

Standing Rules **Approved with Editorial Edits**
by Order of the Texas PTA Board of Directors



Texas PTA President
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ALLEN EARLY CHILDHOOD PARENT TEACHER ASSOCIATION (AECPTA) STANDING RULES

Rule 1- General

- A. All activities should support the purposes of the PTA, especially in promoting the welfare of children in the home and community and raising the standards of home life.
- B. Members of the community are welcome to attend any age-appropriate AECPTA event before becoming an AECPTA member, excluding members-only seasonal parties.
- C. For any activity requiring reservations, reservations shall be accepted for members first. If additional space is available, guests shall be welcome.
- D. Executive board members shall maintain electronic procedure notebooks to be passed on to the next year's executive board.
- E. Executive board members shall provide an inventory of supplies/materials to the president at the beginning and end of each year and pass those supplies/materials to the next year's executive board.
- F. Executive board members shall submit award applications to the appropriate Council and Texas PTA offices, if applicable.

Rule 2- Meetings and Reports

- A. At the start of each executive board or membership meeting, the president shall appoint a committee of three (3) members to review and approve the minutes of the meeting. Minutes will be emailed to the appointed minutes review committee members for approval and then filed into our electronic record and hard copies filed in the numbered secretary ledgers, after unanimous approval has been given.
- B. If minutes need to be amended or have not been approved by all members of the minutes review committee prior to the meeting, the Secretary can read or present a copy to the executive board or membership at the relevant meeting to be approved as presented or amended.

Rule 3 – Training Expenses

- A. As the allotted and approved budget allows, this Local PTA shall pay the expenses of the newly elected officers to attend the Council PTA Training. As the allotted and approved budget allows, this Local PTA may also pay the expenses of Standing Committee Chairs provided the training is relevant to their position.
- B. This Local PTA shall pay the expenses of officers attending the Texas PTA LAUNCH in the following order, as the budget allows (ensuring priority is given to an individual or individuals taking on a new position in the coming school year):
 - 1. President
 - 2. First Vice President, Programs
 - 3. Second Vice President, Membership
 - 4. Third Vice President, Ways and Means
 - 5. Fourth Vice President, Publicity
 - 6. Secretary
 - 7. Treasurer
 - 8. Parliamentarian
- C. This Local PTA shall limit event expense to the following reimbursable expenses:
 - 1. Registration fee;
 - 2. Housing fee with minimum double occupancy;
 - 3. Gasoline/mileage, based on the current I.R.S. reimbursement rate per mile when using a personal car, provided that officers shall make every effort to carpool if more than one officer is attending;
 - 4. Parking fees;
 - 5. Meals not to exceed \$30.00 per person, per day.
 - a. Alcohol, tips and tax shall not be reimbursed.
 - b. If a meal is included in a prepaid event, no reimbursement will be paid for that meal unless dietary restrictions do not allow for that meal.
- D. All expense receipts must be documented and submitted for reimbursement.

Rule 4 – Expenditures

- A. This Local PTA shall purchase tickets and awards for the Council PTA Life Membership function. Expenditures include:
 - 1. A maximum of two (2) life membership awards annually;
 - 2. Purchase of six tickets to the Life Membership Award Banquet for the life membership recipients with one guest each, and two officers (President and Second Vice President of Membership);
 - 3. Texas PTA Honorary Life Membership Award for each recipient.
- B. General liability and officers' liability insurance shall be carried each year for the life of the association.
- C. Condolences and congratulations shall be expressed, as the budget allows, by this Local PTA in the form of greeting cards or retail gift cards under \$25 (one retail gift card per member), but only if members are unable to fulfill a help request or meal train for a current member.

