



Texas PTA President  
Filed 4/5/19

**RUMMELCREEKELEMENTARY PTA  
STANDING RULES**

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11 I. Meetings

12 A. The president shall appoint a committee at the May Membership meeting to approve the minutes of the May Meeting.

14 B. The president shall take three volunteers at each Membership meeting to review and approve the minutes of that meeting.

16 C. Each officer and chair shall include his timeline of duties and other pertinent information in his procedure book to be given to his successor.

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19 II. Training Expenses

22 B. The local unit shall pay the expenses of up to four members to Texas PTA LAUNCH: Summer Leadership Seminar in the following order, as funds allows:

- 23 1. president;  
25 2. first vice-president;  
26 3. second vice-president'  
27 4. treasurer;  
28 5. third-vice president Ways & Means  
29 6. recording secretary;  
30 7. historian/publicity;  
31 8. parliamentarian;  
32 9. fourth-vice president correspondence  
33 10.any committee chairman

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

- 35 1. registration fee;  
36 2. housing fee;  
37 3. gasoline for one vehicle per four members in attendance;  
38 4. meals, not to exceed \$25 per person per day;

39 C. The local unit shall pay the expense of all board members to view the Texas PTA Foundation Leader Orientation Training Course.

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42 III. Financial

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

1. school principal;  
2. school assistant principal;  
3. current year's life membership recipients;  
4. PTA School Bell award nominee  
5. three officers in the following order:  
a. president;  
b. first vice-president;

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- c. second vice-president;
  - d. treasurer;
  - e. assistant treasurer;
  - f. recording secretary;
  - g. historian/publicity;
  - h. parliamentarian;
  - i. corresponding secretary
- B. The local unit may pay for the school supplies for certain disadvantaged students. The students' teachers shall make recommendations to the principal regarding the need of such students. The principal may then request the students' supplies from the school supply committee. The names of the students shall not be given to any member of the local unit.
- C. The local unit shall not use local unit funds to pay for the yearbooks, memory books, videos, t-shirts, caps, cups, key chains or other types of memorabilia to be distributed without charge to students. The only exception would be a charitable contribution purchase for a student identified by the student's teacher/counselor. The local unit may use local funds to pay for the production of spirit items to be sold to students or other persons.
- D. The treasurer will not give out blank signed checks.
- E. Two signatures are required on all checks. The following persons' signatures shall be on file with the bank for signature on checks issued by the PTA:
- 1. president
  - 2. first vice-president
  - 3. treasurer
  - 4. Third Vice-President Ways & Means
- F. No officer shall approve or sign a check that is being issued to him or herself.
- G. All monies shall be deposited in a bank account of the local unit and not in the school or a personal safe.
- H. All purchases of property made by the local unit for the school shall be subject to the principal's approval. A list of all items donated to the school during that fiscal year shall be kept with the treasurer's annual report.
- J. There shall be enough funds left in the budget at the end of the fiscal year to start the next year's PTA work.
- K. If a person has an outstanding balance with the local unit, future payments to the local 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 Executive Board approval. No advertising shall take place for the donor until 100% of the donation has been received by the local unit.
- M. 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

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accounts;

3. property insurance (if applicable) and
4. officers' liability insurance.

**V. Officer Duties**

- A. The PTA Executive Board should meet prior to every membership meeting. Minutes from these meetings should be maintained in Secretary's Notebook and RCE PTA Website and will be password protected.
- B. All agenda items for the PTA membership meeting should be discussed by the executive board
- C. All issues raised within the PTA should be discussed by the executive board. If a decision is necessary, each member should 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 board members.
- D. All expenditures that fall outside the approved budget should be brought to the executive board for a vote first, then to the membership.
- E. 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 chairs should receive a notebook from the prior committee chair. If chairing a new committee, the committee liaison will present a notebook to the committee chair. The notebook should be kept up to date during the school year and presented to the new committee chair at the May meeting.
- B. Each committee chair will receive a budget request form, if necessary. This budget request form must be completed and turned in by its due date.
- C. The approved amount of the budget will be given to the committee chair upon approval by the budget committee, Executive Board and the membership. The approved amount must be adhered to. If there is a need to go beyond the approved amount, a new approval must be obtained PRIOR to the expenditure of funds.
- D. Any issues need to be directed to the committee's Liaison.
- E. All flyers, newsletters, brochures, information for email disbursement, etc., must be given to the PTA president for approval.

**JJ. Special Committees**

- A. Budget  
The budget committee will consist of six (6) PTA members, including the treasurer (chair of the committee), the president, the assistant treasurer, the first vice-president, the incoming first vice-president, and the incoming assistant treasurer. This committee shall prepare the yearly budget to be presented to the executive board of the local unit for approval and then to the membership.
- B. Life Membership  
The membership chair shall chair this committee. The officers shall appoint two (2) voting members of the local unit to serve on this committee. No more than ten (10) life

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members will be chosen. The new life members should be a combination of both faculty PTA members and parent PTA members. The life members shall be presented with a certificate and flowers, if PTA funds permit.

C. Nominating Committee

1. A PTA member may nominate another PTA member to serve on the Nominating Committee. There will be five (5) members and two (2) alternates. The five (5) members having the highest votes will be members, with the next two (2) highest becoming alternates. The votes will be counted by the parliamentarian and two volunteers during the meeting and results presented at the meeting.

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

3. The chair shall contact the members of the committee for suggested meeting dates. The time and place will be decided by the chair when the majority of the members can attend.

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

5. Any member of the committee who cannot attend the first meeting will be replaced 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 6.. A majority vote by the committee members constitutes the selection of the nominees.

2 7. The chair of the committee is authorized to contact the nominee for his or her consent.

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

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D. Financial Reconciliation Committee

8 This committee shall consist of at least three (3) members, who are not authorized signers on any of the local unit's bank accounts. This committee shall be appointed at the April meeting. This committee will review the treasurer's books.

13 Sub Committee

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 chair, and is formed at the September meeting. The PTA members will include at least two RCE staff members and 4 non-staff members.

16 3. The Project Review Committee (PRC) will be presented with a budget from the treasurer at the first Board Meeting of the school year.

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

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- 18            5. Proposals may be turned in to this committee at any time during the school  
                 year.
- 25            6. The committee will meet as needed to investigate the feasibility of any  
                 proposals received. The Project Review Committee has authority to  
                 approve proposals up to \$500. Any proposals over \$500 with the Project  
                 Review Committee's approval will then be brought to the Executive Board  
                 for approval, then to the Membership Meeting.
- 26            7. The process will begin again each school year.