



STANDING RULES

Standing Rule 1 - Fiscal Year

The fiscal year of the Association shall commence on September 1 and end on August 31.

Standing Rule 2 - Membership Year

The membership year shall be from August 1st of any calendar year through July 31st of the following calendar year.

Standing Rule 3 - Official Publication

The official publication of the Association shall be known as “PSTA Connections”.

Standing Rule 4 - Audit

The accounts and other financial records of the Association shall be audited annually as determined by the Executive Board.

Standing Rule 5 - Annual Stipends

The annual stipends for officers of the Association will be paid one-half ($\frac{1}{2}$) in December and one-half ($\frac{1}{2}$) in May each year. Officers must carry out their responsibilities in order to receive their stipend. Exceptions may be granted at the request of a Board member and accepted by the Executive Board. Executive Board and other Association stipends shall be determined annually with the approval of the Association Budget.

Executive Board and other Association stipends shall be determined annually with the approval of the Association budget. The Association shall:

- A. Reimburse Association members for all pre-approved Association expenses documented by receipts.
- B. Under certain circumstances the Association may advance a member's funds to purchase materials, supplies, or travel in order to conduct Association business. All funds advanced must be returned to the Association or documented by legitimate receipts.
- C. Members of the Representative Council, who in a given school year, are present at all of the Representative Council meetings, shall be eligible for a refund of their

local PSTA dues at the May Representative Council meeting.

Standing Rule 6 - Conferences/NEA Representation

The PSTA Budget will be developed around the number of participants authorized to attend the various San Geronio Service Center, CTA, and NEA conferences. The PSTA Executive Board may amend the number by identifying revenue sources to cover the cost. The delegates attending the NEA RA will receive reimbursement of actual expenses up to the amount approved annually by the Executive Board. Receipts are required for all expenses.

Standing Rule 7 - Reimbursement of Expenses

Reimbursements of expenses will be made only upon submission of a voucher form properly completed and approved by the treasurer. Receipts are required for all expenses.

Standing Rule 8 - Expense Advance

In cases of an unusually large expense, it is possible to receive an advance of up to seventy-five percent (75%) of expected expenses. The member shall sign a Voucher acknowledging their responsibility to properly document expenses upon their return. Any unused monies shall be returned to the Association. Members are responsible for costs when they are prepaid by the Association and they do not attend.

Standing Rule 9 - Travel Expenses

All expenses must receive prior approval by the Board. The following guidelines will be followed:

- I. Travel:
 - A. Plane: Actual, most economical coach fare (with receipt).
 - B. Train or bus: Actual fare (with receipt).
 - C. Auto: Current CTA approved rate per mile round trip by shortest highway route: however, mileage reimbursement cannot exceed the cost of coach plane fare.
 - D. Carpools: Carpooling is encouraged.
 - E. Airport Shuttle: PSTA will reimburse the cost of airport shuttles to and from the meeting site. Taxi fare will be reimbursed only when no other form of transportation is available.
 - F. Parking: Actual costs of airport parking and hotel parking.
- II. Lodging:
 - A. Half the cost of a double-occupancy hotel room. If a single room is requested, it is understood the Association will only cover 50% of the costs.
 - B. If travel by private car means an extra hotel or motel charge, such charge is not reimbursable.

- C. Personal charges such as laundry, valet, telephone calls, snacks, and entertainment are not reimbursable.
 - D. Spouses' expenses shall be the responsibility of the member.
 - E. No charges for hotel accommodations shall be allowed for travel within a radius of twenty-five (25) miles of the school district.
- III. Meals:
- A. A maximum of sixty-five dollars (\$65.00) for any one day, and no more than thirty-five dollars (\$35.00) per meal, except for days when meals are provided by the conference. Receipts are required.
 - B. This amount is considered as a maximum allowance and in no case is more to be charged than the actual cost of meals and tip.
- IV. Any additional costs, exceptions, or variations from the above rules covering travel expenses shall be allowed only with approval of the Executive Board.

