

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



Texas PTA President
Filed 10/17/2024

Ridglea Hills Elementary PTA
Standing Rules

- I. Meeting Minutes
 - A. Minutes of the board meeting shall be distributed to the board via email for review prior to the next meeting. The minutes will be approved or corrected immediately after the call to order and after a quorum has been established.
 - B. Minutes of the membership meeting shall be distributed to the board via email for review prior to the next meeting. The minutes will be approved or corrected immediately after the call to order and after a quorum has been established.
- II. Training Expenses
 - A. This Local PTA shall pay the expenses of executive board members for fee-based online training offered by Texas PTA.
 - B. This local PTA shall pay the registration for the elected officers to attend Texas PTA Launch, if applicable. As the approved budget allows, or as a need is presented and approved, this Local PTA shall pay the expenses of any other PTA member to attend and/or the costs associated with attending.
- III. Financial
 - A. The following person's signatures shall be on file with the bank for signature on checks issued by this Local PTA.
 - i. President;
 - ii. Treasurer; and
 - iii. One other elected officer
 - iv. One other executive board member
 - B. All money shall be counted by at least two persons, and all counters shall sign a completed Deposit Form. The money shall then be given to the treasurer, who shall also count and sign the Deposit Form.
 - C. This Local PTA shall require two signatures on all checks.

- D. Any check made payable to this Local PTA that is returned as NSF will not be re-deposited. This Local PTA reserves the right to pass on to the check writer any charges incurred by the PTA because of insufficient funds and/or refuse subsequent checks from the check writer and require cash for payment.
- E. This Local PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within 45 days of the event or within three (3) days of the end of the school year.
- F. This Local PTA shall not reimburse sales tax unless the board gives prior approval for the exception. Any member making purchases on behalf of or for this Local PTA shall use the tax-exempt form.
- G. This Local PTA shall obtain at least three bids when making any purchase exceeding \$2,500.
- H. This Local PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service. These contracts should be signed by the president and the standing committee chair.
- I. This Local PTA shall have a carryover in the checking account of not less than \$20,000 at the end of the fiscal year.

IV. E-Commerce

- A. Electronic Banking - Online Account Access
 - a. Password for online accounts should be changed:
 - i. At least once a year,
 - ii. When there is a change in signer, or
 - iii. When there is a financial reconciliation.
- B. ACH/Electronic Payments
 - a. Payments to the following are allowed by ACH or eCheck. Wire transfers are not allowed. Proper documentation should still be followed including signed check request forms and any other required documentation. All expenditures (other than escrowed or liability items) must be budgeted.
 - i. Texas PTA
 - ii. Texas Comptroller for sales tax remittance
 - iii. AIM for insurance policy renewal
 - iv. Local PTA to Council PTA
 - v. Council PTA to Local PTA
 - Vi. Bank Fees
 - Vii. Quickbooks
- C. Online Payment Collection Systems

- a. The PTA membership must approve the use of an online payment collection system.
- b. The online payment collection system (web-store, etc.) must be in the PTA's name.
- c. Associated fees are budgeted as an expense line item and must be accounted for and reported on the financial statement. The PTA must ensure that they are checking for these fees often to ensure that the financial statement is accurate.
- d. All revenue must be accounted for and reported in every financial report in the budgeted income category.
- e. Bank reconciliations must occur on a monthly basis, and should a manual transfer be required from the third-party processing company, documentation of the transfer should be filed with the bank reconciliation.

