


SH 1/18/10
Texas PTA President

**ANDREWS ELEMENTARY PTA
STANDING RULES**

Rule 1. There shall be such Standing Rules as may be deemed necessary, and they shall be adopted in the following manner:

- a) previous notice and a majority vote of members in attendance; or
- b) a 2/3 vote without notice.

Rule 2. To amend or rescind a Standing Rule, either of the following is required:

- a) previous notice and a majority vote of members in attendance; or
- b) a 2/3 vote without notice.

Rule 3. Provided the president is contacted prior to an Executive Board meeting and has given permission, any person may meet with the Executive Board for the purpose of presenting a report or a proposal for consideration by the Board.

Rule 4. The PTA shall finance any money-making projects of the association and all proceeds must be used exclusively by the association.

Rule 5. A minimum balance of \$2,500.00 must be left in the association's treasury at the end of the fiscal year.

Rule 6. Reimbursement of approved expenditures should be handled as follows:

- a. Complete and submit a reimbursement request form, along with receipts to the treasurer within fourteen (14) days of expenditure.
- b. The treasurer will reimburse purchaser by check for approved amount.
- c. PTA purchases and expenditures should be made on a tax-exempt basis. No tax will be reimbursed to the purchaser. *(Texas PTA and its affiliates are exempt from the state hotel occupancy tax but are required to pay the local hotel occupancy tax. To avoid paying the state 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.)*

Rule 7. Authorized check signatures are the president, treasurer, and first vice-president. All routine checks will be signed by the president and the treasurer. The first vice-president signs checks in the absence of the president or treasurer AND when checks are written to the president or treasurer who are then unable to sign.

Rule 8. All 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.

Rule 9. Expenses related to educational courses (workshops, leadership courses, conventions, seminars, etc.) will be reimbursed to PTA members through PTA funds as budgeted and within the following guidelines:

Travel expenses, by auto, will be reimbursed at the current IRS mileage rate for round trip travel of 50 miles or more. Airline tickets will be reimbursed at a fair and reasonable rate, based on a two-week advance notice fare or the current PTA rate.

Parking expenses will be reimbursed at the rate incurred.

Meal expenses, up to \$25 daily, will be reimbursed, alcohol will not be reimbursed.

Lodging expenses will be reimbursed at a reasonable rate, based on location of educational event. Texas PTA and its affiliates are exempt from the state hotel occupancy tax but are required to pay the local hotel occupancy tax. To avoid paying the state 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.

Receipts must be presented for all above expenses other than automobile gas purchases. Sales tax exemption forms should be utilized in travel, as any sales taxes incurred will not be reimbursed.

Rule 10. The Executive Board may elect to award trips to State Convention to the general membership. In the event a delegate position is awarded, expenses will be reimbursed following the guidelines in Rule 9.

Rule 11. Priority will be given to PTA Executive Board Members for delegate positions to State Convention. Remaining delegate positions may be filled by the general membership.

Rule 12. 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.

Rule 13. All chairmen and coordinators shall keep a record and submit a written report in triplicate (3) of the year's work and give a copy to the secretary, historian, and succeeding officer by June 1.

Rule 14. 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 or discontinue that function or event by a vote based on the final evaluation.

Rule 15. 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 to their successor by June 1.

Rule 16. This PTA shall carry General Liability Insurance each year for the life of the existing PTA organization.

Rule 17. This PTA shall carry Association Professional Liability Coverage for all elected officers of the organization in an amount not less than \$25,000.

Rule 18. The responsibility for the publication and distribution of the newsletter shall rest with this PTA. A minimum of six (6) newsletters are to be issued each year with approval of the principal.

Rule 19. Individuals who have been awarded Honorary Life Memberships in the Texas PTA by this PTA shall be exempt from paying the local portion of the dues.

Rule 20. The treasurer shall attempt to collect on bounced checks written to this PTA according to the policy established by the Executive Board. This policy includes phoning, mailing a reminder and/or contacting the bank to collect the funds.

Rule 21. All Executive Board members, chairmen and coordinators will be provided with a current copy of the Association's Bylaws, Standing Rules, and Procedures.

Rule 22. **Council Delegate shall:**

- a. be selected by the Executive Board;
- b. report to the President;
- c. attend monthly meetings of the Plano Council of PTAs and report on them at each subsequent Executive Board meeting; and
- d. perform such duties as assigned by the president or association.

Rule 23. **Standing Committees:**

A. Chairmen:

1. **Legislative/Education Chairman shall:**
 - a. be supervised by the Second Vice-President - Programs;
 - b. attend meetings of the PISD Board of Trustees (School Board) and report to the Executive Board and the Association;

