

Standing Rules **Approved with Editorial Edits**
by Order of the Texas PTA Board of Directors



Texas PTA President
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Downing Middle School PTA
Standing Rules

Additional Duties of Officers:

1. The **President** will ensure that executive board members will be provided the following tools for office:
 - a) A current copy of bylaws and standing rules;
 - b) Specific information relating to their office or chair from their predecessor;
 - c) Listing of executive board members' names, phone numbers and email addresses;
 - d) Forms for 'plan of work', reimbursement, vouchers, deposits and tax-exempt purchasing and Texas hotel tax-exempt forms;
 - e) Information from the Texas PTA Presidents Resource Guide pertaining to each chair; and
 - f) Appoint the third signer on the PTA's checking account from among the officers, subject to the approval of the executive board.
2. The **First Vice-President-Membership** will actively solicit for membership. He/she will compile, maintain, and keep current a list of members, including (at least) their name, address and phone number. National PTA membership and Honorary Texas PTA Life membership should be noted. He/she shall fill out the dues form, keeping a copy of membership records and submitting the original to the treasurer for payment to Texas PTA. A current membership list shall be given to the secretary and president. He/she will submit dues to Texas PTA in a timely fashion. Membership begins when dues are collected by the PTA.
3. The **Second Vice-President-Ways and Means** shall chair the fundraising committee and will research, determine method, and present fundraising opportunities to the executive board. In addition to heading all fundraisers, the Second Vice-President shall oversee Spirit Wear, Book Fair, Wrap Packs, 6th, 7th and 8th Grade Socials, and Passive Fundraising.
4. The **Secretary** will keep on file in read-only hard copy format or online the original approved, stamped bylaws, all subsequent amended sets of bylaws, current standing rules. He/she will also maintain online and/or in hard copy the copies of current year's dues forms, all committee reports and current executive board member list. He/she will turn over to the financial reconciliation committee approved minutes in read-only documentation, both executive board minutes and membership meeting minutes.
5. The **Treasurer** may create policies with the approval of the executive board (that do not conflict with Texas PTA) that allow him/her to accomplish good bookkeeping procedures and disbursement practices. He/she will deposit all PTA funds within two days. He/she will make available reimbursement vouchers. He/she will turn over the PTA's financial records to the annual financial reconciliation committee 15 days following the end of the fiscal year. If a financial reconciliation is called for at any other time, records will be turned over immediately. He/she will keep a running tally of taxable sales and the amount of tax owed to the Texas Comptroller. He/she will keep records to ensure the accurate filing of the 990 form. The treasurer will provide the payee a reimbursement check within two weeks of receipt of all information needed for reimbursement, provided the amount to be reimbursed conforms to budgetary constraints. The Downing PTA will carry over a minimum of \$2,000 from the previous fiscal year. All checks shall be signed by the president (unless prohibited by terms of employment or receiving a reimbursement), treasurer or the designated check signer (two of these three signatures are required).

Duties of Other Executive Board Positions:

6. The **Parliamentarian** will have a current copy of the bylaws, standing rules and a copy of Robert's Rules of Order at all executive board and membership meetings. He/she will submit to Texas PTA an "updated, clean copy." He/she will ensure that the executive board reviews Downing PTA bylaws at least once every 3 years.
7. The **Council Delegates** will attend all membership meetings of the Council as voting delegates and report to the executive board and the membership. With approval of the executive board, they shall promote Council projects within the PTA. They shall advise the executive board of any training opportunities that the Council announces and/or provides.

Standing Committees:

8. Downing PTA will have the following standing committees:
 - a) Programs/Parent Education, including, but not limited to, 6th, 7th and 8th Grade Socials.
 - b) Community Services.
 - c) Enrichment, including, but not limited to, Arts in Education, and Exceptional and Student Representative.
 - d) Publicity, including, but not limited to, Downing newsletter, social media, and website.
 - e) Hospitality and Teacher appreciation
 - f) Standing committee chair(s) are responsible for forming committees necessary to carry out the duties of their respective office, and reporting necessary information to the Downing PTA executive board.

Additional Executive Board member responsibilities:

