

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



Texas PTA President  
Filed 9/28/18

**Walter and Lois Curtis Middle School  
PARENT TEACHER ASSOCIATION  
STANDING RULES**

**I. Meetings**

- A. The President shall appoint a committee of three (3) members at the last executive board meeting to approve the minutes of the last executive board meeting.
- B. The President shall appoint a committee of three (3) members at the last membership meeting to approve the minutes of the last membership meeting.
- C. There shall be ten (10) Executive Board meetings throughout the year. These meetings shall take place in the months of: August, September, October, November, December, January, February, March, April and May.

**II. Training**

- A. This Local PTA shall pay the expenses of the newly elected officers and committee chairs to attend the Council PTA training, if applicable.
- B. This Local PTA shall pay the expenses of Executive Board members for the Texas PTA Summer Leadership Seminar and Annual Meeting with priority given to, as funds allow:
  - 1. President
  - 2. Treasurer
  - 3. 1st Vice President (Membership)
  - 4. 3rd Vice President (Ways and Means)
  - 5. 2nd Vice President (Programs)
  - 6. Parliamentarian
  - 7. Secretary
  - 8. Standing Committee Chairs
- C. This Local PTA shall pay the expenses of the delegate(s) to the National PTA Annual Convention, if funds permit.
- D. This Local PTA shall limit event expenses to the following:
  - 1. Registration fee
  - 2. Hotel accommodations at published seminar double-occupancy rate
  - 3. Gasoline for one vehicle per four (4) registered members at current IRS rate per mile per vehicle, if distance warrants. Necessary tolls and parking will also be reimbursed with appropriate receipts.
  - 4. Meals not to exceed \$60.00 per person per day. Individual meals are paid up to the following limits:
    - a. Breakfast: \$15.00

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- a. Lunch: \$20.00
- a. Dinner: \$25.00
- 5. If a meal is included in a prepaid event, no reimbursement will be paid for that meal.
- 6. Alcohol purchases shall not be reimbursed.
- E. This Local PTA shall pay the expenses for members of the Executive Board to complete the Texas PTA Foundations Leader Orientation – Welcome to PTA.

### **III. Financial**

- A. The President may appoint additional signer(s) for the PTA accounts with Executive Board approval.
- B. All money shall be counted by at least two (2) persons at the same time, and all counters shall sign a completed Itemized Receipt Form. The money shall then be given to the Treasurer, who shall also count and sign the Itemized Receipt Form.
- C. Any check made payable to this Local PTA that is returned as Non-Sufficient Funds (NSF) will not be re-deposited. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer. This includes any fees for mailing notices, etc. This Local PTA reserves the right to refuse subsequent checks from the check writer and require cash or money orders for payment.
- D. This Local PTA shall reimburse allowable, budgeted expenses to members who submit original receipts with proper documentation to the Treasurer within thirty (30) days of the event or within seven (7) days of the end of the school year.
- E. This Local PTA shall not reimburse sales tax unless the Executive Board gives prior approval for the exception, such as Costco or Sam's Club. Any member making purchases on behalf of or for this Local PTA shall use the tax-exempt form.
- F. This Local PTA shall obtain at least three (3) bids when making any large purchase over \$300, unless the item is a specialty item and there is but one vendor for the item.
- G. This Local PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant (\$250 or higher) expenditures for service.
- H. This Local PTA shall have a carryover in the checking account of not less than \$2,000.00 at the end of the fiscal year.
- I. Reimbursement shall be made only for approved budget items, within budget limits. No reimbursements will be made after the close of books on June 30<sup>th</sup>.
- J. Two signatures shall be required on all checks issued by CMS PTA. The following signatures shall be on file with the bank for signature on checks:
  - 1. President
  - 2. Treasurer

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3. Executive Board Officer

K. The President shall appoint one PTA member each fiscal year to open monthly bank statements.

1. Check signers may not be appointed to open bank statements.
2. The appointee shall complete the "Non-Signer Review of Bank Statements" form to submit with each monthly bank statement to the Treasurer.

