

# RUMMEL CREEK ELEMENTARY PTA STANDING RULES

Standing Rules are rules that relate to the details of the administration of the PTA unit rather than to the parliamentary procedure. They may be adopted or changed upon the will of the unit. Standing Rules are adopted, as any ordinary motion, by a majority vote at a business meeting. They may be amended by a two-thirds vote without previous notice or by a majority vote with such notice. Standing Rules may be suspended by a majority vote provided the proposal is not in conflict with the bylaws.

## I. Meetings

- A. The president shall appoint a committee at the May General meeting to approve the minutes of the May General Meeting.
- B. The president shall take three volunteers at each general meeting to review and approve the minutes of that meeting.
- C. Each officer and chairman shall include his timeline of duties and other pertinent information in his procedure book to be given to his successor.

## II. Training Expenses

- A. The local unit shall pay the expenses of the newly elected officers to the Area Spring Conference/Meeting (if attending).
- B. The local unit shall pay the expenses of up to four members to the Texas PTA State Convention and Summer Leadership Seminar in the following order, as funds allows:
  1. president;
  2. first vice-president;
  3. second vice-president'
  4. treasurer;
  5. ~~assistant treasurer~~; (ADD third-vice president Ways & Means)
  6. recording secretary;
  7. historian/publicity;
  8. parliamentarian;
  9. ~~corresponding secretary~~; (ADD fourth-vice president correspondence)
  10. any committee chairman

Expenses to be paid for shall be limited to the following:

1. registration fee;
  2. housing fee;
  3. gasoline for one vehicle per four members in attendance;
  4. meals, not to exceed \$25 per person per day;
- C. The local unit shall pay the expense for officers to attend the Texas PTA Leadership Training Course.

## III. Financial

- A. The local unit may purchase tickets for the Council Founder's Day function for the following persons:

- 1 1. school principal;  
2 2. school assistant principal;  
3 3. current year's life membership recipients;  
4 4. PTA School Bell award nominee  
5 5. three officers in the following order:  
6 a. president;  
7 b. first vice-president;  
8 c. second vice-president;  
9 d. treasurer;  
10 e. assistant treasurer;  
11 f. recording secretary;  
12 g. historian/publicity;  
13 h. parliamentarian;  
14 i. corresponding secretary
- 15 B. The local unit may pay for the school supplies for certain disadvantaged students. The  
16 students' teachers shall make recommendations to the principal regarding the need of such  
17 students. The principal may then request the students' supplies from the school supply  
18 committee. The names of the students need not be given to any member of the local unit.
- 19 C. The local unit shall not use local unit funds to pay for the yearbooks, memory books,  
20 videos, t-shirts, caps, cups, key chains or other types of memorabilia to be distributed  
21 without charge to students. The only exception would be a charitable contribution  
22 purchase for a student identified by the student's teacher/counselor. The local unit may  
23 use local funds to pay for the production of spirit items to be sold to students or other  
24 persons.
- 25 D. The treasurer will not give out blank signed checks. ~~For checks over \$1,000 with one~~  
26 ~~officer's signature, an exception may be made at an officer's meeting. The receipt must~~  
27 ~~be turned in to the treasurer within 24 hours. If receipt is not received, a stop payment~~  
28 ~~may be issued on the check.~~
- 29 E. Two signatures are required on all checks. The following persons' signatures shall  
30 be on file with the bank for signature on checks issued by the PTA:  
31 1. president  
32 2. first vice-president  
33 3. treasurer  
34 4. ~~assistant treasurer~~ (ADD Third Vice-President Ways & Means)
- 35 F. No officer shall approve or sign a check that is being issued to him or herself.
- 36 G. All monies shall be deposited in a bank account of the local unit and not in the school or a  
37 personal safe.
- 38 H. All purchases of property made by the local unit for the school shall be subject to the  
39 principal's approval. ~~The principal shall complete a "Request for Acceptance of Gift"~~  
40 ~~form. One copy shall be given to the PTA treasurer and one copy shall be forwarded to~~  
41 ~~the SBISD Board of Trustees for acceptance.~~
- 42 I. A list of all items donated to the school during that fiscal year shall be kept with the  
43 treasurer's annual report.
- 44 J. There shall be enough funds left in the budget at the end of the fiscal year to start the next  
45 year's PTA work.
- 46 K. If a person has an outstanding balance with the local unit, future payments to the local  
47 unit must be made by cash or money order. In addition, all bank fees incurred by the local

unit as a result of an insufficient check should be paid by the person with cash or money order.

