

- 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

9/16/2015

ANDREWS ELEMENTARY PARENT TEACHER ASSOCIATION STANDING RULES

I. Standing Rules

A. These Standing Rules can be amended or rescinded as follows:

1. Proposed changes must first be approved by the Executive Board, generally after being brought to the board by a special committee (a Bylaws and Standing Rules Review Committee) appointed by the president;
2. The changes must be voted on by the general membership and pass by either:
 - a) A majority vote of members present if previous notice of at least 10 days was given; or
 - b) A 2/3 vote of a quorum in attendance without prior notice.

II. Meetings

- A. Members of the Executive Board shall attend all scheduled monthly board meetings. The president or secretary must be notified in advance if a member is unable to attend in order to be officially excused.
- B. The president shall appoint a committee of two (2) members at the last executive board meeting to approve the minutes of the last board meeting.
- C. The president shall appoint a committee of three (3) members at the last regular meeting to approve the minutes of the last regular meeting.

III. Training Expenses

Receipts must be presented for all expenses below other than the automobile mileage, for which reasonable backup must be presented.

- A. This Local PTA shall pay the expenses of the newly-elected officers and committee chairs to attend the Council training, if applicable. As the approved budget allows and the Executive Board approves, this Local PTA shall pay the expenses of other PTA members to attend.
- B. This Local PTA shall pay the expenses of members to the Texas PTA Annual Convention and Summer Leadership Seminar in the following order, as budgeted funds allow:
 1. President
 2. Treasurer

3. First Vice President
 4. Second Vice President
 5. Third Vice President
 6. Fourth Vice President
 7. Secretary
 8. Parliamentarian
 9. Standing Committee Chairs
 10. Others from the General Membership as approved by the Executive Board.
- 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 reimburse event expenses as budgeted and limited to the following:
1. Advance registration fee.
 2. Hotel accommodations at published seminar or convention double-occupancy rate. Texas PTA and its affiliates are exempt from the **Texas** hotel occupancy tax but are required to pay the **local** hotel occupancy tax. To avoid paying the tax, you must provide to the hotel a completed hotel occupancy exemption certificate and a copy of a letter from the comptroller's office granting this exemption.
 3. Gasoline for one vehicle per two (2) members in attendance at the current IRS business mileage rate when using personal car for round trip travel of 50 miles or more, or the lowest available commercial airfare at twenty-one (21) day advance booking fare or the PTA rate.
 4. Meals not to exceed \$40 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
- E. This Local PTA shall pay the expenses for members of the executive board to attend the Texas PTA Foundations Leader Orientation.

IV. Financial

- A. Authorized check signatures are those of the president, treasurer and first vice-president. All checks must have two approved signatures, where all routine checks are signed by the president and treasurer. The first vice-president signs in the absence of the president or treasurer AND when checks are written to the president or treasurer who are then not authorized to sign.
- B. The secretary shall not be appointed as a check signer on the PTA account(s).
- C. The secretary shall not be appointed to review the monthly bank statements.
- D. All money shall be counted by at least two (2) persons at the same time, and all counters shall sign a completed Itemized Receipt Form. The money shall then be given to the treasurer, who shall also count and sign the Itemized Receipt Form. A copy of this form shall be retained by all signers of the form.

- E. Any check made payable to this Local PTA that is returned as NSF will be re-deposited up to twice. The Treasurer shall attempt to contact the check-writer of any NSF or Closed Account check by phone, e-mail and/or mail to arrange for replacement payment by cash or money order. 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.
- F. This Local PTA shall not use credit or debit cards.
- G. This Local PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within fourteen (14) days of the event or within three (3) days of the end of the school year, whichever comes first.
- H. The treasurer will reimburse the purchaser by check for the approved amount, where that amount must be within the approved budgeted amount.
- I. 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. Sam's Club and Costco purchases have been exempted from this rule by this Local PTA.
- J. 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.
- K. This Local PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service. All such contracts must be signed by the President and are subject to the approval of the Executive Board. No other officers may enter into binding contracts for this PTA.
- L. This Local PTA shall have a carryover in the checking account of not less than \$20,000.00 at the end of the fiscal year.

