



Texas PTA President
Filed 12/14/2020

Peters Colony Elementary **PARENT TEACHER ASSOCIATION** **STANDING RULES**

I. Meetings

- 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 membership meeting to approve the minutes of the last regular membership meeting.

II. Training Expenses

- A. This Local PTA shall pay the expenses of the newly-elected officers and committee chairs to attend the Council and Area PTA training, if applicable. As the approved budget allows, this Local PTA shall pay the expenses of any other PTA member to attend.
- B. This Local PTA shall pay the expenses of members to the Texas PTA LAUNCH in the following order, as funds allow:
 - 1. President
 - 2. Vice President-Membership
 - 3. Vice President-Budget and Finance
 - 4. Treasurer
 - 5. Secretary
 - 6. Parliamentarian
 - 7. Standing Committee Chairs
 - 8. Council Delegate
- C. This Local PTA shall pay the expenses of the delegate(s) to the National PTA Annual Convention, if funds permit after expenses have been allocated for the Texas PTA LAUNCH. Delegate(s) shall be appointed with the approval of the executive board at the executive board meeting of newly elected officers after the Annual Meeting.
- D. This Local PTA shall limit event expenses to the following:
 - 1. Registration fee.
 - 2. Hotel accommodations at published seminar or convention double-occupancy rate.
 - 3. Gasoline for one vehicle per four (4) members in attendance at the current rate listed at IRS.gov when using personal car, or the lowest available commercial airfare at twenty one (21) day advance booking.

4. Meals not to exceed \$46 per person per day.
 - a. Individual meals are paid up to the following limits:

(1) Breakfast	\$ 7
(2) Lunch	\$15
(3) Dinner	\$24
 - b. If a meal is included in a prepaid event, no reimbursement will be paid for that meal.
 - c. Alcohol purchases shall not be reimbursed.
5. Parking fees
- E. This Local PTA shall pay the expenses for members of the executive board to attend the Texas PTA Online Training, FOUNDATIONS: Essentials.

III. Financial

- A. This Local PTA shall purchase a past president's pin for the retiring president.
- B. This Local 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
 4. Lifetime Membership Committee Chairperson
 5. Other attendees as determined by the Executive Board.
- C. The president shall appoint additional signer(s) for the PTA accounts with executive board approval.
- D. The secretary shall not be appointed to review the monthly bank statements.
- E. All money shall be counted by two (2) at the same time, and all counters shall sign a completed Itemized Receipt Form. 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 all signers of the form.
- F. Any check made payable to this Local PTA that is returned as NSF shall not be re-deposited. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer. This Local PTA reserves the right to refuse subsequent checks from the check writer and require cash or money order for payment.
- G. This Local PTA shall not use credit or debit cards.
- H. This Local PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within thirty (30) days of the event or within three (3) days of the end of the school year, whichever comes first.
- I. This Local 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 this Local PTA shall use the tax exempt form.
- J. This Local PTA shall obtain at least three (3) bids when making any large purchase unless the item is a specialty item and there is but one vendor for the item.

- K. This Local PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service. The President is the authorized signer on all contracts.
- L. This Local PTA shall have a carryover in the checking account of not less than \$2500 at the end of the fiscal year.

IV. Bonding and Insurance

- A. The following insurance shall be purchased annually by this Local PTA:
- B. Commercial General Liability
- C. Medical
- D. Commercial Crime & Fidelity (Bond)
- E. Non-profit professional liability insurance

V. Condolences

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

VI. Officer Duties

(See Bylaws)

VII. Standing Committees

The standing committees of this Local PTA shall be:

A. Book Fair

- 1. This committee shall be composed of a chair and at least two (2) members.
- 2. This committee shall be responsible for coordinating all aspects of the Bi-Annual Book Fair.

B. Box Tops and Campbell's Labels

- 1. This committee shall be composed of a chair and at least two (2) members.
- 2. This committee shall be responsible for:
 - a. Coordinating the Box Tops for Education program and Campbell's label collection and reporting; and
 - b. Recognize classes using the Barry Box Tops program.

C. Communication

- 1. This committee shall be composed of a chair and at least two (2) members.
- 2. The President must approve all communications prior to dissemination,
- 3. This committee shall be responsible for:
 - a. shall produce PTA portion of school newsletter every six weeks;
 - b. update the PTA's Facebook page and any other social media outlets utilized;
 - c. keep members informed via email newsletter;

- d. manage PTA email distribution lists;
- e. ensure school staff and faculty are aware of all PTA events and programs; and
- f. aid secretary in annual report of activities.

D. Diversity

- 1. This committee shall be composed of a chair and at least two (2) members.
- 2. This committee shall be responsible for:
 - a. Promote awareness, inclusion and engagement of all diverse populations represented in the community; and
 - b. Ensure PTA's membership, leadership, programs, legislative actions, partnerships and printed materials reflect the diversity of the community.