Rule 5 – Financial

- A. The following additional persons' signatures shall be on file with the bank for signature on checks issued by this PTA. Two signatures shall be recommended, but not required on all checks.
 - 1. First Vice President, Programs
 - 2. One additional signer to be appointed by the President, with executive board approval.
- B. Check signers will be added into the minutes.
- C. All money shall be counted by at least two (2) persons at the same time, 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 in our electronic records and also in hard copy by the Treasurer.
- D. PTA funds should not be taken home, but instead be given to the Treasurer. No PTA funds should ever be deposited in a personal account. That includes depositing cash and then writing a check out to the PTA to replace the cash.
- E. This Local PTA shall reimburse allowable budgeted expenses to members who submit receipts with proper documentation to the Treasurer within one (1) business day of the end of the fiscal year.
- 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 require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.
- H. If a person makes a reservation and that reservation is not canceled prior to the deadline, he/she shall be responsible for any fees that may be required or incurred, unless the executive board cancels the event after the deadline. The executive board members responsible for the event shall contact the person to collect the required funds.
- I. There should be a budget that has been approved by the membership at all times.
- J. No blank checks or cash advance requests will be issued.
- K. No Officer shall approve or sign a check that is being issued to him/her.
- L. All monies shall be deposited in the bank and not in a personal safe.
- M. The President and Treasurer shall maintain copies of all signed contracts.
- N. Allen Early Childhood PTA shall have a carryover in the bank account of not less than \$1,000 for all and not more than \$2,500 at the end of the fiscal year.
- O. Allen Early Childhood's E-commerce Policy is as follows:
 - 1. Banking statements may be reviewed online; however, a statement must continue to be mailed to the PTA's official mailing address for a non-signer to review and complete the Texas PTA Statement Review by Non-Signer Form before the Treasurer receives the statement.
 - 2. This PTA shall have debit or credit cards.

- a. Cards are issued to authorized signers on the bank account and include the name of the PTA.
- b. The credit limit should not exceed half of the income on the budget approved at the annual meeting.
- c. No cash transactions (ATM, cash back, etc.) are allowed.
- d. The cards are in the possession of the Treasurer and are used via a checkout log. The log should include an agreement that sales tax will not be reimbursed unless pre-approved by the executive board. The log is then reconciled to the statement prior to payment.
- e. Prior to use of the credit or debit card, a funds request form is completed and submitted. Following the purchase, the receipt is given to the Treasurer and attached to the funds request form.
- f. If sales tax is paid for the credit card purchase, the card user reimburses the PTA unless prior approval has been granted by the executive board.
- g. A change in signer on the checking account requires 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.
- h. If the card is lost or stolen, the account must be reconciled to identify any unauthorized transactions.

P. Online & Point of Sale Payment Collection Systems

- 1. The PTA membership must approve the use of an online and/or point of sale payment collection system.
- 2. The payment collection system must be in the PTA's name.
- 3. The payment collection system's statements must be clear with detailed and accessible information 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.
- 4. Associated fees are budgeted as an expense line item and are accounted for and reported in every financial report. The PTA must check for these fees often to ensure that the financial statement is accurate and that the fees are correct.
- 5. All revenue is accounted for and reported in every financial report in the corresponding budgeted income category or categories.
- 6. Reconciliations must occur on a monthly basis. Whether a manual or automatic transfer to the PTA bank account occurs, transfers should occur at least monthly and proper documentation is required as with a traditional bank deposit. For daily deposits, a weekly summary of the deposits may be documented on a single deposit form. The deposit form should have the online transaction confirmation attached and does not need counters' signatures as you are receiving a bulk deposit. The deposit form should include the amount of the deposit, which budget lines are impacted including the incurred fee budgeted expense. Alternatively, if fees are charged monthly, a funds request form should be used to document.
- 7. The payment collection system must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS).

