

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



Texas PTA President
Filed 6/12/18

Meadow Wood Elementary PTA Standing Rules

Section 1. Plans of Work

- a. Each committee will submit a Plan of Work and a budget to be approved by the Executive Board.
- b. Each officer and chair shall include his/her Plan of Work with any suggested changes in his/her procedure notebook to be given to his/her successor.
- c. Each officer and chair shall sign their Plan of Work by November of the school year. In the event that a position is vacant, the new officer/chair will sign their Plan of Work as soon as possible.
- d. Committee chairs are only authorized to spend money according to their approved Plan of Work.
- e. Plans of Work are subject to change; however, any changes involving funding or any material changes involving scope require that the affected Plans of Work be amended and approved by the Executive Board.
- f. Every budget line item must be accounted for in an approved Plan of Work.
- g. Plans of Work are stored electronically on the Google Drive for PTA.

Section 2. Expenditures

- a. This PTA will pay for executive board to complete the Texas PTA Foundation Leader Orientation –Welcome to PTA. This training is only available on-line.
- b. This PTA shall pay the expenses of officers and/or chairs to attend the Texas PTA Summer Leadership Conference as funds allow.
- c. Expenses to be paid shall be limited to the following:
 - a. Registration fee; and
 - b. Housing fee (shared accommodation)
- d. This PTA shall purchase tickets for the SBISD Council of PTA's Founders' Day function for the following persons:
 - a. School principal;
 - b. President;
 - c. Current year's life membership recipients; and
 - d. MWE School Board Nominee and their guest
- e. This PTA shall purchase tickets (a table) for the Spring Branch Education Foundation's Bright Stars Gala for \$1,500 so long as the budget permits. Guests will include the following persons:
 - a. School Principal;
 - b. President;
 - c. Teacher of the Year and their guest
 - d. Sister School's Principal
 - e. Sister School's Teacher of the Year
- f. This PTA will send \$1,000 to the Spring Branch Education Foundation for the benefit of the MWE Alumni Scholarship in early spring.

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Section 3. Standing Committees

- a. A list of the standing committees of the PTA is below.

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PTA President

This officer attends SBISD Council of PTA meetings and represents Meadow Wood Elementary PTA at other functions (as necessary).

Chairs reporting to the President are: Community Relations, Healthy Lifestyles/CSHAC, MSA Management, Hospitality, Legislative, Parliamentarian, Project Study, Room Parents, *SB Education Foundation Liaison, Staff Appreciation, Watch DOGS, and Principal.

Community Relations - This chair attends executive meetings in order to be a helpful liaison to all of MWE family communities. Additional duties include serving as the representative to our sister school, Family Point Resources, and working with the school counselor, to welcome new families and assist those in need. They are also responsible for administration of the Condolences and Memorial Fund outlined in Section 6 of the standing rules.

Watch DOGS (Dads of Great Students) - This chair coordinates male role models (parents/grandparents/relatives) to volunteer at MWE during the school day. The goal is positive male role models for students. Duties include maintaining the schedule (for the school year), e-mail and communication with MWE and parents/families in the MWE community.

Healthy Lifestyles - This chair coordinates additional healthy activities for the children at MWE. This can include before school activities (e.g. Meadow Wood Milers), Fun Friday Fitness (special presenters on fitness) and other healthy activities. This chair also sits on C- (Campus) SHAC and attends D (District)-SHAC (School Health Advisory Committee).

Hospitality - Provides refreshments at PTA Board and General Meetings and at other special events as required.

Parliamentarian - This position ensures compliance with "*Robert's Rules of Order*" during PTA meetings. Additional responsibilities include updating local unit bylaws and standing rules as required by Texas PTA and answering questions regarding the bylaws and standing rules that may arise during PTA meetings and writing and filing PTA award applications. Parliamentarian also coordinates the SBISD School Bell nominations, and local PTA Lifetime Membership awards.

Project Study - This committee will review requests annually for spending excess PTA funds and report to the PTA board for approval.

SB Education Foundation Liaison - This chair promotes the SBISD Education Foundation

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and its fundraising events throughout the year.

