

## ***Prairie Trail Elementary***

### **PARENT TEACHER ASSOCIATION STANDING RULES**

#### **I. Meetings**

- A. The president shall appoint a committee of three (3) members at the every executive board meeting to approve the minutes of the board meeting. Minutes shall be approved and distributed within one week of the meeting.
- B. The president shall appoint a committee of three (3) members at every regular meeting to approve the minutes of the regular meeting. Minutes shall be approved and distributed within one week of the meeting.

#### **II. Training Expenses**

- A. This Local PTA shall pay the expenses of the newly-elected officers and committee chairs to attend the Council 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 LAUNCH in the following order, as funds allow:
  - 1. President
  - 2. First Vice President/Ways and Means
  - 3. Second Vice President/Membership
  - 4. Treasurer
  - 5. Secretary
  - 6. Third Vice President/Programs
  - 7. Parliamentarian
  - 8. Council Delegates
  - 9. School Representatives
  - 10. Fourth Vice President/Communications
  - 11. Fifth Vice President/Volunteers
  - 12. Special Committee/Sub-committee chairs

- 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 LAUNCH. 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 current IRS standard mileage rate for business miles driven when using personal car
  - 4. Meals not to exceed \$30.00 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.
  - 5. Parking fees not to exceed \$10/day
- E. This Local PTA shall pay the expenses for members of the executive board to take the Texas PTA FOUNDATIONS Leadership 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, not to exceed 10 tickets:
  - 1. Current year's life membership recipients and one guest
  - 2. President and guest
  - 3. School principal and guest
- C. The president shall appoint additional signer(s) for the PTA accounts with executive board approval.
- 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. Any check made payable to this Local PTA that is returned as NSF will be re-deposited two 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 either 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 President or Vice President of Ways and Means 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 (amount) \$2500 at the end of the fiscal year.

#### **IV. Bonding and Insurance**

- A. The following insurance shall be purchased annually by this Local PTA:
  - 1. General liability insurance
  - 2. Accident medical
  - 3. Blanket bond insurance {commercial crime}
  - 4. Property insurance {if applicable}
  - 5. Nonprofit professional liability insurance

#### **V. Courtesies Extended**

- A. Upon the death of an immediate family member (spouse, mother, father, sibling or child) of a Prairie Trail staff member, a sympathy card from the PTA board will be sent and a book from the Book Share inventory will be donated to the Prairie Trail library in memory of the

deceased.

- B. Upon the birth of a child of a current Prairie Trail staff member, a congratulatory card from the PTA board will be sent and a book from the Book Share inventory will be donated to the Prairie Trail library to commemorate said birth.

## **VI. Officer Duties**

All Executive Board Members shall: Maintain a procedure book (traditional or electronic); Review and become familiar with bylaws and standing rules of the PTA; Take advantage of training from Council, Texas and National PTA; and become familiar with the National and Texas PTA resources.

### **A. First Vice President (Ways and Means)**

- 1. The Ways and Means Vice President shall be responsible for managing and organizing the all fundraising for the financing of PTA work; and. In addition to those listed in the bylaws and elsewhere in these Standing Rules, the duties of the Ways and Means Vice President include:
  - a. Work with committee to propose and manage fundraisers that are a fit for the budget needs of the PTA.
- 2. The Ways and Means Vice President is also responsible for the oversight of the following Special Committees: Corporate Fundraising; Book Fair; Spring Fest; Spirit Wear; Wrap Packs; Book Share; Art to Remember. These responsibilities may be delegated by the president with approval by the board to Special Committee chairs. Descriptions for these committees are found in the Special Committees Section IX of these Standing Rules.

### **B. Second Vice President (Membership)**

- 1. The Membership Vice President is responsible for oversight of the completion of Membership Directory and for the Life Membership Committee. The Membership VP may choose to complete the Directory him or herself or this job may be delegated by the president with approval by the board to a special invite chairperson. Directory must be included in either the Membership Plan of Work or in a separate Directory Plan of Work for approval by the Local PTA board. The Life Membership Committee description is found in the Special Committees Section IX of these Standing Rules.
- 2. The Membership Vice President is also responsible for oversight of the following programs: Hospitality and Welcoming Committee. These responsibilities may be delegated by the president with approval by the board to Special Committee chairs. Descriptions for these committees are found in the Special Committees Section IX of these Standing Rules.

