

Standing Rules **Approved as Submitted**
by Order of the Texas PTA Board of Directors



Texas PTA President
Filed 6/17/2020

**OVERTON PARK ELEMENTARY PTA
STANDING RULES**

I. Meeting Minutes

- A. The president shall appoint a committee of three members at the last executive board meeting to approve the minutes of the last executive board meeting.
- B. The president shall appoint a committee of three members at the last membership meeting to approve the minutes of the last membership meeting.

II. Financial

- A. The president shall appoint the assistant treasurer and a past president as additional signers for the PTA accounts, unless decided otherwise by the president.
- B. All money shall be counted by at least two 2 people, and all counters shall sign a completed Deposit Form. The money shall then be given to the treasurer, who shall also count and sign the Deposit Form. A copy of this form shall be retained by all signers of the form.
- C. This Local PTA shall require two signatures on all checks.
- D. Any check made payable to this Local PTA that is returned as NSF will be re-deposited 2 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 cash for payment.
- E. 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.
- F. This Local PTA shall not reimburse sales tax unless the executive board gives prior approval for the exception. Any member making purchases on behalf of or for this Local PTA shall use the tax-exempt form.
- G. 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.
- H. This Local PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.
- I. This Local PTA shall have a carryover in the checking account of not less than \$2000 at the end of the fiscal year.

III. Electronic Banking

- A. Use of Credit/Debit Cards
 - a. Cards are issued to authorized signers, including the name of the PTA, and should be the same signers as on the bank account. The cards are in the possession of the Treasurer and are used via a checkout log. The log is then reconciled to the statement prior to payment.
 - b. The credit limit should not exceed half of the income on the budget approved at the Annual Meeting.

- c. Prior to use of the credit or debit card, a funds request should be completed and submitted. Following the purchase, the receipt should be given to the Treasurer and attached to the funds request.
 - d. No cash transactions will be allowed (ATM, cash back, etc.)
 - e. A change in signer on the checking account will require a change in signer on the credit card, and a financial reconciliation shall be performed. This applies when fraud or misuse of the card has been discovered.
 - f. If card is lost or stolen, the account must be reconciled.
- B. Online Statement Review
- a. Banking and credit card statements may be reviewed online. The non-signer bank statement reviewer must print a copy of the statement to be signed once reviewed and give the signed copy of the bank statement to the Treasurer.
- C. Online Account Access
- a. Password for online accounts should be changed:
 - i. at least once a year,
 - ii. when there is a change in signer, or
 - iii. when there is a financial reconciliation.
 - b. The Treasurer and President should have full access, and if possible, the additional authorized signers and non-signer bank statement reviewer should have read-only access.
 - c. PTA accounts cannot link to any individual accounts.
 - d. No transfers of any kind should be allowed including wire transfers from account to account.
- D. ACH/Electronic Payments
- a. One-time payments to the following are allowed by ACH or eCheck.
 - i. Texas PTA
 - ii. Texas Comptroller for sales tax remittance
 - iii. AIM for insurance policy renewal
 - b. Wire transfers are not allowed. Proper documentation should still be followed including signed check request forms and any other required documentation.
 - c. All expenditures (other than escrowed items) must be budgeted.
- E. Recurring Payments
- a. Recurring payments for PTA expenses must be set up to be deducted directly from the bank account. At the first Membership meeting of the year, a motion would be made to approve the recurring payment.
- F. Online Payment Collection Systems
- a. The PTA membership must approve the use of an online payment collection system.
 - b. The online payment collection system (web-store, etc.) must be in the PTA's name.
 - c. Associated fees are budgeted as an expense line item and must be accounted for and reported on the financial statement. The PTA must ensure that they are checking for these fees often to ensure that the financial statement is accurate.
 - d. All revenue must be accounted for and reported in every financial report in the budgeted income category.
 - e. Bank reconciliations must occur on a monthly basis, and should a manual transfer be required from the third-party processing company, documentation of the transfer should be filed with the bank reconciliation.
- G. Accepting Payment by Credit Card