L. All monies collected from the Underwriting Campaign shall go into the budget income category labeled "underwriting". These monies shall not be placed under other budget income categories, such as "auction income" or "festival income". "In Kind" donations must have prior ~~Underwriting Chairperson and Officer~~ (ADD Executive Board) approval. No advertising shall take place for the donor until 100% of the donation has been received by the local unit.

~~M. Festival, Grounds or other committees shall not approach businesses or individuals for cash or in-kind donations to pay for games, items, etc... All solicitations, whether for cash or in-kind items, must be approved and coordinated by the Parliamentarian. Any donation received shall be credited toward the underwriting campaign. This does not include auction donations or Dads Club Events.~~

N. The local unit shall not give cash gifts to teachers, staff or others. This does not include charitable contributions.

#### IV. Bonding and Insurance

- A. The following insurance shall be purchased annually by the local unit:
1. general liability insurance;
  2. fidelity bond insurance for all persons on all signature cards for local unit's bank accounts;
  3. property insurance (if applicable); and
  4. officers' liability insurance.

#### V. Officer Duties

- A. The officers of the PTA (president, 1st vice-president, 2nd vice-president, treasurer, ~~assistant treasurer~~ (ADD 3<sup>rd</sup> Vice President, 4<sup>th</sup> Vice-President), historian/publicity, recording secretary and parliamentarian) should meet prior to every regular meeting. Minutes from these meetings should be maintained in ~~all officers' notebooks~~ (ADD Secretary's Notebook and RCE PTA Website)
- B. All agenda items for the PTA regular meeting should be discussed among the officers. The president will preside over these meetings.
- C. All issues raised within the PTA should be discussed with the officers. If a decision is necessary, the officers should each state their opinion and their voice vote to the president. The president can vote in the case of a tie. The president should always honor the vote of the majority of the officers.
- D. All expenditures that fall outside the approved budget should be brought to the officers for a vote first, then to the general membership.
- ~~E. The president will delegate the PTA committees among the officers. Each officer will then become the "committee liaison" for his or her assigned committees. The officer will make sure the committee is on plan during the school year. Any issues will be brought to the officers meeting by the committee liaison.~~
- F. No person shall serve as an officer on the Executive Board (in any capacity) for more than six (6) consecutive years.

#### VI. Standing Committees

- A. All committee chairmen should receive a notebook from the prior committee chairman. If chairing a new committee, the committee liaison will present a notebook to the committee chairperson.

- 1 B. The notebook should be kept up to date during the school year and presented to the new
- 2 committee chairman at the May meeting.
- 3 C. Each committee chairman will receive a budget request form, if necessary. This budget
- 4 request form must be completed and turned in by its due date.
- 5 D. The approved amount of the budget will be given to the committee chairman upon
- 6 approval by the budget committee, officers and the general membership. The approved
- 7 amount must be adhered to. If there is a need to go beyond the approved amount, a new
- 8 approval must be obtained PRIOR to the expenditure of funds.
- 9 E. Any issues need to be directed to the committee's Committee Liaison.
- 10 F. All flyers, newsletters, brochures, information for email disbursement, etc., must be
- 11 given to the PTA president for approval.

## 12

### 13 VJJ. Special Committees

#### 14 A. Budget

15 The budget committee will consist of six (6) PTA members, including the treasurer  
 16 (chairman of the committee), the president, the assistant treasurer, the first vice-  
 17 president, the incoming first vice-president, and the incoming assistant treasurer. This  
 18 committee shall prepare the yearly budget to be presented to the executive board of the  
 19 local unit for approval and then to the general membership.

