office may be dispensed with and the election held by voice vote.

Rationale: A specific month is preferred.

Article VII, sections 14 and 15

Change from:

SECTION 14.

To be eligible for an elected district office, a person must have served on the district executive board for at least two (2) years over the past three (3) years, one of which may be the current year.

SECTION 15.

To be eligible for the office of president or first vice president, a person must:

- a. Be a member of a local association in good standing within the district PTA boundaries at least thirty (30) days prior to election;
- b. Have served an association and/or council as president, and have served on the district executive board for two years, one of which must be the current year.

Change to:

SECTION 14.

To be eligible for an elected district office, a person:

- A. must have served on the district executive board for at least two (2) years over the past three (3) years, one of which may be the current year;
- b. must be a member of a local association in good standing within the district PTA boundaries at least thirty (30) days prior to election;
- c. Must reside in the district territory or be a parent or grandparent of children attending schools in district territory or personnel of schools in the district territory (see Article X, section 2).

In addition to the above requirements (a,b and c), to be eligible for the office of president or first vice president, a person must have served an association and/or council as president or executive vice president.

RATIONALE: clarification of eligibility requirements of officers, president and first vice president.

Article VIII, section 1

Change from:

SECTION 1, d, f and i.

The president shall:

- d. Appoint *the corresponding secretary, the legislation director, the budget and finance director*, the parliamentarian, the chairmen and members of committees, subject to ratification of the district board.
- f. Sign all authorizations for payment as required by the district executive board or district board of directors. (See Check Request System: Payment Authorization (5.7.1), Finance Section, California State PTA Toolkit.)
- i. Have all contracts and/or legally binding documents approved by the district board of directors prior to signing a contract along with another elected officer. Signed contracts and/or legally binding documents shall be ratified by the association. (See Contracts (5.1.6), Finance Section, California State PTA Toolkit)

Change to:

SECTION 1, d, f, and i.

The president shall:

- d. Appoint *the corresponding secretary*, the parliamentarian, the director of legislation, the director of budget and finance, the chairmen, ~~and~~ members of committees, the assistant to the parliamentarian and the assistant to the treasurer, subject to ratification of the district executive board.
- f. Sign all authorizations for payment as required by the district executive board or district association. (See Check Request System: Payment Authorization, Finance section, California State PTA Toolkit.)
- i. Have all contracts and/or legally binding documents approved by the district executive board prior to

signing a contract along with another elected officer. Signed contracts and/or legally binding documents shall be ratified by the association. (See Contracts, Finance section, **California State PTA Toolkit**)

RATIONALE: subsection d, consistency of nomenclature for all directors; subsections f and i, remove specific *Toolkit* references and clarify which body or bodies has authority. Also, adding in two new positions, the assistant to the parliamentarian and the assistant to the treasurer, as executive board members who are appointed by the president subject to the ratification of the executive board. The positions have been added to facilitate training for future members of the board of directors and to increase the pool of viable candidates.

Section VIII, section 3

Change from:

SECTION 3 g.

The *recording* secretary shall:

- g. Be responsible as outgoing secretary to prepare a bound copy of approved minutes and to file them in the Thirty-Third District PTA office biennially. Only the minutes of the preceding year shall be kept by the recording secretary for referral purposes.

Change to:

SECTION 3 g.

The *recording* secretary shall:

- g. Be responsible as incoming secretary to prepare bound copies of approved minutes and to file them in the Thirty-Third District PTA office biennially. Only copies of the minutes of the preceding year shall be kept by the recording secretary for referral purposes.

RATIONALE: clarification of duties

Article VIII, section 5

Change from:

SECTION 5, d, j and l.

The treasurer shall:

d. Receive all monies ~~from the financial secretary~~ for the district, giving a receipt therefore, and deposit immediately in the name of the district in a bank approved by the district executive board.

j. Keep the district executive board informed of expenditures as they relate to the budget adopted by the district executive board.

l. Present a treasurer's report at every meeting of the district, the district executive board and the board of directors, and at other times when requested by the district. (See Financial Officers' Remits and Forms (5.3.3), Finance Section, **California State PTA Toolkit**.)