#### **IV. Bonding and Insurance**

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

1. General liability insurance
2. Fidelity bond insurance for persons on bank signature card
3. Blanket bond insurance {commercial crime}
4. Nonprofit professional liability insurance
5. Commercial/crime general insurance

#### **V. Officers**

A. In addition to those responsibilities listed in the bylaws, responsibilities and duties are available in the officer's procedures manuals and Plans of Work and officers shall:

1. Notify the President if unable to attend a meeting of the association, or if unable to fulfill duties as outlined in the bylaws and these standing rules.
2. Submit a report to the Secretary and President no less than (24) hours in advance of an executive board meeting absence.
3. Follow financial guidelines and be responsible for expenditures within approved budget.

B. The President shall:

1. If newly elected, be strongly encouraged to attend Summer Leadership Seminar.
2. Be familiar with basic parliamentary procedure.
3. May seek the advice of the Parliamentarian on any question of parliamentary procedure.
4. Schedule and hold both executive board and membership meetings in accordance with the Bylaws/Standing Rules.
5. Prepare an agenda for every meeting of the association and distribute prior to the meeting.
6. Coordinate work of officers and committees in order that deadlines and objectives of the association are met.
7. Serve as liaison between Curtis Middle School and this Local PTA.

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8. Appoint chairs of special committees (subject to executive board approval).

C. The 1st Vice President (Membership) shall:

1. Chair a meeting of the membership committee to create a membership campaign for the coming year and set membership goals.
2. Be responsible for a membership drive during, but not limited to:
  - a. Parent Cougar Camp
  - b. 7<sup>th</sup>/8<sup>th</sup> Grade Meet The Teacher Nights
3. Ensure completion and submission of membership list and dues report to Texas PTA at a minimum, on a monthly basis.
4. Coordinate the implementation of a membership campaign.
5. Maintain membership records, providing a roster for the Secretary, President, and Treasurer's permanent file and a copy to Texas PTA.
6. Apply for membership awards from Texas PTA and encourage participation in the state membership awards competition.
7. Be responsible for collecting and accounting for all dues, giving them to the Treasurer for deposit.
8. Chair the Lifetime Membership Committee.

D. The 2<sup>nd</sup> Vice President (Programs) shall:

1. Work closely with the Executive Board, Principal and/or Counselors in arranging assemblies for the school year. This may include:
  - a. Citizenship
    - i. Work with the Curtis faculty to select students to receive citizenship awards for each nine (9) week period.
    - ii. Recognize, honor and publicize citizenship award recipients.
  - b. Red Ribbon Week
  - c. AIM for Success Program
  - d. Planning and organizing Valograms and the student spring function (e.g., Spring Dance).
  - e. Environmental
    - i. Develop programs and projects that will enhance the beauty of the school and community.
    - ii. Encourage environmental education for students and general public and community.
    - iii. Organize local participation in Texas PTA Environmental Awareness contest.

E. The 3<sup>rd</sup> Vice President (Ways & Means) shall:

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1. Provide plans regarding how to raise funds necessary of the work of this Local PTA for the current school year.
2. Coordinate CMS fundraising events, which may include, but is not limited to:
  - a. Organizing Spirit Nights with local community businesses.
  - b. Organizing and managing AISD concessions opportunities.
  - c. Manage the design, ordering and selling of Curtis Middle School apparel and accessories.
  - d. Reach out to community partners to support this Local PTA.
  - e. Serve as a member of the Budget and Finance Committee.

F. The Secretary shall:

1. Demonstrate the ability to communicate proficiently.
2. Maintain and provide minutes, including exhibits, during and prior to all meetings of the association.
3. Conduct all congratulatory and sympathy correspondence representing the association.
4. Provide for the board a copy of the minutes within one week after each board meeting.
5. Regularly check the school PTA mailbox and forward mail accordingly.
6. Fulfill the duties of the historian if this position is vacant for the current year.
7. Bind all reports and documents at the end of each year as listed in the Texas PTA Treasurer Basics Resource Guide.

G. The Treasurer shall:

1. Ensure that the association's PTA tax-free sales days (maximum of two (2) per calendar year, dates specified) are approved and designated by the Executive Board and noted in the membership meeting minutes before any tax-free sales can be made prior to the end of the school year.
2. Follow all procedures according to the National and Texas PTA Treasurer Resource guidelines.
3. Propose the following year's budget to be approved by the membership meeting in April.
4. Present all applicable records to the Financial Reconciliation Committee within 15 days of the close of the fiscal year.
5. Solicit insurance bids and purchase insurance policies annually for this Local PTA.
6. Bind all reports and documentation as listed on the Financial Reconciliation

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Checklist, including the final report from the Financial Reconciliation Committee.

