

## Standing Rules

Rule 1. A standing rule can be adopted by a majority vote at any business meeting with previous notice. Although such a rule remains in effect until rescinded or amended, it does not bind future sessions if a majority desires to suspend it. Standing rules are adopted by a majority vote and are amended by two-thirds vote without previous notice or by a majority vote with such notice.

Rule 2. Each elected officer and standing committee chairman shall present a written Plan of Work to the executive Board by the September Executive Board meeting.

Rule 3. Procedure folders: Each elected officer and standing committee chairman shall maintain a procedure folder and add to it materials and information considered important to the performance of the particular office or committee. This folder shall contain arrangements, copy of Plan of Work, current bylaws and standing rules, evaluation of activities, copies of all reimbursements and deposits, running total of budget, etc., and shall be delivered, along with official material, to the successor of chairman or incoming President in the event the chairmanship is vacant.

Rule 4. Duties of the standing committee chairman:

- a. Academic Enrichment Chairman is responsible for any student academic enrichment program(s) that is undertaken by the PTA. (e.g. Cheetah Math, etc.)
- b. Arts in Education Chairman shall plan and implement programs for the students and parents emphasizing the expansion of art, music, drama, poetry, essays, photography, etc. Will publicize and promote participation of students in the National PTA's annual Reflections program. (e.g. 50's Dance, etc.).
- c. Book Fair Chairman will be responsible for planning and implementing all book fairs sponsored by the PTA. The chairman will work with the librarian to coordinate the book fairs.
- d. Council Delegate Chairman shall attend Keller Council meetings.
- e. Environmental Chairman shall provide programs, projects, and service to promote environmental awareness (e.g., recycle programs, EPA poster contests, Texas PTA Beautification Awards program, Invention Convention, etc.).
- f. Handbook Chairman shall oversee the handbook. The handbook shall contain facts and figures about the PTA unit. The handbook will be available for distribution by November 15<sup>th</sup> to all PTA members and/or household and the Keller ISD Council of PTA's.
- g. Health and Safety Chairman shall provide programs and services to promote the welfare for students and parents. The chairman will act as a liaison between the

Counselor in October for Red Ribbon Week and the physical education department for Field Day (e.g., field day, red ribbon week, etc.).

- h. Hospitality Chairman coordinates special appreciation events for the teachers and staff (e.g., Teacher Appreciation Week, monthly birthday celebrations for teachers, child care for executive board meetings, back to school luncheon for teachers in Aug., cheers and tears, muffins for someone special, etc.).
- i. Legislative Chairman shall attend all Keller ISD Board meetings and keep the PTA informed. The committee will keep local membership aware of pending state and local legislation and involve the PTA's membership in legislative process.
- j. Library/Media Resource Chairman shall work with the librarian toward the expansion of media resources through donations, awareness programs, and reading programs (e.g. reading counts store, reading Olympics, six flags 6 hour reading program, etc.).
- k. Newsletter Chairman shall publish and distribute the newsletter "Cheetah Chatter". The cheetah chatter will inform parents, staff and community of upcoming PTA events and provide visibility of important issues relating to the school.
- l. Parent Education Chairman is responsible for providing applicable educational programs and information to the parents/guardians of our students.
- m. Paws Publishing Chairman shall encourage students to develop their writing skills through the publishing program. The chairman will organize; assist in editing, illustrating and publishing student's own original writing.
- n. Project Chairman shall be responsible for PTA sponsored school events in coordination with administration (e.g. skate night, swim night, dad's night, etc.).
- o. **Volunteer Coordinator** shall be in charge of the committee that consists of the room parent representative(s) for each classroom. Teachers will choose the representative(s) from a list of room representative volunteers. Each teacher shall select the parent(s) to become the primary room representative(s). The chairman shall be responsible for a room parent orientation meeting to be held no later than October 15<sup>th</sup> to distribute information. Room Representative Chairman shall provide (with parental consent) each room parent with a list of parental names, e-mail, and phone numbers of those who wish to donate and help volunteer with parties, etc.
- p. Teacher Liaison Chairman shall coordinate between the PTA board and faculty. The liaison shall be a faculty member. The chairman will be a voting member of the executive board.
- q. **Yearbook Chairman shall oversee the yearbook. The chairman shall publicize, publish and distribute the yearbook.**

Rule 5. Standing and special committee shall consist of a chairman and at least two non-board members. The chairman of each committee (with the assistance of the volunteer coordinator) shall be responsible for selecting the committee members. The Standing Committee Chairman is responsible for reporting committee reports to the Executive board.

Rule 6. First Vice President shall be responsible for encouraging subscriptions to the National/State PTA Publications to the Board and general PTA membership.

Rule 7. First Vice President shall be responsible for all PTA General Association meeting announcements (e.g. flyers to parents, marquee, etc.).

Rule 8. The secretary shall contain a list of all physical PTA property. Any non-disposable items purchased with PTA funds shall become property of the PGE PTA.

Rule 9. Two (2) signatures shall be required on all checks. The PTA shall have at least three (3) authorized signers. Signers of the bank account shall not be related by blood or marriage and shall not reside in the same household.

Rule 10. As funds permit, this PTA shall pay the expenses of the Executive Board and committee chairmen to the Texas PTA Convention and Summer Leadership Seminar. The expenses to be paid will be registration fee, lodging, gasoline for one vehicle per four members in attendance (\$0.35 per mile), and meals (not exceed \$40.00 per person per day). Receipts are required and must be submitted to the treasurer for reimbursement. Sales tax will not be reimbursed. Rooms for board members will be booked at doubled occupancy.

Rule 11. This PTA shall purchase the allotted amount of tickets allowed for the Council Founders' Day function and Brag Luncheon for the following persons: President, Vice Presidents, School Principal and delegates chosen by the Executive Board.

Rule 12. If a check is returned for non-sufficient funds, the writer shall be responsible for the original amount of the check plus bank charges. Money transactions made to the PTA, by a person who has an outstanding balance or who has written the PTA an uncollected check for insufficient funds, shall be paid by cash or money order.

Rule 13. Executive Board members shall not expect privileges or rights that are not due any other parent or taxpayer in the school district.

Rule 14. Each fiscal year, the Executive Board will allocate \$6000 for the following year's Executive Board's immediate operational expenses.

Rule 15. Officers must only spend money within the budget allotted for that year. Any other spending must be presented to the board and approved prior to the expenditure.

Rule 16. The Executive Board may choose by simple majority to hire an independent outside auditor.

Rule 17. The Executive Board may choose by simple majority to hire an independent accountant to file the Federal 990 tax form.

Rule 18. The outgoing Treasurer must file the Federal 990 tax form (due 4 ½ months after the fiscal year end). Two signatures must be presented on the copy (outgoing Treasurer and New President) for the PTA records. The 990 tax form must be sent by certified mail.

Rule 19. The audit committee's report shall be completed by August 1, and shall be adopted by the Board and adopted by the general membership at the first general meeting.

Rule 20. No officer shall approve or sign a check that is being issued to her/him.

Rule 21. As items are purchased for an approved and/or budgeted item, the purchaser shall fill out and submit a Reimbursement Payment Request form, along with receipts, within 30 days of expenditure. All Reimbursement Payment Requests shall be submitted to the Treasurer by the last day of school. The Treasurer shall reimburse with a check for that specific amount within 14 days of receipt of original request. Sales tax will not be reimbursed.

Rule 22. Two Executive Board members must be present with any money.

Rule 23. In situations where PTA funds are collected (e.g. Carnival, Membership, etc.) all money shall be counted on the Park Glen campus. A second person shall verify all counts and sign a deposit voucher. The cash bag shall be stored in a secure place on the school campus. Only the Treasurer shall leave the Park Glen campus with PTA funds.

Rule 24. The In and Out Dinner fund shall not exceed more than \$300.