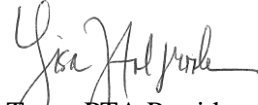


Standing Rules **Approved with Editorial Edits**
by Order of the Texas PTA Board of Directors


Texas PTA President
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Grandview Hills Elementary PTA

12024 Vista Parke Drive

Austin, TX 78726

Standing Rules



Table of Contents

I.	Executive Board and Executive Board Meetings.....	4
	A. President	5
	B. President-Elect.....	5
	C. 1st Vice President Membership	5
	D. 2nd Vice President Fundraising	5
	E. 3rd Vice President Clubs	5
	F. 4 th Vice President Programs/Events	5
	G. 5 th Vice President Communications.....	6
	H. Treasurer	6
	I. Secretary.....	6
	J. Parliamentarian.....	6
	K. Faculty Representative.....	6
	L. Volunteer Coordinator.....	6
II.	Standing Committees	6
	A. Faculty Committee	7
	B. Membership Committee	7
	C. Room Rep Committee	7
	D. Teacher and Staff and Appreciation Committee.....	7
	E. Wednesday Folder Committee	7
	F. Box Tops Committee	8
	G. General Fundraising Committee	8
	H. Scholastic Book Fair Committee	8
	I. School Spirit Committee	8
	J. Watch D.O.G.S. Committee.....	8
	K. IB/Family Events Committee	8
	L. Garden Committee	8
	M. Reflections Committee	8
	N. After School Club Committees	9

GVHE PTA Standing Rules

O. Communications Committee	9
P. Yearbook Committee.....	9
Q. Legislative Action Committee.....	9
III. Special Committees	9
A. Nominating Committee	10
B. Budget Committee.....	10
C. Financial Reconciliations Committee.....	10
D. Eagle Pride Grant Committee.....	10
IV. Plans of Work, Procedure Books and Year-End Reports	10
V. Finances.....	11
A. Banking	11
B. Liability and Bonding Insurance	11
C. Reimbursements	11
D. Special Purchases Committee	12
E. Convention and Training Expenses	12
F. IRS and Tax Reporting	12
VI. Regular Association Meetings.....	12
VII. Member and School Communications.....	12
VIII. Miscellaneous	12
A. Awards.....	13

GVHE PTA Standing Rules

Standing Rules

Standing rules work in conjunction with and must comply with the GVHE PTA bylaws. Standing rules may be amended at any association meeting by a simple majority vote of the members present and voting with 30 days prior notification or by a 2/3 vote without notification. Standing rules will be reviewed by the Executive Board and incoming Executive Board annually in May/June during the Executive Board Transition Meeting.

I. Executive Board and Executive Board Meetings

1. The Executive Board will meet once a month from August through May.
2. The duties of the Executive Board shall be to: (in addition to the duties outlined in the bylaws)
 - a) Manage, support and volunteer for School Supplies Ordering and Distribution and school and PTA events as determined by the Executive Board
 - b) Submit a status report to the President at least three (3) days prior to each Executive Board meeting
 - c) Provide office and organization related content to the Communications Chair and Volunteer Coordinator
 - d) Engage in leadership development and succession planning in order to maintain PTA vitality
3. The President and Principal will jointly present historical information, review the bylaws and clarify the roles and functions during the first Executive Board meeting in August. A majority of the information shared may be a repeat of the information previously shared in the May/June Executive Board Transition Meeting.
4. Each Vice President and any Executive Board member with items to report and/or Executive Board meeting agenda items shall submit a status report to the President at least three (3) days prior to each Executive Board meeting.
5. The President may appoint a committee to approve Executive Board meeting minutes.
6. With prior notification to and approval by the President, any GVHE PTA member may present a report or submit a proposal for consideration to the Executive Board.
7. The President must be notified in advance should a board member not be able to attend an Executive Board meeting or regular association meeting.
8. Discussion on any motion will be limited to fifteen (15) minutes or to the time allotted on the Executive Board meeting agenda.
 - a) Each person may speak for no more than two (2) minutes during discussion. No person shall speak a second time until all who wish to speak have had a chance to do so.
 - b) Discussion time may be extended by a two-thirds (2/3) vote of the Executive Board members present.
 - c) The Parliamentarian serves as timekeeper.
9. The newly elected Executive Board shall hold an Executive Board Transition Meeting in May/June with the outgoing Executive Board to address:
 - a) the GVHE PTA budget;
 - b) a review of GVHE PTA Bylaws and Standing Rules; and
 - c) the transfer of materials/documents/resources including
 - (1) PTA tax-exempt form
 - (2) office position documents

GVHE PTA Standing Rules

10. The newly elected Executive Board shall meet at least once in May/June to address:
 - a) summer leadership trainings, conferences, and other educational workshops;
 - b) Committee positions, openings, nominations and charges; and
 - c) August and September PTA meetings and activities.