H. The Parliamentarian shall:

1. Be knowledgeable of Bylaws/Standing Rules and parliamentary law and procedure per *Robert's Rules of Order Newly Revised*.
2. Chair all committees for revision of Bylaws and Standing Rules.
3. Present revisions to Executive Board and membership, and submit for approval to Texas PTA.
4. Not vote, unless by ballot.
5. Not engage in discussion during meetings, with the intent of remaining neutral.

**VI. Standing Committees/Chairs**

A. All standing committee chairs shall:

1. Notify the president if unable to attend a meeting of the association, or if unable to fulfill duties as outlined in the bylaws and these standing rules.
2. Submit a report to the Secretary and President no less than twenty-four (24) hours in advance of an executive board meeting absence.
3. Complete procedure manuals and Plans of Work to designate the expectations of each committee chair.
4. Add additional members to committee as deemed necessary.

B. The Communications Chair shall:

1. Create a committee to help manage newsletter, social media and website.
2. Publicize PTA events through communication channels in accordance with school district policy.
3. Ensure all PTA website content appropriately reflects National and Texas PTA guidelines, and meets recommended school and district internet security guidelines and privacy policies.
4. Update school web pages to reflect current PTA information with President and Principal's approval.

C. The Hospitality/Staff Appreciation Chair shall:

1. Chair a committee that includes two (2) additional members, which will:
  - a. Plan and coordinate staff appreciation events throughout the school year as the budget and donations allow.
  - b. Coordinate food item donations.
  - c. Secure volunteers to serve.
  - d. Secure refreshments for PTA programs and Open Houses.

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D. The Community Relations Chair shall:

1. Serve as liaison between clubs.
2. Serve as ACO contact.
3. Serve as liaison between community and school.
4. Serve as Allen Council Representative.

E. The Arts in Education Chair shall:

1. Be responsible for working with the Principal, or his/her delegate, to develop, promote and implement special programs for students related to cultural arts.
2. Be responsible for the publicity and promotion of student participation in the National PTA's Annual Reflections Program.

F. The Allen Eagle Run Chair shall:

1. Attend the Allen ISD Foundation for Allen Schools Eagle Run meetings.
2. Create a marketing campaign to promote the Eagle Run.
3. Encourage students, families, and staff to sign-up and participate in the run.
4. Manage distribution of registration information.
5. Collect registration information and payments and turn in to Foundation.
6. Recruit volunteers from campus to help with pre-race preparations.
7. Co-chair the Curtis MS Health and Fitness Night.

G. The Volunteers Chair shall:

1. Remind all volunteers to complete mandatory registration and background checks with the district after July 1 of each year.
2. Seek out potential volunteers through the use of online volunteer interest forms.
3. Verify that all volunteers have completed required district background checks prior to volunteering at any PTA or school sponsored function.
4. Compile a roster of all AISD approved volunteers with contact information and share with Executive Board and school faculty as necessary.
5. Promote volunteer opportunities for Curtis Middle School and this Local PTA by utilizing available publicity channels.
6. Assist with organizing volunteers for both PTA and school sponsored events.

H. The Historian shall:

1. Compile and keep a record of events and activities to be presented as the official history.
2. Provide Allen ISD Media Relations and Communications Department with electronic pictures and descriptions of special events for posting on the AISD website.

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3. Coordinate photography of PTA events, and ensure media is properly archived.

## **VII. Other Executive Board Positions:**

A. The Student Council Representative shall:

1. Be elected by the student body as part of Student Council.
2. Submit signed Permission for Minor to Serve as Officer or Chair of a Local PTA consent form each year.
3. Share student perspective regarding various programs and school activities.
4. Coordinate between PTA and Student Council on selected programs.
5. Submit reports to the President and Secretary prior to Executive Board Meetings.

B. The Principal shall:

1. Attend all Executive Board meetings as school administrative priorities permit.
2. Share staff perspective regarding various programs and school activities.

