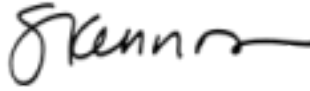


Standing Rules **Approved with Editorial Edits**

by Order of the Texas PTA Board of Directors



Texas PTA President

BLALACK MIDDLE SCHOOL

PARENT TEACHER ASSOCIATION (PTA) STANDING RULES

I. Meetings

- A. Regular Membership meeting dates will be publicized by the first meeting of the school year.
- B. Membership and Executive Board Meeting minutes will be emailed by the Secretary to all executive board members within two weeks post meeting for review. A minimum of three executive board members will confirm the review at the following executive board meeting. C. 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 of the school year. D. The President shall appoint a committee of three (3) members at the last regular membership meeting to approve the minutes of the last regular membership meeting of the school year.

II. Training Expenses

- A. This Local PTA shall pay the expenses of the newly-elected officers and committee chairs to attend the Council leadership training.
 - 1. As the approved budget allows, this Local PTA shall pay the expenses of any other PTA member to attend.
- B. This Local PTA shall pay the expenses of members to LAUNCH (the Texas PTA Summer Leadership Seminar and annual meeting) in the following order, as funds allow:
 - 1. President
 - 2. First Vice President
 - 3. Treasurer
 - 4. VP Membership
 - 5. VP Ways & Means
 - 6. VP Programs
 - 7. Secretary
 - 8. Parliamentarian
 - 9. Standing Committee Chairs
 - 10. Other
- C. This Local PTA shall pay the expenses of the delegate(s) to the National PTA Annual Convention, if funds permit after expenses have been allocated for the events listed above. Designated executive board member(s) will be appointed as delegate(s) with the approval of the Executive Board.
- D. This Local PTA shall limit event expenses to the following:
 - 1. Local PTA will pay for early bird registration.
 - 2. Hotel room (including local hotel occupancy tax) published convention/seminar rate –

double occupancy. Local PTA is exempt from state occupancy tax and will not reimburse this charge.

3. Least expensive means of transportation to the event, with prior approval
4. Meals not to exceed \$80 per person for Texas PTA events and \$120 per person for National PTA Convention (entire events). Alcohol purchases shall not be reimbursed. Prepaid events are included in the meal allowance.
5. Parking fees

III. Financial

A. An elected officer (to be appointed by the president with approval of the executive board) will be on the signature card at the banking facility utilized by the PTA.

B. The Secretary shall not be appointed as a check signer on the PTA account(s) nor to review the monthly bank statements.

C. 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 Deposit Form. A copy of this form shall be retained by all signers of the form. The treasurer may be one of the initial two (2) counters.

E. Any check made payable to this Local PTA that is returned as NSF will be processed in accordance with the CheckSmart system. Any charges incurred by the Local PTA because of NSF shall be charged to the check writer. This Local PTA reserves the right to refuse subsequent checks from the check writer and requires cash or money orders for payment.

F. This Local PTA shall not use credit or debit cards to make purchases.

G. This Local PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within thirty (30) days of the event or within three (3) days of the end of the school year, whichever comes first.

H. This Local PTA shall not reimburse sales tax. Any member making purchases on behalf of or for this Local PTA shall use the tax-exempt form.

I. This Local PTA shall obtain at least three (3) bids when making any large purchase unless the item is a specialty item and there is but one vendor for the item.

J. This Local PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service. K. This Local PTA shall have a carryover in the checking account of not less than \$5,000 at the end of the fiscal year.

L. Two tax-free days shall be approved by the membership prior to the designated date.

M. This Local PTA adopts the Texas PTA E-Commerce Policy, stated as follows:

a. Recurring Payments

- i. Recurring payments for PTA expenses may be set up to be deducted directly from the bank account.
- ii. 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

- i. Cards are issued to authorized signers on the bank account and include the name of the PTA.
- ii. The credit limit should not exceed half of the income on the budget approved at the annual meeting.

