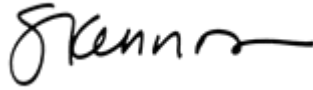


Standing Rules **Approved with Editorial Edits**
by Order of the Texas PTA Board of Directors



Texas PTA President
Filed 4/22/2022

FOREST NORTH ELEMENTARY
PARENT TEACHER ASSOCIATION

STANDING RULES

I. Meetings

- A. 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.
- B. The president shall appoint a committee of three (3) members at the last membership meeting to approve the minutes of the last membership meeting.

II. Training Expenses

- A. This Local PTA shall pay the expenses of the newly-elected officers and committee chairs to attend the Council PTA training, if applicable. As the approved budget allows, this Local PTA shall pay the expenses of any other PTA member to attend.

III. Financial

- A. The 1st Vice President shall be an additional signer on the bank account(s).
- B. All money shall be counted by at least two (2) 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. A copy of this form shall be retained.
- C. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer. The PTA will hold purchased merchandise until payment for insufficient funds check and the bank fee are received. This Local PTA reserves the right to refuse subsequent checks from the check writer and require cash or money order.
- D. 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 by June 15th of that fiscal year, whichever comes first.
- E. This Local PTA shall not reimburse sales tax unless the PTA president and treasurer give prior approval for the exception. Any member making purchases on behalf of or for this Local PTA shall use the tax exempt form.
- F. This Local PTA shall end each academic year with a minimum balance of funds available to cover operational expenses for the PTA due early in the following academic year. Each year, the amount to be held for the next year will be proposed by the Treasurer and determined by vote of the Executive Board.
- G. Credit/Debit Cards

- Cards are issued to authorized signers on the bank account and include the name of the PTA. The credit limit should not exceed half of the income on the budget approved at the annual meeting.
- No cash transactions (ATM, cash back, etc.) are allowed.
- 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.
- 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.
- If sales tax is paid for a credit card purchase, the card user reimburses the PTA unless prior approval has been granted by the executive board.
- 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. If the card is lost or stolen, the account must be reconciled to identify any unauthorized transactions.

IV. Electronic Banking

A. Password for online banking accounts should be changed:

- At least once per year
- When there is a change in signer, or
- When there is a financial reconciliation.

B. The PTA needs to determine who has online access to the account. The Treasurer and President should have full access, and if possible, the additional authorized signers and non-signer bank statement reviewer should have read-only access.

C. PTA accounts cannot link to any individual accounts.

D. No transfers of any kind should be allowed including wire transfers from account to account.

V. Online and Point of Sale Payment Collection Systems

A. The PTA membership must approve the use of an online and/or point of sale payment collection system.

B. The payment collection system must be in the PTA's name.

C. The payment collection system's statements must be clear with detailed transaction history 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.

D. Associated fees are budgeted as an expense line item and must be accounted for and reported on 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.

E. All revenue must be accounted for and reported in every financial report in the budgeted income category or categories.

F. 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.

G. The payment collection system must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS).

H. 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.

I. 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.

VII. ACH/Electronic Payments

A. One-time payments to the following are allowed by ACH or eCheck:

- Texas PTA
- Texas Comptroller for sales tax remittance
- AIM for insurance policy renewal

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 items) must be budgeted.

VIII. Password Policies

A. Passwords for all PTA resources shall:

- Be changed when ownership of account is changed
- Be no less than 8 characters and not contain user name, committee name, school name, or mascot
- Use at least three of the four available character types: lowercase, uppercase, numbers, and symbols
- Not be written or displayed in public view

IX. Bonding and Insurance

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

- General liability insurance

X. Condolences

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

XI. Committee Chairs and Standing Committees

Should a standing committee not have a chair, the officer of this Local PTA whose role most closely aligns with the vacant chair's responsibilities will cover that committee until such time as a chair is found. The Committee Chair leads and oversees the work of the committee and is responsible for locating committee members and subcommittee leaders. It is important that each Chair delegate responsibility.

A. Communications Committee - This committee is responsible for keeping the school community aware of PTA activities. Tasks shall include, but are not limited to, developing and distributing the monthly newsletter, developing and distributing a student directory, maintaining social media accounts and the FNE PTA website, and working with the Principal or his/her designee to increase awareness of school activities and programs. This committee shall also update the school marquee and PTA bulletin board as needed.

