

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

I. Additional Duties of Officers:

A. President

1. Will ensure that board members will be provided the following tools for office either in hard copy form or electronically:
 - 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, tax-exempt purchasing, and Texas hotel tax-exempt forms.
 - e) Information from the Texas PTA Presidents Resource Guide pertaining to each chair.
2. Will appoint the third signer on the PTA's checking account from among the elected officers, subject to the approval of the executive board.
3. Will act as custodian of all Downing PTA account passwords including but not limited to email, social media accounts, website, banking, financial records, and e-commerce accounts, and should ensure a record of passwords is kept current.

B. First Vice President of Membership

1. Will actively solicit for membership.
2. Will compile, maintain, and keep current a list of members, including (at least) their name, address, phone number, and National PTA and Honorary Texas PTA Life Membership status and will ensure the President and Secretary have an up-to-date list.
3. Will fill out the dues form, keeping a copy of membership records and submitting the original to the treasurer for payment to Texas PTA.
4. Will submit dues to the Texas PTA in a timely fashion. Membership begins when dues are collected by the PTA.
5. Will apply for membership awards from Texas PTA.
6. Will chair the Life Membership Committee formed to nominate recipients of the Life Membership Award as budget allows and will ensure that recipients are reported to Texas PTA and council in a timely fashion so as to meet deadlines for Founder's Dinner and receipt of award pins.
7. Will ensure Downing PTA President always has current passwords to all Downing PTA related accounts.

C. Second Vice President of Ways and Means

1. Will research, determine method, and present fundraising opportunities to the executive board.

2. Shall oversee Spirit Wear, Wrap Packs, Fall and Spring Fundraising events, and Passive Fundraising.
 3. Will ensure Downing PTA President always has current passwords to all Downing PTA related accounts.
- D. Third Vice President of Communication
1. Shall oversee all communication avenues available to the PTA and will help to disseminate information to the membership of the PTA in an efficient manner.
 2. Shall be responsible for overseeing/maintaining content shared with the membership as well as content shared publicly via the Downing PTA website, the Downing PTA newsletter, and/or social media content.
 3. Shall be available to assist committee chairs and coordinators with advertising of events and fundraisers as needed.
 4. Will ensure Downing PTA President always has current passwords to all Downing PTA related accounts.
- E. Secretary
1. Will keep on file in read-only hard copy format or online the original approved, stamped bylaws, all subsequent amended sets of bylaws approved by Texas PTA, current standing rules approved by Texas PTA, committee reports, and current executive board member list.
 2. Will turn over to the financial reconciliation committee approved minutes in read-only documentation, both executive board and membership meeting minutes.
 3. Will ensure Downing PTA President always has current passwords to all Downing PTA related accounts.
- F. Treasurer
1. Can create policies with the approval of the executive board (that do not conflict with Texas PTA) that allow him/her to ensure good bookkeeping procedures and disbursement practices.
 2. Will be responsible for the depositing of all PTA funds within two business days.
 3. Will be responsible for making available reimbursement vouchers if requested.
 4. Will be responsible for the keeping of a running tally of taxable sales and the amount of tax owed to the Texas Comptroller.
 5. Will be responsible for the keeping of records to ensure the accurate filing of the 990 Form.
 6. 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 and is in accordance with the payee's approved Plan of Work.
 7. Will ensure Downing PTA President always has current passwords to all Downing PTA related accounts.

II. DUTIES OF OTHER EXECUTIVE BOARD POSITIONS

A. The Parliamentarian shall:

1. Keep a current copy of the bylaws, standing rules, and a copy of Robert's Rules of Order at all executive board and membership meetings (can be a digital copy).
2. Ensure that a committee reviews Downing PTA Bylaws and Standing Rules at least once every 3 years as recommended by Texas PTA.
3. Will ensure Downing PTA President always has current passwords to all Downing PTA related accounts.

B. Council PTA delegates shall:

1. Attend all membership meetings of the council as voting delegates and report/promote announcements, important actions, Council projects, and any training opportunities to the Downing PTA membership and executive board.
 2. Seek information or approval from the membership on matters referred to the Downing PTA and report and/or vote as directed by the Downing PTA membership at the Council PTA meeting.
 3. Will ensure Downing PTA President always has current passwords to all Downing PTA related accounts.
- C. The Campus Principal (or designee) shall:
1. Create an environment that welcomes parents to be involved with the school, building a strong home-school partnership.
 2. Help evaluate the need for and use of fundraising dollars.
- D. Teacher liaison (or designee) shall:
1. Be appointed by the president, with input from the principal.
 2. Serve as a communication link between faculty, staff and PTA.
 3. Solicit staff input.
- E. Hospitality Standing Committee Chair shall:
1. Shall be responsible for overseeing monthly events for teachers and staff with duties that may include:
 - a) Coordinating food item purchases/donations;
 - b) Ensuring purchases are within annual hospitality budget;
 - c) Securing volunteers to serve; and
 - d) Reserving school location for the events.
 2. Will ensure Downing PTA President always has current passwords to all Downing PTA related accounts.

