

Standing Rules Approved By Order  
of the Texas PTA Board of Directors



Texas PTA President  
6/16/2014

## **Standing Rules For Hebron High School PTSA**

- I. ANNUAL MEETINGS AND REPORTS
  - A. The president shall appoint a committee to approve the minutes of the last board meeting of the year.
  - B. The president shall appoint a committee to approve the minutes of the last membership meeting of the year.
  - C. Each officer and chairman shall include his plan of work and annual report in his procedure book to be given to his successor.
  
- II. EXPENDITURES
  - A. This PTSA shall pay the expense of a maximum of two members to the Texas PTA Summer Leadership Seminar and State Convention in the following order, as funds allowed and are budgeted:
    - 1. President
    - 2. Vice President
    - 3. Treasurer
    - 4. Secretary
    - 5. Parliamentarian
    - 6. Historian
    - 7. Any standing committee chairman
  - B. Expenses to be paid shall be limited to the following:
    - 1. Registration fee
    - 2. Housing fee — not to exceed \$50.00 per person per day
    - 3. Gasoline for one vehicle as specified per mile by Texas PTAMeals — not to exceed \$25.00 per day
  - C. This unit will pay the expenses for board members to attend the Texas PTA Leadership Orientation Training Course.
  - D. This unit shall purchase a past president's pin for the retiring president.
  - E. This unit shall purchase tickets on an as needed basis for Council Founder's Day functions for the following persons:
    - 1. School Principal
    - 2. President
    - 3. Current year's life membership recipients
  
- III. STANDING COMMITTEES
  - A. This PTSA board is comprised of the following Standing Committees: Arts in Education, Campus Support, Communications, Fundraising, Hebron Feeder Liaison, Homecoming, Legislative, Membership, Post Prom, Programs, Staff Appreciation, Volunteers

- B. The duties and responsibilities of each board position shall be detailed in individual plans of work and procedure books.

#### IV. BONDING AND INSURANCE

- A. The following insurance shall be purchased annually by this PTSA:
  - 1. General liability insurance
  - 2. Fidelity bond insurance for all persons on signature cards at bank
  - 3. Property insurance (if applicable) and
  - 4. Officer's liability insurance

#### V. FINANCIAL

- A. No blank checks or cash advance requests will be issued.
- B. All reimbursement requests must be approved and signed by the committee chairman before submitting to the treasurer. The treasurer must have the signed approval of the president before the check can be disbursed.
- C. The following person's signatures shall be on file with the bank for signature on checks issued by this PTSA. Two signatures shall be required on all checks.
  - 1. President
  - 2. Treasurer
  - 3. Vice president or designated officer
- D. No officer shall approve or sign a check that is being issued to himself.
- E. Two non-student PTSA members in good standing must count incoming cash and sign a deposit receipt.
- F. All monies shall be deposited in the bank immediately.
- G. A minimum of \$500.00 shall be carried forward in the Hebron High School PTSA account as start up funds for each fiscal year.
- H. Approval by the principal is required for all purchases made for the school. All purchases of property made by this PTSA will be subject to a contract between the PTSA and the school.
- I. A list of all items donated by this PTSA to the school shall be recorded in the secretary's book.
- J. Any person wishing to be reimbursed by this PTSA must submit proper receipts and approved submission forms to the treasurer no later than 30 days after the event or 3 days prior to the end of the fiscal year — whichever comes first. Reimbursement amounts shall be within budget.
- K. This PTSA shall not reimburse for any state or local taxes. The treasurer shall provide tax exempt forms to all board members.

#### VI. AWARDS

- A. Council Delegates will be responsible for submission and distribution of awards from LISD Council of PTAs, Area and Texas PTA.
- B. Awards are the possession of this PTSA and not of the individuals whose committee won them. All awards are to be displayed at the school or placed in the historian's or secretary's book. This does not include recognition pins.

#### VI. MISCELLANEOUS

- A. Board members shall not expect privileges or rights that are not due any other taxpayer in the school district.

- B. Any check that is made payable to HHSPTSA that is returned as NSF will be deposited two times. If it is still found to be NSF, the treasurer will attempt to notify the check writer. Any NSF processing charges incurred by the PTSA will be charged to the check writer. This PTSA reserves the right to refuse any check and demand cash for payment.
- C. All board members are required to maintain a procedure book which is to be passed on to their successor within 30 days of the end of the term.
- D. All forms, flyers, etc. that any person distributes on behalf of HHSPTSA will be approved by the president prior to distribution. A copy of the form shall be given to the secretary to keep in the secretary's book.
- E. All board members shall give the president or secretary prior notice if he/she is unable to attend an upcoming board meeting.
- F. Any business regarding fundraising, significant expenditures or merchandise must be approved by the board.
- G. The Financial Reconciliation Committee shall be expedient in its duty. Once formed, a reasonable date will be set for completing the audit. A member of the Financial Reconciliation committee will collect the financial books and records from the outgoing treasurer. The PTSA's minutes, reports and membership roster will be collected from the secretary. The outgoing treasurer shall make himself available to the Financial Reconciliation committee during the audit. After the audit is complete, the Financial Reconciliation committee will return all records to the incoming president.