

## McCALL ELEMENTARY SCHOOL PTA

### Standing Rules

January 2008

**Rule 1.** Standing rules supplement the by-laws and are adopted as needed. These may be amended, with previous notice, by a majority vote of those present and voting or by a two-thirds vote without previous notice. No standing rule may be adopted which conflicts with the By-laws of the association. State approval is a must for these rules and amendments.

**Rule 2.** Provided the president is contacted before, any person may meet with the executive board for the purpose of presenting a report or a proposal for consideration by the committee. This person may not be allowed to stay for the remainder of the meeting.

**Rule 3.** A minimum balance of five thousand dollars(\$5000.00) shall be retained in the associations account at the end of the school year to pay for expenses over the summer such as insurance, spirit wear, website fees, and other operating costs.

**Rule 4.** A budget for the fiscal year, July 1 through June 30, shall be prepared by an appointed committee to be approved at the May annual meeting.

**Rule 5.** The McCall PTA shall purchase the following insurance annually:

- a. General liability insurance
- b. Fidelity bond insurance for all persons of signature card at bank
- c. Officers liability insurance and
- d. Property insurance

**Rule 6.** The local unit shall pay the expenses of the newly elected officers and standing committee chair to attend the area meetings. If funds permit, the local unit shall pay the expenses of any other PTA member to attend.

**Rule 7.** This PTA shall pay the expenses of members to the Texas PTA state convention and summer leadership seminar in the following order, as funds allow:

- a. President
- b. 1<sup>st</sup> Vice President
- c. Treasurer

- d. 2<sup>nd</sup> Vice President
- e. 4<sup>th</sup> Vice President
- f. 3<sup>rd</sup> Vice President
- g. 5<sup>th</sup> Vice President
- h. Secretary
- i. Parliamentarian
- j. Historian
- k. Any standing committee chair or representative
- l. Any special committee chair or representative

**Rule 8.** Expenses incurred in Rule 7 shall be limited to the following:

- a. registration fee
- b. one hotel room per four members in attendance
- c. gasoline/mileage at the IRS rate for one (1) vehicle per four (4) members in attendance
- d. meals, not to exceed \$30 per person per day: breakfast - \$7.50, lunch - \$7.50 and dinner \$15.00.

**Rule 9.** This unit will pay the expenses for officers to attend the Texas PTA Leadership Orientation course.

**Rule 10.** This PTA shall purchase tickets for the PISD Life Membership banquet for the current year life membership recipient(s) and one guest per recipient.

**Rule 11.** Financial

- a. Before money is expended on behalf of the PTA, a verbal approval must be received from the person responsible for that line item of the budget that the expenditure would fall under.
- b. The PTA is exempt from paying sales tax. The PTA will not reimburse any sales tax paid by an individual. Therefore, when making purchase the "sales tax exemption" certificate must be used. No personal

purchases can be made or the same receipt used for PTA expenditures as personal items are subject to sales tax.

- c. For reimbursement of PTA expenditures, an individual must complete a check request form and submit it along with the sales receipt within 30 days of purchase to the Treasurer. No receipts for the current fiscal year will be accepted later than June 20.
- d. Check request forms are maintained in the PTA file box. Forms must be filled out completely according to the directions on the form. When purchases are made for more than one school activity, expenses for each budget line should be identified separately so proper accounting may be maintained.
- e. All appropriation requests shall be made in writing on a check request form for consideration and approval by the principal and PTA board.
- f. No blank check will be issued.
- g. The following persons' signatures shall be on file with the bank for signatures on checks issued by this PTA. Two signatures shall be required on ALL CHECKS.
  - 1. President
  - 2. Treasurer
  - 3. 1<sup>st</sup> Vice President
- h. No officer shall approve or sign a check that is being issued to him or her.
- i. Two signatures are required on a receipt when handling cash.
- j. A funds deposit form must be filled out completely to document receipt of money from PTA fund raising events. The forms are located in the PTA file box.
- k. Two individuals must count all money received on behalf of the PTA and both individuals must sign the funds deposit form verifying the accuracy of the account.
- l. All money must be sorted by currency, coin and checks and recorded on the funds deposit form. Extensions for each denomination should be recorded for both currency and coin collected. The number of

checks collected and their total amount must also be included, with a grand total of money collected at the bottom.

