

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



Texas PTA President
6/10/2014

Dr. James P Terry Middle School

PARENT TEACHER ASSOCIATION STANDING RULES

Revised 2014

I. Training Expenses

- A. This Local PTA shall pay the expenses of the newly-elected officers and committee chairmen to attend the Council and Area PTA training, if applicable. As 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 Annual Convention and Summer Leadership Seminar as funds allow.
- 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 Summer Leadership Seminar and Annual Convention. Delegate(s) shall be appointed with the approval of the executive board at the May 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 when using personal car, or the lowest available commercial airfare at twenty-one (21) day advance booking
 4. Meals not to exceed \$35 per person per day
 - a. If a meal is included in a prepaid event, no reimbursement will be paid for that meal.
 - b. Alcohol purchases shall not be reimbursed.
 5. Parking fees

II. Financial

- A. This Local PTA shall purchase tickets for the Council PTA Founder's Day function for the board members and school principal to attend as approved budget allows.
- B. The president shall appoint additional signer(s) for the PTA accounts with executive board approval.

- 1
2 C. The secretary shall not be appointed as a check signer on the PTA account(s).
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4 D. The secretary shall not be appointed to review the monthly bank statements.
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6 E. All money shall be counted by at least two (2) PERSONS AT THE SAME TIME, AND ALL
7 COUNTERS SHALL SIGN A COMPLETED Itemized Receipt Form. The money shall then
8 be given to the treasurer, who shall also count and sign the Itemized Receipt Form. A copy
9 of this form shall be retained by all signers of the form.
10
11 F. Any check made payable to this Local PTA that is returned as NSF will not be re-deposited.
12 Any charges incurred by the PTA because of insufficient funds shall be charged to the check
13 writer. This Local PTA reserves the right to refuse subsequent checks from the check writer
14 and require cash or money orders for payment.
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16 G. This Local PTA shall not use credit or debit cards.
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18 H. This Local PTA shall reimburse allowable, budgeted expenses to members who submit
19 receipts with proper documentation to the treasurer within thirty (30) days of the event or
20 within three (3) days of the end of the school year, whichever comes first.
21
22 I. This Local PTA shall not reimburse sales tax unless the executive board gives prior approval
23 to the exception. Any member making purchases on behalf of or for this Local PTA shall
24 utilize the tax exempt form.
25

26 **III. Bonding and Insurance**

- 27
28 A. The following insurance shall be purchased annually by this Local PTA:
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30 B. General liability insurance
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32 C. Accident medical
33
34 D. Blanket bond insurance
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36 E. Property insurance
37
38 F. Nonprofit professional liability insurance
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40 **IV. Condolences**

- 41
42 A. Condolences expressed by this Local PTA shall in the form of sympathy cards.
43

44 **V. Officers Duties**

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46 A. Second Vice President shall:
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48 1. Decide, plan and coordinate all fundraising activities for the association; and

- 1 2. Publicize and promote the collection of Box Tops and labels. Collect and submit all necessary
2 paperwork and Box tops and/or labels at designated collection times and plan student
3 incentive.
4

5 B. The secretary shall:

- 6
7 1. Notify the executive board of meetings and work with any committee when numerous
8 communications need to be made.
9

10 **VI. Standing Committees**

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12 There shall be the following committees: Arts in Education & Environmental; Health, Welfare and
13 Safety; Programs & Hospitality; Publicity & PTA Directory; and Volunteer Coordinator.
14

15 A. Arts in Education & Environmental Chair – the Arts in Education & Environmental Chair
16 shall:

- 17
18 1. Publicize and promote participation of students in the National PTA’s Annual Reflections
19 (Cultural Arts) Program;
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21 2. Work with other Chairs and school personnel to achieve greater interests and Participation
22 in the culture arts;
23
24 3. Keep membership informed as to any culture arts activities in the school, community and
25 Area and encourage attendance and participation;
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27 4. Provide the art medium, assemble judges and submit final entries to the MISD Council as
28 instructed by Council guidelines.
29
30 5. Plan and coordinate the PTA Environmental contest;
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32 6. Develop and promote projects that will enhance the beauty of the school community; and
33
34 7. Promote environmental education for the students.
35

36 B. Health, Welfare and Safety – the Health, Welfare and Safety Chair shall:

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38 1. Provide communications/dissemination of information in the areas of physical
39 surroundings, health education, illness prevention and local health related agency
40 programs; and
41
42 2. Assist MISD Council of PTAs when called upon to do so, such as the canned food drive
43 and clothes closet.
44

45 C. Programs & Hospitality Chair – the Programs & Hospitality Chair shall:

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47 1. Plan and coordinate the refreshments at the MISD Council meeting once a year; and
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49 2. Promote “sunshine” by sending cards or notes of encouragement in case of serious illness,
50 death or concern within our school family; and
51

3. Plan and coordinate refreshments for staff for the beginning of the school year; and
4. Plan and coordinate events for Teacher Appreciation week;
5. Plan and/or support programs for the General PTA meetings; and
6. Provide a parent education topic for each PTA meeting.

D. Publicity & PTA Directory Chair – The Publicity & PTA Directory Chair shall:

1. Update PTA website/Facebook.
2. Compile the annual PTA directory and send copies to the district spring conference for judging.

E. Volunteer Coordinator – The Volunteer Coordinator shall:

1. Confirm volunteers for all PTA activities and for special events as requested school administration (example: volunteers for book fair, Tiger Bash, etc.);
2. Keep records of the volunteer hours and submit those hours by the 15th of each month to the MISD Council of PTAs;
3. Select volunteer of the month and submit the required form to the MISD Council of PTAs by the 15th of the month.

VII. Other Board Positions

A. Council Delegates shall:

1. Attend all Council PTA regular meetings;
2. Attend all meetings of this Local PTA;
3. Report announcements, important actions and the Council PTA program to this Local PTA membership and executive board;
4. Report and/or vote as directed of the membership at the Council PTA meeting;
5. Keep the organization informed of legislation concerning education and the protection of children and youth.

VIII. 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.

IX. Miscellaneous

- 1 A. This Local PTA’s mailing address shall be 2351 Edwards Church Road; Mesquite, Texas
- 2 75181.
- 3
- 4 B. Members shall obtain authorization from the membership before representing this Local PTA
- 5 when communicating to school district personnel or the media.
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- 7 C. Executive board members shall not be entitled to privileges that are not due to any other
- 8 school district tax payer because of their position in the PTA.
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- 10 D. All communications concerning this Local PTA for school distribution shall be approved by
- 11 the president and the principal prior to dissemination.
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14 Amendments

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16 These Standing Rules may be amended at any regular council meeting by a two-thirds vote; by a

17 majority vote if notice has been given at the previous meeting.

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