8. For swiped transactions, the PTA should research the payment collections system's policies on handling cards that do not read correctly. Card numbers are not written down for any reason. Only swiped transactions that are immediately authorized, via internet or phone access, are accepted. The PTA does not swipe or store transactions for later settlement.
 9. In the case of electronic payment disputes, the PTA should research the payment collection system's policies on challenging a disputed payment. The PTA confirms that only the PTA Treasurer has access to issue a refund to the customer. Any challenge of payment must be responded to promptly and accurately. Confirming a refund requires the same approvals and documentation as required for a funds request form. The authorized refund is recorded in the check registry prior to withdrawal. If merchandise has not already been provided, goods and services are withheld until the dispute is cleared. If the dispute is not resolved favorably, the action is treated in the same manner as a non-sufficient funds check.
- Q. Online Account Access requirements include the following:
1. Password for online accounts should be changed at least once a year, when there is a change in signer, or when there is a financial reconciliation.
 2. Passwords must be changed when a new Treasurer is elected.

Rule 6 – Executive Board

Executive board members are encouraged to work together to ensure that activities and events planned are not in conflict with one another and do not conflict with the membership meeting. Executive board members must also agree to follow Social Media Guidelines as expressed by Texas and National PTAs.

Rule 7 – Additional Duties of Officers

A. President

1. Oversee, in conjunction with the Second Vice President of Membership, the submission of all award applications to the appropriate Council and Texas PTA offices.
2. Appoint with approval of the executive board, the signers of the checking account to be added into the minutes.
3. Be the Organizer of the Meetup Group and keep payments current, as well as web hosting and domain name payments.
4. Be an Admin on all social media pages and groups: public page, private members-only group, alumni group, Book Club group, and Cooking Club group; in addition to any social media created for PTA usage.
5. Submit an article to and edit the monthly newsletter.
6. Work with Babysitting Co-op and Playgroup chairs to annually update guidelines and forms and maintain these files securely.
7. Oversee Babysitting Co-op, Council Delegate, Member Parties, Playgroups, Sunshine,

and Technology/Newsletter Committee chairs.

B. First Vice President (Programs)

1. Arrange and introduce programs for membership meetings.
2. Finalize membership meeting program schedule and make available to membership.
3. Arrange facilities for all programs.
4. Set up and clean up facilities for all executive board and membership meetings.
5. Publicize information for membership meetings in the newsletter.
6. Seek feedback on programs as needed and follow up on comments as appropriate.
7. Obtain and present small gift to speakers at meetings when appropriate.
8. Be authorized to sign on bank accounts.
9. Assume duties of Kindergarten Readiness Chair if there is no one in that position.
10. Oversee Craft Circle, Environmental, Hospitality, Kindergarten Readiness, and Nursery Committee chairs.

C. Second Vice President (Membership)

1. Recruit new members and maintain existing membership by planning, publicizing or attending events to promote AECPTA membership.
2. Maintain membership files and database.
3. Submit new member information and birthdays to the newsletter each month.
4. Supply email addresses for newsletter distribution. Membership, for those whose youngest child is within the age bracket we serve, includes a subscription to the monthly newsletter.
5. Provide current membership list to executive board members upon request and to membership quarterly.
6. Consolidate volunteer information from membership form and provide results to appropriate executive board members.
7. Facilitate Texas PTA Life Membership Awards and, in conjunction with the President, oversee the submission of all award applications to the appropriate Council and Texas PTA offices.
8. Be Co-Organizer of the Meetup Group, an Admin on the members-only Facebook group, and all relevant social media.
9. Oversee Field Trips and Alumni Committee chairs.

D. Third Vice President (Ways and Means)

1. Obtain approved budget for the fiscal year to determine fundraising goals.

2. Organize and coordinate fundraising event(s) that are approved by the executive board and membership.
3. Publicize events in the newsletter and post events on Meetup.com.
4. Maintain other sources of income including community partner programs, Amazon programs, and other activities approved by the executive board and membership.
5. Coordinate with organizers to obtain details of the Allen Eagle Run. Publicize race details to AECPTA members via newsletter, Meetup.com, and at executive board and membership meetings. Encourage people to indicate AECPTA when signing up so we receive donated funds.
6. Oversee Ad Sales Committee chair.

