

1 Standing Rules Approved By Order
2 of the Texas PTA Board of Directors

3 

4 Texas PTA President
5 4/17/2007
6

7 **FLOSSIE FLOYD GREEN ELEMENTARY PTA**
8 **STANDING RULES**

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11 **I. DEFINITIONS**

- 12
13 A. **Annual Report** – summary prepared by outgoing officers and chairmen
14 regarding the current year’s activities, budget, and suggested
15 improvements
16 B. **Appointed Members** - Committee Chairmen
17 C. **Chair** – presiding Officer, usually the President
18 D. **Council** – refers to the Allen / Lovejoy Council of PTAs
19 E. **Executive Board** – Officers, Faculty and Appointed Members
20 F. **Faculty** – includes Principal and Faculty Representatives
21 G. **General Membership or Assembly** – refers to all PTA members,
22 including the Executive Board
23 H. **Local PTA** – refers to the Flossie Floyd Green Elementary PTA
24 I. **Officer** – elected officers include President, Vice Presidents, Treasurer,
25 Secretary – appointed officers include Parliamentarian and Historian
26 J. **Plan of Work** – document that serves as a guideline for the year for each
27 officer and committee on the Board, including objects, key dates, and
28 high-level financial plan
29 K. **Procedure Book** – collection of documents and files, either hard copy or
30 electronic copy, that constitute a record of the key responsibilities,
31 schedules, financial records and activity descriptions for a given office or
32 committee necessary to prepare a Plan of Work and assume responsibility
33 for a Board position; included shall be a copy of previous Plans of Work
34 and an Annual Report
35 L. **PTA Member** – refers to a person who has paid the PTA dues for the
36 current year and meets the minimum grade requirement for a student
37 member of 9th grade or above
38 M. **Transition Date** – 15 days following the date at which their successor
39 assumes their duties and prior to the successor’s deadline for submission
40 of the Plans of Work; in the case of the Treasurer, 15 days following the
41 end of the Local PTA fiscal year
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1 **II. BOARD TRANSITION**

- 2
- 3 A. Each Executive Board member shall keep an accurate account of his
- 4 activities in the association for that office or chair position in a Procedure
- 5 Book. It is to be handed to his successor by the Transition Date. All
- 6 outgoing Officers and Appointed Members are responsible for orienting
- 7 their successors to their positions by the Transition Date.
- 8
- 9 B. Within 30 days after the election, the incoming President shall meet with
- 10 the newly elected Officers and the principal to appoint the Historian,
- 11 Parliamentarian and standing committee chairmen for the coming year and
- 12 other business as necessary.
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- 14 C. All new Executive Board members may participate in the last combined
- 15 Executive Board meeting of the Local PTA's fiscal year.
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18 **III. OFFICER RESPONSIBILITIES**

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20 All Officers shall:

- 21
- 22 i. Perform their respective responsibilities listed in the bylaws and
- 23 standing rules and abide by the rules, procedures, and guidelines
- 24 contained within
- 25 ii. Keep a Procedure Book to hand on to their successor by a date
- 26 agreed upon by both parties, but by the Transition Date
- 27 iii. Attend leadership training if he has not attended within the past
- 28 three (3) years
- 29 iv. Attend at least 80 percent of the board meetings, unless excused by
- 30 the President
- 31 v. Perform such other duties as may be prescribed in the bylaws or
- 32 these standing rules or assigned to him by the association or by the
- 33 Executive Board.
- 34

35 Additional officer responsibilities, besides those listed above and in the

36 bylaws, are as follows for each officer:

37

- 38 A. **PRESIDENT** - the President is elected by the Local PTA to direct the affairs
- 39 of the association in cooperation with the other members of the Executive
- 40 Board for a term of office specified in the bylaws.
- 41
- 42 1. Attend Texas PTA summer seminar and/or Council PTA Officers and
- 43 Chairman training
- 44 2. Develop working knowledge of parliamentary law to follow proper
- 45 procedures and decide parliamentary questions. The decisions, however,
- 46 are subject to an appeal by any two members, the majority vote of the

