

Standing Rules

Oak Forest Elementary PTA

I. Meeting Minutes

- A. The president shall appoint a committee of three members at the last executive board meeting to approve the minutes of the last executive board meeting.
- B. The president shall appoint a committee of three members at the last membership meeting to approve the minutes of the last membership meeting.

I. Expenditures

- A. This Local shall pay the expenses of members to attend the Texas PTA LAUNCH in the following order, as funds allow:
 1. President
 2. President-Elect
 3. First Vice President
 4. Second Vice President
 5. Third Vice President
 6. Treasurer
 7. Membership chair
 8. Secretary
 9. Parliamentarian
 10. Historian
 11. Any standing committee chair; and
 12. Any special committee chair.
- B. If funds permit, after expenses have been allocated for Texas PTA LAUNCH, 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.
- C. Expenses to be paid for the above shall be limited to the following:
 1. Registration fee.
 2. Housing fee.
 3. Mileage for one vehicle per four members in attendance (paid at the IRS cents per business mile rate for that year); and
 4. Meals – payable even if travel is not required to attend a training, not to exceed \$60.00 per person per day

II. Condolences and Memorials

Condolences expressed by the PTA shall be reasonable, not be less than \$30 and not exceed \$50 for each instance. The secretary and treasurer shall oversee the distribution of the memorials

III. Budgets and Finance

- A. The budget for the new fiscal year shall be presented to the membership for approval at the annual meeting in May. The budget may be amended any time during the fiscal year through the majority approval of the membership.
- B. Each chair 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 membership, 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 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 31.
- E. All fees associated with a returned check shall be the responsibility of the issuer of said check(s).

- F. The president-elect, the first vice president and the second vice president shall be authorized signers on the bank accounts.
- G. The PTA shall require two signatures on all checks.
- H. The membership shall be notified of the persons who are authorized signatories and of any changes in authorized signatories at meetings of the membership. The minutes of any such meeting shall record the names of the authorized signatories.
- I. The president and the treasurer and a member of the finance committee shall have a key to the safe located in the school office.
- J. An officer must be present when preparing deposits for all fundraisers. All purchases for these fundraisers must be made via check, money order or debit card.

IV. E-Commerce

A. 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.

B. 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 of 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 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 credit or 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 credit 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 credit 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 any unauthorized transactions.

C. 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 are 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 basis. Whether a manual or automatic transfer to the PTA bank account occurs, transfers should occur at least 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.

IV. Life Membership

- A. The **chair** shall appoint a committee of at least three members of 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 **PTA** shall pay the National dues of Texas Life Members upon renewal of their membership in **this PTA**.
- D. Texas Life Members will not be required to pay **local dues to this PTA**.

V. Bonding and Insurance

- A. The following insurance shall be purchased annually by this local 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.
 5. Media insurance.
- B. An inventory list of all PTA equipment shall be **composed** by the **historian** and **reviewed** by the **parliamentarian** annually. Copies of the inventory shall be provided to the **president** and the **secretary** for the permanent record.

VI. 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

VII. Miscellaneous

- A. The PTA's mailing address shall be the school address.
- B. All communications concerning the PTA for school-wide distribution shall be approved by the president prior to dissemination.