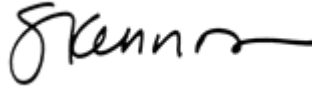


Standing Rules **Approved with Editorial Edits**
by Order of the Texas PTA Board of Directors



Texas PTA President
Filed 9/15/2022

**FLOSSIE FLOYD GREEN ELEMENTARY
PARENT TEACHER (STUDENT) ASSOCIATION
PROPOSED STANDING RULES**

I. Additional Duties of Officers Duties and the Respective Committees

In addition to the duties outlines in the Bylaws, all officers shall:

1. Keep an account of their activities in the PTA to be called a Procedure Book. The Procedure Book should include the plan of work (POW) and handed to their successor by no later than 15 days following the end of term.
2. Be responsible for orienting their successors to their positions by the Transition Date.
3. All newly elected executive board members may attend the last combined executive board meeting of the Local PTA's fiscal year, but they are not allowed to vote nor participate in the discussions.
4. Are expected to support actions taken by the executive board and to explain such actions to the membership, if requested.
5. Keep all discussions with the Executive Board and committee meetings confidential.
6. When an officer chairs a standing committee, the officer is also responsible for the duties of the committee and its sub-committees.
7. Executive board members shall not engage in activities that violate PTA policies

President

- Attend Texas PTA LAUNCH and/or Council PTA Officers & Chair training
- Develop working knowledge of parliamentary law to follow proper procedures and decide parliamentary questions.
- Exhibit tolerance of others and their opinions
- Carry out the will of the association
- Prepare an agenda with all business outlined in proper order
- Serve on the budget-finance committee
- Serve on Life Membership Awards Committee
- Serve on Flossie Floyd Green Elementary Scholarship Committee
- Plan the calendar for the association

- Appoint Council Delegate when appropriate
- To be eligible for president, member must have 1 year of experience on the executive board, committee chair or sub-committee member

1st Vice President

- Provide back up and support, to the President in any way needed
- Assist in administrative responsibilities
- Help support other executive board members
- Serve as a member of the budget-finance committee
- Sign checks issued by the Local PTA as needed
- Honor outgoing executive board members as deemed appropriate
- Organize LAUNCH for all participants.
- Organize all other training for this Local PTA
- Be aware of legislative actions of the Texas PTA and National PTA and report to the executive board and membership
- Chair the Local PTA scholarship committee and coordinate the scholarship application and award process
 - Oversee and manage Teacher Resource process with the principal. Appoint committee members, with executive board approval, for purchases over \$250. Report to executive board monthly.

2nd Vice President – Programs

- Responsible for overall organization and coordination of programs for regular membership meetings.
- Select programs to be held during membership meetings (including parent education), subject to principal's and executive board approval.
- Coordinate with faculty regarding planned student performances or events (i.e. grade-level music programs)
- Coordinate with other executive board & committee members for membership meetings to highlight their event, if needed.
- Review current state program guide to see that each area (planning, publicity, presenting program, extending courtesies, and evaluating) is covered
- Chair the programs committee and meet with sub-committee chairs/members to keep advised of their jobs and report back to the executive board, as needed.

3rd Vice President – Membership

- Responsible for initiating programs and activities to invite and encourage parents,

teachers, and other members of the community to join the PTA and encourage growth in the membership of the PTA throughout the year.

- Plan and coordinate membership drive at Back to School Night
- Ensure that membership lists and dues are sent to the president, secretary, treasurer and Texas PTA no later than the appropriate reporting dates outlined in the bylaws or otherwise communicated by the Texas PTA
- Continuously register new members throughout the school year
- Encourage participation in state membership awards competition
- Serve as chair of the annual Honorary Life Membership awards committee
- Arrange for purchase of and distribute tickets for the Council PTA Life Membership banquet
- Chair and coordinate a membership committee.

4th Vice President - Ways & Means

- Responsible for coordinating all fundraising activities and events of this Local PTA
- Chair the Ways & Means committee and meet with sub-committee chairs/members that fundraise for the PTA to keep advised of their progress and report back to the executive board.
- Present plans to this PTA to raise funds necessary for the work of the organization and supervise all fundraising activities
- Monitor the receiving of funds from fundraising activities and the maintenance of appropriate financial records for reimbursements and check requests as they relate to fundraising activities to ensure that they are received by the treasure appropriately.

