



STEINER RANCH ELEMENTARY PTA STANDING RULES

I. Meeting Minutes and Reports

A. The President shall appoint a committee at the May Executive Board meeting to approve the minutes of the last board meeting of the school year.

B. At the Membership meeting, the President will appoint a committee of three (3) PTA members to review the minutes. In between Membership meetings, this committee will approve the minutes prior to the upcoming membership meetings.

C. Each officer, chair and coordinator shall prepare a binder with his/her Plan of Work. This binder, with all other materials, shall be given to the new incoming officer or chair within one (1) week of the end of the school year. This binder should include: Bylaws, Standing Rules, Plan of Work, Officer Information or Committee Chair Information Form, Resource Guide (if applicable), LISD Volunteer Guidelines, other pertinent information to the position.

II. Training and LAUNCH Expenditures

A. This PTA shall pay the expenses of members to the Texas PTA LAUNCH in the following order, as funds allow:

1. President
2. President-Elect
3. Treasurer
4. First Vice President (Programs and Events)
5. Second Vice President (Fundraising)
6. Third Vice President (Communications)
7. Secretary
8. Parliamentarian

In addition to the above, this PTA shall pay the expenses of any other Executive Board member, standing committee chair or special committee chair to the Texas PTA LAUNCH, as funds allow and at the discretion of the President.

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Texas PTA President Filed 5/17/18**

These positions include:

1. Membership Chair
2. Community Outreach Chair
3. Volunteer Coordinator
4. Healthy Lifestyles Chair

B. As funds allow, expenses to be reimbursed shall be limited to the following:

1. Registration fee
2. Mileage, at the current government rate
3. Parking for one vehicle per four members in attendance
4. Meals, not to exceed \$20.00 per person per day (alcohol purchases shall not to be reimbursed)
5. Hotel accommodations not to exceed the published seminar double occupancy rate - Hotel rooms must have a minimum double occupancy when more than one member of the same gender attends in order to receive full reimbursement.

C. This PTA shall pay for the Texas PTA Foundations Leader Orientation (FLO) Training that each executive board member is required to take.

III. Finance:

A. Checks

1. This PTA shall not accept temporary checks.
2. No blank checks shall be issued.
3. All checks accepted by this PTA must have a valid home phone number, street address (no P.O. Box) and driver's license number.
4. The Treasurer shall handle checks returned for insufficient funds (NSF), documenting all communications with the writer of the NSF check.
5. Should the PTA receive a check that is returned NSF, it will be redeposited one time and a \$10 administrative fee will be charged against the check writer, in addition to any bank penalties the PTA accrues.
6. This PTA will refuse future checks from a party who has previously written two (2) NSF checks to the PTA in a fiscal year.

B. Bank statements of the PTA shall be reviewed regularly by the Secretary. Upon completion of the Bank Statement Checklist, the Secretary shall sign and forward the statement and checklist to the Treasurer.

C. All officers, PTA members and volunteers are to follow the PTA procedures for reimbursement and deposit provided by the PTA Treasurer and will be reimbursed for allowable budgeted expenses.

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D. All purchases, regardless of amount, require receipts and a completed reimbursement form. All documentation should be submitted 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, unless otherwise approved by the Treasurer.

E. The Treasurer will maintain a list of all PTA assets.

F. The President, President-Elect, Treasurer (or other board designated officer), who is not the Secretary, unless prohibited by terms of employment, shall be the authorized signers on the PTA bank account. Only one signature is required on checks.

G. The Texas Sales and Use Tax Exemption form must be used for PTA related purchases. This PTA will not reimburse for sales tax.

H. In order to receive reimbursement, any teacher/team purchases over \$500.00 must receive approval from the PTA Board before purchases are made.

I. Bids and contracts - The PTA shall obtain at least two (2) bids when making large purchases unless the item is a specialty item and there is but one vendor for the item.

J. Amazon Prime account - This PTA shall maintain an Amazon Prime account. The Prime annual fee is tied to the President's personal credit card and is then reimbursed.

K. This PTA shall have a carryover in the checking account of not less than \$10,000 at the end of the fiscal year.

IV. Board Members and Approval

A. Each board member must present a Plan of Work to the Executive Board for approval. Completed Plan of Work forms shall be submitted to and, once approved by the board, kept by the PTA President-Elect.

B. Board members shall make a good faith effort to attend all board meetings and participate in all PTA events and activities.

C. Board members must communicate with their assigned committee chair(s) at least once (1) per month, be regularly informed by their committee chair(s), answer questions, provide approval and troubleshoot. Communication with committee chairs can be conducted by phone, email, committee form, or other electronic means.

