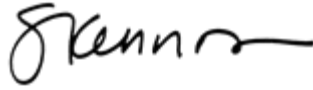


Standing Rules **Approved with Editorial Edits**  
by Order of the Texas PTA Board of Directors



Texas PTA President  
Filed 1/15/2021

**SUGAR MILL ELEMENTARY**  
**PARENT TEACHER ASSOCIATION STANDING RULES**

**I. Meetings**

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

**II. Training Expenses**

A. This Local PTA shall pay the expenses to Texas PTA LAUNCH of members appointed by the President and as funds allow.

B. This Local PTA shall limit event expenses to the following:

1. Registration fee
2. Hotel accommodations at published seminar or convention double occupancy rate per Launch website.
3. Mileage reimbursement for one vehicle per four (4) members in attendance at the current federal mileage reimbursement rate when using personal car, or the lowest available commercial airfare at twenty-one (21) day advance booking if Launch is held over 300 miles from the school.
4. Meals will be reimbursed if budget allows. Meal expense shall not exceed \$35 per person per day if receipts are provided.

a. If a meal is included in a prepaid event, no reimbursement will be paid for that meal.

b. Alcohol purchases shall not be reimbursed.

5. Parking fees

C. This local PTA shall pay the expenses for members of the executive board to attend the Texas PTA LAUNCH and Annual meeting in the following order as funds allow:

1. President 2. President-Elect 3. Vice President of Membership 4. Vice President of Fundraising. 5. Treasurer. 6. Secretary 7. Parliamentarian.

### **III. Financial**

A. This Local PTA shall purchase a past president's pin for the retiring president.

B. The president shall appoint additional signer(s) for the PTA accounts with executive board approval.

The President, 1st Vice President, and Treasurer shall be signers on the bank account(s). Optional signers are the 2<sup>nd</sup> Vice President, or 3<sup>rd</sup> Vice President. Checks exceeding \$250.00 will require two signatures. Checks not exceeding \$250.00 will not require two signatures for disbursement.

C. The president shall assign a PTA member other than the secretary or signer on the account to review the monthly bank statements.

D. All money shall be counted by at least two (2) persons at the same time, and all counters shall sign a completed Itemized Receipt Form. The money shall then be given to the treasurer, who shall also count and sign the Itemized Receipt Form. A copy of this form shall be retained by all signers of the form.

E. This PTA shall make available software as approved by the executive board.

F. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer. This Local PTA reserves the right to refuse subsequent checks from the check writer and require cash for payment.

G. This Local PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within thirty (30) days of the event or within fourteen (14) days of the end of the school year, whichever comes first.

H. This Local PTA shall reimburse new and returning teachers according to the established Sugar Mill Elementary Teacher Support Guidelines. (see attached to the end of this document)

I. 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.

J. This Local PTA shall obtain at least three (3) bids when making any large purchase unless the item is a specialty item and there is but one vendor for the item.

K. This Local PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.

L. This Local PTA shall have a carryover in the checking account of not less than \$6,000 at the end of the fiscal year.

M. Any e-commerce program utilized by the PTA will be authorized only under the President and Treasurer.

#### **IV. Electronic Banking and Debit Card Standing Rules**

A. This Local PTA is authorized by the membership to use debit cards for direct purchase. Credit card use is prohibited.

B. The debit card shall be in the name of Sugar Mill Elementary PTA.

C. Signers on the debit card:

1. Only authorized signers on the bank account(s) are authorized to use the debit card.
2. Debit card is in the possession of the treasurer and is used via a check-out log. The log is then reconciled to the bank statement each month.

D. In the event that a debit card is lost or stolen, the treasurer shall immediately report this to the financial institution and initiate the discontinuance of the debit card.

E. A financial reconciliation shall be conducted if a signer on the bank account changes or a debit card is reported lost or stolen.

F. In the event of a change in officers, the signature card and authorization for debit cards shall be updated.

G. Automated Teller Machine (ATM) usage, cash back, or cash advances shall be prohibited.

H. A disbursement form shall be completed prior to purchase and provided to the treasurer. A receipt shall be given to the treasurer after the purchase.

I. Any additional electronic banking policies or procedures approved by the association shall be in accordance with the electronic banking guidelines from Texas PTA.

#### **V. Bonding and Insurance**

A. The following insurance shall be purchased annually by this Local PTA:

- a. Commercial general liability insurance;
- b. Medical payments;
- c. Nonprofit professional liability insurance; and
- d. Commercial crime & fidelity bond.

#### **VI. Condolences & Congratulations**

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

## **VII. Standing Committees**

The standing committees of this Local PTA shall be:

### **A. Publicity**

1. This committee shall be composed of a chair and at least two (2) members.
2. This committee shall be responsible for:
  - a. Updating the Sugar Mill Elementary PTA website and social media on a regular basis; and
  - b. Publishing a periodic newsletter, the frequency of which shall be determined each year by the Executive Board.
  - c. Coordinating with the President and 1st Vice President (Membership).

### **B. Membership**

1. This committee shall be composed of a chair and at least two (2) members.
2. The chair shall:
  - a. Call a meeting of the membership committee to create a membership campaign for the coming year and set membership goals;
  - b. Ensure completion and submission of membership list and dues report to Texas PTA at least monthly;
  - c. Coordinate the implementation of a membership campaign;
  - d. Provide the secretary with an updated membership list for each regular meeting;
  - e. Apply for membership awards from Texas PTA;
  - f. Chair the life membership committee; and
  - g. Coordinate with the 1st Vice President (Membership).

