

Standing Rules Approved By Order of the Texas PTA Board of Directors
Date Submitted:

Texas PTA President

EAGLE RIDGE ELEMENTARY PARENT TEACHER ASSOCIATION STANDING RULES

I. Trainings

- A. The association shall pay the registration fee for PTA board members to take the Texas PTA Leader Orientation Training and to attend all council and area conferences.
- B. The association shall pay for **up to eight (8) members**, in accordance to the budget, to attend the Texas PTA Summer Seminar/Convention, including registration and hotel accommodations. Officers shall be eligible to attend these events in the following order:
 - 1. President
 - 2. Treasurer
 - 3. **1st Vice President – Programs**
 - 4. **2nd Vice President – Communications**
 - 5. **3rd Vice President – Fundraising**
 - 6. **4th Vice President – Hospitality**
 - 7. **5th Vice President – Membership**
 - 8. Secretary
 - 9. Parliamentarian
 - 10. Historian
 - 11. **Arts In Education Chair**
 - 12. **Academic Enrichment Chair**
 - 13. **Room Parent Chair**
- C. When traveling to the Texas PTA Summer Seminar or Convention, attendees will be reimbursed for expenses as follows:
 - 1. Registration — ERE PTA will pay for up to eight (8) executive board members prior to the convention.
 - 2. Transportation — Drivers will be reimbursed for fuel and mileage at the prevailing IRS mileage rate for business travel.
 - 3. Hotel — Reservations will be made by the PTA president and will be paid for by the ERE PTA at double occupancy rates.
 - 4. Meals — Attendees will be reimbursed for meals totaling thirty dollars (\$30) times the number of days at the convention.

- D. All Executive Board Members attending Texas PTA Summer Seminar or Convention will attend all sessions/workshops in their field.

II. Financial

- 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 invoices 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. Officer Duties

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

A. First Vice President - Programs

1. Plan and schedule school programs and general assembly PTA programs.
2. Shall provide related activities at general meetings.
3. **Oversee Watch DOGS Lead** — 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.
4. **Oversee Running Club Lead** — may form a committee of volunteers. Shall plan and promote a healthy lifestyle through walking and running.
 - a. Is responsible for providing motivational rewards.
 - b. Shall coordinate all ERE running club activities, which may include after school runs and weekend races.
 - c. Shall also keep accurate records for reporting to the PTA executive board.
5. **Oversee Health and Safety Lead** — may form a committee of volunteers.
 - a. Shall plan and promote the health and well being of ERE students, parents and staff.

- b. Shall cooperate with health/safety agencies as appropriate.
 - c. Shall distribute information as approved by the PTA executive board and school administration.
 - d. 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.
6. May be authorized to sign on bank accounts.

B. Second Vice President - Communications

- 1. Shall oversee the communication team's printed publications including newsletter, ERE PTA Website, all applicable social media platforms and volunteers.
 - 2. Shall oversee the following lead positions and assume the responsibility of any lead position, should it become necessary.
 - a. Volunteer Lead - Shall acquire necessary volunteers for school events and be responsible for providing assistance in a variety of school and PTA functions. Shall provide necessary volunteer training and communication at the beginning of the school year. Shall encourage parents to record and report their volunteer hours.
 - b. Newsletter Lead — may form a committee of volunteers. Responsible for providing an informative newsletter on a regular basis throughout the school year. Shall inform parents, staff and community of upcoming PTA events of important issues relating to the school and school district. Responsible for making sure that appropriate articles and materials are collected, edited, typed and published. The newsletter is sent to print upon approval by the PTA President, Communications Chair and the ERE Principal.
 - c. Marquee/Banner/Display Case Lead - may form a committee of volunteers. Shall update the marquee by working with the office staff and VP of Communications to keep information current. Shall change the board as needed and keep track of upcoming events and news. Shall also work with other teams when needed to create any additional in-school advertising of events/activities/announcements and include maintenance of the PTA display case in the front entryway.
 - d. Website and Social Media Lead — may form a committee of volunteers. Shall maintain and update the ERE PTA Website and social media accounts in order to educate the ERE parents, students, staff and community of the various activities that are offered. Provide information on upcoming events and important school information. Shall work closely with the Newsletter Lead to ensure that most, if not all, articles are included on the Website. All information must be reviewed and approved by the PTA President and VP of Communications before any items/information is added to the site. The Website shall also provide links' to other pertinent sites, including but not limited to the KISD Website and other PTA based sites.
3. May be authorized to sign on bank accounts.

C. Third Vice President - Fundraising

- 1. Be responsible for coordinating and implementing fundraising events.

2. Devise and execute, with approval of the executive board and association, ways and means of procuring funds and present plan for adoption at the first meeting.
3. Shall oversee the volunteers' work in regards to planning of fundraising events, collection of monies, distribution of products and prizes, maintaining accurate recordkeeping and reporting to the PTA executive board.
4. Shall oversee the following lead positions and assume the responsibility of any lead position, should it become necessary.
 - a. Dining Out Lead — responsible for selection of participating restaurants, selection of dates, collection of monies, and distribution of incentives, with the discretion of the PTA executive board. In addition, shall maintain accurate records and shall report monthly donations to the PTA executive board.
 - b. Rebates Lead — shall collect General Mills Box Tops for Education, Tyson A+ Labels, Campbell's Labels, Community Partner Programs (Albertsons, Tom Thumb and Kroger) and other corporate rebate programs for the purpose of classroom incentive programs (as it pertains to the above) and report quarterly to the PTA executive board for the purpose of financial planning. Shall send these items in for rebates twice a year, or as directed by the program.
 - c. Spirit Wear Lead — responsible for the selection of a vendor, organizing the sale of spirit wear, providing accurate information and order forms to families and staff, collecting funds and distributing products when orders arrive. In addition, shall be responsible for inventory management for year round sales with accurate recordkeeping and reporting to the PTA executive board and principal for approval.
 - d. Grants Lead - may form a committee of volunteers to work together with staff members to explore and pursue education-related grants on behalf of ERE. Shall research, write and comply with grant application procedures for grants. Potential grants shall be reported to the PTA executive board and school principal. A wide variety of tasks are encompassed in this team, so all levels of experience are welcome.
5. May be authorized to sign on bank accounts.