Change to:

SECTION 5, d, k and m

The treasurer shall:

- d. Receive receipts for all monies received and deposited by ~~from the financial secretary, giving a receipt therefore,~~ in the name of the district in a bank approved by the executive board.
- k. Keep the district association and district executive board informed of expenditures as they relate to the budget adopted by the district association.
- m. Present a treasurer's report at every meeting of the district association and the district executive board ~~the executive committee~~, and at other times when requested by the district association and/or the board of directors. (See Financial Officers' Reports and Forms, Finance section, **California State PTA Toolkit**.)

RATIONALE: in d, reconciliation with financial secretary's duties; in k, clarification of entities to be informed; in m, clarification of duties (new letters reflects new district bylaws ordering of subsections)

Article VIII, section 6

Change from:

SECTION 6, a and c.

The financial secretary shall:

- c. Present a monthly report at every meeting of the district, the district executive board *and the board of directors*, and at other times when requested by the district. (See Financial Officers' Reports and Forms (5.3.3), Finance Section, **California State PTA Toolkit.**)

Change to:

SECTION 6,a and c.

The financial secretary shall:

- a. Give a receipt for all monies received for the district and ~~remit at once to the treasurer or~~ deposit immediately in a bank approved by the district executive board and give a copy of the deposit slip to the treasurer.
- c. Present a monthly report at every meeting of ~~the district, and~~ the district association, district executive board *and the board of directors* ~~executive committee~~, and at other times when requested by the district. (See Financial Officers' Reports and Forms, Finance section, **California State PTA Toolkit.**)

RATIONALE: clarification of duties and entities receiving reports

Article VIII, section 7

Change from:

SECTION 7, b, c, d.

The auditor shall:

- b. Prepare a midyear audit to be completed in January. Present a written report to the district board at the February meeting for review and to the district association at the February meeting for adoption.
- c. Prepare a year-end audit to be completed in July. Present a written report to the district board at the September meeting for review and to the district association at the September meeting for adoption. (NOTE: The audit at the end of a term is performed by the outgoing auditor. See Financial Officers' Reports and Forms (5.3.3d), Finance Section, **California State PTA Toolkit.**)
- d. *Prepare a fiscal year-end audit to be completed in April. Present a written report to the district board at the May meeting for review and to the district association at the May meeting for adoption.*

Change to:

SECTION 7, b and c.

The auditor shall:

- b. Prepare a midyear audit to be completed in January ~~_____~~ ~~[month half way through term of office]~~. Present a written report to the district executive board at the March ~~_____~~ ~~[month]~~ meeting for review and to the district-association at the April ~~_____~~ ~~[month; see Article VII, Section 4]~~ meeting for adoption.
- c. Prepare a year-end audit to be completed in July ~~_____~~ ~~[month immediately following end of term of office]~~. Present a written report to the district executive board at the

September _____ ~~[month]~~ meeting for review and to the district association at the October _____ ~~[month]~~ meeting for adoption. (NOTE: The audit at the end of a term is performed by the outgoing auditor. See Financial Officers' Reports and Forms, Finance section, **California State PTA Toolkit**.)

~~[Associations whose officers take office at the beginning of the association's fiscal year should line out the following and re-letter the succeeding subsections.]~~

RATIONALE: clarification at which meetings audits are to be presented; removal of fiscal year-end audit

Article VIII, section 8

Change from:

SECTION 8, d.

The historian shall:

- d. Prepare a written report for presentation at the district annual meeting.

Change to:

SECTION 8.

The historian shall:

Solicit a written report from each board of director and council president to compile for presentation at the district annual meeting.

RATIONALE: subsection d changed to clarify source of information for historian to use

Article VIII, section 10

Change from:

SECTION 10, b and c.

The budget and finance director shall:

- b. *Receive all approved district bills and write authorizations for payment as required by the district executive board and forward to the president and recording secretary for signatures (See Check Request System: Payment Authorization (5.7.1), Finance Section, **California State PTA Toolkit**.)*
- c. *Give signed authorizations for payment with bills attached to the treasurer, who will issue the checks.*

Change to:

SECTION 10, b and c.

