

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



Texas PTA President  
Filed 10/22/18

Creekview High School

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## PARENT TEACHER STUDENT ASSOCIATION STANDING RULES

- I. Standing Rules
  - a. There shall be standing rules created as deemed necessary for the good of the association; and
  - b. Standing rules may be amended without previous notice at any regular meeting by a two-thirds vote of the members present and voting.
- II. School Board Policy
  - a. This PTSA and its members shall comply with School Board Policy.
- III. Meetings
  - a. The President ~~shall~~ may appoint a committee of at least three (3) executive board members, that attended the meetings, to approve the minutes of each executive board meeting and each regular meeting;
  - b. Approved minutes will be emailed by the Secretary to all executive board members or posted on PT Avenue/Google Drive/the current PTA management software or electronic storage media used by Creekview PTSA within two weeks post meeting; and
  - c. When feasible, meetings ~~shall~~ should be held on the same dates as on-campus events where large numbers of ~~parents and students are expected to attend~~ attendees are expected.
- IV. Officer Duties
  - a. President-Elect shall be an understudy of the President to better understand how the PTSA runs. As such, the duties of the President-Elect mirror those duties of the President and include:
    - i. Be authorized to sign on back accounts, unless prohibited by terms of employment;
    - ii. Serve as an ex-officio member of all committees except the nominating and financial reconciliation committees;
    - iii. Within thirty (30) days after the election meeting, call a meeting of the newly elected officers to
      1. Appoint a parliamentarian, subject to the approval of the newly-elected officers;
      2. Appoint standing committee chairs, subject to approval of the newly-elected officers; and
      3. Conduct any other business as shall become necessary; and
    - iv. Automatically become President at the end of the term.
  - b. Vice President shall:
    - i. Chair Scholarship and Gift to School Committees;
      1. The Scholarship committee shall be composed of at least three (3) members including the Vice President and at least two (2) other

members (excluding parents of senior students and can be non-PTSA members);

2. The Gift to School committee shall be composed of at least three (3) members including the Vice President and at least two (2) other members. The Committee will review the gift request and submit final recommendation to the executive board for their approval; and
3. The President may appoint members as needed to the Scholarship or Gift to School committees; and

ii. Purchase a past President's pin for the retiring President, funds permitting.

V. Standing Committee Chairs

a. ~~Art in Education~~Reflections Chair shall:

- i. Promote interest in the fine arts;
- ii. Encourage participation in the National PTA Reflections Program; and
- iii. Coordinate judging and presentation of awards.

b. ~~Budget and Finance~~Fundraising Chair shall:

- i. Be responsible for all fundraising projects (~~excluding Post Prom~~) approved by the executive board;
- ii. Serve as a member of the budget committee; and
- iii. Submit monies collected to the Treasurer in a timely fashion.

c. Communication Chair shall:

- i. Serve as chair of one of the subcommittees considered within the communication committee; and
- ii. Oversee all subcommittees that exist to provide communication to school staff, students, parents, membership and community. These may include, but are not limited to the following subcommittees:

1. eNews

- a. Collect articles and announcements from executive board members, teachers and staff in addition to general PTA articles from Council, State and National;
- b. Compile, publish and coordinate weekly eNews distribution; and
- c. Obtain approval for content from current President and designated school administrator(s) before distribution.

2. Webmaster

- a. Create/maintain a PTSA website and keep current; and
- b. Work with executive board members and school administration to ensure compliance with school policies.

3. Social Media

- a. Create/maintain PTSA social media accounts and keep them current.

d. Exceptional Needs Chair shall:

- i. Serve as a liaison between exceptional needs students association and interested parents. These associations may include the Carrollton-Farmers

Branch Association for Gifted and Talented, ADD/ADHD organizations, and others.

- e. Hospitality Chair shall:
  - i. Cooperate with school administrators in planning and coordinating teacher and staff appreciation activities.
- f. Membership Chair shall:
  - i. Serve as coordinator of membership;
  - ii. Promote and direct the annual membership enrollment;
  - iii. Encourage membership enrollment throughout the year;
  - iv. Prepare a list of names and addresses of members for the President, Treasurer, Secretary and for membership records;
  - v. Submit monies collected to the Treasurer in a timely fashion;
  - vi. Submit membership reports to Texas PTA in a timely fashion;
  - vii. Apply for all eligible Texas PTA membership awards by deadlines;
  - viii. Chair Life Membership committee which shall be composed of at least three (3) members including the Membership Chair. When possible, one (1) member of the committee shall hold a Texas PTA Honorary Life Membership. The committee shall select a deserving person(s) to receive the Texas PTA Honorary Life Membership Award, funds permitting;
    - 1. No more than three (3) Honorary Life Membership Awards (any combination of Life Member or Extended Service) may be awarded each school year.
  - ix. Compile all data for the Student Directory; and
  - x. Work with the Communications Chair on appropriate electronic distribution to members in compliance with school district privacy policy.
- g. ~~Post Prom Chair shall:~~
  - ~~i. Coordinate the fundraising activities for Post Prom by working with school administrators and the community to provide a safe, alcohol/drug free gathering for students after Prom; and~~
  - ~~ii. Coordinate all activities to take place at the Post Prom event.~~
- g. Community Advisor shall: serve as a liaison between the PTSA and members of the community with the purpose of fostering community support of Creekview parents, teachers/staff and students.
- h. Programs Chair shall:
  - i. Serve as chair of one of the subcommittees within the Program committee;
  - ii. Oversee all subcommittees to plan and provide programs/education approved by the executive board;
  - iii. Plan, arrange, publicize and be responsible for educational/informational programs;
  - iv. Make room arrangements, secure and introduce speakers, and follow up with a written note of appreciation to those involved in the programs; and
  - v. Oversee sub-committees which may include:
    - 1. Healthy Lifestyles
      - a. Distribute information pertinent to students' health and well-being.