- 1 association deciding the question. The President may seek the opinion of
- 2 the Parliamentarian on any question of parliamentary procedure
- 3 3. Exhibit tolerance of others and their opinions
- 4 4. Carry out the will of the association
- 5 5. Prepare an agenda with all business outlined in proper order
- 6 6. Do not enter into debate or make motions. If the President desires to
- 7 debate, he/she must vacate the Chair until the question under discussion
- 8 has been disposed; however, the President may vote to break a tie or when
- 9 voting by ballot
- 10 7. Maintain control of all association meetings
- 11 8. Serve on the budget-finance committee
- 12 9. Serve on Life Membership Awards Committee
- 13 10. Serve on Green Elementary Scholarship Committee
- 14 11. Sign on checks issued by the Local PTA (two of three authorized
- 15 signatures shall be required on all checks)
- 16 12. Plan the calendar for the association.
- 17
- 18 B. 1st VICE PRESIDENT - back up, support, and aid the President in any way
- 19 needed.
- 20
- 21 1. Make a thorough study of the President's duties and responsibilities and
- 22 be familiar with the work of the association, as he/she may be called upon
- 23 at any time to temporarily assume the place of the President
- 24 2. Assist in administrative responsibilities
- 25 3. Help support other Executive Board members
- 26 4. Serve as a member of the budget-finance committee
- 27 5. Serve on Life Membership Awards Committee
- 28 6. Sign checks issued by the Local PTA as needed (two of three authorized
- 29 signatures shall be required on all checks)
- 30 7. Honor outgoing board members as deemed appropriate
- 31 8. Be responsible for distribution of award forms to Executive Board
- 32 members and submission of these completed awards to Council, Area,
- 33 Texas and National PTA by their due dates
- 34 9. Serve as a delegate to the Council
- 35 10. Organize Texas PTA Summer Seminar and State Convention for all
- 36 participants.
- 37 11. Organize the Texas PTA Leadership Course for all Officers and
- 38 Appointed Members and ascertain that all have attended by October 15
- 39 12. Organize all other training for the local unit, including Spring Conference,
- 40 Council's Officer's and Chairman's Training, and Fall Workshop
- 41 13. Be aware of legislative actions of the Texas PTA and National PTA and
- 42 report to the executive board and association
- 43 14. Chair the Local PTA scholarship committee and coordinate the
- 44 scholarship application and award process
- 45 15. Preside in the absence of the President.
- 46

- 1 C. 2nd VICE PRESIDENT (Programs Chairman) - responsible for overall
2 organization and coordination of programs for general meetings.
3
4 1. Select programs to be held during general membership meetings
5 (including parent education), subject to principal's approval
6 a. Coordinate with faculty regarding planned student performances
7 or events (i.e. grade-level music programs)
8 b. Coordinate with other board members such as parent education
9
10 2. Review current state program guide to see that each area (planning,
11 publicity, presenting program, extending courtesies, and evaluating) is
12 covered
13 3. Appoint and coordinate a programs committee as necessary
14 4. Preside in the absence of the President (in the vice presidents' designated
15 order).
- 16 D. 3rd VICE PRESIDENT (Membership Chairman) - responsible for initiating
17 programs and activities to invite and encourage parents, teachers, and other
18 members of the community to join the PTA and encourage growth in the
19 membership of the PTA throughout the year.
20
21 1. Plan and coordinate membership drive at the beginning of the school year
22 and encourage membership enrollment of parents, teachers, and interested
23 citizens throughout the year
24 2. Ensure that membership lists and dues are sent to the President, Secretary,
25 Treasurer and Texas PTA no later than the appropriate reporting dates
26 outlined in the bylaws or otherwise communicated by the Texas PTA
27 3. Complete and issue membership cards to registered members
28 4. Continuously register new members throughout the school year
29 5. Encourage participation in state membership awards competition
30 6. Work with the directory chairman to provide information necessary to
31 compile and distribute a school directory by October 30th
32 7. Serve as chairman of the annual Life Membership awards committee
33 a. Committee should include the President, 1st Vice President, 3rd
34 Vice President and Principal
35 b. Coordinate nomination process
36 c. Order Life Membership pins and certificates from the Texas PTA
37 d. Arrange for purchase of and distribute tickets for the Council
38 PTA Life Membership banquet
39 8. Appoint and coordinate a membership committee as necessary
40 9. Preside in the absence of the President (in the vice presidents'
41 designated order).
42
43 E. 4th VICE PRESIDENT (Ways and Means Chairman) - responsible for
44 coordinating all fundraising activities and events of the Local PTA.
45

