

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

Texas PTA
Filed



President
2/20/18

Formatted: Centered

Formatted: Top: 0.44"

Formatted: Centered, Line spacing: Multiple 0.95 li

CROSS TIMBERS MIDDLE SCHOOL PARENT TEACHER ASSOCIATION STANDING RULES

I. ANNUAL MEETING AND REPORTS

- A. The president shall appoint a committee of at least three (3) members at the last executive board meeting to approve the minutes of that board meeting.
- B. The president shall appoint a committee of three (3) members at the last association meeting to approve the minutes of the last regular association meeting.
- C. Each officer and chair shall prepare a procedure book and/or a digital folder on the shared PTA drive with his/her plan of work and, relevant committee information, and a brief committee report and evaluation.

II. OFFICERS – Additional information on specific duties as determined by CTMS PTA

A. The President shall:

1. attend PTA Council Delegate Meetings, or appoint a “President’s Representative” to attend PTA Council Delegate Meetings, when available;
2. solicit award recommendations for Council and other District awards, as applicable, from the executive board.

B. The President-Elect shall

1. attend PTA Council Delegate Meetings as “President’s Representative” when the President is unable to attend;
2. Shall serve as chair of the Scholarship Committee, serve as ex-officio member of all standing committees;
3. perform other duties as assigned by the President.

C. The First Vice President shall:

1. plan and implement quality speakers and programs for membership meetings;
2. perform the duties of the President in the event the President is absent or temporarily unable to execute the duties of the office;
3. plan and provide additional opportunities for seminars and workshops to help for parents develop and improve their parenting skills; on topical issues.

D. The Second Vice President shall:

1. conduct an annual membership drive to encourage participations in the association and other membership drives as needed;
2. collect all dues;
3. record all members and distribute membership cards to those members;
4. submit all monies collected to the treasurer;
5. submit a complete list of all members recorded to the treasurer and secretary;
6. serve as chair of the Award Committee and appoint a committee to determine award recipients;
7. be responsible for the distribution of awards forms to recipients at final association meeting of the year; committee chairs and - The chair may complete these awards forms if they wish and the parliamentarian will submit them to -Council, and/or Texas PTA as necessary;

Formatted: Space Before: 0 pt, Line spacing: Multiple 0.95 li

Formatted: Top: 0.44"

Formatted: Font: Not Bold

Formatted: Indent: Left: 0.57", Hanging: 0.18", Right: 0", Space Before: 13 pt, Line spacing: single

Formatted: Font: 11 pt, Font color: Black

Formatted: Font: 11 pt, Font color: Black

Formatted: Font: Not Bold

Formatted: Font: 11 pt, Font color: Black

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Font: 11 pt, Font color: Black

Formatted: Font: 11 pt, Font color: Black

Formatted: List Paragraph, Left, Right: 0.31", Line spacing: Multiple 0.96 li, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Font: 11 pt, Font color: Black

Formatted: List Paragraph, Right: 0.31", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Right: 0.31", Space Before: 0 pt, Line spacing: Multiple 0.96 li, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

8. ~~keep awards in the possession of the CTMS PTA and that are to be displayed — at the school or submitted to the historian for the scrapbook. Certificates are to be framed and hung at the school or put into the historian's scrapbook. Scrapbooks and other documentation for awards are passed along with procedure books. This does not include recognition pins. retain and upload digital versions of all membership awards to the shared PTA drive;~~
9. ~~provide updates on membership awards earned to membership and executive board at both association meetings and executive board meetings.~~

Formatted: Font: 11 pt, Font color: Black

E. The Third Vice President shall:

1. ~~coordinate all fundraising activities (e.g. "Den Donations," spirit nights, auctions, etc.);and assist in developing plans;~~
2. ~~present these plans to the executive board and to the membership for approval and work to ensure that all areas of each fundraising project are completed by meeting with the committee chair on a regular basis meet the set goals of the association.~~

Formatted: List Paragraph, Right: 0.31", Line spacing: Multiple 0.96 li, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Right: 0.31", Space Before: 0 pt, Line spacing: Multiple 0.96 li, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

