

Standing Rules

Roy Lee Walker Elementary PTA

- 1) Annual Meetings and Reports
 - a) The president shall appoint a committee at the first executive meeting to approve the minutes of all executive board meetings.
 - b) The president shall appoint a committee at the first general meeting of the school year to approve the minutes of the general meetings.
 - c) Each officer shall prepare a procedure book with his/her plans of work and annual report to be turned in to the President at the last executive board meeting. (This excludes the treasurer)
- 2) Expenditures
 - a) The Walker PTA shall pay the expenses of the newly elected officers and standing committee chairmen to attend the Area PTA Spring Conference. If funds permit, the Walker PTA shall pay the expenses of any other Walker PTA member to attend.
 - b) The Walker PTA shall budget to pay the expenses of the newly elected officers and standing committee chairmen to the state PTA Summer Seminar. If funds permit, the Walker PTA shall pay the expenses of any other Walker PTA member to attend. The expenses to be paid shall be limited to the following.
 - i) Registration and conference fee.
 - ii) Room and board fee (based on 2 people per room) excluding state taxes.
 - iii) Dining expenses up to \$25.00 a day.
 - iv) Transportation and parking allowance (mileage as reimbursed by Texas PTA for one vehicle per every 2 members in attendance).
 - c) The Walker PTA shall budget to pay the expenses of the newly elected officers and standing committee chairmen to the state PTA convention. If funds permit, the Walker PTA shall pay the expenses of any other Walker PTA member to attend. The expenses to be paid shall be limited to the following: (These expenses are listed according to priority and reimbursed as funds allow.)
 - i) Registration and conference fee.
 - ii) Room and board fee (based on 2 people per room) excluding state taxes.
 - iii) Dining expenses up to \$25.00 a day.
 - iv) Transportation and parking allowance (mileage as reimbursed by Texas PTA for one vehicle per every 2 members in attendance).
 - d) The following person's signatures shall be on file with the bank for signatures on checks issued by the Walker PTA. Two signatures will be required on all checks.
 - i) The president
 - ii) The treasurer
 - iii) Up to two (2) elected officers
 - e) No officer shall approve or sign a check issued to him/her self.
 - f) No blank checks (cash advance requests) will be issued.
 - g) Funds will not be dispensed without appropriate receipts and completion of required forms.

- h) State sales tax will not be reimbursed to members paying it when making purchases for the Walker PTA.
 - i) Returned check fee (when not waived by the bank) shall be charged to the person who issued the check. Fee that cannot be collected will be paid by the treasurer from the budgeted line item of the President's budget.
 - j) Treasurer will follow guidelines outlined in the treasurer's procedure book for transactions involving insufficient funds.
 - k) There shall be a sum of no less than \$3000.00 left in the budget to start the next year's work to include the emergency fund, first hospitality event, Back to School luncheon and first general meeting, 1st program and Back to School information packets.
- 3) Officers and their Elections
- a) A person shall have served at least one year on the Executive Board prior to taking the office of President.
 - b) A person whom is serving in a board position shall have a child attending Walker Elementary School or hold a faculty or staff position
 - c) Nominees interested in running from the floor must give written notice of their intent to run by at least five (5) days prior to the election meeting to the chair of the Nominating Committee.
- 4) Executive Duties
- a) 1st Vice President - Programs- Oversee and coordinate the following (but not limited to)
 - i) Programs for General PTA meetings
 - ii) Student assemblies
 - iii) PTA supported field trips (coordinate with Walker Staff)
 - iv) In-school programs of red- ribbon week and youth protection
 - b) 2nd Vice President - Membership - oversee and coordinate the following (but not limited to):
 - i) An active and continuing membership of the organization by conducting membership drives and distributing membership cards and bylaws to members.
 - ii) An updated membership list and distribute it to appropriate local, council and state officers.
 - iii) The timely submission of membership dues received and appropriate forms to the treasurer in a timely manner.
 - iv) A PTA Directory to be distributed in the fall semester
 - c) 3rd Vice President -Volunteers - Oversee and coordinate the following (but not limited to):
 - i) The workroom
 - ii) Volunteers for PTA events and programs and classroom support (when required)
 - d) 4th Vice President -Fundraising -Oversee and coordinate the following (but not limited to):
 - i) Annual fundraising activities as guided by the approved budget requirements and recommendations of the executive board.
 - ii) Box tops
 - e) 5th Vice President -Communications-Oversee and coordinate the following (but not limited to):
 - i) Maintain Walker website
 - ii) Produce the PTA newsletter
 - iii) Update the Marquee
 - iv) Compile a Board Calendar

