

**STANDING RULES**  
**for the**  
**Torrance Council of PTAs**

12. cont. The associations in this council shall include: Adams Elementary PTA, Inc., Anza Elementary PTA, Arlington PTA, Bert M. Lynn Middle School PTSA, Calle Mayor Middle School PTSA, Casimir Middle School PTSA, Inc., Edison Elementary PTA, Evelyn Carr Elementary PTSA, Fern Avenue-Greenwood PTA, Inc., Hickory PTA, Howard Wood Elementary PTA, J. H. Hull Middle PTSA, Jefferson Middle School PTSA, Joseph Arnold Elementary PTA, LAUNCH PTA, Lincoln Elementary PTA, Madrona Middle School PTSA, North High PTA, Inc., Philip Magruder Middle School PTSA, Richardson Middle School PTSA, Riviera Elementary PTA, Seaside Elementary School PTA, South High School PTA, Inc., Torrance Elementary PTA, Inc., Torrance High School PTA, Inc., Towers Elementary PTA, Victor Elementary PTA, Walteria PTA, Inc., West High PTSA, and Yukon Elementary PTA.

**Section 1: Rules of the Organization**

- A. A single person shall serve as the president of only one PTA/PTSA unit at any given time.
- B. During his/her term of office, a unit president shall not serve as an elected or appointed council officer, unless a designated representative for their unit attends council executive board and association meetings.
- C. A voting student member of any unit in the Torrance Council of PTAs, must pay their PTA membership fee, and be enrolled in fifth or higher grade level in school.
- D. Each officer on the Torrance Council of PTAs' board of directors shall be assigned to "mentor" the president of an individual unit, to serve as an advisor to that PTA unit. The assigned PTA unit shall offer membership to each mentor so that they will have all rights of membership in the unit.
- E. Every financial officer of each unit of Torrance Council must attend one of the Torrance Council financial officer training workshops. Units that do not have all financial officers attend this training may be subject to immediate audit by council to ensure that proper procedures and practices are in place.
- F. The membership chairman of each unit shall forward their membership lists, including member contact information, to Torrance Council, upon request.
- G. Each unit shall forward the names of the two delegates to council meetings to the council parliamentarian by September 30.
- H. Parents who have children who are currently high school seniors are not permitted to serve on the Scholarship Committee of any unit in the Torrance Council of PTAs.
- I. The Torrance Council executive board shall support council projects of Health, Scholarship, Project BOSS (Bringing Our Students Supplies), and Youth Camps.

**Section 2: Officers and Chairmen**

- A. President and Vice Presidents:
  - 1. The president and the director of education shall each maintain a copy of the PEP manual.

2. Vice presidents shall recommend chairmen and members of committees subject to approval of the council president and the ratification of the Torrance Council of PTAs association.

B. President-elect:

1. The president-elect shall purchase a council's past president's pin properly engraved at the council's expense for each outgoing council president who has served at least one-half of the term of office.

D. Corresponding Secretary:

1. It is the duty of the corresponding secretary to assist the president in compiling the list of council officers and association presidents no later than April 10. Send all directory data from the council to the district by May 1.

E. Financial Officers:

1. The outgoing financial officers shall be responsible for preparing the written end of the year financial reports to be presented at the September executive board meeting.

F. Treasurer:

1. It shall be the responsibility of the treasurer to obtain bank signature cards and see that they are properly signed and returned to the bank in May and whenever necessary.
2. The treasurer shall maintain a list of all Torrance Council equipment held by the council officers and chairmen.

G. Financial Secretary:

1. The financial secretary shall serve as a member of the budget committee.
2. The financial secretary shall present a written monthly report at every meeting of the board of directors.

H. Director of Budget and Finance:

The director of budget and finance shall:

1. Assist the Treasurer in preparing the budget for adoption by the council. Forward two copies of the adopted budget to Thirty-Third District PTA.
2. Present the budget to the council executive board for adoption.
3. Prepare a written budget update for every meeting of the council, board of directors and executive board.
4. Prepare and present a written midyear budget revision in January.
5. Prepare all authorizations for payment authorizing the expenditure of funds following approval by the council or executive board in accordance with these bylaws.
6. Keep the council informed of expenditures as they relate to the budget adopted by the council.
7. Keep an accurate record of all authorizations for payment for filing with the treasurer's financial record for the council.
8. The outgoing director of budget and finance will prepare a year-end budget report by June 30.