- iii.No cash transactions (ATM, cash back, etc.) are allowed.
- iv.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.
- v.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.
- vi.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.
- vii.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.
- viii.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

- i. The PTA membership must approve the use of an online and/or point of sale payment collection system.
- ii.The payment collection system must be in the PTA's name.
- iii.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.
- iv.Associated fees are budgeted as an expense line item and are 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.
- v.All revenue is accounted for and reported in every financial report in the corresponding budgeted income category or categories.
- vi.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.
- vii.The payment collection system must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS).
- viii.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.
- ix.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.

IV. Bonding and Insurance

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

1. General liability insurance
2. Accident medical
3. Fidelity bond insurance for all persons on signature card at bank
4. Officer's liability insurance

V. Condolence

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

VI. Additional Executive Board Member Duties

A. President

1. Coordinates Blalack Bash with the support of the board
2. Supports the school with assisting in Schedule Pick-up and Den Talk for incoming 6th graders and new students.
3. Support the hospitality chair as they facilitate the events to support staff during the year
4. Support the teacher grants chair during this process

B. 1st VP

1. Supports (by following up with and ensuring the success of) the following chairpersons as they facilitate events such as the:
 - 8th grade dance
 - Blalack Bash
 - Student Scholarships
2. Be a member of the Budget & Finance Committee.
3. Supports 6th/7th grade events as approved by school and student club requests
4. Supports Blalack Bash

C. 2nd VP - Membership

1. Promote an active and continuing PTA membership and
2. Chair the Life Membership Special Committee
3. Help the volunteer chairperson as needed
4. Help the chairperson of the Website/Facebook/Communications committee as needed
5. Supports Blalack Bash

D. 3rd VP – Fundraising

1. Be a member of the Budget & Finance Committee.
2. Help the Bear Wear chairperson as needed
3. Secure the chair for student supplies and support as needed.
4. Ensure there is spirit night fundraising as each general PTA meeting or event at school where PTA is involved.

5. Supports Blalack Bash

E. 4th VP - Programs

1. Chair the Fine Arts Showcase Special Committee for the April meeting 2. Assist the school with an Red Ribbon Week purchases; Red Ribbon Week is mostly student-driven through the student council

3. Assist the chairs for the following programs:

Taste of Blalack

Fun day - last day of school

4. Supports Fine Arts Night/Stem Night and Blalack Bash

F. Treasurer

1. Chair the Budget & Finance Committee

G. Secretary

1. Provide sign-in sheets (paper or digital) at the executive board meetings

2. Provide sign-in sheets (paper or digital) at general membership meetings

VII. Standing Committees

Each standing committee shall have an associated chair. These standing committees/chairs may be reassigned at the direction of the Executive Board for the good of the association. Each chair may select a committee and has general supervision over the committee and shall assist the committee in carrying out the duties assigned.

The standing committees of this Local PTA shall be:

A. Arts in Education Committee - Reflections

1. Promote and coordinate entries at the local level for the National PTA Reflections contest

B. Email/Website Committee

1. Oversee the distribution of information to our community via e-communications; 2. Manage and coordinate the Blalack PTA website and any other communications (such as social media, etc.)

C. Hospitality Committee

1. Coordinate teacher appreciation activities and other special events; serve refreshments (i.e. Teacher appreciation, holiday lunch for staff, Reflections Reception, Life Member Reception and other events as directed).

D. School Supplies Committee

1. Order school supplies (happens in previous year) and coordinate sale during schedule pick-up for all grades and other dates as directed.

E. Spirit Wear Committee

1. Order, sell and distribute spirit wear and spirit items throughout the year. F. Volunteer Coordinator

1. Secure and manage the use of volunteers for a variety of functions that are held during the school year such as schedule pick-up, student socials, staff appreciation events and other events as directed.

VIII. Other Executive Board Positions

A. Council PTA Delegate shall:

1. Participate fully in Council PTA discussions and deliberations;
2. Report announcements, important actions and the Council PTA program to this Local PTA membership and executive board;
3. Seek information or approval from the membership on matters referred to this Local PTA for such approval or information; and
4. Report and/or vote as directed by the Local PTA membership at the Council PTA meeting.

