

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



Texas PTA President
Filed 10/7/19

**Douglas MacArthur High School
Parent Teacher Student Association
Standing Rules**

I. Minutes & Records

- A. The President shall appoint a committee of three (3) members at the last executive board meeting of the school year, to approve the minutes of said board meeting.
- B. The President shall appoint a committee of three (3) members at the last membership meeting of the school year, to approve the minutes of said membership meeting.
- C. The PTSA hard copies of records and reports will be kept no longer than two (2) years; except the Minutes Record books, Treasurer's Record books, Ways and Means Records, and any Historian Records. All others should be kept via soft copy as needed.

II. Training Expenses

- A. This local PTSA shall pay the expenses of the newly-elected officers and newly appointed committee chairs (that have never attended) to travel and attend LAUNCH (the Texas PTA Annual Convention/ Summer Leadership Conference); as funds allow.
- B. As the approved budget allows, this local PTSA shall pay the expenses of any other PTSA board members to attend in the following order:
 - a. *President*
 - b. *President-Elect*
 - c. *First Vice President*
 - d. *Second Vice President*
 - e. *Secretary*
 - f. *Treasurer*
 - g. *Parliamentarian*
 - h. *Council Delegate*
 - i. *Standing Committee Chairs*
- C. This local PTSA shall limit event expenses to the following:
 - a. Early Bird registration fee amount.
 - b. All Access (Meal Card) Pass (offer by Texas PTA) and plan listed below OR \$35 per day per person:
 - i. Meals, not included in the All Access Pass, will be reimbursed as follows:
 - 1. Friday- \$10.00 per person
 - 2. Saturday \$30 per person
 - 3. Sunday-\$10.00 per person
 - ii. Alcohol purchases shall not be reimbursed

- c. Hotel accommodations at published seminar or convention, double-occupancy, rate
 - d. Gasoline expense for one vehicle per four (4) members in attendance, when using personal car based on actual receipts for mileage; as per IRS allowance.
 - e. Parking fees for one vehicle per four (4) members in attendance
- D. This local PTSA shall pay the expenses for members of the executive board to attend/take the Texas PTA Foundations: Leader Orientation.

III. Financial

- A. This local PTSA shall purchase a past President's pin (from Texas PTA) for the retiring President.
- B. It is the President-Elect and/ or 1st Vice President's responsibility to coordinate any additional retiring President's gift at the end of the President's term of office.
 - a. Money is not to be taken from the local PTSA budget.
 - b. Money may be collected from association members.
- C. This local PTSA shall purchase tickets for the North East Council of PTAs Founder's Day function for the following persons:
 - a. President
 - b. President Elect
 - c. Current year's Life Member/Founder's Day Chair
 - d. School Principal
 - e. School Assistant Principal presiding over the PTSA
 - f. Current school year Life Member/ Extended Service Award recipients and one guest; the number of award recipients will be based on the current budget.
- D. The President shall appoint additional signer(s) for the PTSA accounts with executive board approval. The President, President Elect, 1st Vice President and Treasurer shall be signers on the bank account(s). Optional signers are the 2nd VP or 3rd VP.
- E. Checks exceeding \$499.99 will require two signatures for disbursement. Checks not exceeding \$499.99 may be signed by one authorized signer; check disbursement form should be submitted prior to check release.
- F. The President shall appoint a board member (at the beginning of the fiscal year), other than a signer on the account, to review the monthly bank statements.
 - a. The member (non-signer) appointed by the president and approved by the executive board should open, review, sign (with their full signature), and date each bank statement before giving it to the treasurer. *If the PTSA is insured with AIM Insurance, this above required for coverage.*
 - b. The reviewer should look for the following things:
 - i. Checks appearing in non-sequential order
 - ii. Checks made out to "cash"
 - iii. Checks written for non-approved expenses
 - iv. Missing check numbers
 - v. ATM/Debit/Electronic Transfers
 - vi. Checks made out to an individual for an even dollar/cent amount (i.e. \$20.00)
 - vii. Transactions on the statements verified against financial report(s)
 - c. The reviewer shall promptly report any concerns or discrepancies identified in the

review to the executive committee.

- G. All money should be counted by at least two (2) persons at the same time, 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.
- H. Any check made payable to this local PTSA, which is returned as Non-Sufficient Funds (NSF), will be re-deposited once. Any charges incurred by the PTSA (due to insufficient funds) shall be charged to the check writer. It is the responsibility of the Treasurer to notify the check writer of the NSF. This local PTSA reserves the right to refuse subsequent checks from the check writer and require cash, debit/credit card, or money orders for payment.
- I. This local PTSA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within sixty (60) days of the event or within seven (7) days of the end of the school year, whichever comes first. Reimbursements outside this date range require 2/3rd board approval.
- J. This local PTSA shall not reimburse sales tax. Any member making purchases on behalf of this local PTSA should use a tax exempt form and/or W-9 as required by the vendor.
- K. This local PTSA shall have a carryover in its primary checking account of not less than \$5000.00 at the end of the fiscal year.