V. Bonding and Insurance

- A. The following insurance shall be purchased annually by this Local PTA:
 - 1. Commercial General Liability insurance
 - 2. Accident Medical insurance
 - 3. Elected Officers Liability insurance of at least \$500,000 Aggregate
 - 4. Commercial Crime & Fidelity (Bond) insurance

VI. PTA Membership Dues -- Faculty

- A. School faculty members will have the option to pay a reduced "Faculty Membership" dues rate that is \$5 lower than the regular membership dues rate. That reduction comes out of the Local PTA's portion of the dues.

VII. Condolences

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

VIII. Officer Duties

A. The President

See the Bylaws of this Local PTA for a description of the President's duties.

B. The First Vice-President – Membership:

1. Can set up and chair a Membership Committee.
2. Shall:
 - a. Call a meeting of the membership committee, if there is one, to create a membership campaign for the coming year and set membership goals;
 - b. Ensure completion and submission of membership list and dues report to Texas PTA by appropriate deadlines;
 - c. Coordinate the implementation of a membership campaign;
 - d. Provide the secretary with an updated membership list for each regular meeting;
 - e. Apply for membership awards from Texas PTA; and
 - f. Chair the life membership committee.
3. Shall be the administrator and the primary contact person for any software used to manage membership, e.g. Membership Toolkit.
4. Shall work with the Communications committee to publicize membership drives and with the Hospitality committee regarding refreshments or other hospitality services.
5. Shall maintain and pass on to the succeeding First Vice-President – Membership a file with membership lists and other pertinent information in order to establish continuity from year to year.

C. The Second Vice-President – Programs:

1. Can set up and chair a Programs Committee.
2. Shall, with approval of the Executive Board, coordinate and schedule the following types of programs:
 - a. Programs for students that promote individual growth of the students and include a combination of fellowship, education and fun.
 - b. The Red Ribbon Week student assembly and the week's related activities with the school counselor. These need to be coordinated with the school counselor as well.
 - c. An author or similar speaker to make library presentations that enhance interest in and knowledge of literature.
 - d. Programs for parents to empower and educate them as parents and members of the local community.

Each program should focus on at least one of the five I's of programming: Inform, Instruct, Interest, Inspire, Involve.

3. Shall work with the Communications committee to publicize the offered programs and, when applicable, work with the Hospitality committee if refreshments are desired.

4. Shall supervise the “Arts in Education” coordinator, described later in this document.
5. Shall set up programs for the following school year where necessary for reserving speakers, performers, etc.
6. Shall maintain and pass on to the succeeding programs chair a file on the programs, speakers, materials and other pertinent information in order to establish continuity from year to year.

D. The Third Vice-President – Volunteers:

1. Can set up and chair a Volunteers Committee.
2. Shall:
 - a. With the help of his/her committee, if any, coordinate PTA volunteer activities in the school in cooperation with school staff.
 - b. Encourage participation by parents and interested citizens in the school program through volunteerism.
 - c. Make sure volunteers have completed and cleared background checks before volunteering in the school or with children.
 - d. Make sure volunteers have proper training and/or direction for their roles.
 - e. Plan and coordinate all PTA Volunteer Appreciation activities.

E. The Fourth Vice-President – Ways & Means:

1. Can set up and chair a Ways & Means Committee.
2. Shall:
 - a. Follow the guidelines that:
 - (1) Fundraising should only be undertaken to provide funds for the promotion of the PTA Purposes and Local PTA planned activities.
 - (2) Fundraising events should reflect the high principles of the association. Also, each event should have educational, social and/or recreational value.
 - b. Comply with local, state and federal laws as well as with school district rules.
 - c. Verify that the board has approved and the president has signed any contracts or agreements.
 - d. Pay any related bills by PTA check, never cash.
 - e. Make certain that all money collected is turned over to the treasurer immediately, but only after two PTA members from separate households (one can be the treasurer) have counted the money and signed a receipt verifying the amount.
 - f. Report to the board and/or general membership all expenditures and profit from the fundraising event at the meeting immediately following the event.