A. President

1. The President shall
 - a) work with the principal and/or school secretary to understand the needs of the school
 - b) manage and support the Volunteer Coordinator
 - c) serve as Committee Chair of the Special Purchases Committee should such Committee need to be formed
 - d) Collect status reports from each Executive Board Member at least three (3) days prior to each Executive Board meeting.

The incoming President will meet with the Principal prior to the first Board meeting held in August to address:

- e) schedule of PTA Activities including but not limited to PTA Board and Regular Association PTA meetings
- f) budget requirements and funds needed for purchases and events
- g) goals of the PTA including membership, communication, fundraising, community involvement and service projects, PTA programs/clubs, PTA events.

B. 1st Vice President Membership

1. The 1st Vice President Membership shall
 - a) manage and support the Membership Committee & Staff Appreciation Committee
 - b) Coordinate enrichment programs for the members.

C. 2nd Vice President Fundraising

1. The 2nd Vice President Fundraising shall
 - a) manage and support the Box Tops Committee, General Fundraising Committee, Scholastic Book Fair Committee, School Spirit Committee and Yearbook Committee.

D. 3rd Vice President Clubs

1. The 3rd Vice President Clubs shall
 - a) manage and support the Reflections Committee and all after school PTA sponsored clubs.

E. 4th Vice President Programs

1. The Vice President Programs shall manage and support the Programs/Events Committee.

F. 5th Vice President Communications

1. The Vice President Communications shall manage and support the Communications Committee.

G. Treasurer

1. The Treasurer shall
 - a) serve on the Special Purchases Committee should such Committee need to be formed

GVHE PTA Standing Rules

- b) train Executive Board members on financial procedures and related GHVE PTA Standing Rules by the second meeting of the Executive Board (the Parliamentarian may be invited to train on the related Standing Rules).

H. Secretary

1. The Secretary shall
 - a) be the record keeper for the GVHE PTA and follow the duties outlined in the bylaws.
 - b) create and maintain officer Google accounts.

I. Parliamentarian

1. The Parliamentarian shall
 - a) train Executive Board members on GHVE PTA Bylaws and Standing Rules by the second meeting of the Executive Board
 - b) train Committee Chairs on GHVE PTA Bylaws and Standing Rules by September 15
 - c) train Committee Chairs appointed after September 15 within one month of their appointment
 - d) support the Nominating Committee
 - e) serve as timekeeper during General Meetings and Executive Board Meetings.

J. Faculty Representative

1. The Faculty Representative shall
 - a) report to the President
 - b) serve as a liaison between faculty and the PTA
 - c) Serve on the Special Purchases Committee should such Committee need to be formed.

K. Volunteer Coordinator

1. The Volunteer Coordinator shall
 - a) report to the President
 - b) maintain list of volunteers
 - c) communicate the LISD volunteer application process
 - d) manage and communicate volunteer check-in/check-out procedures
 - e) Manage and support Communications chair, Watch DOGS, Wednesday Folders Committee, Room Rep Committee and Staff/Teacher Appreciation Committee.

II. Standing Committees

1. Each Standing Committee Chair shall
 - a) provide Committee related content to the Communications Chair and Volunteer Coordinator
 - b) recruit PTA and Committee members
 - c) Engage in leadership development and succession planning in order to maintain PTA and Committee vitality.

A. Faculty Committee

1. The Faculty Committee is responsible for
 - a) working with the Room Rep Committee and other relevant Committees to engage students, teachers, and staff in the Committees' efforts.

B. Membership Committee

1. The Membership Committee Chair shall
 - a) report to the 1st Vice President Membership
 - b) recruit PTA and Membership Committee members
 - c) distribute current membership and Committee lists to the Executive Board
2. The Membership Committee is responsible for
 - a) creating and maintaining a current list of members
 - b) managing the membership dues collection process and submit state & National dues and membership rosters to TX PTA each month.
 - c) creating and maintaining a current list of Committees, Committee Chairs and Committee members.

