

Standing Rules **Approved with Editorial Edits**
by Order of the Texas PTA Board of Directors



Texas PTA President
Filed 12/14/18

FROSTWOOD ELEMENTARY PTA
STANDING RULES

I. ANNUAL MEETING AND REPORTS

- A. The president of the Frostwood Elementary PTA (the "PTA") shall appoint a committee at the annual meeting to review and approve the minutes of such last annual meeting. Such minutes, as approved, shall be posted on the members-only section of the PTA website before the time for dismissal on the last day of school.
- B. Each officer and chair shall prepare a procedure book or notebook with their plan of work and an annual report. Where appropriate, such notebook shall also include the plans of work and annual reports of previous officers and chairs for the same position. This book, along with other materials, shall be given to their successor or the president, no later than 15 days following the date at which their successor assumes their duties.

II. EXECUTIVE BOARD MEMBERS AND OFFICERS

- A. Executive board members shall not expect privileges or rights that are not due any other parent or taxpayer in the school district.
- B. Executive board members shall not speak to school district personnel or members of the media as representing the PTA, unless specifically authorized to do so by majority vote of the membership. Any such authorization to a spokesperson shall be in writing, limited in scope and duration. Any person who violates this provision may be removed from office in accordance with the Bylaws.

III. EXPENDITURES, PAYMENTS, BANK ACCOUNTS AND BUDGET APPROVAL

- A. In alignment with the National PTA focus on the development of every child, and the Spring Branch ISD core value of supporting the education of every child, the executive board supports the funding of events and initiatives on our campus that will nurture the growth of all of our students. We do not support exclusive or exclusionary programs. The only exceptions are:
 - 1. Programs where age or grade level is relevant to the ability to participate. Once an age criterion is met, we support programs in which all interested students are able to participate. (example: KSHAC, Math Olympiad)
 - 2. Programs where the function necessitates a limit on the quantity of participants. We support programs in which all interested students are able to participate until a capacity restriction is reached. (example: Green Tigers)
 - 3. Requests by teachers or staff for grade or classroom materials as well as school driven initiatives. We will fund these requests with the understanding

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our teachers and staff will use these materials for the students with the same goal of helping each child reach their educational potential. (example: K-5th Grade, Health Fitness, Music, ESL, Lifeskills, Intervention Specialists, etc.)

- B. The PTA shall pay the expenses of the incoming board to the Texas PTA Summer Leadership Seminar and Annual Meeting. Within the limits of the budget, the PTA may also pay the expenses for any other PTA member to attend such seminar. The payment of such expenses shall be limited to the payment of any applicable registration fee and to such other reasonably necessary expenses as shall be approved by the association.
- C. The PTA shall pay the expenses of any PTA member to complete the Texas PTA Leadership Course. A copy of the Certificate of Completion issued in connection with any such training shall be kept on file by the secretary. The payment of such expenses shall be limited to the payment of any applicable registration fee.
- D. The PTA shall purchase tickets for the annual Council Founders' Day function for each of the following persons who chooses to attend such function as funds allow:
 - 1. School principal.
 - 2. Life Membership recipients for the previous year.
 - 3. Current president or their designee.
- E. In accordance with the Texas PTA, the PTA allows the purchasing of gift cards in an amount that shall not exceed \$25 in value and must be retail-specific (i.e. branded cards of restaurants, stores, etc.). Generic cards (MasterCard, Visa, etc.) are not permitted.
- F. The following persons shall have sample signatures on file for each bank account maintained for the benefit of the PTA:
 - 1. President;
 - 2. First vice-president;
 - 3. Second vice-president;
 - 4. Third vice-president; and
 - 5. Treasurer
 - 6. Secretary
- G. Two authorized signatures shall be required for all checks and transfers of funds. No officer shall approve, authorize, or sign a check or transfer of PTA funds to themselves.
- H. This Local PTA shall have a carryover in the checking account of not less than \$4,500 at the beginning of the fiscal year.
- I. The PTA does not allow online transactional banking. The PTA will allow limited electronic banking that includes read-only online access to the treasurer to view real time banking transactions. If this online capability is not offered by the bank, the treasurer can receive up to date transactional reports from the bank as needed.

