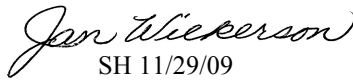


Standing Rules Approved By Order  
of the Texas PTA Board of Directors

  
SH 11/29/09

Texas PTA President

## Standing Rules

### Oak Forest Elementary PTA

#### I. Expenditures

- A. The Local shall pay the expenses of the newly elected officers and committee chairmen to attend the Area meetings. If funds permit, the Local shall pay the expenses of any other PTA member to attend.
- B. This Local shall pay the expenses of members to attend the Texas PTA State Convention and Summer Leadership Seminar in the following order, as funds allow:
  1. President;
  2. First Vice President;
  3. Second Vice President;
  4. Treasurer;
  5. Membership chairman;
  6. Secretary;
  7. Parliamentarian;
  8. Historian;
  9. Any standing committee chairman; and
  10. Any special committee chairman.
- C. If funds permit, after expenses have been allocated for Summer Leadership Seminar and State Convention, the Local shall pay the expenses of the representative(s) to the National PTA Convention. The representative(s) shall be elected by the executive board at their May board meeting.
- D. Expenses to be paid for the above shall be limited to the following:
  1. Registration fee;
  2. Housing fee;
  3. Gasoline for one vehicle per four members in attendance (paid at the IRS cents per business mile rate for that year); and
  4. Meals – not to exceed \$35.00 per person per day. This amount is to be prorated for partial days as follows: breakfast \$6; lunch \$11 and dinner \$18.
- E. The Local shall pay the expenses for officers to attend the Texas PTA Leader Orientation.
- F. The Local shall purchase and present officer pins to the newly elected President, First Vice President, Second Vice President, Secretary, Treasurer, Parliamentarian and Historian when they are installed.
- G. The Local shall purchase tickets for the Council Founder's Day function for the following persons:
  1. President;
  2. Current year's life membership recipients and one guest each; and
  3. School principal.

#### II. Condolences and Memorials

The Secretary and Treasurer shall oversee the distribution of the memorials which shall consist of one (1) "in memory of..." book donated to the school library, not to exceed \$25.00.

#### III. Chairmen

- A. Arts in Education
  1. Provide at least three (3) programs of cultural art awareness for the student body;
- B. Membership
  1. Order membership envelopes from Texas PTA;
  2. Call a meeting of the membership committee to plan the membership campaign for the coming year;
  3. Coordinate all aspects of the membership campaign;

4. Provide the secretary with an updated list of members for each general meeting;
  5. Apply for membership awards from Area and Texas PTA;
  6. Purchase president's pin for the retiring President; and
  7. Submit a roster of members and payment of applicable dues to the state office on or before October 15<sup>th</sup>. Any membership dues received after October 15 must be submitted in a timely fashion to Texas PTA, according to the guidelines of the Texas PTA.
- C. Communication/ VIPS – School Volunteer Coordinator (SVC)
1. Keep executive board members informed of upcoming meetings and deadlines;
  2. Distribute information to school staff, committees and executive board members at the request of individual officers, chairmen, or committees; and
  3. Serve as liaison between the President, the chairmen and their committees.
  4. Assist in matching school volunteer needs with available volunteers via school newsletter, flyers, website and other means;
  5. Organize and distribute completed volunteer surveys to appropriate committee chairs. Committee chairmen are responsible for follow-up contact with the volunteer;
  6. Coordinate with volunteers and the school receptionist on the volunteer sign-in/out procedure;
  7. Plan and deliver expressions of appreciation for volunteers. This may include an end-of-the-year salute; and

#### **IV. Budgets and Finance**

- A. The budget for the new fiscal year shall be presented to the association for approval at the annual meeting in May. The budget may be amended any number of times during the fiscal year through the majority approval of the association.
- B. Each chairman shall develop and present to the executive board, a budget of projected income and expenses for their work area, with the assistance of the President and Treasurer.
- C. First the executive board, then the association, shall approve by majority vote of its members, all fundraisers for the year.
- D. All requests for expense reimbursement shall be submitted to the Treasurer within thirty (30) days to be reimbursed, using standard forms with receipts. Sales tax shall not be reimbursed. All requests for expense reimbursements shall be submitted to the Treasurer before the close of the fiscal year on May 31st.
- E. All fees associated with a returned check shall be the responsibility of the issuer of said check(s).
- F. The President shall sign all contracts.
- G. The President, the Treasurer and the First and Second Vice Presidents shall be authorized to sign on bank accounts. Two of the four authorized signatures shall be required on all checks. The association shall be notified of the persons who are authorized signatories and of any changes in authorized signatories at meetings of the association. The minutes of any such meeting shall record the names of the authorized signatories.
- H. The President, the Treasurer and the First and Second Vice Presidents shall have a key to the safe located in the school office.
- I. An officer must be present when preparing deposits for cookie dough and school supply sales. All purchases for these fundraisers must be made via check or money order.

#### **V. Life Membership**

- A. The President shall appoint a committee of at least three (3) members of the Local to serve on this committee. It is desirable that one member of the committee hold a Texas Life Membership.
- B. Two (2) Texas Life Memberships shall be awarded per year. A third (3rd) Texas Life Membership may be awarded if the Life Membership Committee determines that circumstances merit this award.
- C. The Local shall pay the National dues of Texas Life Members upon renewal of their membership in the Local.
- D. Texas Life Members will not be required to pay dues to the Local.

#### **VI. 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 the bank;
  3. Property insurance (if applicable); and
  4. Officers' liability insurance.
- B. An inventory list of all PTA equipment shall be maintained by the Second Vice President and audited by the Parliamentarian annually. Copies of the inventory shall be provided to the President and the Secretary for the permanent record.

**VII. Awards**

- A. The historian will be responsible for distribution of award forms to committee chairmen and submission of these completed awards to Council, Area and Texas PTA.
- B. Awards are the possession of this PTA and not of the individuals whose committees won them. All awards are to be displayed at the school or placed in the historian's book. This does not include recognition pins (membership, cultural arts, etc.).
- C. The outgoing President will present the PTA gavel to the newly elected President at the induction of the new officers.

**VIII. Miscellaneous**

- A. Executive board members shall not expect privileges or rights that are not due any other parent or taxpayer in the school district.
- B. Executive board members shall not speak to school district personnel or media as representing the Local unless authorized to do so by the executive board or the general membership.
- C. The newly elected officers shall determine which committees shall be designated a standing committee and which shall be special committees.
- D. Standing committee chairmen or their representative shall be voting members of the executive board. The special committee chairmen shall not be voting members of the executive board.

Adopted: \_\_\_\_\_