### **C. Third Vice President (Programs)**

1. The job of the Programs Vice President is to organize and present programs which focus on interaction between parents, teachers, administrators, students, and community members to inspire and support a sense of school community and/or empower students or parents with knowledge. In addition to those listed in the bylaws and elsewhere in these Standing Rules, the duties of the Programs Vice President include:
  - a. Identify needs and goals - survey parents and staff for needs and goals that further PTA mission/purposes
  - b. Explore the possibilities and define the scope of the program - consider available resources; single event or year round; community program
  - c. Determine how to deliver the program - buy in from membership, concurrent student program, incentives, food, babysitting, collaboration with another PTA or school group, date/time, location
  - d. Create a budget for the program - donations, free services in community, food, decorations, custodian, presenter fees, photocopies, prizes, supplies
  - e. Decide how to distribute the work - committee, volunteers, faculty, students
  - f. Confirm support and resources - confirm (and later reconfirm) all details with all involved: date, location, equipment, expectations
  - g. Get the word out - at least six weeks before program and at least three times; invite other PTAs/community groups; fliers in library/grocery store/bank; use phone tree service, email, marquee, community association newsletters, community newspaper, etc.
  - h. Deliver the program - welcome participants and thank them for coming; give out evaluation forms, survey and/or flier for future programs; thank all who helped/contributed
  - i. Evaluate the program and follow up - revisit goals, note successes/challenges, publicize results of program; make recommendations to board for further action
  
2. The Programs Vice President is also responsible for oversight of the following programs: Youth Protection/College and Career Week; Talent Show; Destination Imagination; Arts in Education (Reflections); Community Service; Environmental/Reading Garden; Dads Committee and Playground Lead. These responsibilities may be delegated by the president with approval by the board to Special Committee chairs. Descriptions for these committees are found in the Special Committees Section IX of these Standing Rules.

#### D. Fourth Vice President (Communications)

1. The Communications Vice President shall be responsible for coordinating all communications of the PTA, including PR, Newsletter, e-blasts, website, Facebook, texts, and any other communication to members, parents or to the community. The goal

of communications is to market PTA, create eye-catching communication pieces, to developing an online presence for our PTA and to better our communication with members and parents. All communications shall be approved by the president and the principal prior to distribution. In addition to those listed in the bylaws and elsewhere in these Standing Rules, the duties of the Communications Vice President include:

- a. Develop a public relations plan with measurable results, like growing membership
  - b. Form partnerships and collaborations with businesses, civic groups and organizations in the community
  - c. Develop key relationships with members of local media outlets (radio, television, newspaper)
  - d. Submit media releases and public service announcements (PSAs) for PTA activities and sponsored events
  - e. Develop a relationship with communications or public relations staff at your school and administrative office
  - f. Create and publish a PTA newsletter at end of each grading period
  - g. Create a PTA website and/or social media account and keep both current
  - h. Publish e-blasts on a weekly or as-needed basis to keep members and parents updated about school and PTA events and information.
2. The Communications Vice President is also responsible for the oversight of the following Special Committees: Marquee/Hallway Signs. These responsibilities may be delegated by the president with approval by the board to Special Committee chairs. Descriptions for these committees are found in the Special Committees Section IX of these Standing Rules.

E. Fifth Vice President (Volunteers)

1. The focus of the Volunteer Chair is to promote good relations between school and community and to determine and implement the best methods for recruiting volunteers to meet the needs of the school. In addition to those listed in the bylaws and elsewhere in these Standing Rules, the duties of the Volunteers Vice President include:
  - a. Visit with your school principal to plan ahead for the needs of the school and determine priorities for volunteer recruitment
  - b. Become knowledgeable about the volunteer guidelines set by the school district
  - c. Survey teachers and staff regarding volunteer needs in the school
  - d. Survey potential volunteers to learn about their talents, interests and skills

- e. Hold volunteer orientation meeting
  - f. Set goals for volunteers for the school year
  - g. Recruit volunteers throughout the year
  - h. Recognize volunteers for their hard work
  - i. Evaluate volunteer program success after each event
2. The Volunteers Vice President is also responsible for oversight of the following sub committees: Copy/Workroom; Room Representative; Field Day; Jingle Bell Jog; Senior Breakfast; Sunshine Committee. These responsibilities may be delegated by the president with approval by the board to Special Committee chairs. Descriptions for these committees are found in the Special Committees Section IX of these Standing Rules.