- a. The third-party processing company (PayPal/Square) account must be in the PTA's name.
- b. Third-party processing company (PayPal/Square) statements must be clear with detailed and accessible on a real-time basis. The PTA must have immediate access to know who has paid, the purpose of the payments, and the expected cash transfer amount.
- c. The third-party processing company (PayPal/Square) must 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 the PTA signs the agreement.
- d. Third-party deposits are processed the same as a traditional bank deposit.
- e. Proper documentation is required for each deposit.
- f. The documentation need not have counters' signatures as you are receiving a bulk deposit.
- g. Document on the deposit form the amount of the deposit and which budget lines are impacted.
- h. Attach a copy of the online transaction to the deposit form.
- i. For daily deposits, a weekly summary of the deposits may be documented on a single deposit form.
- j. Associated fees are budgeted as an expense line item and reported on the financial report.
- k. For swiped transactions, the PTA will receive training from your third-party processing company on handling cards that do not read correctly.
- l. Card numbers must not be written down for any reason. Only swiped transactions that are immediately authorized (via internet or phone access) will be accepted.
- m. The PTA will not swipe or store transactions for later settlement.
- n. Disputes
 - i. PTA will confirm with the third-party processor that only the PTA Treasurer may confirm a refund to the customer. Confirming a refund requires the same approvals and documentation as required for a request for a check to be issued for disbursement.
 - ii. The authorized refund must be recorded in the check registry prior to withdrawal.
 - iii. The third-party processing company must provide the PTA guidance on challenging a disputed payment.
 - iv. Any challenge of payment must be responded to promptly and accurately.
 - v. If merchandise has not already been provided, goods and services will be withheld until the dispute is cleared.
 - vi. If the dispute is not resolved favorably, treat this action in the same manner as a nonsufficient funds check.

IV. Bonding and Insurance

- A. The following insurance shall be purchased annually by this Local PTA:
 - 1. Commercial General Liability
 - 2. Professional Liability (Directors and Officers Liability)
 - 3. Fidelity Bond (Crime)
 - 4. Inland Marine (Business Personal Property)

V. Condolences

Condolences expressed by this Local PTA shall be at the discretion of the president and member serving in the Owl Outreach position.

VI. Additional Officer Duties

- A. 1st Vice President of Room Representatives
 - 1. Secure a room representative(s) for each homeroom
 - 2. Coordinate the projects of the homeroom representatives
 - 3. Report the needs of the rooms to the Executive Board
- B. 2nd Vice President of Volunteers
 - 1. Serve as the overall coordinator of all volunteer activities
 - 2. Assist the president in the organization of the parent packet
 - 3. Keep an accurate record of all volunteer hours
 - 4. Assist the president and principal with the coordination of all volunteer opportunities at the school
 - 5. Recruit, train, and schedule volunteers to assist in the office
- C. 3rd Vice President Membership
 - 1. Coordinate and run membership enrollment campaign
 - 2. Compile and accurate, alphabetical list of the members enrolled with dues paid
 - 3. Coordinates payments through the treasurer to pay all dues (local, state, and national)
- D. 4th Vice President Programs
 - 1. Present program section of the meetings
 - 2. Shall have a planned program for parents and/or students at least 3 times/year; these can be coordinated with general meetings or planned on separate dates; keeping in mind the needs of this association and Overton Park Elementary School.
 - 3. Plans should be presented to the executive board for approval
 - 4. Maintain and supply the PTA Parent Resource Center

VII. Standing Committee Chairs

The standing committee chairs of this Local PTA shall be:

- 1. They shall form committees from the general membership to help plan and execute the designated tasks
 - A. Book Fair
 - 1. Plan and Coordinate annual Book Fair with Librarian
 - B. Carnival Finance
 - 1. Coordinate carnival, work with treasurer on finance issues for the carnival
 - C. Carnival Grounds Arrangements
 - 1. Shall plan and execute the layout of carnival activities
 - D. Community Receipts
 - 1. Shall coordinate and promote the programs of local and national companies who donate a percentage of sales to the school
 - 2. Shall coordinate the purchase and distribution of school supplies.
 - E. Communications
 - 1. Compile and distribute Overton Park news via email/eblast
 - 2. Issued weekly or on an as needed basis
 - F. Directory
 - 1. Coordinate compilation and printing of directory

