

Standing Rules

Roy Lee Walker Elementary PTA

1) Annual Meetings and Reports

- a) The president shall appoint a committee at each executive meeting to approve the minutes of all executive board meetings.
- b) The president shall appoint a committee at the first membership meeting of the school year to approve the minutes of the association meetings.
- c) Each officer and board member shall prepare a procedure book with his/her plans of work and annual report to be turned in to the **Secretary and/or the Google Drive** before the last executive board meeting. (This excludes the treasurer.)

2) Expenditures

- a) The Walker PTA shall budget to pay the expenses of the newly elected officers and standing committee chairs to Texas PTA LAUNCH/Annual Meeting. If funds permit, the Walker PTA shall pay the expenses of any other Walker PTA member to attend. The expenses to be paid shall be limited to the following.
 - i) Registration and conference fee.
 - ii) Room and board fee (based on 2 people per room) excluding state taxes.
 - iii) Dining expenses in accordance to reimbursement rate as determined by Texas PTA.
 - iv) Transportation and parking allowance (mileage as reimbursed by Texas PTA for one vehicle per every 2 members in attendance).
- b) The following person's signatures shall be on file with the bank for signatures on checks issued by the Walker PTA. Two signatures will be required on all checks.
 - i) The president
 - ii) The treasurer
 - iii) Up to two (2) elected officers
- c) No officer shall approve or sign a check issued to him/herself.
- d) No blank checks (cash advance requests) will be issued.
- e) Funds will not be dispensed without appropriate receipts and completion of required forms.
- f) State sales tax will not be reimbursed to members paying it when making purchases for the Walker PTA.
- g) Returned check fee (when not waived by the bank) shall be charged to the person who issued the check. Fees that cannot be collected will be paid by the treasurer from the budgeted line item of the president's budget.
- h) Treasurer will follow guidelines outlined in the treasurer's procedure book for transactions involving insufficient funds.
- i) There shall be a sum of no less than \$3000.00 left in the budget to start the next year's work to include the emergency fund, first hospitality event, Back to School luncheon and first association meeting, first program and Back to School information packets.
- j) For fundraiser percentages paid to Walker Elementary: all funds must be used to benefit classrooms with items that stay at the Walker campus or consumables used by students.
No personal items may be purchased using these funds.

- i) If Boosterthon is the Fundraiser: Teachers will receive 10% of funds raised, to be dispersed by grade level. Receipts must be submitted in order to be reimbursed up to the amount earned.
- ii) Third-party processing company (PayPal/Square) statements must be clear with detailed and accessible information on a real-time basis.
- iii) The following members of the PTA must have immediate access to know who has paid, the purpose of the payments, and the expected cash transfer amount:
- iv) President, Treasurer and Fundraising Chair
- v) The third-party processing company (PayPal/Square) must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS). Reference the Discover, MasterCard, and Visa list of Compliant Service Providers before the PTA signs the agreement.
- vi) Third-party deposits are processed the same as a traditional bank deposit.
- vii) Proper documentation is required for each deposit.
- viii) The documentation need not have counters' signatures as you are receiving a bulk deposit.
- ix) Document on the deposit form the amount of the deposit and which budget lines are impacted.
- x) Attach a copy of the online transaction to the deposit form.
- xi) For daily deposits, a weekly summary of the deposits may be documented on a single deposit form.
- xii) Associated fees are budgeted as an expense line item and reported on the financial report.
- xiii) For swiped transactions, the PTA will receive training from your third-party processing company on handling cards that do not read correctly.
- xiv) Card numbers must not be written down for any reason. Only swiped transactions that are immediately authorized (via internet or phone access) will be accepted. The PTA will not swipe or store transactions for later settlement.

3) Officers and their Elections

- a) A person shall have served at least one year on the executive board prior to taking the office of president.
- b) Nominees interested in running from the floor must give written notice of their intent to run by at least five (5) days prior to the election meeting to the chair of the nominating committee.
- c) A person serving as a room representative must be a member of the PTA because they handle PTA funds.