Standing Rule 10 - Credit/Debit Cards

The Association shall have one (1) credit card. Receipts are required to be attached to expense vouchers. The credit card will be held by the Association President.

Standing Rule 11 - Grievance Processing

- I. When a member believes that his/her contractual rights have been violated by the District, that member has the right to initiate a grievance against the District.
- II. The association shall assist a member in filing a grievance:
 - A. By helping to identify the section(s) of the contract that have been violated.
 - B. By providing grievance forms and assisting in monitoring timelines.
 - C. By determining if a grievance should proceed to Level 3 (binding arbitration) within ten (10) days of a request from the grievant.
 - D. The grievant may make a presentation to the Grievance Committee regarding his/her grievance.
 - E. Following the decision of the Grievance Committee, the grievant will be notified in writing. If the request for arbitration has been denied, the reasons for such denial will be made available to the grievant. If the grievant is not satisfied with the decision of the Grievance Committee, the grievant may appeal to the Executive Board.
 - F. The Grievance Committee chair shall present any relevant information regarding the grievance to the Executive Board.
 - G. The grievant shall be notified in writing of the date, time, and place of the Executive Board meeting to consider an appeal for arbitration. The grievant may make a presentation to the Executive Board regarding his/her grievance.

- H. The decision of the Executive Board shall be final. Following the decision of the Executive Board, the grievant will be notified in writing. If the request of the arbitration has been denied, the reasons for such denial will be made available to the grievant.

Standing Rule 12 - Elections

- I. Elections Committee
 - A. There shall be an appointed Elections Committee composed of at least three members.
 - B. The chairperson of the Elections Committee shall be appointed by the President.
 - C. Members of the Elections Committee shall be approved by the Executive Board.
 - D. A member shall abstain from participation in Elections Committee activities during the period in which s/he or her/his immediate family member is a candidate.
- II. Election Requirements
 - A. The chapter shall ensure that an open nomination procedure is in place (i.e. any member may nominate any member, including himself or herself). Only reasonable qualifications for office, such as membership in the chapter, may be required.
 - B. Every active member shall be assured of voting by secret ballot.
 - C. There shall be at least a fifteen (15) day period between notice of election and the actual voting.
 - D. There shall be an all active member vote.
 - E. A chapter shall provide means for all members to vote, and it shall be the responsibility of the member to notify the chapter if they desire a ballot at a site other than the regularly scheduled voting place.
 - F. All elections shall be decided by a majority vote, unless otherwise specified. In the event no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the highest number of votes.
- III. Announcement
 - A. The announcement of election shall include the offices, length of terms, and the election timeline.
 - B. The announcement shall be publicized in a manner that every member has an opportunity to file a declaration of candidacy.
- IV. Timeline
 - A. The timelines for the election shall include dates for:
 - 1. Time, date, and place where declarations of candidacy are to be received. Literature shall include information that date is receipt date and not postmark date.

2. Date of acknowledgement of declarations from candidates.
3. Date for preparation of ballots.
4. Date on which ballots will be distributed.
5. Date(s) when voting will take place.
6. Deadline date for requesting absentee ballot.
7. Deadline date, time, and place for return of ballots, including absentee ballots.
8. Date, time, and place where ballots will be counted.
9. Date(s) that announcement of results will be made to leadership, candidates, and members.
10. Dates and timelines for run-off election, if necessary.
11. Deadline for filing challenges.

V. Finances

- A. Chapter monies received through dues, assessment, or similar levy shall not be used to promote any candidate.
- B. A candidate may not accept direct contributions from a chapter's treasury or indirect contributions in the form of use of a chapter's assets, facilities, staff, equipment, mailings, good will, and credit.
- C. A unit may not state or indicate its preference for a candidate in the unit's publications.
- D. The official logo of the unit or official Association title may not be used in a way that suggests that the candidate has the support of the unit, CTA, or any of its affiliates.