- v) Inform local media about Walker events and the Walker community
 - f) The Secretary shall:
 - i) The secretary shall record the minutes of all Executive board meetings and General PTA meetings.
 - ii) The minutes should be distributed within 10 days of the meeting date.
 - iii) The secretary will be responsible for recording the number of attendees at each Executive Board and General Meetings.
 - iv) Give a copy of the minutes to the following in a timely manner:
 - (1) President after each executive meeting
 - (2) Treasurer after any meeting in which a vote to amend the budget has occurred
 - (3) Parliamentarian after any meeting in which a vote to amend the bylaws or standing rules of the association has occurred.
 - v) Give reminder notices about upcoming executive meetings
 - g) The Treasurer shall:
 - i) Compile an annual budget and then present it for approval to the executive board and for adoption by the general membership.
 - ii) Have the treasurer's account examined biannually by an audit committee of not less than three members, who, satisfied that the treasurer's report is correct then reports to the general membership.
 - iii) Pay the annual MISD Council of PTA's dues
 - iv) Complete and submit any forms related to Walker PTA's insurance and tax forms
 - h) The Historian shall:
 - i) Be responsible for distribution of award forms to committee chairmen and submission of these completed forms to the Council and State PTA.
 - (1) Awards are the possession of Walker Elementary PTA and not of the individuals whose committee won them.
 - (2) All awards are to be displayed at the school or kept in the possession of the current president until the end of his/her term. Certificates are to be framed and hung at the school or put in the Historian's book
 - (3) Scrapbooks and other documentation for awards are owned by the Walker PTA and are passed along with procedure books. This does not include recognition pins.
 - ii) Prepare a history book for the year to be presented to Walker Elementary for permanent display.
- 5) Duties of Standing Committees
- a) Student Enrichment shall:
 - i) Oversee the Go Van Gogh program
 - ii) Coordinate the Summer Activity Fair
 - b) Arts and Education shall:
 - i) Promote and publicize the annual National PTA Reflections Programs, which may include but is not limited to:
 - (1) providing entry forms and guidelines for each Reflections area
 - (2) Set entry deadlines and locate judges

- (3) Collect and display artwork
- (4) Provide recognition for all participants and an award ceremony for the winners
- (5) Submit winners to MISD Council
- (6) Work with art teacher on after school workshops
- ii) Organize Annual Walker Variety Show
- c) Legislative shall:
 - i) Keep abreast of all educational issues on local, state, and national levels and keep membership informed
 - ii) Attend all MISD Council meetings as a voting delegate and report back to executive board and general membership
 - iii) Be a PTA liaison with the Student Council
- d) Teacher Luncheons shall:
 - i) Organize back to school, holiday, open house and end of the year luncheons for the teachers
- e) Community Outreach shall:
 - i) Coordinate the Walker Welcomers program
 - ii) Organize a Walker Service project
- f) Walker Community Events shall:
 - i) Organize and oversee Fall activity and Spring activity for the Walker Community (i.e. Fall Festival, Back to School carnival, Winter Ball, etc.)
- g) Hospitality shall:
 - i) Organize refreshments for general meetings and faculty meetings
 - ii) Recognize staff birthdays
 - iii) Be aware of and recognize Walker community life events (i.e. Babies, illness, death, etc)
- h) Library Assistant shall:
 - i) Organize and oversee the Book Fair volunteers and aid required by the Librarian relating to the Book Fair
 - ii) Coordinate volunteers to serve as daily Library aides to the students
- i) Family Fun Coordinator shall:
 - i) Coordinate school family activities such as grandparent day, donuts with dads, muffins with moms, family movie night, dad's night at the Zone
- j) Room Representative Coordinator shall:
 - i) Secure room parents and assistants for each classroom
 - ii) Organize and facilitate an organizational meeting for the room parents as soon as possible after their selection
 - iii) Hold three planning meetings for party planning (Holiday, Valentines and end of the year)
 - iv) Oversee teacher appreciation week
- k) Environmental shall:
 - i) Organize the Environmental Science Club
 - ii) Distribute information and support the participation of students in the TX PTA/EPA media contest
 - iii) Coordinate events to celebrate Earth Day Birthday and recycle day
 - iv) Coordinate the Green Team

- l) Yearbook shall:
 - i) Coordinate, produce and obtain photos for the yearbook
 - ii) Oversee the development of the yearbook
 - iii) Advertise the sale and distribution of the yearbook
 - m) Spirit Wear shall:
 - i) Coordinate the ordering and sale of spirit wear items to the Walker community
 - n) A Teacher Representative may attend the executive board meeting as a guest.
- 6) Special Committees
- a) Special Committees are to be appointed by the President, approved by the Executive Board and overseen by a vice-president or standing committee chair to function in a capacity for a specific project or duty. When a special committee has carried out its specific task and gives the final report to the assembly, or is discharged, it automatically ceases to exist.
 - b) An audit special committee consisting of not less than 3 members and 2 alternatives shall be appointed by the Walker PTA Executive Board at least 30 days before the last meeting of the year. The Audit committee shall present their report for adoption by the organization at the first meeting after the close of the fiscal year.
- 7) Bonding and Insurance
- a) The following insurance shall be purchased annually by the Walker PTA for the PTA organization and its officers:
 - i) General Liability Insurance
 - ii) Fidelity Bond Insurance (for all persons on the signature card at the bank)
 - iii) Officers Liability Insurance
 - b) Documentation of purchase shall be given to the President no later than October 1st of each year.
- 8) Leadership Training
- a) The Walker PTA will pay for the Texas PTA Leadership Training for any PTA member completing the training.
 - b) The President shall keep on file a copy of the certificate of completion of all members trained.
 - c) Officers elected after the annual meeting must attend the Leadership training by October 15th.

*Standing Rules supplement the bylaws and are adopted as needed. They are semi-permanent in nature and may be suspended by a majority vote of those present and voting. Standing rules may be amended by majority vote provided notice of the proposed amendment was given at least 30 days before the vote is taken. Standing rules may be amended without notice by a two-thirds vote of the members of the voting body present and voting. Any revisions must be sent for approval to the Texas PTA.