

Standing Rules

Texas PTA President

WELLS BRANCH ELEMENTARY PARENT TEACHER ASSOCIATION

STANDING RULES

I. Meetings

- 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.

II. Training Expenses

- A. As funds allow, the PTA shall pay the expenses of the executive board members to attend the **Texas PTA LAUNCH**. The attendees will be selected by the executive board with input from newly elected officers by May 31st.
- B. As funds allow and after expenses have been allocated for Texas PTA's LAUNCH, the PTA shall pay the expenses of the delegate(s) to the **National PTA Annual Convention**. Delegate(s) shall be appointed with the approval of the executive board in the month of March.
- C. As funds allow, the PTA shall limit expenses to the following:
 1. Registration fee
 2. Event-related functions
 3. Hotel accommodations at the published double-occupancy rate.
 4. Mileage reimbursement for one vehicle per four attendees at a rate not to exceed the rate established in the current Texas PTA Travel Policy when using personal car, or the lowest available commercial airfare
 5. Meals not to exceed \$45.00 per person per day.
 - a. 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. Standard Self-Parking fees, unless valet is the only option.

III. Financial

- A. The president shall appoint at least one additional authorized signer(s) for the PTA accounts with executive board approval.
- B. All money shall be counted by at least two 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, whether hard or digital copy.

- C. The PTA shall require two signatures on all checks.
- D. Any check made payable to the PTA that is returned as non-sufficient funds will not be redeposited. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer. The PTA reserves the right to refuse subsequent checks from the check writer and require cash or money order for payment.
- E. The PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within thirty days of the event or within three (3) days of the end of the fiscal year, whichever comes first.
- F. This 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. The PTA shall obtain at least three bids when making any large purchase unless the item is a specialty item and there is but one vendor for the item.
- H. The PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.
- I. This PTA shall end each fiscal year with a minimum balance of funds available to cover operational expenses for the PTA due early in the following fiscal year. Each year, the amount to be held for the next year will be proposed by the treasurer and approved by membership.

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.

V. Bonding and Insurance

A. The following insurance shall be purchased annually by the PTA:

1. Event Insurance (General Liability)
2. Directors & Officers
3. Embezzlement Insurance (Bond)
4. Property Insurance
5. Media Liability

VI. Condolences

Condolences expressed by the PTA shall be reasonable, not be less than \$1.00 and not exceed \$100.00 for each instance.

VII. Additional Duties of Officers and the Respective Committees

All officers can participate in a leadership capacity at all major events that the PTA sponsors throughout the year. If an executive board member cannot attend an executive board meeting and/or membership meeting the president shall appoint an executive board member to present their report.

VIII. Standing Committees

All standing committee chairs can participate in a leadership capacity at all events that the PTA sponsors throughout the year. The executive board may create new committees as needed to fulfill the needs of the local PTA. The chair of each Standing Committee must recruit members for their standing committee.

The standing committees of this PTA may be, but not limited to:

A. Communications

This committee shall:

1. Be comprised of a chair and at least 1 additional member.
2. Be responsible for keeping the school community aware of PTA activities.

All communications for school-wide distribution shall be approved by the president prior to dissemination.

Tasks shall include, but are not limited to,

- a. Developing and distributing the monthly newsletter,
- b. Maintaining social media and website accounts
- c. Coordinate communication for the school marquee.
- d. Follow through with communication needs as directed by the executive board for the Wells Branch Elementary PTA.

B. Hospitality

This committee shall:

1. Be comprised of a chair and at least 1 additional member.
2. Be responsible for teacher, staff and faculty appreciation activities throughout the academic year.

Tasks shall include, but are not limited to,

- a. If PTA funds are available, a monthly display of appreciation for teachers, faculty and staff.
 - b. Host teacher, faculty and staff appreciation events as directed by the executive board.
3. Be responsible for hospitality at PTA meetings. ie: food and/or drinks.

C. Events

This committee shall:

1. Be comprised of a chair and at least 1 additional member.
2. Organizing, coordinating and execute all aspects of the event(s) hosted and/or co-hosted by the PTA.
3. Follow through with events as directed by the executive board.

D. Fundraising

This committee shall:

1. Be comprised of a chair and at least 1 additional member.
2. Organizing, coordinating and following through with school fundraising events as directed by the executive board.
3. Host fundraising events throughout the PTA fiscal year. Fundraising events may not exceed the number of community events sponsored or co-sponsored by the PTA.
4. Follow through with fundraising events as directed by the executive board.

E. Volunteer

This committee shall:

1. Be comprised of a chair and at least 1 additional member.
2. Responsible for identifying, recruiting, and guiding volunteers for the PTA.
Tasks shall include, but are not limited to,
 - a. Coordinating "Adult Classroom Leaders"
 - b. Communicate the requirements needed to be a volunteer.
 - c. Communicate with volunteers what is expected of them.

F. Sponsorship

This committee shall:

1. Be comprised of a chair and at least 1 additional member.
2. Responsible for finding local and/or corporate sponsorships to off-set fundraising from the school community.
3. Follow through with Sponsorship promises as agreed upon by the Sponsored.

G. Membership

This committee shall:

1. Be comprised of a chair and at least 1 additional member.
2. Recruit members and communicate the purposes of PTA.
3. Maintain and/or oversee the membership list.

H. Yearbook

This committee shall:

1. Be comprised of a chair and at least 1 additional member.
2. Is responsible for coordinating, creating, communicating, selling and distribution of the school yearbook.
Tasks shall include, but are not limited to,
 - a. Collecting or taking photos
 - b. Inputting data and photos for the yearbook
 - c. Proofing final copy of the yearbook before printing.
3. Follow through with yearbook needs as directed by the executive board.

IV. Other Executive Board Positions

A. Faculty Representative:

1. Shall be appointed by president with input from the principal and executive board approval.
2. Serve as a communication link between faculty, staff and PTA, and solicit input from staff.

B. Equity Representative:

1. This position will follow the guidelines set forth in the National PTA Diversity and Inclusion Policy to create an inclusive and equitable school community whereby all families and children feel welcome.

C. Reflections Representative:

1. The position works with the National PTA Arts Program. They will coordinate and execute all needs for this program.

XVI. 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.

XVII. 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.