Standing Rules Approved By Order of the Texas PTA Board of Directors

03/01/2018

Texas PTA President

**DAVIS ELEMENTARY PTA**

**Standing Rules**

# I. MEETINGS AND REPORTS

1. Each officer and chair shall keep accurate account of his activities in the association to be called a Procedure Manual of that office or chair. This shall include his plan of work and annual report. It is to be handed to the 1st Vice President by May 1. All outgoing chair and officers are responsible for orientating incoming leaders to their positions.
2. The May executive board meeting will be combined old and new board members.

# II. PRESIDENT –

President shall:

1. Distribute to all executive board members copies of council and state PTA publications
2. Appoint an existing board member, subject to approval of the executive board, to carry out public speaking duties as needed.
3. coordinate the work of the officers and committees of the association in order that the purposes may be promoted;
4. confirm that a quorum is present before conducting any business at any meeting of the association;
5. preside at all meetings of the association;
6. appoint chairs of special committees, subject to approval of executive board;
7. be authorized to sign on bank accounts as one of two required signatures on all checks;
8. be authorized to sign contracts that have been approved by the executive board;
9. be listed as the principal officer and be authorized to sign tax documents;
10. confirm the executive board has reviewed and the membership has adopted the Texas PTA PTA/PTSA Records Retention Policy annually;
11. appoint a member, subject to the approval of the executive board, who is not authorized to sign on the bank account to open, review, initial and date each bank statement;
12. represent the Local PTA as a delegate to Council PTA (when the Local PTA is in membership with Council PTA);
13. file with the Council PTA secretary the names of delegates and alternates from this Local PTA by the first regular Council PTA meeting and no later than October 1. A Local PTA joining or making changes after October 1 shall submit any changes in writing prior to any regular meeting in order to be eligible to vote;
14. confirm that all executive board members are graduates of the current Texas PTA Leader Orientation or have completed the course by October 15 after the election;
15. send the names and addresses of the officers and chairs to the Texas PTA office by May 1 each year;
16. appoint the financial reconciliation committee, subject to the approval of the executive board; and
17. serve as an ex-officio member of all committees except the nominating and financial reconciliation committees.

# III. VICE PRESIDENTS

1. First Vice President (Membership) shall:
   1. have PTA membership forms printed;
   2. be authorized to sign on bank accounts ( two of three authorized signatures shall be required on all checks);
   3. supervise the building of an informed and participating membership campaign by enrolling parents, teachers, and interested citizens, and ensure that the membership lists and dues are sent to the Texas PTA postmarked on or before October 30;
   4. encourage participation in state membership awards competition;
   5. aide the president in appointing all membership committee chairs including

(but not limited to) newcomer and back to school events;

* 1. coordinate with the Davis office staff to assemble student/parent information packets;
  2. be a member of the budget committee;
  3. provide the recording secretary with an updated list of members for each general meeting;
  4. propose a budget and submit this budget in writing no later than the date given by the treasurer;
  5. serve as chair of the annual Life Membership awards committee;
  6. meet with all membership committee chairs to keep advised of their progress and report such progress back to the executive board and file a monthly written progress report with the secretary and president;
  7. be responsible for coordinating and planning the Back-To-School Event;
  8. coordinate with the treasurer the collection of money for this event;
  9. select three executive board members by November 1 to serve on the selection committee;
  10. place an article in the newsletter asking members to submit nominations for lifetime members, along with the candidates’ qualifications;
  11. present the selected candidates to the executive board for approval;
  12. prepare each candidate’s biography by February 1st and submit for president’s approval;
  13. submit biographies to council of PTA’s in a timely manner;
  14. purchase gifts for the candidates, as funds allow;
  15. perform such other duties as assigned by the president or association