III. The Executive Board

Formatted: Font: Not Bold

Formatted: Font: Not Bold

A. The Executive Board will be comprised of the following positions:

Formatted: Font: 11 pt, Font color: Black

- President
- President-Elect
- First Vice President
- Second Vice President
- Third Vice President
- Secretary
- Treasurer
- Parliamentarian
- ~~Council Delegate~~
- ~~Arts/Reflections~~
- ~~Healthy Lifestyles~~
- ~~Diversity/Inclusion~~
- ~~Community Liaison~~
- Needs Assessment/Teacher Scholarships
- ~~Communications Website/Social Media~~
- Volunteer Coordinator

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.57" + Indent at: 0.82"

IV. Standing and Special Committees Rules

Formatted: Font: Not Bold

- A. The executive board may create such special committees as it may deem necessary to ~~promote~~ ~~the promote the~~ purposes and carry on the work of the association.
- B. No chair shall serve in the same office for more than two (2) consecutive terms. One who ~~has served~~ ~~has served~~ more than one-half (1/2) of a term shall be credited with having served that term.
- C. All committee chairs shall:
 1. ~~deliver to their successors and/or the president, all official materials at their successor or the president within 15 days of the end of the fiscal year or upon leaving the position;~~
 2. ~~update and maintain a shared digital drive with all official materials and provide login and password information to their successor and the president within fifteen (15) days of the fiscal year or upon leaving their position;~~
 3. ~~present a written Plan of Work to the executive board for approval. No committee shall be undertaken without this approval;~~

Formatted: Indent: Left: 0.57", Hanging: 0.18"

Formatted: Indent: Left: 0.57", Hanging: 0.18"

Formatted: List Paragraph, Right: 0.31", Space Before: 0 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Right: 0.31", Space Before: 0 pt, Line spacing: Multiple 0.96 li, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

4. ~~3-~~ perform the duties outlined in these bylaws and those assigned by the president or membership from time to time; and
5. ~~4-~~ have a current copy of the local PTA bylaws.

D. The quorum of any committee shall be a majority of its members.

V. COMMITTEES AND DESCRIPTIONS

A. Bylaws and Standing Rules

1. ~~1-~~ The parliamentarian shall request from Texas PTA a current copy of the bylaws and standing rules prior to the first executive board meeting.
2. ~~2-~~ The parliamentarian shall review the bylaws and standing rules every year, or as needed.
3. ~~3-~~ The bylaws committee will consist of three (3) members to include the parliamentarian who shall serve as the Chair of the committees and one (1) alternate member -subject to the approval of the executive board. ~~The Parliamentarian serves as Chair of the committee.~~

B. Awards Committee

1. ~~1-~~ The ~~first Vice President~~ president shall chair appoint a committee ~~with three two (2) additional~~ voting members and two (2) -alternates of the CTMS PTA. ~~to serve on this committee and shall be chaired by the First Vice President.~~
2. ~~2-~~ This committee will consider awards such as Friends of Children and Lifetime Achievement ~~as Achievement~~ as well as other awards as determined.
3. ~~3-~~ The number of awards will be determined by the budget and the committee ~~and~~ shall be present ~~the awarded~~ at the April membership meeting.

C. Needs Assessment Committee

1. ~~1-~~ The Needs Assessment ~~Teacher Scholarships~~ Committee will meet to review requests for - purchases and make recommendations on the expenditure of funds in the Needs -Assessment budget line items.
2. ~~2-~~ The Needs Assessment ~~Teacher Scholarships~~ Committee will meet to review requests for -teacher training/conferences and other expenses, as applicable, and make recommendations on the expenditure of funds in the Teacher Scholarship budget line items.
3. ~~3-~~ The committee shall be comprised of a minimum of three (3) members and two (2) alternates subject to the approval of the executive board. The committee chair will be appointed by the president, subject to review of the executive board. The chair will be responsible for notifying the school staff of the request procedures and for dispersing the request forms to the school staff. The notice should include the names of the members of the committee, who to contact if a staff member has a question, and the deadline for submission of the request form. The principal's signature on the form will indicate the principal's approval of the request and will serve as a communication that the items requested are not sufficiently covered within the school's budget. However, the responsibility for making a recommendation rests solely with the committee members. A survey or a similar form letter may be sent home to solicit parent and student requests.
4. ~~4-~~ The committee will meet as needed to discuss all requests, eliminating all those that do not ~~meet the committee guidelines or returning to the originator of the request for further clarification. Request will be prioritized in the event that sufficient funds are not available at the time of request.~~ The following guidelines will be followed when reviewing -requests:
 - a) ~~a-~~ Needs Assessment requests must be only permanent, non-disposable, purchases will be considered. Disposable items should be purchased or donated through alternate sources. Examples of disposable items included, but are not limited to, paper towels, ink cartridges, paper, pens, pencils, etc. Priority should be given to permanent, non-disposable purchases.