IX. Standing Committees

The standing committees of this Local PTA shall be:

A. Hospitality

1. This committee shall be composed of a chair and any volunteers who sign up for the Hospitality committee.
2. This committee shall be responsible for:
 - a. Hosting at all meetings by creating a friendly welcoming atmosphere
 - b. Providing Back to School and Teacher Appreciation events for the faculty and staff, which include:
 - (1) Coordinating food item donations;
 - (2) Securing, with the help of the Volunteers committee/chair, volunteers to serve; and
 - (3) Reserving school location for the events.
 - c. Securing refreshments and other hospitality supplies for PTA programs and events as approved by the Executive Board.

B. Communications and Publicity

1. This committee shall be composed of a chair and up to three (3) members.
2. This committee shall:
 - a. Be supervised by the President
 - b. Be responsible for submitting any PTA related information to the school administration for announcement over the public address system;
 - c. Send necessary information to school administration after getting president approval
 - d. Coordinate with the faculty and executive board upcoming events and activities to be publicized
 - e. Be responsible for publicizing upcoming events on bulletin boards throughout the school and/or on Facebook, Twitter, etc. as deemed appropriate
 - f. Perform such other duties as assigned by the president or association.

X. Other Board Positions

There are currently no other permanent executive board (voting) positions.

XI. Coordinators

(Note: these are not members of the executive board so they do not vote at executive board meetings.)

A. Council PTA delegates shall:

1. Participate fully in Council PTA discussions and deliberations;
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 liaisons shall:

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

C. Library Coordinators shall:

1. Be supervised by the Third Vice-President - Volunteers;
2. Be responsible for training and scheduling volunteers to assist the school librarian;
3. Be responsible for maintaining an updated list of all library volunteers and substitutes;
4. Perform such duties as requested by the school librarian and assigned by the president or association.

D. Office Coordinators shall:

1. Be supervised by the Third Vice-President - Volunteers;
2. Be in charge of securing, organizing and scheduling office volunteers and provide for the training of these volunteers as applicable;
3. Be responsible for maintaining an updated list of all office volunteers and substitutes;
4. Be responsible for the scheduling of volunteers for photocopying, laminating and any other projects designated to the office coordinator; and
5. Perform such duties as requested by Andrews Elementary office management and assigned by the president or association.

E. Lead Grade Level Volunteer Coordinators (one per grade) shall:

1. Be supervised by the Third Vice-President - Volunteers;
2. Be responsible for working closely with the faculty team leaders to assess individual grade level volunteer needs;
3. Provide each grade level teacher with a list of room parent volunteers;

4. Coordinate the Room Parents as follows:
 - a. Communicate with all grade level Room Parents and furnish information pertaining to school/district policy on parties;
 - b. Confirm that background checks have been completed for all grade-level volunteers;
 - c. Assure that Room Parents understand their role, which is to:
 - (1) Be supervised by the lead grade level coordinator;
 - (2) Assist in obtaining volunteers for special events and classroom parties; and
 - (3) Plan classroom/grade level parties with other room parents to ensure consistency and adherence to budget amounts.
5. Be in charge of scheduling volunteers to assist teachers with manual projects such as laminating, cutting, coloring, etc. and provide for the training of these volunteers as applicable; and
6. Perform such duties as requested by the grade level team leader and assigned by the president or association.

F. Newcomer Coordinators shall:

1. Be supervised by the First Vice-President - Membership;
2. Be responsible for welcoming new students and families to the Andrews school community;
3. Be responsible for designing and assembling a PTA welcome packet;
4. Work with the VP-Membership and Hospitality Chair to coordinate the annual Newcomer Event; and
5. Perform such duties as assigned by the president or association.