### **C. Volunteers in Public Schools (VIPS)**

1. This committee shall be composed of a chair and at least two (2) members.
2. This committee shall be responsible for:
  - a. Coordinating all volunteer activities at the school;
  - b. Requiring all volunteers to annually complete the required FBISD Volunteer Criminal History Application and to track their volunteer hours in the appropriate data base;
  - c. Coordinate with the 1st Vice President (Membership).
  - d. Coordinate Coffee with the Principal 4 times/ year, or as the

Principal's schedule allows.

e. Attend FBISD VIPs meetings throughout the year and report at the Executive Board Meetings.

#### D. Home Room Parent

1. This committee shall be composed of a chair and at least six (6) members.
2. This committee shall be responsible for:
  - a. Coordinating two (2) parties for the school year: Holiday (December) and Valentine's Day (February), including determining snacks and activities in collaboration with Principal and grade level team leads; and
  - b. Coordinating with the 1st Vice President (Membership).

#### E. 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)
3. Should there be a vacancy in this position, the 2nd VP of Fundraising assumes the position.

#### F. Spirit Shirt

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 distribute and sell shirts.
  - c. Coordinating with 2nd Vice President (Fundraising).
3. Should there be a vacancy in this position, the 2nd VP of Fundraising assumes the position.

#### G. 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 volunteers for Grandparents' Day celebration;

c. Securing volunteers for Veteran's Day celebration.

#### H. Spirit Night

1. This committee shall be composed of a chair and at least two (2) members.
2. This committee shall be responsible for:
  - a. Planning, securing, and executing Spirit Night fundraisers at least once/month.
  - b. Coordinating with the 2nd VP of Fundraising.
3. Should there be a vacancy in this position, the 2nd VP of Fundraising assumes the position.

#### I. Grandparents

1. This committee shall be composed of a chair and at least two (2) members.
2. This committee shall be responsible for:
  - a. Planning events for grandparent figures throughout the year and securing volunteers for school events.
  - b. This committee will coordinate with the President-Elect, President, Teacher Liaison, Assistant Principal, and/or Principal.

### **VIII. Other Board Positions**

#### A. Teacher liaison shall:

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

### **IX. Special Committees**

#### A. Budget and Finance

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

#### B. Reflections

1. This committee shall be composed of a chair and two (2) members.
2. The committee shall be responsible for planning and executing participation in the annual Reflections program.

### C. Life Membership

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

### D. Holiday Shop

1. This committee shall be composed of a chair and at least two (2) members.
2. This committee shall be responsible for:
  - a. Planning, securing, and executing the Holiday Shop for the students in the month of December.
  - b. Securing volunteers for the Holiday Shop.
  - c. This committee will coordinate with the Teacher Liaison and Principal.

### E. Landscaping

1. This committee shall be responsible for:
  - a. Planning, securing, and executing landscaping improvements for the front part of the school (drop off circle) two times/ year.
  - b. Securing volunteers for the landscaping events.

## **X. Awards**

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

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

## **XI. Miscellaneous**

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

13707 Jess Pirtle Blvd

Sugar Land, TX 77498

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

C. Executive board members shall not be entitled to privileges that are not due to any other school district tax payer because of their position in the PTA.D. All communications concerning this Local PTA for school distribution shall be approved by the Principal and the PTA President prior to dissemination.

## Sugar Mill Elementary PTA Teacher Support Guidelines

Updated 08/08/2019

At the present time, SME PTA offers financial support to teachers at our school to help relieve the financial burden sometimes placed on them while providing a helpful and fun learning environment to students. Below are the guidelines for receiving support.

- 2<sup>nd</sup> year Teachers & Specialists: Teachers, Specialists, Pre-school leads, PPCD leads, ABC/resource leads, and school nurse going into their second year of teaching and on, will receive a maximum of \$150 in support towards approved purchases per school year (Taxes are not reimbursed). Teachers may be provided a tax-exempt certificate for appropriate purchase. Funds will not be reimbursed past this allowed amount, no exceptions.
- First Time Classroom Teachers: First time teachers will receive a maximum of \$300 in support towards approved purchases per school year (taxes are not reimbursed). Teachers may be provided a tax-exempt certificate for appropriate purchases. Funds will not be reimbursed past this allowed amount, no exceptions.
- Outclass Teachers: You will receive a maximum of \$150 in support per school year towards approved purchases (Taxes are not reimbursed). Teachers may be provided a tax-exempt certificate for appropriate purchases. Funds will not be reimbursed past this allowed amount, no exceptions.
- Approved Purchases: Approved purchases shall include items that will be used and/or remain in the classrooms throughout the school year. Items must be to benefit the majority, if not all, students in the classes.
- Items purchased by the PTA remain property of Sugar Mill and shall remain on campus if it is a 'non-consumable' product.
- Funds are for individual teachers and are non-transferable to other teachers.
- Funds will NOT be reimbursed if we (PTA) have already covered the items requested from another category or if a committee is in place to provide the requested items or activity, i.e. field trips, guest speakers, etc.
- If any item/s that are in question, please check with the PTA Treasurer before purchasing.
- SME PTA also currently maintains a Continuing Education fund for teachers. This fund is distributed upon request on a "first come, first served" basis until the funds are used for that year. Interested teachers may contact the Treasurer for details. Funds cover registrations only and not travel, meals, etc. unless included



in the registration fee set by the presenter. Proof of attendance is required upon return and should be submitted to the Treasurer for PTA Records.

All Teacher Reimbursements must be approved by the Principal prior to submitting to PTA Treasurer.