

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



Texas PTA President
Filed 3/8/2024

**EAGLE RIDGE ELEMENTARY
PARENT TEACHER ASSOCIATION STANDING RULES**

I. Trainings

- A. This Local PTA shall pay the expenses of executive board members for fee based online training offered by Texas PTA and to attend all council conferences.
- B. The association shall pay for up to eight (8) executive board members, in accordance with the budget, to attend the Texas PTA LAUNCH, including registration and hotel accommodations. Officers and chairs shall be eligible to attend these events in the following order:
 - a. President
 - b. Treasurer
 - c. 1st Vice President – Programs
 - d. 2nd Vice President – Communications
 - e. 3rd Vice President – Fundraising
 - f. 4th Vice President – Hospitality
 - g. 5th Vice President – Membership
 - h. Secretary
 - i. Parliamentarian
 - j. Historian
 - k. Standing Committee Chair: Academic Enrichment
 - l. Standing Committee Chair: Volunteer Coordinator
 - m. Standing Committee Chair: Room Parent Lead
- C. When traveling to the Texas PTA LAUNCH, attendees will be reimbursed within 30 days of attending convention for expenses as follows:
 - a. Registration — ERE PTA will pay for up to eight (8) executive board members
 - b. Transportation — Drivers will be reimbursed for fuel and mileage at the prevailing IRS mileage rate for business travel, and parking at the hotel and/or convention location.
 - c. Hotel — Reservations will be reimbursed by the ERE PTA at double occupancy rates. Single occupancy rooms may be made available only upon request and board approval.
 - d. Meals — Attendees will be reimbursed for meals, excluding alcohol, at the prevailing IRS per diem rate for business travel.
- D. All Executive Board Members attending Texas PTA LAUNCH are required to attend a
 - a. minimum of 4 sessions/workshops in their field (or other if not available)

II. Financial

- A. Returned Checks

- a. Any individual writing a personal check to the association that is returned due to insufficient funds shall be charged a return fee equal to the bank fee charged to the PTA.
- b. A phone call or email to the check writer must be made as soon as the Treasurer becomes aware of a bounced check. The person will be asked to pay the amount of the check plus any overdraft fees in cash.
- c. If no satisfactory response is received from the family indicating payment is forthcoming, a letter will be sent to each family documenting the debt.
- d. Any person or business that does not cover both the written amount of the bounced check plus the overdraft fee that the bank charges the PTA for these checks will be invoiced and restricted to pay by cash or money order in the future.
- e. The funds must be provided to ERE PTA within 30 days of the date of the rejected check.
- f. Successful payment of the funds in a timely manner (30 days) will result in removal from the Outstanding Debtors list and be considered members in good standing.
- g. All future payments received from those persons with an outstanding debt to the PTA, made for other services or goods, forthcoming PTA fundraisers, or other PTA sponsored events will be processed and applied to satisfy outstanding debt.

III. Additional Duties of Officers and the Respective Committees

All officers shall attend all association meetings and perform the duties outlined in the bylaws and additional duties assigned.

A. First Vice President - Programs

- a. Plan and schedule school programs and general assembly PTA programs.
- b. Shall provide related activities at Membership meetings.
- c. May be authorized to sign on bank accounts.
- d. Shall oversee the following subcommittees:
 - i. **Watch DOGS Subcommittee Chair** - Shall work with ERE counseling staff to provide male role model(s) an opportunity to serve and spend time together with students at ERE as part of the nationally recognized program.
 - ii. **Running Club Subcommittee Chair** - Shall plan and promote a healthy lifestyle through walking and running.
 1. Is responsible for providing motivational rewards.
 2. Shall coordinate all ERE running club activities, which may include before/after school runs and weekend races.
 3. Shall also keep accurate records for reporting to the PTA executive board.
 4. Shall maintain the Running Club social media pages.
 - iii. **Health and Safety Subcommittee Chair** - Shall plan and promote the health and well being of ERE students, parents and staff.
 1. Shall cooperate with health/safety agencies as appropriate.
 2. Shall distribute information as approved by the PTA executive board and school administration.
 3. Shall act as a liaison between the physical education staff and school nurse to the PTA executive board in such events but not limited to, bike safety, fire safety and dental health.

B. Second Vice President - Communications

- a. Shall oversee the communication team's printed publications including ERE PTA Website, all applicable social media platforms and manage the publicized PTA Event Calendar.
- b. May be authorized to sign on bank accounts.
- c. Shall oversee the following subcommittees:
 - i. **Marquee Subcommittee Chair** - Shall update the marquee by working with the office staff and VP of Communications to keep information current.

C. Third Vice President – Fundraising

- a. Be responsible for coordinating and implementing all fundraising events.
- b. May be authorized to sign on bank accounts.
- c. Shall oversee planning of fundraising events, collection of monies, distribution of products and prizes, maintaining accurate recordkeeping and reporting to the PTA executive board.
- d. Fundraising events are subject to change in accordance with the annual budget and the school calendar.
- e. Shall oversee the following subcommittees:
 - i. **Fundraising Subcommittee** - shall be formed to assist with any and all fundraising events.

D. Fourth Vice President – Hospitality

- a. Be responsible for hosting and creating a friendly, welcoming atmosphere at back-to-school and teacher appreciation events for the faculty and staff.
 - i. Coordinate food item donations;
 - ii. Secure volunteers to serve; and
 - iii. Reserve school locations for the events.
- b. Secure refreshments for PTA programs and Open Houses.
- c. May be authorized to sign on bank accounts.
- d. Shall coordinate any social events that involve complimentary food and beverage, excluding fundraisers.