C. Room Rep Committee

1. The Room Rep Committee Chair (Room Rep Coordinator) shall
 - a) report to the Volunteer Coordinator
 - b) work with GVHE teachers to ensure each has a Room Rep
 - c) Communicate with each grade level representative regarding parties and procedures to follow.
2. GVHE Room Reps are members of the Room Rep Committee.
3. Grade Level Coordinator is responsible for
 - a) Meeting with the grade level team lead to asses needs/events
 - b) Report the grade level needs to the room reps
4. The Room Reps are responsible for
 - a) assisting the teacher as necessary in recruiting volunteers for classroom activities/events
 - b) collecting and managing contributions from parents for classroom activities/events
 - c) working together as a grade level team
 - d) communicating with their grade level coordinator
 - e) assisting the PTA as necessary in recruiting volunteers for school wide activities/events.

D. Teacher and Staff Appreciation Committee

1. The Teacher and Staff and Appreciation Committee Chair shall
 - a) report to the Volunteer Coordinator
2. The Staff and Teacher Appreciation Committee is responsible for
 - a) planning and executing Teacher Appreciation week
 - b) recognizing administrative birthdays
 - c) planning and executing staff and teacher appreciation celebrations
 - d) keeping a current record of teachers' favorites and submitting them to the communications chair for upload to the website.

E. Wednesday Folder Committee

1. The Wednesday Folder Committee Chair shall report to the Volunteer Coordinator
2. The Wednesday Folder Committee is responsible for managing the process of stuffing and distributing Wednesday folders for each class at GVHE.

F. Box Tops Committee

1. The Box Tops Committee Chair shall report to the 2nd Vice President Fundraising;
2. The Box Tops Committee is responsible for managing and promoting the collection of box tops and submitting to Box Tops for Education.

G. General Fundraising Committee

1. The General Fundraising Committee Chair shall report to the 2nd Vice President Fundraising.
2. The General Fundraising Committee is responsible for
 - a) promoting fundraising activities as approved by the membership
 - b) seeking out and securing Restaurant Nights at local restaurants that will offer a percentage of profits
 - c) planning, marketing and executing Restaurant Nights according to a schedule approved by the Executive Board
 - d) working with the Events Committee for fundraising needs at each event
 - e) securing community sponsorships
 - f) promoting Amazon Smile for GVHE where a percentage of the money spent is given back to GVHE
 - g) seeking out and marketing alternative means of fundraising such as Target REDCard, and other programs

H. Scholastic Book Fair Committee

1. The Scholastic Book Fair Committee Chair shall report to the 2nd Vice President Fundraising.
2. The Scholastic Book Fair Committee is responsible for planning, marketing and executing a fall and spring book sale event.

I. School Spirit Committee

1. The School Spirit Committee Chair shall report to the 2nd Vice President Fundraising.
2. The School Spirit Committee is responsible for planning, marketing and executing the selling of school spirit items such as t-shirts, sweatshirts, water bottles, etc, as approved by the membership.

J. Watch D.O.G.S. Committee

1. The Watch D.O.G.S. Chair shall report to the Volunteer Coordinator
2. The Watch D.O.G.S. committee is responsible for encouraging the participation of father figures in our children's education.

K. IB/Family Events Committee

1. The IB/Family Events Committee Chair shall report to the 4th Vice President Programs/Events.
2. The IB/Family Events Committee is responsible for planning, marketing and executing family events at which students and their families can participate in fun and educational activities that may support the ideals of the IB Programme.

L. Garden Committee

1. The Garden Committee Chair shall report to the 3rd Vice President Clubs
2. The Garden Committee is responsible for gardening experiences on the GVHE campus such as aiding in classroom enrichment.

GVHE PTA Standing Rules

3. Maintain the garden throughout the year (including the summer months).

M. Reflections Committee

1. The Reflections Committee Chair shall report to the 3rd Vice President Clubs
2. The Reflections Committee is responsible for promoting the National PTA's Reflections Program, collecting submissions and facilitating recognitions.

N. Afterschool Clubs Committees

1. All Afterschool Club Committee chairs shall report to the 3rd Vice President Clubs.
2. Each Club Committee is responsible for planning, marketing and executing the afterschool clubs for GVHE students and updating the club bulletin boards.
3. Create and maintain Club Code of Conduct.