4) Executive Duties

- a) The President shall:
 - i) Approve all outgoing communications regarding Walker PTA
 - ii) Keep abreast of all education issues on local, state, and national levels and keep membership informed.
- b) 1st Vice President-Aide-to-the-President and Programs - Oversee and coordinate the following (but not limited to)
 - i) Programs for PTA association meetings - Regular meetings in November and April

- ii) Student assemblies - Veteran's Day and Spring Assembly
- iii) Aids president with preparation for monthly PTA board meetings and PTA association meetings as needed
- iv) Additional duties to assist president as needed
- c) 2nd Vice President-Membership - Oversee and coordinate the following (but not limited to):
 - i) An active and continuing membership of the organization by conducting membership drives and checking/updating/maintaining membership directory and bylaws online (PTA website).
 - ii) An updated membership list and distribute it to appropriate local, council and state officers.
 - iii) The timely submission of membership dues received and appropriate forms to the treasurer in a timely manner.
 - iv) Membership awards through Texas PTA.
- d) 3rd Vice President-Volunteers - Oversee and coordinate the following (but not limited to):
 - i) Volunteers for PTA events and programs and classroom support (when required).
 - ii) Monday Folders Volunteers as needed.
- e) 4th Vice President-Fundraising - Oversee and coordinate the following (but not limited to):
 - i) Annual fundraising activities as guided by the approved budget requirements and recommendations of the executive board.
 - ii) Box tops.
 - iii) PTA Family Spirit Nights.
 - iv) McKinney Council of PTAs fundraising and Project Graduation
- f) 5th Vice President-Communications - Oversee and coordinate the following (but not limited to):
 - i) Maintain Walker website
 - ii) Update social media communications as needed (FB, Twitter, etc)
 - iii) Flyers
 - iv) **Organize and distribute PTA Newsletter**
- g) The Secretary shall:
 - i) Distribute the minutes within 5 days of the meeting date.
 - ii) Be responsible for recording the number of attendees at each executive board and general association meetings
 - iii) Send a copy of the minutes to the following in a timely manner:
 - 1) President after each executive meeting
 - 2) Treasurer after any meeting in which a vote to amend the budget has occurred
 - 3) Parliamentarian after any meeting in which a vote to amend the bylaws or standing rules of the association has occurred.
 - iv) Attend all McKinney Council of PTAs meeting as a voting delegate and report back to executive board and membership
 - v) **Complete an annual report/summary of the PTA's activities for the year**

- vi) ~~Ensure board members' annual reports are submitted to the Google Drive~~
 - h) The Treasurer shall:
 - i) Compile an annual budget and then present it for approval to the executive board and for adoption by the membership.
 - ii) Pay the annual McKinney Council of PTAs dues
 - iii) Complete and submit any forms related to Walker PTA's insurance and tax forms
 - iv) ~~Report online banking and third-party processing company (PayPal/Square) statements monthly for financial reconciliation.~~
 - v) ~~During active fundraising periods third-party processing company (PayPal/Square) access will be granted to the following PTA members for review: president and fundraising chair.~~
 - vi) ~~During active fundraising periods third-party processing company (PayPal/Square) statements should be printed daily and require two signatures from executive board members.~~
 - vii) ~~Ensure cash collection is in the presence of at least two active PTA members and recorded accurately for financial reconciliation.~~
 - j) ~~Annual Records (Historian) shall:~~
 - i) ~~Maintain and update Hall Display Case as needed~~
 - ii) ~~Maintain PTA bulletin board with current events~~
 - iii) ~~Maintain Google Drive (including communicating to all board members the log info and instructions if needed) and create files for each board member to use for the year and ensure annual historical reports for officers and standing committee chairs are submitted to the Google drive.~~
 - h) Parliamentarian:
 - i) ~~Shall be familiar with parliamentary procedures, our bylaws, standing rules, and Robert's Rules of order.~~
 - ii) ~~Advises the President on questions of parliamentary law when requested.~~
 - iii) ~~Shall not vote except in the case of a ballot vote.~~
 - iv) ~~Shall lead the committee appointed to review and revise the bylaws of the association, at least once every 3 years.~~
- 5) Duties of Standing Committees**
- a) Arts & Education (Reflections ~~& Go Van Gogh~~) shall:
 - i) Promote and publicize the annual National Reflections program, which may include but is not limited to:
 1. Provide entry forms and guidelines for each Reflections area
 2. Set entry deadlines and locate judges
 3. Collect and display artwork
 4. Provide recognition for all participants and an award ceremony for the winners
 5. Submit winners to McKinney Council of PTAs
 - ii) ~~Oversee the Go Van Gogh Program~~
 - b) Showcase Coordinator shall:
 - i) Organize Annual Walker Variety Show
 - c) ~~SAGE (Special And Gifted Education) &~~ Healthy Lifestyles Coordinator

