



Texas PTA President  
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## REED ELEMENTARY PTA STANDING RULES

### **I. MEMBERS OF EXECUTIVE BOARD**

- A. Executive board members shall not expect privileges or rights that are not due any other parent or taxpayer in the district.
- B. Executive board members shall not speak to district personnel or media as representing Reed PTA unless authorized to do so by the membership.

### **II. OFFICER DUTIES**

- A. The officers of Reed PTA shall use the latest version of the PTA Resource Guide for their respective office, available at txpta.org, as well as the Reed PTA Retention Policy as their guidelines for roles and responsibilities. Some additional duties are included below.
- B. President
  - 1. Serve as first point of contact with the Principal and speaks on behalf of the executive board.
- C. First Vice President
  - 1. Responsibilities include oversight of special committees that handle Family, School & Community activities, which may include but are not limited to:
    - a. Hero Run
    - b. Healthy Lifestyles
    - c. Snowy Social
    - d. Leander ISD Clothes Closet
    - e. Pastries with Parents
    - f. Popsicles on the Playground
    - g. Movie Night
    - h. Carnival
    - i. International Night
  - 2. First Vice President will provide updates and details about these activities to the executive board, as appropriate, or invite special committee chairs to report progress to the board in person.
- D. Second Vice President
  - 1. Responsibilities include oversight of special committees that handle Programs, which may include but are not limited to:
    - a. Educational Assemblies (e.g., Geography Man, Mobile Ed)
    - b. Reflections
    - c. Talent Show
    - d. Carnival
    - e. Spelling Bee
    - f. Science/Math Fair
  - 2. Second Vice President will provide updates and details about these activities to the executive board, as appropriate, or invite special committee chairs to report progress to the board in person.

- E. Third Vice President
  - 1. Responsibilities include oversight of special committees that handle Fundraising, which may include but are not limited to:
    - a. Fall Fundraiser (e.g., cookie dough, gift wrap, no hassle)
    - b. Book Fair
    - c. Spirit Items
    - d. Passive Fundraising (e.g., Box Tops, Campbell's Labels, Recycling)
    - e. Restaurant Nights
    - f. Spring Fundraiser (e.g., school supplies)
  - 2. Third Vice President will provide updates and details about these activities to the executive board, as appropriate, or invite special committee chairs to report progress to the board in person.
- F. Parliamentarian
  - 1. Responsible for handling and submitting Bylaws and Standing Rule change requests to Texas PTA and resolving any issues pertaining to interpretation of the Bylaws and Standing Rules.
- G. Historian
  - 1. Responsible for taking and/or collecting pictures of all Reed PTA programs and events to include in an electronic and/or hard copy history/memory book. Collects copies of all advertising and promotional materials from officers and committee chairs.

### **III. STANDING COMMITTEES**

- A. All standing committee chairs may invite a committee member(s) to help accomplish their activities.
- B. Standing committee chairs of Reed PTA shall include:
  - 1. Memberships
  - 2. Communications
  - 3. Hospitality
  - 4. Teacher Liaison
  - 5. Room Representatives
  - 6. Community Outreach
  - 7. Volunteer Coordinator
  - 8. Translator
- C. The standing committee chairs of Reed PTA shall use the latest version of the PTA Resource Guides for their respective position, available at [txpta.org](http://txpta.org), as their guideline for roles and responsibilities. Some additional duties are included below.
- D. Memberships
  - 1. Responsibilities include tasks directly related to Memberships. This includes but is not limited to accounting for funds, completing required forms and submission by the required deadlines.
- E. Communications
  - 1. Responsible for disseminating Reed PTA communications with general membership (e.g., school newsletter, general meeting notices, etc.)
  - 2. Coordinate Reed PTA communications with other entities (e.g., the school, campus groups, the district, Council PTA, Texas PTA and National PTA) subject to president's approval.
  - 3. Manage and maintain channels of communication, including Reed PTA website and social media accounts.
- F. Hospitality
  - 1. Coordinate functions throughout the year that are directed toward Reed staff and faculty.
  - 2. Plan and administer Teacher Appreciation Week activities.
  - 3. Shall make all decisions concerning condolences and memorials. Memorials will not exceed \$40.00.