D. Accepting Payment by Credit Card

- a. The third-party processing company account must be in the PTA's name.
- b. Third-party processing company statements must be clear with detailed and accessible 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.
- c. The third-party processing company must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS). Reference the Discover, MasterCard, and Visa list of Compliant Service Providers before the PTA signs the agreement.
- d. Third-party deposits are processed the same as a traditional bank deposit.
- e. Proper documentation is required for each deposit.
- f. The documentation need not have counters' signatures as you are receiving a bulk deposit.
- g. Document on the deposit form the amount of the deposit and which budget lines are impacted.
- h. Attach a copy of the online transaction to the deposit form.
- i. For daily deposits, a weekly summary of the deposits may be documented on a single deposit form. Associated fees are budgeted as an expense line item and reported on the financial report.
- j. For swiped transactions, the PTA will receive training from the third-party processing company on handling cards that do not read correctly.
- k. Card numbers must not be written down for any reason. Only swiped transactions that are immediately authorized (via internet or phone access) will be accepted.
- l. The PTA will not swipe or store transactions for later settlement.
- m. Disputes:
 - i. PTA will confirm with the third-party processor that only the PTA Treasurer may confirm a refund to the customer. Confirming a refund requires the same approvals and documentation as required for a request for a check to be issued for disbursement.
 - ii. The authorized refund must be recorded in the check registry prior to withdrawal.
 - iii. The third-party processing company must provide the PTA guidance on challenging a disputed payment.
 - iv. Any challenge of payment must be responded to promptly and accurately.
 - v. If merchandise has not already been provided, goods and services will be withheld until the dispute is cleared.

vi. If the dispute is not resolved favorably, treat this action in the same manner as a nonsufficient funds check.

V. Bonding and Insurance

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

1. General liability insurance
2. Extended medical payments
3. Professional liability for officers and directors
4. Crime bond insurance

VI. Additional Officer Duties

All officers shall participate in a leadership capacity at all major events that the PTA sponsors throughout the year.

A. President

1. Shall be responsible for selecting a location for the August board meeting and for securing a site to conduct board meetings for the school year.
2. Shall serve on the Site-Based Decision Making Committee.
3. This position shall oversee the following positions:
 - a. Field Day Chair
 - b. Fine Arts Day Chair
 - c. Fine Arts Day Chair Elect
 - d. House and Grounds Chair
 - e. Legislative Representative
 - f. Teacher Representative (Lower Grades)
 - g. Teacher Representative (Upper Grades)

B. First Vice President

1. Shall serve as Membership Chair.
2. Shall coordinate and implement a membership campaign for the coming year to enlist PTA members.
3. Shall ensure completion and submission of membership list and dues report to Texas PTA monthly.
4. Shall provide the secretary with an updated membership count at each regular meeting.
5. Shall submit dues and maintain membership with the Fort Worth Council of PTAs.
6. Shall apply for membership awards from Texas PTA.
7. Shall chair the Life Membership Committee to select and present awards (up to four) each year.
8. This position shall oversee the following positions:
 - a. Communication Chair
 - b. Directory Chair
 - c. Hospitality Chair
 - d. Mustang Roundup Chair

e. Website Chair

C. Second Vice President

1. Shall serve as the Programs Chair.
2. Shall oversee all active PTA (state, local, and/or national) programs.
3. Shall work with program committee chairs.
4. Shall develop any new programs deemed necessary.
5. Shall explore opportunities for special PTA programming events for students or families, as appropriate and as budget allows, and present them for board consideration.
6. This position shall oversee the following positions:
 - a. Academic Fairs Chair
 - b. Reading Program Chair
 - c. Chess Club Chair
 - d. Popcorn Friday Chair
 - e. PTA Reflections Chair
 - f. Run Club Chair
 - g. Special Events Chair
 - h. Talent Show Chair

D. Third Vice President

1. Shall serve as the Room Parents Chair.
2. Shall enlist room parents for each homeroom class.
3. Shall coordinate with the class room parents to plan support needed for PTA sponsored activities, as well as any teacher needs or requests.
4. This position shall oversee the following positions:
 - a. Carnival Chair
 - b. Inclusion Chair
 - c. Scholastic's Family and Community Engagement (FACE)/Reading is Fundamental (RIF) Chair
 - d. Teacher and Staff Appreciation Chair
 - e. Yearbook Chair

E. Fourth Vice President

1. Shall serve as the Fundraising Chair.
2. Shall be in charge of fundraising activities as approved by the board and work with all fundraising chairs to promote the success of the fundraising events.
3. Shall assist in the budgeting process with outgoing and incoming presidents.
4. This position shall oversee the following positions:
 - a. External Funds, Contests, and Awards Chair
 - b. Fifth Grade Activities Chair
 - c. Hot Dog Supper Chair
 - d. Mustang Mall Chair
 - e. Spring Auction Chair