- 1 1. Aid the President in appointing all ways and means committee chairmen,
2 as applicable (ways and means includes any committee in which one of
3 the primary goals of its events or activities is to raise funds for the PTA)
- 4 2. Present plans to the association to raise funds necessary for the work of
5 the organization and supervise all fund raising activities
- 6 3. Monitor the receiving of funds and the maintenance of appropriate
7 financial records
- 8 4. Serve as a member of the budget-finance committee
- 9 5. Meet with all ways and means committee chairmen to keep advised of
10 their progress and report such progress back to the president.
- 11 6. Appoint and coordinate ways and means committees as necessary
- 12 7. Preside in the absence of the president (in the vice presidents' designated
13 order).

14
15 F. 5th VICE PRESIDENT (Volunteer Chairman) - responsible for coordinating
16 and organizing volunteers for the PTA.

- 17
- 18 1. Promote the use of volunteers for PTA events and activities
- 19 2. Solicit and train new volunteers (handbooks and meetings as necessary)
- 20 3. Encourage all volunteers to complete appropriate registration and
21 background checks; verify that all volunteers have completed appropriate
22 registration and background checks
- 23 4. Compile a roster of all volunteers
- 24 5. Maintain a log of volunteer hours
- 25 6. Appoint and coordinate a volunteer committee as necessary
- 26 7. Preside in the absence of the President (in the vice presidents' designated
27 order).

28
29 G. SECRETARY - responsible for keeping accurate records of all meetings of
30 the Local PTA and for communications to board members.

- 31
- 32 1. Record the minutes for each Executive Board and general meeting
- 33 2. Notify members about meetings and informative updates
- 34 3. Keep record of attendance at Executive Board and general meetings
- 35 4. Conduct all correspondence of the association.

36
37 H. TREASURER - authorized custodian of the funds of the Local PTA.

- 38
- 39 1. Serve as chairman of the budget-finance committee
- 40 2. Keep applicable and accurate records of all deposits and disbursements
41 into and out of the Local PTA bank account(s)
- 42 3. Prepare and present regular financial statements for meetings of the Local
43 PTA
- 44 4. Sign checks issued by the Local PTA.
- 45 5. Prepare sales tax forms, and ensure tax-free days (maximum of 2 per year)
46 are designated in the minutes each year

6. File tax returns or provide tax information to a qualified CPA/firm, if applicable
7. Present all applicable records to the Audit Committee within 15 days of the close of the fiscal year (bank statement printouts are available at the bank to facilitate this process).

I. HISTORIAN - responsible for collecting and preserving documents relating to the history of the association (including pictures, programs, flyers, newsletters, etc.).

1. Compile and keep a record of events and activities to be presented as the official history to the general association in the form of an annual scrapbook
2. Submit the scrapbook for judging at the district meeting at the appropriate time.

J. PARLIAMENTARIAN - advise the presiding officer on questions of parliamentary procedure.

1. Provide guidance for parliamentary procedure
2. Vote only when the vote is by ballot
3. Coordinate the update of the bylaws and standing rules at least every five years and submit for approval as stated in the bylaws.