Room Parents - This chair provides support to the individual classroom parents by assisting with grade specific events, coordinating volunteers, coordinating the December and February parties, and organizing the classroom booths on Carnival day. Room Parents may also serve communication functions for their classrooms to assist the teachers, and support PTA events throughout the year.

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Staff Appreciation - This chair is responsible for all staff appreciation activities throughout the year.

Legislative Chair – This chair is responsible for reporting any current non-partisan legislature regarding education in the state of Texas at general meetings.

President-Elect:

Will train under and assist the President as needed for a one-year term, prior to their one-year term as President. This officer will serve as an ex-officio member of all committees except the nominating and financial reconciliation committees, and will be authorized to sign on bank accounts.

Past President:

The Past President will attend meetings when applicable and serve in an advisory role to the Executive Board Members.

1st VP/Ways & Means

Chairs reporting to this position include: Carnival, Prize Drawing, Sponsorship, Spirit Wear, Membership, Redemption Coordinator, School Store, School Supplies, Fall Fundraiser and Spring Fundraiser. The VP/Ways and Means will also be responsible for promoting MWE PTA's Eagle Excellence Fund.

Carnival - This chair coordinates food, booths, and games for the annual Carnival held in October.

Prize Drawing - This chair coordinates prizes and the silent auction component for prize drawing in association with the carnival chair. Prize drawing chair will coordinate with Sponsorship chairs, as there is overlap with auction donations.

Sponsorship - This chair coordinates and solicits donations from the community businesses for MWE PTA. This is done as a "one ask" for all events for MWE PTA for the year and features sponsorship levels.

Membership - This chair is responsible for the local membership drive. Duties also include sending membership information and payment to Texas PTA in a timely manner and submitting information for membership awards with Texas PTA.

Redemption Coordinator - This chair will coordinate all efforts for Meadow Wood to earn

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income through existing rebate programs. Additionally, this chair will present new rebate opportunities to the board for consideration.

School Store - This chair purchases school supplies and other related items for resale in the school store as well as operates the school store.

School Supplies - This chair organizes the annual school supplies sale held in the spring for the following school year and the delivery of the supplies prior to school starting.

Spirit Wear – This chair is responsible for coordinating the design, ordering and sale of all MWE Spirit Wear. The majority of the merchandise is sold at the Meet the Teacher event the week prior to school commencing.

Fall Fundraiser - This chair coordinates solicitations, donations and fundraising for any fundraiser to be held in the fall as voted on by the executive board.

Spring Fundraiser - This chair coordinates solicitations, donations and fundraising for any fundraiser to be held in the spring as voted on by the executive board.

2nd VP/Programs

Chairs reporting to the VP of Programs are: Environmental/Garden, International Festival, *Fifth Grade Graduation, *Gifted and Talented, Hands on Science (all grades), Library (including Visiting Authors/Literature), *Reflections, Odyssey of the Mind, Special Projects, and Scout Liaison

Environmental/Garden - This chair coordinates efforts to maintain and improve the inside and outside environment of the school. This includes the school garden. Environmental Chair coordinates programs with Hands on Science to bring this component to science and students.

International Festival - Chair organizes an evening event featuring booths of different countries and celebrating the cultural diversity of MWE. This event usually occurs in late January of the school year on a Thursday evening.

Fifth Grade Graduation - This chair organizes the fifth-grade graduation ceremony as well as any other special programs enjoyed by the 5th grade.

Gifted & Talented Representative - This chair attends SBISD Gifted and Talented meetings and acts as a resource for students and families interested in the Gifted and

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Talented program at Meadow Wood.

Hands on Science – This chair coordinates the Hands On Science programs for all grades, with the assistance of grade level committees. May also provide materials and assistance for other science related study.

Library - This chair coordinates the library volunteers and assists Librarian with the Book Fairs, Visiting Authors, and Literacy Library.

Lunch Duty – This chair coordinates the lunch room volunteers.

Reflections - This chair administers the local and National PTA Reflections program.