5th Vice President – Volunteers

- Responsible for coordinating and organizing volunteers for the PTA including but not limited to Room Coordinators, Watchdogs and ArtSparks.
- Promote the use of volunteers for PTA events and activities
- Solicit and train new volunteers
- Encourage all volunteers to complete appropriate registration and background checks; verify that all volunteers have completed appropriate registration and background checks
- Compile a roster of all volunteers
- Set up electronic sign-up forms for volunteer opportunities and display on PTA website and Facebook.
- Work with teachers and staff to update/create the Teachers Favorites document and upload to PTA website.
- Chair the volunteers committee and meet with sub-committee chairs/members that volunteer for PTA to keep advised of their jobs and report back to the executive board, as needed.

Secretary

- Responsible for keeping communications to board members
- Notify members of informative updates.

II: Duties of Other Executive Board Positions

Faculty Representative

- Be liaison between school faculty, staff and the executive board
- Responsible for securing faculty volunteers for PTA events.
- Teacher liaison shall be appointed by the president upon recommendation of the principal and with approval of the executive board.

III: Standing Committee Chairs

All chairs are responsible for the following:

1. Keep an account of their activities in the PTA to be called a Procedure Book. The Procedure Book should include the plan of work (POW) and handed to their successor no later than 15 days following the end of term.
2. Be responsible for orienting their successors to their positions by the transition date.
3. Appoint and coordinate respective committees as necessary and report status to executive board.
4. Provide articles for school media sources when requested by the communications chair.
5. Attend relevant Council training sessions
6. Become familiar with any applicable resource guide available through the Texas PTA website.

Arts Chair

- Coordinate and support Art Sparks program with the VP of Volunteers.
- Coordinate with the principal in obtaining cultural arts programs/activities at school
- Promote and organize the National PTA annual Reflections program.
- Support access to the arts and encourage arts-related activities.

Communications Chair

- Publish a weekly newsletter with information pertaining to PTA, school business and events
- Responsible for communications such as PTA website, social media and school marquee.

- Submit to newspapers, TV, local radio, etc. information concerning the Local PTA's events as deemed necessary by the executive board
- Obtain approval from the president and principal for all publications before being published.

Healthy Environment Chair

- Implement and promote programs for the school designed to educate and encourage healthy lifestyles.
- Coordinate activities including Walk to School and Bike to School and work with chair of Allen Eagle Run

Promote and participate in environmental awareness programs through the community and school

- Responsible for maintenance and upkeep of the memorial garden and campus garden.
- Develop & promote programs and projects that will enhance the beauty of the school

Staff Appreciation Chair

- Host events to show the PTA's appreciation for the teachers and staff throughout the school year and set up a theme and ideas for Teacher Appreciation Week
- Appoint and coordinate a staff appreciation committee

Rule IV: Meeting Minutes

1. 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.
2. The president shall appoint a committee of three (3) members at the last membership meeting to approve the minutes of the last membership meeting.

Rule V: Special Committees

Budget & Finance Committee

1. The budget and finance committee shall consist of at least five (5) people, including the treasurer (chair), president, first vice president, plus two other executive board members appointed by the President. The newly-elected president and treasurer should be a part of the committee preparing the proposed budget for the next fiscal year.
2. The committee shall prepare the proposed budget for the following fiscal year based

on Plans of Work and the current budget vs. actual budget.

3. This budget shall be presented by the treasurer to the executive board and then to the membership for its adoptions at the last membership meeting of the current fiscal year.

Life Membership Committee

1. Committee shall be composed of the 3rd Vice President of Membership (chair), the PTA president, principal and at least one other member of the PTA appointed by the chair with approval of the executive board. When possible one member of the committee shall hold a Texas PTA Honorary Life Membership.
2. This committee shall solicit nominations from the Flossie Floyd Green Elementary faculty and PTA membership for up to four (4) qualified candidates, two (2) from Flossie Floyd Green Elementary staff and (2) from the Flossie Floyd Green Elementary community.
3. The Life Membership Committee shall create a nomination form and distribute through normal publicity channels; collect and evaluate nomination forms; select recipients and write biographies of each for the Council Life Membership Banquet; order pins and certificates from the Texas PTA; and give invitations and tickets to each recipient for the Council Life Membership Banquet
4. If there are members of the Flossie Floyd Green Elementary community that have actively served the PTA for ten (10) years or more and have previously received the Texas PTA Honorary Life Member Award, this committee shall also select one (1) candidate for the Texas PTA Extended Service Award.