B. Volunteer Committee - This committee is responsible for identifying, recruiting, and placing volunteers for PTA and school events as requested by Executive Board members. The Chair of this committee shall help locate and then provide oversight and assistance to a Lead Room Parent. The Lead Room Parent will work to locate at least one room parent for each class, notify these parents of upcoming parties/events, provide advice and guidelines regarding district policies, and notify parents of upcoming teacher birthdays.

C. Educational Programs Committee - This committee is responsible for such tasks as Arts in Education (Reflections), Spelling Bee, and other educational programs associated with the school. If possible, sub committees should be formed for each event with oversight and assistance provided by the Committee Chair.

D. Carnival Committee - This committee is responsible for organizing the PTA carnival. The Chair shall form a committee and work closely with the Communications Chair, Volunteer Chair, and Fundraising Chair to ensure a successful event.

E. Special Events Committee - This committee is responsible for planning and conducting events such as movie night, the school dance, community dinners/events, and the talent show. The Chair of this committee shall form subcommittees to plan and conduct events as needed. The Committee Chair and leader of each subcommittee shall work closely with the Volunteer Committee to secure volunteers as needed.

F. Community Service Committee - This committee is responsible for supporting the district and FNE clothes closet and related clothing and food drives, supporting "WatchDOGS", and planning and promoting school-wide community service activities.

G. Faculty Appreciation Committee - This committee is responsible for faculty appreciation activities and shall form subcommittees as needed.

H. Hospitality Committee – This committee is responsible for providing food and refreshments at PTA sponsored events. In addition, this committee will plan and organize the 5th grade recognition program.

I. Spirit Committee – In conjunction with the VP of Fundraising, this committee will design and sell spirit wear, spirit sticks and other PTA related spirit items. This committee is also responsible for organizing spirit night events.

J. Yearbook Committee - This committee is responsible for creating, selling and distributing the school yearbook.

K. Diversity Committee - This committee will follow the guidelines set forth in the National PTA Diversity and Inclusion Policy to create an inclusive school community whereby all families and children feel welcome. This shall include reaching out to people to address their needs and perspectives, encouraging all families to become actively involved in PTA, and working to support the diverse needs of the community and differences that distinguish people, including, but not limited to, gender, race/ethnicity, mental, emotional, psychological and physical disabilities; learning styles; geographic residence; languages used; cultural heritage; and educational level.

L. Fundraising Committee - This committee is responsible for raising funds to support the mission and needs of the PTA. This committee is led by the Fundraising Chair, who shall assemble a committee to plan and conduct school-wide and/or third-party fundraisers in coordination with the President and VP of Fundraising.

- The Community Fundraising subcommittee works under the Fundraising Chair and is responsible for working with individuals and businesses throughout the community to secure donations, sponsorships, and raise funds needed to support the mission and needs of the PTA.

XII. Recordkeeping

A. Each Executive Board member shall maintain a record of work performed during the year. At a minimum, it should contain all work plans, timetables, lists of resources used, access to digital copies of any flyers, etc. and any tips or lessons learned during your time as an Executive Board member.

XIII. Plans of Work

A. For events to be successful, they require detailed planning. Each Committee Chair and Subcommittee Lead is responsible for submitting a Plan of Work to the Executive Board for review and approval. This Plan of Work should detail the steps to be taken, the resources required, and the deadlines that must be met for the successful execution of the task or event. Plans of Work should be developed prior to the beginning of the school year to help the Treasurer prepare the initial budget. If possible, each Committee Chair should deliver their Plan of Work to their successor.

XIV. Other Executive Board Positions

A. Faculty Representative (1) shall:

1. Be appointed by the president with principal input ;
2. Serve as a communication link between faculty, staff and PTA; and
3. Solicit staff input.

XV. Special Committees

A. Special committees may be formed at the discretion of the executive board to plan and execute special PTA events.

B. A special committee will meet, as needed, to plan and implement an event and will report to the executive board, as needed, during the implementation of the event.

XVI. Awards

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

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

XVII. Miscellaneous

A. This Local PTA's mailing address shall be 13414 Broadmeade Ave, Austin, TX 78729.

B. Members shall obtain authorization 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 PTA President and the School Principal, or representative, prior to dissemination.