Odyssey of the Mind - This chair promotes and organizes the Odyssey of the Mind program at Meadow Wood.

Special Projects - Special Projects Subcommittees assist with various activities throughout the school year at MWE. These can include grade specific activities or activities for the whole school (e.g. Chinese New Year Celebration, Talent Show, Career Day, Spelling Bee Liaison, etc.). Volunteers assist with that activity under the guidance of the 2nd VP Programs Officer(s). The position must be accompanied by an applicable Plan of Work.

Scout Liaison - Acts as a liaison between MWE and local Boy Scout troops and Pack 902.

3rd VP/ MSA Management (MySchoolAnywhere)

This officer oversees all aspects of the MySchoolAnywhere site. MSA serves as our on-line directory, where we advertise sponsors, Eagle Excellence donors, etc. He/she updates/oversees the on-line school store for Spirit Wear, PTA memberships, Marquee sales, donations, etc. Other duties include posting/maintaining PTA-related volunteer signups on the site, and All-school or grade level communication blasts from MSA as needed.

Secretary

This officer oversees the Social Media/Newsletter, Webmaster and Yearbook chairs as well as performing the duties outlined in the bylaws. Secretary is also responsible for coordinating Marquee information (such as birthday announcements) to the front office secretary for the digital marquee.

Social Media - This chair assists with posts to the MWE PTA Facebook page. A guideline

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of accepted posts has been established for social media in September of 2015.

Webmaster - This chair maintains the PTA website; including maintaining the calendar on the PTA website.

Newsletter/E-Blast - This chair produces the E-Blast for MWE on a weekly basis and maintains the e-mail list for MWE PTA. Info is emailed and posted to the Facebook site as needed. Chair also produces a quarterly hard copy newsletter to go home in the Friday folders.

Yearbook - This chair is responsible for producing the yearbook. Duties include gathering photographs of students and school events throughout the year, organizing information digitally (for collection of photos), organizing the layout of the book, working with the yearbook publisher, selling and distributing the books.

Treasurer

This officer performs the duties set forth in the bylaws. Also, this position oversees the Assistant Treasurer.

Assistant Treasurer - This position works with the Treasurer assisting with the collection, counting and depositing of PTA funds.

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Section 4. Special Committees

- a. Budget and Finance –
 - a. This committee will consist of the president, vice presidents, treasurer, secretary, principal (optional) and at least one retiring officer, which shall include the retiring treasurer.
 - b. This committee shall meet as necessary, but at least once with the Principal prior to the beginning of the new school year.
 - c. This committee shall prepare the yearly budget to be presented to the voting body for its adoption at the last membership meeting of the year. The budget may be amended at a meeting in the fall.
- b. Project Study –
 - a. The Project Study Committee Chair will be selected by the Executive Officers. They will follow the committee policy and procedures see below:
 - i. The committee is comprised of 3 parents and 3 teachers selected for a one-year term by lottery. The committee is led by a teacher or parent selected by the principal and PTA officers, respectively. The PTA treasurer may attend all meetings. The committee members will review applications and interview sponsors to clarify the need for requested items (equipment, consumable or a service), ensure they meet PTA guidelines and have secured the principal's approval. In determining Project Study priorities, the committee will consider balance, fairness, and historical funding of subjects and grade levels. Once the committee members have researched the applications, the committee will decide on options for utilizing the funds based on funds available and the need for the requested items. The committee will present varied options for the PTA Executive Board, including one option of saving the funds for future needs. The PTA Executive Board will vote on the options and present their recommendation to the PTA membership for final approval.
 - b. The Project Study Committee will meet as often as needed prior to their recommendation to the executive board. They will report all proposals and their recommendations to the Executive Board.
- c. Financial Reconciliation Committee –
 - a. The Financial Reconciliation Committee will submit their Financial Reconciliation Report to the Treasurer by July 15th.

Section 5. Bonding and Insurance

The following insurance shall be purchased by this PTA:

- a. General liability insurance;
- b. Fidelity bond insurance for all persons on signature card at bank; and
- c. Officers' liability insurance.

