



River Place Elementary School

PTA Standing Rules

I. Annual Meetings and Reports

- A. The President shall appoint a committee at the May executive board meeting to approve the minutes of the last board meeting.
- B. The president shall appoint a committee at the annual meeting to approve the minutes of the last regular meeting.
- C. Each officer and chairman/coordinator shall prepare a book with his/her plan of work. This book, with all other materials, shall be given to the new incoming officer or chairman within 1 week of the end of the school year.

II. Expenditures

- A. This Local PTA shall pay the expenses of members to the Texas PTA Annual Convention and Summer Leadership Seminar in the following order, as funds allow:
 - 1. President
 - 2. Treasurer
 - 3. Parliamentarian
 - 4. Secretary
 - 5. First Vice President
 - 6. Second Vice President
 - 7. Third Vice President
 - 8. Fourth Vice President
 - 9. Historian
 - 10. Principal
 - 11. In addition to the above, this PTA shall pay the expenses of any standing committee chairman or special committee chairman to the Texas PTA State Convention and Summer Leadership Seminar, as funds allow and at the discretion of the president.
- B. If funds permit, after expenses have been allocated for the Texas PTA Summer Leadership Seminar and Annual Convention, the Local PTA shall pay the expenses of a representative(s) to the National PTA Annual Convention. The representative(s) shall be appointed by the president.

- C. Expenses to be paid for shall be limited to the following:
 - 1. Registration fee
 - 2. Housing fee
 - 3. Mileage, at the current government rate, and parking for one vehicle per four members in attendance; and
 - 4. Meals – not to exceed \$40.00 per person per day.

- D. This Local PTA shall pay the expenses for officers to attend the Texas PTA Leadership Orientation.

- E. This Local PTA shall purchase a past president's pin for the retiring presidents

III. Finance

- A. This unit shall not accept temporary checks.

- B. All checks should have a home phone number, street address (not just a P.O. Box), and driver's license number.

- C. The bank statement shall be mailed to and opened by the Secretary. Upon completion of the Bank Statement Checklist the Secretary will give the statement to the Treasurer.

- D. The Treasurer will maintain a list of all PTA assets.

- E. The Secretary will post a copy of the budget and latest financial report on the PTA bulletin board.

- F. The President, 1st Vice President, and Treasurer will all be signers on the PTA bank account.

- G. The Treasurer will handle checks returned NSF according to the board-approved policy. The policy will include guidelines for contacting the check writer, documenting that contact and submitting unresolved NSF checks to the appropriate agency.

- H. The Tax Exempt form must be used for PTA related purchases. The PTA will not reimburse for sales tax, except for purchases at warehouse clubs.

- I. When a new school opens in LISD, the RPE PTA will give a donation to help establish the school's PTA.
- J. The PTA will provide tax donation letters for any donation over the amount of \$25.00. Donation letters must include the organization name, the date of donation, and the amount of donation.
- K. Money budgeted for teacher classroom materials must be spent and requests must be submitted by October 31st to be eligible for reimbursement. To submit a reimbursement for PTA repayment, a teacher must be a current RPE PTA member.
- L. Any teacher/team purchases over \$500.00 must receive approval from the PTA Board before purchases are made.

IV. Board Members

- A. All PTA executive board members shall participate in PTA events and activities.
- B. Notification of an emergency vote taken by phone, email, or other electronic means shall be given to each board member by the president. Board members shall have at least 24 hours to respond. A complete accounting of the number of votes cast and the results shall be given at the next board meeting where the vote shall be ratified. All of these actions shall be recorded in the minutes.
- C. The Volunteer Coordinator is a non-voting member of this PTA board. The principal appoints the Volunteer Coordinator; therefore, they are not subject to limits on the number of terms that they serve on this board.

V. Special Committees

A. Budget and Finance

The budget and finance chairman shall have a committee consisting of a minimum of three (3) people, including the newly elected president, newly elected treasurer, one retiring officer, and a representative from

the school staff. The incoming budget and finance committee shall prepare a preliminary budget to be presented to the voting body for its adoption.

B. Life Membership

The President shall appoint a committee of at least three (3) members of this Local PTA to serve on this committee. It is desirable that one (1) member of the committee hold a Texas PTA Honorary Life Membership.

VI. Bonding and Insurance

- A. The following insurance shall be purchase annually by this local PTA:
1. General liability insurance
 2. Fidelity bond insurance for all persons on signature card at bank
 3. Property insurance (if applicable); and
 4. Officers' liability insurance

VII. Awards

- A. The secretary shall be responsible for distribution of any Council or Area PTA award forms to the appropriate committee chairmen. Those committee chairmen shall be responsible for the completion and submission of the entries.
- B. All committee chairmen shall be responsible for completion and submission of Texas PTA awards forms via the Texas PTA Website.
- C. Awards are the possession of this Local PTA and not of the individuals whose committees won them. All awards are to be displayed at the school or placed in the historian's book. This does not include recognition pins (membership, arts in education, etc).

VIII. Miscellaneous

A. Condolences and Memorials

The Cares and Concerns Committee, appointed by the president consisting of Chair, President and any additional members, shall make all decisions concerning Condolences and Memorials. Memorials shall not exceed \$50.00.

B. Publicity

RPE PTA will publicize only PTA, River Place Elementary School, and Leander ISD events and information. Regular publicity channels include (but are not limited to): monthly newsletter, website, e-mails, bulletin board, marquee, and hallway flyers.