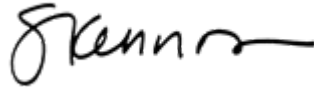


Standing Rules **Approved with Editorial Edits** by
Order of the Texas PTA Board of Directors



Texas PTA President
Filed 5/31/2022

Shady Grove Elementary School
PARENT TEACHER ASSOCIATION STANDING RULES

I. Meetings

- A. At each executive and membership meeting the president shall ask for corrections to the previous month's minutes and minutes will be approved as written or corrected. This action will be reflected in the current month's meeting minutes.
- B. The president shall appoint a committee of three (3) members **at the last** executive board meeting to approve the minutes of the last executive board meeting.
- C. The president shall appoint a committee of three (3) members **at the last** membership meeting to approve the minutes of the last membership meeting.
- D. At the President's discretion and with at least 24-hour's notice, any person may meet with the executive board for the purpose of presenting a report or a proposal for consideration by the executive board but may not remain for the business meeting.

II. Procedural Folders

- A. Each officer and chair shall maintain a procedure folder and add to it materials and information considered important to the performance of the particular office or committee. The folder shall contain a record of activities, give recommendations of further action, give details of arrangements, and evaluation of those activities. It shall also include a copy of the Bylaws, Standing Rules, meeting dates, the handbook, directory, and staff list.

III. Plans of Work

- A. All written plans of work must be submitted by the second executive board meeting. In the event of a chair/officer resignation and election or appointment of a replacement, the new chair/officer has 30 days from election or appointment to submit a new plan of work or use the previous plan of work from the resigned chair/officer. If the written plan of work is not submitted by the deadline, no money shall be reimbursed from the budget until a written plan is approved.

IV. Training Expenses

- A. This Local PTA shall pay the expenses of the newly-elected officers and committee chairs to attend the Council training, if applicable. As the approved budget allows, this Local PTA shall pay the expenses of any other PTA member to attend.
- B. Any executive board member is eligible to attend the Texas PTA LAUNCH. An amount decided on by the budget committee and approved by the executive board

and membership will be included for expenses. If funds permit after expenses have been allocated for the Texas LAUNCH meeting, this PTA shall pay the expenses of the delegate(s) to the National PTA Annual Convention. Delegate(s) shall be appointed by the president with the approval of the executive board at the **May** meeting. Expenses for the Texas PTA LAUNCH and National PTA Annual Convention shall be distributed evenly first to the Texas PTA LAUNCH attendees and then national delegates in the following manner:

1. Registration fees paid in full, receipt required
 2. Hotel accommodations at published seminar double-occupancy rate and using Hotel Occupancy Tax Exemption Certificate.
 3. Mileage for actual miles driven using current government rate for reimbursement (carpooling encouraged).
 4. Or, the lowest available commercial airfare at twenty-one (21) day advance booking, receipt required.
 5. Food Allowance is established at a per diem rate of **\$59** per day or a maximum of **\$177** for the trip.
 6. Alcohol purchases will not be reimbursed.
 7. Parking fees
- C. All Texas PTA LAUNCH attendees receiving funds from this association shall attend a majority of workshop sessions of the convention.
- D. All executive board members receiving funds from this association to attend the Texas PTA LAUNCH shall attend a majority of the workshop sessions pertinent to their position and the PTA, if available.
- E. Delegates receiving funds from this association shall attend all voting sessions and a majority of workshop sessions of the national convention.
- F. An itemized statement including receipts for the expenses paid by the PTA shall be presented to the executive board by the next scheduled executive board meeting and a written report shall be presented to the membership by the next scheduled membership meeting.
- G. The association does not give funds in advance.
- H. The association, within budgeted funds, shall pay luncheon tickets for president, principal, and executive board members at the Texas PTA LAUNCH
- I. Attendees/Delegates should be prepared upon returning from events that this PTA pays for to present a report to the executive board and/or membership.

V. **Financial**

- A. The president shall appoint an additional authorized signer(s) for the PTA accounts with executive board approval
- B. All money shall be counted by at least two persons, and all counters shall sign a completed Deposit Form. The money shall then be given to the treasurer, who shall also count and sign the Deposit Form. A copy of this form shall be retained by all signers of the form.
- C. This Local PTA shall require *two* signatures on all checks.
- D. Any check made payable to the PTA that is returned as NSF will incur a \$25 charge. The PTA reserves the right to refuse subsequent checks from the check writer and require cash or money orders for payment.

