

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



Texas PTA President
8/6/2014

Valley Oaks Elementary School

PARENT TEACHER ASSOCIATION STANDING RULES

1. Budget development shall be as follows:
 - a. The executive committee shall meet to work out a proposed budget
 - b. The proposed budget shall be presented for approval to the executive board at its meeting in April. A motion shall be made to approve the proposed budget for presentation to the association at the regular meeting in May.

2. Long Range Planning Development shall be as follows:
 - a. A committee shall be formed by the First Vice President and approved by the executive board at the first executive board meeting of the school year.
 - b. The committee shall consist of no less than five (5) members in addition to the First Vice President and principal (or representative appointed by the principal).
 - c. All committee members must be members Valley Oaks Elementary School Parent Teacher Association.
 - d. When possible, the membership should include parents with children in varying grade levels, and that there be at least two returning committee members each year.
 - e. The committee will be charged with the duty of
 - i. Allocating funds which are raised for the expressed purpose of long range planning as designated in the budget; and
 - ii. Meet from time to time to discuss options for non-budgeted surpluses.
 - f. All funds approved by the Long Range Planning Committee and subsequently approved by the PTA Board and PTA general

membership must be spent within 12 months of approval by the PTA general membership. Unused funds will be moved from allocated LRP funds to unallocated funds in the PTA budget at the end of 12 month.

- g. Once an item that has been approved by the Long Range Planning Committee and subsequently approved by the PTA Board and PTA general membership is purchased, any remaining unused funds will be move from allocated LRP funds to unallocated funds in the PTA budget.

3. Life Members are chosen as follows:

- a. The President appoints a committee in January. The committee shall be composed of five (5) parents and teachers who are association members in good standing and are designated as Honorary Life Members. The committee will select a chairman from among the committee membership.
- b. The committee will determine the number of life memberships to be given based on a budgeted amount.
- c. Voting on nominees will be by ballot of the committee members after careful consideration of a nominee's qualifications.
- d. The committee chairman will order the pins, arrange for the new names to be engraved on the "Life Members" plaque, and arrange for the presentation of the awards at the May meeting.
- e. The committee chairman will order a past president's pin and arrange for the presentation to an outgoing president at the May general meeting.

4. Teacher Scholarships:

- a. The principal may present scholarship requests to the president. The president and principal shall award scholarships to recipients as funds permit.
- b. Applicants submit request for training as defined in the Valley Oaks Elementary School Campus Improvement Plan will be given first consideration. Requests for other scholarships will then be considered.
- c. First consideration will be given to applicants who have not received a scholarship from the PTA within the last year.
- d. Requirements:

- i. Requests must be completed and approved by the principal;
- ii. Applicants must agree to renew their contract to Valley Oaks Elementary School for the following year;
- iii. Applicant must be a member of this PTA;
- iv. Applicant must complete the designated course; and
- v. To receive reimbursement the applicant must present proof of successful completion.

5. Expenditures:

- a. The local unit shall pay registration fees for the officers to attend the Texas PTA Leadership Course. If the funds permit, the local unit shall pay the registration fees for other Committee Chairman.
- b. A local unit shall purchase tickets to the council founders day function for the president, principal, and the current year's life membership recipients plus one guest each.
- c. The local unit shall purchase a past president's pin for the retiring president.
- d. The president or executive committee has the power to authorize up to two hundred dollars (\$200.00) in expenditures, within budget, without calling a special meeting for approval.
- e. The local unit may purchase a Spirit T-shirt for each custodial and cafeteria employee of Valley Oaks Elementary that is an employee of record as of August 30th of each school year as budgeted.
- f. The Association shall make a yearly contribution of at least \$50 to the Spring Branch Independent School District Council of PTA's Scholarship fund as budgeted.
- g. The association shall purchase tickets for the nominee, one guest of the nominee, the principal and the PTA president to attend the annual SBISD Awards night, honoring the Teacher of the Year candidates.

6. Financial:

- a. No blank checks will be issued. The treasurer must be presented with a receipt for funds to be issued.
- b. Two signatures will be required on all checks, and the signatures must

be on file with the financial institution. The president, treasurer, first vice president and one other officer appointed by the president shall be authorized to sign on the association's bank accounts.

- c. No one shall approve or sign the check, which is being issued to himself or "cash".
 - d. If the request is made by a community organization to use property owned by the PTA, loan agreement, including replacement value of the item shall be completed.
 - e. If the check is returned from my financial institution to this Association, the association may pursue reimbursement of all charges that result from the transaction.
 - f. The position of bank statement opener, as required by the bylaws, shall be filled by the past treasurer, when possible.
7. Bonding and Insurance: The following insurance shall be purchased annually by this PTA; general liability insurance, fidelity bond insurance for all persons authorized to sign checks for the local unit, officers liability insurance and property insurance (if applicable); plus other insurance as deemed necessary