

Standing Rules for Rylander Elementary PTA (RRE PTA)

\*\* Proposed – Subject to Approval by general membership and Texas PTA \*\*\*

I. Final School Year Meetings

- A. The president shall appoint at the final Executive Board Meeting of the school year a committee to approve the minutes of the last board meeting.
- B. The president shall appoint at the final General meeting a committee to approve the minutes of the last General meeting.

II. Plans of Work, Procedure Books and Annual Reports

- A. Each officer and chairman shall prepare the Plan of Work required by the Bylaws for the upcoming school year not later than August 31 for review and approval by the Executive Board.
- B. Each officer and chairman shall maintain a procedure book with the plan of work for their respective position, guidance or instructional material helpful in the execution of the position
- C. Each officer and chairman shall prepare for their position an annual report not later than the May date of the annual meeting summarizing their progress against their Plan of Work, highlighting success and opportunities for improvement observed during the school.
- D. Each of the above items shall be considered “official materials” with respect to the Bylaws.

III. Conferences, Seminars, Conventions and Similar Functions

- A. Attendance at the PTA conferences, seminars, conventions, training, lunches, and similar functions is encouraged on the part of the Officers, Chairman, and PTA members. To the extent funds are available; RRE PTA will pay for, or reimburse, the cost of attendance at such functions. The president and other additional attendees as approved and prioritized in advance by the Executive Board, will be eligible for payment or reimbursement of costs.
- B. Preference, with respect to available PTA funds, shall be given in the following order:
  - 1. Training or orientation required by the bylaws of RRE PTA
  - 2. Leadership training offered locally by the Texas PTA and / or Katy Council for all officers and chairpersons, not to exceed \$10 per attendee.
  - 3. District Conferences
  - 4. Summer Seminar
  - 5. State Convention
  - 6. National PTA Convention
- C. Reimbursable expenses related to conferences, seminars, conventions, training, lunches, and similar functions shall be limited to the following unless otherwise approved by the Executive Board. In all cases, the Board may elect to not reimburse costs it feels unreasonable or excessive :
  - 1. Registration fees

2. Workshop fees
  3. Lodging expense not to exceed the lesser of actual costs incurred or the double occupancy room rate applicable for the specific event
  4. Reimbursement for transportation expenses not exceed the lesser actual transportation costs incurred or a the mileage allowance equal to the number of miles driven multiplied by the current Internal Revenue Service mileage rate applicable to the use of a personal vehicle for charitable purposes.
  5. Actual cost of meals not exceed \$30.00 per day
  6. The cost of alcohol will not be reimbursed.
- D. If an attendee does not attend 75% or more of all meetings he/she is expected to attend, the Board may elect not to pay that member's expenses. If money has already been expended, the Board may require the member to reimburse the PTA.
- E. RRE PTA shall purchase tickets for the Council Founders Day function for the following:
1. School Principal and guest
  2. Current years' Life Membership Recipients and guest
  3. President, or alternate delegate, and guest

#### IV. Financial Matters

- A. Receipts: The following procedures shall be applicable to receipt of funds by the PTA:
1. All monies received must be submitted to the treasurer, or other bonded PTA officer, accompanied by an "Itemized Receipts Form."
  2. All monies received must be allocated to the specific budget line item to which they are to be credited.
  3. All monies must be counted by two PTA members. It is the responsibility of the officer or committee chair having responsibility for the event or area of the budget from which the received funds relate to supply volunteers to count monies. Both counters shall sign and date the Itemized Cash Receipts Form.
  4. The Treasurer shall timely deposit all monies received into the PTA bank account.
  5. The treasurer may develop specific additional forms, instructions or procedures as needed to ensure proper accounting for the receipt of funds.
- B. Payments: The following The following procedures shall be applicable to payment of funds by the PTA:
1. All monies paid by the PTA must supported by a "Payment or Reimbursement Request From" or other approved payment request form specific to a particular budget line item.

2. The payment request form must be specific as to the vendor or person to whom payment is to be made as well as designate the budget category, or categories, to which the amount will be charged.
3. Supporting documentation such as Invoice(s), receipt(s), or documentation evidencing the appropriateness of the payment must be attached to Payment Request Forms. Payments are to be made from invoices, not from statements.
4. Payment requests must be approved by the committee chair, vice president over the committee, or president.
5. All amounts paid by the PTA must be paid by Check. Cash payments are not authorized.
6. Sales Tax will not be reimbursed unless extenuating circumstances exist. In such case the payment must be specifically authorized by the president and the treasurer.
7. Copying costs will not be reimbursed unless extenuating circumstances exist. The PTA has an account with the school. In the case extenuating circumstances, the payment must be specifically authorized by the president.

