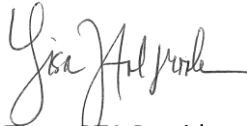


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by Order of the Texas PTA Board of Directors



Texas PTA President
Filed 11/15/17

Whitestone Elementary School

PARENT TEACHER ASSOCIATION STANDING RULES

I. Meetings

A. Board meetings will be held the 1st or 2nd Friday of every month, beginning in September and will be held at Whitestone Elementary School (with the exception of calendar conflicts).

B. General meetings will be held in the months designated in the most recently approved bylaws, September/October, January/February, and April.

II. Training Expenses

A. This Local PTA shall pay the expenses of the newly-elected officers and committee chairmen to attend the Council 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 LAUNCH and Annual Meeting in the following order, as funds allow:

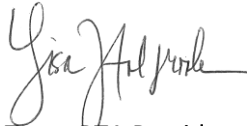
1. President
2. First Vice President
3. Second Vice President (Fundraising)
4. Third Vice President (Membership)
5. Fourth Vice President (Programs)
6. Fifth Vice President (Events)
7. Secretary
8. Treasurer
9. Parliamentarian
10. Executive Volunteer Coordinator
11. Administrative Volunteer Coordinator
12. Communications

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 LAUNCH and Annual Meeting. Delegate(s) shall be appointed with the approval of the executive board at the September meeting.

D. This Local PTA shall limit event expenses to the following:

1. Registration fee

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2. Parking fees

E. This Local PTA shall pay the expenses for members of the executive board to attend the Texas PTA Foundations Leadership Orientation (FLO).

III. Financial

A. The president shall appoint additional signer(s) for the PTA accounts with executive board approval.

B. The secretary shall not be appointed to review the monthly bank statements.

C. 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 all signers of the form.

D. Any check made payable to this Local PTA that is returned as NSF will be re-deposited once. 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.

E. This Local PTA shall not use credit but have the option to use a debit card.

F. 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 three (3) days of the end of the school year, whichever comes first.

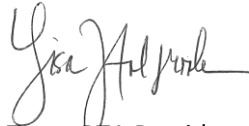
G. This Local PTA shall not reimburse sales tax unless the executive board gives prior approval to the exception. Any member making purchases on behalf of or for this Local PTA shall utilize the tax exempt form.

H. This Local PTA shall obtain at least three (3) bids when making any large purchase unless the item is a specialty item and there is but one vendor for the item.

I. This Local PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.

J. The executive board shall submit a budget for the next fiscal year at the annual meeting for approval by the membership.

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K. This Local PTA shall have a carryover in the checking account of not less than \$7500 at the end of the fiscal year.

IV. Use of Debit Card

- A. Debit card is issued to the treasurer, an authorized signer on the bank account, including name of the PTA.
- B. The credit limit should not exceed half of the income on the budget approved at the Annual Meeting
- C. Prior to use of the debit card, a funds request should be completed and submitted. Following the purchase, the receipt should be given to the treasurer and attached to the funds request.
- D. No cash transaction will be allowed (ATM, cash back, etc.)

V. Bonding and Insurance

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

- 1. General Liability
- 2. Accident Medical
- 3. Commercial Crime and Fidelity
- 4. Business Personal Property
- 5. Non-profit Professional Liability

VI. Condolences

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

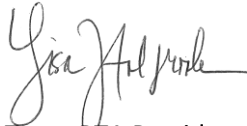
VII. Additional Officer Duties

Section 1. President

A. The President shall:

- 1. Maintain PTA Website

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2. Maintain the President Binder – Verify you have a copy of the items in your binder
 - Copy of Bylaws and Standing Rules
 - Best practices for your position
 - List of links you use and the description for each link
 - Description of each Committee Chair you oversee
 - Copies of forms and/or documents you use

Section 2. Vice Presidents

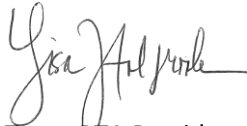
A. The First Vice President shall:

1. Maintain the 1st VP Binder – Verify you have a copy of the items in your binder
 - Copy of Bylaws and Standing Rules
 - Best practices for your position
 - List of links you use and the description for each link
 - Description of each Committee Chair you oversee
 - Copies of forms and/or documents you use
2. Oversee the following subcommittees by being responsible for training/guiding them to be successful (including distributing the binders to appropriate volunteer on subcommittee when applicable):
 - Fall Festival (with the exception of sponsorships)
 - Clothes Closet
 - Spirit Items
 - Room Reps (Pre-K – 5th)
 - Healthy Campus
 - Kindergarten and Bilingual Liason

B. The Second Vice President shall:

1. Be in charge of Fundraising activities – events or ongoing programs that specifically target fundraising
2. Maintain 2nd VP (Fundraising) Binder – verify you have the following in your binder
 - Copy of Bylaws and Standing Rules
 - Best practices for your position

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- List of links you use and the description for each link
- Description of each Committee Chair you oversee
- Copies of forms and/or documents you use

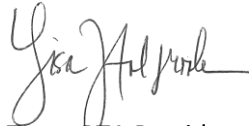
3. Oversee the following subcommittees by being responsible for training/guiding them to be successful (including distributing the binders to appropriate volunteer on subcommittee when applicable):

- Fall Festival Sponsors
- Apex Fun Run
- Write-a-Check Campaign
- Box Tops
- Spirit Items/Spirit Nights
- Book fairs
- Any other approved fundraiser events

