

Standing Rules **Approved with Editorial Edits**
by Order of the Texas PTA Board of Directors



Texas PTA President
Filed 5/14/18



**LAURA WELCH BUSH ELEMENTARY PTA
STANDING RULES**

I. Meetings and Reports

- A. The president shall appoint a committee of three (3) members at the last executive board meeting to approve the minutes of the last board meeting.
- B. The president shall appoint a committee of three (3) members at the last regular meeting to approve the minutes of the last regular meeting.
- C. Each officer, chair and coordinator shall prepare a book with his/her Plan of Work. This book, with all other materials, shall be given to the new incoming officer or chair within (1) week of the end of the school year at the transitional meeting.
- D. Before the first Board Meeting in the fall, all incoming committee chairs and board members with a budget category shall submit a Plan of Work to the Board for approval. All POW's shall be retained by the Treasurer. If a chair position is filled later in the year, then the POW must be approved before any other work begins.

II. Training and Convention Expenditures

- A. This PTA shall pay the expenses of members to the Texas PTA Annual Convention and Summer Leadership Seminar in the following order, as funds allow:

1. President
2. Treasurer
3. First Vice President
4. Second Vice President
5. Third Vice President
6. Fourth Vice President
7. Secretary
8. Parliamentarian
9. Budget & Finance Chair

In addition to the above, this PTA shall pay the expenses of any other executive board chair, standing committee chair or special committee chair to the Texas PTA State Convention and Summer Leadership Seminar, as funds allow and at the discretion of the President.

B. Expenses to be reimbursed shall be limited to the following:

1. Registration fee
2. Lodging, to be reimbursed at the training or convention host hotel or not to exceed the host hotel rate if staying at another hotel. Lodging will only be reimbursed for hotels outside the Austin Metro Area.
3. Mileage, at the current government rate
4. Parking for one vehicle per four members in attendance
5. Meals, not to exceed \$20.00 per person per day

C. This PTA shall pay for the Texas PTA Leader Orientation Training that each officer is required to take.

III. Finance

A. Checks

1. This PTA will not accept temporary checks.
2. All checks accepted by this PTA must have a valid street address (no P.O. Box).
3. The Treasurer shall handle checks returned for insufficient funds (NSF), documenting all communications with the writer of the NSF check.
4. Should the PTA receive a check that is returned NSF, a \$10 administrative fee may be charged against the check writer, in addition to any bank penalties the PTA incurs.
5. This PTA shall have the option to refuse future checks from a party who has previously written an NSF check to the PTA.

- B. Debit Cards
 - a. The debit card shall be in the name of this Local PTA.
 - b. The debit card shall be used for online purchases only with vendors that have this Local PTA's tax exemption status on file.
 - c. Card is issued to authorized signers, including name of the PTA, and should be the same signers as on the bank account.
 - d. In the event that a debit card is lost or stolen, the treasurer shall immediately report this to the financial institution and initiate the discontinuance of the card.
 - e. A financial reconciliation shall be conducted if a signer on the bank account changes or a card is reported lost or stolen.
 - f. In the event of a change in officers, the signature card and authorization for debit cards shall be updated.
 - g. Automated Teller Machine (ATM) usage, cash back, or cash advances shall be prohibited.
 - h. A Debit Card Purchase Form shall be completed and provided to the Treasurer with receipts.
- C. All officers, PTA members and volunteers are to follow the PTA procedures for reimbursement and deposit provided by the PTA Treasurer.
- D. The President, Treasurer, and 1st Vice President shall be the authorized signers on the PTA bank account. Two Signatures are required on all checks.
- E. The Texas Sales and Use Tax Exemption form must be used for PTA related purchases. This PTA, will not reimburse for sales tax, unless the purchase is from Sam's Club or Costco.
- F. All check requests for reimbursement must be submitted within 30 days of event or within three (3) days of the end of the school year.
- G. Each check written must have receipt or voucher verifying disbursement.
- H. All bills must be paid by check.
- I. If a person is designated as an authorized signer on the account(s) and is also the payee, he or she cannot sign the check.
- J. All money shall be counted by at least two (2) persons at the same time, and all counters shall sign a completed Itemized Receipt form signed by both signers. The money shall then be given to the treasurer, who shall also count and sign the Itemized Receipt Form. A copy of this form shall be retained by the Treasurer and a second copy shall be retained by the chair.
- K. This Local PTA shall obtain at least (3) bids when making any large purchase (over \$1000) unless the items is a specialty item and there is but one vendor for the item. The lowest bid of equal quality wins. A board member must approve all purchases; over \$500.