- G. Donor Relations
 - 1. Assists all event chairs in fundraising efforts and maintains a working relationship with donors.
 - 2. Maintain a donor database to streamline future fundraising efforts
- H. Enrichment Program
 - 1. Plan and manage the after-school enrichment program.
 - 2. Coordinate instructors and volunteers
 - 3. Conduct class registration and provide program oversight
- I. Fall Fundraiser
 - 1. Plan and execute fall fundraiser
- J. Field Day
 - 1. Help coordinate field day with PE/Health teacher for third through fifth grade.
- K. Fifth Grade Activities
 - 1. Coordinate special events for fifth grade, including promotion
 - 2. Work closely with committees and principal and fifth grade teachers on special events, and community volunteer events.
 - 3. Create fifth grade memory book
- L. Fine Arts Day
 - 1. Plan, organize, and execute Fine Arts Day
 - 2. Work with committees and principal on volunteers and logistics
- M. Grounds
 - 1. Maintain landscaping of school grounds including pots and gardens
 - 2. Serve as the liaison between businesses that do grounds work on the school
- N. Historian/Yearbook
 - 1. Keep a history of the PTA
 - 2. Coordinate the layout and sale of the yearbook
 - 3. Ensure all school events are photographed by committee member
- O. Hospitality
 - 1. Responsible for providing refreshments at PTA meetings and social activities
- P. Legal Advisor
 - 1. Reviews all new proposed contracts and agreements to protect the interest of the PTA
- Q. Library Volunteers
 - 1. Recruit, train, and schedule volunteers for the library
 - 2. Work with the librarian to execute
- R. Owl Outreach
 - 1. Send condolences on behalf of this Local PTA in coordination with the president
- S. POPS (parents on the playground)
 - 1. Recruit and schedule volunteers to assist on the playground for kindergarten and first grade
 - 2. Coordinate popsicles in the park event for incoming kindergarteners
 - 3. Organize treasure box and lost and found
- T. Pyramid Liaison
 - 1. Keep Overton Park informed of decisions and event involving McLean Middle School and Paschal High School
- U. Running Club
 - 4. Work with PE teacher to coordinate and schedule the Overton Park Running team
- V. Science Lab Curriculum

1. Assist kindergarten through second grade faculty in planning science lab curriculum.
2. Recruit supply leads for the assigned grade level to assist with supplies and set-up before each lab.
3. Purchase supplies and equipment as needed
4. Review curriculum for 7 science labs for the assigned grade level
5. Test all experiments prior to lab day
6. Remain on campus during the assigned grade's lab to assist with teaching, answering questions, and clean up.

W. Science Lab Volunteer

1. Recruit, train, and schedule volunteers for the science lab
2. Be responsible for getting all information on labs to volunteers

X. Special Projects

1. Coordinate with principal and Fort Worth Independent School District to implement school and grounds improvements

Y. Spirit Shop

1. Shall order and sell spirit items for the school

Z. Spring Fundraiser Arrangements

1. Shall plan and execute all aspects of the spring fundraiser

AA. Spring Fundraiser Finance

1. Shall coordinate solicitation of items for the spring fundraiser

BB. Teacher Appreciation

1. Shall create and implement monthly recognition of all teachers and staff

CC. Treasurer Assistant

1. Assist the treasurer
2. Attend finance committee meetings and prepare minutes
3. Coordinate cash room during carnival
4. Serve as a liaison for fundraiser chairs
5. Coordinate document gathering for any Financial Reconciliations.

DD. UIL

1. Works with the faculty UIL advisor to coordinate student participation and coaching in UIL events by encouraging student interest, recruiting coaches, and providing recognition for both students and coaches.

EE. Visiting Author

1. Shall plan and execute visiting author programs with the librarian.

FF. Website

1. Shall maintain the PTA website.
2. Shall provide updates to the President and Principal for approval before posting.

IX. Duties of Other Executive Board Positions

A. Council Delegate

1. Attend Fort Worth Council PTA meetings
2. Inform the board of pertinent issues, meetings, or special events.

X. Special Committees

A. Budget and Finance

1. This committee shall be composed of the chair (treasurer), the officers, and any additional board member designated by the president
2. The committee shall recommend amendments to the budget based on Plans of Work, and submit these amendments to the executive board.
3. The treasurer shall present the budget amendments to the membership for approval at the first regular meeting of the year.

B. Life Membership

1. This committee shall be composed of the chair (VP Membership) and at least two (2) additional members of the Local PTA appointed by the president.
2. This committee shall organize and run a nomination and election to select individuals for recognition by awarding one (1) Texas PTA Honorary Life Membership, as the budget allows.

XIII. Miscellaneous

- A. This Local PTA's mailing address shall be 4049 Kingsridge Rd, Fort Worth, Texas 76109.
- 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 principal and president prior to dissemination.