1. Second Vice President (Ways and Means) shall:
   1. coordinate all fund-raising events of the PTA;
   2. serve as a member of the budget committee;
   3. aid the president in appointing all ways and means committee chairs including (but not limited to) book fair, fall fundraiser(s), spring fund raiser, school supplies sales, and spirit wear;
   4. present plans to the association to raise funds necessary for the work of the organization and supervise all money-making activities;
   5. be a member of the budget committee;
   6. propose a budget and submit this budget in writing no later than the date given by the treasurer;
   7. meet with all ways and means committee chairs to keep advised of their progress and report such progress back to the executive board and file a monthly written progress report with the secretary and president; and
2. Third Vice President (Communications) shall:
   1. be district representative/legislative chair by attending PISD Board of Trustees meetings and report to the executive board as well as serving as a delegate to the PISD Council of PTA’s;
   2. be responsible for distribution of award forms to committee chairs and submission of these completed awards to council, Area, state and National PTA by their due dates; attend the PISD’s Presidents Council and PISD council of PTA’s meeting in the president’s absence;
   3. organize PTA Summer Seminar and State Convention for all participants. This shall include distribution of packets and a letter explaining deadlines, financial aid provided by Davis PTA, etc., mailing registration information for all participants in a timely manner and all together, and making reservations and travel arrangements as needed for the local unit;
   4. organize the Texas PTA Leadership Course for all officers and chairs and ascertain that all have attended by October 15;
   5. attend and take minutes of all meetings the president has with the principal and/ or committee chairs as needed;
   6. keep a calendar of all meetings (association, board and president’s), events, and deadlines. Present an annual calendar and present any updates to this calendar at executive meeting each month;
   7. be responsible for checking out Davis PTA Procedure Manuals to all committee chairs by the May general meeting as well as collecting these manuals no later than May 1;
   8. aid the president in appointing chairs including (but not limited to) newsletter ;
   9. submit event advertisement to PISD communication department for publication subject to president and principal’s approval;
   10. when practical, make sure that a Davis PTA logo is incorporated into advertising to promote the PTA and its activities;
   11. keep a copy of all news releases in Procedure Manual;
   12. meet with all committee chairs to keep advised of their progress and report such progress back to the executive board and file a monthly written progress report with the secretary and president; and
   13. compile and update website information, subject to the president and principal approval.
   14. distribute the volunteer information release form;
   15. keep a list of SAGE parents;
   16. file reports with the president, as requested; and
   17. inform SAGE parents about SAGE meetings.
   18. be responsible for publishing the Davis PTA News Splash, subject to the president and principal’s approval;
   19. keep a copy of each newsletter in his Procedure manual;
   20. propose a budget and submit this budget in writing no later than the date given by the treasurer;

1. Fourth Vice President (Programs) shall:
   1. be in charge of all programs of the association, including (but not limited to) Camp PTA,

Math Night, Science Night, Parent Education, Veterans Day, 5th Grade Graduation

Reception, community focus programs and general meetings;

* 1. aid the president in appointing all program committee chairs including (but not limited to) Arts in Education, Field Day, youth protection (Red Ribbon Week, Bicycle Safety and 5th grade camp and graduation and student programs.
  2. propose a budget and submit this budget in writing no later than the date given by the treasurer;
  3. meet with all programs committee chairs to keep advised of their progress and report such progress back to the executive board and file a monthly written progress report with the secretary and president; and

1. Fifth Vice President (Volunteers) shall:
   1. aide the president in appointing all volunteer committee chairs including (but not limited to) office aide and weekly parent information packets;
   2. maintain a roster of volunteer hours and report semi-annually (in December and May) to the Plano PTA Volunteer Chair;
   3. solicit and train new volunteers (handbook and meetings as necessary);
   4. compile a roster of all volunteers in a notebook to be left at school;
   5. assist the Davis office staff to ensure background checks are made on all PTA volunteers;
   6. propose a budget and submit this budget in writing no later than the date given by the treasurer;
   7. meet with all volunteer committee chairs to keep advised of their progress and report such progress back to the executive board and file a monthly written progress report with the secretary and president;
   8. select and submit information for volunteer of the month to the newsletter editor;
   9. coordinate with the president in preparing a volunteer interest form to be distributed to the Davis parents in (but not limited to) May and August;
   10. compile information received from the interest form and submit a volunteer list to all chairs; and