- L. This Local PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures (\$1000 or over) for service. The President's signature is required on all contracts.
- M. All bids shall be kept on file for year-end financial reconciliation. The Secretary shall keep contracts and all relative legal documents.
- N. PTA volunteers cannot profit monetarily on any fundraiser.

IV. Board Members

- A. Board members shall make a good faith effort to attend all board meetings and participate in all major PTA events and activities.
- B. Board members shall communicate with their assigned committee chair, be regularly informed by their committee chair(s), answer questions, provide approval and troubleshoot. Each board member must be prepared to report on the status of their assigned committees.
- C. Board members should make themselves available for committee meetings if requested by the chair.

V. Other Board Positions

- A. Historian
 - 1. The Historian shall be an optional board position.
 - 2. The Historian shall be appointed by the newly elected president as needed.
- B. Budget and Finance Chair
 - 1. The Budget and Finance Chair shall serve as a board member and assistant to the Treasurer.
 - 2. The Budget and Finance Chair shall collect and process check requests when they are submitted.

3. The Budget and Finance Chair shall follow all duties as presented by the Treasurer and be available for all events where the Treasurer is not present.
4. The Budget and Finance Chair shall be appointed by the newly elected president as needed.

VI. PTA Programs

- A. A school or club/program seeking PTA support shall present to the Executive Board a proposal showing:
 1. How the school, club/program falls within the PTA's purpose and Mission;
 2. It has the support of the school principal and vice-principal;
 3. It has a school employee sponsor (teacher or staff member);
 4. It has active participants constituting a minimum of 2% of the school's eligible student body;
 5. It is mainly run by parent volunteers of its student participants, and may utilize other interested volunteers, all of whom are LISD approved;
 6. The school sponsor must approve all check requests;
 7. School, club/program activities take place on the school campus.
- B. A school or club/program seeking identification as a PTA Program shall present to the Executive Board a proposal showing:
 1. How the school, club/program falls within the PTA's purpose and Mission;
 2. It has the support of the school principal and vice-principal;
 3. It has active participants constituting a minimum of 5% of the school's eligible student body;
 4. It is mainly run by parent volunteers of its student participants, and may utilize other interested volunteers, all of whom are LISD approved;
 5. The school sponsor must approve all check requests;
 6. School, club/program activities take place on the school campus.
- C. After due consideration, the Executive Board shall decide whether to recommend that the general membership adopt the school, club/program as a PTA Program. The school, club/program will become a PTA Program upon general membership approval. Should active participation fall below the recommended percentage, the PTA has the ability to remove funding and designation as a PTA Program.

VII. Communication

- A. Any PTA members shall not correspond, whether verbal or written, as representing the local PTA unit unless authorized to do so by the executive board or the general membership.

- B. PTA flyers or posters, to be sent home or displayed at school, must be approved by the school principal, or a representative duly appointed by the principal, and the PTA President or 1st Vice President.
- C. All PTA communication with its members and the public, including but not limited to association emails, website content, texts, and social media must be reviewed and approved by the President or 1st Vice President.

VIII. Special Committees

A. Budget and Finance

- 1. The Budget and Finance Committee shall consist of a minimum of three (3) board members, including the Treasurer, the President, and the 1st Vice President. The Budget and Finance Committee shall include any incoming president and/or treasurer during a transition year. Additional board members may be invited to serve on the committee until a maximum of five (5) committee members is reached.
- 2. The Treasurer must serve as the Budget and Finance Committee Chair.
- 3. The Budget and Finance Committee shall prepare a preliminary budget to be presented to the voting body for its adoption at the last meeting of the year. Amendments to the preliminary budget will be presented to the general membership for approval at the first general meeting of the year.

IX. Bonding and Insurance

A. The following insurance shall be purchased annually by this PTA:

- 1. General liability insurance
- 2. Fidelity bond insurance for all persons on signature card at bank;
- 3. Property insurance (if applicable);
- 4. Officer's liability insurance;
- 5. Medical/Accident insurance.

X. Miscellaneous

A. Condolences and Memorials

The Cares and Concerns Committee, appointed by the Board, consisting of the President, Historian, and 1st Vice President, shall make all decisions concerning Condolences and Memorials. A committee chair shall be optional. Memorials shall not exceed \$40.00 and shall be limited to a memorial or other class project and can be designated to a parent, not staff member. Special circumstances regarding other condolences will be voted upon by committee. No gift cards will be allowed.