E. Fourth Vice President (Publicity)

1. Promote all AECPTA activities including but not limited to fundraising, Kindergarten Readiness, parent education programs, and the promotion of membership.
2. Install annual library display.
3. Verify that all appropriate media is using standard AECPTA contact information (i.e., aecpta.com e-mail) and current branding.
4. Be an Admin on our public Facebook page.
5. Coordinate participation in city sponsored events.
6. Oversee Adult Social, Book Club, Community Service, Cooking Club and Family Engagement Committee chairs.

F. Secretary

1. Record attendance in the minutes at the executive board and membership meetings.
2. Write executive board and membership meeting minutes within one (1) week.
3. Provide reviewed meeting minutes to the appointed minutes approval committee members in a timely manner.
4. Obtain approval of the meeting minutes one (1) week prior to the next meeting.
5. Submit approved minutes with recorded approvals from the minutes review committee members in PDF form to an electronic notebook and printed hard copies for the ledgers.
6. Provide access to approved executive board and membership meeting minutes to the executive board and membership respectively.

G. Treasurer

1. Supply and educate executive board members on correct usage of reimbursement forms including but not limited to Check Request Form and supporting documents, Deposit Form, and tax exemption information.
2. Ensure the appointed person to review the bank statements has opened, reviewed,

signed and dated the bank statement, and completed the Texas PTA Bank Statement Review by Non-Signer Form.

3. Ensure that insurance for AECPTA is current and in good standing.
4. Ensure that the carryover amount to be passed on to the next year's budget be \$1,000 minimum, but it is recommended to be no more than \$2,500.

H. Parliamentarian

1. Ensure that parliamentary procedure is followed at all executive board and membership meetings.
2. When necessary, review and make any recommended bylaws and standing rules changes to the executive board before seeking approval from membership.

Rule 8 – Committee Chairs

In addition to those duties listed in the Bylaws and on the Plan of Work, the chairs' duties are as follows:

A. Standing Committees

The standing committees shall be Adult Social, Advertising Sales, Alumni Coordinator, Babysitting Co-op, Book Club, Community Service, Cooking Club, Council Delegate, Craft Circle, Environmental, Family Engagement, Field Trips, Hospitality, Kindergarten Readiness, Member Parties, Nursery Coordinator, Playgroups, Sunshine, and Technology/Newsletter.

1. Adult and Children's Activities

a. Adult Social

- (1) Coordinate and implement several activities annually for parents.
- (2) Submit an article to the newsletter as needed.
- (3) Post activities on Meetup.com and/or all relevant social media.
- (4) Work directly with the Fourth Vice President (Publicity).

b. Book Club

- (1) Coordinate semi-annual voting for book selections.
- (2) Maintain host schedule and monthly book schedule.
- (3) Submit an article to the newsletter as needed.
- (4) Post events on Meetup.com and/or all relevant social media.
- (5) Maintain the Book Club membership list.
- (6) Be an admin on the AECPTA Book Club Facebook group and all related social media. Responsible for adding members and removing them when they leave the PTA. Will provide notice to any non-renewing members in advance so they have time to collect or remove any personal information.