#### 20 B. Life Membership

21 The membership chairman shall chair this committee. The officers shall appoint two  
 22 (2) voting members of the local unit to serve on this committee. No more than ~~eight (8)~~  
 23 **(ADD ten (10))** life members will be chosen. The new life members should be a  
 24 combination of both faculty PTA members and parent PTA members. The life members  
 25 shall be presented with a certificate and flowers, if PTA funds permit.

#### 26 C. Nominating Committee

27 1. The Nominating committee shall be formed at the January General Meeting.

28 2. A PTA member may nominate another PTA member to serve on the Nominating  
 29 Committee. There will be five (5) members and two (2) alternates. **(ADD one of**  
 30 **the 5 members must be either the parliamentarian or an outgoing**  
 31 **board member)** If more than five (5) persons are nominated to serve on this  
 32 committee, vote will be by ballot during the meeting. The five (5) members having the  
 33 highest votes will be members, with the next two (2) highest becoming alternates. The  
 34 votes will be counted by the parliamentarian and two volunteers during the meeting  
 35 and results presented at the meeting.

36 3. The chairperson of this committee shall be elected by the members of the committee  
 37 immediately following the meeting.

38 4. The president shall have with him or her at this meeting five (5) copies of the current  
 39 by-laws, standing rules/procedures and the Texas PTA guidelines for nominating  
 40 committees to be distributed to the members of the committee immediately after the  
 41 meeting.

42 5. The chairman shall contact the members of the committee for suggested meeting  
 43 dates. The time and place will be decided by the chairman when the majority of the  
 44 members can attend.

45 6. Suggested nominees for officers and their qualifications may be submitted to any  
 46 member of the nominating committee.

47 7. Any member of the committee who cannot attend the first meeting will be replaced  
 48 by an alternate who then becomes the member of the committee. The replaced member  
 and alternates who are not needed for the first meeting do not attend subsequent  
 meetings of the committee.

1 8. A majority vote by the committee members constitutes the selection of the  
2 nominees.

3 9. The chairman of the committee is authorized to contact the nominee for his or her  
4 consent.

5 10. The comments, statements and discussions made in these committee meetings are  
6 confidential. Committee members shall use due diligence in maintaining this  
7 confidentiality.

#### 8 D. Audit Committee

9 This committee shall consist of at least three (3) members, who are not authorized  
10 signers on any of the local unit's bank accounts. This committee shall be appointed at a  
11 ~~general meeting at least thirty (30) days before the last meeting of the year~~ (ADD at the  
12 **April meeting**). This committee will audit the treasurer's books.

#### 13 E. Project Review

14 1. The first vice-president shall chair this committee.

15 2. The committee shall consist of seven (7) PTA members, including the chairman, (ADD  
16 **and is formed at the September meeting. The PTA members will include at least two**  
17 **RCE staff members and 4 non-staff members**).

18 3. The Project Review Committee (PRC) will be presented with a budget from the  
19 treasurer at the first Officer's Meeting of the school year.

20 4. Proposals for projects to be reviewed by the committee shall be solicited from PTA  
21 members and staff. Proposals should be on the PRC Proposal Form and should include  
22 all necessary information, such as cost, benefits to students, etc.

23 5. Proposals may be turned in to this committee at any time during the school year.

24 6. The committee will meet as needed to investigate the feasibility of any proposals  
25 received. The Project Review Committee has authority to approve proposals up to  
26 \$500. Any proposals over \$500 with the Project Review Committee's approval will  
27 then be brought to the Officers Meeting for approval, then to the General Meeting.

28 7. The process will begin again each school year.

### 29 **VIII. Awards**

30 ~~A. The Committee Liaisons will be responsible for the distribution of the award forms to  
31 their respective committee chairmen.~~

32 ~~B. Awards are the possession of the local unit and not of the individuals whose  
33 committees have won them. All awards are to be displayed at the school~~