- i) ~~Promote communication and support to Walker community families of gifted learners, diverse learners and special populations about relevant programs available within the area or MISD.~~
- ii) Communicate with Walker community about healthy lifestyle choices
- iii) Partner with school PE and Nurse staff members to promote development of a healthy lifestyle initiative to work with families, school administrators, and community members to support healthy lifestyles at home, at school and communities (SHACK meetings)
- d) Community Outreach Programs shall:
 - i) Organize Walker Service projects including but not limited to snack drives, book swap
 - ii) Oversee and coordinate Winter Giving selection of charitable organizations, collection of donation items, and delivery of donations.
- e) Fall Festival-Community Events shall:
 - f) Organize and oversee fall activity or spring activity for the Walker Community (i.e., Fall Festival, Back to School Carnival, Winter Ball, etc.).
- i) Hospitality shall:
 - i) Organize refreshments for association meetings and faculty meetings.
 - ii) Recognize staff birthdays.
 - iii) Be aware of and recognize Walker community life events (i.e., babies, illness, death, etc.).
 - iv) Organize back to school, holiday, open house and end of year luncheons for the staff
- j) Room Representative Coordinator shall:
 - i) Secure room parents and assistants for each classroom.
 - ii) Organize and facilitate an organizational meeting for the room parents as soon as possible after their selection.
 - iii) ~~Hold three planning meetings for party planning (Holiday, Valentines and end of the year).~~
 - iv) Oversee Teacher Appreciation Week.
 - v) Oversee Mystery Reader Coordinators.
- k) **Party Coordinator**
 - i) ~~Hold three planning meetings, organize and run parties for Holiday/Winter, Valentines, and end of the year party~~
- l) Workroom Volunteer Coordinator shall:
 - i) ~~Oversee and assist Grade Level Workroom Coordinators.~~
 - ii) Provide copier and workroom operations training as needed.
 - iii) Maintain workroom and PTA flyer paper supplies.
 - iv) Coordinate and maintain workroom volunteer schedule
- m) Yearbook shall:
 - i) Coordinate, produce and obtain photos for the yearbook.
 - ii) Oversee the development of the yearbook.
 - iii) Advertise the sale and distribution of the yearbook.
 - iv) Negotiate yearbook vendor contract annually.

n) A Teacher Representative may attend the executive board meeting as a guest.

6) Special Committees

a) Special committees are to be appointed by the President, approved by the Executive Board, and overseen by a vice-president or standing committee chair to function in a capacity for a specific project or duty. A special committee is appointed for a specific purpose. Unless discharged beforehand, which requires a two-thirds vote when done without notice, it continues to exist until the duty assigned to it is accomplished.

7) Bonding and Insurance

a) The following insurance shall be purchased annually by the Walker PTA for the PTA organization and its officers:

- i) General Liability Insurance
- ii) Fidelity Bond Insurance (for all persons on the signature card at the bank)
- iii) Officers Liability Insurance
- iv) Property Insurance

b) Documentation of purchase shall be given to the president no later than October 1 of each year.

8) Leadership Training

The Walker PTA will pay for the Texas PTA FOUNDATIONS: Leader Orientation - Part 1 for any PTA member completing the training.

*Standing rules supplement the bylaws and are adopted as needed. They are semi-permanent in nature and may be suspended by a majority vote of those present and voting. Standing rules may be amended by majority vote provided notice of the proposed amendment was given at least 30 days before the vote is taken. Standing rules may be amended without notice by a two-thirds vote of the members of the voting body present and voting. Any revisions must be sent for review by the Texas PTA.