

- Approved as Submitted
- Approved with Editorial Edits
- Returned for action by Board and/or Membership

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



Texas PTA President
3/31/2017

Reagan Elementary PTA
PARENT TEACHER ASSOCIATION STANDING RULES

1 **I. Meetings**

- 2 A. The president shall appoint a committee of three (3) members at the last
- 3 executive board meeting to approve the minutes of the last board meeting.
- 4 B. The president shall appoint a committee of three (3) members at the last
- 5 association meeting to approve the minutes of the last association meeting.

6

7 **II. Training Expenses**

- 8 A. This Local PTA shall pay the expenses for members of the executive board to
- 9 complete the Texas PTA Foundation: Leader Orientation.
- 10 B. This Local PTA shall pay the expenses of the newly-elected officers and
- 11 committee chairs to attend the Council training, if applicable. As the
- 12 approved budget allows, this Local PTA shall pay the expenses of any other
- 13 PTA member to attend.
- 14 C. This Local PTA shall pay the expenses of executive board members to the
- 15 Texas PTA Summer Leadership Seminar and Annual Meeting in the following
- 16 order, as funds allow:

- 1 1. President
- 2 2. First Vice President, Programs
- 3 3. Second Vice President, Fundraising
- 4 4. Third Vice President, Membership
- 5 5. Secretary
- 6 6. Treasurer
- 7 7. Parliamentarian

8 D. This Local PTA shall pay the expenses of the delegate(s) to the National PTA
9 Annual Convention, if funds permit after expenses have been allocated for the
10 Texas PTA Summer Leadership Seminar and Annual Meeting. Delegate(s)
11 shall be appointed with the approval of the executive board) at the May
12 meeting.

13 E. This Local PTA shall limit event expenses to the following:

- 14 1. Registration fee
- 15 2. Hotel accommodations at published seminar double-occupancy rate
- 16 3. Mileage reimbursement for one vehicle per four (4) members in
17 attendance at current federal reimbursement rate when using personal
18 car.
- 19 4. Meals not to exceed ~~(insert dollar amount)~~ \$50 per person per day
 - 20 a. If a meal is included in a prepaid event, no reimbursement will be paid
21 for that meal.
 - 22 b. Alcohol purchases shall not be reimbursed.
- 23 5. Parking fees

24
25 **III. Financial**

- 26 A. The president shall appoint additional one additional signer for the PTA
27 accounts with executive board approval.
- 28 B. All money shall be counted by at least two (2) persons, and all counters shall
29 sign a completed Deposit Form. The money shall then be given to the
30 treasurer, who shall also count and sign the Itemized Receipt Form. A copy of
31 this form shall be retained by all signers of the form.
- 32 C. This Local PTA shall require *two* signatures on all checks. ~~(Bylaws only
33 require one signature, this notation in your Standing Rules would raise the
34 threshold to two signatures.)~~

- 1 D. Any check made payable to this Local PTA that is returned as NSF will be re-
2 deposited 2 times. Any charges incurred by the PTA because of insufficient
3 funds shall be charged to the check writer. This Local PTA reserves the right
4 to refuse subsequent checks from the check writer and require cash for
5 payment.
- 6 E. This Local PTA shall reimburse allowable, budgeted expenses to members
7 who submit receipts with proper documentation to the treasurer within thirty
8 (30) days of the event or within three (3) days of the end of the school year,
9 whichever comes first.
- 10 F. This Local PTA shall not reimburse sales tax unless the executive board
11 gives prior approval for the exception. Any member making purchases on
12 behalf of or for this Local PTA shall use the tax exempt form.
- 13 G. This Local PTA shall obtain at least three (3) bids when making any large
14 purchase unless the item is a specialty item and there is but one vendor for
15 the item.
- 16 H. This Local PTA shall require a written contract with any business/vendor
17 when purchasing non-refundable merchandise or when making significant
18 expenditures for service.

19
20 **IV. Standing Committees**

- 21 A. The standing committees of this Local PTA shall be:
- 22 1. Parent Education
 - 23 2. Arts in Education Chair
 - 24 3. Campus Improvement Chair
 - 25 4. Hospitality Chair
 - 26 5. Health and Wellness Chair
 - 27 6. Legislative Action Chair
 - 28 7. Teacher Liaison
 - 29 8. Communications Chair

30
31 **V. Other Board Positions**

- 32 A. Council PTA delegates shall:
- 33 1. Participate fully in Council PTA discussions and deliberations;

- 1 2. Report announcements, important actions and the Council PTA program
- 2 to this Local PTA membership and executive board;
- 3 3. Seek information or approval from the membership on matters referred to
- 4 this Local PTA for such approval or information; and
- 5 4. Report and/or vote as directed by the Local PTA membership at the
- 6 Council PTA meeting.
- 7 B. Teacher liaison shall:
- 8 1. Be appointed by the principal;
- 9 2. Serve as a communication link between faculty, staff and PTA; and
- 10 3. Solicit staff input.
- 11 C. Principal or Vice Principal
- 12

13 **VI. Special Committees**

- 1 1. Clothes Closet
- 2 2. Science Night
- 3 3. Volunteer Orientation
- 4 4. Welcome Wagon
- 5 5. Back to School Picnic
- 6 6. Bakers Dozen
- 7 7. Coffee Chat
- 8 8. Garden
- 9 9. Newsletter
- 10 10. Room Rep Coordinator
- 11 11. Special Education Adoption
- 12 12. STEM/Makerspace
- 13 13. Valentine Social
- 14 14. Rewards/Box Tops
- 15 15. Faculty Follies Liaison
- 16 16. Jog-A-Thon
- 17 17. Scholastic Book Fair
- 18 18. Spirit Events/Dine-Out
- 19 19. Spring Carnival
- 20 20. Teacher and Staff Appreciation
- 21 21. Valentine Social
- 22 22. Financial Reconciliation Committee
- 23 23. Nominating Committee

1 24. Spanish

2 **VII. Teams (managed by Coordinators)**

3 A. Communications

4 1. Newsletter

5 2. Website

6 B. Fundraising

7 1. Rewards (Box Tops)

8 2. Spirit Night Events

9 3. Spiritwear

10 4. Scholastic Book Fair

11 5. Faculty Follies Liaison

12 6. Spring Carnival

13 C. Hospitality

14 1. Baker's Dozen

15 2. Teacher and Staff Appreciation

16 3. Welcome Wagon

17 D. Programs

18 1. Back to School Picnic

19 2. Coffee Chat

20 3. Parent Education

21 4. Science Night

22 5. Valentine Social

23 6. Faculty Follies

- 1 7. Movie Night
- 2 E. Volunteer Coordinator
- 3 1. Room Rep Coordinator
- 4 2. Volunteer Orientation
- 5 F. Inclusiveness
- 6 1. Spanish
- 7 2. SPED Adoption
- 8 G. Campus Improvement
- 9 1. Garden
- 10 2. Playground

11

12 **VIII. Miscellaneous**

- 13 A. This Local PTA's mailing address shall be 1700 East Park Street, Cedar Park,
14 TX 78613
- 15 B. Members shall obtain authorization from the membership before representing
16 this Local PTA when communicating to school district personnel or the media.
- 17 C. Executive board members shall not be entitled to privileges that are not due
18 to any other school district tax payer because of their position in the PTA.
- 19 D. All flyers, posters, and communications concerning this Local PTA for school
20 distribution shall be approved by the Principal and/or Assistant Principal prior
21 to dissemination.