

Pat Neff Middle Parent Teacher Association Proposed Standing Rules

(Note: Wording in the standing rules does not duplicate wording in the bylaws. Standing rules contain details about the day-to-day operations of the PTA.)

- 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 board meeting.
 - b. The President shall appoint a committee of three (3) members at the last regular meeting to approve the minutes of the last regular meeting.

- II. Training Expenses
 - a. This Local PTA shall pay the expenses of the newly-elected officers and committee chairs to attend the Council and Area PTA training, if applicable. 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 the Texas PTA Annual Convention and Summer Leadership Seminar in the following order, as funds allow:
 1. President
 2. First Vice President
 3. **Second** Vice President
 4. Secretary
 5. Treasurer
 6. Parliamentarian
 7. Historian
 8. Standing Committee Chairs
 9. **Other Board members as needed.**
 - 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 Texas PTA Summer Leadership Seminar and Annual Convention. Delegate(s) shall be **appointed with the approval of the executive board at the May meeting.**
 - d. This Local PTA shall limit event expenses to the following:
 1. **Early Bird** registration fee
 2. Hotel accommodations at published seminar or convention double-occupancy rate
 3. Gasoline for one vehicle per four (4) members in attendance at **53.5** cents per mile when using personal car, or the lowest available commercial airfare at twenty-one (21) day advance booking

- 4. Meals not to exceed **\$40** per person per day
 - a. Individual meals are paid up to the following limits:
 - (1) Breakfast **\$10**
 - (2) Lunch **\$10**
 - (3) Dinner **\$20**
 - b. If a meal is included in a prepaid event, no reimbursement will be paid for that meal.
 - c. Alcohol purchases shall not be reimbursed.
- 5. Parking fees
 - e. This Local PTA shall pay the expenses for members of the executive board to attend the Texas PTA Leader Orientation.

III. **Financial**

- a. This Local PTA shall purchase a past president's pin for the retiring president.
- b. This Local PTA shall purchase tickets for the Council PTA Founder's Day function for the following persons:
 - 1. **President**
 - 2. **Current year's life membership recipients and one guest**
 - 3. **School principal**
 - 4. **Additional attendees, which Board members have first priority.**
- c. The president shall appoint additional signer(s) for the PTA accounts with executive board
- d. The secretary shall not be appointed as a check signer on the PTA account(s).
- e. The secretary shall not be appointed to review the monthly bank statements.
- f. 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 Itemized Receipt Form. A copy of this form shall be retained by all signers of the form.
- g. A check made payable to this Local PTA that is returned as NSF will be re-deposited **zero (0) times**. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer. This Local PTA reserves the right to refuse subsequent checks from the check writer and require **cash or money orders** for payment.
- h. This Local PTA shall not use credit or debit cards.
- i. 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.
- j. This Local 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 Local PTA shall use the tax-exempt form.

- k. 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.
- l. This Local PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.
- m. This Local PTA shall have a carryover in the checking account of not less than **\$1,000** at the end of the fiscal year.

IV. Bonding and Insurance

- a. The following insurance shall be purchased annual by this Local PTA:
- b. **Commercial General Liability: General Liability coverage extends to all “normal” activities of your Local PTA. This includes bazaars, carnivals, movies, dinners, dances, open houses, meetings, after-prom parties, parades, skating parties and more.**
 - 1. **\$1,000,000 liability coverage per occurrence**
 - 2. **\$5,000 per person medical payment**
- c. **Officers Liability: If a member or outsider files suit alleging negligent acts occurring in the management or operations of the Local PTA, coverage is provided for the PTA and personal assets of its officers.**
 - 1. **\$1,000,000 liability limit**
 - 2. **\$1,500 deductible**
- d. **Fidelity Bond: A bond covers monetary losses sustained by a PTA through any fraudulent or dishonest act(s) or embezzlement committed by any of the elected officers, members, volunteers, or employees.**
 - 1. **Coverage available for Neff PTA - \$10,000**
 - 2. **\$250 deductible**
- e. **Property: If a PTA owns property or has care, custody or control of other people’s property, then this coverage will protect that property against damage or loss due to theft or natural hazard.**
 - 1. **\$10,000 Property Insurance Limit**
 - 2. **\$250 deductible**

V. Condolences

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

VI. Officer Duties

- a. **Membership**
 - 1. **Call a meeting of the membership committee to create a membership campaign for the coming year and set membership goals;**