IV. STANDING COMMITTEE CHAIRMEN RESPONSIBILITIES

All Standing Committee Chairmen shall:

- i. Perform their respective responsibilities listed in the bylaws and standing rules and abide by the rules, procedures, and guidelines contained within
- ii. Keep a Procedure Book to hand on to their successor by the Transition Date
- iii. Attend at least 80 percent of the Executive Board meetings, unless excused by the President
- iv. Appoint and coordinate respective committees as necessary
- v. Participate as a voting member of the Executive Board (assistants to the committee chairman are not voting members of the board but may participate in the meetings, discussions and activities of the board, at the president's discretion)
- vi. Perform such other duties as may be prescribed in the bylaws of these standing rules or assigned to him by the association or by the Executive Board

Additional standing committee chairmen responsibilities, besides those listed above and in the bylaws, are as follows for each chairman:

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- A. Accelerated Reader Chairman
 1. Coordinate with the school librarian and faculty the Accelerated Reading program, including the administration of student awards and award programs
 2. Work with school librarian to keep Accelerated Reader book lists and tests up to date.

- B. Allen Community Outreach Chairman
 1. Coordinate incentive programs to maximize student donations
 2. Arrange for the pick up and delivery of donated items to Allen Community Outreach.

- C. Arts in Education Chairman
 1. Coordinate with the principal in obtaining cultural arts programs/activities at school
 2. Secure necessary volunteers to promote cultural arts at school

- D. Back-to-School Chairman
 1. Coordinate the annual Back-to-School Event with school faculty and other Executive Board members
 2. Arrange participation of outside organizations that may request inclusion, such as the Allen Public Library, Girl Scouts, Boy Scouts, or others; these groups must be approved by the President, and there should be no politically or commercially oriented or motivated organizations included

- E. Book Fair Chairman – Plan and coordinate PTA book fair(s).

- F. Box Tops Chairman - Create incentive programs for the donation of Box Tops for Education and coordinate the collection and submission of the box tops.

- G. Catalog Sales Chairman – Plan and coordinate fundraising through catalog sales.

- H. Directory Chairman - Coordinate the publishing of the membership directory by October 30th, in cooperation with the Membership Committee.

- I. Environmental Chairman
 1. Promote and participate in environmental awareness programs through the community and school
 2. Responsible for maintenance and upkeep of the memorial garden.

- J. Faculty Representative
 1. Be liaison between school faculty and the Executive Board
 2. Responsible for securing faculty volunteers for PTA events.

- 1 K. Garage Sale Chairman - Coordinate the annual garage sale.
2
3 L. Go Van Gogh Chairman - Coordinate the delivery of the Go Van Gogh arts
4 program to all grade levels.
5
6 M. Hospitality Chairman
7 1. Supply refreshments and supplies as requested for general meetings and
8 special events
9 2. Organize the newcomers' welcome baskets and/or events
10 3. Store and maintain an inventory of PTA supplies used by the PTA at
11 functions and meetings, as well as for regular administrative use
12 4. Coordinate and supervise special hospitality events.
13
14 N. Newsletter Chairman
15 1. Publish a weekly newsletter with information pertaining to PTA, school
16 business and events
17 2. Obtain approval from the President and Principal for all publications
18 before being published.
19
20 O. Parent Education Chairman
21 1. Plan and promote parent education opportunities, including those
22 coordinated by the district or Council
23 2. Poll parents of the school and community on any topics or concerns
24 3. Make available information on issues affecting children and youth.
25
26 P. Passbook Chairman – Plan and coordinate sale and distribution of passbooks.
27
28 Q. Publicity Chairman
29 1. Submit to newspapers, TV, local radio, etc. information concerning the
30 Local PTA's events as deemed necessary by the Executive Board
31 2. Obtain approval from the President for all publicity information
32 3. Keep the school marquee current
33 4. Keep PTA bulletin board current.
34
35 R. Reflections Chairman – Coordinate the Reflections program for student
36 participants.
37
38 S. School Supplies Chairman - Coordinate the sale, purchase and distribution of
39 school supplies within the budget approved by the principal. The term for this
40 position is from order through delivery, which does not follow the fiscal year.
41 The term for this job will end after delivery of school supplies.
42
43 T. Silent Auction Chairman - Coordinate the annual Silent Auction utilizing
44 parent volunteer committees.
45