VI. Candidate's Rights

- A. Privileges extended to one candidate shall be extended to all candidates.
- B. Each candidate shall receive a copy of the election timeline, procedures, and guidelines.
- C. Each candidate shall have the right to a list of the name and address of the school sites and the number of Active members at each site for the purpose of campaigning.
- D. Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.

VII. Ballot

- A. The names of the candidates shall be printed on the ballot in (CTA election alphabet) alphabetical order or in an order pre-selected by the unit for one year. The name of each candidate shall be as printed on the declaration of candidacy. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot.

- B. The ballot shall state the name of the office, the term, and the names of the candidates.
 - C. The ballot shall include space for a write-in candidate, except in run-off elections.
- VIII. Distribution of Ballots and Methods of Voting
- A. Each member shall receive a ballot.
 - B. Voting shall be by one or a combination of the following methods:
 1. Electronic voting
 2. Absentee ballot at the PSTA office
- IX. Absentee voting
- A. Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.
 1. Voter roster - list of eligible voters
 2. Voter sign-up sheet - list of eligible voters which includes a place for a signature
 - B. The marked ballot must be returned to a designated site representative or ballot box.
 - C. Site Representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time.
- X. Vote Requirement
- All vote requirements shall be established in accordance with CTA guidelines. Unless otherwise specified, all elections shall be decided by majority vote. Write-ins are valid and must be counted.
- A. A majority vote means that more than fifty percent (50%) of the legal votes cast.
 - B. A plurality vote means the largest number of votes to be given to any candidate or issue.
 - C. A two-thirds ($\frac{2}{3}$) vote means at least two thirds of the legal votes cast.
 - D. For unit officers, the election will be by majority vote.
 - E. For State Council:
 1. If a unit is a single electoral district or a multiple unit electoral district, the election for State Council Representative will be by majority vote.
 2. If the unit is within a multiple unit electoral district, results must be sent to the Service Center Council Elections Committee to determine if a candidate has received a majority vote.
 - F. If a candidate does not receive a majority vote, a run-off election shall be conducted among the candidates receiving the highest number of votes. The names on the ballot will be one (1) more than the number of vacancies to be filled. When there are only two candidates for an office, the candidate receiving the higher number of legal votes cast shall be declared elected. There shall be no provisions for write-in candidates in run-off elections.

- G. For NEA Local Delegates, the election will be by majority or plurality vote, as defined in the unit's governance documents. Results must be sent to the CTA Governance Support Department and to the Service Center Council.
- H. An election for NEA Delegates may be waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.
- I. For NEA State Delegates, the election will be by majority or plurality vote as defined in the unit's governance documents. Successor delegates (alternates) are ranked in the order of votes received. Results must be sent to the Service Center Council which will forward the results to CTA.
- J. For additional CTA/NEA elections guidelines, refer to the official CTA Elections Manual

XI. Counting of Ballots

- A. Upon receipt of ballots and signature sheets, the Elections Committee shall count the ballots in a secure area with only the Elections Committee members and observers present.
- B. The Elections Committee shall count valid ballots and set aside any ballot(s) on which there is a question, such as:
 - 1. Blank ballot;
 - 2. More ballots than signatures;
 - 3. Ballot submitted after deadline;
 - 4. Voter not a member;
 - 5. Voter's intent unclear;
 - 6. Votes cast for more than number allowed;
 - 7. Votes cast on unofficial ballot;
 - 8. Vote cast for ineligible candidate.
- C. The Elections Committee shall make a determination on whether the vote(s) in each category should be counted, and make a note of the decision. Each category of ballot shall be kept separate.
- D. The Elections Committee shall prepare the Final Report, recording the following information:
 - 1. Total number of ballots cast.
 - 2. The number of set aside ballots with an explanation for each category of ballot not counted.
 - 3. The number needed to win or pass.