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- J. The PTA shall require payments to the PTA be made by cash or money order by any person who has an outstanding balance with the PTA or who has written the PTA an uncollected check that was refused for payment by the bank upon which it was drawn.
- K. At the last meeting of the year, the association shall approve a budget for the following fiscal year.
- L. In the event of a multi-year project with a clear purpose and a specific end date stated, the project must be approved by the current executive board, and the membership during the annual budget process. Financial reserves should not be created for other purposes.

IV. COMMITTEE OVERSIGHT

- A. All fund raising activities must be approved by the membership.
- B. Prices of items sold to members shall be tied to costs without undue markup, except in fundraising activities. Prices may be based on good faith estimates of costs, and prices may be rounded to whole numbers for ease of collection, record keeping and the inclusion of any applicable taxes.
- C. All committees must submit for approval to the executive board overall timelines, implementation plans, pricing structures they plan on implementing (i.e. food pricing at Book Fair, food pricing at Carnival, Carnival t-shirt pricing, Spirit Wear pricing, etc.) as well as plans to utilize Frostwood's or the Frostwood PTA's name in conjunction with an individual or business to generate sales. This is in accordance with the Plan of Work required by each committee chair in the bylaws.

V. PROJECT STUDY COMMITTEE

- A. The Project Study Committee shall consist of the first vice-president as chair, and three to five other members who shall be appointed by the president.
- B. The primary duties of the Project Study Committee shall be to investigate expenditure requests, gather relevant information to assist the PTA in making purchasing decisions and to take competitive bids, or comparison shop, as appropriate, to assist the PTA in making purchases which satisfy the applicable requirements at the most economical price. Recognizing that purchase decisions are sometimes complex and that they involve many elements in addition to price, neither the Project Study Committee nor the PTA shall be bound to make purchases solely upon price or to accept the lowest bid.
- C. The Project Study Committee shall perform such other duties as may reasonably be requested of it by the executive board, so long as such other duties are reasonably related to its ordinary duties.
- D. During the annual May membership PTA meeting, a motion shall be made to delegate to the Project Study committee to allocate remaining June 30th project study monies to fund with a not to exceed amount for any of the unfunded wish list items as funds

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allow. If Project Study monies still remain, these funds will be moved into a project study line item in the next fiscal year's budget.

VI. BYLAWS COMMITTEE

- A. The Bylaws Committee shall consist of a chair, the president, and up to three other persons appointed by the president. The chair of this committee shall be the parliamentarian.
- B. The Bylaws Committee shall review both the Bylaws and these Standing Rules on an annual basis to determine if any amendments or revisions are necessary or advisable. If any such amendments or revisions are to be made, it shall be the responsibility of the Bylaws Committee to draft such changes and to follow the requirements set forth in the Bylaws for properly adopting such amendments or revisions.

VII. NOMINATING COMMITTEE

- A. As set forth by the Bylaws, the election of members of the Nominating Committee shall be by plurality.
 - 1. The vote shall be by written ballot if more than five people are running.
 - 2. A blank ballot shall be prepared by the parliamentarian in a form approved by the executive board.
 - 3. Each member shall write the names of the five candidates for which the member is voting on the ballot form provided.
 - 4. The five candidates receiving the most votes shall serve as members of the Nominating Committee. The person receiving the next highest number of votes shall serve as alternate.
 - 5. The ballots shall be tabulated by a teller's committee which shall consist of from 2 to 4 people appointed by the president.
 - 6. The results of the voting shall be announced before the meeting is adjourned.
- B. Current Officers shall not be eligible to serve as members of, or alternate to, the Nominating Committee. Meetings of the Nominating Committee shall be limited to persons who are current members of the Nominating Committee.
- C. At all times, confidentiality **MUST** be maintained by the Nominating Committee. Anyone violating this confidentiality may be removed from the committee by a majority of the Nominating Committee.
- D. The alternate to the Nominating Committee shall not attend meetings of the Nominating Committee while serving as an alternate. If a member of the Nominating Committee is removed, resigns, or is otherwise unable to participate fully in the duties of the Nominating Committee, the Nominating Committee Chair shall request the alternate to assume the duties of such member of the Nominating Committee and the alternate shall from that point forward be a full member of the Nominating Committee.