- c. be aware of legislative actions of the Texas PTA and the National PTA and report to the Executive Board and the association; and
 - c. perform such other duties as assigned by the president or association.
2. **Communications and Publicity Chairman shall:**
- a. report to 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 PISD communications department, after getting principal and 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
 - f. supervise the Newsletter Coordinator and the YO Coordinator; and
 - g. perform such duties as assigned by the president or association.
4. **Environmental Chairman shall:**
- a. be supervised by the Second Vice-President - Programs;
 - b. promote and participate in environmental awareness programs through the school and community;
 - c. coordinate the EPA/PTA Environmental Poster Contest; and
 - d. perform other such duties as assigned by the president and association.
5. **Hospitality Chairman shall:**
- a. be supervised by the Second Vice-President - Programs;
 - b. coordinate all hospitality activities;
 - c. appoint and coordinate a hospitality committee as necessary;
 - d. supply refreshments for general meetings or events if refreshments are to be served;
 - e. be responsible for the coordination of all activities undertaken by the Andrews PTA in appreciation of faculty, administration and support staff. This includes activities in conjunction with Teacher Appreciation Week as set by the National PTA;
 - f. be responsible for the storage, inventory and maintenance of all PTA hospitality supplies and properties; and
 - g. perform such other duties as assigned by the president or association.
6. **Youth Protection (Health and Safety) Chairman shall:**
- a. be supervised by the Second Vice-President - Programs;
 - b. coordinate a Youth Protection committee as necessary;
 - c. coordinate programs for securing protection of all neighborhood youth (i.e. McGruff Houses);
 - d. be responsible for the promotion of bicycle and bicycle helmet safety;
 - d. be responsible for the promotion of bus safety;
 - e. assist in the promotion of Red Ribbon Week with the school counselor;
 - f. be responsible for the promotion of health and safety issues to students, parents and faculty through the distribution of pamphlets and articles;
 - g. work with the school nurse to promote health issues and health awareness; and perform such other duties as assigned by the president or association.
7. **Arts in Education Chairman shall:**
- a. be supervised by the Second Vice-President - Programs;
 - b. be responsible for organizing a committee for Arts in Education;
 - c. be responsible for working with the principal, or his/her designate, to develop, promote, and implement special programs for students related to the cultural arts and multicultural awareness;

- d. work closely with second vice-president to Third Vice President to recruit volunteers for all cultural arts programs;
- e. publicize and promote participation of students in the National PTA's Annual Reflections Program, and submit entries to the PTA; and
- f. perform such duties as assigned by the president or association.

B. Coordinators

1. Library Coordinator shall:

- a. be supervised by the Third Vice-President - Volunteers;
- b. be responsible for the scheduling of volunteers in the library to assist the school librarian;
- c. be responsible for maintaining an updated list of all library volunteers and substitutes;
- d. assist the librarian in coordinating and promoting a motivational reading program;
- e. coordinate activities during National Book Week; and
- f. perform such duties as assigned by the president or association.

2. Office Coordinator shall:

- a. be supervised by the Third Vice -President - Volunteers;
- b. be in charge of securing, organizing, and scheduling office volunteers and provide for the training of these volunteers as applicable;
- c. be responsible for maintaining an updated list of all office volunteers and substitutes;
- d. be responsible for the scheduling of volunteers for Xeroxing, laminating, and any other projects designated to the office coordinator; and
- e. perform such duties as assigned by the president or association.

3. Lead Grade Level Volunteer Coordinator (one per grade) shall:

- a. be supervised by the Third Vice-President - Volunteers;
- b. be responsible for working closely with the faculty team leaders to assess individual grade level volunteer needs;
- c. provide each grade level teacher with a list of room parent volunteers;
- d. meet with all grade level Room Parents before Oct. 1 and furnish information pertaining to school/district policy on parties;

1. Room Parents

- a. Be supervised by the lead grade level coordinator;
- b. Assist in obtaining volunteers for special events and classroom parties; and
- c. Plan classroom/grade level parties with other room parents to ensure consistency and adherence to budget amounts.
- e. 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
- f. perform such duties as assigned by the president or association.

4. Newcomer Coordinator shall:

- a. report to the First Vice President - Membership;
- b. be responsible for welcoming new students and families to the Andrews school community;
- c. be responsible for designing and assembling a PTA welcome packet;
- d. be responsible for welcoming new students and their families and submitting new student recognition to the newsletter;
- e. perform such duties as assigned by the president or association.

5. **School Directory Coordinator shall:**
 - a. be supervised by the First Vice President – Membership;
 - b. be responsible for the organization, development, publication and distribution of a student directory with quarterly updates. This directory should be published no later than October 15th. (Any information included in the directory is only done with parents or guardians permission);
 - c. perform such duties as assigned by the president or association.

6. **Book Fair Coordinator shall:**
 - a. report to the Fourth Vice-President – Ways and Means;
 - b. be responsible for all aspects of the Book Fair;
 - c. be responsible for the scheduling of Book Fair volunteers; and
 - d. perform such duties as assigned by the president or association.

7. **Spiritwear Coordinator shall:**
 - a. report to the Fourth Vice-President – Ways and Means;
 - b. be responsible for obtaining price bids from various sources, placing orders, distributing of and keeping inventory of all school spirit supplies;
 - c. be responsible for the scheduling of sales volunteers; and
 - d. perform such duties as assigned by the president or association.

8. **Newsletter Coordinator shall:**
 - a. report to the Communications and Publicity Chairman;
 - b. be responsible for the procurement of news information and articles for the development, publication and distribution of a newsletter;
 - c. obtain president and principal approval of said articles for the newsletter prior to the publication and distribution;
 - d. be responsible for the printing and distribution of a minimum of 6 newsletters per school year; and
 - e. perform other duties as assigned by the president or association.

9. **YO (youngest and only) Coordinator shall:**
 - a. report to the Communications and Publicity Chairman;
 - b. be responsible for the distribution of one copy of school and PTA information to each family;
 - c. work closely with the third vice-president to secure an adequate number of volunteers;
 - d. work closely with the school office staff in the coordination and implementation of the YO program; and
 - e. perform such duties as assigned by the president or association.

10. **Yearbook Coordinator shall:**
 - a. report to the historian;
 - b. be responsible for all activities required for production and distribution of the yearbook including taking orders;
 - c. secure bids from various yearbook companies; and
 - d. perform such duties as assigned by the president or association.