**Commented [RD1]:** Propose moving Post Prom activities under Programs

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- 2. Environmental Programs
  - a. Inform membership of environmental initiatives.
- 3. Legislative
  - a. Keep PTSA membership informed of pending legislative action; and
  - b. Involve PTSA members and other appropriate persons in the legislative process.

4. Cultures of Creekview

An event to celebrate the many different cultures that make up the Creekview Community

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5. Senior Send Off (previously Post Prom)

An event or series of events to honor our graduating seniors.

- i. Student Representative(s) shall:
  - i. Serve as a liaison between this PTSA and Creekview students by attending executive board and regular meetings.
- j. Volunteer Chair shall:
  - i. Encourage, secure, and manage the use of volunteers for a variety of functions that are held during the school year; and
  - ii. Distribute volunteer names to appropriate chair in a timely manner.

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k. Healthy Lifestyles/Parent Ed shall: Provide information and programs to promote overall healthy lifestyles including but not limited to mental health, relationship health, financial health, food and nutrition, etc.

VI. Committees

- a. Each chair may select a committee to perform duties of the position. The chair has the general supervision over the committee and shall assist the committee in carrying out the duties assigned;
- b. Deliver to the President a year-end review including event evaluations if applicable. The event evaluations shall include what went well, what can be improved, who attended and survey results; and
- c. Follow Treasurer's financial and money handling procedures.

VII. Other Executive Board Positions

- a. Council PTA Delegate shall:
  - i. Participate in Council PTA discussions and deliberations;
  - ii. Report announcements, important actions and Council PTA programs to this PTSA membership and executive board; and
  - iii. Report and/or vote as directed by this PTSA membership at the Council PTA meeting.

VIII. Financial

- a. 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 Treasurer may be one of the initial two (2) counters. The money shall then be given to the Treasurer, who shall also count and sign the Itemized Receipt Form.

- b. This PTSA shall not use credit or debit cards;
- c. This PTSA will not reimburse any sales tax;
- d. This 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;
- e. The executive board shall submit a budget for the next fiscal year at the April meeting for approval by the membership; and
- f. By the end of the fiscal year, this PTSA shall not carry over any monies in excess of twice the normal annual operating expenses.

- IX. Electronic Banking & Online Account Access
  - a. Bank statements may be reviewed online; however, a statement must continue to be mailed for a non-signer to review before the Treasurer receives the statement; and
  - b. Password for online accounts shall be changed at least once a year, when there is a change in signer, or when there is a financial reconciliation.
- X. Online Payment Collection Systems
  - a. All accounts must be in this PTSA's name;
  - b. Associated fees shall be budgeted as an expense line item and tracked closely;
  - c. All revenue shall be reported on every financial report in the budgeted income category; and
  - d. Bank reconciliations shall occur monthly; if a manual transfer is required from a third-party processing company (PayPal/Square), documentation of the transfer shall be filed with the bank reconciliation.
- XI. Accepting Payments by Credit Card (PayPal/Square)
  - a. Third-party processing company (TPPC) account must be in this PTSA's name;
  - b. TPPC statements shall be detailed showing who has paid, the purpose of the payments, and the cash transfer amount;
  - c. TPPC must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS);
  - d. TPPC deposits shall be processed the same as a traditional bank deposit;
    - i. No counters' signatures are required since this PTSA is receiving a bulk deposit;
    - ii. The deposit form shall include the amount and budget lines impacted. A copy of the online transaction shall be attached to the deposit form; and
    - iii. For daily deposits, a weekly summary of the deposits may be documented on a single deposit form;
  - e. Associated fees are budgeted as an expense line item and reported on the financial report;
  - f. For swiped transactions, this PTSA will receive training from TPPC on handling cards that do not read correctly;
  - g. Card numbers shall not be written down for any reason. Only swiped transactions that are immediately authorized (via Internet or phone access) will be accepted;
  - h. This PTSA shall not swipe or store transactions for later settlement; and
  - i. Disputes - PTSA will confirm with the TPPC that only the Treasurer may confirm a refund to the customer. Confirming a refund requires the same approvals and documentation required for a check request to be issued for disbursement.
    - i. The authorized refund shall be recorded in the check registry prior to withdrawal;
    - ii. TPPC must provide PTSA guidance on challenging a disputed payment; any challenge of payment must be responded to promptly;
    - iii. If merchandise has not already been provided, goods and services will be withheld until the dispute is cleared; and

- iv. If the dispute is not resolved favorably, situation shall be treated in the same manner as a non-sufficient funds check.