The director of budget and finance shall:

- b. Receive all approved district bills and write authorizations for payment as required by the district executive board and district association and forward to the president and recording secretary for signatures. (See Check Request System: Payment Authorization, Finance Section, California State PTA Toolkit.)
- c. Give signed authorizations for payment with bills attached to the treasurer who will issue the checks.

RATIONALE: consistent nomenclature for directors; clarify entities involved; omit specific *Toolkit* section reference in subsection b and fix punctuation in subsection c.

Article VIII, section 11

Change from:

SECTION 11.

The legislation director shall:

Change to:

SECTION 11.

The director of legislation shall:

RATIONALE: consistent nomenclature for directors.

Article VIII, section 12

Change from:

SECTION 12.

Two (2) copies of officers' reports shall be compiled annually by all officers and filed in the procedure book for the incoming officer, and with the president.

Change to:

SECTION 12.

Each executive board officer shall compile annually a procedure book for the incoming officer. Each director, upon expiration of his/her term of office or in case of resignation or termination, shall turn over to his/her successor, without delay, all records, books and other material pertaining to the directorship, and shall return to the treasurer, without delay, all funds belonging to the district.

RATIONALE: Clarification of procedure book obligations

Article IX, sections 1, 2 and 5

Change from:

****SECTION 1.**

This district shall hold two (2) meetings a year in the months of January/February and April/May, unless otherwise ordered by the district board. The biennial election meeting shall be held in April/May in odd-numbered years at the annual meeting. With the exception of the annual and the biennial election meetings, notice of any change in time or date of regularly scheduled meetings must be given in writing to the members of the district board and to the member associations and councils at least ten (10) days in advance. At least thirty (30) days prior written notice of the biennial election meeting must be given. Whenever members are required or permitted to take any action at a meeting, a written notice of the meeting shall be given not less than ten (10) days nor more than ninety (90) days before the date of the meeting to each member who, on the record date for the notice of the meeting, is entitled to vote at such meeting. (Note: If notice is provided by mail and the notice is not mailed by first-class, registered, or certified mail, such notice shall be given not less than twenty (20) days before the meeting.) The notice shall contain the place, date and time of the meeting and the general nature of the business that the board, at the time of the notice, intends to present for action by the members, but any proper matter may be presented at the meeting for action.

Whenever a district association meeting is adjourned to another time or place, notice need not be given of the adjourned meeting if the time and place thereof are announced at the meeting at which the adjournment is taken. No meeting may be adjourned for more than forty-five (45) days. At the adjourned meeting the district may transact business which might have been transacted at the original meeting.

SECTION 2.

The annual association meeting shall be held in April/May. (See Article XIII, Section 1.)

SECTION 5.

District association meetings are open to all members of the associations comprising the district voting body as outlined in Article VI –DISTRICT VOTING BODY.

Change to:

****SECTION 1.**

This district shall hold three (3) ~~number~~ meetings a year in the months of October, February, _____, _____, _____.

_____, _____, _____,
_____, _____, and April _____,

unless otherwise ordered by the district board. The biennial election meeting shall be held in April ~~[month]~~ in odd-numbered years at the annual meeting. With the exception of the annual and the biennial election meetings, notice of any change in time or date of regularly scheduled meetings must be given in writing to the members of the district board and to the member associations and councils at least ten (10) days in advance. At least thirty (30) days prior written notice of the biennial election meeting must be given. Whenever members are required or permitted to take any action at a meeting, a written notice of the meeting shall be given not less than ten (10) days nor more than ninety (90) days before the date of the meeting to each member who, on the record date for the notice of the meeting, is entitled to vote at such meeting. (Note: If notice is provided by mail and the notice is not mailed by first-class, registered, or certified mail, such notice shall be given not less than twenty (20) days before the meeting.) The notice shall contain the place, date and time of the meeting and the general nature of the business that the board, at the time of the notice, intends to present for action by the members, but any proper matter may be presented at the meeting for action.

Whenever a district association meeting is adjourned to another time or place, notice need not be given of the adjourned meeting if the time and place thereof are announced at the meeting at which the adjournment is taken. No meeting may be adjourned for more than forty-five (45) days. At the adjourned meeting the district may transact business which might have been transacted at the original meeting.