D. Fourth Vice President - Hospitality

1. Shall coordinate any social events needs that arise throughout the school year and may form a committee of volunteers.
2. Shall coordinate the teachers' welcome back gathering.
3. Shall plan for refreshments and tissues at the Tears and Cheers gathering.
4. Shall coordinate the teachers' holiday luncheon
5. Shall coordinate monthly birthday and staff appreciation events and refreshments as deemed necessary by the executive board.
6. **Oversee the Community Service Lead** and assume the responsibility, should it become necessary. Lead may form a committee of volunteers. Shall coordinate PTA and school participation in community service events which may include, but are not limited to, Casey's Kids Fun Run, food and toy drives, school supply drive for deserving children and other special needs as identified and/or recommended by the school administration and approved by the PTA executive board.
7. May be authorized to sign on bank accounts.

E. Fifth Vice President - Membership

1. Shall be responsible for getting a copy of the membership list and money to the State PTA office by the TX PTA Fall and Spring Deadlines.
2. Shall be responsible for applying for all applicable awards to include but not limited to Head Start, Early Bird, Membership Increase, Honor Roll, Presidents List, Three Year High, Reaching High, Welcome Back, XOXO, Superhero, Alumni, Golden Apple, MARS, Outstanding Membership Campaign and Voice for Every Child.
3. Provide copies of membership list to the president, secretary and treasurer.
4. May be authorized to sign on bank accounts.

F. Parliamentarian

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

G. Historian

1. Compile and keep a record of events and activities to be presented as the official history to the general assembly for adoption at the annual meeting as well as to be turned into council by the designated date for judging.
2. Responsible for overseeing the Yearbook Lead
 - a. Yearbook Lead may form a committee of volunteers.
 - b. Shall collect competitive bids from yearbook/printing companies and shall present the findings to the executive board.
 - c. Shall be responsible for obtaining volunteers to collect pictures throughout the year with corresponding names and layouts for the school yearbook.
 - d. Shall produce and distribute order forms, collect monies and keep accurate records of the annual student yearbook sale.
 - e. This is a yearlong commitment with the target date for delivery in May.

H. Arts in Education Chair

Shall form a committee of volunteers to help promote arts and culture to Eagle Ridge Elementary (ERE) students and families. Shall promote strong emphasis and participation in the National PTA's annual Reflections program while meeting Keller Council of PTAs' guidelines for student entries. This activity involves notification to teachers of the theme and soliciting their cooperation. Duties include distributing materials, promoting programs to students, establishing judging criteria, selecting and coordinating judges, collecting entries, arranging the display, passing on winners to the area competition, supervising the distribution of awards and publishing the winners and all participants. The Reflections program is a cultural arts competition sponsored by the National PTA.

There are six divisions of competitions; visual arts, literature, musical composition, film/video production, dance choreography and photography. This team shall also work with the administration to find ways to encourage and strengthen the expansion of art, music, poetry and writing with the school.

- I. Academic Enrichment Chair - may form a committee of volunteers. Shall research, develop and implement academic enrichment programs while promoting reading and math programs. Shall also work with the school librarian towards expansion of media resources.

J. Room Parent Chair

1. Supports all five (5) grade level room parent leads in planning a holiday party, end of year party and one luncheon per grade level per year.
2. Shall be available for grade level lead room parents to contact if they have any questions or concerns.
3. Shall be responsible for working with teachers and parents at the beginning of the year for the selection of room parent leads for each class and a lead for each grade. If teachers do not have specific preferences, the Room Parent Chair and Grade Level Room Parent Lead will select the Room Parent from a list of interested participants for each classroom. Each room parent representative will distribute information from the Room Parent Chair or Lead Room Parent to parents for school events, to include class parties as designated by the principal.

V. Nominating Committee - Prior to the April elections, the nominating committee shall distribute and review surveys soliciting nominations for PTA executive board positions and committee chairs. After elections, the surveys are to be forwarded to the newly elected officers.

VI. Miscellaneous

- A. Notification of an emergency vote taken by phone, email, or other electronic means shall be given to each board member by the president. Board members shall have at least 24 hours to respond. A complete accounting of the number of votes cast and the results shall be given at the next regular board meeting where the vote shall be ratified. All of these actions shall be recorded in the minutes.
- B. The President and/or delegate(s) will attend all KISD Council of PTAs regular meetings, including but not limited to, Founders Day, Brag Luncheons and Principal/President meetings. The PTA will pay for tickets as budgeted.
- C. These Standing Rules may be amended by a two-thirds vote of the PTA members present and voting at any regular meeting or by a majority vote providing proper notice has been given.
- D. PTA Scrapbooks from previous years shall be kept in the school library.
- E. 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.