G. Book Fair Coordinators shall:

1. Be supervised by the Fourth Vice-President – Ways and Means;
2. Be responsible for all aspects of the Book Fair;
3. Work with book fair volunteers to plan and execute the Book Fair;
4. Work with the VP-Volunteers to recruit volunteers;
5. Be responsible for the scheduling of Book Fair volunteers;
6. Work with the Hospitality Chair to obtain refreshments or other hospitality resources, if needed; and
7. Perform such duties as assigned by the president or association.

H. Spirit Wear/Gear Coordinators shall:

1. Be supervised by the Fourth Vice-President – Ways and Means;
2. Be responsible for obtaining price bids from various sources, placing orders, distributing and keeping inventory of all school spirit supplies including Olympic Day t-shirts, if applicable to the given school year;
3. Coordinate with the Executive Board to set spirit gear pricing;
4. If sales are to be made online, work with the administrator/contact of the online sales interface, e.g. Membership Toolkit, to set up sales forms;
5. Work with the VP-Volunteers to find sales and/or distribution volunteers;
6. Be responsible for scheduling of sales and/or distribution volunteers; and
7. Perform such duties as assigned by the president or association.

I. Yearbook Coordinators shall:

1. Be supervised by the president or his/her delegate;
2. Be responsible for all activities required for production and distribution of the yearbook including:
 - a. Taking orders and collecting payment
 - b. Securing bids from various yearbook companies
 - c. Recommending a sales price with agreement from the Executive Board;
3. If sales are to be made online, work with the administrator/contact of the online sales interface, e.g. Membership Toolkit, to set up sales forms;
4. Perform such duties as assigned by the president or association.

J. Dad's Club Coordinators shall:

1. Be supervised by the president or his/her delegate;
2. Be responsible for organizing Fall Festival and Spring Fling with agreement from the Executive Board;
3. Perform such duties as assigned by the president or association.

K. Diversity Coordinator shall:

1. Be supervised by the president or his/her delegate;
2. Work with the VP-Volunteers to find members for a Diversity Committee;
3. Along with his/her committee, be responsible for organizing and running the Multi-Cultural Festival, including:

- a. Providing support to parents who set up multicultural awareness booths;
 - b. Providing/coordinating multicultural food booths to support the cultures being highlighted;
 - c. Coordinating multicultural entertainment for the festival;
 - d. Managing the Flags and Fashions parade at the festival;
 - e. Scheduling and managing all volunteers helping at the event;
 - f. Working with the Hospitality Chair to obtain hospitality supplies and resources as needed for the festival.
4. Perform such duties as assigned by the president or association.

L. Arts in Education Coordinator shall:

1. Be supervised by the VP - Programs or his/her delegate;
2. Be responsible for organizing a committee for Arts in Education;
3. Be responsible for working with the principal or his/her delegate to develop, promote and implement special programs for students related to the cultural arts and multicultural awareness; this includes oversight of the school's participation in the National PTA Reflections program;
4. Perform such duties as assigned by the president or association.

M. School Supplies Coordinator shall:

1. Be supervised by the VP – Ways and Means or his/her delegate;
2. Be responsible for procuring and distributing school supplies for sale through the PTA;
3. If sales are to be made online, work with the administrator/contact of the online sales interface, e.g. Membership Toolkit, to set up sales forms;
4. Perform such duties as assigned by the president or association.

N. Donations Coordinator shall:

1. Be supervised by the President or his/her delegate;
2. Be responsible for procuring donations to the PTA.
3. Shall work with the administrator/contact of the online sales interface, e.g. Membership Toolkit, as required to set up online donations;
4. Shall work with Donors to obtain matching donations from companies when possible;
5. Shall work with Hospitality Chair to organize Eagle Donor Appreciation Luncheon, if planned for the year.

XII. Special Committees

A. Financial Reconciliation Committee

See the description of this committee in the Andrews Elementary PTA bylaws.