4. The number of votes received by each candidate or issue.
 5. A notation whether the set aside votes would affect the outcome.
 6. Signature of each Elections Committee member present during the preparation of the report.
- E. The Elections Chairperson shall submit the Final Report to the President of designee who shall inform all candidates of the results.
 - F. The President shall announce the results as prescribed by the timelines.
 - G. If the votes set aside would affect the outcome of the election, the President and the appropriate body shall decide:
 1. To count the votes which have been set aside;
 2. Not to count the votes which have been set aside; or
 3. If the election should be conducted again.
 - H. Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.
 - I. The ballots and voter sign-up sheets shall be retained for one year after the election.
- XII. Observers
- A. Each candidate shall be allowed to have one observer at the vote counting site and shall give the name of the observer to the Elections Committee before counting.
 - B. An observer shall not interfere with the counting and shall stay in the counting area until the President or designee has been notified of the results.
- XIII. Challenge Procedure
- A. A challenge cannot be initiated until after the results of the elections have been posted at each work site.
 - B. The challenging party(ies) must notify the unit president of a challenge in writing within ten (10) calendar days after the announcement of the results of the elections.
 - C. The notification must:
 1. Specify which requirement has been violated.
 2. Include evidence.
 3. List names and addresses of parties who can give evidence.
 - D. Within ten (10) calendar days after receipt of the challenge, the unit Elections Committee shall, in accordance with the unit's bylaws and standing rules, conduct an and determine whether:
 1. The challenge alleges a violation of the unit's elections requirement.
 2. The challenge is supported by appropriate documentation.
 3. More information is needed; in which case, the information will be obtained via the more feasible method.
 4. The alleged violation may have affected the outcome of the election.
 - E. The Elections Committee shall submit a report including issues and recommendations to the Chapter President and the Chapter Board of

Directors/Executive Board. The Governance Board shall act on the report immediately at its first opportunity.

- F. If an individual wishes to appeal the decision of the Elections Committee, or if the unit Elections Committee fails to act, he/she may file an appeal within ten (10) calendar days from the date of the filing of the challenge by writing to the CTA President.
- G. The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly is outlined in the CTA Elections Manual.

XIV. Initiative Procedures

- A. The active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
- B. A member shall file a notice of the intent to circulate a petition with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed measure and responsible for its circulation.
- C. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
- D. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 15 calendar days shall be permitted to obtain the signatures of at least sixty (60) percent or more of the Active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
- E. The circulators shall present to the chapter president the petition(s) containing original signatures.
- F. The chapter president shall have thirty (30) calendar days in which to verify the membership of the signers of the petition.
- G. If there are insufficient signatures, the petition circulator will be within three (3) calendar days that the petition failed for lack of signatures.
- H. The chapter president shall cause a ballot to be furnished to the members no less than 15 school days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
- I. Regular election procedures (e.g., election of officers) shall be followed including voting times.
- J. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

XV. Referendum Procedures

- A. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the membership upon two-thirds vote of the Representative Council at any valid meeting.
- B. The referendum action shall prescribe the exact wording of the question to be posed to the membership on the ballot.

- C. The chapter president shall cause a ballot to be furnished to the members no less than 15 school days after action by the Representative Council, provided that the period that school is officially not in session shall not be included in this count.
 - D. Regular election procedures (e.g., election of officers) shall be followed including voting times.
 - E. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.
- XVI. Recall Procedures
- A. The active membership shall have the authority to recall from office any person or persons holding such virtue of having been elected thereto by the chapter's active members.
 - B. A member shall file a notice of the intent to circulate a petition to recall with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed recall and responsible for its circulation. If the proposed recall is for the person holding the office of president, that request shall be made of the next ranking officer.
 - C. The chapter president shall register the receipt of the notice of intent to circulate, and acknowledge such registration in writing with the member filing the notice.
 - D. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 60 school days shall be permitted to obtain the signatures of at least 25 percent or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
 - E. The circulators shall present to the chapter president the petition(s) containing original signatures.
 - F. The chapter president shall have 10 school days in which to verify the membership of the signers of the petition.
 - G. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 15 school days in which to gather and submit the necessary signatures. The chapter president shall have 5 school days in which to verify the membership of the additional signers.
 - H. The chapter president shall cause a ballot to be furnished to the members no less than 20 school days after verification of membership. The period that school is officially not in session shall not be included in this count.
 - I. Regular election procedures (e.g., election of officers) shall be followed including voting times.
 - J. Any necessary supplementary rules governing recall that are not in conflict with the foregoing may be adopted and published within the same publications and by the same manner as are prescribed for other elections within the Association.
 - K. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