I. Auditor:

1. The auditor shall audit the books upon the resignation of the Director of Budget and Finance.

J. Director of Legislation:

The director of legislation shall:

1. Serve as an advocacy role model for all Torrance Council of PTAs members and develop a detailed procedure book addressing all duties listed below.
2. Monitor legislation and legislative actions that are pertinent to the mission, purposes, and goals of PTA.
3. Monitor advocacy oriented communications and resources sent by Thirty-Third District, California State, and National PTAs.
4. Seek Torrance Council endorsement for resolutions and child advocacy activities within our council.
5. Distribute information about advocacy efforts by PTA to each local member association in the Torrance Council, through unit presidents and unit Legislation Chairpersons.
6. Represent the Torrance Council on the TUSD Legislative Action Committee, attending meetings, assisting with legislative actions by the committee.
7. Report monthly to the Council Board of Directors, Executive Board, and Association members re: actions taken and results from same, as well as subsequent steps in the process of advocacy.
8. Enlist involvement and assistance with advocacy from parents and community volunteers, within PTA membership AND larger Torrance community.
9. Assist with the TEF-SOS campaign to "Save our Schools" designed to raise funds for academic staff to serve the students of TUSD.
10. The director of legislation, or an alternate elected by the executive board, shall attend the Thirty-Third District Sacramento Safari. Coordinate Torrance Council and unit participants. Coordinate the recruitment of Sacramento Safari student delegates from each of the four (4) high schools in Torrance (one from each high school to be paid by Council), and arranging for chaperones from Torrance Council (one (1) chaperone paid by Torrance Council for every three (3) students sent) to provide adequate supervision for all attending students.
11. Contact the League of Women Voters about upcoming elections and candidate forums. Assist with jointly sponsored voter information events.
12. Within the limits of the budget, the director of legislation shall be eligible to attend the district and state legislation conferences.

K. Director of Communications:

1. The director of communications shall subscribe, at Torrance Council expense, to California State PTA's *PTA in California* and National PTA's *Our Children* for all officers and chairmen of the executive board, by June 30th. The director of communications shall also send in subscriptions to *Our Children* for the Torrance

Unified School District superintendent of schools and for Shery High School administration, paid by Torrance Council.

2. The director of communications shall send the Torrance Council of PTAs *Communicator* to school district administrators and school principals, staff room at each unit. The director of communications shall also email the *Communicator* to all officers and chairmen of the executive board as well as to each unit's president, newsletter editor, and treasurer.
3. All council publicity shall be released through the director of communications with the approval of the president.

L. Historian:

1. The historian shall prepare an annual honor roll presentation for the May council meeting.
2. The outgoing historian is responsible for ensuring the council past president plaque is engraved with the name and years of service of the outgoing council president. This plaque is currently on display at the Torrance Unified School District Headquarters Building.

M. Parliamentarian:

1. The parliamentarian shall facilitate the formation of the nominating committee pursuant to Article VI, Section 3b.

N. Advisors:

1. At the president's request, the immediate past president of Torrance Council of PTAs shall be eligible to serve as an advisor to both the board of directors and the executive board.
2. The superintendent of Torrance Unified School District shall serve as an advisor to the board of directors and the executive board and shall be entitled to all rights and privileges of membership including the right to make motions, debate, and vote.

O. Membership Chairman:

1. The membership chairman shall present the Mayor, City Councilmen, the City Clerk, and the City Treasurer, with memberships in October upon prior acceptance and willingness to receive these memberships by these individuals. These memberships shall be paid for by the Torrance Council of PTAs. The money and credit shall go to the high school associations, on a rotational basis, in alphabetical order, starting with North High School 2011, South High School in 2012, Torrance High School 2013, West High School in 2014, and North High School 2015.
2. The membership chairman shall present the Torrance Board of Education with memberships in October upon prior acceptance and willingness to receive these memberships by these individuals. These memberships shall be paid by the Torrance Council of PTAs. The money and credit shall go to the middle school associations, on a rotational basis, in alphabetical order, starting with, Richardson Middle School in 2011, Calle Mayor Middle School in 2012, Casimir Middle School in 2013, J.H. Hull Middle School in 2014, Jefferson Middle School in 2015, Bert Lynn Middle School in 2016, Madrona Middle School in 2017, and Magruder Middle School in 2018.

3. The membership chairman will distribute membership cards starting in August or upon receipt. If additional cards are required, they shall be distributed after the official council membership turn-in date of the first Friday in October.

P. Shery High School Liaison:

1. Torrance Council will have a chairman to act as a liaison with Shery High School.

**Section 3: Budget and Finance**

- A. Any receipt for reimbursement must be submitted within 60 days of the expensed event, and the check issued thereof be cashed within 90 days of receiving the check. Because the National PTA Convention takes place in June, receipts for reimbursement must be submitted within 90 days, and the check issued thereof be cashed within 90 days of being received.
- B. The budget committee shall consist of no less than the treasurer, financial secretary, director of budget and finance, and council president.
- C. The budget meeting for the next fiscal year shall be convened no later than the month of May.
- D. All Torrance Council Health, Scholarship, Project BOSS (Bringing Our Students Supplies), and Youth Camp monies shall be deposited in the council checking account and these funds shall be encumbered until they can be disseminated to the appropriate recipients.
- E. Within the limits of the budget, the host PTA unit shall be reimbursed up to \$60.00 monthly for hospitality expenses. Up to \$175.00 shall be advanced/reimbursed for October and February council meetings.
- F. Within the limits of the budget, the sixth vice-president shall be advanced up to \$30.00 monthly for the board of director's hospitality expenses.
- G. Within the limits of the budget, Torrance Council will purchase one membership for each unit in Torrance Council for the Torrance Council president upon the approval of the council membership.
- H. Within the limits of the budget, Torrance Council shall purchase record books for each new unit organized in the council.