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Section 6. Condolences and Memorial Fund

- a. This fund will be handled by the Community Relations.
- b. For a member of the Meadow Wood staff, the following procedure will be followed:
 - a. For the birth of a baby, a card will be sent to the family.

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- b. In the event of the death of an immediate family member, a card will be sent and a donation to a charity chosen by the Executive Board in memory of the individual. If no charity is elected, a donation to the Meadow Wood Elementary Scholarship may be made (through SBEF) in a nominal amount (to be determined by the Officers – not greater than \$50.00) in memory of the individual.
- c. In the event of a major or serious (extended) illness in the immediate family, a card will be sent and other community efforts may be coordinated, if desired.
- c. For the families of Meadow Wood students, the following procedures will be followed:
 - a. In the event of a death of an immediate family member, a card will be sent and a donation to a charity chosen by the Executive Board in memory of the individual. If no charity is elected, a donation to the Meadow Wood Elementary Scholarship may be made (through SBEF) in a nominal amount.(to be determined by the Officers – not greater than \$25.00) in memory of the individual. In the event of a major or serious (extended) illness in the immediate family, a card will be sent and other community efforts may be coordinated by Community Relations, if desired.

Section 7. Accounting

- a. The Treasurer will request reimbursement of \$20.00 or whatever the exact amount is per the bank for a returned check to cover the amount charged by the bank for any checks returned for Non-Sufficient Funds (NSF). This will be posted wherever checks are accepted by this PTA.
- b. If the check remains uncleared, this PTA will refuse to accept any future checks from such person until the nonsufficient balance, including bank fee, is satisfied.
- c. If any person writes two or more NSF checks within a twelve-month period, this PTA reserves the right to refuse any further checks from such person.
- d. All checks must be signed by two authorized officers and must include full name and PTA position title.
- e. Checks under \$250.00 may be signed by a single signer.
- f. Receipts must be turned in to the Treasurer within sixty (60) days from the later of the date the expense was incurred or the event for which the receipt was incurred for reimbursement.
- g. The Treasurer cannot reimburse any expense in a budget category that would cause that line item to go over budget without first getting a budget amendment approved by the PTA membership. Until such expense is so approved, the person incurring such expense shall be personally liable for it.
- h. Sales tax will not be reimbursed. A copy of the PTA tax exemption certificate may be obtained from the Treasurer and is also available on the MWE PTA website to download.

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- i. In order to receive Teacher Allotment Funds or staff allotment, teachers and staff are required to be PTA members and members in good standing.

Section 8. Reserves

- a. Funds set aside in reserve for Project Study or a fundraiser such as an auction or a check writing campaign cannot be used for the operating budget. Such funds can only be used as designated and approved by the general PTA, unless a subsequent vote is taken and a new designation is made and approved by the PTA membership.

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- b. When possible, an objective for raising significant funds through a fundraiser such as an auction or check writing campaign, which monies raised are not to be used for operating budget, should be voted on by the Executive Board and PTA membership prior to such event. If an objective is not decided on before the event, then the Project Study Committee is designated to gather suggestions and research the items suggested. In such situation, one parent PTA member appointed by the Executive Board shall be added to the Committee for this purpose. The Committee will make a presentation on the suggested items to the Executive Board with a recommendation. The Executive Board then shall vote on the recommendation. Items approved by the Executive Board will then be voted on at the next PTA membership meeting.

Section 9. Awards

- a. The Parliamentarian, Secretary and will be responsible for distribution of award forms to committee chairs and coordination of the submission of completed awards to SBISD CPTA and Texas PTA, as appropriate.
- b. Awards are the possession of this PTA. All awards are to be displayed at Meadow Wood.

Section 10. Minutes

- a. The PTA President shall appoint a committee at the May Executive Board meeting to approve the minutes from the last Executive Board meeting.
- b. The PTA President shall appoint a committee at the May membership meeting to approve the minutes from the last membership meeting.
- c. Minutes may be distributed electronically to the Executive Board and posted in a conspicuous place at membership meetings.