9. **Special Meetings.** A complete accounting of the number of votes cast and the results shall be given at the next regular meeting where the vote shall be ratified. All of these actions shall be recorded in the minutes.
10. **Procedure Books:** All executive board members are required to maintain a "procedure book" in electronic or binder form. (See Texas PTA Resource guides for description.)
11. **Plan of Work:** This plan should include all budgetary requirements under the chair's supervision as well as all works, plans and events proposed or undertaken by any committee or subcommittee under the chair's supervision.
12. **Distribution:** All forms, flyers, etc. that any person distributes on behalf of Downing PTA need to have approval from the president prior to distribution.
13. **NSF Checks:** Any check made payable to Downing PTA that is returned as NSF will be deposited a total of ONE time. If it is still found to be NSF, the treasurer will notify the check writer. Any charges incurred by the PTA because of it being found NSF will be charged to the check writer. The PTA reserves the right to refuse any check and demand cash for payment.
14. **Reimbursement:** Reimbursable items for conventions, conferences, seminars and other approved PTA events, subject to advance executive board approval and available budgeted funds, shall be:
 - a) Registration Fee and Convention Events:
 - b) Mileage: .43 per mile with a minimum of 40 miles round trip.
 - c) Hotel room-published convention/seminar rate-double occupancy; tax-exempt certificate must be provided to the hotel prior to incurring charges.
 - d) Meals: \$10 breakfast, \$12 lunch, \$20 dinner or a maximum of \$45.00 per day. Alcohol purchases will not be reimbursed. Prorated per diem will be allowed.
15. **Attendance:** An executive board member shall give the president (or secretary) prior notice if he is unable to attend an upcoming executive board meeting.
16. **Members of the same household:** It is recommended that members of the same household not serve on the executive board within the same fiscal year.
17. **Contracts:** Any business regarding fundraising, significant expenditures for services or non-returnable merchandise should require a written contract. All contracts signed by the president are considered by the PTA to be valid and binding. Contracts must have been reviewed by at least two additional executive board members before being signed by the president.

18. **The Financial Reconciliation Committee:** The financial reconciliation committee shall be expedient in its duty. Once formed, a reasonable date will be set for completing the financial reconciliation. The PTA's minutes and reports and membership list will be collected from the secretary. In order to complete the financial reconciliation in a timely manner, the outgoing treasurer should make himself available during the financial reconciliation in case the committee should need their help locating or deciphering records. After the annual financial reconciliation has been completed, the financial reconciliation committee will turn the minutes, reports and membership list to either the incoming president or the incoming secretary.

19. **Insurance:** This PTA will bond their officers, insure their property and purchase general liability insurance.

20. **E-Commerce:**

a) **Credit/Debit Cards**

- i. Cards are issued to authorized signers on the bank account and include the name of the PTA.
- ii. The credit limit should not exceed half of the income on the budget approved at the annual meeting.
- iii. No cash transactions (ATM, cash back, etc.) are allowed.
- iv. The cards are in the possession of the Treasurer and are used via a checkout log. The log should include an agreement that sales tax will not be reimbursed unless pre-approved by the executive board. The log is then reconciled to the statement prior to payment.
- v. Prior to use of the credit or debit card, a funds request form is completed and submitted. Following the purchase, the receipt is given to the Treasurer and attached to the funds request form.
- vi. If sales tax is paid for the credit card purchase, the card user reimburses the PTA unless prior approval has been granted by the executive board.
- vii. A change in signer on the checking account requires a change in signer on the credit card, and a financial reconciliation shall be performed. This applies when fraud or misuse of the card has been discovered.
- viii. If the card is lost or stolen, the account must be reconciled to identify any unauthorized transactions.

b) **Online & Point of Sale Payment Collection Systems**

- i. The PTA membership must approve the use of an online and/or point of sale payment collection system.
- ii. The payment collection system must be in the PTA's name.
- iii. The payment collection system's statements must be clear with detailed and accessible information on a real-time basis. The PTA must have immediate access to know who has paid, the purpose of the payments, and the expected cash transfer amount.
- iv. Associated fees are budgeted as an expense line item and are accounted for and reported in every financial report. The PTA must check for these fees often to ensure that the financial statement is accurate and that the fees are correct.
- v. All revenue is accounted for and reported in every financial report in the corresponding budgeted income category or categories.
- vi. Reconciliations must occur on a monthly basis. Whether a manual or automatic transfer to the PTA bank account occurs, transfers should occur at least monthly and proper documentation is required as with a traditional bank deposit. For daily deposits, a weekly summary of the deposits may be documented on a single deposit form. The deposit form should have the online transaction confirmation attached and does not need counters' signatures as you are receiving a bulk deposit. The deposit form should include the amount of the deposit, which budget lines are impacted including the incurred fee budgeted expense. Alternatively, if fees are charged monthly, a funds request form should be used to document.
- vii. The payment collection system must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS).
- viii. For swiped transactions, the PTA should research the payment collections system's policies on handling cards that do not read correctly. Card numbers are not written down for any reason. Only swiped transactions that are immediately authorized, via internet or phone access, are accepted. The PTA does not swipe or store transactions for later settlement.

- ix. In the case of electronic payment disputes, the PTA should research the payment collection system's policies on challenging a disputed payment. The PTA confirms that only the PTA Treasurer has access to issue a refund to the customer. Any challenge of payment must be responded to promptly and accurately. Confirming a refund requires the same approvals and documentation as required for a funds request form. The authorized refund is recorded in the check registry prior to withdrawal. If merchandise has not already been provided, goods and services are withheld until the dispute is cleared. If the dispute is not resolved favorably, the action is treated in the same manner as a non-sufficient funds check.