

**Homestead Elementary**  
**PARENT TEACHER ASSOCIATION**  
**STANDING RULES**  
*September 2015*

*(NOTE: Wording in the standing rules does not duplicate wording in the bylaws. Standing rules contain details about the day-to-day operations of the PTA.)*

**I. Meetings**

- A. The president shall appoint a committee of three (3) members at the last executive board meeting to approve the minutes of the last board meeting.
- B. The president shall appoint a committee of three (3) members at the last regular meeting to approve the minutes of the last regular meeting.

**II. Training Expenses**

- A. This Local PTA shall pay the expenses of the newly-elected officers and committee chairs to attend the Council and Area PTA training, if applicable. As the approved budget allows, this Local PTA shall pay the expenses of any other PTA member to attend.
- B. This Local PTA shall pay the expenses of members to the Texas PTA Annual Convention and Summer Leadership Seminar in the following order, as funds allow:
  - 1. President
  - 2. Vice President, Membership
  - 3. Vice President, Ways and Means
  - 4. Vice President, Programs
  - 5. Treasurer
  - 6. Secretary
  - 7. Parliamentarian
  - 8. Historian
  - 9. Any standing committee chairman
- C. This Local PTA shall pay the expenses of the delegate(s) to the National PTA Annual Convention, if funds permit after expenses have been allocated for the Texas PTA Summer Leadership Seminar and Annual Convention. Delegate(s) shall be elected by the executive board.
- D. This Local PTA shall limit event expenses to the following:
  - 1. Early Bird registration fee
  - 2. Hotel accommodations at published seminar or convention double-occupancy rate
  - 3. Gasoline for one vehicle per four (4) members in attendance at 14 cents per mile when using personal car
  - 4. Parking fees
- E. This Local PTA shall pay the expenses for members of the executive board to attend the FLO (Foundations Leadership Orientation) once during their participation with this Local PTA.

### **III. Financial**

- A. This Local PTA shall purchase tickets for the Council PTA Founder's Day function for the following persons:
  - 1. School Principal
  - 2. School Assistant Principal
  - 3. PTA President
  - 4. Current year's Life Membership recipients
- B. All money shall 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. A copy of this form shall be retained by the Treasurer.
- C. Any check made payable to this Local PTA that is returned as NSF will be re-deposited 2 times. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer. This Local PTA reserves the right to refuse subsequent checks from the check writer and require cash for payment.
- D. This Local PTA shall not use credit or debit cards.
- E. This Local PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within thirty (30) days of the event or within ten (10) days of the end of the school year, whichever comes first.
- F. This Local PTA shall not reimburse sales tax unless the executive board gives prior approval for the exception. Any member making purchases on behalf of or for this Local PTA shall use the tax exempt form.
- G. This Local PTA shall obtain at least two (2) bids when making any large purchase unless the item is a specialty item and there is but one vendor for the item.
- H. This Local PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.
- I. This Local PTA shall have a carryover in the checking account of not less than \$4,000 at the end of the fiscal year.

### **IV. Bonding and Insurance**

The following insurance shall be purchased annually by this Local PTA:

- A. Commercial General Liability insurance
- B. Accident medical
- C. Commercial Crime & Fidelity
- D. Property insurance (Bus. Personal Prop/Comp Sys)
- E. Nonprofit professional liability insurance (officers liability)

### **V. Condolences**

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

## **VI. Standing Committees**

A. The standing committees of this Local PTA may include, but not be limited to:

- |                               |  |
|-------------------------------|--|
| 1. All Pro Dad                | 14. Publicity/Marquee                                  |
| 2. After School Programs      | 15. PTA Student Contests<br>(Reflections/Green Impact) |
| 3. Back to School Event       | 16. Room Parent Coordinator                            |
| 4. Book Fair                  | 17. Specials Coordinator                               |
| 5. Box Tops                   | 18. Spirit Wear  |
| 6. Communications             | 19. STAAR Snacks                                       |
| 7. Dinner/Auction             | 20. Sunshine   |
| 8. Directory                  | 21. Volunteer  |
| 9. Homestead Goes Green       | 22. Wrap Packs   |
| 10. Hospitality               | 23. Variety Show                                       |
| 11. Kindergarten Registration | 24. Yearbook   |
| 12. Passive Fundraising       | 25. 5 <sup>th</sup> Grade Events                       |
| 13. Popcorn                   |  |

## **VII. Other Board Positions**

A. Council PTA delegates shall:

1. Participate fully in Council PTA discussions and deliberations;
2. Report announcements, important actions and the Council PTA program to this Local PTA membership and executive board;
3. Seek information or approval from the membership on matters referred to this Local PTA for such approval or information; and
4. Report and/or vote as directed by the Local PTA membership at the Council PTA meeting.

## **VIII. Special Committees**

A. Budget and Finance

1. This committee shall be composed of a chair (treasurer), VP of Ways and Means and two (2) additional members, including the newly-elected president and one outgoing officer.
2. The committee shall recommend amendments to the budget based on Plans of Work, and submit these amendments to the executive board.
3. The treasurer shall present the budget amendments to the membership for approval at the first regular meeting of the year.

B. Life Membership

1. This committee shall be composed of a chair and at least two (2) additional members of the Local PTA appointed by the president.
2. This committee shall select individuals for recognition by awarding at least two (2) Texas PTA Honorary Life Membership or Extended Service Award as the budget allows.

C. Ed Support Committee

1. This committee shall be composed of the VP of Ways and Means and at least two (2) additional members of the Local PTA elected by the Executive Committee.

2. This committee shall review potential needs of the Local PTA and the school and determine appropriate use of the Ed Support funds as budgeted for the current school year.
3. This committee shall present its recommendations for a vote by the Executive Committee.

**IX. Awards**

- A. Awards to this Local PTA on behalf of the National PTA, State PTA, Local Council PTA and Homestead Elementary in the form of certificates, plaques, etc. shall be the property of this Local PTA and not individuals.
- B. Awards given to individuals on behalf of the Local PTA in the form of recognition certificates, ribbons, pins, etc. shall be retained by the recipient.

**X. Miscellaneous**

- A. This Local PTA's mailing address shall be 1830 E. Branch Hollow Dr, Carrollton, TX 75007.
- B. Members shall obtain authorization from the membership before representing this Local PTA 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 PTA.
- D. All communications concerning this Local PTA for school distribution shall be approved by the PTA president and the school principal prior to dissemination.