- 1 U. Spirit Store Chairman – Coordinate the promotion and sale of school spirit
2 items throughout the year.
- 3
- 4 V. Staff Appreciation Chairman
 - 5 1. Coordinate efforts to show appreciation for the faculty and staff
 - 6 2. Coordinate Teacher/Staff Appreciation Week.
 - 7
- 8 W. Technology Chairman - Update Local PTA web page to reflect current PTA
9 information.
- 10
- 11 X. Youngest Only (YO) Chairman - maintain an up-to-date YO list (list which
12 provides the number of students in each class that are the youngest in their
13 family) in coordination with the school office staff for the purpose of sending
14 PTA publications only to the youngest student in the school for each family to
15 prevent duplication.
- 16
- 17 Y. Youth Protection Chairman
 - 18 1. Plan and develop programs for securing protection for all neighborhood
19 youth
 - 20 2. Direct and monitor safety programs
 - 21 3. Promote the use of a traffic safety program which will provide for safety
22 of the students of Flossie Floyd Green Elementary
 - 23 4. Promote bicycle safety
 - 24 5. Promote Red Ribbon Week.
 - 25

26 **V. SPECIAL RULES OF ORDER**

- 27
- 28 A. New Business - Any Executive Board member or non-Board member wishing
29 to address the Board must first inform the President of his desire to be heard at
30 least 24 hours prior to the meeting, and then the order of business may be
31 placed on the agenda under “New Business”. He may speak only on the
32 subject of concern.
- 33
- 34 B. Meeting Guidelines
 - 35
 - 36 1. Any Executive Board member or PTA member wishing to speak, make a
37 motion, or debate, at a board meeting or a general meeting, shall first be
38 recognized by the Chair
 - 39 2. An Executive Board member or PTA member may speak no more than
40 three minutes at a time and no more than twice on the same question
 - 41 3. No Executive Board member or PTA member may speak for the second
42 time until all other members wishing to speak have done so
 - 43 4. The Chair will alternate debate or discussion between opposing sides if
44 feasible
 - 45 5. No motion may be on the floor for more than 15 minutes unless a motion
46 to extend debate has been adopted by a 2/3 vote of those present

- 1 6. No outside business shall be conducted at a meeting that does not apply to
2 the association (such as passing petitions, etc.)
3 7. Discussion within Executive Board or committee meetings shall be
4 considered privileged information
5 8. When Executive Board members disagree with the majority report of a
6 committee on which they serve, they should file a minority report. They
7 may vote as they choose.
8
9 C. Executive Board members are expected to support actions taken by the board
10 and to explain such actions to the membership if requested.
11
12 D. All distribution of PTA-related materials (including newsletters, articles,
13 advertisements, fliers, letters, presentations, emails, mass-distributed phone
14 messages and other correspondence) to the general membership or the public
15 must be approved by the President.
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21 **VI. MISCELLANEOUS**

- 22
23 A. Executive Board members shall not expect privileges or rights that are not due
24 any other parent or taxpayer in the school district.
25
26 B. Executive Board members will not speak to school district personnel or media
27 as representing the Local PTA unit unless authorized to do so by the executive
28 board or the general membership.
29
30 C. Executive Board members shall not engage in activities that violate PTA
31 policies.
32
33 D. Partisan activity - If a Board Member wishes to participate in any partisan
34 activity, he should not seek PTA endorsement or exploit his PTA office.
35 Board Members, as PTA leaders would be well advised to consider
36 postponing partisan political activity while serving in positions of PTA
37 leadership.
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PROCEDURES

I. FIFTH GRADE FALL CAMP SCHOLARSHIP GUIDELINES

Fall Camp is an integral part of the 5th grade curriculum. The Local PTA believes in enriching the lives of all our students; therefore, the Local PTA will offer financial assistance to those fifth-grade children needing financial assistance according to the following criteria:

- i. A letter requesting the assistance and explaining the need will be written and delivered to the principal no later than fifteen days prior to the anticipated departure date
- ii. Requests will be reviewed by a committee comprised of the principal, counselor, and fifth-grade team leader
- iii. Based on evidence of hardship, the committee will request the total amount needed to enable applicants to attend the camp. Individual scholarship amounts will vary according to the degree of need established by committee review
- iv. If funding is approved, the PTA donation will be paid to the Flossie Floyd Green Elementary's Student Activity Fund.