**Section 4: Meetings, Workshops, Conferences and Trainings**

- A. Notice of any change in time or date of regularly scheduled executive board meetings must be given in writing to the executive board at least five (5) days in advance.
- B. Within the limits of the budget, Torrance Council shall pay the registration fees for all PTA conferences, and workshops for the current board of directors, if those expenses are not covered by a unit.
- C. Within the limits of the budget, Torrance Council shall pay council luncheon expenses for the board of directors, if those expenses are not covered by a unit.
- D. Within the limits of the budget, Torrance Council shall pay council luncheon expenses for the Council Invitations and Reservations chairman, if those expenses are not covered by a unit.
- E. Torrance Council will reimburse members of the council board of directors for mileage to PTA events at a rate of 35 cents (\$.35) per mile.

- F. Torrance Council, upon the approval of the council membership, will pay the cost of attendance for any Torrance Council chairman to attend the event that is a direct result of their own work and planning, if they are not being sent and/or paid for by a unit.
- G. December Holiday Luncheon:
  - 1. Torrance Council will pay the cost of attendance at the December Holiday Luncheon for one representative each from the Torrance Fire Department and Torrance Police Department.
  - 2. Within the limits of the budget, Torrance Council shall pay for the holiday luncheon chairman and one assistant, as well as the scholarship chairman who shall run the fundraiser at that event if their expenses are not covered by a unit.
- H. February Council Association Meeting:
  - 1. Torrance Council will pay the cost of attendance at the February council meeting for the current year's first place Torrance Council Reflections programs award recipients and one (1) guest each, HSA recipients from previous years, and Torrance Council presidents from previous years upon the approval of the council membership.
  - 2. Torrance Council will pay the cost of attendance at the February open council/Honorary Service Awards luncheon for each current Torrance Council Honorary Service Award recipient and their immediate family who are present.
  - 3. Within the limits of the budget, Torrance Council shall pay for the HSA chairman and his/her committee, as well as the founder's day presenters, and the reflections program chairman if their expenses are not covered by a unit.
- I. May Council Association Meeting (May Brunch):
  - 1. The annual Torrance Council May Brunch will be held in May, on the first available Wednesday following the California State PTA Convention, at a Torrance Unified School District High School, on a rotational basis starting at South High School in 2012, North High School in 2013, West High School in 2014, and Torrance High School in 2015.
- J. Convention
  - 1. Within the limits of the budget, Torrance Council shall pay the registration fees to the California State PTA convention for the convention chairman and his/her committee, the Torrance Council president, and the board of directors-elect, if those expenses are not covered by a unit
- K. In and Out President's Luncheon
  - 1. Within the limits of the budget, Torrance Council shall pay for the In & Out Luncheon chairman and one assistant (if needed), the Torrance Council president and the Torrance Council board of directors, incoming and outgoing, if their expenses are not covered by a unit.
- L. June Executive Board meeting:
  - 1. The June executive board meeting shall be an in and out meeting. The outgoing board will meet first, followed by a meeting of the incoming board.

**Section 5: Council Events and Committees**

- A. The special committees of this association are: Honorary Service Awards committee, Founder's Day committee, Scholarship committee, and Convention committee.

B. Honorary Service Awards (HSA) Committee

1. In November of each year, a committee consisting of two members from each geographical area (*Central Torrance, North Torrance, South Torrance and West Torrance*) and one alternate from each area shall be elected by the council executive board to serve the council Honorary Service chairman and director of organization to select recipient(s) of the council Honorary Service Awards to be presented at the annual meeting. No person may serve more than two (2) consecutive years.
2. Torrance Council will pay for the superintendent of the Torrance Unified School District and the Torrance council HSA evening program committee (up to a maximum of three (3) persons), to attend the Torrance Council of PTAs Honorary Service Awards evening dinner program.
3. Torrance Council shall pay for the council president to attend the Torrance Education Foundation dinners and the Honorary Service Awards evening dinner program.
4. Torrance Council Honorary Service Awards (HSA) chairperson shall provide contact information for the council HSA recipients to the council president and corresponding secretary.

C. College Fair

1. The College Fair is held on the last Saturday of February on a rotational basis among the four high schools, starting in 2011 at North High School, 2012 at West High School, 2013 at Torrance High School, and 2014 at South High School.

D. Convention Committee:

1. Each year, the board of directors shall elect a convention planning committee chairman. All convention fees and expenses for the chairman to attend convention shall be paid for by the Torrance Council.

E. Scholarship Committee

1. The Torrance Council scholarship committee shall be elected at the March executive board meeting. This committee shall consist of at least three (3) members including the chairman. The Scholarship committee chairman shall write letters of award to the scholarship recipient(s) with a copy being given to the president and financial secretary. This committee will select scholarship recipient(s) to be presented at the May association meeting. Parents who have children who are currently high school seniors are not permitted to serve on the Scholarship Committee.

Approved by the Executive Board:

*June 1, 2011*

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Recording Secretary, Torrance Council of PTAs

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Date of Approval

Adopted by the Association:

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Recording Secretary, Torrance Council of PTAs

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Date of Adoption

