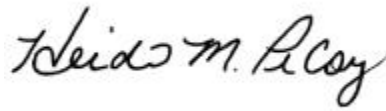


Standing Rules **Approved with Editorial Edits**  
by Order of the Texas PTA Board of Directors



Texas PTA President  
Filed 4/15/2026

**Ridglea Hills Elementary PTA**  
**Standing Rules**

**I. Meeting Minutes**

- a. The president shall appoint a committee of three members at the final executive board meeting to approve the minutes of the final executive board meeting.
- b. The president shall appoint a committee of three members at the final membership meeting to approve the minutes of the final membership meeting.

**II. Training Expenses**

- a. This PTA shall pay the registration for the executive board members to attend Texas PTA Launch, if applicable. As the approved budget allows, or as a need is presented and approved, this 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 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 PTA shall require two signatures on all checks.
- d. Any check made payable to this PTA that is returned as non-sufficient funds (NSF) will not be re-deposited. This 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 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 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 this PTA shall use the tax-exempt form.
- g. This PTA shall obtain at least three bids when making any purchase exceeding \$2,500.
- h. This PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures on service.
- i. This PTA shall have a carryover in the checking account of not less than \$20,000 at the end of the fiscal year.
- j. This PTA, for non-budgeted purchases over \$5,000, will require approval by a simple majority of the executive board and sub-committee chairs.

#### **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
  - 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 (PCIDSS).

**V. Bonding and Insurance**

- a. The following insurance shall be purchased annually by this PTA:
  - i. General liability insurance
  - ii. Extended medical payments
  - iii. Professional liability for officers and directors
  - iv. 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 shall:
  - i. be responsible for selecting a location for the August executive board meeting and for securing a site to conduct executive board meetings for the school year; and
  - ii. serve on the Site-Based Decision-Making Committee.
- b. First Vice President shall:
  - i. Chair the life membership committee; and
  - ii. Chair the membership committee.
    - 1. The membership committee shall:
      - a. coordinate and implement a membership campaign for the coming year to enlist PTA members;

- b. ensure completion and submission of membership list and dues report to Texas PTA monthly;
  - c. provide the secretary with an updated membership count at each regular meeting;
  - d. submit dues and maintain membership with the Fort Worth Council of PTAs; and
  - e. apply for membership awards from Texas PTA.
2. The membership committee shall include the following subcommittees:
- a. Communications
    - i. The communications subcommittee 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.
  - b. Directory
    - i. The directory subcommittee chair shall update the student directory electronically at the beginning of the year.
  - c. Legislative Representative
    - i. The legislative representative subcommittee chair shall serve as the representative to the Council from the association and report back monthly at executive board meetings and any membership meetings, as needed. The representative shall also keep the executive board and membership informed of any pending legislation affecting the education of our students.
  - d. Mustang Roundup
    - i. The Mustang Roundup subcommittee chair shall plan and organize Mustang Roundup to recruit new students for Pre-K, Kindergarten and other grades.
  - e. Website
    - i. The website subcommittee chair shall maintain the association website with current and accurate information as provided by the executive board.
- c. Second Vice President shall:
- i. Chair the programs committee.
    - 1. The programs committee shall:

- a. oversee all active PTA (state, local, and/or national) programs;
  - b. develop any new programs deemed necessary; and
  - c. explore opportunities for special PTA programming events for students or families, as appropriate and as budget allows, and present them for executive board consideration.
- 2. The programs committee shall include the following subcommittees:
  - a. Academic Fairs
    - i. The academic fairs subcommittee 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.
  - b. Reading Program (AR)
    - i. The reading program subcommittee chair (AR) 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.
  - c. PTA Reflections
    - i. The PTA Reflections subcommittee chair shall oversee the details of the PTA Reflections program, including, but not limited to advertising, recruiting students, submitting entries, and communicating with families.
  - d. Scholastic's Family & Community Engagement (FACES)
    - i. The Scholastic's Family and Community Engagement (FACE) subcommittee chair shall purchase books and coordinate the distribution to students in December with the help of volunteers.
- d. Third Vice President shall:
  - i. Chair the room parents committee.
    - 1. The room parents committee shall:
      - a. enlist room parents for each homeroom class; and
      - b. coordinate with the class room parents to plan support needed for PTA sponsored activities, as well as any teacher needs or requests.
    - 2. The room parents committee shall include the following subcommittees:

- a. Hospitality
  - i. The hospitality subcommittee chair shall organize a welcome coffee for the first day of school as well as coordinate the closing luncheon in May.
- b. Inclusion
  - i. The inclusion subcommittee 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.
- c. Teacher and Staff Appreciation
  - i. The teacher and staff appreciation subcommittee chair shall organize teacher and staff appreciation events throughout the year culminating with Teacher and Staff Appreciation Week in May.
- d. Yearbook
  - i. The yearbook subcommittee 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.
- e. Fourth Vice President shall:
  - i. Chair the fundraising committee.
    - 1. The fundraising committee shall:
      - a. be in charge of fundraising activities as approved by the executive board and work with all fundraising chairs to promote the success of the fundraising events; and
      - b. assist in the budgeting process with the president and newly-elected president.
    - 2. The fundraising committee shall include the following Subcommittees:
      - a. External Funds, Contests, and Awards
        - i. The external funds, contests, and awards subcommittee chair shall research to find grants, giveaways, 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.
      - b. Fifth Grade Activities



- b. distribute volunteer information school wide the first week of school;
  - c. provide some type of volunteer recognition for the closing luncheon; and
  - d. organize volunteers as requested for school activities.
2. The volunteers committee shall include the following subcommittees:
- a. Cafeteria Coordinator
    - i. The cafeteria coordinator subcommittee chair shall recruit and schedule volunteers to work in the cafeteria.
  - b. House & Ground
    - i. The house & grounds subcommittee chair shall be responsible for interior and exterior beautification of the school, including landscaping and aquarium maintenance, in partnership with Mustang Muscle.
  - c. Library Coordinator
    - i. The library coordinator subcommittee chair shall schedule library volunteers to assist the librarian with shelving books and planning special events such as the book fair.
  - d. Mustang Muscle
    - i. The Mustang Muscle subcommittee chair shall be responsible for recruiting volunteers for the execution of any special beautification projects either interior or exterior in partnership with the house & grounds Chair.
  - e. Ridglea Hills Buddies
    - i. The Ridglea Hills buddies subcommittee chair shall compile a list of interested teachers and staff and their favorite things and pair them with executive board members who will surprise them with notes, treats and small gifts of appreciation throughout the year.
  - f. Student Aid
    - i. The student aid subcommittee 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.
  - g. Sixth Vice President shall:
    - i. Chair the student engagement committee.

1. The student engagement committee shall include the following subcommittees:
  - a. Chess Club
    - i. The Chess Club subcommittee 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.
  - b. Run Club
    - i. The Run Club subcommittee 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.
  - c. Talent Show
    - i. The Talent Show subcommittee chair shall coordinate all aspects of the Talent Show, including theme, acts, volunteers, photographer, etc.
  - d. Teacher Representative (Upper)
    - i. The teacher representative (upper grades 3rd-5th) subcommittee chair shall act as a liaison between the association and the faculty.
  - e. Teacher Representative (Lower)
    - i. The teacher representative (lower grades prek-2nd) subcommittee chair shall act as a liaison between the association and the faculty.
- h. Seventh Vice President shall:
  - i. Chair the student experience committee.
    1. The student experience committee shall include the following subcommittees:
      - a. Carnival
        - i. The Carnival subcommittee 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.
      - b. Field Day
        - i. The Field Day subcommittee chair shall coordinate all PTA field day activities, including t-shirts, awards, refreshments and volunteer help.

- c. Fine Arts Day
  - i. The Fine Arts Day subcommittee 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.
  - ii. The Fine Arts Day elect subcommittee chair shall work with the Fine Arts Day chair to provide support for all Fine Arts Day activities.
- d. Popcorn Friday
  - i. The Popcorn Friday subcommittee chair shall recruit, train and schedule volunteers for Popcorn Fridays. The chair shall also be in charge of set up and take down the popcorn machine as well as purchasing and maintaining supplies, as needed.
- e. Special Events Chair
  - i. The special events subcommittee 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.
- i. Secretary shall:
  - i. present minutes of previous meetings (executive board and membership) for approval by the PTA; and
  - ii. keep attendance at needs and executive board meetings.
- j. Treasurer shall:
  - i. see that all signature cards are brought up to date by the end of his/her term;
  - ii. be responsible for ensuring that there is a minimum of \$20,000 carry over balance for the next year; and
  - iii. present the budget amendments to the membership for approval at a membership meeting.

