

### Section I. Meeting Minutes

- A. The President shall appoint a committee of three members at the last board meeting to approve the minutes of the current executive board meeting.
- B. The President shall appoint a committee of three members at the last membership meeting to approve the minutes of the current membership meeting.

### Section II. Training Expenses

- A. As funds allow, the PTA shall pay the expenses of the executive board members to attend the Texas PTA LAUNCH in the following order:
  - 1. President
  - 2. Membership VP
  - 3. Programs VP
  - 4. Ways & Means VP
  - 5. Treasurer
  - 6. Advocacy Chair
  - 7. Parliamentarian
  - 8. Secretary
  - 9. Additional Appointed Delegates
- B. As funds allow and after expenses have been allocated for Texas's PTA LAUNCH, the PTA shall pay the expenses of the delegate(s) to the National PTA Annual Convention. Delegate(s) shall be appointed with the approval of the executive board in the month of May.
- C. As funds allow, the PTA shall limit expenses to the following:
  - 1. Registration fee
  - 2. Event-related functions
  - 3. Hotel accommodations at the published double-occupancy rate
  - 4. Mileage reimbursement for one vehicle per four attendees at a rate not to exceed the rate established in the current Texas PTA Travel Policy when using personal car, or the lowest available commercial airfare.
  - 5. Meals not to exceed \$69 per person per day \*
    - i. If a meal is included in a prepaid event, no reimbursement will be paid for that meal
    - ii. Alcohol purchases shall not be reimbursed
  - 6. Standard Self-Parking fees, unless valet is the only option

### Section III. Financial

- A. The President shall appoint additional authorized signer(s) for the PTA accounts with treasurer approval.
- B. All money shall be counted by at least two persons, and all counters shall sign a completed Deposit Form. The money shall be given to the treasurer, who shall also count and sign the Deposit Form.
- C. The PTA shall require two signatures on all checks.
- D. Any check made payable to the PTA that is returned as non-sufficient funds (NSF) will not be redeposited. Any charges incurred by the PTA because of insufficient funds shall

be charged to the check writer. The PTA reserves the right to refuse subsequent checks from the check writer and require cash or money order for payment.

- E. The 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 fiscal year, whichever comes first.
- F. The 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 the PTA shall use the tax-exempt form.
- G. The PTA shall obtain at least three bids when making any large purchase in excess of \$500 unless the item is a specialty item and there is but one vendor for the item.
- H. The PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.
- I. The PTA shall have a carryover in the checking account of no less than \$500.00 at the end of the fiscal year for outstanding expenditures and deposits.
- J. As funds allow, the PTA shall purchase tickets for the Council PTA Founder's Day function for the following positions:
  - 1. President
  - 2. Principal
  - 3. And/or their appointed delegates
- K. Any single committee expenditure in excess of \$500.00 shall require approval from the treasurer and president prior to incurring the expenditure. If there is a lack of consensus, a full board vote is required.
- L. PTA shall make an annual donation of \$100 to the CCCC of PTA's Scholarship Fund, if funds permit.
- M. The PTA executive board may vote to purchase gift cards in amounts of \$25 or less for a retail specific place (i.e. no visa cards/cash cards) to be used as gifts or raffles. A log of purchased gift cards must be kept by the Treasurer, VP1 - Ways and Means, and/or the President.

#### Section IV. E-Commerce

- A. 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. Card is held by the treasurer and includes the name of the PTA.
  - 2. No cash transactions (ATM, cash back, etc.) are allowed.
  - 3. The card is in the possession of the Treasurer and is 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.
  - 4. Prior to use of the debit card, a funds request form is completed and submitted. Following the purchase, the receipt is given to the Treasurer and attached to the fund request form.

5. If sales tax is paid for the debit card purchase, the card user reimburses the PTA unless prior approval has been granted by the executive board.
  6. A change in signer on the checking account requires a change in signer on the debit card, and a financial reconciliation shall be performed. This applies when fraud or misuse of the card has been discovered.
  7. If the card is lost or stolen, the account must be reconciled to identify any unauthorized transactions.
- C. Online & Point of Sale Payment Collection Systems
1. The PTA membership must approve the use of an online and/or point of sale collection system.
  2. The payment collection systems must be in the PTA's name.
  3. The payment collections systems' statements must be clear with detailed and accessible information on a real-time basis. The elected officers 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 are accounted for and reported in every financial report. The treasurer 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 property documentation is requested 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 systems must be Certified Compliant with the Payment Card Industry Data Security Standards (PCIDSS).
  8. For swiped transactions, the PTA should research the payment collection 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.