E. Fifth Vice President – Membership

- a. Shall be responsible for updating the membership directory for Texas PTA office by the Texas PTA Fall and Spring Deadlines.
- b. Shall be responsible for applying for all applicable awards offered by Texas PTA and local PTA.
- c. May be authorized to sign on bank accounts.
- d. Ensure access to the membership directory is available to Board Members as needed.

F. Parliamentarian

- a. Have a current copy of bylaws and standing rules at all meetings.
- b. Be responsible for updating bylaws and standing rules as necessary and submitting them to Texas PTA at appropriate times.

IV. Duties of Other Executive Board Positions

A. Historian

- a. Compile and keep a record of events and activities to be submitted to local PTA for judging at the local PTA annual meeting.
- b. PTA Scrapbooks from previous years shall be kept in the school building
- c. Shall collect competitive bids from yearbook/printing companies and shall present the findings to the executive board.
- d. Responsible for overseeing the following subcommittees:

- ii. Yearbook Subcommittee Chair – shall be formed to assist with putting together the school yearbook
 - 1. Ensure photos are captured at events to be used in the yearbook
 - 2. Coordinate with the PTA Executive Board and School Administration to select a yearbook vendor
 - 3. Partner with selected vendor to create yearbook, coordinate purchases, and ensure delivery of final product.
- iii. If the Yearbook Lead is vacant, the Historian will be responsible.

B. Academic Enrichment Standing Committee Chair

- a. Shall research, develop and implement academic enrichment programs while promoting reading, math, and S.T.E.A.M.
- b. Shall also work with the school librarian towards expansion of media resources.
- c. Shall meet with teachers on a rotational basis to understand their needs and seek feedback on how PTA can support them.
- d. Shall oversee the following subcommittees:
 - i. Arts in Education Subcommittee - Shall promote strong emphasis and participation in the National PTA's annual Reflections program

C. Volunteer Coordinator Standing Committee Chair

- a. Shall acquire necessary volunteers for school events and be responsible for providing assistance in a variety of school and PTA functions
- b. Shall provide necessary volunteer training and communication at the beginning of the school year.
- c. Shall encourage parents to record and report their volunteer hours.

D. Room Parent Standing Committee Chair

- a. Supports all five (5) grade level room parent leads in planning both holiday and end of year parties, coordinate grade-level donations for fundraising events as needed.

V. Social Media Policy

- A. The purpose of social media is to:
 - a. promote PTA, membership, or PTA event;
 - b. direct traffic to the PTA website for more information, encouraging participation and membership;
 - c. promote best practices; and
 - d. provide accurate, relevant, and up-to-date information.
- B. Content - The PTA executive board shall approve the site and assign the responsibility for monitoring content. Content on all social media outlets used by the PTA shall:
 - a. be civil, cordial, and relevant;
 - b. be inclusive for all groups;
 - c. avoid making sites exclusive vehicles for board information behind passwords;
 - d. avoid "PTA-speak" by not using words or acronyms the average parent would not understand;
 - e. not include documents intended for members only, such as bylaws, minutes, and financials, unless access is protected and available only to members of that PTA;
 - f. not endorse, promote or solicit on behalf of a business, product, or service;
 - g. not include comments and posts used as advertising space (explicit or implied);
 - h. not endorse a candidate or political party;
 - i. be verified for access;
 - i. obtain permission from individuals prior to posting photographs and videos; and

- ii. check with the school district's communications administrator for guidelines on the photo release policy or obtain a signed photo release through the PTA before publishing any photo or video.
- C. Notice - Texas PTA and its constituents associations are encouraged to post the following information on their social media site so visitors know the expectations.
 - a. Eagle Ridge Elementary PTA is a noncommercial, nonsectarian, nonpartisan association that does not endorse any candidate or political party. This PTA does not endorse non-PTA products or services.
 - b. Solicitation, or anything that resembles solicitation, shall not be posted on this site. If complaints are received about the content or if the PTA deems content to be advertising, that content will be removed regardless of whether the content is relevant to our members.
 - c. Offensive or inappropriate content shall not be tolerated. Any such content will be removed and the author will be banned from the site. Abusive or inappropriate content includes anything that isn't child-friendly, personal attacks, spam, copyrighted material, or bullying of any kind.
 - d. Posts endorsing a candidate for office or any political party shall be removed immediately. This site is not the appropriate place to express complaints and grievances. If you have a concern, please contact a member of the PTA executive board.

VI. E-Commerce Policy

A. Recurring Payments - 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

- 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.

C. Online & Point of Sale Payment Collection Systems

- a. The PTA membership must approve the use of an online and/or point of sale payment collection system.
- b. The payment collection system must be in the PTA's name.
- c. 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.
- d. 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.
 - e. All revenue is accounted for and reported in every financial report in the corresponding budgeted income category or categories.
 - f. 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.
 - g. The payment collection system must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS).
 - h. 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.
 - i. 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 check

VII. Miscellaneous

- A. All documents to be distributed outside of the PTA executive board shall be approved by the president or the president's designated representative prior to distribution. All documents to be sent home with students shall additionally be approved the principal or assistant principal prior to distribution.
- B. The following insurance shall be purchased annually by this Local PTA:
 - a. Commercial General Liability: \$1,000,000
 - b. Medical Payments: \$50,000
 - c. Non-Profit Professional Liability: \$1,000,000
 - d. Commercial Crime and Fidelity Bond: \$50,000
 - e. Inland Marine (Property Coverage): \$10,000