**VII. General Policies**

- a. The executive 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 executive 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.

## **VIII. Social Media Policy**

- a. The purpose of social media is to:
  - i. promote PTA, membership, or PTA event;
  - ii. direct traffic to the PTA website for more information, encouraging participation and membership;
  - iii. promote best practices; and
  - iv. provide accurate, relevant, and up-to-date information.
- b. Content:
  - i. The PTA executive board shall approve the site and assign the responsibility for monitoring content. Content on all social media outlets used by the PTA shall:
    - 1. be civil, cordial, and relevant;
    - 2. be inclusive for all groups;
    - 3. avoid making exclusive sites for board information behind passwords;
    - 4. avoid “PTA-speak” by not using words or acronyms the average parent would not understand;
    - 5. not include documents intended for members only, such as bylaws, minutes, and financials, unless access is protected and available only to members of that PTA;
    - 6. not endorse, promote, or solicit on behalf of a business, product, or service;
    - 7. not include comments and posts used as advertising space (explicit or implied);
    - 8. not endorse a candidate or political party;
    - 9. be verified for access;
    - 10. obtain permission from individuals prior to posting photographs and videos; and
    - 11. check with the school district’s communications administrator for guidelines on the photo release policy or obtain a signed photo release through the PTA before publishing any photo or video
- c. Notice
  - i. Texas PTA and its constituent’s associations are encouraged to post the following information on their social media site, so visitors know the expectations:

1. Ridglea Hills Elementary PTA is a noncommercial, nonsectarian, nonpartisan association that does not endorse any candidate or political party. This PTA does not endorse non-PTA products or services.
2. Solicitation, or anything that resembles solicitation, shall not be posted on this site. If complaints are received about the content or if the PTA deems content to be advertising, that content will be removed regardless of whether the content is relevant to our members.
3. Offensive or inappropriate content shall not be tolerated. Any such content will be removed, and the author will be banned from the site. Abusive or inappropriate content includes anything that is not child-friendly, personal attacks, spam, copyrighted material, or bullying of any kind.
4. Posts endorsing a candidate for office or any political party shall be removed immediately. This site is not the appropriate place to express complaints and grievances. If you have a concern, please contact a member of the PTA executive board.

**IX. Awards**

- a. The first vice president as chair of the life member committee shall appoint a committee and the 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.

**X. Gifts**

- a. The first vice president shall purchase a gift for the outgoing president. Such a 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 PTA.

**XI. Special Committees**

- a. Life Membership
  - i. This committee shall be composed of a chair (first vice president) and at least two additional members of the PTA,
  - ii. 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
  - i. This committee shall be composed of a chair (treasurer) and at least four additional members of the PTA.

- ii. The committee shall recommend amendments to the executive budget based on plans of work and submit these amendments to the executive board.
- c. Special Needs Committee
  - i. This committee shall be composed of all executive board members and all sub-committee chairs. Quorum will constitute the majority of executive board members and sub-committee chairs.
  - ii. The committee will meet once, in April or May.
  - iii. The purpose of this committee is to meet, review, and approve teacher and community requests for spending the additional funds.

**XII. Miscellaneous**

- a. This PTA's mailing address shall be 6817 Cumberland Road, Fort Worth, TX 76116.
- b. The executive board shall seek approval of the principal concerning PTA-planned student events, PTA-planned programs and funds used for the school.
- c. All communications concerning this PTA for school distribution shall be approved by the principal and president prior to dissemination.
- d. This PTA shall purchase tickets for the Council PTA Founders' Day function for the following persons, or up to three designated representatives, as decided by the president, in the event the following are unable to attend:
  - i. Principal
  - ii. PTA President
  - iii. Legislative Representative