Formatted: List Paragraph, Right: 0.31", Space Before: 0 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Right: 0.31", Space Before: 0 pt, Line spacing: Multiple 0.96 li, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: 11 pt, Font color: Black

Formatted: List Paragraph, Numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 2 + Alignment: Left + Aligned at: 0.75" + Indent at: 1", Tab stops: 0.94", Left

Formatted: Font: 11 pt, Font color: Black

Formatted: List Paragraph, Right: 0.31", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Right: 0.31", Space Before: 0 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Right: 0.31", Space Before: 0 pt, Line spacing: Multiple 0.96 li, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Right: 0.31", Space Before: 0 pt, Line spacing: Multiple 0.96 li, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Font: 11 pt, Font color: Black

Formatted: List Paragraph, Right: 0.31", Space Before: 0 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Right: 0.31", Space Before: 0 pt, Line spacing: Multiple 0.96 li, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Font: 11 pt, Font color: Black

Formatted: Font: 11 pt, Font color: Black

- b) ~~b.~~ All items are donated or purchased to CTMS rather than to the individual teacher or staff member. All items given by the PTA will remain at CTMS in the event a teacher or staff member leaves CTMS. This should be carefully considered when a teacher or staff member requests an item unique to his/her teaching method that may not be useful to another teacher or staff member at CTMS.
- ~~5.~~ The principal should concur with the purchase of any items requested by a teacher or staff member of CTMS. In addition, the principal's input should be sought prior to the committee making a final recommendation. However, the responsibility for making a recommendation rests solely with the committee members.
- ~~5.~~ ~~6.~~ The committee should seek to benefit the greatest possible number of students, teacher and staff when possible.
- ~~6.~~ ~~7.~~ When considering requests, recent purchases should be considered. The intent is to distribute the funds in all areas rather than just a few.
- ~~7.~~ ~~8.~~ When If possible, and if there is enough money and requests, every the effort should be made to benefit all grade levels. However, if all grade levels do not have legitimate request or if there is a greater need, then this may not be possible or desirable.
- ~~9.~~ Large items may be purchased that require the entire Needs Assessment line item. This is acceptable if the needs of the school indicate such an expenditure.
- ~~8.~~ ~~10.~~ The Needs Assessment Committee Chair is granted the authority to make all committee and principal approved purchases not to exceed \$1,000 per request without the approval of the board or general membership. A report of expenditures should be made at all executive board and membership meetings for information. Expenditures exceeding \$1,000, but not exceeding \$2,500 shall require the approval of the executive board and the membership prior to purchasing Needs Assessment Committee. Anything greater than \$2,500, but not exceeding \$5,000 shall require the approval of the executive board. Any purchases in excess of \$5,000 must be presented for approval at an association meeting prior to purchase.
- ~~9.~~ ~~11.~~ The committee requests that teachers who receive Teacher Scholarships submit a verbal or written report detailing the use of the scholarship funds at a staff meeting and/or department meetings and distribute learned materials or report to staff via school principal, as applicable.
- ~~10.~~ Teachers or staff who receive scholarship funds from the PTA must remain a staff member at CTMS for one calendar year after receipt of the scholarship funds or reimburse the PTA for the full amount granted. The committee may grant an exception for extenuating circumstances by majority vote of the committee.
- ~~11.~~ Scholarship funds should be given for training/development that will improve the classroom education or experience of CTMS students in general rather than furthering the education solely of the staff member.