1. **SECRETARY shall:** 
   1. present any absent officer’s or standing committee chair’s report at the executive board meetings;
   2. aide the president in appointing (but not limited to) the directory chair;
   3. coordinate efforts to see that a school directory is compiled and distributed by October 30;
   4. meet with directory chair to keep advised on his progress and report such progress back to the executive board and file a monthly written progress report with the secretary and president;
   5. make available a summary of the executive board meetings at all association (general) meetings;
   6. prepare a list of all unfinished business;
   7. notify the executive board of all meetings;
   8. maintain and distribute to board members a roster of all board members and committee members in existence with telephone numbers, addresses and email information;
   9. conduct the correspondence of the association including (but not limited to) thanks, sympathies and congratulations;
   10. propose a budget and submit this budget in writing no later than the date given by the treasurer;
   11. distribute PTA mail and maintain PTA office supplies;
   12. perform other duties as assigned by the president or association; and

1. **TREASURER shall:** 
   1. be responsible for coordinating the collection of money for all PTA activities;
   2. verify all items considered for or in the budget or items requesting PTA funds meet at least one of the published PTA Objectives in order to make a valid payment;
   3. maintain and make accessible Deposit and Reimbursement/Payment forms;
   4. submit a general ledger report to the president at each executive board meeting and category budget reports to executive board members;
   5. serve as chair of the budget committee;
   6. perform other duties as assigned by the president or association; and

1. **HISTORIAN shall:** 
   1. be appointed by the president with the approval of the executive board;
   2. act as custodian of all records and materials pertinent to the history of the association;
   3. aid the president in appointing chairs including (but not limited to) yearbook, scrapbook and photo parents;
   4. keep copies of all correspondence of the association and newsletters;
   5. take minutes in absence of the secretary;
   6. propose a budget and submit this budget in writing no later than the date given by the treasurer;
   7. meet with all historian chairs to keep advised of their progress and report such progress back to the executive board and file a monthly written report with the secretary and president;
   8. assist the office staff with picture days;
   9. perform other duties as assigned by the president or association; and

1. **PARLIAMENTARIAN shall:** 
   1. be chair of the bylaws review committee in charge of reviewing and updating the bylaws on an annual basis to present to the association;
   2. be responsible for coordinating the election of the nominating committee and serving as chair until the first meeting of the nominating committee at which time a chair is elected; and

1. **HOSPITALITY COORDINATOR shall:**

* 1. be appointed by the president with the approval of the executive board;
  2. aid the president in appointing chair including (but not limited to) party room parent, teacher appreciation week and TLC;
  3. appoint and coordinate a hospitality committee as necessary;
  4. be responsible for coordinating activities during: teacher/staff appreciation week, teacher back to school breakfast, end of the year teacher lunch or dinner, Veteran's Day reception, appreciation days (principal, secretary, nurse, library, cafeteria, cross-walk guard, custodian, and counselor);
  5. meet with all hospitality chairs to keep advised of their progress and report such progress back to the executive board and file a monthly written progress report with the secretary and president;
  6. be responsible for storing and maintaining an inventory of PTA supplies used at PTA functions and meetings;
  7. supply refreshments as requested for general meetings;
  8. assist the party room parent chair in appointing each grade level party room parent coordinator;
  9. propose a budget and submit this budget in writing no later than the date given by the treasurer;
  10. perform such other duties as assigned by the president or association;

# IX. STANDING COMMITTTEE CHAIR

1. the faculty representative shall:

* 1. be liaison between the faculty and the PTA executive board;
  2. perform such other duties as may be prescribed in these bylaws or assigned to him by the association or by the executive board;
  3. be the "Teacher of the Year" nominee from the previous year or appointed by the president and principal; and

# X. SPECIAL COMMITTEES

1. the book fair chair shall:
   1. report to the ways and means chair;
   2. be responsible for coordinating and planning the book fair(s);
   3. be responsible for obtaining bids from different companies and submit to the ways and means chair;
   4. be responsible for collecting money and giving the money to the treasurer;
   5. perform other duties as assigned by the president or association; and
   6. file reports with the ways and means chair, as requested.

1. the fall fundraiser chair shall:

* 1. report to the ways and means chair;
  2. be responsible for coordinating and planning this event;
  3. be responsible for collecting money for this event and giving the money to the treasurer;
  4. perform such other duties as assigned by the president or association; and

5. file reports with the ways and means chair, as requested.

