

OAK CREEK ELEMENTARY PARENT TEACHER ASSOCIATION STANDING RULES

Standing Rules are rules that relate to the details of the administration of the PTA unit rather than to parliamentary procedure. They can be adopted or changed upon the will of this PTA. Standing Rules are adopted, as any ordinary motion, by a majority vote at a business meeting. They may be amended with a two-thirds (2/3) vote without previous notice or by a majority vote provided the proposal is not in conflict with the by-laws.

1. Meetings

- a. Elective officers and chairs will provide a status report at every Board meeting.
- b. The President shall appoint a committee of three (3) members at the last Board meeting to approve the minutes of the last Board meeting.
- c. The President shall appoint a committee of three (3) members at the last regular meeting to approve the minutes of the last regular meeting.
- d. All officers and committee chairpersons should present the Plans of Work for discussion and approval at the August Board meeting.
- e. With approval of the members present, meetings may be audio recorded for accuracy in reporting the minutes.
- f. All agenda items should be submitted to the President 5 days prior to the next PTA meeting.

2. Training Expenses

- a. This Local PTA shall pay the expenses of the newly elected officers and chairs to take Foundations: Leadership Orientation training as required in the by-laws.
- b. This Local PTA shall pay the expenses of members to attend the Texas PTA LAUNCH in the following order, as funds allow:
 - i. President
 - ii. Vice President
 - iii. Treasurer
 - iv. Secretary
 - v. Parliamentarian
 - vi. Standing Committee Chairs
- c. This Local PTA shall limit event expenses to the following:
 - i. Registration fee
 - ii. Hotel accommodations at published seminar or convention double-occupancy rate. (4 per room)
 - iii. Mileage for one vehicle per four (4) members in attendance at the current IRS Standard Mileage rate found at www.irs.gov
 - iv. Meals not to exceed \$30 per person per day
 - v. Itemized receipts must be provided
 - vi. Alcohol purchases will not be reimbursed.
 - vii. Parking receipts

3. Financial

- a. Check signers for the PTA accounts are to be as follows (as employment allows) unless the Board votes differently by a two-thirds (2/3) vote: Treasurer, President, 1st Vice President, 2nd Vice President
- b. The Secretary shall not be appointed as a check signer on the PTA account(s).
- c. The Secretary shall not be appointed to review the monthly bank statements
- d. All money shall only be collected by a member of the Board.
- e. All money shall be counted by at least two (2) persons, one being a Board member, at the same time. All counters shall sign a complete Itemized Receipt Form. The money

- shall then be given to the Treasurer who shall also count and sign the Itemized Receipt Form.
- f. Any check made payable to this Local PTA that is returned as NSF will be re-deposited two (2) times. Any charges incurred by the PTA because of insufficient funds shall be charges to the check writer in addition to the original check amount. This Local PTA reserves the right to refuse subsequent checks from the check writer. This Local PTA reserves the right to require a \$30 check return fee made payable by check or money order.
 - g. This Local PTA shall use a debit card but shall not use a credit card.
 - i. The debit card shall be in the name of the Local PTA. Signers on the debit card”
 1. Treasurer
 2. President
 3. 1st VP
 4. 2nd VP
 - ii. Card shall be issued to the Treasurer and include the name of the PTA and additional authorized users should be the same as the signers on the bank account.
 - iii. If a debit card is lost or stolen, the Treasurer shall immediately report this to the financial institution and initiate the discontinuance of the card.
 - iv. A financial reconciliation shall be conducted if a signer on the account changes or the card is lost or stolen.
 - v. In the event of a change in officers, the signature card and authorization for debit cards shall be updated.
 - vi. Automated Teller Machine (ATM) usage, cash back, or cash advances shall be prohibited. PTA does pay cash for anything.
 - vii. A disbursement form shall be completed prior to the purchase and provided to the Treasurer. A receipt shall be provided to the Treasurer after the purchase.
 - viii. The Treasurer shall reconcile the itemized bill prior to payment. Itemized bills shall directly correspond to submitted disbursement vouchers prior to payment.
 - h. This Local PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation within three (3) days of the end of the school year.
 - i. Reimbursement checks will be considered null and void after sixty (60) days.
 - j. This Local PTA shall not reimburse any sales tax. Any member making purchases on behalf of or for the Local PTA shall utilize the tax-exempt form.
 - k. This Local PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.
 - l. The executive Board shall submit a budget for the next fiscal year at the last general business meeting for approval by membership.
 - m. This Local PTA shall have a carryover balance in the checking account of not less than \$5,000 at the end of the fiscal year.
 - n. The outgoing Treasurer shall complete the necessary Form 990 and submit with the completed books to the financial reconciliation committee. Once the reconciliation is complete, the outgoing Treasurer shall then submit the necessary paperwork to the IRS to complete the year.
 - o. Any check written from the bank account is required to have two signatures.
 - p. Deposits must be made within 24 hours or next business day of receiving money.
 - q. Check signers cannot be related to any check requestor.
 - r. Money cannot leave school campus unless it is being taken directly to the bank.
 - s. Online Payment Collection System
 - i. The PTA membership shall approve the use of an online payment collection system.
 - ii. The online payment collection system, i.e. PayPal, will be in the PTA’s name.