- m. The money collected and the completed funds deposit form should be given to the treasurer, president, or 1<sup>st</sup> Vice President immediately following the fund raising event for deposit. If the treasurer is not available then the President or 1<sup>st</sup> Vice president must be present at each fund raising event.
- n. The submitter should keep a copy of the deposit voucher.
- o. The treasurer will recount the money to verify the accuracy in the presence of the submitter and fill out a deposit slip and deposit the money into the PTA account.
- p. The bank statement will be opened by a non-signor to ensure all checks had two different signatures and that an authorized check signor has not signed on a check made payable to himself or herself. The non-signor will then forward the bank statement to the treasurer for reconciliation. After reconciliation has been completed, the treasurer will forward the bank and reconciliation statement to the president. All three individuals will sign the bank statement to verify the reconciliation is complete. This will be completed on a monthly basis.
- q. Use of PTA debit card, credit card, or ATM card to disburse PTA funds is not permitted.

**Rule 12.** Officers and standing committee chair shall be expected to attend all executive board meetings and regular meetings of the association.

**Rule 13.** The duties of the officers shall be set forth in Article IX of the By-laws and as follows:

- a. President
  - 1. Must sign all contracts pertaining to PTA functions.
  - 2. Shall attend monthly meeting of the President's Council, Plano ISD Council of PTAs and any other meetings associated with the president's responsibilities.
- b. 1<sup>st</sup> Vice President Programs
  - 1. Work with principal to obtain programs for the students as approved by the executive board.

2. Plan and obtain programs for the regular meetings of the association.
3. Submit Site Request form to school office manager for setup of PTA general membership meetings and distribute notification of said meeting.
4. Greet and introduce speakers.
5. Be responsible for notes of appreciation to speakers.
6. Promote parent education.

c. 2<sup>nd</sup> Vice President Membership

1. Be responsible for promoting an active and continuous campaign for membership.
2. Order membership supplies.
3. Retain membership lists and furnish a list of names of association members to the treasurer, secretary and president.
4. Responsible for filling out and issuing membership cards.
5. Report appropriate information to council membership chair after membership campaigns are over.
6. Shall insure dues and names of members are sent to Texas PTA office, postmarked on or before October 15 of the current year and thereafter on a monthly basis.
7. Shall chair a committee to select PTA Life members and shall submit said information to state PTA obtaining certificates and pins before Life Membership Banquet to ensure proper recognition.
8. Shall publish the directory or ensure an e-directory is available for McCall Elementary according to PTA publication guidelines and shall ensure the directory or e-directory is available to current PTA members with a child enrolled at McCall.
9. Apply for membership awards from Area and Texas PTA.

d. 3<sup>rd</sup> Vice President Volunteers

1. Solicit volunteers at beginning of school year and throughout year as needed to assist teachers, staff and McCall PTA.
2. Report volunteer hours to PISD volunteer offices as requested.
3. Maintain a volunteer information file with copies to principal and PTA president.
4. Coordinate work room volunteer efforts.
5. Coordinate volunteer appreciation activities.

e. 4<sup>th</sup> Vice President Ways and Means

1. Plan and supervise all fund raising activities necessary for financing the work of the association.
2. Select a committee to design and sell spirit wear.
3. Select, appoint and oversee chair for each individual fundraiser as needed.
4. Serve on the financial reconciliation committee.

f. 5<sup>th</sup> Vice President Communications

1. Send weekly e-news (electronic) letter to the PTA membership and McCall community.
2. One time per semester (fall/Spring) create a print newsletter to send out to students, staff and teacher at McCall Elementary.
3. Support the webmaster in maintaining the McCall PTA website with up to date calendar of events and news.
4. Actively use social media to promote, communicate, and inform McCall community of what is happening in the PTA.
5. As needed, support key communication needed for fundraisers, special events, and mass mailings.

g. Secretary

1. Be responsible for reading, writing and mailing associations correspondence.
2. Maintain PTA files and office equipment purchased by PTA.
3. Maintain copies of all necessary forms and a master file of all originals.

h. Treasurer

1. Chair the budget committee including, but not limited to, the newly elected president and 4<sup>th</sup> vice president. The incoming budget and finance committee shall prepare the yearly budget to be presented to the voting body for its adoption at the first meeting of the year.

i. Historian

1. Shall compile a scrapbook consisting of newspaper clippings, photographs and other items pertaining to activities of the PTA and school.

j. Parliamentarian

1. Shall chair the bylaws and standing rules revision committees.
2. Shall be chair of the tellers when the election of officers is by ballot.
3. Shall be only an advisory to the president on matters other than bylaws regulations when requested.

**Rule 14.** The chair of each standing committee shall present a plan of work to the executive board for approval; perform the duties outlined in the standing rules and those assigned from time to time; keep a procedure book or online documents; and deliver to their successors or the president all official materials within fifteen (15) days following the date at which their successors assume their duties.