Rule VI: Financial Policies

1. Blank checks shall never be issued. The payee and the amount must always be stated on the check.
2. The first vice president shall be an authorized signer on the bank accounts. The president shall appoint an additional vice president as an authorized signers for the PTA accounts with executive board approval.
3. No officer shall approve or sign a check that is being issued to him/herself.
4. All monies should be deposited in the bank at the earliest time possible and not stored in a personal safe. A secured PTA safe at the school may be used for temporary overnight storage of funds not to exceed 2 business days in duration. The check signers will be the only ones with access to the safe combination.
5. All chairs receiving funds must make arrangements to hand over all monies to a check signer at the end of any event, on the day of the event, where the cash level is equal to or exceeding \$100.
6. All money shall be counted by at least two 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. A copy of this form shall be retained by all signers of the form.
7. In the event that a check is returned for insufficient funds, the treasurer will notify the responsible party to collect the original funds due plus any penalt fees incurred.

8. A list of all items donated to the school by this PTA will be kept in the in the treasurer's Procedure Book.
9. Bank statements must be opened, signed, dated, reviewed and copied by a designated executive board member appointed by the president with approval of the executive board, who is not an authorized check signer. The non-signer must complete the Texas PTA Bank Statement Review Form. The copy should be used by the Financial Reconciliation committee to verify the bank statement was not altered.
10. This PTA shall have a carryover in the checking account of not less than least two thousand five hundred dollars (U.S. \$2,500.00) at the end of the fiscal year.

Rule VII: E-Commerce

- A. Recurring Payments for PTA expenses may be set up to be deducted directly from the bank account. At the first membership meeting of the year, a motion is made to approve the recurring payment to the specific vendor.
- B. Credit/Debit Cards
 1. Cards are issued to authorized signers on the bank account and include the name of the PTA.
 2. The credit limit should not exceed half of the income on the budget approved at the annual meeting.
 3. No cash transactions (ATM, cash back, etc.) are allowed.
 4. 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.
 5. 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.
 6. 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.
 7. 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.
 8. If the card is lost or stolen, the account must be reconciled to identify any unauthorized transactions.
- C. Online & Point of Sale Payment Collection Systems
 1. The PTA membership must approve the use of an online and/or point of sale payment collection system.
 2. The payment collection system must be in the PTA's name.
 3. The payment collection system's statements must be clear with detailed and accessible information on a real-time basis. The PTA must have immediate access to know who has paid, the purpose of the payments, and the expected cash transfer amount.
 4. Associated fees are budgeted as an expense line item and are accounted for and reported in every financial report. The PTA must check for these fees often to ensure that the financial statement is accurate and that the fees are correct.
 5. All revenue is accounted for and reported in every financial report in the corresponding budgeted income category or categories.

6. Reconciliations must occur on a monthly basis. Whether a manual or automatic transfer to the PTA bank account occurs, transfers should occur at least monthly and proper documentation is required as with a traditional bank deposit. For daily deposits, a weekly summary of the deposits may be documented on a single deposit form. The deposit form should have the online transaction confirmation attached and does not need counters' signatures as you are receiving a bulk deposit. The deposit form should include the amount of the deposit, which budget lines are impacted including the incurred fee budgeted expense. Alternatively, if fees are charged monthly, a funds request form should be used to document.
7. The payment collection system must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS)
8. For swiped transactions, the PTA should research the payment collections system's policies on handling cards that do not read correctly. Card numbers are not written down for any reason. Only swiped transactions that are immediately authorized, via internet or phone access, are accepted. The PTA does not swipe or store transactions for later settlement.
9. In the case of electronic payment disputes, the PTA should research the payment collection system's policies on challenging a disputed payment. The PTA confirms that only the PTA Treasurer has access to issue a refund to the customer. Any challenge of payment must be responded to promptly and accurately. Confirming a refund requires the same approvals and documentation as required for a funds request form. The authorized refund is recorded in the check registry prior to withdrawal. If merchandise has not already been provided, goods and services are withheld until the dispute is cleared. If the dispute is not resolved favorably, the action is treated in the same manner as a non-sufficient funds checks

Rule VIII: Expenditures

1. The Local PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within thirty days of the event or within three (3) days of the end of the school year, whichever comes first.
2. This Local PTA shall not reimburse sales tax unless the executive board give prior approval for the exception. Any member making purchases on behalf of or for this Local PTA shall use the tax-exempt form.
3. The treasurer will issue a check for the amount of the request only, within 14 days of receipt of the request.
4. PTA purchases should not be combined with personal purchases.
5. If no receipt is available, a written explanation of the expenditure must be submitted with the request. The request must also be approved by the committee chair and two officers who are not signers of the check, to ensure that the validity of the expenditure has been verified.
6. Gratitude will be reimbursed up to 20% of purchase.
7. The Local PTA shall obtain at least three bids when making any large purchase unless the item is a specialty item and there is but one vendor for the item.
8. The Local PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.
9. Life Membership Banquet Tickets shall be purchased by the local PTA for the president, principal, assistant principal, and the nominees.