Standing Rule 13 - Executive Board

- I. Executive Board officers will be elected in April. Their term will begin July 1.

- II. The Treasurer will be elected in April. Their term will begin September 1.
- III. Newly elected officers shall attend a planning meeting prior to July 31 for training and planning for the coming year.

Standing Rule 14 - Committees and their Duties

- I. There may be the following Standing Committees, which shall be accountable to the President and/or Executive Board and the Representative Council.
 - A. Bargaining
 - B. Budget and Finance
 - C. Bylaws Committee
 - D. Communications Committee
 - E. Elections Committee
 - F. Grievance Committee
 - G. Human Rights Committee
 - H. Instructional & Professional Development
 - I. Membership Committee
 - J. Organizing Committee
 - K. Political Action Committee
 - L. Public Relations Committee
 - M. Scholarship
 - N. other Committees as deemed necessary
- II. Bargaining Team shall:
 - A. Be composed of six (6) members and one (1) alternate.
 - 1. One member shall be from the high school level.
 - 2. One member shall be from the middle school level.
 - 3. One member shall be from the elementary school level.
 - 4. Three members—at-large.
 - 5. The alternate shall not be a voting member of the Bargaining Team; however, an alternate shall attend all Bargaining Team meetings.
 - 6. The President shall not be a member of the Bargaining Team.
 - B. The President shall appoint, with the approval of the Executive Board, all members of the bargaining team including, the alternate, and the chairperson.
 - C. Vacancies created by the resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
 - D. The President of PSTA may attend meetings of the Bargaining Team.
 - E. The Executive Board, by a two-thirds (2/3) vote, may remove a member of the Bargaining Team.
 - F. The Bargaining Team shall be under the direction of the Executive Board, and shall report its activities to the Executive Board, as the Board requires. The Chairperson of the Bargaining Team shall be responsible to keep the membership aware of the status of the bargaining sessions.
 - G. In the event that an outside negotiator is employed he/she shall report to the President and the Executive Board.
 - H. The Bargaining Team is empowered to reach tentative agreements with the district

subject for ratification by the Active membership.

- I. The duties of the Bargaining Team are to represent and to bargain for the bargaining unit(s).
 - J. Responsibility and authority for directing the bargaining process on behalf of the Association is vested in the Executive Board subject to policies established by the Active membership.
 - K. Employees in each appropriate bargaining unit shall be surveyed to determine contents of the proposed contract demands, and the contract proposal for each appropriate unit shall be approved by the Representative Council in that unit.
 - L. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
 - M. Agreements reached between the Bargaining Team and the school board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the Active membership in the appropriate unit(s) unless such ratification shall have been specifically waived or otherwise delegated by that active membership.
- III. Budget and Finance Committee shall:
- A. The Budget Committee, appointed by the President and approved by the Executive Board, shall develop and present a proposed budget.
 - B. Consider the financial needs of the Association.
 - C. Present the recommended budget to the Executive Board and Representative Council meetings in April.
 - D. Consist of the President, Treasurer and three members appointed by the President and approved by the Executive Board.
 - E. Assure compliance for the audits and financial reports.
 - F. The proposed annual budget will be presented to the Representative Council at the April Representative Council meeting, to be approved at the May Representative Council meeting.
 - G. An annual report will be available for members at the September Representative Council meeting.
- IV. Bylaws Committee shall:
- A. Review the constitution and Bylaws annually.
 - B. Make recommendations for changes on or before the March Representative Council meeting.
- V. Communications Committee shall assist the Communications chair in the following duties:
- A. Be responsible for the publication and distribution of the Association newsletter at least six (6) times per school year.
 - B. Design, format, and schedule receiving articles and contents for publication and social media news feeds as approved by the Executive Board.
 - C. Coordinate the PSTA website for the Association.
- VI. The Election Committee shall:
- A. Consist of at least three (3) members. They shall be appointed on or before the March Representative Council meeting.
 - B. Present a list of nominees to the membership. All elections shall be in accordance

with the voting procedures as outlined in Article XI, and Standing Rules, Article 12.