2. **Ensure completion and submission of membership list and dues report to Texas PTA by October 15;**
 3. **Coordinate the implementation of a membership campaign;**
 4. **Provide the secretary with an updated membership list for each regular meeting;**
 5. **Apply for membership awards from Northside Council of PTAs, Texas PTA and National PTA; and**
 6. **Chair the life membership committee.**
- b. Programs**
1. **Call a meeting of the programs committee to create opportunities for interaction between teachers; administrators, parents, students and community members.**
 2. **Create programs plans with the committee; and**
 3. **Applying for and/or maintain the National PTA School of Excellence Program.**
 4. **Evaluate and set benchmarks to measure the success of this Local PTA's programs.**
- c. Fundraising**
1. **Call a meeting of the fundraising committee to create fundraising opportunities using the 3:1 (programs:fundraiser) ratio to help support this Local PTA's programs;**
 2. **Schedule biannual Spirit Nights, dine to donate; and**
 3. **Compose community sponsorship packet and monitor sponsorship funds.**
- d. Volunteers**
1. **Recruit and manage volunteers for events and activities via email, phone and volunteer management software;**
 2. **Provide list of scheduled volunteers to Board member chairing the specific events;**
 3. **Compose thank you notes to be written and delivered to the volunteers,**
 4. **Plan the Teacher Appreciation Luncheon**
 5. **Collect and maintain volunteer information; and**
 6. **Provide updated list of volunteers to Secretary.**

VII. Standing Committees

- a. **The standing committees of this Local PTA shall be**
- b. **Membership**
 1. **This committee shall be composed of a chair (first vice president) and at least four (4) members.**
 2. **The chair shall:**
 - a. **Call a meeting of the membership committee to create a membership campaign for the coming year and set membership goals;**

- b. Ensure completion and submission of membership list and dues report to Texas PTA by October 15;
- c. Coordinate the implementation of a membership campaign;
- d. Provide the secretary with an updated membership list for each regular meeting;
- e. Apply for membership awards from **Northside Council of PTAs, Texas PTA and National PTA;** and
- f. Chair the life membership committee.

c. Programs

- 1. This committee shall be composed of a chair (second vice president) and at least four (4) members.**
- 2. The chair shall:**
 - a. Call a meeting of the programs committee to create opportunities for interaction between teachers; administrators, parents, students and community members.**
 - b. Create programs plans with the committee; and**
 - c. Apply for and/or maintain the National PTA School of Excellence Program.**
 - d. Evaluate and set benchmarks to measure the success of this Local PTA's programs.**
- 3. This committee shall be responsible for:**
 - a. Planning programs (Donna Smith Title 1 Program, Jack C. Jordan Scholarship Program, end-of-the-year picnic);**
 - b. Participating in the Northside ISD Council of PTAs Donna Smith Title 1 Program, which would allow a non-Title 1 school to adopt this Local PTA;**
 - c. Participating in the Northside ISD Council of PTAs Jack C. Jordan Scholarship Program that awards scholarships each year to outstanding graduating seniors from each Northside ISD high school through a designated Jack C. Jordan Scholarship Program Fund;**
 - d. Planning events (end-of-the-year picnic) to build community, provide information, celebrate student success and inspire action. The end-of-the-year picnic provides lunch and an hour lunch for students who have not received referrals. Guest community leaders are invited to engage students on future college and career goals. Fun activities are also planned.**

d. Fundraising

- 1. This committee shall be composed of a chair (third vice president) and at least four (4) members.**
- 2. The chair shall:**
 - a. Call a meeting of the fundraising committee to create fundraising opportunities using the 3:1 (programs:fundraiser) ratio to help support this Local PTA's programs;**
 - b. Schedule biannual Spirit Nights, dine to donate; and**
 - c. Compose community sponsorship packet and monitor sponsorship funds.**
- 3. This committee shall be responsible for:**
 - a. Create and proposing fundraising opportunities;**
 - b. Coordinating and executing the dance fundraisers;**
 - c. Organizing and distribute fundraiser materials;**
 - d. Counting fundraiser money; and**
 - e. Planning prizes (if any) for fundraiser participants.**

e. Volunteers

- 1. This committee shall be composed of a chair (fourth vice president) and at least two (2) members.**
- 2. The chair shall:**
 - 1. Recruit and manage volunteers for events and activities via email, phone and volunteer management software;**
 - 2. Provide list of scheduled volunteers to Board member chairing the specific events;**
 - 3. Compose thank you notes to be written and delivered to the volunteers,**
 - 4. Plan the Teacher Appreciation Luncheon**
 - 5. Collect and maintain volunteer information; and**
 - 6. Provide updated list of volunteers to Secretary.**
- 3. This committee shall be responsible for:**
 - 1. Securing volunteers to serve.**

f. Hospitality

- 1. This committee shall be composed of a chair and at least two (2) members.**
- 2. This committee shall be responsible for:**
 - a. Hosting at all meetings by creating a friendly welcoming atmosphere**
 - b. Providing Back to School and Teacher Appreciation events for the faculty and staff, which include:**
 - i. Coordinating food item donations;**
 - ii. Securing volunteers to serve; and**
 - iii. Reserving school location for the events.**
 - c. Securing refreshments for PTA programs and "Open Houses"**

g. Art Reflections:

- 1. This committee shall be composed of a chair and at least two (2) members.**
- 2. This committee shall be responsible for:**
 - a. Working with this Local PTA and Northside ISD Council of PTAs in preparation for the annual Art Reflections National PTA Program, which promotes arts in the schools and encourages student creativity.**
 - b. Communicating and publicizing program information to teachers, students and parents;**
 - c. Collecting student entries;**
 - d. Securing judges;**
 - e. Sending Overall Award of Excellence entries to Council level for further judging; and**
 - f. Planning and providing prizes to participating students.**

h. WATCH D.O.G.S.