- iii. Associated fees are budgeted as an expense line item and must be accounted for and reported on the financial statement.
 - iv. All revenue must be accounted for and reported in every financial report in the budgeted income category.
 - v. Bank reconciliations must occur monthly and should a manual transfer be required from the third-party processing company; documentation of the transfer should be filed with the bank reconciliation.
 - t. Accepting Payments by Credit Card
 - i. The third-party processing company, i.e. Square, account will be in the PTA's name.
 - 1. Third party processing company statements shall be accessible on a real-time basis. The PTA must have immediate access t know who has paid, the purpose of the payments, and the expected cash transfer amount.
 - ii. The third-party processing company will be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS). Reference the Discover, MasterCard, and Visa List of Compliant Service Providers before PTA signs an agreement.
 - iii. The same internal control procedures apply as with a bank deposit. Proper documentation is required for each deposit. The documentation need not have counters signatures as you are receiving a bulk deposit. Document on the deposit form the amount of the deposit and which budget lines they correlate to. Attach a copy of the online transaction to the deposit form. If deposits are made every day, then a weekly summary of the deposits can be documented on a single deposit form.
 - iv. Associated fees are budgeted as an expense line item and reported on the financial report.
 - v. For swiped transactions, this Local PTA will receive training from its third-party processing company on hot to handle cards that do not read correctly. Do not write down the card number for any reason. Only accept swiped transactions that are immediately authorized (requires phone or internet access). Do not swipe and store transactions for later settlement.
 - vi.
4. Donations
 - a. All non-monetary donations made shall become property of this Local PTA.
 - b. Solicitation request letters shall be printed on the Local PTA's letterhead and be approved by the President prior to distribution.
 - c. A thank you letter will be issued for all donated items by the Secretary.
 - d. All donations received shall be reported to the Treasurer for tax purposes.
 - e. Outside of the fundraising position, before solicitation of any donation, monetary or non-monetary, the member must have approval from the Board by at least a two-thirds (2/3) vote.
5. Bonding and Insurance
 - a. A minimum of general liability insurance shall be purchased annual by this PTA. This PTA may also purchase additional insurance as budget allows and is deemed necessary by the Board each school year. The following options can be considered:
 - i. Accidental medical
 - ii. Blanket bond insurance (commercial crime & fidelity)
 - iii. Officers' liability (non=profit professional liability)
6. Board Positions
 - a. If a position is open and unable to be filled, another Board member can act as a consultant to a position until it is filled.

7. Other Board Positions
 - a. Council PTA Delegate
 - i. Delegate shall attend all Council PTA regular meetings or see that a duly appoint alternate can attend.
 - ii. Participate fully in Council PTA discussions and deliberations.
 - iii. Report announcements, important actions and the Council PTA program to this Local PTA membership and executive Board.
 - iv. Seek information or approval from the membership on matters referred to this Local PTA for such approval or information; and
 - v. Report and/or vote as directed on the membership at the Council PTA Meeting
 - vi. This Local PTA shall pay for the Principal, President, Council Delegate and any Comal Council Board member representing Oak Creek Elementary PTA at the Comal Council PTA luncheons.
8. Special Committees
 - a. Budget and Finance
 - i. This committee shall be formed and composed of a chairperson (Treasurer), the newly-elected President, an appointed Board member (by the Treasurer) and a third appointed member when needed to readjust the budget if the yearly fundraiser is not successful in raising enough funds to accommodate the approved budget.
 - ii. The committee shall recommend amendments to the budget and submit these amendments to the Board for a final vote of two-thirds (2/3). The recommended amendments will then be presented to the membership for final approval.
 - b. Financial reconciliation
 - i. This committee will complete the financial reconciliation and submit the report and books to the incoming Treasurer no later than July 15.
9. Awards
 - a. The Secretary shall be responsible for distribution of award forms to committee chairmen and submissions of these completed forms to Texas PTA
 - b. Awards in the form of certificates, plaques, etc. shall be the property of this Local PTA and not individuals and shall be displayed at the school or placed in the Secretary Book.
 - c. A yearbook and historical documentation shall be given to the Principal at the end of the school year.
10. Procedure Books
 - a. Procedure books will be returned to this Local PTA at the time of resignation or term ending.
11. Requirements of Officers and Chairpersons
 - a. All officers and chairpersons shall:
 - i. Have an understanding and acceptance of the policies and practices of the PTA.
 - ii. Have in their possession a copy of the By-Laws and Standing Rules.
 - iii. Review materials provided by the President, the former officer or chairperson, and Texas PTA.
 - iv. Consult the Board members prior to making any major changes in their respective jobs.
 - v. Keep the President and Board Members informed of all committee activities, and
 - vi. Attend all trainings related to his or her position or committee.
12. Comal Education Foundation
 - a. As funds allow, this PTA shall contribute a minimum of \$300 to the annual golf sponsorship for the Comal Education Foundation.