- (7) Work directly with the Fourth Vice President (Publicity).
- c. Cooking Club
- (1) Coordinate volunteers to host monthly cooking club gatherings.
 - (2) Submit an article to the newsletter as needed.
 - (3) Post events on Meetup.com and/or all relevant social media.
 - (4) Work with current month's host to facilitate a successful theme and event.
 - (5) Be an admin on the AECPTA Cooking Club Facebook group and all related social media. Responsible for adding new members and removing them when they leave the PTA. Will provide notice to any non-renewing members in advance so they have time to collect or remove any personal information.
 - (6) Work directly with the Fourth Vice President (Publicity).
- d. Craft Circle
- (1) Coordinate and implement several craft activities, annually, for parents and/or kids as the allotted and approved budget allows.
 - (2) Coordinate crafts for member parties and Open House as needed.
 - (3) Post events on Meetup.com and/or all relevant social media.
 - (4) Notify membership of the annual Reflections event and theme as provided by Texas PTA.
 - (5) Plan an event and provide materials to encourage participation in the Reflections Contest as the allotted and approved budget allows.
 - (6) Coordinate judges to determine winners of the Reflections Contest to forward on to the Council PTA level.
 - (7) Work directly with the First Vice President (Programs).
- e. Family Engagement
- (1) Plan several activities annually, not including member parties, to encourage whole family involvement as the allotted and approved budget allows.
 - (2) Post events on Meetup.com and/or all relevant social media.
 - (3) Work directly with the Fourth Vice President (Publicity).
- f. Field Trips
- (1) Research and post several public events for possible member participation per month.
 - (2) Plan subsidized field trips, as the allotted and approved budget allows.
 - (3) Post field trip information on Meetup.com and/or all relevant social media.
 - (4) Maintain all communications between vendors and invitees.

- (5) For any field trip that has been subsidized, the discount rate is only available to AECPTA members.
 - (6) Work directly with the Second Vice President (Membership)
- g. Playgroups
- (1) Hold annual planning meeting(s) to establish playgroups for the new school year and coordinate the creation of playgroups as needed.
 - (2) Assign a leader for each playgroup who will post information on Meetup.com and/or all relevant social media.
 - (3) Coordinate with leaders to set playgroup schedules.
 - (4) Submit an article to the newsletter to publicize playgroups.
 - (5) Contact new members to assist them in finding a playgroup that meets their needs.
 - (6) Ensure all playgroup leaders are aware of updated guidelines and responsibilities.
 - (7) Ensure members participating in playgroups shall read and complete annual Playgroup Guidelines and maintain these files securely.
 - (8) Work directly with the President.
2. Community Liaison
- a. Advertising Sales
 - (1) Solicit new advertising sponsors and facilitate renewals.
 - (2) Review advertising pricing annually and submit changes as necessary to the executive board for approval.
 - (3) Work directly with the Third Vice President (Ways and Means).
 - b. Community Service
 - (1) Plan and implement several projects annually that promote outreach to community organizations.
 - (2) Publicize events in the newsletter and post events on Meetup.com and/or all relevant social media.
 - (3) Support projects first within the city, then the county, and finally, on a more general basis. Projects must also support the purposes of the association.
 - (4) Work directly with the Fourth Vice President (Publicity)
 - c. Council Delegate
 - (1) Attend and represent AECPTA at all Council PTA meeting luncheons and report on AECPTA activities.

- (2) Bring appropriate information back to the AECPTA executive board.
 - (3) Inform members of legislative issues concerning children and education and the Texas PTA position on the issues via the newsletter and regular meetings.
 - (4) Work directly with the President.
- d. Environmental
- (1) Promote environmental awareness. Topics include recycling, Earth Day activities, International Walk to School Day, and any other environmental programs (e.g., composting, gardening, etc.).
 - (2) Encourage AECPTA to think from an environmental mindset when making purchases for parties, etc.
 - (3) Work directly with the First Vice President (Programs).
- e. Kindergarten Readiness
- (1) Chair our annual Kindergarten Readiness event.
 - (2) Plan and execute the event including setting the date, time, and location, and work with the President and/or First Vice President (Programs) to arrange for teachers to present.
 - (3) Work with the Fourth Vice President (Publicity) to reach Allen children who are rising kindergarteners through contacting Allen area preschools, all AISD PTAs, and the Allen Public Library. This may be accomplished by distributing electronic or paper flyers, sending emails, using social media, etc.
 - (4) Coordinate AECPTA information, surveys, welcome table, and AECPTA staffing at the KR event.
 - (5) Coordinate AECPTA opening remarks (President usually gives the remarks).
 - (6) Work directly with the First Vice President (Programs).
- f. Technology/Newsletter
- (1) Maintain and update the website and aecpta.com e-mail address links as needed.
 - (2) Ensure no member's personal information is posted on the AECPTA website.
 - (3) Set the deadline for newsletter submissions.
 - (4) Create a newsletter each month.
 - (5) Ensure newsletter is reviewed and approved by President.
 - (6) Coordinate with Advertising Sales Chair to update sponsorships on website and in the monthly newsletter.
 - (7) Work directly with the President.
3. Member Services