- 1. This committee shall be composed of a chair and at least five (5) members. A school administrator also needs to be the School Representative and be a part of this committee.**
- 2. The chair shall:**
 - 1. Oversee and organize the WATCH D.O.G.S. program;**
 - 2. Engage male involvement to provide a safe school environment, provide positive male role models for the students and encourage student success;**
 - 3. Communicate with WATCH D.O.G.S. program volunteers;**
 - 4. Represent WATCH D.O.G.S. at PTA and school-related events; and**
 - 5. Evaluate and set benchmarks to measure the success of this program.**
- 3. This committee shall be responsible for:**
 - 1. Planning the WATCH D.O.G.S. program;**
 - 2. Organizing and executing the WATCH D.O.G.S. Pizza Kickoff Launch and Donuts with Dads events;**
 - 3. Recruiting volunteers to fill the annual calendar;**
 - 4. Managing volunteers for events and activities via email, phone and volunteer management software; and**
 - 5. Communicating and publicizing program information to teachers, students and parents.**

i. Communications

- 1. This committee shall be composed of a chair and at least two (2) members.**
- 2. The chair shall:**
 - 1. Oversee public communications for this Local PTA;**
 - 2. Work with other PTA Board Members to plan key communication dates; and**
 - 3. Assign duties to the Communications committee.**
- 3. This committee shall be responsible for:**
 - 1. Planning and organizing this Local PTA's communication timeline;**
 - 2. Contact the principal for promoting events and activities on the school marquee, school messenger callouts and announcements.**
 - 3. Reviewing all current and recurring PTA communications;**
 - 4. Responding in a timely manner to staff and volunteer coordinator communications,**
 - 5. Disseminating the online monthly newsletter;**
 - 6. Updating this Local PTA's social media (Facebook, Twitter, Instagram) websites;**
 - 7. Sending Remind app updates;**
 - 8. Updating this Local PTA's website;**
 - 9. Providing periodic reports to the PTA Board regarding communication status, and**
 - 10. Developing strategies to improving this Local PTAs communications.**

j. Healthy Lifestyles

- 1. This committee shall be composed of a chair and at least two (2) members.**
- 2. The chair shall:**
 - 1. Provide access to training and resources to this Local PTA in order to address the critical nutrition and physical activity needs children and their families; and**
 - 2. Represent PTA healthy lifestyles on the site based decision-making committee to support coordinated school health programs.**
- 3. This committee shall be responsible for:**
 - 1. Cooperating with the campus school health program director to assist with dissemination of parent and community materials; and**
 - 2. Promoting healthy fundraising, activities, celebrations and rewards.**

VIII. Other 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. **Faculty Liaison** shall:

1. Be appointed by the principal;
2. Serve as communication link between faculty, staff and PTA; and
3. Solicit staff input and **help facilitate a PTA, faculty and staff partnership regarding the Local PTA programs (Jack C. Jordan Scholarship, end-of-the-year picnic, Art Reflections, WATCH D.O.G.S., etc.)**

c. **Student Liaison** shall:

1. **Be appointed selected by the executive board;**
2. **Be a PTA member;**
3. **Be at least 14 years of age;**
4. **Not handle money or be a signer or non-signer;**
5. **Serve as communication link between students and PTA; and**
6. **Solicit student input.**

IX. Special Committees

a. Budget and Finance

1. This committee shall be composed of a chair (treasurer) and **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 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. This committee shall select individuals for recognition by awarding one (1) Texas PTA Honorary Life Membership and one (1) Texas PTA Extended Service Award, as the budget allows.

c. **Bylaws**

1. **This committee shall be composed of a chair and at least two (2) members.**
2. **The committee chair shall be appointed by the president from among the members of the board of directors.**
3. **Review bylaws and standing rules annually and may propose bylaw amendments for the consideration of the board of directors.**
4. **Facilitate formal adoption of new bylaws no longer than every five (5) years.**

X. 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.

XI. Scholarships

This Local PTA shall participate in the annual Northside ISD Council of PTAs Jack C. Jordan Scholarship Program as funds permit. The Northside ISD Council of PTAs awards scholarships each year to outstanding graduating seniors from each Northside ISD high school through a designated Jack C. Jordan Scholarship Program Fund.

XII. Special Events

Special events, such as the end-of-the-year picnic, may require special guidelines. Refer to the Texas PTA website, Project-Event Guidelines for more information.

XIII. Miscellaneous

- a. This Local PTA's mailing address shall be **5227 Evers Rd., San Antonio, TX 78238.**
- b. Members shall obtain authorization from the membership before representing this Local PTA when communicating to school district personnel or the media.
- c. Executive board members shall not be entitled to privileges that are not due to any other school district tax payer because of their position in the PTA.
- d. All communications concerning this Local PTA for school distribution shall be approved by the **President and Principal** prior to dissemination.