#### Section V. Bonding and Insurance

- A. The following insurance shall be purchased annually by the PTA:
  - 1. General Liability
  - 2. Directors and Officers Liability
  - 3. Fidelity Bond
  - 4. Media Liability

#### Section VI. Condolences

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

#### Section VII. Additional Executive Board Duties

- A. All elected officers shall participate in a leadership capacity at all major events that the PTA sponsored events throughout the year.
  - 1. President
    - a. Any contracts for services secured by the PTA require either a written contract or bid signed by the PTA President.
  - 2. Treasurer Responsibilities
    - a. The state sales tax return information will be summarized for the January through June 30 time period of the calendar year and given to the incoming treasurer.
    - b. Will transfer the PTA PayPal (Zettle), Amazon, and any other tax-free accounts to the incoming treasurer for the incoming treasurer to now maintain.
  - 3. VP1- Ways and Means
    - a. All fundraiser information including gross profits and net profits shall be determined by the Chair of the event and the Treasurer within 21 days of the event/fundraiser and shall be published to the general membership within 7 days thereafter via posting or email.

#### Section VIII. Standing Committees

- A. Each Standing Committee Chair shall participate in a leadership capacity at all major events that the PTA sponsored events throughout the year
  - 1. Teacher/Staff Appreciation
  - 2. Hospitality
  - 3. Advocacy
  - 4. School Store
  - 5. Room Parent Coordinator
  - 6. SEPTA & DEI Representative
  - 7. Parent Programs Coordinator
  - 8. Reflections

9. Yearbook
10. Teacher Liaison
11. Fundraising Events Coordinator (Festival & Spring Fundraiser)
12. Student Appreciation
13. School Character
14. After School Programs Coordinator
15. Educational Enhancement (EEC)

#### Section IX Special Committees

##### A. The Budget Committee

1. Membership of this committee will consist of the current President, incoming President, current treasurer (chair), incoming treasurer, and any other board members responsible for raising funds.
2. This committee shall prepare a budget to be presented to the executive board in May.
3. Upon approval by the executive board, the budget shall be presented at the May membership meeting for adoption.

##### B. The Life Membership Committee

1. The VP2 of Membership will serve as the Life Membership committee chair
2. At least two additional members shall be appointed by the Membership Chair.
3. One or more Life Membership awards may be awarded at the May meeting each year if funds allow.

##### C. The Goforth Elementary PTA Scholarship Committee

1. VP1 Ways and Means aide to president will serve as the scholarship committee chair.
2. At least two additional members shall be appointed by the Ways and Means Chair.

##### D. Student Appreciation Committee

1. Student Council President will represent the students

#### Section X. Awards

- A. The PTA shall purchase a past President's pin for the retiring President.
- B. Awards in the form of recognition pins (membership, etc.) shall be retained by the recipient.
- C. Awards in the form of certificates, plaques, etc. shall be the property of the PTA and not individuals.

#### Section XI. Scholarship

- A. The official name of the scholarship shall be the Goforth Elementary PTA Scholarship.
- B. Monetary gifts from other PTAs, organizations, individuals and other contributions can be designated for the Scholarship.
- C. The treasurer shall collect and distribute all monies for the scholarships as directed by the scholarship committee.

- D. The funds and the interest (if applicable) earned are used for educational purposes, including books, tuition, and educational fees.
- E. As budget allows, the PTA shall offer three (3) \$500.00 scholarships annually to graduating seniors who will be enrolled full-time in an accredited college or university or a technical institute in the summer or fall semester immediately following applicant's high school graduation.
- F. The scholarship application shall be posted on the Goforth Elementary PTA website as well as given to counselors of our high school(s).
- G. Selection, Notification and Payment
  - 1. Selection is made by the scholarship committee of the PTA.
  - 2. Results will be published via the Goforth Elementary PTA website. Recipients will be notified by email and recognized at the Goforth Senior Reception.
  - 3. Each recipient will receive the award check at the Senior Reception or at an agreed upon time/place if unable to attend the reception for an acceptable reason.
- H. Records Retention
  - 1. Adequate records and case histories must be maintained per the records retention policy.
  - 2. Records must include:
    - a. Name and address of recipient
    - b. The amount and purpose of the scholarship
    - c. The manner in which the recipient was chosen and any relationship, if any between the recipient and executive board members or scholarship committee members.

## Section XII. Miscellaneous

- A. The PTA's mailing address shall be the school address.
- B. All communications concerning the PTA for school-wide distribution shall be approved by the President and the Principal prior to dissemination.
- C. All programs sponsored by the PTA must have the approval of both the Principal and the PTA President.
- D. Any food and drink booths at any PTA function must meet health department regulations.
- E. Any PTA equipment that will be "loaned" to a Goforth faculty member, another PTA or another school shall fill out a Goforth PTA Lending Equipment Agreement.
- F. The PTA Board will receive a copy of the PTA Bylaws and Standing Rules at the first meeting and sign that they have read and understand both documents.