1. the spring fundraiser chair shall:

* 1. report to the ways and means chair;
  2. be responsible for coordinating and planning this event;
  3. be responsible for collecting money for this event and giving the money to the treasurer;
  4. perform other duties as assigned by the president or association; and
  5. file reports with the ways and means chair, as requested.

1. the school supply chair shall:

* 1. report to the ways and means chair;
  2. be responsible for coordinating and planning the school supplies sales;
  3. be responsible for obtaining bids from different companies and submit to the ways and means chair;
  4. be responsible for collecting money and giving the money to the treasurer; 5.
  5. perform other duties as assigned by the president or association; and

6. file reports with the ways and means chair, as requested.

1. the restaurant night coordinator shall:
   1. report to the ways and means chair;
   2. be responsible for setting up dates with restaurants in the Davis area;
   3. make flyers, stickers and place signs to advertise the restaurant night;
   4. be responsible for collecting money and giving the money to the treasurer;
   5. perform other duties as assigned by the president or association; and

6. file reports with the ways and means chair, as requested.

1. the spirit wear chair shall:

* 1. report to the ways and means chair;
  2. coordinate and plan the spirit wear designs and submit to the ways and means chair for approval by the president and principal;
  3. be responsible for obtaining bids from different companies and submit to the ways and means chair for approval;
  4. be responsible for distributing the spirit wear;
  5. be responsible for collecting money and giving the money to the treasurer;
  6. be responsible for selling unsold merchandise;
  7. perform other duties as assigned by the president or association; and
  8. file reports with the ways and means chair, as requested.

1. the arts in education chair shall:

* 1. report to the programs chair;
  2. publicize and explain the National PTA Reflections event and encourage students to participate;
  3. collect entries, arrange for judging and deliver winning entries to the next level of judging;
  4. arrange for recognition of participants;
  5. secure necessary volunteers to promote cultural arts at the school;
  6. assist the Davis art teacher in Art Gallery night;
  7. perform such other duties as assigned by the president or association; and 8.
  8. file reports with the programs chair, as requested.

1. the field day chair shall:

* 1. report to the programs chair;
  2. be responsible for contacting the PE coaches in January and assist them in planning Field Day events;
  3. secure necessary volunteers to help with each event;
  4. be responsible for acquiring necessary field day supplies, including (but not limited) to ribbons, popsicles, and water.
  5. perform such other duties as assigned by the president or association; and
  6. file reports with the programs chair, as requested.

1. the 5th grade camp and graduation chair shall;
   * 1. report to the programs chair;
     2. aid the programs chair in appointing all coordinators for (but not limited to) memory book, video and 5th grade Camp t-shirts and bandanas;
     3. work with the 5th grade teachers to coordinate these events;
     4. work with the programs chair to coordinate and plan the graduation reception;
     5. be responsible for collecting money for these events and giving the money to the treasurer;
     6. perform other duties as assigned by the president or association; and
     7. reports with the programs chair, as requested.

1. the marquee chair;

* + 1. report to the volunteer chair;
    2. be in charge of coordinating with the Davis Elementary Office Manager to change school and PTA announcements on the school marquee as needed;
    3. perform other duties as assigned by the president or association; and

4. file reports with the volunteer chair, as requested.

1. the weekly parent information packet chair shall:

* + 1. report to the volunteer chair;
    2. coordinate a team of volunteers to assemble and distribute weekly packets;
    3. maintain a roster of all packet volunteers and teacher/class distribution lists;
    4. be in charge of organizing, scheduling and distributing approved materials to each student on Wednesday afternoon.
    5. perform other duties as assigned by the president or association; and
    6. file reports with the volunteer chair, as requested.

1. the directory chair shall:

* + 1. report to the secretary;
    2. be responsible for compiling of data, printing of and distribution of a student directory by October 30;
    3. publish a PTA membership directory that includes the grade lists with PTA member phone numbers. The directory will list approved PTA member information.
    4. secure bids for printing the directory and submit to the secretary;
    5. appoint three volunteers to proof the directory before printing;
    6. coordinate and plan the directory and submit to the secretary for approval by the president and principal before printing;
    7. be responsible for collecting money for extra directories sales and giving the money to the treasurer;
    8. compile data, print and distribute directory update in January; 9.
    9. perform other duties as assigned by the president or association; and 10.
    10. file reports with the secretary, as requested.

