



Texas PTA President  
Filed 4/8/2020

# **Christie Elementary PTA**

## **Parent Teacher Association Standing Rules**

### **I. Meetings**

- A. Members of the executive board shall attend all scheduled board meetings. The president shall be notified if a member is unable to attend.
- B. All executive board members shall keep an accurate calendar of their activities in the PTA to be called the “procedure book” of that position. The procedure book is to be passed to their successor at the end of the term.
- C. 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.
- D. The president shall appoint a committee of three (3) members at the last membership meeting in the month of April to approve the minutes of the last membership meeting.

### **II. Training Expenses**

- A. This Local PTA shall pay the expenses of the newly elected officers and committee chairs to attend the Foundations Leaders Orientation and Council training, if applicable. As the approved budget allows, this Local PTA shall pay the expenses of any other PTA member to attend.

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B. This Local PTA shall pay the expenses of members to the Texas PTA LAUNCH:

Summer Leadership Seminar in the following order, as funds allow:

1. *President*
2. *First Vice President*
3. *Second Vice President*
4. *Secretary*
5. *Treasurer*
6. *Parliamentarian*
7. *Standing Committee Chairs*
8. *Other*

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 LAUNCH: Summer Leadership Seminar. Delegate(s) for National PTA Convention shall be appointed by the president with the approval of the executive board at the April board meeting.

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

1. Early Bird registration fee
2. Hotel accommodations at published seminar or convention double-occupancy rate
3. Mileage at \$0.50 per mile for one vehicle per 4 members in attendance, or the lowest available commercial airfare.
4. Meals not to exceed \$50 per person per day
  - a) Individual meals are paid up to the following limits:

(1) Breakfast	\$12
(2) Lunch	\$13

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(3) 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.

5. Parking fees

E. This Local PTA shall pay the expenses for members of the executive board to participate in Texas PTA Foundations Leader Orientation.

### **III. Financial**

A. This Local PTA shall purchase a past president's pin for the retiring president.

B. This Local PTA shall purchase tickets for the Council PTA Lifetime Banquet for the following persons:

1. *Current year's life membership recipient(s) and one guest, Current year's extended service recipient(s) and one guest, Current year's National PTA Life Achievement recipient(s) and one guest,*

2. *President*

3. *School principal or representative*

4. *Membership committee chair*

5. *Up to 5 more board members – subject to income*

C. The treasurer, one vice president and the president shall be signers on the bank account(s). The president shall appoint additional signer(s) for the PTA accounts with executive board approval if needed.

D. The secretary shall not be appointed as a check signer on the PTA account(s).

E. The secretary shall not be appointed to review the monthly bank statements.

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- F. All money shall be counted by at least two (2) persons at the same time 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. All signers of the form shall retain a copy of this form.
- G. Any check made payable to this Local PTA that is returned, as NSF shall not be re-deposited. 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 or credit card for payment.
- H. This Local PTA shall not have credit or debit cards under their name.
- I. This Local PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer no later than ten (10) days of the end of the school year.
- J. 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.
- K. 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.
- L. This Local PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.
- M. This Local PTA shall have a carryover in the checking account of not less than \$1,500.00 at the end of the fiscal year.

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#### **IV. Bonding and Insurance**

- A. The following insurance shall be purchased annually by this Local PTA:
  - 1. General liability insurance
  - 2. Accident medical
  - 3. Identity theft
  - 4. Property insurance (if applicable)
  - 5. Nonprofit professional liability insurance

#### **V. Condolences**

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

#### **VI. Officer Duties**

- A. President
  - 1. Oversee all functions and programs of CHRISTIE ELEMENTARY PTA
  - 2. Assigned to PTA board members any duties necessary to run CHRISTIE ELEMENTARY PTA
  - 3. Verify with principal before proceeding with any activity or project
  - 4. Be available to all the members of the PTA
  - 5. Have material to be sent home approved by the principal
- B. First Vice President of Programs
  - 1. Oversee all PTA programs
  - 2. Coordinate with Principal, school liaison or counselor for approval of programs per grade level, including dates and times
  - 3. Attend all leadership training and workshops

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C. Second Vice President of Fundraising

1. Oversee all fundraising efforts
2. Manage and establish subcommittees for:
  - a) Corporate – Community members:
    - (1) Establish relationships with community members that enrich our students families and PTA mission
  - b) Spirit Nights:
    - (1) Coordinate and promote a monthly spirit night
    - (2) Have the location and date approved
  - c) Secondary Fundraising:
    - (1) Coordinate, promote and redeem programs such as Box Tops, Labels for Education, Shoparoo, Tyson A+, Target Take Charge of Education, Kroger, etc.
    - (2) Locate any other redeemable programs
  - d) Spirit Gear
    - (1) Coordinate items that will be identified as Christie Elementary Spirit wear
    - (2) Responsible for selecting vendor(s)
    - (3) Establish an ordering and payment process for the items throughout the year
3. Attend all leadership trainings and workshops

D. Secretary

1. Responsible to pass and file sign-in sheet at board meeting
2. Record and distribute minutes to the board members before the next board meeting

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3. Record and distribute/present minutes from all membership meetings at following membership meeting
4. Have the last membership meeting and executive board meeting minutes approved by the minute approval committee
5. Provide and file a sign-in sheet at membership meeting of all the attendees
6. Notify executive board members of meetings
7. Keep monthly count of RISO copies and file numbers with contracted company

E. Treasurer

1. Count all money collected at the end of each event after the two counters with at least one of them present
2. Responsible to deposit money in a timely manner
3. Draft a letter to a party with a check with non-sufficient funds (NSF) in attempt to collect funds plus any bank charges resulting from the check
4. Have records ready for financial reconciliation
5. Collect budget information before setting budget and having it approved by membership
6. Pay quarterly sales tax to state comptrollers
7. File IRS yearly form

F. Parliamentarian

1. Sit near the president during meetings and provide assistance on all issues regarding the PTA bylaws, standing rules and Robert's Rules of Order newly revised.