#### F. Secretary

1. The secretary is responsible for keeping accurate records of the proceedings of the association. In addition to those listed in the bylaws and elsewhere in these Standing Rules, the duties of the Secretary include:
  - a. Notify board members, as requested, to remind them of the meetings
  - b. Prepare a draft of the minutes for each meeting within five days of the meeting

#### G. Treasurer

1. The treasurer, as the authorized custodian of the funds of the association, receives and disburses all monies indicated in the budget and prescribed in the Local or Council PTA bylaws or as authorized by action of the association. In addition to those listed in the bylaws and elsewhere in these Standing Rules, the duties of the Treasurer include:
  - a. Provide sample disbursement forms, deposit slips, Itemized Receipt Forms, sales tax and use certificate, and sales and use resale certificate to the executive board
  - b. Process all deposits; ensure two people counted money at the same time and all counters signed a completed Itemized Receipt Form. The money is then given to the treasurer, who also counts and signs the Itemized Receipt Form. A copy of this form is retained by all signers
  - c. Pay all bills and reimburse all expenses with appropriate documentation, including receipts and appropriate officer's/chair's signature, as authorized by current adopted budget.

#### H. Parliamentarian

1. The Parliamentarian is responsible for advising the board and the presiding officer on parliamentary procedure. In addition to those listed in the bylaws and elsewhere in these Standing Rules, the duties of the Parliamentarian include:
  - a. Be familiar with the bylaws and standing rules of the organization and with Roberts Rules of Order and parliamentary procedure

## **VII. Standing Committees**

There are no standing committees of this PTA. Special invitation committees can be made standing committees only by approval of the executive board and membership and update of the standing rules of this PTA.

## **VIII. Other Board Positions**

All Executive Board Members shall: Maintain a procedure book (traditional or electronic); Complete a Plan of Work and submit for approval by the Local PTA board; Review and become familiar with bylaws and standing rules of the PTA; Attend Texas FOUNDATIONS Leadership Orientation by October 15; Take advantage of training from Council, Texas and National PTA; and become familiar with the National and Texas PTA resources.

### **A. Council PTA delegates**

1. The Council Delegates shall be appointed by the President and approved by the board to represent the Local PTA at Council PTA meetings per the Council PTA bylaws. In addition to those listed in the bylaws and elsewhere in these Standing Rules, the duties of the Council Delegates include:
  - a. Participate fully in Council PTA discussions and deliberations;
  - b. Report announcements, important actions and the Council PTA program to this Local PTA membership and executive board;
  - c. Seek information or approval from the membership on matters referred to this Local PTA for such approval or information; and
2. 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 President upon recommendation of the principal and is subject to approval by the Board;
2. Serve as a communication link between faculty, staff and PTA; and



3. Solicit faculty and staff input.
- C. School Representative shall:
1. Serve as a communication link between the faculty, staff and PTA; and
  2. Solicit staff input

**IX. Special Committees**

- A. All Special Committee Chairs shall: Maintain a procedure book (traditional or electronic) ; Complete a Plan of Work and submit for approval by the Local PTA board; Create a committee including at minimum a chair and two members; and review and become familiar with bylaws and standing rules of the PTA.
1. Art to Remember – Promote fundraiser and dates. Work with Art Teacher to collect art work. Handle orders and distribution.
  2. Arts in Education (Reflections) – Create a committee and find needed volunteers. Communicate plan and requirements, dates, information to students and staff. Promote the Reflections/Cultural Arts Program and encourage participation. Be available as a resource to children, parents and staff as needed.
  3. Book Fair – Review possible vendors and choose vendor with board approval. Work with school and librarian to schedule dates for Book Fair. Coordinate all details with approved Book Fair vendor. Schedule volunteers to help with set up, sales, closing and coordinate all financial matters with Treasurer. Schedule visits to Fair with teachers.
  4. Book Share – Order books through librarian. Promote Book Share throughout the year. Organize and manage donation orders. Purchase supplies as needed. Assist librarian as needed with pictures and distributions.
  5. Community Service – Communicate community service plans to parents, staff and students and provide materials for participation in the program. Promote events as they occur and collect food, clothing and monetary donations. Ensure materials are distributed or picked up as intended.
  6. Copy/Workroom - Create a committee and write a Plan of Work to be approved by the Local PTA board. Assess the needs of the Copy/Workroom, including teacher’s needs, volunteer hours, and any equipment requirements. Coordinate volunteers throughout the year and manage teacher’s copying and laminating requirements as needed.
  7. Corporate Fundraising – Establish and maintain relationships with corporations and businesses offering opportunities to earn money for the school. Seek direct donations from businesses. Assist Silent Auction chair in soliciting donations from businesses. Manage “Box Tops” drives.

