

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



Texas PTA President
Filed 11/7/2023

Taylor High School Parent Teacher Student Association Standing Rules

I. Meeting Minutes

- 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 PTSA shall pay the expenses of executive board members for fee based online training offered by Texas PTA.
- B. This Local PTSA shall pay the expenses of the executive board to attend Council training, if applicable. As the approved budget allows, this Local PTSA shall pay the expenses of any other PTSA member to attend.
- C. This Local PTSA shall pay the expenses of the executive board members to attend the Texas PTA LAUNCH and Annual Meeting in the following order, as funds allow:
 - 1. President
 - 2. Treasurer
 - 3. Secretary
 - 4. First Vice-President-Volunteers
 - 5. Second Vice-President-Membership
 - 6. Parliamentarian
- D. This Local PTSA shall pay the expenses of the delegate(s) to the National PTA Annual Convention, if funds permit after expenses have been allocated for the Texas PTA LAUNCH and Annual Meeting. Delegate(s) shall be appointed with the approval of the executive board at the May meeting.
- E. This Local PTSA shall limit event expenses to the following:
 - 1. Registration fee
 - 2. Event-related functions
 - 3. Hotel accommodations at published seminar double-occupancy rate,
 - 4. Mileage reimbursement for one vehicle per four (4) members in attendance at 14 cents per mile when using personal car, or the lowest available commercial airfare at twenty-one (21) day advance booking.
 - 5. Meals not to exceed \$50 per person per day.

- a. If a meal is included in a prepaid event, no reimbursement will be paid for that meal.
 - b. Alcohol purchases shall not be reimbursed.
6. Parking fees

III. Financial

- A. The following persons shall be signers on the bank accounts:
 1. President
 2. Treasurer
 3. Vice-President
- 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 by all signers of the form.
- C. This Local PTSA shall require two signatures on all checks.
- D. Any check made payable to this Local PTSA that is returned as NSF will be re-deposited two times. Any charges incurred by the PTSA because of insufficient funds shall be charged to the check writer. This Local PTSA reserves the right to refuse subsequent checks from the check writer and require either cash or money order for payment.
- E. This Local PTSA 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.
- F. This Local PTSA 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 Local PTSA shall use the tax-exempt form.
- G. This Local PTSA 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.
- H. This Local PTSA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.
- I. This Local PTSA shall have a carryover in the checking account of not less than \$5,000 at the end of the fiscal year.

IV. Bonding and Insurance

- A. The following insurance shall be purchased annually by this Local PTSA:
 1. General liability insurance
 2. Accident medical
 3. Directors and Officer's liability
 4. Fidelity Bond

V. Duties of Other Executive Board Positions

- A. Council PTA delegates 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.
- B. Teacher liaison shall:
1. Be appointed by the principal.
 2. Serve as a communication link between faculty, staff and PTA; and
 3. Solicit staff input.

VI. Special Committees

A. Budget and Finance

1. This committee shall be composed of a chair (treasurer) and at least three (3) members, including the newly elected president, one outgoing officer, and a representative from the school staff.
2. The committee shall recommend amendments to the budget based on Plans of Work and submit these amendments to the executive board.
3. The treasurer shall present the budget amendments to the membership for approval at the first regular meeting of the year.

B. Life Membership

1. This committee shall be composed of a chair (1st VP Membership) and at least two (2) additional members of the Local PTSA appointed by the president. When possible, one (1) member of the committee shall hold a Texas PTA Honorary Life Membership.
2. This committee shall select individuals for recognition by awarding up to two (2) Texas PTA Honorary Life Memberships or one (1) Texas PTA Extended Service Award, as the budget allows.

VII. Taylor High School PTSA Scholarship

- A. The official name of the scholarship shall be the Taylor High School PTSA Scholarship.
- B. Monetary gifts from other PTAs, organizations, individuals, and other contributions can be placed in this fund. All memorial gifts shall be acknowledged in writing by the treasurer.
- C. The treasurer shall collect and distribute all monies for the funds as directed by the executive board.
- D. These funds must be kept separate from the general operating funds.
- E. The funds and the interest earned are used for educational purpose, including books, tuition, and educational fees.
- F. The scholarship recipients shall be high school seniors. Students may apply if they attend Taylor High School and are in membership with Taylor High School PTSA by November 1st of their senior year. Membership is defined as current with National, Texas and this Local PTA dues.

- G. If funds permit, a scholarship in the amount of \$1,000 will be awarded yearly. If funds permit, one or more scholarships may be awarded.
- H. Each recipient has 30 days from the date of the awarding of the scholarship to request funds.
- I. The check shall be written to the institution of learning once verification of enrollment is received.
- J. The scholarship will be awarded on the basis of academic achievement and essay.
- K. The committee will consist of at least six members: the Scholarship Chair, one non-reader, at least three readers, and one alternate, none of whom may be a parent or guardian of a senior from the awarding school. The Scholarship committee shall be formed by the January executive board meeting and will be responsible for choosing the recipients.
- L. This scholarship will be presented at the Taylor Senior Awards Ceremony.
- M. Application forms will be available to high school seniors through the Taylor High School Counselors' Office and the Local PTSA website. These applications will be available beginning December 1st.
- N. Scholarship application will include
 - 1. Application form
 - 2. Writing of a short essay
 - 3. Copy of student's high school transcriptAll of the above must be fully completed and returned to the Taylor Counselors' Office by March 1st at 2:30pm.

VIII. Miscellaneous

- A. This Local PTSA's mailing address shall be: 20700 Kingsland Blvd, Katy, TX 77450.
- B. Members shall obtain authorization from the membership before representing this Local PTSA when communicating to school district personnel or the media.
- C. This Local PTA shall purchase tickets for the Council PTA Founders' Day function for the following persons:
 - 1. President (or their designee)
 - 2. Principal (or their designee)
 - 3. Award Recipients and one guest

IX. E-Commerce

- A. Online Payment Collection Systems
 - 1. The PTA membership must approve the use of an online payment collection system.
 - 2. The online payment collection system (web-store, etc.) must be in the PTA's name.
 - 3. 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.
 - 4. All revenue must be accounted for and reported in every financial report in the budgeted income category.

5. 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.

B. Accepting Payment by Credit Card

1. The third-party processing company (PayPal) account must be in the PTA's name.
2. Third-party processing company (PayPal) 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.
3. The third-party processing company (PayPal) must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS). Reference the PTA signs the agreement.
4. Third-party deposits are processed the same as a traditional bank deposit.
5. Proper documentation is required for each deposit.
6. The documentation need not have counters' signatures as you are receiving a bulk deposit.
7. Document on the deposit form the amount of the deposit and which budget lines are impacted.
8. Attach a copy of the online transaction to the deposit form.
9. For daily deposits, a weekly summary of the deposits may be documented on a single deposit form.
10. Associated fees are budgeted as an expense line item and reported on the financial report.
11. For swiped transactions, the PTA will receive training from your third-party processing company on handling cards that do not read correctly.
12. 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.
13. The PTA will not swipe or store transactions for later settlement.
14. Disputes
 - a) 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.
 - b) The authorized refund must be recorded in the check registry prior to withdrawal.
 - c) The third-party processing company must provide the PTA guidance on challenging a disputed payment.
 - d) Any challenge of payment must be responded to promptly and accurately.
 - e) If merchandise has not already been provided, goods and services will be withheld until the dispute is cleared.