

SUGAR MILL ELEMENTARY PARENT TEACHER ASSOCIATION STANDING RULES

1 **I. Meetings**

- 2 A. The president shall appoint a committee of three (3) members at the last executive board
3 meeting to approve the minutes of the last board meeting.
- 4 B. The president shall appoint a committee of three (3) members at the last regular meeting to
5 approve the minutes of the last regular meeting.

6

7 **II. Training Expenses**

- 8 A. This Local PTA shall pay the expenses of members to the Texas PTA Annual Convention
9 and Summer Leadership Seminar appointed by the President and funds allow.
- 10 B. This Local PTA shall limit event expenses to the following:
- 11 1. Registration fee up to the early bird fee
- 12 2. Hotel accommodations at published seminar or convention double-occupancy rate
- 13 3. Personal vehicle mileage expense at the IRS standard mileage rate or rental car expense,
14 if comparable
- 15 4. Meals will be reimbursed if budget allows. Meal expense shall not exceed \$35 per person
16 per day if receipts are provided.
- 17 a. If a meal is included in a prepaid event, no reimbursement will be paid for that meal.
- 18 b. Alcohol purchases shall not be reimbursed.
- 19 5. Parking fees
- 20 C. This Local PTA shall pay the expenses for members of the executive board to attend the
21 Texas PTA Leader Orientation as funds allow.

22

23 **III. Financial**

- 24 A. This Local PTA shall purchase a past president's pin for the retiring president.
- 25 B. The president shall appoint additional signer(s) for the PTA accounts with executive board
26 approval. The President, 1st Vice President, and Treasurer shall be a signer on the bank
27 account(s). Optional signers are the 2nd Vice President, or 3rd Vice President. Checks
28 exceeding \$250.00 will require two signatures. Checks not exceeding \$250.00 will not
29 require two signatures for disbursement.
- 30 C. The president shall assign a PTA member other than the secretary or signer on the account to
31 review the monthly bank statements.
- 32 D. All money shall be counted by at least two (2) persons at the same time, and all counters
33 shall sign a completed Itemized Receipt Form. The money shall then be given to the
34 treasurer, who shall also count and sign the Itemized Receipt Form. A copy of this form
35 shall be retained by all signers of the form.

- 1 E. This PTA shall make available to the treasurer a laptop computer and other such equipment
2 and software as approved by the executive board.
- 3 F. Any charges incurred by the PTA because of insufficient funds shall be charged to the check
4 writer. This Local PTA reserves the right to refuse subsequent checks from the check writer
5 and require cash for payment.
- 6 G. This Local PTA is authorized by the membership to use debit cards for direct purchase. No
7 cash transactions (ATM, Cash Back, etc.) will be allowed.
- 8 H. This Local PTA shall reimburse allowable, budgeted expenses to members who submit
9 receipts with proper documentation to the treasurer within thirty (30) days of the event or
10 within fourteen (14) days of the end of the school year, whichever comes first.
- 11 I. This Local PTA shall reimburse new and returning teachers according to the established
12 Sugar Mill Elementary Teacher Support Guidelines.
- 13 J. This Local PTA shall not reimburse sales tax unless the executive board gives prior approval
14 for the exception. Any member making purchases on behalf of or for this Local PTA shall
15 use the tax exempt form.
- 16 K. This Local PTA shall obtain at least three (3) bids when making any large purchase unless
17 the item is a specialty item and there is but one vendor for the item.
- 18 L. This Local PTA shall require a written contract with any business/vendor when purchasing
19 non-refundable merchandise or when making significant expenditures for service.
- 20 M. This Local PTA shall have a carryover in the checking account of not less than \$6,000 at the
21 end of the fiscal year.

22

23 **IV. Bonding and Insurance**

- 24 A. The following insurance shall be purchased annually by this Local PTA:
- 25 a. Commercial general liability insurance;
- 26 b. Medical payments;
- 27 c. Nonprofit professional liability insurance; and
- 28 d. Commercial crime & fidelity bond.

29

30 **V. Condolences & Congratulations**

- 31 A. Condolences and congratulations expressed by this Local PTA shall be in the form of
32 greeting cards.

33

34 **VI. Standing Committees**

35 The standing committees of this Local PTA shall be:

36 A. Publicity

- 37 1. This committee shall be composed of a chair and at least two (2) members.
- 38 2. This committee shall be responsible for:

- 1 a. Updating the Sugar Mill Elementary PTA website and social media on a regular
2 basis; and
- 3 b. Publishing a periodic newsletter, the frequency of which shall be determined each
4 year by the Executive Board.
- 5 c. Coordinating with the President and 1st Vice President (Internal Operations).
- 6 B. Membership
- 7 1. This committee shall be composed of a chair and at least two (2) members.
- 8 2. The chair shall:
 - 9 a. Call a meeting of the membership committee to create a membership campaign for
10 the coming year and set membership goals;
 - 11 b. Ensure completion and submission of membership list and dues report to Texas PTA
12 by October 15;
 - 13 c. Coordinate the implementation of a membership campaign;
 - 14 d. Provide the secretary with an updated membership list for each regular meeting;
 - 15 e. Apply for membership awards from Texas PTA;
 - 16 f. Chair the life membership committee; and
 - 17 g. Coordinate with the 1st Vice President (Internal Operations).
- 18 C. Volunteers in Public Schools (VIPS):
- 19 1. This committee shall be composed of a chair and at least two (2) members.
- 20 2. This committee shall be responsible for:
 - 21 a. Coordinating all volunteer activities at the school;
 - 22 b. Requiring all volunteers to annually complete the required FBISD Volunteer
23 Criminal History Application and to track their volunteer hours in the appropriate
24 data base;
 - 25 c. Securing refreshments for Veterans' Day celebration; and
 - 26 d. Coordinating with the 1st Vice President (Internal Operations).
- 27 D. Home Room Parent
- 28 1. This committee shall be composed of a chair and at least six (6) members.
- 29 2. This committee shall be responsible for:
 - 30 a. Coordinating two (2) parties for the school year: Holiday (December) and
31 Valentine's Day (February), including determining snacks and activities in
32 collaboration with Principal and grade level team leads; and
 - 33 b. Coordinating with the 1st Vice President (Internal Operations).
- 34 E. Directory
- 35 1. This committee shall be composed of a chair and at least two (2) members.
- 36 2. This committee shall be responsible for:
 - 37 a. Encouraging participation in the Sugar Mill Elementary online Directory;