- f. Walkathon Chair
- g. Walkathon Chair Elect

F. Fifth Vice President

1. Shall serve as the Volunteers Chair.
2. Shall keep a log of teacher and volunteer hours.
3. Shall distribute volunteer information school wide the first week of school.
4. Shall provide some type of volunteer recognition for the closing luncheon.
5. Shall organize volunteers as requested for school activities.
6. This position shall oversee the following positions:
 - a. Cafeteria Chair
 - b. Library Chair
 - c. Mustang Muscle Chair
 - d. Ridglea Hills Buddies Chair
 - e. Student Aid Chair

G. Recording Secretary

1. Shall present minutes of previous meetings (needs, board and general) for approval by the association.
2. Shall keep attendance at needs and board meetings.
3. Shall serve as the custodian of the permanent records of the association.

H. Treasurer

1. Shall be a member of the committee to revise the budget and assist in the budgeting process with the outgoing and incoming presidents, outgoing and incoming treasurers.
2. Shall file all state, federal and local taxes and tax forms when applicable, and maintain said records for five years.
3. Shall see that all signature cards are brought up to date by the end of his/her term.
4. Shall submit books to the financial reconciliation committee (of no less than three members) as requested.
4. Shall have a full and complete annual report ready for the financial reconciliation committee by July 15th.
5. Shall be responsible for ensuring that there is a minimum of \$20,000 carry over balance for the next year.

VII. Standing Committee Chairs

All standing committee chairs shall participate in a leadership capacity at all major events that the PTA sponsors throughout the year.

The standing committee chairs of this Local PTA shall be:

- A. The **Academic Fairs Chair** shall support academic programs by coordinating invention convention, history fair and science fair in accordance with district guidelines. This includes copying and distributing information packets, ordering ribbons and obtaining judges. This position shall report to the Second Vice President.

- B. The **Reading Program Chair** shall coordinate the reading program with the librarian and teachers, and maintain records for ribbons and awards. Ribbons shall be distributed on a weekly basis as students reach the various levels. This position shall report to the Second Vice President.
- C. The **Cafeteria Chair** shall recruit and schedule volunteers to work in the cafeteria. This position shall report to the Fifth Vice President.
- D. The **Carnival Chair** shall organize the school carnival in the fall. The chair shall work with room parents on working the class booths and recruit a third grade parent to organize the haunted house. This position shall report to the Third Vice President.
- E. The **Chess Club Chair** shall be responsible for running chess club, including enlisting students to participate and parents to volunteer. If tournaments are to be held at Ridglea Hills, the chair is responsible for coordinating. This position shall report to the Second Vice President.
- F. The **Communications Chair** shall provide weekly communication to the association via electronic mail and social media to the association's private Facebook group and any other communication from chairs regarding upcoming events or opportunities. This position shall report to the First Vice President.
- G. The **Directory Chair** shall update the student directory electronically at the beginning of the year. This position shall report to the First Vice President.
- H. The **External Funds, Contests, and Awards Chair** shall research to find grants, give-aways, contests and awards that would enrich Ridglea Hills curriculum, student body, staff or educational environment. The chair shall develop programs with corporate or non-profit entities. All programs must be approved by the principal. This position shall report to the Fourth Vice President.
- I. The **Field Day Chair** shall coordinate all PTA field day activities, including t-shirts, awards, refreshments and volunteer help. This position shall report to the President.
- J. The **Fifth Grade Activities Chair** shall be a fifth grade parent who shall organize and lead all fundraising for fifth grade activities, including promotion. This position shall report to the Fourth Vice President.
- K. The **Fine Arts Day Chair** shall contact, schedule and coordinate all artists and volunteers for Fine Arts Day, as well as gather all supplies needed for the day, and plan lunch for the artists, staff and volunteers. This position shall report to the President.

