



Texas PTA President
Filed 12/19/19

Vines High School

PARENT TEACHER STUDENT ASSOCIATION (PTSA) STANDING RULES

- Rule 1. Provided the president is contacted prior to an executive board meeting and has given permission, any person may meet with the executive board for the purpose of presenting a report or a proposal for consideration by the executive board.
- Rule 2. The incoming president shall collect, review, and approve all PTSA registration forms (online or printed) including membership forms, directory forms, volunteer forms, etc.
- Rule 3. The president shall approve all PTSA correspondence including but not limited to eNews, newsletter, website, in school announcements, flyers, marquee, and social media posts.
- Rule 4. The PTSA shall finance any moneymaking project of the association and all proceeds must be used exclusively by the association.
- Rule 5. A minimum balance of \$2500.00 must remain in the association's treasury at the end of each fiscal year.
- Rule 6. Reimbursement of approved expenditures should be handled as follows:
- Complete and submit a reimbursement request form, along with receipts, to the treasurer within 30 days of expenditure.
 - The treasurer will reimburse the purchaser by check for the approved amount.
 - No sales tax will be reimbursed to the purchaser.
- Rule 7. Authorized check signatures are the president, treasurer, and first vice president. The president and treasurer will sign all routine checks. The first vice president signs checks only when the president or treasurer is unavailable, or when they are being reimbursed.
- Rule 8. Bank fees from insufficient funds will be assessed to payor.
- Rule 9. A non-check signer shall be appointed by the president and approved by the executive board at the first meeting of the year for the purposes of reviewing the bank statements. The reviewer should be an executiveboard member familiar with the financial activities of the PTSA. The reviewer opens, reviews, signs, and dates all bank statements prior to giving it to the treasurer. Monthly bank reconciliations are done by the treasurer and are given to the statement reviewer and check signers to review, sign, and date.
- Rule 10. Members of the executive board shall attend all scheduled monthly executive board meetings. The president must be notified in advance if a member is unable to attend.

Rule 11: All volunteers involved in PTSA activities must be approved through the appropriate Plano ISD volunteer application process.

Rule 12. Standing committee chairs' duties include but are not limited to the following:

Arts in Education Chair shall:

1. report to the first VP;
2. work to promote and implement special programs for students related to the cultural arts;
3. handle publicity and promotion of student participation in the National PTA's annual *Reflections* Program, following the program's general rules for entry submission to the Vines High School PTSA for judging and the winning entries to the Plano ISD Council of PTAs; and
4. perform other duties as assigned by the president or association.

Communications Chair shall:

1. report to the President;
2. compile articles from executive board members and organizations and submit to faculty rep to be included in eNews;
3. communicate current legislative developments that impact PTA and the Vines community;
4. encourage advocacy participation;
5. write social media posts; and
6. perform other duties as assigned by the president or association.

Council Delegates/Legislative Chair shall:

1. report to the President;
2. communicate current legislative developments that impact PTA and the Vines community;
3. encourage advocacy participation; and
4. attend Plano ISD Council of PTAs regular meetings and report information from those meetings to the executive board; and
5. perform other duties as assigned by the president or association.

Diversity Chair shall:

1. report to the first VP;
2. support and encourage activities that promote cultural awareness at school and in the community;
3. serve as liaison to diversity organizations; and
4. perform other duties as assigned by the president or association.

Environmental Chair shall:

1. report to the first VP;
2. promote environmental awareness at school and in the community;
3. coordinate beautification efforts with the administration; and
4. perform other duties as assigned by the president or association.

Hospitality Chair shall;

1. report to the first VP;
2. coordinate hospitality events within the school for staff and faculty;
3. provide hospitality for first regular meeting of the membership; and
4. perform other duties as assigned by the president or association.

Website Chairman shall:

1. report to the President;
2. update current websites, calendar and home page, posting other items as needed;
3. pay website fees on an annual basis; and
4. perform other duties as assigned by the president or association

School Store Chair shall:

1. report to the fourth VP;
2. purchase and organize merchandise, including concessions, for sale throughout the school year;
3. schedule volunteers to work in the school store;
4. keep an accurate inventory of supplies;
5. keep an accurate record of sales with timely deposits of revenue to the treasurer; and
6. perform other duties as assigned by the president or association.

Social Chair shall:

1. report to the first VP;
2. plan and implement social event sponsored by Vines PTSA;
3. coordinate all plans through proper school administrative personnel;
4. coordinate volunteers and hospitality for social events as requested; and
5. perform other duties as assigned by the president or association.

Special and Gifted Education Chair (SAGE) shall:

1. report to the first VP;
2. support and promote awareness of the activities of the SAGE organizations in the community; and
3. perform other duties as assigned by the president or association.

Spirit Wear Chair shall:

1. report to the fourth VP;
2. work with the 4th VP of Ways & Means to develop product designs, vendors, and purchasing bids. Must have at least (2) bids for spirit merchandise;
3. promote sale of items throughout the school year;
4. maintain a good supply and keep an accurate inventory using online system;
5. ensure online order forms are updated;
6. keep an accurate record of sales with timely deposits of revenue to the treasurer; and
7. perform other duties as assigned by the president or association.

Rule 13: Special committees shall be directed by the president and their duties include, but are not limited to the following:

The Budget and Finance Committee shall:

1. be appointed at the May membership meeting, consisting of the incoming officers: President, 1st VP, 2nd VP, and 4th VP, including the treasurer, who shall serve as chair of this committee;
2. have a budget in place at all times;
3. review plans of work submitted by the new executive board, then proceed to amend adopted budget;
4. present an amended budget at the first membership meeting of the new school year;
5. review and present amendments for approval as needed throughout the current year;
6. prepare a proposed budget prior to the end of the current fiscal year; and
7. present the proposed budget for adoption at the final meeting of the current year.

Life Membership Committee shall:

1. act in accordance with the Bylaws Article V, Section 3;
2. be appointed by the show of hands by the President at the October **executive** board meeting, consisting of the Second Vice President, a PTSA Life Membership staff recipient, and three (3) at-large PTSA life members;
3. be chaired by the Second Vice-President who is responsible for setting the meeting dates and ordering awards; and
4. report at the January executive board meeting and the January membership meeting.

Rule 14: Faculty representative shall:

- a. be appointed to serve one (1) year term;
- b. be a voting member of the executive board;
- c. report at each executive board and membership meeting n; and
- d. be a Vines PTSA member.

Rule 15: Student representatives shall:

- a. be appointed by the principal for a one (1) year term;
- b. include one (1) freshman and one (1) sophomore;
- c. report at each executive board and membership meeting; and
- d. be a Vines PTSA member.

Rule 16: Funds-permitting, Vines High School PTSA will send representatives to Texas PTA's Annual Meeting and LAUNCH and only pay for the following:

- a. early bird registration fee;
- b. mileage roundtrip; and
- c. double occupancy hotel stay at the PTA rate through Texas PTA.

Rule 17: Funds-permitting, Vines High School PTSA will honor Life Members and will pay for the following:

- a. pinettes and certificates for the honorees;
- b. pay for the banquet cost for each honoree and a guest;
- c. pay for the banquet cost for the honoree's Principal;
- d. pay for the banquet cost for the honoree's PTA President; and
- e. pay for the banquet cost for the honoree's PTA VP of Membership.