



Texas PTA President
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ETHRIDGE 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 executive board meeting.
- B. The president shall appoint a committee of three (3) members at the last membership meeting to approve the minutes of the last membership meeting.

II. Training Expenses

- A. This Local PTA shall pay the expenses of executive board members for fee based online training offered by Texas PTA.
- B. This Local PTA shall pay the expenses of the executive board 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.
- C. This Local PTA shall pay the expenses of the executive board members to attend the Texas PTA LAUNCH and Annual Meeting in the following order, as funds allow:
 - 1. President
 - 2. Treasurer
 - 3. 1st Vice President – Fundraising
 - 4. 2nd Vice President – Membership
 - 5. 3rd Vice President – Programs
 - 6. Secretary
 - 7. Other board members, chairmen, and association members
- D. 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 and Annual Meeting. Delegate(s) shall be elected by the executive board at the April meeting.
- E. This Local PTA shall limit event expenses to the following:
 - 1. Registration fee
 - 2. Event-related functions
 - 3. Hotel accommodations at published seminar double-occupancy rate. Exceptions to this requirement will be considered for special needs or both gender attendance, subject to prior approval by executive board.
 - 4. Mileage for one vehicle per four (4) members in attendance at the current LISD Council reimbursement rate.

5. Meals not to exceed \$50 per person per day
 - a. Individual meals are paid up to the following limits:
 - (1) Breakfast \$10
 - (2) Lunch \$15
 - (1) Dinner \$25
 - 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.
6. Parking fees

III. Financial

- A. The president shall appoint additional signer(s) for the PTA accounts with executive board approval.
- B. All money shall be counted by at least two (2) 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 this Local PTA that is returned as NSF will be re-deposited 1 time. 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 either cash or money orders for payment.
- E. 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.
- F. 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.
- G. 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.
- H. This Local PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.
- I. This Local PTA shall have a carryover in the checking account of not less than \$5,000 at the end of the fiscal year.

IV. Electronic Banking and Credit/Debit Card

- A. The credit/debit card shall be in the name of the Local/Council PTA.
- B. Signers on the credit and debit cards: Card is issued to authorized signers, including name of the PTA, and should be the same signers as on the bank account.

- C. The credit limit shall be voted on and approved by the membership and shall not exceed more than twenty-five percent (25%) of the income on the budget adopted at the annual meeting.
- D. In the event that a credit/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 credit/debit cards shall be updated.
- G. Automated Teller Machine (ATM) usage, cash back, or cash advances shall be prohibited.
- H. A disbursement form shall be completed prior to purchase and provided to the treasurer. A receipt shall be given to the treasurer after the purchase.
- I. Procedures shall be established and approved by the membership that designate authorized signers, usage, distribution, name changes, credit limit monitoring, and monitoring of budgeted funds.
- J. The treasurer shall reconcile the itemized bill prior to payment. Itemized bills shall directly correspond to submitted disbursement vouchers prior to payment.

V. Bonding and Insurance

- A. The following insurance shall be purchased annually by this Local PTA:
 - 1. General liability insurance
 - 2. Fidelity bonding
 - 3. Bonding for all officers
 - 4. Property insurance, as needed

VI. Condolences

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

VII. Additional Officer Duties

- A. In addition to his or her duties listed in the Bylaws, the **1st Vice President** shall:

1. Serve on the Budget and Finance committee;
 2. Plan all ways and means for financing the work of the association; and
 3. Sign on the bank account, unless prohibited by terms of employment.
- B. In addition to his or her duties listed in the Bylaws, the **2nd Vice President** shall:
1. Coordinate the membership drive in the fall;
 2. Ensure completion and submission of membership list and dues report to Texas PTA by October 15.
 3. Coordinate the work necessary to maintain proper membership rolls;
 4. Apply for membership awards from Texas PTA;
 5. Promote an active and continuing membership of the association;
 6. Provide current membership lists to the President, Treasurer, and Parliamentarian; and
 7. Chair the life membership committee.
- C. In addition to his or her duties listed in the Bylaws, the **3rd Vice President** shall:
- 1.
 2. Plan the opening ceremony and any programs for each regular membership meeting;
 3. Oversee the arrangements for the regular membership meetings;
 4. Plan and arrange for children's educational programs during school and/or PTA meetings; and
 5. Participate in Texas PTA sponsored educational programs, such as Red Ribbon Week.
- D. In addition to his or her duties listed in the Bylaws, the **Parliamentarian** shall:
1. Chair the Bylaws/Standing Rules committee when amendments are needed; and
 2. Attend all Ethridge PTA board meetings to assist with parliamentary procedures.

VIII. Standing Committees

- A. The standing committees of this Local PTA shall be Hospitality, Volunteer Coordination, Watch D.O.G.S., Special Projects, Community/Business Liaison, and Communications.
- B. Hospitality
1. This committee shall be composed of a chair and up to two (2) members.
 2. This committee shall:
 - a. Organize a Welcome Back luncheon or brunch for teachers and staff;
 - b. Coordinate teacher appreciation week;
 - c. Plan and organize refreshments for regular meetings, programs, and events, as needed;
 - d. Coordinate setup and cleanup for regular meetings; and
 - e. Organize inventory of paper goods used for PTA functions.
- C. Volunteer Coordination
1. This committee shall be composed of a chair and up to two (2) members.
 2. The committee shall:
 - a. Work with PTA board, principal, teachers, and staff to determine volunteer needs throughout the school year;
 - b. Implement methods to recruit volunteers effectively;
 - c. Familiarize each volunteer with school policies, programs, people, and campus;
 - d. Recognize volunteers for their efforts; and
 - e. Follow school policy to ensure the safety of the children regarding child/volunteer contact, such as background checks which are required by the school district.