II. GREEN ELEMENTARY PTA SCHOLARSHIP FUND

Annually, the Local PTA will raise monies to support a scholarship fund aimed at Green Elementary alumni. The Green Elementary faculty may designate funds raised through their efforts for this purpose. This scholarship will be awarded each spring. The 1st Vice President shall coordinate the application process, as well as chair the award committee, which will consist of at least the President, 1st Vice President, Principal, and one additional faculty member.

III. NOMINATING COMMITTEE

- A. The nominating committee shall follow the requirements for the nominating committee outlined in the bylaws as well as those listed in these standing rules
- B. Suggested nominees for Officers, along with their qualifications, may be submitted to any member of the nominating committee before the committee meets
 - a. Nominees should be solicited from the general membership
 - b. Requests for interested nominees shall be publicized through regular publicity channels.

- 1 C. Alternates
2 1. An alternate will replace any member who cannot attend the first meeting,
3 and the alternate then becomes the member of the committee
4 2. The replaced member and alternates who are not needed for the first
5 meeting do not attend subsequent meetings of the committee.
6
7 D. Suggested nominees are advisory only; the nominees selected by the
8 committee shall be the best qualified members for the office to be filled
9
10 E. The nominating committee shall be presented with copies of the bylaws
11 (including standing rules) to assure that they have complete knowledge of the
12 scope and duties for each position they are trying to fill and shall share the
13 knowledge and scope of duties per the bylaws (including Standing Rules) with
14 the nominee
15
16 F. The final selection of nominees shall be by ballot (or voice vote if only one
17 nominee for an office); a majority vote constitutes the selection of the
18 nominees
19
20 G. The chairman of the committee or designated nominating committee member
21 shall contact the nominee for his consent
22
23 H. The comments, statements or disagreements made in committee meetings are
24 confidential and must be based on facts
25
26 I. The chairman shall report a complete list of nominees to the President and
27 publicize the list to the general membership at least seven days before the
28 election.
29

30 **IV. FINANCIAL**

- 31
32 A. Disbursement of funds
33
34 1. The following Officers' signatures shall be on file with the bank for
35 signature on checks issued by this Local PTA (TWO signatures shall be
36 required on ALL checks and no officer shall approve or sign a check that
37 is being issued to himself).
38 a. President
39 b. Treasurer
40 c. First Vice President
41 2. Disbursements will only be made for expenditures in the approved budget
42 and only if the requested amount remains in the budget. If an expenditure
43 requested is not in the budget or not within budget, the budget must be
44 amended and approved by the Executive Board and general membership
45 before the disbursement can be made.

- 1 3. In order to receive a check or reimbursement, the requestor must complete
2 the appropriate voucher and submit it, along with invoices/receipts, within
3 30 days of the expenditure
- 4 4. The treasurer will issue a check for the amount of the voucher only, within
5 14 days of receipt of the voucher.
- 6 5. Reimbursement will be made only within the fiscal year.
- 7 6. Cash advance requests will only be made with a voucher specifying
8 anticipated expenses; the treasurer must be provided with a receipt or the
9 funds returned to the treasurer with the appropriate deposit forms within
10 twenty-four (24) hours.
- 11 7. Blank checks shall never be issued. The payee must always be stated on
12 the check.
- 13 8. If no receipt is available, (other than cash advances), a written explanation
14 of the expenditure must be submitted with the voucher. The voucher must
15 also be approved by the committee chairman, and two officers, who are
16 not signers of the check, to ensure that the validity of the expenditure has
17 been verified.
- 18 9. Sales tax cannot be reimbursed.

19
20 B. Receipt of Funds

- 21 1. All monies should be deposited in the bank at the earliest time possible
22 and not stored in a school or personal safe.
- 23 2. Any time money is counted or delivered to another individual, two persons
24 must sign the deposit transmittal form indicating agreement with the
25 amount counted or being transferred.