13. Scholarships

- a. As budget allows, Oak Creek Elementary PTA shall offer two (2) \$250 scholarships annually to graduating alums who will be enrolled full-time in an accredited college or university or technical institute in the summer or fall semester immediately following the applicants high school graduation.
 - i. Through the scholarship program, Oak Creek Elementary PTA works to support students who are focused on achieving career goals through higher education. In evaluating each application, the scholarship committee will also consider service and participate in school activities, community involvement, need, and scholastic merit.
 - ii. The scholarship application shall be posted on the Oak Creek Elementary PTA website as well as provided to the counselors at each of the Comal ISD high schools.
- b. Eligibility Requirements
 - i. Applicant must meet ALL the following eligibility requirements:
 1. Applicant must be a graduating high school senior from a Comal ISD high school as well as an alumnus from oak Creek Elementary School.
 2. Applicant must be enrolled in a high school with a Local PTA/PTSA in good standing with Texas PTA and be a member of that same PTA.
 3. Application must plan to be enrolled full-time in an accredited college or university or a technical institute in the summer or fall semester immediately following high school graduation.
 4. Applicant cannot have an immediate family member on the Oak Creek Elementary School PTA Board of Directors.
 5. A completed application must be received by January 15th to be eligible for consideration.
 - ii. Guidelines for Submission to Qualify
 1. The applicant must complete and submit the following:
 - a. A complete application form
 - b. A copy of high school transcript
 - c. A copy of SAT or ACT score
 - iii. Recommended Documents
 1. The following documents are recommended for applicants to submit but are not mandatory:
 - a. A 300-word essay listing future goals as well as discussing how school activities, community involvement, work and/or volunteer impact has impacted the applicants education and decision to continue his or her education.
 - b. A resume, listing school activities, community involvement, work and/or volunteer experience.
 - c. Letters of recommendations, personal or professional (excluding relatives).
- c. Selection and Notification
 - i. Selections is made by the Scholarship Committee of the Oak Creek Elementary PTA. Results will be published via the PTA website as well as through the Comal ISD high school counselors. Recipients will be notified via email and awards the check at the Comal ISD Senior Awards Night. If the recipient is unable to attend, the check will eb sent via regular mail.
- d. Selections and Duties of the Committee
 - i. The chair of the scholarship committee is appointed yearly by the President of the Oak Creek Elementary PTA with the approval of the executive Board.

- ii. The Chairperson of the scholarship committee shall appoint three (3) members and one (1) alternate of the committee to read and select the recipient of the scholarship awarded.
- iii. The chairperson shall obtain all applications and black out any names of the applicant on the applications to be distributed to the readers to ensure that names are unknown to the committee members.
- iv. The chairperson shall not be involved in the selection process. The purpose of the Chair is to ensure that the application is posted in a timely manner and that all applications received follow the aforementioned guidelines.
- v. If for any reason a committee member cannot fulfill the duties, the alternate reader shall fill in.

14. Communications

- a. Board members shall adhere to communication guidelines set by the Principal and the President regarding all PTA events and programs
- b. Members shall obtain authorization from the President before representing this Local PTA when communicating to school district personnel or the media.
- c. All communications concerning the Local PTA for school distribution shall be approved not the President and the Principal prior to dissemination.

15. Miscellaneous

- a. This Local PTA's mailing address shall be 3060 Goodwin Lane, New Braunfels, TX 78130
- b. 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.