III. COMMITTEES/COORDINATORS

- A. Standing committees have work that is ongoing throughout the year. Each standing committee will only have one chair and at least two additional members. Standing Committee chairs are responsible for forming committees necessary to carry out the duties of their respective office, and reporting necessary information to the Downing PTA board. Downing PTA will have the following standing committee(s):
1. Hospitality
- B. Special committees may be formed throughout the year to complete a specific task, and the committee is dissolved once that task has been completed. Each committee will only have one chair and at least two additional members. Committee chairs may be invited to present information/updates about their committee at executive board or membership meetings throughout the year. Committee chairs will provide all Downing PTA related account passwords to the President at the start of a new year. Special committees may include but are not limited to:
1. Grade Level Social Committees
 2. Binder Hospital Committee
 3. Spirit Wear Committee
 4. Fall Fundraiser Committee
 5. Spring Fundraiser Committee
 6. Life Membership Committee
 7. Teacher Appreciation Committee
 8. Financial Reconciliation Committee
 9. Bylaws Committee

10. Budget and Finance Committee

C. Coordinators are volunteers that are tasked with overseeing various PTA initiatives. They will be appointed by the president, subject to executive board approval. Coordinators may be invited to present information about their PTA initiative as needed at executive board or membership meetings throughout the year. Coordinators will provide all Downing PTA related account passwords to the President at the start of a new year. Coordinator positions may include but are not limited to:

1. Arts in Education Coordinator
2. Bank Account Statement Review Coordinator
3. Community Service Coordinator
4. Environmental (Recycling) Coordinator
5. Legacy Garden Coordinator
6. Passive Fundraising Coordinator
7. Website Coordinator
8. Wrap Packs Coordinator

IV. PROCEDURE BOOKS

A. All executive board members will be required to maintain a "procedure book" in electronic or binder form. (See Texas PTA Resource guides for description).

V. PLAN OF WORK

A. This plan should include all budgetary requirements (expected income and expense) as well as all dates, plans, and events proposed or undertaken by any committee, subcommittee, or coordinator under the designated executive board member's supervision.

VI. DISTRIBUTION

A. All forms, flyers, etc. that any person distributes on behalf of the Downing PTA (both digital and/or hard copy) must have approval from the president prior to distribution.

VII. TRAINING EXPENSES

A. Downing PTA shall pay the expenses of the executive board members to attend the Texas PTA LAUNCH, as funds allow, with priority being given to the following positions:

1. President
2. Treasurer

B. Reimbursable items for conventions, conferences, seminars, and other approved PTA events subject to advance board approval and available budgeted funds, shall be:

1. Registration fee
2. Parking
3. Mileage: .55 per mile with a minimum of 40 miles round trip
4. Hotel room-published convention/seminar rate-double occupancy; tax-exempt certificate must be provided to the hotel prior to incurring charges.
5. Meals: Reimbursed up to a maximum of \$55 per day with original receipts. Alcohol purchases will not be reimbursed.

VIII. ATTENDANCE

A. An executive board member will give the president (or secretary) prior notice if unable to attend an upcoming meeting.

B. An executive board member not in attendance should have the president or other member report any pertinent information on their behalf.

IX. MEMBERS OF THE SAME HOUSEHOLD

A. Members of the same household will not serve on the executive board within the same fiscal year.

X. CONTRACTS

- A. Any business regarding fundraising, significant expenditures for services or non-returnable merchandise should require a written contract.
- B. All contracts signed by the president are considered by Downing PTA to be valid and binding.
- C. Contracts must have been reviewed by at least two additional executive board members before being signed by the president.

XI. THE FINANCIAL RECONCILIATION COMMITTEE

- A. The financial reconciliation committee shall be expedient in its duty.
- B. The PTA's minutes, reports, and membership list will be collected from the secretary.
- C. In order to complete the financial reconciliation in a timely manner, the treasurer should make themselves available during the financial reconciliation in case the committee should need their help locating or deciphering records.

XII. BONDING AND INSURANCE

- A. The Downing PTA will bond their officers, insure their property, and purchase general liability insurance.

XIII. ONLINE STATEMENT REVIEW

- A. If Downing PTA opts to receive paperless statements from the banking institution, the Bank Account Statement Review Coordinator should have read-only access to the account(s) with their own unique login and password.

XIV. FINANCIAL PROCEDURES

- A. Two signatures are required on all checks.
- B. All cash shall be counted by at least two persons, and all counters shall sign a completed Deposit Form. The cash and form shall be given to the treasurer or authorized signer within 2 days of the event where money was collected.
- C. Any check made payable to Downing PTA that is returned as NSF will not be re-deposited. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer. Downing PTA reserves the right to refuse subsequent checks from the check writer and require cash for payment.
- D. Downing PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within thirty days of the event or within three (3) days of the end of the school year, whichever comes first.
- E. Downing PTA shall reissue payment for a lost check minus bank fees incurred to stop payment.
- F. Downing 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 Downing PTA shall use the tax-exempt form.
- G. Downing PTA shall have executive board approval when making any large purchase (over \$2,000) except for in the case of clothing/spirit wear for resale.
- H. Downing PTA will carry over a minimum of \$2,000 from the previous fiscal year.

XV. E-COMMERCE

- A. Recurring Payments
 - 1. Recurring payments for PTA expenses may be set up to be deducted directly from the bank account. At the first membership meeting of the year, a motion is made to approve the recurring payment to the specific vendor.
- B. Credit/Debit Cards
 - 1. Cards are issued to authorized signers on the bank account and include the name of the PTA.
 - 2. The credit limit should not exceed half of the income on the budget approved at the annual meeting.
 - 3. No cash transactions (ATM, cash back, etc.) are allowed.

4. 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.
 5. 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.
 6. 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.
 7. 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.
 8. If the card is lost or stolen, the account must be reconciled to identify any unauthorized transactions.
- C. Electronic Banking
1. Online account access password for online accounts should be changed when there is a change in signer.
- D. Online & Point of Sale Payment Collection Systems
1. The PTA membership must approve the use of an online and/or point of sale payment collection system.
 2. The payment collection system (PayPal, etc.) must be in the PTA's name.
 3. 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.
 4. Associated fees are budgeted as an expense line item and must be 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.
 5. All revenue is accounted for and reported in every financial report in the corresponding budgeted income category or categories.
 6. 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.
 7. The payment collection system must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS).
 8. 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.
 9. 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.

XVI. CONDOLENCES

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