D. Nominating Committee

- ~~1.~~ ~~1.~~ The committee shall be comprised of three (3) members and one (1) alternate member elected to serve in the event that a member is unable to serve.
- ~~2.~~ ~~2.~~ The committee shall elect its own chair immediately following the membership meeting. The president does not serve on this committee nor does s/he appoint any members of this committee.
- ~~3.~~ ~~3.~~ No member shall automatically serve on this committee because of his/her office in the CTMS PTA or position in the school system.
- ~~4.~~ The committee will solicit volunteers for the current officer positions as stated in the Bylaws.
- ~~5.~~ The committee will distribute Officer Nomination/Volunteer Forms to the CTMS population as well as to all elementary schools feeding into CTMS.
- ~~5.~~

E. CTMS PTA High School Scholarships

- ~~1.~~ ~~1.~~ The members of the High School Scholarship committee will be elected by the

Formatted: List Paragraph, Right: 0.31", Space Before: 0 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Right: 0.31", Space Before: 0 pt, Line spacing: Multiple 0.96 li, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Right: 0.31", Space Before: 0 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Right: 0.31", Space Before: 0 pt, Line spacing: Multiple 0.96 li, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Right: 0.31", Space Before: 0 pt, Line spacing: Multiple 0.96 li, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Font: 11 pt, Font color: Black

Formatted: List Paragraph, Right: 0.31", Space Before: 0 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Indent: Left: 0", First line: 0", Right: 0", Space Before: 0 pt, Line spacing: single, Widow/Orphan control, Border: Top: (No border), Bottom: (No border), Left: (No border), Right: (No border), Between: (No border)

Formatted: List Paragraph, Right: 0.31", Space Before: 0 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Right: 0.31", Space Before: 0 pt, Line spacing: Multiple 0.96 li, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

membership at the ~~January association~~~~Mareh~~ meeting. Elections shall be by plurality. This committee will be made up of at least ~~three~~~~four~~ (34) members and two (2) alternate members. No member of this committee should be a parent of a high school senior.

~~2.~~ ~~2.~~ The scholarship is a monetary award in recognition of superior achievement in citizenship, leadership and scholarship for the purpose of encouraging the recipient to proceed to higher education.

~~3.~~ ~~3.~~ Eligibility

~~a.~~ ~~a.~~ The applicant shall have been a graduate of CTMS, a graduating senior of any high school within GCISD, and a member in good standing of any Local GCISD PTA.

~~b.~~ ~~b.~~ Applicants must have attended a school in GCISD for his/her entire senior year.

~~c.~~ ~~e.~~ Applicants must be of good character and high moral standards. Applicants must have exhibited good citizenship during his/her school experience.

~~d.~~ ~~d.~~ The recipient may attend any vocational/trade school, junior college, college, or university of his/her choice. The scholarship shall not be restricted to any particular field of study.

~~e.~~ ~~e.~~ A check will be made payable to the school of the student's choice and will be designated for academic support purposes only.

~~f.~~ ~~f.~~ Any funds not disbursed or returned to CTMS PTA for any reason will remain in the scholarship budget line item for future High School Senior Scholarships.

~~g.~~ ~~The members of the High School Scholarship Committee will be elected by the membership body at the January meeting.~~

~~4.~~ ~~4.~~ Selection

~~a.~~ ~~a.~~ Each application received for the scholarship shall be judged on the following merits but limited to:

~~1.~~ ~~(1)~~ Essay

~~2.~~ ~~(2)~~ School Activities

~~3.~~ ~~(3)~~ Citizenship (School and Community Activities)

~~4.~~ ~~Academics which may include:~~ ~~(4)~~ GPA;
ACT/SAT Scores; Individual's Class Ranking

~~5.~~ ~~(5)~~ Leadership (Offices held; Membership in
Organizations)

~~6.~~ ~~(6)~~ Honors and Awards Received

VI. FINANCIAL

A. FINANCIAL

~~1.~~ ~~1.~~ The president, president-elect, treasurer, secretary and first vice president shall be on ~~the~~ ~~he~~

~~1.~~ ~~1.~~ signature card filed at the bank.

~~2.~~ ~~2.~~ No check shall be signed by an officer that is being issued to himself.

~~2.~~ ~~2.~~

~~3.~~ ~~3.~~ There shall be a sum of no less than \$5,000 left in the budget to start the next year's work.