**Rule 15.** The duties of the standing committee chair and faculty representatives shall be as follows:

- a. Arts in Education chair shall:

1. Encourage all areas of cultural enrichment through programs, projects and communications.
  2. Publicize and promote participation of students in the National PTA annual Reflections program.
  3. Collect entries, arrange for judging and deliver winning entries to the next level of judging.
  4. Arrange for recognition of participants.
- b. Book Fair chair shall:
1. Organize, promote and conduct two (2) book fairs each school year.
- c. Council Delegate shall:
1. Represent the association at all meetings of the PISD Council of PTAs.
  2. Give a report at the regular meetings to the association.
  3. Distribute such literature and reports the Council issues to the association.
- d. Environmental chair shall:
1. Serve as chair of the garden committee with overall responsibility for the garden including maintenance, funding and supplies; coordinating garden activities and lessons with school staff; and developing and maintaining relationships with community partners to ensure long-term sustainability of the garden.
  2. Promote green initiatives on campus.
  3. Assist 1<sup>st</sup> Vice President with scheduling of environmental programs on campus.
  4. Promote minimal waste events by providing recycling bins for PTA functions and assisting event coordinators in reducing materials required for events and/or obtaining reusable or recyclable materials.
- e. Hospitality chair shall:
1. Promote a warm and inviting atmosphere at PTA functions by providing refreshments, if refreshments are to be served (board

meetings, general membership meetings, receptions and other school functions).

2. Be responsible for storing and maintaining inventory of PTA properties used at functions and meetings.
  3. Act as liaison with PISD PTA Council to provide food and volunteers as needed for the Holiday Brunch in honor of PISD administration and staff.
  4. Be responsible for teacher and staff appreciation events and Teacher Appreciation Week.
- f. Inventory Coordinator chair shall:
1. Track inventory of sales and coordinate with Spirit Store coordinator and VP of Ways and Means on inventory counts and orders.
  2. Ensure inventory counts are accurate and update inventory counts on website as needed.
  3. Coordinate with the Webmaster, as needed, to ensure new Spirit Store items are added to the online Spirit Store.
  4. Work with inventory committee to fulfill online or paper orders for spirit items.
  5. Maintain inventory organization.
- g. Legislative Chair shall:
1. Keep the membership informed of any acted or pending legislation from council, city, state, or national impacting McCall PTA or the school.
- h. Overall Grade Level Coordinator chair shall:
1. Oversee the grade level coordinators during Class Parties planning and special events throughout the year.
  2. Ensure each grade level coordinator stays within designated budget for each event.
  3. Assume responsibilities of vacant grade level coordinators until the positions are filled.

4. Oversee and facilitate, if necessary, communication between grade level coordinators and school staff.

i. Painless Fundraiser chair shall:

1. Coordinate and promote the easy fundraisers (such as Box Tops for Education, World Wear, Shoparoo, etc.)
2. Motivate students, parents, and teachers to participate in painless fundraisers by holding contests throughout the school year.
3. Incorporate any new painless fundraiser opportunities that are a fit for McCall.

j. Principal or Principal's Delegate shall:

1. Ensure McCall PTA's mission and goals are aligned to the strategic plan of the school.
2. Be the direct liaison between McCall PTA and faculty/staff.
3. Provide a brief report at each board meeting.

k. Teacher Liaison shall:

1. Assist the principal in facilitating communication between the McCall PTA and teachers.
2. Inform McCall PTA of teacher and student needs.

l. Website chair shall:

1. Update and maintain the McCall PTA web page.
2. Shall abide by the PISD Publications, Videos and Internet guidelines in posting all communiqués on the website.

m. Yearbook chair shall:

1. Be chair of the yearbook committee and shall be responsible for the publishing and sales of the annual yearbook.
2. Be responsible for assuring that the children involved in special school activities are photographed (science and history fairs,

musical programs, socials, receptions, fundraising and family events, grade level events, open house, etc.)

**Rule 16.** Executive Board positions with voting rights for Executive Board Meetings include all officers and standing chairs as listed in Article IX of the By-laws and in the Standing Rules (Rule# 13 and Rule# 15).

**Rule 17.** Membership Types for the purpose of membership dues as set forth in the By-laws Article V Section 2 are defined as:

1. REGULAR – for parent or legal guardian of a student attending McCall Elementary.
2. FACULTY – for teachers, staff, or faculty member of McCall Elementary.
3. STUDENT – for students enrolled in McCall Elementary.
4. GRANDPARENT – for grandparents of enrolled students at McCall Elementary.
5. COMMUNITY – for any member who does not fall into one of the above member types.

**Rule 18.** Prospective members who qualify for multiple membership types can select the membership type that is least expensive or may select the most appropriate membership type. The membership chair may assign or reassign the correct membership types when recording, reporting, and/or submitting to Texas PTA as needed.

**Rule 19.** Membership rates shall apply for the fiscal year. Any approved amendments to membership rates will take effect at the start of the next fiscal year.