- a. Alumni Coordinator
 - (1) Maintain the AECPTA Alumni Facebook Page and/or all relevant social media.
 - (2) Invite members to join the Alumni Group when their youngest child is no longer in the age bracket we serve.
 - (3) Work directly with the Second Vice President (Membership).
- b. Babysitting Co-op
 - (1) Coordinate with President to ensure members participating in the Babysitting Co-op shall read and complete annual Babysitting Guidelines, Babysitting Co-op Liability Forms, Babysitting Co-op Medical Information Forms, and maintain these files securely.
 - (2) Maintain co-op membership roster and points. Ensure co-op members remain active.
 - (3) Coordinate meetings/playdates with rotating locations and hosts.
 - (4) Work directly with the President.
- c. Hospitality
 - (1) Provide refreshments for each membership meeting using allotted and approved budget.
 - (2) Provide supplies, set up 15 minutes before, and clean up after each membership meeting.
 - (3) Bring hospitality box to all parties and membership meetings.
 - (4) Maintain supplies as needed using allotted and approved budget.
 - (5) Work directly with the First Vice President (Programs).
- d. Member Parties
 - (1) Set dates, times, and locations for up to four (4) member parties per year.
 - (2) Manage member party budget using allotted and approved budget.
 - (3) Coordinate food and activities for parents and kids at member parties.
 - (4) Publicize parties in the newsletter and post events on Meetup.com and/or all relevant social media.
 - (5) Work directly with the President.
- e. Nursery Coordinator
 - (1) Arrange appropriate number of nursery sitters.
 - (2) Accept nursery reservations for all membership meetings.
 - (3) Check in members and visitors who need to use the nursery.

- (4) Provide a snack for the children in the nursery.
 - (5) Monitor nursery rooms during the membership meeting.
 - (6) Set up and clean up rooms used.
 - (7) Review nursery sitter contract and reference forms. Ensure background check authorizations are renewed annually.
 - (8) Coordinate hiring of any new sitters needed.
 - (9) Work directly with the First Vice President (Programs).
- f. Sunshine Coordinator
- (1) Solicit members to volunteer to provide meals and/or support for members in need.
 - (2) Purchase greeting cards or retail gift cards under \$25 as needed, as the allotted and approved budget allows.
 - (3) Submit articles, as necessary, to the newsletter to announce any pertinent member information.
 - (4) Provide motivational/inspiring messages to be published in the newsletter.
 - (5) Work directly with the President.

B. Special Committees

The special committees shall be Budget, Minutes Approval, and Standing Rules/Bylaws Review. Suggested committees are, but are not limited to, the following.

1. Budget

- a. The committee will consist of no less than three (3) members with an alternate.

2. Minutes Approval

- a. The committee is established during each membership and executive board meeting.
- b. The committee will consist of three (3) members.
- c. The President will review the meeting minutes.
- d. Corrections will be sent to the secretary.
- e. The committee will review these minutes for approval.

3. Standing Rules/Bylaws Review

The committee will consist of no less than three (3) members with an alternate.

- a. Review and propose changes, if necessary, to the bylaws. Refer to the Bylaws Snapshot Worksheet from Texas PTA for direction on amending the bylaws.
- b. Ensure the standing rules do not conflict or duplicate the bylaws.

- c. Review the proposed standing rule changes with the executive board prior to member approval.
- d. Bylaws and standing rules need to be submitted to Texas PTA to be reviewed, approved and kept on file.