1. the yearbook chair shall:

1. report to the historian;
2. be responsible for compiling, printing and distributing the annual school yearbook;
3. set up a table at various PTA events such as (but not limited to) General membership meetings, the Book Fair, Fall Carnival and Spring Picnic to sell yearbooks and provide a checklist to verify yearbook purchase.
4. secure bids from various yearbook companies and submit to the historian;
5. submit the yearbook to the historian for approval by the president and principal before printing;
6. be responsible for collecting money and giving the money to the treasurer; 7. perform other duties as assigned by the president or association; and

8. file reports with the historian, as requested.

1. the party room parent chair shall:
   1. report to the hospitality chair;
   2. furnish information pertaining to PISD and Davis PTA policies on parties to grade level party room parents;
   3. maintain roster of all grade level party room parents;
   4. perform other duties as assigned by the president or association;
   5. inform each grade level party room coordinator of their budget;
   6. coordinate with the hospitality chair for napkins, plates and cup supplies;
   7. assist the hospitality chair in appointing each grade level party room parent coordinator;
   8. file reports with the hospitality chair, as requested.

1. the teacher appreciation week chair(s) shall:

* 1. report to the hospitality chair;
  2. coordinate a team of volunteers to implement all activities during teacher/staff appreciation week;
  3. perform other duties as assigned by the president or association; and
  4. file reports with the hospitality chair, as requested.

1. the TLC chair shall:

* 1. report to the hospitality chair;
  2. be responsible for coordinating and planning the TLC activities for the teacher and staff birthdays;
  3. be responsible for compiling a list of teachers and staff birthdays; 4.
  4. perform other duties as assigned by the president or association; and

5. file reports with the hospitality chair, as requested.

# XI. FINANCIAL

1. No blank checks will be issued.
2. The following chairs’ signatures shall be on file with the bank for signature on the checks, and if applicable, for a safety deposit box and for night deposit keys:
   1. President
   2. Treasurer
   3. 1st Vice President
3. No officer shall approve or sign a check that is being issued to themselves.
4. Deposit requirements:
   1. funds must be counted and signed for on the Deposit Form and delivered to the Treasurer (Deposits of above $50 that include cash or currency must be counted by two PTA members, preferably board members);
   2. funds should be counted by the chair or designated representative;
5. Davis PTA shall purchase the following insurance annually:
   1. general liability insurance;
   2. fidelity bond insurance for all persons on signature card at bank;
   3. property insurance ( if applicable); and
   4. officers liability insurance
6. Davis PTA may budget for the Plano ISD President’s council donation.
7. Davis PTA may support the following events as funds allow:
   1. 5th grade graduation reception, memory book, video, and Camp souvenir
   2. After-school Programs
   3. Supplemental Field Trips
   4. STAAR Testing Snacks and Water
   5. Senior Reunion
   6. Monthly Staff Birthday Cake
8. The budget committee should consist of the Treasurer, the President, 1ST Vice President of Memberships, 2nd Vice President of Ways and Means, and could include one retiring board member and the Principal. The committee shall prepare the yearly budget to be presented to the voting body for its adoption at the May association meeting.
9. There shall be a sum of no less than $6500.00 left in the budget to start the next year’s work.
10. Money transactions made to Davis PTA by a person who has an outstanding balance with the PTA or who has written the PTA an uncollected funds check for insufficient funds shall be paid by cash or money order, including any return item fees charged by the PTA bank.
11. A check request form must be filled out before any reimbursement checks can be made. A receipt for the items purchased must be attached to this form. All receipts/check requests must be submitted within 30 days of the expenditure. The treasurer shall reimburse with a check for that specified amount. Sales tax is not reimbursable.
12. All contracts must be signed by the President and copied for the President and Treasurer.
13. (20) Twenty copies may be made at one time on the Davis copy machine. All other copies can be done at the PISD copy center. Any copying done elsewhere without the permission of the president and treasurer will be reimbursed at the copy center rate.
14. All donations given to Davis PTA must have a donation form submitted to the Treasurer for IRS purposes.
15. One directory will be submitted per family for every single/joint membership in good standing free of charge. Other directories will be sold to PTA members at a price established by the budget committee.
16. The Davis PTA shall pay the expenses of the newly elected officers and standing committee chairs to the Area 15 Annual Meeting and Workshops, Area 15 Fall Workshop, and the PISD Council of PTA's Officers and Chair's Training.
17. The Davis PTA shall pay the expenses of members to the Texas PTA state convention and Summer Leadership seminar as funds allow.
18. Expenses for authorized PTA function shall be limited to the following:
    1. Registration fee;
    2. Housing fee;
    3. Gasoline for one vehicle per four members in attendance at the IRS standard mileage reimbursement rate.
    4. Meals: $6 breakfast, $9 lunch, $15 dinner
19. The Davis PTA shall purchase tickets for the Plano ISD council Life Membership Banquet for the following: current year's life membership recipient(s) and spouse/guest.
20. The Davis PTA may purchase tickets for the Plano ISD council Life Membership Banquet for the following: school principal, president, membership chair and executive board members as funds allow.
21. The Financial Reconciliation/Audit Committee should consist of two Executive Board members who are not signers on the account and one member with a financial background. The treasurer may not be present but should be available to answer questions. The incoming treasurer should not serve on the committee. The treasurer must turn over all records to the audit committee by July 15. When the audit is complete the audit committee turns over the records to the incoming treasurer. All proceedings of the audit committee are highly confidential. A member of the audit committee shall present the report at the August general meeting.
22. All night deposits must be made in sealed, numbered bank provided bags. Keep the numbered bag seal strip receipt for the Treasurer’s records.
23. All NSF returned checks must be paid by cash or money order including any bank fees. No payments from this party will be accepted until all outstanding debts are settled.
24. Bank Statements must be opened, reviewed, and signed by one non check-signing board member before being given to the President and Treasurer to review and sign.
25. Deposits of under $50 or all checks only need to be counted by one person. All other deposits must be counted by two PTA members, preferably board members.
26. 990 EZ must be completed by the outgoing Treasurer by July 15.

# XII. MISCELLANEOUS

1. The executive board shall be a graduate of the Texas PTA Leadership Course by October 15 following election;
2. The executive board members shall not expect privileges or rights that are not due any other parent or taxpayer in the school district.
3. The executive board members will not speak to district personnel or media as representing the local PTA unit unless authorized to do so by the executive board or the general membership.
4. The standing rules may be amended or rescinded by any regular meeting of the association by a two-thirds vote of the members present and voting.
5. The principal and president shall be members ex officio of all committees except the nominating and audit committees.
6. Awards are the possession of this PTA and not of the individuals whose committee won them. All awards are to be displayed at the school or placed in the historian’s book. This does not include recognition pins (membership, cultural arts, etc.)
7. All volunteers must pay admission fees to any events they work unless fee is waived by the executive board.
8. President shall distribute materials in local PTA resource packets, newsletters, mailings etc. to appropriate officers and committee chairs in a timely manner.

# XIII. NOMINATING COMMITTEE

1. The chair shall poll members of the committee for suggested dates. The chair will decide the time and place when the majority of members can attend. Notice of the meeting shall be sent to the members and alternates.
2. Suggested nominees for officers along with their qualifications may be submitted (in writing) to any member of the nominating committee before the committee meets. Request for interested nominees shall be publicized through regular channels.
3. An alternate will replace any member who cannot attend the first meeting. The alternate then becomes the member of the committee. The replaced member and alternate who are needed for the first meeting do not attend subsequent meetings of the committee.
4. Suggested nominees are advisory only. The nominees selected by the committee shall be the best qualified members for the office to be filled.
5. The nominating committee shall be presented with copies of the bylaws (including standing rules) to assure that they have complete knowledge of the scope of duties for each position they are trying to fill.
6. The chair of the committee is authorized to contact the nominee for his consent,
7. The comments, statements or disagreements made in committee meetings are confidential and must be based on fact.
8. The chair should review the list of nominees with the Principal to verify good standing and other issues that the committee might not have knowledge of.
9. The chair shall report a complete list of nominees to the president and publicize the list to the general membership the required seven (7) days before the election.