IV. Bonding and Insurance

- A. General liability insurance shall be purchased annually by this local PTSA.

V. Bereavement

- A. In the event of the death of a staff/ faculty member, current student, a member of the NEISD Board of Trustees, the Superintendent of Schools, or a member of this association, a bereavement gift, such as a MacArthur Commemorative Brick (in the name of the deceased), a donation to the NEISD Blossom Scholarship (on behalf of the deceased), or an amount not to exceed \$25 shall be presented by this local PTSA (when informed).
- B. Bereavement gifts from this local PTSA must be purchased in the same PTSA fiscal year as the death/passing.

VI. Additional Officer Duties

- A. Corresponding Secretary
 - a. Corresponding Secretary shall conduct all correspondence relating to the association; including gratitude, sympathy, and congratulations. Responsibilities include, but are not limited to the below:
 - b. Read communications at meetings.
 - i. In reading correspondence, first read the name of the person and/ or organization, and then proceed with the body of the letter or note.
 - c. Write thank-you notes, as requested, to someone who gave a presentation to the PTSA; this responsibility may be assigned to some other office or committee. When thanking a program participant:
 - i. Be prompt in expressing appreciation
 - ii. Date the letter
 - iii. In an informal note of appreciation, the date may be written below and to the left of your signature
 - iv. Quote a worthy comment made by the presenter

- v. Date the letter
 - vi. In an informal note of appreciation, the date may be written below and to the left of your signature
 - vii. Quote a worthy comment made by the presenter
 - viii. Reaffirm the group's appreciation for the time and thought the speaker gave to the presentation
 - ix. Sign the PTSA's name followed by your signature
 - x. Be sure to identify your relationship to the PTSA, i.e., Jane Smith, Corresponding Secretary
- d. Write thank-you notes, as requested, to a company/individual who gave a donation to the PTSA; this responsibility may be assigned to some other office or committee. When thanking a donor:
- i. Be prompt in expressing appreciation
 - ii. Date the letter
 - iii. Quote the amount donated by the company/individual
 - iv. Reaffirm the group's appreciation for the donation and describe how the money will help the PTSA
 - v. Sign the PTSA's name followed by your signature
 - vi. Be sure to identify your relationship to the PTSA, i.e., Jane Smith, Corresponding Secretary
- B. Write "sympathy/sunshine" notes, as requested.
- a. When writing notes to members concerning grief, illness, a new baby, etc.:
 - i. Keep in mind that the message is from the PTSA, not the writer
 - ii. Recognize the specific reason for writing
 - iii. Express the group's interest and reaction to what has happened to the member
 - iv. End on an appropriate note
 - v. Date the letter/card
 - vi. Sign the PTSA's name and your name as corresponding secretary
- C. Organize and oversee commemorative brick installation and process.

VII. Special Committees

A. Budget and Finance

- a. This committee shall be composed of all outgoing and incoming officers.

B. Project Graduation

The purpose of the committee:

- a. "To establish a group of parents and students who will work together in the organization and promotion of a drug and alcohol free party for the graduating seniors."
- b. The Project Graduation committee should have Junior Class parent representatives so as to be able to function on the committee the following year with knowledge of the previous year's event.
- c. After all monetary obligations are met for the current Project Graduation; extra monies will be left in the Project Graduation budget line item for the following year's event. If the event does not come to fruition, the money should be reallocated as per a budget amendment.

VIII. Awards

- A. Awards in the form of certificates, plaques, etc. awarded to this local PTSA shall be the property of this local PTSA and not individuals.
- B. The President may recognize members for outstanding service with a service pin or similar type of recognition with approval from the board.
 - a. Money should be taken from the Honor/Recognition line of the budget.
 - b. Awards in the form of recognition pins, membership, etc. shall be retained by the recipient.

IX. Miscellaneous

- A. This local PTSA's mailing address shall be:
2923 MacArthur View
San Antonio, Texas 78217
- B. Members shall obtain authorization from the membership before representing this local PTSA when communicating to school district personnel or the media.
- C. Executive board members shall not be entitled to privileges that are not due to any other school district tax payer because of their position in the PTSA.
- D. All communications concerning this local PTSA for school distribution shall be approved by the President, the principal or his/her appointed representative prior to dissemination.