26
27
28 C. Bank Statement Review Requirements

- 29 1. Bank statements must be opened and copied by a designated board
30 member, who is not an authorized check signer. The copy may be used by
31 the audit committee to verify the bank statement was not altered.
- 32 2. The bank statement must then be reviewed and signed by all check signers
33 and reviewed and signed by two board members who are not authorized
34 check signers.

35
36
37 D. Audit Committee

- 38 1. The president appoints the audit committee, subject to the approval of the
39 Executive Board.
 - 40 2. Members of the audit committee shall not be related by blood nor
41 marriage and shall not reside in the same household as the authorized
42 check signers.
 - 43 3. No current or incoming board members in positions to sign checks may
44 serve on the audit committee.
- 45
46

- 1 E. Budget-Finance Committee
2 1. The budget-finance committee shall consist of at least five (5) people,
3 including the newly elected President and Treasurer, the outgoing
4 President, and the newly elected First and Fourth Vice presidents
5 2. The committee shall prepare the yearly budget to be presented to the
6 voting body for its adoption by the first general assembly of the Local
7 PTA of the fiscal year.
8
- 9 F. Minimum Ending Cash Balance - a sum of at least two thousand five hundred
10 dollars (U.S. \$2,500.00) will remain in the account for the following year for
11 costs that the board deems necessary for school start-up, unless voted
12 otherwise by the general membership.
13
- 14 G. Insurance and Bonding - the Local PTA shall purchase the following
15 insurance annually:
16 1. General liability insurance
17 2. Fidelity bond insurance for all persons on signature card at bank
18 3. Property insurance (if applicable)
19 4. Officers' liability insurance
20 5. Insurance rider for off-campus PTA sponsored activities not covered by
21 above insurance (off-campus activities are generally not covered by above
22 insurance).
23
- 24 H. Training Courses
25 1. The Local PTA shall pay the expenses of the newly elected or appointed
26 Executive Board members to the Spring Conference, Fall Workshop, and
27 Council's Officer's and Chairman's Training
28 2. The Local PTA shall pay the expenses for Officers and Committee
29 chairmen to attend the Texas PTA Leadership Training Course
30 3. The Local PTA shall pay the expenses of members to the Texas PTA State
31 Convention and Summer Leadership Seminar as funds allow; prior
32 approval by the President is required
33 4. Expenses for authorized PTA training functions shall be limited to the
34 following:
35 a. Registration fee
36 b. Housing fee
37 c. Gasoline for one vehicle per two members in attendance at the rate
38 approved by the IRS for volunteer work or actual cost of gasoline.
39 d. Thirty dollars (\$30.00) per diem, for food and non-alcoholic
40 beverages.
41
- 42 I. Life Membership - the Local PTA may purchase tickets for the Council's Life
43 Membership Banquet for the following persons:
44 1. School principal and spouse
45 2. Assistant principal and spouse
46 3. Current year's PTA President and spouse

1 4. Current year's life membership recipients and spouses.
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3 J. Miscellaneous Financial Matters
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- 5 1. If a request is made by a community organization to use property owned
6 by this PTA, a loan agreement, including the replacement value of the
7 item, will be completed.
8 2. Regularly scheduled Administrative expenditures that are within budget
9 may be approved directly by the Executive Board and do not require the
10 approval of the general membership. These include items such as love
11 donations (for newly forming PTAs), Allen High School After-Prom
12 program, PTA copy paper, PTA supplies, AISD Spelling Bee
13 sponsorships, and PTA financial audit fees.
14 3. Members that have returned checks from the bank for Non-Sufficient
15 Funds may be asked to cover any outstanding amount due plus fee
16 recovery.
17 4. Two tax-free days may be designated for each school year by the
18 Executive Board, and they must be documented in the meeting minutes as
19 they are approved. A vote by the general membership is not required.
20 5. All contracts must be signed by the President and copied for the President
21 and Treasurer.
22 6. Any solicitation of donations must be coordinated through the 4th Vice
23 President.