O. Communications Committee

1. The Communications Committee Chair shall report to the 5th Vice President Communications.
2. The Communications Committee is responsible for
 - a) creating and maintaining the GVHE PTA Website
 - b) managing Website content for Committees and the Executive Board, the content submission/revision process and club registrations
 - c) managing Website memberships and administrative privileges for the GVHE PTA Website
 - d) Keep up-to-date on social media sites
 - e) Submit photos/news to the Four Points Newspaper and the LISD Insider
 - f) Create and send weekly eNewsletters to members

P. Yearbook Committee

1. The Yearbook Committee Chair shall report to the 2nd Vice President Fundraising.
2. The Yearbook Committee is responsible for promoting, creating and distributing the yearbook.
3. Support the Yearbook Club.

Q. Legislative Action Committee

1. The Legislative Action Committee Chair shall report to the President
2. Serve as council representative for GVHE PTA at LISD Council of PTA meetings
3. Attend Vandegrift Ladder meetings
4. Attend or obtain the minutes from the LISD Board of Trustees meetings, and communicate relevant issues to the board and membership,
5. Stay up-to-date on issues in the state legislature relating to children and education, and communicate these to the board and membership.

III. Special Committees

1. Recurring Special Committees created outside of those described in this section of the Standing Rules must be added to the Standing Rules within six months of creation or during the Executive Board Transition Meeting (whichever comes first).
2. Special Committees formed for a specific purpose for a one-time event, school need or membership issue may be formed at the discretion of the Executive Board.

A. Nominating Committee

1. The Nominating committee shall report to the Parliamentarian.
2. Provide committee related content to the 5th Vice President Communications and the President prior to publication as outlined in the bylaws.
3. Nominating committee procedures will be maintained within the Parliamentarian's Procedure Book.

B. Budget Committee

1. The Budget committee will convene prior to the election meeting.
2. The Budget committee shall consist of the President and Treasurer.
3. The Budget committee shall prepare a budget to be presented to the Executive Board at the Executive Board meeting in May.
4. Upon approval by the Executive Board, the budget will be presented at the election meeting for the approval of the members.
5. Budget Committee Procedures will be maintained within the Treasurer's Procedure Book.

C. Eagle Pride Grant Committee

1. The Eagle Pride Grant committee shall consist of the President, Principal, VP of Fundraising and a minimum of two (2) PTA members who do not serve on the Executive Board.
2. The Eagle Pride Grant committee shall publicize the grant application deadline.
3. The Eagle Pride Grant committee shall collect and review all applications and work together to determine the grant recipients. Once the recipients have been chosen, the committee shall publicize the winners.
4. The Eagle Pride Grant committee shall communicate with the treasurer so that the funds may be distributed to the grant recipients.

IV. Plans of Work, Procedure Books and Year-End Reports

1. Each Officer and Committee Chair shall submit a Plan of Work to the Executive Board for approval one week prior to the first Executive Board meeting.
2. Each Officer and Committee Chair shall keep an accurate account of his/her activities in a Procedure Book specific to that office or Committee.
 - a) The Procedure Book shall include the Plan of Work, GVHE PTA Bylaws and GVHE Standing Rules.
 - b) The Procedure Book shall include notes, processes, procedures, examples of work, and other documents to ensure a smooth transition between Officers/Chairs each year.
 - c) The Procedure Book may be in electronic format.
3. Each Officer and Committee Chair shall submit a final report to the President by the last Executive Board meeting prior to the May regular association meeting.

V. Finances

1. The PTA Executive Board will conduct a monthly review of budget versus actual in order to make adjustments as necessary and present amendments to the association for approval at the next association meeting.
2. Door-to-door solicitation by children for any PTA fundraiser, event or project is neither authorized nor supported by the GVHE PTA.
3. All purchases made for the GVHE PTA remain the property of the GVHE PTA unless specifically signed over and donated to GVHE or to another school, PTA or organization. Transfer of property requires approval of the Executive Board.

A. Banking

1. Authorized signers shall be the President, Treasurer, and a Vice President as designated.
2. The President and Treasurer will retain signing authority until the books are handed over to the Financial Reconciliation Committee.
3. Authorized signers shall be revised no later than July 31st with the incoming authorized signers taking over signing authority from the outgoing authorized signers.
4. All GVHE PTA checks require two signatures.
5. The Treasurer will not distribute blank signed checks.
6. The GVHE PTA will obtain no credit cards or ATM cards.
7. Any bank product decisions must be presented to the Executive Board for approval. The Treasurer may make no bank product decision independently.
8. The President may appoint a second member to review each bank statement as a backup to the primary reviewer. It is recommended that the members are part of the Executive Board in order to address bank statements most efficiently.
9. Collection of money for the GVHE PTA must be overseen by Executive Board members.
10. At least one Executive Board member plus one Committee Chair or Executive Board member must be present for bulk money collections such as fundraiser collections, membership collections, etc.
11. At least one Executive Board member plus one Committee Chair or Executive Board member must count money for deposit.