- b. Maintaining the Sugar Mill Elementary online Directory;
- c. Expanding utilization of the Sugar Mill Elementary online Directory as directed by the Executive Board; and
- d. Coordinating with 1st Vice President (Internal Operations)

F. Fundraising

- 1. This committee shall be composed of a chair and at least two (2) members.
- 2. This committee shall be responsible for:
 - a. Planning and executing key fundraising initiatives annually for the school:
 - (1) Sparkler Fair; and
 - (2) Additional fundraisers as deemed necessary by the Executive Board;
 - b. Managing Shoparoo activities; and
 - c. Coordinating with 2nd Vice President (Fundraising)

G. Box Tops

- 1. This committee shall be composed of a chair and at least two (2) members.
- 2. This committee shall be responsible for:
 - a. Planning and executing Box Top participation initiatives; and
 - b. Coordinating with 2nd Vice President (Fundraising)

H. School Store

- 1. This committee shall be composed of a chair and at least two (2) members.
- 2. This committee shall be responsible for:
 - a. Selecting and managing inventory in school store;
 - b. Coordinating volunteers to work the school store;
 - c. Coordinating with 2nd Vice President (Fundraising)

I. Hospitality

- 1. This committee shall be composed of a chair and at least two (2) members.
- 2. This committee shall be responsible for:
 - a. Providing Back to School and Teacher Appreciation events for the faculty and staff, including:
 - (1) Coordinating food item donations; and
 - (2) Securing volunteers to serve;
 - b. Securing refreshments and photographer for Grandparents' Day celebration;
 - c. Securing refreshments for the Ice Cream Social; and
 - d. Coordinating with the 3rd Vice President (Programs).

1 **VII. Other Board Positions**

2 A. Teacher liaison shall:

- 3 1. Be appointed by the principal;
- 4 2. Serve as a communication link between faculty, staff and PTA; and
- 5 3. Solicit staff input.
- 6

7 **VIII. Special Committees**

8 A. Budget and Finance

- 9 1. This committee shall be composed of a chair (treasurer) and three (3) members, including
- 10 the newly-elected president, one outgoing officer, and a representative from the school
- 11 staff.
- 12 2. The committee shall recommend amendments to the budget based on Plans of Work, and
- 13 submit these amendments to the executive board.
- 14 3. The treasurer shall present the budget amendments to the membership for approval at the
- 15 first regular meeting of the year.

16 B. Reflections

- 17 1. This committee shall be composed of a chair and two (2) members.
- 18 2. The committee shall be responsible for planning and executing participation in the annual
- 19 Reflections program.
- 20 3. This committee shall coordinate with the 3rd Vice President (Programs).

21 C. Talent Show

- 22 1. This committee shall be composed of a chair and two (2) members.
- 23 2. The committee shall be responsible for planning and executing the school talent show,
- 24 including holding auditions.
- 25 3. This committee shall coordinate with the 3rd Vice President (Programs).

26 D. Bike Safety Month

- 27 1. This committee shall be composed of a chair and two (2) members.
- 28 2. The committee shall be responsible for planning and executing Bike Safety Month
- 29 activities.
- 30 3. This committee shall coordinate with the 3rd Vice President (Programs).

31 E. Life Membership

- 32 1. This committee shall be composed of a chair and at least two (2) additional members of
- 33 the Local PTA appointed by the president. When possible, one (1) member of the
- 34 committee shall hold a Texas PTA Honorary Life Membership.
- 35 2. This committee shall select individuals for recognition by awarding one (1) Texas PTA
- 36 Honorary Life Membership and one (1) Texas PTA Extended Service Award, as the
- 37 budget allows.
- 38

1 **IX. Awards**

2 A. Awards in the form of certificates, plaques, etc. shall be the property of this Local PTA and
3 not individuals.

4 B. Awards in the form of recognition pins (membership, etc.) shall be retained by the recipient.
5

6 **X. Miscellaneous**

7 A. This Local PTA's mailing address shall be:

8 13707 Jess Pirtle Blvd
9 Sugar Land, TX 77498

10 B. Members shall obtain authorization from the membership before representing this Local
11 PTA when communicating to school district personnel or the media.

12 C. Executive board members shall not be entitled to privileges that are not due to any other
13 school district tax payer because of their position in the PTA.

14 D. All communications concerning this Local PTA for school distribution shall be approved by
15 the Principal and the PTA President prior to dissemination.