SECTION 2.

The annual association meeting shall be held in April ~~[month]~~. (See Article XIII, Section 1)

SECTION 5.

District association meetings are open to all members of the associations comprising the district voting body as outlined in Article VI – DISTRICT VOTING BODY.

Delegate representation and voting privileges at the October district association meeting shall be based on the membership report of the financial secretary as of March 1.

Delegate representation and voting privileges at the February district association meeting shall be based on the membership report of the financial secretary as of November 15.

See Article XIII-District Annual Meeting for delegate representation and voting privileges for the April district association meeting.

Rationale: In 1 and 2, adding a third association meeting (October) to permit district business to proceed in a timely fashion; a single month is preferred; in 5 specifying all delegate and voting privileges for each association meeting.

Article X, section 1

Change from:

SECTION 1.

The district executive board shall consist of officers of the district, presidents of councils, *consultants*, and chairmen of standing committees. Courtesy seats shall be granted to the past presidents (unless elected or appointed to another office), the county superintendent of schools or his representative, district advisory board members, presidents or representatives of out-of council associations, *and all California State PTA and National PTA officers and chairmen residing in the district.* A council first vice president shall be granted the right to vote on the district board when officially representing the council in the absence of the council president.

Change to:

SECTION 1.

The district executive board shall consist of officers of the district, presidents of councils, ~~area counselors,~~ consultants, the assistant to the parliamentarian and the assistant to the treasurer ~~presidents of out-of council~~

~~associations, and chairmen of standing committees. Courtesy seats shall be granted to the immediate past presidents (unless elected or appointed to another office), the county superintendent of schools or his/her representative, district advisory board members, presidents or representatives of out-of-council associations and all California State PTA and National PTA officers and chairmen residing in the district. A council first vice president or executive vice president shall be granted the right to vote on the district executive board when officially representing the council in the absence of the council president.~~

RATIONALE: Addition for fairness and practicality. Also, adding in two new positions, the assistant to the parliamentarian and the assistant to the treasurer, as executive board members who are appointed by the president subject to the ratification of the executive board. The positions have been added to facilitate training for future members of the board of directors and to increase the pool of viable candidates.

Article X, section 2

Change from:

SECTION 2.

All district executive board members shall be residents or working in the district territory or parents of children attending schools in district territory or personnel of schools in the district territory, and shall be members of local associations in ~~Thirty-Third District PTA.~~

Change to:

SECTION 2.

All district executive board members shall be residents in the district territory or parents or grandparents of children attending schools in district territory or personnel of schools in the district territory, and shall be members of local associations in the district. Any executive board member who fulfilled the residency requirement at the time of appointment or election shall not be declared ineligible to serve on the district executive board if fulfillment of the residency requirement should cease to obtain during his or her term of office.

RATIONALE: "or working" removed to return to traditional bylaws wording. Grandparents added to increase range of involved board members. The additional language clarifies a potential situation in which a board member moves mid-term.

Article X, section 6, subsection b

Change from:

SECTION 6.

- b. ~~Thirty~~ (~~30~~) members representing at least eleven (11) councils shall constitute a quorum.

Change to:

SECTION 6.

- b. Twenty-three (23) ~~number~~ members representing at least eleven (11) councils shall constitute a quorum.
~~{The quorum may not be less than either one fifth (1/5) of the members of the district board or two (2) members, whichever is larger.}~~

Rationale: Recalculation of quorum based on revision of standing committees

Article X, section 8, subsections b, j, k and l

Change from:

SECTION 8,

- b. Authorize the payment of district bills within the limits of the budget adopted by the district association. Such action must be ratified at the next district association meeting and must be recorded in the district association minutes.
- J. Approve the minutes of the Annual Meeting and the Mid-Winter Conference.
- K. Provide to councils and associations such district services as it deems necessary.
- l. Adopt the budget and calendar at the June district executive board meeting and ratify the chairmen and committees for the ensuing year.

Change to:

SECTION 8.