- E. The PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within thirty days of the event or within three days of the end of the school year, whichever comes first.
- F. The PTA shall not reimburse sales tax unless the executive board gives prior approval for the exception. Any member making purchases on behalf of or for the PTA shall use the tax-exempt form.
- G. The PTA shall obtain at least three bids when making any large purchase unless the item is a specialty item and there is but one vendor for the item.
- H. The PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.
- I. The executive board will not enter into contracts that extend beyond their term of service.
- J. The PTA shall have a carryover in the checking account of not less than \$5,000 at the end of the fiscal year.

K. Credit/Debit Cards

1. Cards are issued to authorized signers on the bank account and include the name of the PTA
 2. The credit limit should not exceed half the income on the budget approved at the annual meeting.
 3. No cash transactions (ATM, cash back, etc.) are allowed.
 4. The cards are in the possession of the Treasurer and are used via a checkout log. The log should include an agreement that the sales tax will not be reimbursed unless pre-approved by the executive board. The log is then reconciled to the statement prior to payment.
 5. Prior to use of the debit card, a funds request form is completed and submitted. Following the purchase, the receipt is given to the Treasurer and attached to the funds request form.
 6. If sales tax is paid for the debit card purchase, the card user reimburses the PTA unless prior approval has been granted by the executive board.
 7. A change in signer on the checking account requires a change in signer on the debit card, and a financial reconciliation shall be performed. This applies when fraud or misuse of the card has been discovered.
 8. If the card is lost or stolen, the account must be reconciled to identify unauthorized transactions.
- L. If after one year, and attempting to contact payee, a check has not been deposited; Shady Grove PTA can consider the amount of the check as a donation

VI. E-Commerce

- A. Online & Point of Sale Payment Collection Systems:
 1. The PTA membership must approve the use of an online and/or point of sale payment collection system
 2. The payment collection system must be in the PTA's name.
 3. The payment collection system's statements must be clear with detailed and accessible information on a real-time basis. The PTA must have immediate

access to know who has paid, the purpose of the payments, and the expected cash transfer amount.

4. Associated fees are budgeted as an expense line item and must be accounted for and reported in every financial report. The PTA must check for these fees often to ensure that the financial statement is accurate and that the fees are correct.
5. All revenue is accounted for and reported in every financial report in the corresponding budgeted income category or categories.
6. Reconciliations must occur on a monthly. Whether manual or automatic transfer to the PTA account occurs, transfers should occur monthly and proper documentation is required as with a traditional bank deposit. For daily deposits, a weekly summary of the deposits may be documented on a single deposit form. The deposit form should have the online transaction confirmation attached and does not need counters' signatures as you are receiving a bulk deposit. The deposit form should include the amount of the deposit, which budget lines are impacted including the incurred fee budgeted expense. Alternatively, if fees are charged monthly, a funds request form should be used to document.
7. The payment collection system must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS)
8. For swiped transactions, the PTA should research the payment collections system's policies on handling cards that do not read correctly. Card numbers are not written down for any reason. Only swiped transactions that are immediately authorized, via internet or phone access, are accepted. The PTA does not swipe or store transactions for later settlement.
9. In the case of electronic payment disputes, the PTA should research the payment collection system's policies on challenging a disputed payment. The PTA confirms that only the PTA Treasurer has access to issue a refund to the customer. Any challenge of payment must be responded to promptly and accurately. Confirming a refund requires the same approvals and documentation as required for a funds request form. The authorized refund is recorded in the check registry prior to withdrawal. If merchandise has not already been provided, goods and services are withheld until the dispute is cleared. If the dispute is not resolved favorably, the action is treated in the same manner as a non-sufficient funds check

B. Recurring Payments

1. Recurring payments for PTA expenses may be set up to be deducted directly from the bank account. At the first membership meeting of the year, a motion is made to approve the recurring payment to the specific vendor. **The following items have been pre-approved as recurring payments: treasurer software, website domain and calendar.**

VII. Bonding and Insurance

- A. The following insurance shall be purchased annually by the PTA:
1. Commercial General Liability- 1 million limit
 2. Medical-500,000 limit

3. (Media Liability-50,000 limit)
4. (Non-profit Professional Liability-Officer's Liability- 1 million limit)
5. Commercial Crime and Fidelity Bond- 50,000 limit
6. Business personal property- 10,000 limit

VIII. Condolences

- A. Condolences expressed by the PTA shall be in the form of sympathy cards.

