Edgewood Council of PTAs

STANDING RULES FOR FOUNDER'S DAY COMMITTEE

The purpose of the Founder's Day Banquet is to honor past PTA leaders and to celebrate the founding of PTA. It is not a fundraising event, but it must pay for its own expenses. Prior to forming a committee the Edgewood Council of PTAs will decide on the date, time and location of said event.

I. Founders Day Committee

- The Council's 2nd Vice President serves as the Chairperson for the Founder's Day Banquet.
- A Committee is formed consisting of active PTA members in the month of October by recruiting at that month's Council meeting.
- The Committee is responsible for maintaining and updating the Founder's Day invitation database and for sending out invitations

II. The Founder's Day Committee decides the following:

a. Theme for the event
b. Cost of each ticket and how tickets will be sold and delivered
c. Speaker and or platform guests
d. Presentation of Colors(campus)
e. Pledge or National Anthem(assignment)
f. Catering for the event
g. Entertainment for the event
h. Program for the event
i. Decorations for head table, and creating guidelines for decorations of floor(local units)
j. PR coordination(distribution of flyers to campuses, distribution of information/guidelines to the local units that are in good standing)
k. Coordination of door prizes
l. Coordination of silent auction
m. Selection of Life Member Award and creating guidelines for submitting nominations for Life Member, Achievement and National Awards)
n. Achievement and Attendance Awards for Local Units and creating guidelines for selection of these awards.

III. Invited guests to include:

- President of the school board and guest
- Superintendent of the district and guest
- Area 7 President and guest
- Council Presidents and guest within the San Antonio area
- Other platform guests (ex: past Council Presidents)

IV. More information on tickets:

- Tickets will be sold in the following manner: Preference will be given to local units according to the order that council dues are paid. The first local unit to pay its council dues will get to purchase its tickets first, and so forth.
- Only cash or local unit checks will be accepted.
- Only schools in good standing (local units active and registered with Texas PTA and locals which have paid their council dues) may participate in the banquet.

V. More information on decorations:

- Recognition will be given to the three local units with the best decorations (1st, 2nd and 3rd place)
- Local units are responsible for decorating their own tables, based on the theme.
- Council will provide the table covers for all tables.
- Hand-made decorations are preferred over store bought displays. At least ¾ of the decorations should be handmade.
- Decorations should not exceed 12" in height.
- Tables may be decorated from 12:00PM-2:00PM.
- Judging of tables will be from 2:00PM – 2:30 PM.
- Judges will be selected at the event but will not be district personnel or in any way connected with the Edgewood Council.
- **NO BALLOONS**

VI. Council Life Member/Achievement or National Awards

- Names of nominees for Life Member, Achievement or National Awards must be submitted in writing on the day that tickets are purchased. Qualifications and a copy of the receipt sent to Texas PTA must be part of the documentation turned in to Council.

These standing rules shall be reviewed and updated on a yearly basis by the Founder's Day Committee.

These standing rules may be amended at any time by a 2/3 majority vote of the current board of directors.

Upon approval, a copy of these standing rules shall be provided to all Board members. If revisions or amendments are made using the proper process, it is recommended that updated standing rules be sent to Texas PTA for review and also the EISD Superintendent.

Edgewood Council of PTAs

STANDING RULES FOR SCHOLARSHIP COMMITTEE

There shall be a scholarship fund for the purpose of giving financial assistance to graduates of the Edgewood Independent School District who plan to attend a university or college of their choice and intend to enter a profession beneficial to the community.

Money donated or obtained through fundraisers shall be deposited in a savings account separate from the Council's checking account.

The number of scholarships awarded each year shall be determined by the amount of available funds in the scholarship account. The Committee Chair along with the committee shall determine this on a year to year basis and will let the board of directors know in advance.

Scholarships shall be distributed evenly to each of the two high schools.

Applicants must be residents of the Edgewood ISD and member of a graduating class in the Edgewood District's high schools. Applicants must have attended an EISD high school for at least three years.

There shall be a scholarship committee consisting of at least three members and one alternate elected by the Edgewood Council of PTAs. The 3rd Vice President will act as chair of this committee, but will not be a voting member. Elected members shall not serve more than two (2) consecutive years. Any member serving on the committee who has a graduating senior applying for this scholarship will not be eligible to serve.

The scholarship committee shall meet at least three (3) times a year: November, January, and March, but may choose to meet more often if deemed necessary. It shall be the committee's duty to prepare the applications and to make these applications available to high school seniors. Promotion of available scholarships should also be the committee's responsibility.

It shall be the scholarship committee's duty to review the guidelines established for awarding scholarships and approve them or make changes. Pending changes must first be presented to the board of directors and have a 2/3 vote in favor of proposed changes. This should take place by January's board meeting.

Upon selection of the scholarship recipients, the committee chair shall notify the parents of the recipients, the school, and invite them to attend the May PTA Council meeting. The scholarship shall be announced at the school's graduation commencement and at a school board meeting if possible.

No cash shall be awarded to the student; all monies are forwarded to the university or college of the recipient's choice for tuition, or other school related expenses once the Council has received proof of enrollment. Recipients must make a request to the Council for funds to be dispersed; deadlines are listed on the application.

The treasurer and the 3rd Vice President shall keep a list of scholarship recipients, their contact information, and college enrollment information per year.

- *These standing rules shall be reviewed and updated on a yearly basis by the Scholarship Committee.*
- *These standing rules may be amended at any time by a 2/3 majority vote of the current board of directors.*
- *Upon approval, a copy of these standing rules shall be provided to all Board members. If revisions or amendments are made using the proper process, it is recommended that updated standing rules be sent to Texas PTA for review and also the EISD Superintendent.*