The district executive board shall:

- b. Authorize the payment of district bills and contracts within the limits of the budget adopted by the district association. Such action must be ratified at the next district association meeting and must be recorded in the district association minutes.
- k. Provide to councils and local associations such district services as it deems necessary.
- l. Shall recommend the adoption of the budget and programs and calendar at the June district executive board meeting and ratify the chairmen and committees for the ensuing year.
- m. Shall recommend the adoption of the mid-year and year end audits.

RATIONALE: subsection j deleted; b and k provide clarification about what needs authorization; l and m are new and reflect best practices (new lettering reflect new district bylaws ordering of subsections)

Article X, section 9

Change from:

SECTION 9.

At the first meeting of the new term in June there shall be an advisory board ~~with voting privileges,~~ consisting of not less than five (5) members, appointed for a term of two (2) years by the president with approval of the district executive board.

Change to:

SECTION 9.

The district executive board is subject to the orders of the district association and none of its acts shall conflict with action taken by the district association.

RATIONALE: new numbering to reflect addition of another section. Changes of date, constitution of advisory board and number of members to reflect practical needs.

Article X add Section 10

Change from:

At the first meeting of the new term in June there shall be an advisory board ~~with voting privileges,~~ consisting of not less than five (5) members, appointed for a *term of two (2) years* by the president with approval of the district *executive* board.

Change to:

SECTION 10.

At the first meeting of the new term in July ~~There may be an advisory board of past presidents~~ ~~with voting privileges,~~ consisting of not ~~more~~ less than three (3) ~~[number]~~ members, appointed ~~annually~~ for a term of two (2) years by the president with approval of the district *executive* board.

RATIONALE: July is the start of the new term; 3 past presidents is sufficient (section numbering reflects new district bylaws ordering)

Article XI, section 4, subsection b

Change from:

SECTION 4.

- b. Ten (10) ~~[number]~~ members shall constitute a quorum.

Change to:

SECTION 4.

- b. Nine (9) ~~[number]~~ members shall constitute a quorum.
~~[The quorum must be at least one-fifth (1/5) of the members of the district executive committee or two (2), whichever is larger.]~~

Rationale: minor recalculation of quorum

Article XII, section 3

Change from:

SECTION 3.

The term of office for chairmen shall be one (1) year or until their successors have been appointed. A chairman may serve an additional term if appointed by the president and approved by the district executive board.

Change to:

SECTION 3.

The term of office for chairmen shall be one _____ (1) ~~number~~ year(s) or until their successors have been appointed. A chairman may serve *an* additional term~~(s)~~ if appointed by the president *and* approved by the district executive board. A chairman may serve *a second* additional term~~(s)~~ if appointed by the president, approved by the district executive board and ratified by the ~~executive~~ district association.

Rationale: clarification of approval process and total service time possible

Article XII, sections 5 and 7

Change from:

SECTION 5.

Two (2) copies of chairmen's reports shall be compiled annually by all chairmen and filed in the procedure book for the committee, and with the president.

SECTION 7.

Each chairman, upon expiration of his term of office or in case of resignation or termination, shall turn over to his successor, without delay, all records, books and other material pertaining to the chairmanship, and shall return to the treasurer, without delay, all funds belonging to the district.

Change to:

SECTION 5.

Upon completion of duties or at the end of the term, whichever comes first, each chairman shall compile a procedure book to be turned over to his/her director. Each chairman, upon completion of duties, expiration of his/her term of office or in case of resignation or termination, shall turn over to his/her director, without delay, all records, books and other material pertaining to the chairmanship, and shall return to the treasurer, without delay, all funds belonging to the district.

RATIONALE: combining sections 5 and 7 one section (5) with section 7 deleted clarifies and consolidates obligations, with required renumbering for the rest of the sections.

Article XII, section 8

Change from:

SECTION 8.

The district executive board has the power to create special committees in order to carry out specific programs and projects, subject to the limitations listed in Article X, Section 9(c).

Change to:

SECTION 7.

The district board of directors has the power to create special committees in order to carry out specific programs and projects, subject to the limitations listed in Article X, Section 9(c).

RATIONALE: clarification of deciding body; renumbering consequent to changes to old sections 5 and 7

Article XIII, section 1

Change from:

SECTION 1.