- C. Facilitate a candidate forum to be held before each general election.
 - D. Ensure that all Chapter/CTA/NEA election codes and timelines are followed;
 - E. Establish election timelines;
 - F. Develop and carry out timelines and procedures;
 - G. Prepare ballots for election of officers and such other elections as may be necessary;
 - H. Count ballots and certify the results; and
 - I. Handle initial challenges.
- VII. Grievance Committee shall:
- A. Promote understanding and practice of professional conduct and democratic procedures.
 - B. Represent the Association in the enforcement and interpretation of employment policies through the grievance procedure.
 - C. Work toward the professional growth of the membership.
- VIII. Human Rights Committee shall:
- A. Raise awareness of the membership to human and civil rights issues through the promotion of good human relations.
 - B. Offer and encourage leadership in the development of human and civil rights programs in the Association and in the educational profession.
 - C. Provide information relevant to human and civil rights issues.
 - D. Monitor the involvement and participation of all members (including minorities) in the policy-making process and in all practical operations at all levels of the Chapter.
- IX. The Instructional & Professional Development/Conference Scholarship Committee shall:
- A. Study and provide information and training, as needed, in areas relating to instruction.
 - B. Review conference application forms monthly to award conference scholarships
 - C. Inform the members of their scholarship
 - D. Register award winners for appropriate conferences on the CTA website.
- X. The Membership Committee shall assist the Membership Chair with their duties which include:
- A. Assist in promoting and maintaining PSTA/CTA/NEA membership.
 - B. Attend the August CTA/PSTA membership training meeting.
 - C. Present a monthly report for CTA and PSTA regarding membership.
 - D. Maintain an adequate supply of membership forms at the Association office.
 - E. Work with the Representative Council and the Executive Board to increase membership.
 - F. Serve as membership coordinator with the Association, CTA, and PSUSD.
 - G. Notify the membership, near the beginning of each membership year, of the amount of dues approved for PSTA, CTA and NEA.
 - H. Maintain an accurate roster of Association membership.
- XI. Organizing Committee shall:
- A. Develop a group of members to coordinate activities during any crisis situation.

- B. Develop and implement a program to address problems as identified on the staff satisfaction survey.
- XII. The Political Action Committee shall coordinate the activities of the Association and endorse candidates and propositions.
- XIII. The Public Relations Committee shall assist the Public Relations chair with his/her duties which are:
 - A. Present information to the media as directed by the Executive Board.
 - B. Prepare and distribute press releases as directed by the Executive Board.
 - C. Have at least four (4) social activities.
 - D. Arrange for all social events scheduled by the Association (New Teacher Breakfast, Day of the Teacher, WHO Banquet, etc.).
 - E. Plan and implement activities that will enhance the position of PSTA within the teaching profession and community.
 - F. Arrange for gifts to retiring personnel and special recognition of personnel.
 - G. Identify, endorse, help elect, and maintain contact with Board of Education candidates
- XIV. The Scholarship Committee shall:
 - A. Annually award the PSTA scholarship to PSUSD senior(s) in high school whose parents are a member of PSTA.
 - B. Name the scholarship “The PSTA Scholarship”.
 - C. Determine the amount (to be approved by the Representative Council) of the annual scholarship.
 - D. Make final decisions and determine the recipient(s).
 - E. The scholarship will be presented at the senior awards ceremony by the PSTA President, or designee.