D. Board members must stay informed and be prepared to report on the status of their assigned committees.

E. Board Approval

1. Board approval on matters shall be secured during scheduled board meetings.

2. Matters requiring Emergency Approval shall be conducted according to the SRE PTA Bylaws, article IX, section 8E.

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V. PTA Clubs/Programs

A. A club/program seeking PTA support and identification as a PTA Program shall present to the Executive Board a proposal showing:

1. How the club/program falls within the PTA's Purpose and Mission;
2. It has been in existence and operation at the school for at least one year, or is a National PTA or Texas PTA-endorsed program;
3. It has the support of the school principal and assistant principal;
4. It has a school employee sponsor (teacher or staff member);
5. It has active participants constituting a minimum of 5% of the school's student body;
6. It is mainly run by parent volunteers of its student participants, and may utilize other interested volunteers, all of whom are LISD approved;
7. Club/program activities take place on the school campus.

B. Any of the above requirements may be waived or modified with Executive Board approval.

C. After due consideration, the Executive Board shall decide whether to recommend that the membership adopt the club/program as a PTA Program. The club/program will become a PTA Program upon membership approval.

VI. Communication

A. Any PTA member shall not correspond, whether verbal or written (including social media), as representing the local PTA unit unless authorized to do so by the Executive Board or the membership.

B. PTA flyers or posters, to be sent home or displayed at school, must be approved by the school principal, or an appointed representative of the principal, and the PTA President.

1. Flyers cannot be placed in Wednesday folders unless approved by the school principal.
2. Flyers/PeachJar communications must adhere to the LISD Approval Guidelines for Flyer Distribution (copies are available from the VP Communications).

C. All PTA communication with its members and the public, including but not limited to association emails, newsletter submissions for the Pony Express (or other publications), social media content, and website content, must be reviewed and approved by the President and VP Communications.

D. Publicity - SRE PTA will publicize only PTA, Steiner Ranch Elementary School, Leander ISD events and Sponsor information. Regular publicity channels include (but are not limited to) weekly e-blasts, annual Maximum Impact, newsletter, PTA website, social media, e-mails, bulletin board, marquee and hallway flyers.

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E. PTA Facebook/Social Media Guidelines

1. All content (video or text) must be approved by the President or VP of Communications.
2. No Live videos unless prior approved by the Executive Board.
3. All videos should be made at school or onsite (such as at a Bond Election meeting). Videos are not to take place at the member's home.
4. Videos must be limited to facts and cannot include personal information about the speaker or others on the video or texts. All information must pertain to the school or PTA events.
5. Videos should be no longer than one (1) minute in length.
6. No information from a Board meeting can be shared as it is a closed meeting.
7. The speaker in the video should wear SRE Spirit Wear if possible.
8. All information shared by video must also be available in print.

VII. Committee Members

A. This PTA may have Standing Committees, Special Committees and other appointed committees as necessary. Each Board member may also have supporting committees/chairs to assist with the functions of the Executive Board position.

B. A member of any committee must:

1. Be a dues paying SRE PTA member.
2. Perform such duties as may be prescribed by the PTA bylaws and standing rules or assigned by the PTA Executive Board.
3. Communicate with the PTA Board, SRE staff or SRE principal, as applicable, regarding position details throughout the year.
4. Keep accurate account of activities, contracts, vendors and event wrap-ups in the position binder.
5. Work within given budget for the position.

VIII. Special Committees

A. Budget and Finance

1. The Budget and Finance Committee shall consist of a minimum of three (3) board members, including the Treasurer, the President, and the school principal (or designated representative). The Budget and Finance Committee shall include any incoming President/President-Elect and/or incoming Treasurer during a transition year. Additional board members may be invited to serve on the committee until a maximum of five (5) committee members is reached.

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2. The Treasurer serves as the Budget and Finance Committee Chair.

3. The Budget and Finance Committee shall prepare a preliminary budget to be presented to the voting body for its adoption at the last meeting of the year. Amendments to the preliminary budget will be presented to the membership for approval at the first membership meeting of the year. budget will be presented to the membership for approval at the first membership meeting of the year.

B. Financial Reconciliation Committee - Refer to the Bylaws for Committee requirements.

C. Bylaws Committee - Bylaws are reviewed, at a minimum, every 3 years. The Committee shall consist of a minimum of three (3) board members, including the President and two (2) additional volunteers.

D. Nominating Committee - Refer to the Bylaws for Committee requirements. The Nominating Committee is to be elected at the February Membership meeting.

IX. Standing Committees

For the following Standing Committees, refer to the position binders for job descriptions.

A. Membership

B. Community Outreach

C. Volunteer Coordinator

D. Healthy Lifestyles Chair

E. Other Appointed Committees - Other committees may be appointed by the President and/or Executive Board as needed.

X. Bonding and Insurance

A. The following insurance shall be purchased annually by this PTA:

1. General liability insurance;
2. Fidelity bond insurance for all persons on signature card at bank;
3. Property insurance (if applicable);
4. Officers' liability insurance;
5. Medical/Accident insurance;
6. Social media liability insurance.

XI. Miscellaneous

A. Condolences - The Executive Board or Hospitality Committee shall make all decisions concerning Condolences which shall be limited to cards for Staff and Students. No money or gift cards allowed. Special circumstances regarding SRE parents will be voted upon by the Executive Board.

B. The SRE PTA mailing address shall be the school address which is 4001 N. Quinlan Park Road, Austin, TX 78732.