There shall be an annual meeting of the district in April/May. See Article IX, Section 2.

Change to:
SECTION 1.

There shall be an annual meeting of the district in April ~~[month]~~. See Article IX, Section 2.

RATIONALE: one month is preferred

Article XIII, section 7--deleted

SECTION 7.

Mid-Winter Conference shall be held in January or February, the date and place to be determined by the district ~~executive board~~. Delegate status for this conference shall be the same as status for the district biennial election meeting. Delegates and voting privileges shall be based on the report of the financial secretary as of November 15.

Rationale: Information on district association meetings other than Annual Meeting moved to Article IX (District Association meetings)

Article XVII, section 1

Change from:

SECTION 1.

The fiscal year of this district shall begin April 1 and end March 31. (Once a fiscal year has been established and on file with the Internal Revenue Service, consult with the California State PTA treasurer for the procedure to change the fiscal year.)

Change to

SECTION 7.

The fiscal year of this district ~~and its councils and units~~ shall begin July 1 ~~[month and day]~~ and end June 30* ~~[month and day]~~. (Once a fiscal year has been established and on file with the Internal Revenue Service, consult with the California State PTA treasurer for the procedure to change the fiscal year.)

*Proviso: For the term April 1, 2014 to June 30, 2015, the fiscal year shall be April 1 to March 31; and on July 1, 2015, the fiscal year shall begin July 1 and end June 30.

Rationale: new fiscal year conforms to best practices; the insertion of "councils and units " and the proviso permits all councils and units to make the fiscal year change upon approval of the district's change without going through the normal bylaws change process; (new numbering reflects new template numbering)

Article XVII, new section

SECTION 8.

Projects which involve major financial obligations, other than necessary organizational expenses, shall be approved annually or by each new administration.

RATIONALE: In the new bylaws template, the contents of old section 2 was eliminated entirely and we want it back in.

Standing Rules [those required by California State PTA]

SR 1

Changed from:

1. At the beginning of his term of office, each member of the district board shall be given a copy of these bylaws and shall be responsible for making a thorough study of them.

Changed to:

1. At the beginning of the term of office, each member of the district board shall be given a copy of

these bylaws and shall be responsible for making a thorough study of them.

RATIONALE: gender neutral term

SR 3

Changed from:

3. At least twenty-four (24) hours' notice, in writing, must be given to the president in order to have an item of business or an announcement placed on the district board agenda.

Changed to:

7. At least seventy-two (72) hours' notice, in writing, must be given to the president in order to have an item of business or an announcement placed on the district board of director's agenda.

RATIONALE: a Monday meeting requires a longer notice time; addition for clarity; new numbering reflects new district bylaws ordering

SR 10 had been left blank because we listed our standing committees in (Section XVI—General Rules at the end of our district Standing Rules.

SR 10 now reads

10. *The standing committees of this district include ~~list all committees that function all year~~: Annual Meeting, Budget & Finance (chaired by Director), Bylaws & Procedures (chaired by Parliamentarian), Children with Special Needs, Convention (chaired by 1st VP), Diversity & Inclusion Conference, Executive Board Orientation (chaired by 1st VP), Fall Officers Training/Association Meeting, Family Engagement, Family Health, Founders Day, Honorary Service Award, Legislation Conference, Membership (chaired by Director), Mid-Winter, Middle & High School Conference, Office (Chaired by 1st VP), President & Administrators Conference, Program Directory Award, Publications Review, Red Ribbon Program, Reflections Program, Sacramento Safari, Safety, Spring Officers Training, Website, Youth Camps*

RATIONALE: conforming with State PTA requirements to list standing committees

ARTICLE VII – OFFICERS AND THEIR ELECTION

SECTION 4.

The report of the nominating committee shall be submitted to the district at least twenty-eight (28) days prior to the biennial election meeting. At the biennial election meeting in April/May additional nominations must be called for from the floor.