C. Checks and Banking:

1. The signatures of the officers authorized by the Bylaws to sign checks shall be on file with the bank as authorized signatures on checks.
2. Two signatures will be required on ALL checks.
3. No person shall approve or sign a check that is his/her spouse or him/herself.
4. Blank checks will not be issued.
5. Bank reconciliations shall be performed by the Treasurer and validated, by a PTA member not authorized to sign checks, in a timely manner.
6. The use of credit or debit card by the PTA is prohibited
7. The PTA treasurer shall pursue the collection of all bad checks written to the PTA and seek reimbursement for associated charges relating to bad checks. The treasurer shall develop, seek board approval of, and consistently follow a written process for collection of bad check checks.
8. PTA checks not cashed by the Payee within 90 days may be voided by the Treasurer with the concurrence of the Executive Board.
9. A savings account is authorized if such an account, with a minimum balance, is either required by the financial intuition to open a checking account or is authorized by the board for a specific purpose or fund.

D. Segregation of Funds:

1. No other organization shall pass its money through the PTA accounts. Only funds owned and controlled by the PTA membership should be in the PTA accounts. For the sake of clarity, sales tax collected, and dues collected for the State and National PTA are deemed to be funds controlled by the PTA until remitted to the respective organization to which the PTA is liable.
2. PTA monies must never be deposited into a personal or school account.
3. Personal or school monies must never be deposited into a PTA account.

E. Fundraising and Pricing:

1. All pricing, profit sharing, and other financial provisions of fund raising must be approved by the president and treasurer before the PTA is committed to the activity or event.
2. Proceeds from fundraising may not be used to finance the work of any other organization or group and may not be earmarked for a specific individual.

F. Carry Over Budget - Not less than \$3,000.00 shall be budgeted and restricted for carry over to the successive school year to for the start of the next year's work.

G. Form 990 - The current treasurer will be responsible for submitting the annual IRS Form 990 or 990EZ prior to November 15<sup>th</sup>, if required by IRS regulations.

H. Contracts – The PTA president must sign all contracts, booking arrangements, letters of intent, and other agreements which legally commit the PTA.

I. Publications and Fliers – All PTA communications, including memos and flyers, having to do with money must be reviewed and approved by the president and the treasurer prior to being distributed or published. This requirement applies even if the material is unchanged from a previous distribution and even if the material has been approved by the school administration.

J. Non-budgeted Items – Non-budgeted items over \$100.00 must be approved by a vote of the PTA membership. Non-budgeted items less than \$100 must approved by the President and be charged against the contingency budget line time.

V. Condolences and Memorials - Condolences and memorials shall be the responsibility of the Hospitality Committee. As such, the approach towards condolences and memorials shall be outlined in the Hospitality Committee plan of work, including budgeted costs. Related costs shall be charged against the Hospitality Committee budget.

VI. Meetings

A. Agendas

1. Executive Board Meetings - Agenda Items for consideration at an executive board meeting shall be submitted to the President no later than the Friday prior to executive board meeting at which the item is proposed to be discussed. Time will be allotted by the chair according to availability. Items submitted late will be considered on an emergency

basis only, at the sole option of the chair, and are subject to postponement to the next Meeting.

2. General Assembly Meetings - Agenda Items for consideration at a General Meeting shall be submitted to the President no later than the Friday prior to Board meeting immediately proceeding the General Meeting at which the item is proposed to be discussed. Time will be allotted by the chair according to availability. Items submitted late will be considered on an emergency basis only, and are subject to postponement to the next General Meeting.
3. The president, or delegate, shall issue an agenda for each executive board meeting and general assembly meeting not less than two days in advance of each scheduled meeting.

#### B. Attendance

1. All elected officers and standing committee chair person are expected to attend each executive board and general assembly meeting
  2. An office shall be considered vacant if that office holder misses three (3) consecutive meetings and the office holder was advised after the second consecutive meeting that their position would become vacant if they missed a third consecutive meeting unless the absences are otherwise excused by the president.
- C. Minutes – The secretary, or delegate, shall issue draft meeting minutes not later than two weeks after each executive board or general assembly meeting. Such minutes shall be modified or approved at the next regular meeting of the respective body.