- L. The Fine Arts Day Elect Chair shall work with the Fine Arts Day Chair to provide support for all Fine Arts Day activities. This position shall report to the President.
- M. The **Hospitality Chair** shall organize a welcome coffee for the first day of school as well as coordinate the closing luncheon in May. This position shall report to the First Vice President.
- N. The **Hot Dog Supper Chair** shall organize the meal for Hot Dog Supper, sell meal tickets, organize entertainment, seek donations of kid parties and work with room parents in soliciting donations for raffle baskets. This position shall report to the Fourth Vice President.
- O. The **House and Grounds Chair** shall be responsible for interior and exterior beautification of the school, including landscaping and aquarium maintenance, in partnership with Mustang Muscle. This position shall report to the President.
- P. The **Inclusion Chair** shall work with teachers on ways to include all of the special education students in the various events and activities at Ridglea Hills in an appropriate manner. This position shall report to the Third Vice President.
- Q. The **Legislative Representative** shall serve as the representative to the Local Council from the association and report back monthly at board meetings and any membership meetings, as needed. The representative shall also keep the board and membership informed of any pending legislation affecting the education of our students. This position shall report to the President.
- R. The **Library Chair** shall schedule library volunteers to assist the librarian with shelving books and planning special events such as the book fair. This position shall report to the Fifth Vice President.
- S. The **Mustang Mall Chair** shall be responsible for the design, ordering, sale and distribution of school spirit wear such as t-shirts and items such as yard signs. This position shall report to the Fourth Vice President.
- T. The **Mustang Muscle Chair** shall be responsible for recruiting volunteers for the execution of any special beautification projects either interior or exterior in partnership with the House and Grounds Chair. This position shall report to the Fifth Vice President.
- U. The **Mustang Roundup Chair** shall plan and organize Mustang Roundup to recruit new students for Pre-K, Kindergarten and other grades. This position shall report to the First Vice President.
- V. The **Parliamentarian** shall attend all meetings of the association and shall advise on matters of parliamentary procedure when requested.

- W. The **Popcorn Friday Chair** shall recruit, train and schedule volunteers for Popcorn Fridays. The chair shall also be in charge of set up and take down of the popcorn machine as well as purchasing and maintaining supplies, as needed. This position shall report to the Second Vice President.
- X. The **PTA Reflections Chair** shall oversee the details of the PTA Reflections program, including, but not limited to advertising, recruiting students, submitting entries, and communicating with families. This position shall report to the Second Vice President.
- Y. The **Ridglea Hills Buddies Chair** shall compile a list of interested teachers and staff and their favorite things and pair them with PTA board members who will surprise them with notes, treats and small gifts of appreciation throughout the year. This position shall report to the Fifth Vice President.
- Z. The **Run Club Chair** shall be responsible for managing the school's Run Club, including organizing and chaperoning the weekly running day for participating students and any additional group runs (i.e., Cowtown) as well as recruiting parent volunteers to assist when needed. This position shall report to the Second Vice President.
- AA. The **Scholastic's Family and Community Engagement (FACE)/Reading is Fundamental (RIF) Chair** shall purchase books and coordinate the distribution to students in December with the help of volunteers. This position shall report to the Third Vice President.
- BB. The **Special Events Chair** shall be responsible for Pumpkin Patch in the fall as well as the public school week activities, including Donuts with Dad, Muffins with Mom and Special Person's Day. This position shall report to the Second Vice President.
- CC. The **Spring Auction Chair** shall recruit volunteers for a spring auction committee and organize all events related to spring auction. The chair shall be responsible for scheduling a venue, entertainment and catering, solicitation of donations for silent and live auction, working with the art teacher or parents in assisting in providing student art for Ridglea Rembrandt pieces for auction and promotion of spring auction. This position shall report to the Fourth Vice President.
- DD. The **Student Aid Chair** shall work with the counselor, principal and teachers to support students in need with uniforms, school supplies, field trip money, etc. The chair shall also assist with coordinating the canned food drive, clothing drive, angel tree and uniform sale. This position shall report to the Fifth Vice President.
- EE. The **Talent Show Chair** shall coordinate all aspects of the talent show, including theme, acts, volunteers, photographer, etc. This position shall report to the Second Vice President.