- G. Teacher Liaison
  - 1. Represent both the lower and upper grade teacher perspectives in board decision-making.
- H. Room Representatives
  - 1. Coordinates all volunteer activities in the classroom, including but not limited to, classroom parties, donations and volunteers.
- I. Community Outreach
  - 1. Coordinates efforts to promote charitable donations and community involvement.
- J. Volunteer Coordinator
  - 1. Coordinates active involvement of all volunteer activities for the PTA.
- K. Translator
  - 1. Assist the Board (standing and special committees) with written and verbal translation of English and Spanish

#### **IV. SPECIAL COMMITTEES**

- A. Reed PTA special committees may include but are not limited to the following:
  - 1. Book Fair
  - 2. Educational Assemblies (e.g., Geography Man, Benjamin Franklin)
  - 3. Carnival
  - 4. Fall Fundraiser
  - 5. Hero Run
  - 6. Healthy Lifestyles
  - 7. Leander ISD Clothes Closet
  - 8. Math/Science Fair
  - 9. Passive Fundraising (e.g., Box Tops, Campbell's Labels, Recycling)
  - 10. Reflections
  - 11. Restaurant Nights
  - 12. Spelling Bee
  - 13. Spirit Items
  - 14. Spring Fling/Talent Show
  - 15. Spring Fundraiser (e.g., School Supplies)
  - 16. School Store
  - 17. Snowy Social
  - 18. Movie Night
  - 19. International Night
- B. All special committee chairs with the exception of Nominating and Financial Reconciliation Committees shall:
  - 1. Report to their assigned Vice President and work with them to finalize plans of work for their program or event, to be approved by the executive board.
  - 2. Deliver to their successors or the president all official materials within fifteen (15) days following the end of the term.
- C. Special committee chairs may be invited by the president to attend regularly scheduled executive board meetings. They must respect the confidentiality of these meetings. They may not make or vote on motions during executive board meetings. Special committee chairs may be asked to leave prior to discussion of sensitive topics.

#### **V. FINANCIAL RECONCILIATION COMMITTEE**

- A. The financial reconciliation committee shall use the latest version of the Texas PTA resource materials, available at [txpta.org](http://txpta.org), as their guideline for roles and responsibilities.
- B. For financial reconciliation committee member appointments, preference shall be given to general members before currently serving board members and committee chairs.

- C. The outgoing president and treasurer shall turn over all required financial records according to Texas PTA reconciliation guidelines to the committee at the committee's request but no later than seven (7) days following the close of the fiscal year.
- D. The financial reconciliation committee shall conduct the review within the first fifteen (15) days following the close of the fiscal year. They shall then return all provided financial records to the incoming treasurer as soon as possible but no later than the 20th day following the close of the fiscal year.
- E. The final reconciliation report from the committee shall be presented to the incoming president and treasurer, along with the outgoing treasurer as appropriate, by the 25th day following the close of the fiscal year.

## **VI. NOMINATING COMMITTEE**

- A. Any requirements to be placed on candidates for office will apply to all candidates equally.
- B. Prior to election of the nominating committee, the board will set a deadline by which candidates should submit their names to the committee. The deadline will be well publicized.

## **VII. FINANCIAL**

- A. The president shall appoint one (1) additional signer on the Reed PTA bank account(s) in addition to the treasurer, subject to executive board approval. Signers serve as employment allows.
- B. The secretary shall not be appointed as check signer on the PTA bank account(s).
- C. The secretary shall not be appointed to review monthly bank statements.
- D. All money shall be counted by at least two (2) persons at the same time, and all counters shall sign a completed Deposit Form before being turned over to the treasurer.
- E. Sales tax will not be reimbursed (with the exception of membership stores where the membership fees exceed sales tax, e.g. Costco).
- F. Reed PTA shall obtain at least three (3) bids when making a purchase over \$2,000 unless the item is a specialty item and there is but one vendor for the item.
- G. Reed PTA shall request a written contract with any business/vendor when purchasing non-refundable merchandise or when making expenditures for service.
- H. No blank checks will be issued.
- I. No officer shall approve or sign a check that is issued to himself or herself or a person to whom they are related.
- J. All approved expenses must be submitted for reimbursement within 60 days of being incurred or no later than fiscal year end to be considered for reimbursement, whichever is sooner.
- K. A fee in the amount of \$15.00 plus any applicable bank fees will be charged to all persons who have written an uncollected check for insufficient funds.
- L. Reed PTA shall not directly pay for transporting students. Refer to AIM Field Trips Q&A in Treasurer's Resource Guide on txpta.org for more information.
- M. Reed PTA shall have a carryover in the checking account of not less than \$3,000 at the end of the fiscal year.
- N. Any PTA funds in excess of the carryover amount may be gifted to the school or specifically granted within the fiscal year.
- O. The Budget & Finance committee to develop the proposed budget for the upcoming fiscal year shall include, in addition to the incoming treasurer (chair), the incoming president and incoming vice president responsible for fundraising.
- P. PTA may utilize a debit card limited to the PTA checking account with Treasurer and/or President pre approval.
- Q. PTA only requires one signature for checks. While two is always preferred, in the event to expedite efforts, one may occasionally be permitted with Treasurer and/or President approval in writing.