E. Environmental

- 1. This committee shall be composed of a chair and at least two (2) members.
- 2. This committee shall be responsible for :
 - a. Encourage campus participation in community environmental events and activities that promote "reduce-reuse-recycle" practices on your campus;
 - b. Promote participation in America Recycles Day, Earth Day, Arbor Day and the Texas PTA One World Challenge; and
 - c. Educate school personnel, students and PTA members about environmental issues through newsletter articles, website and member programs.

F. Fundraising

- 1. This committee shall be composed of a chair and at least four (4) members.
- 2. This committee shall be responsible for:
 - a. Promotes fundraising to provide funds for the promotion of the PTA Purposes and Local PTA planned activities.
 - b. Plans fundraising events with educational, social or recreational value that reflect the high principles of the association.

F. Hospitality

- 1. This committee shall be composed of a chair and at least two (2) members.
- 2. This committee shall be responsible for:
 - a. Hosting at all meetings by creating a friendly welcoming atmosphere.
 - b. Providing and events for the faculty and staff, which include:
 - (1) Coordinating food item donations;
 - (2) Securing volunteers to serve; and
 - (3) Reserving school location for the events.

- c. Organize the following events: Boo-Hoo/Ya-Hoo, Pastries for Parents, Kindergarten Karnival, and Sno-cones on field day.

G. Membership

1. This committee shall be composed of a chair (first vice president) and at least two (2) members.
2. The committee shall:
 - a. Call a meeting of the membership committee to create a membership campaign for the coming year and set membership goals;
 - b. Ensure completion and submission of membership list and dues report to Texas PTA by the first deadline of October 15 and as needed throughout the year
 - c. Coordinate the implementation of a membership campaign;
 - d. Provide the secretary with an updated membership list for each regular meeting;
 - e. Apply for membership awards from Texas PTA

H. Programs

1. This committee shall be composed of a chair (first vice president) and at least two (2) members.
2. The committee shall:
 - a. Plan and arrange for programs that support the Purposes of PTA.
 - b. Works with teachers to enhance and support Student Programs at PTA Membership Meetings.
 - c. Coordinates Local PTA programs with state programs and projects.
 - d. Promotes parent education by working with others in the community.

I.

Reflections

1. This committee shall be composed of chair and at least two (2) members.
2. The committee shall publicize and promote participation of students in National PTA Reflections program.

J. School Supplies

1. This committee shall be composed of a chair (first vice president) and at least two (2) members.
2. The committee shall coordinate the marketing, sales, and delivery of pre-packaged school supplies to students before start of school year.

K. Spirit Wear

1. This committee shall be composed of a chair and at least two (2) members.
2. This committee shall be responsible for spirit wear design, inventory, and sales program.

L. Teacher Appreciation

1. This committee shall be composed of a chair and at least two (2) members.
2. This committee shall:
 - a. Plan and provide lunch for teachers the week before school, Christmas, and Teacher Appreciation Week.
 - b. Coordinate purchase and distribution of teacher appreciation gifts.

M. Volunteer Coordinator

1. This committee shall be composed of a chair and at least two (2) members.
2. The committee shall:
 - a. Coordinate PTA volunteer activities in the school in cooperation with school staff.
 - b. Send home Volunteer survey at beginning of school year and contact parents who show interest.
 - c. Work with teachers to secure a parent volunteer for each classroom.
 - d. Maintain Workroom Volunteer Program.

VIII. Other Board Positions

A. Council PTA delegates shall:

1. Participate fully in Council PTA discussions and deliberations;
2. Report announcements, important actions and the Council PTA program to this Local PTA membership and executive board;
3. Seek information or approval from the membership on matters referred to this Local PTA for such approval or information; and
4. Report and/or vote as directed by the Local PTA membership at the Council PTA meeting.

B. Teacher liaison shall:

1. Be appointed by the principal;
2. Serve as a communication link between faculty, staff and PTA; and
3. Solicit staff input.

IX. Special Committees

A. Budget and Finance

1. This committee shall be composed the VP- Budget and Finance, the incoming and outgoing treasurer (when applicable), the newly-elected president, one outgoing officer, and a representative from the school staff.

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 membership meeting of the year.
- B. Life Membership
1. This committee shall be composed of a chair and at least two (2) additional members of the Local PTA appointed by the president. When possible, one (1) member of the committee shall hold a Texas PTA Honorary Life Membership.
 2. This committee shall select individuals for recognition by awarding one (1) Texas PTA Honorary Life Membership and one (1) Texas PTA Extended Service Award, as the budget allows.

X. Awards

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

XI. Miscellaneous

- C. This Local PTA's mailing address shall be 5101 Nash Dr., The Colony, TX 75056.
- D. Members shall obtain authorization from the membership before representing this Local PTA when communicating to school district personnel or the media.
- E. Executive board members shall not be entitled to privileges that are not due to any other school district tax payer because of their position in the PTA.
- F. All communications concerning this Local PTA for school distribution shall be approved by the president and a principal prior to dissemination. The original must have a principal's initials and a copy given to the secretary.