- FF. The **Teacher and Staff Appreciation Chair** shall organize teacher and staff appreciation events throughout the year culminating with Teacher and Staff Appreciation Week in May. This position shall report to the Third Vice President.
- GG. **Teacher Representative (Lower Grades PreK-2nd)** shall act as a liaison between the association and the faculty. This position shall report to the president.
- HH. **Teacher Representative** (Upper Grades 3rd-5th) shall act as a liaison between the association and the faculty. This position shall report to the president.
- II. The **Walkathon Chair** shall recruit volunteers for a Walkathon committee, organize all activities related to Walkathon, distribute event information to students and parents in September, distribute pertinent information to teachers in September, organize all promotional activities related to Walkathon, make a plan for safety and security of all individuals participating in Walkathon, and coordinate any recognition activities related to the event. This position shall report to the Fourth Vice President.
- JJ. The **Walkathon Elect Chair** shall support the Walkathon chair in all activities related to Walkathon. This position shall report to the Fourth Vice President.
- KK. The **Website Chair** shall maintain the association website with current and accurate information as provided by the board. This position shall report to the First Vice President.
- LL. The **Yearbook Chair** shall gather and take pictures and lay out the yearbook before sending it to the publisher. The chair shall also coordinate sales and delivery of the yearbook. This position shall report to the Third Vice President.

***All standing committee jobs shall include, but are not limited to, the listed descriptions.

VIII. General Policies

- A. The board shall seek approval of the principal concerning day-to-day activities.
- B. All written external schoolwide communication shall be approved by the principal and the president. All external PTA communication shall be approved by the president.
- C. The president of the PTA must have served on the board at least two years prior to taking office.
- D. Each officer and chair shall maintain the Google workspace account assigned to their position (including email and drive) and add to it materials and information considered important to the performance of the particular office or committee. This Google account shall contain a record of activities with recommendations for further action, giving details of arrangements, evaluation of activities, etc. This account shall be organized and passed to the new officer following installation of new officers.

- E. The president and the First Vice President shall have administrative access to the RHPTA Google workspace account.
- F. All checks from the association must have two authorized signors' signatures.

X. Awards

- A. The First Vice President (Membership) and a president-appointed committee shall solicit nominees for Texas PTA Life Membership/Extended Service award at the March meeting. This is the highest honor that may be presented to a person for outstanding service for children and youth in our community. The Texas Life Membership award shall be presented at the closing luncheon in May. Up to four Honorary Life Memberships may be awarded per year.

XI. Gifts

- A. The First Vice President (Membership) shall purchase a gift for the outgoing president. Such gift is to be presented at the closing luncheon in May.
- B. Special gifts, flowers, cards, etc. for memorials, honorariums, retirements, or other special circumstances for teachers and staff shall be purchased and presented by the president on behalf of the Local PTA.

XII. Special Committees

- A. Lifetime Membership
 - a. This committee shall be composed of the First Vice President and at least two additional members of the Local PTA, as appointed by the president.
 - b. This committee shall organize and run a nomination and election to select individuals for recognition by awarding up to four Texas PTA Honorary Life Membership.
- B. Budget and Finance
 - a. This committee shall be composed of Treasurer, President, Past-President, Past-Treasurer, Fourth Vice President, and any additional board member designated by the president.
 - b. This committee shall recommend amendments to the budget based on Plans of Work and submit these amendments to the executive board.
 - c. The treasurer shall present the budget amendments to the membership for approval at a membership meeting.

XIII. Miscellaneous

- A. This Local PTA's mailing address shall be 6817 Cumberland Road, Fort Worth, TX 76116.
- B. The board shall seek approval of the principal concerning PTA-planned student events, PTA-planned programs and funds used for the school.

- C. Members shall obtain authorization from the president before representing this Local PTA when communicating to school district personnel or the media.
- D. All communications concerning this Local PTA for school distribution shall be approved by the principal and president prior to dissemination.
- E. This Local PTA shall purchase tickets for the Council PTA Founders' Day function for the following persons, or up to 3 designated representatives, as decided by the president, in the event the following are unable to attend:
 - 1. Principal
 - 2. PTA President
 - 3. Legislative Representative