Nominations by Petition: (Incorporation Law)

- a. An official Nomination Petition, obtained from the district president or district PTA office, shall be completed and delivered to the district president or secretary no later than forty-eight (48) hours prior to the opening of the biennial election meeting.
- b. The petitioners shall be official delegates to the biennial election meeting at which the officers are to be elected, and shall number not less than two percent (2%) of the delegate body attending the last previous biennial election meeting.
- c. Nominations received by petition shall be presented to the president following the report of the nominating committee.
- d. At the biennial election meeting at the conclusion of the report of the nominating committee and the report of any nominations by petition, nominations may be made from the floor providing the nominee has given consent.
- e. When the opportunity for all nominations has been fulfilled following any of the foregoing procedures, the nominations are closed.

SECTION 5.

- a. Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated for or elected to office.
- b. Nominees for the offices of president, treasurer, financial secretary, auditor, or any elected officer authorized to sign checks shall not be related by blood or marriage or reside in the same household.
- c. During his/her term of office, a council president shall not service as an elected or appointed district officer.
- d. A person who has not served as a unit or council president is ineligible for the office of president or first vice president of Thirty-Third District PTA.

If the Proposed Bylaws Amendments listed on pages 2-15 are adopted by the delegates during the district annual meeting, Article VII, Section 5, d. will be as follows:

SECTION 5.

d. A person who has not served as an association or council president or an association or council executive vice president is ineligible for the office of president or first vice president of Thirty-Third District PTA.

SECTION 6.

Election shall be held by ballot at the biennial election meeting in the odd-numbered years at the district annual meeting in April/May. If there is but one nominee for any office, the ballot for that office may be dispensed with and the election held by voice vote.

SECTION 13.

No member shall serve concurrently in more than one elected or appointed district office.

SECTION 14.

To be eligible for an elected district office, a person must have served on the district executive board for at least two (2) years over the past three (3) years, one of which may be the current year.

SECTION 15.

To be eligible for the office of president or first vice president, a person must:

- a. Be a member of a local association in good standing within the district PTA boundaries at least thirty (30) days prior to election;
- b. Have served an association and/or council as president, and have served on the district executive board for two (2) years, one of which must be the current year.

If the Proposed Bylaws Amendments listed on pages 2-15 are adopted by the delegates during the district annual meeting, Article VII, Sections 15 will be deleted and Article VII, Section 14 will be as follows:

ARTICLE VII, SECTION 14.

To be eligible for an elected district office, a person:

- a. Must have served on a district executive board for at least two (2) years over the past three (3) years, one of which may be the current year;
- b. Must be a member of a local association in good standing within the district PTA boundaries at least thirty (30) days prior to the election;
- c. Must reside in the district territory or be a parent or grandparent of children attending schools in district territory or personnel of schools in the district territory.

In addition to the above requirements (a, b and c), to be eligible for office of president or first vice president, a person must have served an association and/or council as president or executive vice president.

2015-2017 NOMINATING COMMITTEE REPORT – PROPOSED NOMINEES

PRESIDENT.....	MICHAEL MORGAN
1ST VICE PRESIDENT.....	MARTHA DEUTSCH
2ND VICE PRESIDENT DIRECTOR OF LEADERSHIP SERVICES.....	CINDY ELLENBERG
3RD VICE PRESIDENT DIRECTOR OF MEMBERSHIP SERVICES...	SUSANNAH BAXENDALE
4TH VICE PRESIDENT DIRECTOR OF COMMUNICATIONS.....	BRAD WALLER
5TH VICE PRESIDENT DIRECTOR OF EDUCATION SERVICES.....	SANDRA SCOTT
6TH VICE PRESIDENT DIRECTOR OF PROGRAM SERVICES.....	MARIAN CLAUSEN
7TH VICE PRESIDENT DIRECTOR OF COMMUNITY CONCERNS.....	FRED TRAHAN
8TH VICE PRESIDENT DIRECTOR OF HEALTH SERVICES.....	JULIE FRANCE
9TH VICE PRESIDENT DIRECTOR OF SUPPORT SERVICES.....	DENISE JEFFERSON-ROBERTS
RECORDING SECRETARY.....	KATHIE HALEY
TREASURER.....	OPEN
FINANCIAL SECRETARY.....	OPEN
AUDITOR.....	OPEN
HISTORIAN.....	BEVERLY HUTCHINSON