### VII. Committees

- A. Creation and Governance - Unless otherwise limited by the Bylaws or specified below, the executive board is afforded broad powers to create and govern committees as it deems necessary to promote the Objects, and carry on the work, of the PTA.
- B. Standing and Special Committees – Standing are comprised of committees whose duties take place throughout the school year. Committees for a specific purpose or activity not taking place throughout the year shall be deemed special committees. Committees and their chair are recommended by the president and approved by the elected officers. Committee membership is recommended by the committee chair and approved by the elected officers.
- C. Ex-Officio Members - The president and the officer liaison for a respective committee (if any has been designated) is an ex-officio member of all committees, except the nominating committee, and shall be informed of all committee meetings in advance.
- D. Committee Meeting Minutes - A brief report of the meeting shall be provided within seven days following a committee meeting to all committee members and executive board members upon request.
- E. Budget Committee - In addition to any requirements provided for in the Bylaws, the Budget Committee shall:

1. Be chaired by the treasurer
  2. Have not less than five nor more than seven members, including:
    - a. the treasurer
    - b. the president
    - c. the 3rd vice president (Fundraising)
    - d. the principle
- F. Nominating Committee - In addition to any requirements provided for in the Bylaws, the Nominating Committee shall:
1. Be nominated by the Executive Board, subject to election / ratification by the general body.
  2. Solicit input from the 4<sup>th</sup> vice president (VIPS) and the principal if they are not otherwise committee members. If they are not committee members, they shall not have a vote on the committee and shall not be present during executive sessions of the committee.
  3. Ensure all business and meeting results of the committee shall be kept in strict confidence and not communicated to any non-committee member regardless of their position. Anyone violating this confidentiality may be removed from the committee by the President upon a recommendation of the chairman and/or any member of the committee.
- G. Audit Committee - In addition to any requirements provided for in the Bylaws, the Audit Committee shall:
1. Not have more than three members.
  2. Be provided all finance records requested not later than two weeks after the appointment of the committee.
  3. Complete the annual audit by no later than June 1.

#### VIII. Bonding and Insurance

- A. The following insurance shall be purchased annually by the RRE PTA:
1. General Liability Insurance
  2. Fidelity Bond Insurance for all persons on signature card at bank
  3. Property Insurance (If applicable)
  4. Officers Liability Insurance
- B. The treasurer will be responsible for renewal of the PTA's insurance coverage prior to its expiration, subject to approval of coverage and limits by the executive board and subject to the budget limitations.

#### IX. Awards and Recognition

- A. The local unit shall purchase a Past President's pin for the retiring President. This is the responsibility of the first vice president and shall be charged against the Administrative expense budget.

- B. The Historian will be responsible for distribution of award forms to committee chairman and submission of these completed awards to Council, District and State PTA.
- C. Awards, excluding recognition pins, are the possession of the local PTA unit and not of the Individual or members of committees who won the award. All awards are to be displayed at the school or kept in the possession of the current President until the end of his/her term. Certificates are to be framed and hung at the school or put into the Historian's Book. Scrapbooks and other documentation for awards are owned by the local PTA unit and are passed along with procedure books.

#### X. PTA Property

- A. The Executive Board will determine which purchases of property made by the PTA will remain the property of the PTA and which will be given to the school.
- B. A letter will be sent to the school district advising of the gift of any property within 45 days of the gift.
- C. In the event that a request to borrow PTA property is made, an agreement acknowledging the loan must be completed and approved by the President and Treasurer.

#### XI. Miscellaneous

- A. The Historian will prepare a history book for the year which will remain the property of the PTA for display at the school.
- B. All persons conducting PTA business entering the school will sign in and out at the school office and record their volunteer time using the means provided by the VIPS coordinator
- C. Executive Board members shall not expect privileges or rights that are not due any other parent or taxpayer in the district.
- D. PTA members, executive board members, volunteers or committees shall not speak to school district personnel, the media, or the general public as representing the PTA unless authorized to do so by the president, the executive board or general assembly. The president is authorized to represent the PTA on all matters not otherwise restricted by the by laws or by specific executive board or general assembly action.
- E. PTA officers, committee members and volunteers shall refrain from inappropriate behavior while on PTA business and while on school grounds. Inappropriate behavior includes, but is not limited to, dress not consistent with the dress code for students and staff, use of language not appropriate among children of any age (regardless of where used on campus), smoking on school grounds, parking in prohibited areas, and repeating matters of a confidential related to school or PTA matters.
- F. Vendors will not be allowed to set up tables to display their products or service at any PTA meetings or function without advance consent of the president and the treasurer.