## **VIII. TRAINING EXPENDITURES**

- A. Reed PTA shall pay the expenses, as funds allow, for members to attend LAUNCH in the following order:
  - 1. President
  - 2. Treasurer
  - 3. Third Vice President
  - 4. Membership Chair
  - 5. Secretary
  - 6. Second Vice President
  - 7. First Vice President
- B. If funds permit, after expenses have been allotted for LUNCH, Reed PTA shall pay the expenses of a representative(s) to attend the National PTA Convention. The Executive Board shall elect the representative at the April meeting.
- C. Reimbursable event expenses shall be limited to the following, as funds allow:
  - 1. Registration fee
  - 2. Accommodations, if conference/convention is held out of town. Alternate accommodations not to exceed the cost of the host hotel.
  - 3. Parking fees
  - 4. Fuel for one vehicle per four members OR air travel and ground transportation, as deemed necessary by the executive board, if conference/convention is held out of town, whichever is lower.
  - 5. Meals, not to exceed \$40 per person per day while in attendance at the conference/convention. Alcohol purchases shall not be reimbursed. Prepaid events are included in the meal allowance.
- D. Reed PTA shall pay the expenses for executive board members to complete Texas PTA FOUNDATIONS training.

## **IX. INSURANCE AND BONDING**

- A. The following insurance shall be purchased annually by Reed PTA:
  - 1. General liability insurance
  - 2. Accidental medical
  - 3. Blanket bond insurance (commercial crime)
  - 4. Property insurance
  - 5. Nonprofit professional liability insurance (also called officers liability insurance)

## **X. PROPERTY OF THE PTA**

- A. All minutes, financial reports, attendance records, ethics policies, membership lists, binders, procedures manuals, contract documents, ledgers, checkbooks, passwords, keys, awards (except in the form of individual recognition pins which can be retained by the recipient), website and social media accounts, electronic files and any other supporting documentation, both printed and electronic, established and maintained in the name of the Reed PTA constitute official PTA property and must be returned to the President according to Reed PTA Standing Rules.
  - 1. In the event there is a vacancy in the office of President, the First Vice President will take receipt of all Reed PTA property from outgoing officers and committee chairs in the absence of a successor.
- B. All equipment, supplies, and other property purchased with PTA funds and/or donated are the property of the PTA and must be returned to the PTA as soon as possible but no later than fifteen (15) days after the close of the fiscal year.

C. The Treasurer shall maintain inventory of the PTA's property.

**XI. PTA ETIQUETTE**

- A. Reed PTA shall follow code of conduct/etiquette policies as adopted by the executive board.
- B. Any issue or concern brought forth to the executive board will be discussed, addressed and documented as part of a scheduled or special meeting.

**XII. MISCELLANEOUS**

- A. Reed PTA's mailing address shall be 1515 Little Elm Trail, Cedar Park, Texas 78613.
- B. The president and/or principal prior to reproduction and distribution shall approve all communication concerning Reed PTA for school distribution.
- C. The principal must approve use of school logo.
- D. Reed PTA website webmaster privileges shall be shared by the outgoing and incoming President and Communications Chair by the end of the fiscal year.
- E. No person shall campaign for any PTA position that is appointed or nominated. This includes using email and PTA property.
- F. The president must approve Creation of logos for any PTA sponsored event before going to print, media or email.
- G. Reed PTA shall follow the Texas PTA Social Media policy as found on [txpta.org](http://txpta.org).