D. Watch D.O.G.S.

1. This committee shall be composed of a chair and up to two (2) members.
2. This committee shall:
 - a. Plan and organize a fall Watch D.O.G.S. kickoff meeting;
 - b. Oversee and organize Watch D.O.G.S. involvement in the school; and
 - c. Execute and manage parent-child events at the school, such as Donuts with Dads and Muffins with Moms.

E. Special Projects

1. This committee shall be composed of a chair and up to two (2) members.
2. This committee shall:
 - a. Assist Programs and Fundraiser VPs with events and activities planned throughout the year; and
 - b. Manage special events and activities that come up throughout the year.

F. Community/Business Liaison

1. This committee shall be composed of a chair and up to two (2) members.
2. This committee shall:
 - a. Work directly with local and area businesses to promote school programs and events;
 - b. Solicit PTA membership from local and area businesses;
 - c. Be the point of contact for all business relations; and
 - d. Solicit sponsorships for events.

g. Communications

1. This committee shall be composed of a chair and up to two (2) members.
2. This committee shall:
 - a. Update PTA Facebook regularly;
 - b. Create any flyers, forms, newsletters, etc. needed throughout the year; and
 - c. Send all above to President for prior approval.

IX. Duties of Other Executive Board Positions

A. Council PTA Delegates shall:

1. Attend all meetings of the Council PTA;
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 Representative shall:

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

X. Special Committees

A. Budget and Finance

1. This committee shall be composed of a chair (Treasurer), newly-elected 1st Vice President, newly-elected President, and up to two (2) additional members, such as one outgoing officer or a representative from the school staff.

2. Prepare a proposed budget for the executive board to adopt and present for membership vote at the regular membership meeting;
3. The committee shall recommend amendments to the budget based on Plans of Work, and submit these amendments to the executive board.
4. 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 up to two (2) Texas PTA Honorary Life Membership awards and one (1) Texas PTA Extended Service Award, as the budget allows.

C. Environmental

1. This committee shall be composed of a chair and up to two (2) members.
2. The committee shall:
 - a. Coordinate Texas PTA/EPA contest;
 - b. Work with teachers and school personnel to promote environmental awareness and education in the school;
 - c. Develop programs and projects that enhance the beauty of the school; and
 - d. Encourage participation in PTA and community environmental events and awards programs.

D. Arts in Education

1. This committee shall be composed of a chair and up to two (2) members.
2. The committee shall:
 - a. Publicize and promote participation of students in the National PTA's annual Reflections Program;
 - b. Meet with school personnel and programs chair to discuss possible programs for the upcoming year; and
 - c. Be available to parents, teachers, and students to assist with Arts in Education programs.

E. Book Fair

1. This committee shall be composed of a chair and up to two (2) members.
2. The committee shall:
 - a. Coordinate, publicize, and promote the annual book fair(s);
 - b. Meet with school personnel to coordinate book fair activities;
 - c. Arrange for set up and break down of book fair materials; and
 - d. Complete all necessary paperwork, including settling the account with the book fair vendor, in a timely manner.

XI. Awards

- A. This Local PTA shall purchase a past president's pin for the retiring president.
- B. Awards in the form of recognition pins (membership, etc.) shall be retained by the recipient.
- C. Awards in the form of certificates, plaques, etc. shall be the property of this Local PTA and not individuals.

XII. E-Commerce Policy

A. Accepting Payment by Credit Card

1. The PTA membership must approve use of the third-party processing company.
2. The third-party processing company (PayPal/Square) account must be in the PTA's name.
3. Third-party processing company (PayPal/Square) statements must be clear with detailed and accessible 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. The third-party processing company (PayPal/Square) must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS). Reference the Discover, MasterCard, and Visa list of Compliant Service Providers before the PTA signs the agreement.
5. Third-party deposits are processed the same as a traditional bank deposit.
6. Proper documentation is required for each deposit.
7. The documentation need not have counters' signatures as you are receiving a bulk deposit.
8. Document on the deposit form the amount of the deposit and which budget lines are impacted.
9. Attach a copy of the online transaction to the deposit form.
10. For daily deposits, a weekly summary of the deposits may be documented on a single deposit form.
11. Associated fees are budgeted as an expense line item and reported on the financial report.
12. For swiped transactions, the PTA will receive training from your third-party processing company on handling cards that do not read correctly.
13. Card numbers must not be written down for any reason. Only swiped transactions that are immediately authorized (via internet or phone access) will be accepted.
14. The PTA will not swipe or store transactions for later settlement.
15. Disputes
 - a. PTA will confirm with the third-party processor that only the PTA Treasurer may confirm a refund to the customer. Confirming a refund requires the same approvals and documentation as required for a request for a check to be issued for disbursement.
 - b. The authorized refund must be recorded in the check registry prior to withdrawal.
 - c. The third-party processing company must provide the PTA guidance on challenging a disputed payment.
 - d. Any challenge of payment must be responded to promptly and accurately.
 - e. If merchandise has not already been provided, goods and services will be withheld until the dispute is cleared.
 - f. If the dispute is not resolved favorably, treat this action in the same manner as a non-sufficient funds check.

XIII. Miscellaneous

- A. This Local PTA's mailing address shall be 6001 Ethridge Drive, The Colony, Texas, 75056.
- B. Members shall obtain authorization from the membership before representing this Local PTA when communicating to school district personnel or the media.
- C. 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.

- D. All communications concerning this Local PTA for school distribution shall be approved by the principal and the president prior to dissemination.
- E. This Local PTA shall purchase tickets for the Council PTA Founders' Day function for the following persons:
 - 1. President
 - 2. Current year's life membership recipients and one guest per recipient
 - 3. School principal
 - 4. Other attendees as approved by the executive board