B. Budget and Finance

1. This committee shall be appointed by the executive board and be composed of a chair (the treasurer) and at least two (2) members, including the newly-elected president and one outgoing officer.
2. The committee shall recommend amendments to the budget based on Plans of Work, and submit these amendments to the executive board.
3. The treasurer shall present the budget amendments to the membership for approval at the first regular meeting of the year.

C. Life Membership

1. This committee shall be appointed by the VP - Membership and composed of three (3) members of the Local PTA. When possible, one (1) member of the committee shall hold a Texas PTA Honorary Life Membership.
2. This committee's goal is to select individuals for recognition by awarding up to three (3) Texas PTA Honorary Life Membership and/or Texas PTA Extended Service Awards, as the budget allows.

D. Bylaws & Standing Rules Review

1. This committee shall be appointed by the president and composed of a chair (usually the parliamentarian) and at least two (2) members who are current or recent members of the Executive Board.
2. This committee's goal is review the local PTA's bylaws and standing rules and determine if any amendments are necessary. Any proposed changes will be brought to the Executive Board for approval.
3. The current Texas PTA rules for approval by the general membership shall be followed and then the bylaws and standing rules shall be submitted to the Texas PTA for approval.
4. This local PTA's bylaws must be submitted to the Texas PTA for review/approval *at least every five years even if no changes are made.*

XIII. Officer, Committee and Coordinator Documentation

- A. All Executive Board members, chairmen and coordinators will be provided with a current copy of this local PTA's Bylaws and Standing Rules.
- B. All chairmen and coordinators shall keep a record and submit a written report of the year's work and give copies to the secretary and succeeding officer by June 1 or as soon after as reasonably possible.

- C. All chairmen and coordinators shall submit a report for each individual special function or event that summarizes and concludes that function's outcome. The board may then continue that function or event by a vote based on the final evaluation.
- D. All officers, chairmen and coordinators shall keep an accurate account of their activities in the association for that position. This procedure book is to be handed over to their successor by June 1 or as soon after as reasonably possible in a meeting where an information exchange can easily occur,

XIV. 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.

XV. Scholarships

- A. Annually, one Graduating Senior Scholarship will be offered by this PTA. It will be publicized in various ways including but not limited to sending application guidelines to the staff and/or PTAs of the Senior High Schools in Plano in the spring semester of each school year.
- B. The amount of the scholarship has been \$500 in each of the most recent years, but this amount may vary based on budget approval each year.
- C. A Scholarship Committee of at least three (3) PTA members will be appointed by the Executive Board of this PTA.
- D. Each eligible candidate:
 - 1) Shall be a Plano ISD graduating senior.
 - 2) Shall have a 3.0 GPA or better (as evidenced by submitting a copy of his/her high school transcript and most recent report card if those grades are not yet on the transcript).
 - 3) Shall have attended 5th grade at Andrews Elementary School.
 - 4) Shall enlist in the military, enroll in an accredited 2- or 4-year college or university, or enroll in a vocational or technical institute in the summer or fall semester immediately following the applicant's high school graduation. An acceptance letter or other verifiable confirmation will be required before the check can be released.
 - 5) Shall submit to the Andrews Elementary PTA one (1) letter of recommendation from a present or former teacher.
 - 6) Shall write and submit to the Andrews Elementary PTA a 1-2 page essay.
 - 7) Shall NOT have an immediate family member on the Scholarship Committee.
- E. The applicants' letters of recommendation and essays will be edited to remove applicant names or other identifying information before being turned over to the Scholarship Committee.

- F. This local PTA shall keep a list of past recipients of this scholarship in its permanent records, starting with 2015 if earlier records are not available.
- G. This Scholarship Committee will choose the candidate who seems most deserving based on the combination of their academic performance and essay.

XVI. Miscellaneous

- A. This Local PTA's mailing address shall be 2520 Scenic Drive, Plano, TX 75025.
- 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 president and the principal or his/her delegate prior to dissemination.