## **VIII. Special Committees**

A. The Budget and Finance Committee shall:

1. Be comprised of the committee chair (Treasurer), the President, the Ways & Means Vice-President, and one additional member.
2. Recommend amendments to the budget based on Plans of Work and submit these amendments to the Executive Board.
3. Present the budget to the Executive Board in and to the membership at the annual meeting for approval.
4. Meet periodically throughout the year to review and amend the budget as necessary.
5. Present all amendments for approval by a vote of the membership.

B. The Life Membership Committee shall:

1. Be comprised of a committee chair (1st Vice President) and three (3) additional members of the Local PTA appointed by the President.
2. Include one (1) member who is a recipient of a Texas PTA Honorary Life Membership, if possible.
3. Select individuals for recognition by awarding at least two (2) Texas PTA Honorary Life Membership and possibly one (1) Texas PTA Extended Service Award to any deserving person, as the budget allows.
4. Confirm individual candidates by a majority vote, subject to approval by the Executive Board.



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5. Submit each name with brief biography to Allen ISD PTA Council for Life Membership Banquet, as well as invite and provide tickets to each recipient and one (1) guest.
  6. Submit recipient names to Texas PTA and order recognition certificates.
- C. The Scholarship Committee shall:
1. Be comprised of at minimum, the chair, appointed by the President, who is a member of the Curtis Middle School PTA, the President and the Principal. Up to two (2) additional members may be added to the committee.
  2. The Scholarship Committee chairperson shall:
    - a. Distribute guidelines and essays to committee for evaluation.
    - b. Set a deadline by April 30th for applicants to submit applications.
    - c. Submit a check request for each award recipient to the Treasurer by the last Monday in May, with the following information:
      - i. Name of the higher education institution.
      - ii. Address of higher education institution.
      - iii. Name of department to which check should be submitted.
      - iv. Student's name.
      - v. Student identification or Social Security number.
  3. Review applications based on the following guidelines:
    - a. The applicant must have been a student at Walter L. and Lois Curtis Middle School in both seventh and eighth grades.
    - b. The applicant must be a graduating high school senior from Allen High School.
    - c. The applicant must plan to be enrolled full-time in an accredited college or university or a technical institute in the summer or fall semester immediately following high school graduation.
    - d. The applicant must submit two (2) teacher recommendations and answer an essay question.
  4. Reconvene to determine the recipients and to recommend distribution of funds to Executive Board for approval.
  5. Award the scholarship amount that is determined by the Budget and Finance Committee, and is funded by the Ways and Means Committee's fundraising efforts.
  6. Ensure that all scholarship funds are paid directly to the institute of higher learning.
  7. Present scholarships to selected individuals at the scholarship award ceremony.
- D. The Nominating Committee shall:

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1. Adhere to Article VII, Sections C and D of the Curtis Middle School bylaws concerning the duties and reporting methods of the committee.
2. Solicit nominees through the membership by publicizing requests via regular media channels.
3. Present to nominees a copy of the Curtis Middle School Bylaws and Standing Rules to assure knowledge of each position.

D. The Financial Reconciliation Committee shall:

1. Be comprised of three members and one alternate appointed by the President.
2. Appointees may not include check signers, the Secretary, the presiding or incoming Treasurer, and the presiding or incoming President.
3. Conduct the reconciliation within thirty (30) days after the end of the fiscal year.
4. Present a financial reconciliation report at the first membership meeting for adoption.

E. The Standing Rules/Bylaws Committee shall:

1. Consist of the Parliamentarian, the President and one additional member and one alternate member appointed by the President.
2. Review Bylaws/Standing Rules yearly and submit any changes to Texas PTA.
3. Ensure Bylaws/Standing Rules are resubmitted to Texas PTA for approval every three years as per Texas PTA guidelines.

## **VIII. Miscellaneous**

- A. This Local PTA's mailing address shall be 1530 Rivercrest Blvd., Allen, TX 75002.
- B. Members of this Local PTA shall obtain authorization from the Executive Board 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 taxpayer because of their position in the PTA.
- D. All communications concerning this Local PTA for school distribution shall be approved by the Principal prior to dissemination.