~~3.~~ ~~3.~~

~~4.~~ ~~4.~~ CTMS PTA has the right to require that money transactions made to the PTA be made by

~~4.~~ ~~4.~~ cash or money order by any person who has an outstanding balance or who has written the PTA an uncollected check for insufficient

Formatted: List Paragraph, Right: 0.31", Numbered + Level: 3 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.38" + Indent at: 1.5"

Formatted: List Paragraph, Right: 0.31", Space Before: 0 pt, Line spacing: Multiple 0.96 li, Numbered + Level: 4 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.75" + Indent at: 2"

Formatted: List Paragraph, Right: 0.31", Line spacing: Multiple 0.96 li, Numbered + Level: 4 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.75" + Indent at: 2"

Formatted: List Paragraph, Left, Right: 0.31", Line spacing: Multiple 0.96 li, Numbered + Level: 4 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.75" + Indent at: 2"

Formatted: List Paragraph, Right: 0.31", Line spacing: Multiple 0.96 li, Numbered + Level: 4 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.75" + Indent at: 2"

Formatted: Font: Not Bold

Formatted: Font: 11 pt, Font color: Black

Formatted: List Paragraph, Right: 0", Line spacing: single, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1", Widow/Orphan control, Border: Top: (No border), Bottom: (No border), Left: (No border), Right: (No border), Between: (No border)

Formatted: Font: 11 pt, Font color: Black

Formatted: Font: 11 pt, Font color: Black

Formatted: List Paragraph, Left, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Font: 11 pt, Font color: Black

Formatted: List Paragraph, Right: 0.91", Line spacing: single, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Font: 11 pt, Font color: Black

Formatted: List Paragraph, Right: 0.91", Space Before: 0.25 pt, Line spacing: single, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Right: 0.91", Line spacing: single, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

funds.

~~5.~~ The person who wrote the check shall be responsible for any charges occurring

~~5.~~ because of insufficient funds.

~~6.~~ All money shall be counted by at least ~~one two~~ (12) members of the executive board and one (1) member of PTA (excluding student members) submitted with a

~~6.~~ signed deposit receipt to the treasurer.

~~7.~~ Money shall be deposited by the treasurer as soon as possible.

~~8.~~ A check request form shall be signed by the chair and president and funds must be

~~8.~~ available in the committee budget prior to reimbursement.

~~9.~~ All credit card transactions or other forms of payments which a transaction fee is s

~~9.~~ assessed will be approved by the president.

~~10.~~ This 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 approval for this PTA shall use the Tax Exempt Form.

11. This PTA shall obtain at least three (3) bids when making any purchase in excess of \$2,500 unless the item is a specialty item and there is but one vendor for the item.

12. This PTA shall require a written agreement/contract with any business/vendor when purchasing non-refundable merchandise or when executing a contract for service in excess of \$2,500.

13. All check requests must be turned in by May 30th of the Fiscal year to allow for Financial Reconciliation.

~~11.~~ This 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. ~~12.~~ This PTA shall require a written agreement/contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.

~~13.~~ All check requests must be turned in by May 30th of the Fiscal year to allow for Financial Reconciliation.

B. ELECTRONIC BANKING AND CREDIT/DEBIT CARD

1. Three credit/debit bank cards shall be issued in the name of CTMS PTA and assigned to the current president, president-elect and the chair of the Needs Assessment Committee. The card number and officer's name should be changed after each new successor.

2. The cardholders are responsible for the security of the credit/debit cards.

3. All transaction documentation should be given to the treasurer.

4. The credit/debit card shall not be used as a line of credit, the card should only be used to pay electronic funds from available bank balance and approved in current budget.

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

6. A financial reconciliation shall be conducted by first vice president (programs) if a signer on the bank account changes or a card is reported lost or stolen to verify approved charges and alert the bank of any fraudulent charges.

7. Automated Teller Machine (ATM) usage, cash back or cash advances are allowed for cardholders only for the purposes of cash box advance for PTA events. Cash advances must be returned to the budget line after completion of event.