XII. Bonding and Insurance

- a. The following minimum insurance shall be purchased by this PTSA annually:
  - i. Commercial General Liability - \$1,000,000 each occurrence
  - ii. Medical (Accident) - \$50,000 any one person
  - iii. Professional Liability (Officers Liability) - \$1,000,000 aggregate
  - iv. Fidelity (Bond) - \$25,000 each occurrence
  - v. Property - \$10,000 each occurrence

XIII. Online Accounts

- a. The President and President-Elect will keep a master list of logins and passwords for all online and web-based accounts including, but not limited to: payment accounts (e.g. PayPal and Square); fundraising accounts (e.g. Amazon, grocery and retail rewards programs, etc.); social media accounts (e.g. website, Facebook, Twitter, Instagram, etc.); and communication accounts (Google Drive, REMIND); and
- b. In addition, specific Chairs will have the login/password and responsibility for the accounts as listed:
  - i. President – PT Avenue PTA management software (President can set up helpers with their own passwords);
  - ii. Treasurer – PayPal, Square & other payment apps;
  - iii. Communications Chair – All social media apps (GoDaddy/website, Facebook, Twitter, Instagram, REMIND);
  - iv. Budget & Finance Fundraising – All fundraising apps/programs such as (but not limited to) (Amazon, Shoparoo, grocery rewards programs, etc. and; rewards programs, etc.); and
  - v. All Officers (President, Vice President, Treasurer, Secretary) plus Budget & Finance Fundraising Chair – Google Drive and Google email.

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XIV. Fundraising

- ~~a.~~ a. All fundraising activities must be approved by school administration. Approval of a budget that identifies fundraising events constitutes approval by school administration.

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XV. Scholarships

- a. The Creekview PTSA will award a maximum of three (3) Scholarships each year (around \$500.00 each) to graduating seniors, depending on each year's budget. Applicants may be related to an executive board member. An application process will take place, and for eligibility consideration, the student must be a current Creekview PTSA student member. The Vice President will head a special committee along with a minimum of two (2) executive board members to determine recipients. One (1) designated alternate will replace any special committee member unable to serve. No member of this committee can have a graduating senior student. Graduating seniors will be notified of this scholarship via eNews, the school and/or PTSA website, daily announcements, and the counselor's office;
- b. A weighted rubric is used to score applications;
- c. All students' names are blacked out so that the committee will not show any bias towards student or family;
- d. Criteria Reviewed:

- i. Academic ranking;
- ii. School activities;
- iii. Community service;
- iv. Work experience;
- v. Special honors-awards-achievements;
- vi. Recommendations;
- vii. PTSA/Booster Club participation; and
- viii. Extenuating circumstances.

- e. Students who receive scholarships shall submit documentation from the Registrar at the university they will attend detailing their class schedule and enrollment/fees;
- f. Scholarship payment will be in the form of a check mailed to the university or school;
- g. A record of scholarship recipients shall be maintained, including names, addresses, scholarship amounts, and any relationship to officers or donors of funds to PTSA;
- h. PTSA scholarships are non-renewable; and
- i. Should a recipient fail to enroll in higher education for the Fall term of the year awarded, the scholarship is void for that recipient, and will be awarded to the recipient with the next highest application score.

XVI. Awards

- a. Awards to this PTSA in the form of certificates, plaques, etc. shall remain the property of this PTSA, and not any individual; and
- b. Awards to an individual in this PTSA shall be retained by the recipient.

XVII. Training expenses

- a. Attendees are required to submit itemized receipts for their expenses. This PTSA shall limit event expenses to the following:
  - i. Early Bird registration fee;
  - ii. Hotel accommodations for each person attending LAUNCH, double-occupancy rate for up to two (2) nights;
  - iii. Gasoline for one vehicle per four (4) members attending LAUNCH and per two (2) members attending National Convention at the Texas PTA approved mileage rate;
  - iv. Meals not to exceed \$50.00 per person per day for up to two (2) days. Alcohol purchases shall not be reimbursed. Prepaid events are included in the daily per-diem; and
  - v. Parking fees.

XVIII. Texas PTA Annual Meeting representation

- a. Voting delegate(s) to Texas PTA Annual Meeting shall be appointed and approved by the executive board.