IX. Additional Duties of Officers and their Respective Committees

- A. The President shall:

1. Ensure all legal and association procedures are followed per bylaws and standing rules.
2. Meet regularly with the principal regarding goals, schedules, events/activities

- B. The President-Elect shall:

1. Partner with the president to ensure all legal and association procedures are followed per bylaws and standing rules
2. Work together with the president to divide leadership duties, mentor executive board members, chairs, and committees, and attend PTA sponsored functions as the Lead PTA representative

- C. The First Vice President in charge of Membership shall:

1. Compose and serve as the chair of the membership committee and have at least 2 committee members.
2. Call a meeting of the membership committee to create a membership campaign for the coming year and set membership goals;
3. Ensure completion and submission of membership list and dues report to Texas PTA as required;
4. Coordinate the implementation of a membership campaign;
5. Provide the secretary with an updated membership list for each regular meeting;
6. Apply for membership awards from Texas PTA; and
7. Coordinate the nomination and voting for life membership.

- D. The Second Vice President in charge of Fundraising shall:

1. Compose and serve as the chair of the fundraising committee, and have at least 2 committee members.
2. Shall ensure that all fundraising contracts are signed by the president.
3. Shall plan and execute all fundraising activities approved by the executive board and membership.
4. Shall sit on the budget committee and assist in setting the budget for the upcoming year.
5. Shall secure and execute all projects approved by the executive board and membership.
6. Shall collaborate with school administrators and district staff to ensure all projects progress to completion.
7. Coordinate Spirit Nights for restaurant give back opportunities. (ex, Spring Creek)

- E. The Third Vice President in charge of Programs shall:

1. Compose and serve as the chair of the programs committee and have at least 2 committee members. Committee members may help plan and execute events and may be assigned to lead specific events.
 2. Plan and present programs and parent education that enrich student education and focus on interaction between families, school staff, and community leaders.
 3. Collaborate with campus administrators to ensure programs meet the needs of the campus and fit within the master schedule of the campus
- F. The Fourth Vice President in charge of Hospitality Shall:
1. Compose and serve as the chair of the hospitality committee and have at least 2 committee members. Committee members may help plan and execute events and may be assigned to lead specific events.
 2. Host all meetings and sponsored events by creating a friendly, welcoming atmosphere and serving as official host of the association.
 3. Plan special activities for Back to School, Staff Luncheons, Staff Appreciation Week, and any other events by coordinating food item donations, securing volunteers to serve, and reserving school location for the events
 4. Coordinate with school admin for supporting school led functions with refreshments and décor. (ex, Staff Meeting Snacks)
- G. The Treasurer shall:
1. Work with the budget committee to prepare and maintain an annual budget to be approved and adopted by the executive board and membership.
 2. Inform and offer understanding of financial rules to all officers and chairs.
- H. The Secretary shall:
1. The secretary shall be responsible for get well greetings, sympathy notes, thank you notes, and any PTA correspondence
 2. Shall prepare an annual scrapbook and brag slide for Keller PTA Council.
 3. Shall register and keep attendance records for all executive board and membership meetings for the purpose of establishing a quorum.

X. Duties of Standing Committees

- A. The Communications and Social Media Committee Shall:
1. Be composed of a chair and at least two committee members
 2. Be responsible for updating information on the member website,
 3. Coordinate with other chairs to facilitate orders or information distribution through the website, posting relevant information to social media in a timely manner
 4. Ensure that member information is available in a digital member directory through the website by November 15th of each school year. The PTA directory is the student directory for Shady Grove Elementary School with the exception of parents/members who do not want personal information listed.
 5. Publish PTA newsletters of the association's activities
- B. The Volunteer Coordinator Committee Shall:

1. Be composed of a chair and at least two committee members
 2. Be responsible for coordinating PTA volunteer activities in the school in cooperation with school staff and PTA committee Chairs
 3. Encourage interested parents and citizens to participate in the school through volunteerism.
 4. Promote parent participation by coordinating the room representatives for all classes, hold a yearly meeting to provide room representatives with information about classroom parties, responsibilities, and policies involved in room representation, and maintain communication with room reps on upcoming events.
 5. Provide lists of volunteering interests of the membership to each chairperson to assist them in forming their committee and staffing events.
 6. Coordinate the volunteers necessary Lunch PALS programs
- C. The Yearbook Committee Shall:
1. Be composed of a chair and at least two committee members
 2. Compile, edit, and arrange for publication of the school yearbook, meeting all publication deadlines.
 3. Acquire photos of all grade level and PTA activities
 4. Advertise, take orders, collect funds, and distribute the yearbook
 5. Coordinate yearbook signing options for students.
- D. The Spirit Wear Committee Shall:
1. Be composed of a chair and at least two committee members
 2. Be responsible for the design, marketing, ordering, and distribution of the school/class shirts and spirit wear
 3. Coordinate with PE teacher for Fourth Grade Play Day T-shirts, etc.
- E. The Star Shop Committee Shall:
1. Be composed of a chair and at least two committee members
 2. Coordinate with school administrators to schedule Star Shop days on campus
 3. Be responsible for purchasing, promoting, and selling items during Star Shop
 4. Schedule volunteers to run star shop
 5. Maintain inventory records for materials sold during star shop
 6. Communicate with staff to coordinate shopping times for classrooms and selling of items to promote school spirit.
- F. The Community Events Committee Shall:
1. Be composed of a chair and at least two committee members
 2. Coordinate, plan, execute support of the KHS Homecoming Parade by way of a Shady Grove float and/ or a cheer section
 3. Plan, organize, and oversee Shady Grove's annual Spring carnival.
 4. Book and confirm vendors
 5. Advertise and sell tickets to the event
 6. Assign planning and day-of duties including; planning and executing carnival activities, any vendor set up, and organizing and assigning volunteer duties.
- G. The Health and Environmental Services Committee Shall:
1. Be composed of a chair and at least two committee members

2. Assist school nurse with the vision and hearing screening by seeking out volunteers to help with that day.
 3. Assist with the Casey's Fun Run by promoted it for more student involvement such as Pajama Day, collecting change for donations, etc.
 4. Promote environmental-friendly practices to the students and staff such as recycling, walk to school day, etc.
 5. Create and develop items/projects that will enhance the beauty of our school such as flowers in pots at the front of the school, and/or season/holiday appropriate décor at the front entrance, etc.
 6. Plan with PE teachers Field Day by setting up volunteers for the day of the events, organizing food and drinks, oversee the actual day to make sure it runs smoothly.
 7. Plan with PE teachers any help needed for Fourth Grade Play Day.
- H. The Literacy Committee shall:
1. Be composed of a chair and at least two committee members
 2. Coordinate with the librarian when the Book Fair(s) will take place.
 3. Coordinate and find volunteers to assist with set up, take down, and day to day operations of the Book Fair.
 4. Support the Shady Grove Elementary Literacy Committee.
- I. The Social Committee shall:
1. Be composed of a chair and at least two committee members
 2. Plan, coordinate, and publicize school social activities such as back to school, Grandparents' day, etc.
 3. 4th Grade "Send-off celebration"
 4. Coordinate and assist planning with the school events like Kindergarten Orientation and Senior Walk Breakfast
- J. The Student Services Committee shall:
1. Be composed of a chair and at least two committee members
 2. Organize and promote the campus mail tree activities
 3. Research and recommend a school supply company and supervise ordering, promotion, and delivery of school supplies
- K. The Shady Grove Dad's Club Committee shall:
1. Be composed of a chair and at least two committee members
 2. Promote membership of Dad's Club alongside PTA membership promotion events.
 3. Schedule and promote Social meetings for Dad's Club members.
 4. Support PTA events and help as needed.

XI. Special Committees A.

Budget and Finance

1. This committee shall be composed of a chair (treasurer) and 2 members, including the newly-elected president, and the third bank signer.
2. The committee shall recommend amendments to the budget based on Plans of Work and submit these amendments to the executive board.

3. The treasurer shall present the budget amendments to the membership for approval at the first regular meeting of the year.

XII. Awards

- A. Awards in the form of recognition pins (membership, etc.) shall be retained by the recipient.
- B. Awards in the form of certificates, plaques, etc. shall be the property of this Local PTA and not individuals.

XII. Miscellaneous

- A. This Local PTA's mailing address shall be 1400 Sarah Brooks Drive Keller, Texas 76248
- B. All communications concerning the PTA for school distribution shall be approved by the principal or other campus administrator prior to dissemination.
- C. The PTA shall purchase tickets for the Council PTA Founder's Day function for the following persons:
 1. President
 2. Current year's life membership recipients and one guest
 3. School principal or representative