8. The treasurer shall regularly reconcile the bank ledger.

9. The PTA membership approves the Texas PTA's policy on electronic banking. The policy shall be adopted and adhered to by the association. A copy of the policy should be kept in

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Indent: Left: 0", Hanging: 1"

Formatted: Font: 11 pt, Font color: Black

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Font: 11 pt, Font color: Black

Formatted: Font: 11 pt, Font color: Black

Formatted: Right: 0", Space Before: 0 pt, Line spacing: single, Widow/Orphan control, Border: Top: (No border), Bottom: (No border), Left: (No border), Right: (No border), Between : (No border)

Formatted: Font: 11 pt, Font color: Black

Formatted: List Paragraph, Right: 0.2", Line spacing: Multiple 0.96 li, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Font: 11 pt, Font color: Black

Formatted: List Paragraph, Numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Font: 11 pt, Font color: Black

Formatted: Font: 11 pt, Font color: Black

Formatted: Font: 11 pt, Font color: Black

Formatted: Font: 11 pt, Font color: Black

Formatted: Font: 11 pt, Font color: Black

Formatted: Font: 11 pt, Font color: Black

Formatted: Font: 11 pt, Font color: Black

Formatted: Font: 11 pt, Font color: Black

~~the president's, president-elect's, secretary's, treasurer's, and parliamentarian's files for reference.~~

Formatted: Font: 11 pt, Font color: Black

~~10. Banking statements may be reviewed online. The non-signer bank statement reviewer must print a copy of the statement to be signed once reviewed and give the signed copy of the bank statement to the treasurer.~~

Formatted: Font: 11 pt, Font color: Black

~~11. Password for online accounts should be changed at least once a year when there is a change in signer, or when there is a financial reconciliation.~~

Formatted: Font: 11 pt, Font color: Black

~~12. The treasurer and president should have full access to bank account online.~~

Formatted: Font: 11 pt, Font color: Black

~~13. Additional signer and non-signer bank statement reviewer should have read-only access.~~

Formatted: List Paragraph, Left, Indent: First line: 0", Right: 0", Space Before: 0 pt, Widow/Orphan control, Border: Top: (No border), Bottom: (No border), Left: (No border), Right: (No border), Between : (No border)

~~1. The PTA membership approves the Texas PTA's policy on electronic banking. The policy shall be adopted and adhered to by the association. A copy of the policy should be kept in the president, president elect, secretary's and treasurer's, and parliamentarian's files for reference.~~

Formatted: Font: 11 pt

~~2. This association currently does not have a debit/credit card in the name of CTMS PTA. Should the need arise, use of a card will be discussed by the executive board at the appropriate time.~~

~~3. Banking statements may be reviewed online. The non signer bank statement reviewer must print a copy of the statement to be signed once reviewed and give the signed copy of the bank statement to the treasurer.~~

Formatted: Font: 11 pt, Font color: Black

~~4. Password for online accounts should be changed:~~

~~a. At least once a year~~

~~b. When there is a change in signer, or~~

~~c. When there is a financial reconciliation~~

~~5. The treasurer and president should have full access to bank account online~~

Formatted: Font: 11 pt, Font color: Black

~~a. Additional signer and non-signer bank statement reviewer should have read-only access~~

CA. BONDING AND INSURANCE

The ~~president~~ ~~treasurer~~ is responsible for purchasing the following insurance annually for Cross Timbers Middle Timbers Middle School PTA:

~~1. General Liability Insurance~~

Formatted: Font: 11 pt, Font color: Black

~~2. Fidelity Bond Insurance for all Officers~~

Formatted: List Paragraph, Indent: Left: 1", Hanging: 0.19", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.51" + Indent at: 1.76"

~~3. Officers' Liability Insurance~~

~~4. Property Insurance (if necessary)~~

~~5. Social Media Insurance~~

VII. LEADERSHIP TRAINING

Formatted: Font: Not Bold

A. CTMS PTA shall pay the registration fees of ~~any newly elected officers and standing committee chair to the president, president-elect and/or a designee appointed by the president to~~ attend the Texas PTA LAUNCH.

B. CTMS PTA shall pay expenses ~~of newly elected officers and standing committee chair to~~ attend Texas PTA LAUNCH in the following order, as funds allow:

~~1. 1. President~~

Formatted: Font: 11 pt, Font color: Black

~~2. 2. President-Elect~~

Formatted: List Paragraph, Indent: Left: 0.97", Hanging: 0.22", