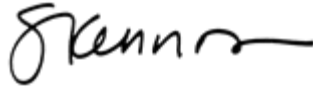


Standing Rules **Approved with Editorial Edits**
by Order of the Texas PTA Board of Directors



Texas PTA President
Filed 5/24/2022

HERRINGTON ELEMENTARY
PARENT TEACHER ASSOCIATION STANDING RULES

I. Meetings

- A. The president shall appoint a committee of three (3) members at the last executive board meeting to approve the minutes of the last executive board meeting.
- B. LHE PTA shall hold a transitional board meeting of incoming and outgoing executive board members in May.

II. Training Expenses

- A. LHE 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, LHE PTA shall pay the expenses of any other PTA member to attend.
- B. LHE PTA shall pay the cost for the school principal and two PTA members appointed by the president to attend all RRISD Council of PTAs luncheons during the school year.
- C. LHE PTA shall pay the expenses of executive board members to the Texas PTA LAUNCH in the following order, as funds allow:

- 1. President
- 2. Vice President of Operations
- 3. Vice-President of Membership
- 4. Secretary
- 5. Treasurer
- 6. Parliamentarian
- 7. Standing Committee Chairs
- 8. Campus Administrator or Staff

- D. LHE PTA shall limit event expenses to the following:

- 1. Registration fee
- 2. Hotel accommodations at published seminar double-occupancy rate
- 3. Mileage reimbursement paid at the current RRISD per diem rate.
- 4. Meals not to exceed the current RRISD per diem rate.

- 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

III. Financial

- A. All money shall be counted by at least two (2) persons, and all counters shall sign a completed Deposit Form. The money shall then be given to the treasurer, who shall also count and sign the Deposit Form.
- B. LHE PTA shall require two signatures on all checks.
- C. Any check made payable to LHE PTA that is returned as NSF will be re-deposited once. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer. LHE PTA reserves the right to refuse subsequent checks from the check writer and require cash or money orders for payment.
- D. LHE PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within thirty (30) days of the event or within three (3) days of the end of the school year, whichever comes first.
- E. LHE PTA shall not reimburse sales tax unless the executive board gives approval for the exception. Any member making purchases on behalf of or for this Local PTA shall use the tax exempt form.
- F. LHE PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.
- G. LHE PTA shall have a carryover in the checking account of not less than \$7,000 at the end of the fiscal year.

IV. E-Commerce: Debit/Credit Cards

- A. Cards are issued to authorized signers on the bank account and include the name of the PTA.
- B. The credit limit should not exceed half of the income on the budget approved at the annual meeting.
- C. No cash transactions (ATM, cash back, etc.) are allowed.
- D. The cards are in the possession of the Treasurer and are used via a checkout log. The log should include an agreement that sales tax will not be reimbursed unless pre-approved by the executive board. The log is then reconciled to the statement prior to payment.
- E. Prior to use of the credit or debit card, a funds request form is completed and submitted. Following the purchase, the receipt is given to the Treasurer and attached to the funds request form.
- F. If sales tax is paid for the credit card purchase, the card user reimburses the PTA unless prior approval has been granted by the executive board.
- G. A change in signer on the checking account requires a change in signer on the credit card, and a financial reconciliation shall be performed. This applies when fraud or misuse of the card has been discovered.

- H. If the card is lost or stolen, the account must be reconciled to identify any unauthorized transactions.

V. Bonding and Insurance

- A. The following insurance shall be purchased annually by the PTA:
 - 1. Commercial General Liability: \$ 2,000,000
 - 2. Officers Liability Coverage: \$ 1,000,000
 - 3. Bond Insurance: \$ 50,000
 - 4. Property Insurance: \$ 10,000

VI. Condolences

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

VII. Additional Duties of Officers

- A. Vice President of Operations (fundraising) will support the following committee chairs: Events, Spirit Wear, Carnival, Financial Programs, and Staff Appreciation.
- B. Vice President of Membership will support the following committee chairs: Yearbook, Communications, PTA Programs, Volunteer Coordinator, Student Services, Watch D.O.G.S., Spanish Institute.

VIII. Standing Committees

- A. The standing committees of this Local PTA shall be:

Events, Spirit Wear, Carnival, Financial Programs, Yearbook, Communications, PTA Programs, Volunteer Coordinator, Student Services, Watch D.O.G.S., Spanish Institute, Staff Appreciation

B. Events

- 1. This committee shall be composed of a chair and as many committee members as deemed appropriate by the chair to carry out the functions of the committee.
- 2. The chair shall:
 - a. Call a meeting of the Events Committee to discuss planned activities for the year;
 - b. Work with the committee to plan and coordinate events as identified by the committee.

C. Spirit Wear

1. This committee shall be comprised of a chair and as many committee members as deemed appropriate by the chair to carry out the functions of the committee.
2. The chair shall:
 - a. Call a meeting of the Spirit Wear Committee to coordinate and implement the sale of spirit wear;
 - b. Work with the committee to design, purchase and coordinate the sale and delivery of spirit wear throughout the year.

D. Carnival Events

1. This committee shall be comprised of a chair and as many committee members as deemed appropriate by the chair to carry out the functions of the committee.
2. The chair shall:
 - a. Call a meeting of the Carnival Events Committee to discuss events for the Spring Carnival;
 - b. Work with the committee to plan and coordinate the overall operations of Spring Carnival;
 - c. Work with the committee to plan and coordinate the events for Spring Carnival.

E. Financial Programs

1. This committee shall be comprised of a chair and as many committee members as deemed appropriate by the chair to carry out the functions of the committee.
2. The chair shall:
 - a. Call a meeting of the Financial Programs Committee to discuss activities related to fundraising and donation activities;
 - b. Work with the committee to plan and coordinate fundraising and donation related activities and services.

F. Yearbook

1. This committee shall be comprised of a chair and as many committee members as deemed appropriate by the chair to carry out the functions of the committee.

2. The chair shall:
 - a. Call a meeting of the Yearbook Committee to discuss and implement plans to coordinate volunteers throughout the year;
 - b. Assist the committee with taking pictures at events, uploading pictures, collecting pictures from school community members, assisting with yearbook layout and proofing the yearbook. Coordinate volunteers to help with sales and distribution of yearbooks. Other Board Positions
 - c. Coordinate yearbook activities in cooperation with school staff.

G. Communications

1. This committee shall be comprised of a chair and as many committee members as deemed appropriate by the chair to carry out the functions of the committee.
2. The chair shall:
 - a. Call a meeting of the Communications Committee to discuss communication efforts for the year;
 - b. Update the PTA website, social media and any other electronic media to keep parents, staff and the community informed of PTA activities, programs and services;
 - c. Ensure that all online communications on behalf of the PTA are correct, professional and appropriate;
 - d. Communicate with other Executive Board members and committees about Communication Committee needs.

H. PTA Programs

1. This committee shall be comprised of a chair and as many committee members as deemed appropriate by the chair to carry out the functions of the committee.
2. The chair shall:
 - a. Call a meeting of the PTA Programs Committee to coordinate and plan, and run programs and events related to, or organized by Round Rock ISD Council of PTAs, Texas PTA and/or National PTA;
 - b. Publicize and coordinate related events, programs, and contests.

I. Volunteer Coordinator

1. This committee shall be comprised of a chair and as many committee members as deemed appropriate by the chair to carry out the functions of the committee.
2. The chair shall:
 - a. Call a meeting of the Volunteer Coordinator Committee to discuss and implement plans to coordinate volunteers throughout the year;
 - b. Work with the committee to distribute volunteer forms at the beginning of the school year, gather information and assist volunteers with identifying potential volunteer opportunities;
 - c. Coordinate volunteer activities in cooperation with school staff.

J. Student Services

1. This committee shall be comprised of a chair and as many committee members as deemed appropriate by the chair to carry out the functions of the committee.
2. The chair shall:
 - a. Call a meeting of the School Supplies Committee to identify ways to coordinate and implement the sale of school supplies;
 - b. Work with the committee to collect school supply lists from teachers, provide the list to the vendor, and coordinate as necessary to set up the sale of school supplies. Provide information to the school community about the sale. Coordinate with volunteers for pre-sale and school supply distribution.

K. Watch D.O.G.S.

1. This committee shall be comprised of a chair and as many committee members as deemed appropriate by the chair to carry out the functions of the committee.
2. The chair shall:
 - a. Distribute volunteer forms, coordinate Watch D.O.G.S. activities at the school in cooperation with school staff and recruit, schedule and train volunteers for Watch D.O.G.S. program;
 - b. Work with the committee to recruit, schedule and train volunteers for Watch D.O.G.S. program, coordinate Watch D.O.G.S. events

and programs and oversee Watch D.O.G.S. t-shirt sales.

L. Spanish Institute

1. This committee shall be comprised of a chair and as many committee members as deemed appropriate by the chair to carry out the functions of the committee.
2. The chair shall:
 - a. Call a meeting of the Spanish Institute Committee to discuss activities designed to support the Spanish Institute throughout the year;
 - b. Work with the committee to plan and coordinate Spanish Institute needs as identified by the committee;
 - c. Translate flyers, handouts and other communication from English to Spanish.

M. Staff Appreciation

1. This committee shall be comprised of a chair and as many committee members as deemed appropriate by the chair to carry out the functions of the committee.
2. The chair shall:
 - a. Call a meeting of the Staff Appreciation Committee to discuss activities designed to support and express appreciation for staff throughout the year;
 - b. Work with the committee to plan and coordinate staff appreciation needs as identified by the committee.

IX. Duties of Other Executive Board Positions

A. Teacher liaison shall:

1. Be appointed by the president with executive board approval, with input from the principal;
2. Serve as a communication link between faculty, staff and PTA; and
3. Solicit staff input.

X. Special Committees

A. Budget and Finance

1. This committee shall be composed of the current treasurer (chair) and the current president (ex-officio).
 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.
- B. Life Membership
1. This committee shall be composed of a chair and at least two (2) additional members of the PTA appointed by the president. When possible, one (1) member of the committee shall hold a Texas PTA Honorary Life Membership.
 2. This committee shall select individuals for recognition by awarding one (1) Texas PTA Honorary Life Membership and one (1) Texas PTA Extended Service Award, as the budget allows.

XI. Awards

- A. The PTA shall purchase a past president's pin for the retiring president.
- B. Awards in the form of recognition pins (membership, etc.) shall be retained by the recipient.
- C. Awards in the form of certificates, plaques, etc. shall be the property of the PTA and not individuals.

XII. Disputes requiring 3rd Party Intervention

- A. It is preferred that disputes, whether personal or PTA related, be resolved among the individuals directly involved.
- B. Disputes between Executive Board members shall be referred to a Vice President over the involved committees and then to the President.
- C. Disputes between a member of the Executive Board and a member of the school staff shall be immediately referred to the President who shall work with the Principal to reach a resolution.
- D. Herrington PTA shall not intervene in disputes between parents and school staff, regardless either party's status as a PTA member.

XIII. Miscellaneous

- A. LHE PTA's mailing address shall be 2850 Paloma Lake Blvd., Round Rock, TX 78665.
- B. All communications concerning the LHE PTA for school distribution shall be approved by the principal or principal's designee prior to dissemination.
- C. All electronic accounts associated with Herrington PTA belong to, and shall be

maintained by, Herrington PTA. There is no expectation of privacy and all accounts shall be used for Herrington PTA business only. This includes, but is not limited to:

- Email
- Online (cloud) storage
- Website
- Social media (Facebook, Twitter, Pinterest, etc.)