IX. Special Committees

A. Budget and Finance Committee

1. This committee shall be composed of a chair (treasurer) and three members including the President, 1st VP and 3rd VP Ways & Means.
2. The committee shall recommend amendments to the budget based on Plans of Work and submit these amendments to membership for approval.

B. Fine Arts Showcase Committee

1. This committee may be composed of a chair (VP Programs), and at least two additional executive board members, plus one School Liaison, or as appointed by the Local PTA President.
2. This committee may organize and host a “Fine Arts Showcase” highlighting all Fine Arts programs.
3. An alternative to this event may be a STEM night.
4. This event shall take place on the April meeting date.

C. Donation-to-School Committee

1. This committee shall be composed of a chair (First VP), and at least two additional board members, or as appointed by the Local PTA President.
2. The committee shall review gift requests and submit final recommendations to the Executive Board for final Executive Board approval.

D. Texas Honorary Life Membership Committee

1. This committee shall be composed of a chair (VP Membership) and at least two (2) additional members of the Local PTA appointed by the president. When possible, one (1) member of the committee shall hold a Texas PTA Honorary Life Membership.
2. A maximum of three (3) Texas PTA Honorary Life and/or Extended Service Awards may be awarded each year, as funds allow.
3. Coordinate the Life Member Reception.

F. Scholarship Committee

1. The official name of the scholarship shall be the Blalack Middle School PTA Scholarship
2. Monetary gifts from other PTAs, organizations, individuals and other contributions can be designated for the Scholarship.
3. The treasurer shall collect and distribute all monies for the scholarships as directed by the scholarship committee.
4. The funds and the interest (if applicable) earned are used for educational purposes, including books, tuition, and educational fees.

5. As budget allows, the PTA shall offer two (2) \$500.00 scholarship(s) 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.

6. The scholarship application shall be posted on Blalack Middle School social media, CFBISD Council PTA social media, as well as given to the counselors of our high schools. Additional copies are available from the Scholarship Committee Chair.

7. Eligibility Requirements. Applicants must meet the following eligibility requirements:

- i. They have to attend Blalack Middle School for 2 years and be a graduating CFBISD Senior.
- ii. 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

8. Selection, Notification and Payment

- i. It will be publicized through the high school counselors and through all PTA and Blalack social media
- ii. The President or an appointee will present the two (2) scholarship recipients with an award letter and certificate at the recipient's high school's Senior Award Ceremony.
- iii. Scholarships are awarded when recipients send the VEO form (Verification of Enrollment to the College) to the PTA treasurer by October 31st.

9. Selection and duties of the Scholarship committee

- i. Criteria to select recipients is determined through a point system. The two highest scores are awarded the scholarship.
- ii. This committee shall be composed of a chair (1st VP), and at least two additional executive board members, or as appointed by the Local PTA President.
- iii. This committee shall formally review candidate applications, rate, and select scholarship recipients.
- iv. The President or an appointee will present the two (2) scholarship recipients with an award letter and certificate at the recipient's high school's Senior Award Ceremony.

10. Records Retention

- i. Adequate records and case histories must be maintained per the records retention policy.
- ii. 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.

11. Scholarships are awarded when recipients send the VEO form (Verification of Enrollment to the College) to the PTA treasurer by October 31st.

G. Taste of Blalack Committee

- 1. This committee shall be composed of a chair (VP Programs), and at least two

additional executive board members, plus one School Liaison, or as appointed by the Local PTA President.

2. The committee shall organize and host a family/community event celebrating diversity.

X. Awards

1. Awards in the form of certificates, plaques, etc. shall be the property of this Local PTA and not individuals.

2. Awards in the form of recognition pins (membership, etc.) shall be retained by the recipient.

XI. Miscellaneous

1. This Local PTA's mailing address shall be 1706 Peters Colony, Carrollton, TX 75007. 2. All communications concerning the PTA for school-wide distribution shall be approved by the president prior to dissemination.