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2. Serve as the chair of the bylaw committee. Review bylaws, standing rules and procedures and make recommendations as needed.

## **VII. Standing Committees**

A. The standing committees of this Local PTA shall be:

1. Membership

- a) Coordinate all aspects of the annual PTA membership drive
- b) Coordinate year-round efforts to enroll members, including community members
- c) Provide a list of current members to president, treasurer and secretary for records
- d) Fill and distribute membership cards to members
- e) Submit member list and due to Texas and National PTA as needed
- f) Apply for membership awards
- g) Procure certificates and pins for Lifetime Membership
- h) Attend all leadership trainings and workshops

2. Cultural Arts

- a) Oversee Reflections program
- b) Coordinate Multicultural Night with the school staff
- c) Attend all leadership trainings and workshops

3. Healthy Lifestyles

- a) Oversee healthy lifestyle programs
- b) Coordinate Field Day in conjunction with the school liaison
- c) Organize and promote walk to school day



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- d) Attend all leadership trainings and workshops
4. Special and Gifted Education (SAGE)
- a) Communicate and promote all events and activities throughout all the school
  - b) Ensure inclusion of all children in all PTA sponsored activities
  - c) Be a resource for other PTA board members
  - d) Reach and ensure that GT and special education faculty members are recognized and remembered in connection with PTA events, programs and special days
  - e) Advocate for diverse learners
  - f) Attend all leadership trainings and workshops
5. Hospitality
- a) Oversee all the PTA appreciation luncheons and events
  - b) Serve as greeter at PTA functions
  - c) Responsible for refreshments at PTA functions (if applicable)
  - d) Recognize established days or weeks such as; but not limited to: Teacher Appreciation, nurse day, secretary day, principal and assistant principal day, OT, PT and specials day (computer, librarian, music, PE)
  - e) Restock teacher snack machine in the workroom
  - f) Attend all leadership trainings and workshops
6. Volunteer Coordinator
- a) Coordinate with teachers and parents to obtain one room parent per class
  - b) Coordinate one lead parent per grade

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- c) Oversee room parent coordinators activities (winter, Valentine's, and end of the year parties)
  - d) Coordinate volunteers for PTA events
  - e) Solicit, compile and maintain a list of volunteers for events
  - f) Attend all leadership trainings and workshops
7. Book Fair
- a) Oversee and promote PTA Book Fairs (fall and spring)
  - b) Attend all leadership trainings and workshops
8. Watch D.O.G.S.
- a) Oversee Watch D.O.G.S. events and activities
  - b) Solicit, compile and maintain a list of Watch D.O.G.S. volunteers for events
  - c) Attend all leadership trainings and workshops
9. Publicity
- a) In charge of the Website and Facebook page, unless president has appointed any other member for that social media
  - b) Send notices of meetings and events at the school and around the district to all PTA media channels (Website, Facebook)
  - c) Assist all committees in promoting all PTA activities and events
  - d) Oversees Christie Elementary PTA website and email duties
  - e) Make sure emails are approved by president and principal prior to distribution
  - f) Compile and maintain email addresses of Christie Elementary PTA members
  - g) Attend all leadership trainings and workshops

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## **VIII. Special Committees**

### **A. Budget and Finance**

1. This committee shall be composed of the treasurer and two (2) members, including at least one outgoing board member, and a representative from the school staff.
2. The committee shall write the budget and make changes based on Plans of Work.
3. The treasurer shall present the budget to the membership for approval at the first membership meeting of the year and any time there is an amendment to it.

### **B. Life Membership**

1. This committee shall be composed of the membership 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 no more than three (3) Texas PTA Honorary Life Membership, and two (2) Texas PTA Extended Service Award and one (1) National PTA Achievement, as the budget allows.

### **C. Nominating**

1. The persons selected for this committee shall elect a chair at the membership meeting when they are elected and inform the president.
2. The chair shall contact the members of the committee for suggestions on meeting dates. The chair will decide the time and place when the majority

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of the members can attend. Notice of meeting(s) shall be sent to members and alternates.

3. The committee shall select only the officers (president, 1<sup>st</sup> vice president of programs, and 2nd vice president of fundraising, treasurer and secretary) and collect the interest forms for standing committees. Interest forms will be given to the new president.
4. The committee shall not appoint nor grant any standing committee position.

#### D. Financial Reconciliation

1. The treasurer shall provide all the required financial documents needed to prepare a proper financial report and the secretary shall provide the necessary documents.
2. This committee shall pass all the financial documentation to the new elected board (treasurer, president and secretary) and present a copy of the final report to the outgoing board.

### **IX. Awards**

- A. Awards in the form of certificates, plaques, etc. shall be the property of Christie Elementary PTA and not individuals.
- B. Awards in the form of recognition pins (membership, etc.) shall be retained by the recipient.

### **X. Miscellaneous**

- A. This Local PTA's mailing address shall be

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10300 Huntington Road

Frisco, TX 75035

- B. Board members shall not speak to the media representing Christie Elementary PTA.
- C. Executive board members shall not be entitled to privileges that are not due to any other school district taxpayer because of their position in the PTA.
- D. The principal and president prior to dissemination shall approve all communications concerning Christie Elementary PTA for school distribution. All communication shall be translated by the school's bilingual liaison or else approved by that person after translation.