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VIII. LIFE MEMBERSHIP COMMITTEE

- A. The Membership chair shall serve as chair of the Life Membership Committee. The following persons shall serve as member of the Life Membership Committee:
 - 1. The Membership chair for the previous year, if such chair is still a member of the PTA;
 - 2. The first vice-president; and
 - 3. 3 to 5 other persons chosen by the chair of the Life Membership Committee.
 - a. These persons shall be chosen so that the committee as a whole represents every grade level at Frostwood.
 - b. A committee member shall be deemed to stand as a representative for each grade level in which they have a child.
 - c. One committee member may be deemed to represent more than one grade level.
- B. Any member may submit a person's name to this committee for consideration for life membership. Persons submitting any names for consideration are encouraged to provide a written list of qualifications for the individual recommended for life membership.

IX. BONDING AND INSURANCE

- A. The following insurance shall be purchased annually by the PTA:
 - 1. General Liability Insurance;
 - 2. Fidelity Bond Insurance for all persons whose signatures appear on the signature cards for PTA bank accounts;
 - 3. Property Insurance (if the Executive Board deems such insurance to be appropriate); and
 - 4. Officer's Liability Insurance
- B. In addition to the insurance described above, the executive board with the approval of the members may authorize the purchase of any other type of insurance that in its best judgement believe to be appropriate.
- C. All such insurance shall be in such amounts as the executive board with the approval of the association believes to be sufficient.

X. PTA AWARDS

- A. The Secretary shall be responsible for distribution of award forms to committee chairs and submission of any completed forms to Council, District and State PTA.

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- B. Recipients of any such awards shall be recognized and congratulated at the next PTA meeting.

XI. PTA PROPERTY

- A. All property purchased with PTA funds (including times for which PTA members have been reimbursed) is the property of the PTA.
- B. If the association determines upon the recommendation of the executive board that the PTA will have no use in the reasonably foreseeable future for certain items of property and Frostwood Elementary School does not wish to have such property donated to the school, the executive board with the approval of the association may determine how best to dispose of such property. If any item of property to be disposed of has a replacement value in excess of \$500, notice of the proposed disposition shall be given at the next membership meeting and such disposition shall be subject to approval of a majority vote of the persons attending such meeting.
- C. Any requests made by a PTA member or a community organization to borrow PTA property, must be approved by the executive board.
- D. No loan of PTA property may be made unless the borrower executes a written agreement (i) describing the property to be borrowed and (ii) including an unconditional obligation of the borrower to return the property in good condition by a specific date or pay to the order of the PTA the replacement value of the property and specified in such agreement.
- E. The president shall appoint a chair to be responsible for the physical property owned by the PTA. This chair shall inspect any such borrowed property when it is returned to determine that all the borrowed property was returned and that such property was returned in good condition.

XII. ADDITIONAL DUTIES OF THE SECRETARY

- A. The Secretary shall handle correspondence for the association and read, distribute, or post correspondence received pertaining to PTA activities or business at each meeting.
- B. The Secretary shall handle benevolence concerning gifts, condolences, and memorials within the limits of its budget and the guidelines set forth the executive board.

XIII. UNDERWRITING

- A. No "in kind" gifts will be accepted as a form of payment for underwriting. The PTA shall only accept payments made by cash, debit/credit card, or other means of electronic payment such as wire transfer, or by check and money order made payable to the PTA.

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XIV. ELECTRONIC ADVERTISING

- A. Any and all third-party advertising proposed to be made by electronic means on the PTA website, or other media, such as the PTA newsletter, the online school directory, the Frostwood school marquee, shall be presented to the PTA executive board for approval.

XV. MISCELLANEOUS

- A. Third-party vendors shall not be allowed to display their products at PTA meetings, or make sale presentations in conjunction with PTA meetings, without the prior approval of the PTA executive board. The executive board shall approve of such vendor displays or sale presentations in the event that the executive board determines that the display or sale presentation is justified for the sole purpose of assisting the PTA in reaching a decision on whether to approve of a proposed expenditure. The PTA membership shall be allowed to discuss such proposed expenditure and to vote on its approval outside of the vendor's presence, unless the vendor is also a member of the PTA.