B. Liability and Bonding Insurance

1. The following insurance shall be purchased annually by the GVHE PTA as specified by the Texas PTA guidelines:
 - a) General liability insurance
 - b) Fidelity bond insurance for all persons on the bank signature card
 - c) Property insurance
 - d) Officers' liability insurance.
2. The treasurer shall purchase insurance & ensure it is current.

C. Reimbursements

1. PTA members who are requesting reimbursement must provide to the Treasurer within 14 days the following for reimbursement:
 - a) an itemized receipt that details the item(s) purchased and the means of payment.
 - b) a completed reimbursement voucher signed by the Committee Chair or associated Executive Board member.
2. The Treasurer will address all reimbursement vouchers within 14 days.
3. An authorized check signer may not sign a reimbursement check made out to him or herself.

GVHE PTA Standing Rules

4. All receipts for reimbursement are due to the Treasurer by the last day of school within the same fiscal year in which the expense occurred.
5. Sales tax and alcohol expenses are not reimbursable. PTA members must use the PTA tax-exempt form for purchases to ensure no sales tax is charged.

D. Special Purchases Committee

1. The Special Purchases Committee will consist of the President, Treasurer, Principal and Faculty Representative. The President shall serve as the Chair of the Special Purchases Committee.
2. The Special Purchases Committee will consult with teachers, staff and the general membership in order to create a prioritized list of special purchases.
3. The Special Purchases Committee will present the prioritized list of special purchases including pricing to the Executive Board for consideration.
4. All special purchases made for the GVHE PTA remain the property of the GVHE PTA unless specifically signed over and donated to GVHE or to another school, PTA or organization. Transfer of property requires approval of the Executive Board and the membership.
5. All decisions for special purchases should be completed by April 1.
6. The Special Purchases Committee is exempt from the standing rules found in Section IV. Plans of Work, Procedure Books and Year-End Reports. Special Purchases Committee Procedures will be maintained within the Treasurer's Procedure Book.

E. Convention and Training Expenses

1. Mileage, hotel and meals will be reimbursed at the current State of Texas travel reimbursement rates.
2. Alcohol is not a reimbursable expense.

F. IRS and Tax Reporting

1. The outgoing Treasurer will complete relevant IRS forms prior to turning over financial books and/or records to the incoming Treasurer.
2. The outgoing Treasurer will summarize the state sales tax return information for the January 1 through May 31 time period prior to turning over financial books and/or records to the incoming Treasurer.

VI. Regular Association Meetings

1. The President shall distribute to the membership a regular association meeting agenda at least three (3) days prior to each regular association meeting.
2. The Parliamentarian shall serve as timekeeper.
3. Discussion on any motion will be limited to fifteen (15) minutes or to the time allotted on the regular association meeting agenda.
 - a) Each person may speak for no more than two (2) minutes during discussion. No person shall speak a second time until all who wish to speak have had a chance to do so.
 - b) Discussion time may be extended by a two-thirds (2/3) vote of members present.

VII. Member and School Communications

1. Communications through LISD must be approved by the President and the Principal or her/his delegate.

GVHE PTA Standing Rules

2. Communications to the GVHE PTA membership must be approved by the President and, if appropriate, by the Executive Board member responsible for the Committee initiating the communication.

VIII. Miscellaneous

1. GVHE PTA will donate at least \$50 to a new PTA that has formed in any school within Leander ISD, as approved in the budget.
2. Acceptance of donations by groups, individuals, business and other PTAs shall be acknowledged by cards or letters sent by the 2nd VP of Fundraising.
3. Condolences, recognitions, congratulatory and other notes should be in the form of cards and sent by the secretary.

A. Awards

1. Awards received by the PTA are the possession of the PTA and not of the individuals whose Committee won the awards.
2. All awards are to be displayed at school or kept in the possession of the current President.
3. Certificates are to be framed and hung in the school or added to the Secretary's book.
4. Scrapbooks and other documentation for awards are owned by the PTA and are to be passed along with procedure books.