C. The Third Vice President shall:

1. Be in charge of Membership
2. Maintain 3rd VP (Memberships) Binder – verify you have the following in your binder:
 - Copy of Bylaws and Standing Rules
 - Best practices for your position
 - List of links you use and the description of each link
 - List of all PTA members that have paid their dues
 - Examples of campaigns
 - Copies of forms and records (if they were successful or not)
3. Prepare a membership campaign
4. Actively recruit members throughout the year and collect dues
5. Setup tables for membership at any PTA sponsored event, including:
 - Kinder Camp(s) and Open House Night

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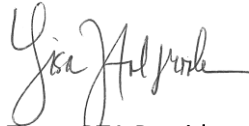
D. The Fourth Vice President shall:

1. Be in charge of Programs – ongoing programs throughout the year
2. Maintain 4th VP (Programs) Binder – verify you have the following in your binder:
 - Copy of Bylaws and Standing Rules
 - Best Practices for your position
 - List of links you use and the description of each link
 - Description of each Committee Chair you oversee
 - Copies of Forms and/or documents you use
3. Oversee the following subcommittees by being responsible for training/guiding them to be successful (including distributing the binders to appropriate volunteer on subcommittee when applicable):
 - Reflections
 - Watch DOGS
 - Teacher Appreciation
 - A+ Federal Credit Union Monthly Program
 - Math Pentathlon
 - Any other PTA sponsored program

E. The Fifth Vice President shall:

1. Be in charge of Events – one time annual events that happen during the school year
2. Maintain 5th VP (Events) Binder – verify you have the following in your binder:
 - Copy of Bylaws and Standing Rules
 - Best Practices for your position
 - List of links you use and the description of each link
 - Description of each Committee Chair you oversee
 - Copies of forms and/or documents you use often
3. Oversee the following subcommittees by being responsible for training/guiding them to be successful (including distributing the binders to appropriate volunteer on subcommittee when applicable):

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- Holiday Social
- International Day
- Any other PTA sponsored event

Section 3. Secretary

A. The Secretary shall:

1. Maintain the Secretary binder – verify you have a copy of the following listed in your binder:

- Copy of Bylaws and Standing Rules
- Best practices for your position
- List of links you use and the description of each link
- Copies of forms and/or documents you use often
- Current membership list

2. Keep a record during meetings of the following:

- Keep an accurate record of attendance at executive board meetings
- Be responsible for correspondence

Section 4. Treasurer

A. The Treasurer shall:

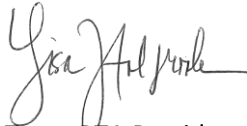
1. Maintain the Treasurer Binder – verify you have a copy of the following listed in your binder:

- Copy of Bylaws and Standing Rules
- Best Practices for your position
- List of links you use and the description of each link
- Copies of forms and/or documents you use often
- All Treasurer accounts, records, etc. pertaining to your position

Section 5. Parliamentarian

A. The Parliamentarian shall:

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1. Maintain the Parliamentary Binder – Verify you have a copy of the following listed in your binder:
 1. Copy of Bylaws and standing rules
 2. Best Practices for your position
 3. List of links you use and the description of each link
 4. Copies of forms and/or documents you use often
2. Verify that the Current Bylaws and Standing Rules are not older than 3 years; if they are, then you will proceed with updating and going through proper procedure to have the new Bylaws and Rules approved and submitted.

VIII. Other Board Positions

Section 1. Communications

A. The Communications Board Member shall:

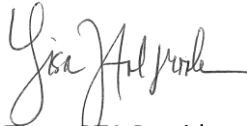
1. Maintain the Communications Binder – verify you have a copy of the following listed in your binder:
 - Copy of Bylaws and Standing Rules
 - Best Practices for your position
 - List of links you use and the description of each link
 - Copies of forms and/or documents you use often
2. Create PTA monthly “shout outs” regarding PTA events and updates to be posted on our PTA’s website and Facebook page.
3. Contact the officers for input/updates for the “shout outs”

Section 2. Executive Volunteer Coordinator

A. The Executive Volunteer Coordinator shall:

1. Recruit volunteers for all PTA and school functions
2. Maintain a list of approved volunteers
3. Maintain a list of volunteer assignments
4. Maintain volunteer website
5. Send notification/reminder emails to volunteers
6. Will maintain Volunteer Binder
7. Will hold Volunteer Orientation Meeting in September of new school year

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8. Will assume duties of Administrative Volunteer Coordinator if position not filled

Section 3. Administrative Volunteer Coordinator

A. The Administrative Volunteer Coordinator shall:

1. Create and post volunteer sign-ups on PTA's website
2. Will assist Executive Volunteer Coordinator in recruiting volunteers for PTA and school functions
3. Manage middle school and high school student volunteers needing volunteer hours for their clubs/organizations
4. Will assume duties of the Executive Volunteer Coordinator if position not filled

IX. Awards

A. Awards in the form of certificates, plaques, etc. shall be the property of this Local PTA and not individuals.

B. Awards in the form of recognition pins (membership, etc.) shall be retained by the recipient.

X. Miscellaneous

A. This Local PTA's mailing address shall be:

Whitestone Elementary School PTA
2000 Crystal Falls Pkwy.
Leander, TX 78641

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 principal prior to dissemination.