Training Expenses

1. This Local PTA shall pay the expenses of the executive board to attend Council training, if applicable. As the approved budget allows, this Local PTA shall pay the expenses of any other PTA member to attend.
2. The Local PTA shall pay the expenses of officers to the Texas PTA LAUNCH in the following order as funds allow; prior approval by the executive board is required
 - a. President
 - b. 1st Vice President
 - c. Treasurer
 - d. 4th Vice President -Ways & Means
 - e. 2nd Vice President – Programs
 - f. 3rd Vice President – Membership
 - g. 5th Vice President – Volunteers
 - h. Parliamentarian
 - i. Secretary
 - j. Any Standing Committee Chairperson
3. This Local PTA shall limit event expenses to the following:
 - a. Registration fee
 - b. Event-related functions
 - c. Hotel accommodations at published seminar double-occupancy rate
 - d. Mileage reimbursement for one vehicle per four members in attendance at \$0.575 cents per mile when using personal vehicle.
 - d. Thirty dollars (\$30.00) per day, for food and non-alcoholic beverages.
 - e. Parking fees

5th Grade Camp

Fall Camp is an integral part of the 5th grade curriculum. The Local PTA believes in enriching the lives of all our students; therefore, the Local PTA will offer financial assistance to those fifth-grade children needing financial assistance according to the following criteria as funds permit:

1. A letter requesting the assistance and explaining the need will be written and delivered to the principal no later than fifteen days prior to the anticipated departure date
2. Requests will be reviewed by a committee comprised of the principal, counselor, and fifth-grade team leader. In the event one of the committee members have a fifth grader in attendance at the campus, then the president will appoint a replacement with board approval.
3. Based on evidence of hardship, the committee will request the total amount needed to enable applicants to attend the camp. Individual scholarship amounts will vary according to the degree of need established by committee review and funds available

4. If funding is approved, the PTA donation will be paid to the Flossie Floyd Green Elementary's Student Activity Fund.

PTA Scholarship Fund

1. Annually, the Local PTA will raise monies to support a scholarship fund aimed at high school seniors that spent a minimum of one calendar school year attending Flossie Floyd Green Elementary.
2. No member of a scholarship committee may be a relative of a potential recipient. Should a member of a committee need to be replaced, the executive board shall nominate and elect a replacement.
3. The Flossie Floyd Green Elementary faculty may designate funds raised through their efforts for this purpose. This scholarship will be awarded each spring based on a review and comparison of applications from Flossie Floyd Green Elementary alumni that include academic achievements, service, community involvement, essay, and recommendations.
4. Applicants must be attending an accredited 2- or 4-year university or vocational school.
5. Students awarded full scholarships, rendering further scholarship meaningless, will not be considered.
6. The scholarship is a one-time award per recipient.
7. The amount of scholarship is to be determined by number of scholarships awarded and funds available.
8. The 1st vice president shall coordinate the application process, as well as chair the scholarship award committee, which will consist of at least the president, 1st Vice president, principal, and one additional faculty member.
9. If the terms of the award are violated by the recipient, the committee will have chosen a runner up to receive the award.

Rule IX: Insurance & Bonding

The Local 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)
4. Officers' liability insurance
5. Insurance rider for off-campus PTA sponsored activities not covered by above insurance (off-campus activities are generally not covered by above insurance).

Rule X: Condolences

Condolences expressed by this Local PTA shall be in the form of sympathy cards

Rule XI: Awards

1. This Local PTA shall purchase a past president's pin for the retiring president

2. Awards in the form of recognition pins (membership, etc.) shall be retained by the recipient.
3. Awards in the form of certificates, plaques, etc. shall be the property of this Local PTA and not individuals.

Rule XII: Miscellaneous

1. This Local PTA's mailing address shall be 1315 Comanche Dr., Allen, TX 75013
2. Any non-executive board member wishing to address the executive board must first inform the president of his desire to be heard at least 24 hours prior to the meeting, and must be invited before attending meeting. The order of business may be placed on the agenda under "New Business". He may speak only on the subject of concern and only attend and be present at the meeting during that agenda item.
3. No outside business shall be conducted at a meeting that does not apply to the association (such as passing petitions, etc.)
4. All distribution of PTA-related materials (including newsletters, articles, advertisements, fliers, letters, presentations, emails, mass-distributed phone messages and other correspondence) to the general membership or the public must be approved by the president.
5. If an executive board member wishes to participate in any partisan activity, they should not seek PTA endorsement or exploit their PTA position. Executive board members, as PTA leaders would be well advised to consider postponing partisan political activity while serving in positions of PTA leadership.