8. Dads Committee - This committee shall promote the engagement and participation of men (dads, grandfathers, uncles, brothers, male community leaders, etc.) on campus and with the kids. This committee will set its Plan of Work with the approval of the board for the year based on number of participants and interests. Suggested activities include but are not limited to drop off/pickup line help, “Donuts for Dads” activities, and “security” for large PTA or school activities, Watch D.O.G.S. coordinator, playground lead
9. Destination Imagination –Communicate plan and requirements, dates, information to students and staff. Find needed volunteers. Work to plan and coordinate volunteers and students teams to prepare for competition.
10. Environmental/Reading Garden - Create and promote environmental awareness initiatives that unite students, teachers and campus administrators in an effort to protect children and their environment; work with community organizations that promote environmental priorities, schedule a program for members related to environmental awareness through Texas PTA resources or a local community organization; encourage campus participation in community environmental events and activities that promote “reduce-reuse-recycle” practices on campus. Coordinate and schedule volunteers to assist with maintenance of reading garden and evaluate/report maintenance concerns.
11. Field Day/Jingle Bell Jog – Committee chair is liaison with PE teacher to coordinate Jingle Bell Jog and Field Day activities. Find needed volunteers and coordinate any donations required.
12. Hospitality - Create a friendly and welcoming atmosphere for all members, parents, staff and students by hosting at all PTA meetings and events. Provide greeters at the entries to welcome people as they arrive; provide Back to School and Teacher Appreciation events for the faculty and staff by coordinating food item donations, securing volunteers to serve, and reserving school location for the events; secure refreshments for PTA programs and “Open Houses” as per the Plan of Work; coordinate with the Welcoming Committee to welcome new members to Prairie Trail.
13. Life Membership - This committee shall be composed of the Membership VP and at least two (2) additional members of the Local PTA. When possible, one (1) member of the committee shall hold a Texas PTA Honorary Life Membership. This committee shall select individuals for recognition by awarding up to four (3) Texas PTA Honorary Life Memberships and/or Texas PTA Extended Service Awards, as the budget allows.
14. Marquee/Hallway Signs/Bulletin Board – Update the marquee sign as needed from Silent Auction donations and from school updates as needed. Hang hallway signs from Silent Auction donations. Update the PTA bulletin board as needed with input and material from Committee Chairs, Vice Presidents and President.
15. Room Representative - Create a committee and write a Plan of Work to be approved by the Local PTA board. Locate representative(s) for each classroom, class party

coordination, Silent Auction basket coordination, Teacher Appreciation week, also parents for teacher's needs for filing, cutouts, other needs. Room Rep Chair should be organized to collect information from parents at Meet the Teacher Night, Orientation Nights, etc. as students arrive back at school.

16. Senior Breakfast – Plan and coordinate end of year breakfast for graduating seniors who attended Prairie Trail Elementary. Seek donations, find volunteers, and coordinate all financial activities with Treasurer.
17. Spirit Wear – Collect designs and quotes, recommend vendor to board for approval, promote sales, manage orders and distribution.
18. Spring Fest – Silent Auction – Solicit donations from businesses and organize all necessary activities for getting donations from within the school. Promote event. Find and coordinate volunteers to help night of event. Coordinate all financial activities with Treasurer.
19. Spring Fest – Games/Food and Vendors – Coordinate the food, carnival games, and vendor portion of Spring Fest and organize all necessary activities with approval of board. Promote event. Find and coordinate volunteers to help night of event. Coordinate all financial activities with Treasurer.
20. Spring Fest – Rides and Sponsors - Coordinate the rides and sponsors portion of Spring Fest and organize all necessary activities with approval of board. Promote event. Find and coordinate volunteers to help night of event. Coordinate all financial activities with Treasurer.
21. Sunshine Committee – Send sympathy and congratulatory cards as mentioned in Section V – Courtesies Extended of these Standing Rules. Prepare and send occasional surprises and “thank you” notes to Prairie Trail staff on behalf of the PTA as the budget allows. Seek possible donations.
22. Talent Show – Create a committee and find needed volunteers. Create a Plan of Work to be approved by the Local PTA board, including tryouts, practices and production details. Schedule and promote event. Communicate plan, dates, requirements to students and staff. Work to plan and coordinate volunteers and activities as needed.
23. Welcoming Committee – Provide a welcome service for new families to Prairie Trail. Create a “welcome kit” for the office to provide to new families when they register.
24. Wrap Packs – Contact vendors for quotes of back to school supplies, recommend vendor to board for approval, compile supply lists from teachers, manage orders and distribution.
25. Youth Protection/ College and Career Week - Serve as a liaison to the School Counselor to plan College and Career Week, and Red Ribbon Week activities for the school. Create a committee and write a Plan of Work to be approved by the Local PTA board. Assess

other needs and issues facing youth and plan appropriate activities as needed to address those concerns. Review TXPTA website for information and resources available to schools. .

**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. Miscellaneous**

- A. This Local PTA's mailing address shall be 5555 Timber Creek Rd. Flower Mound, TX 75028
- 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 the principal prior to dissemination.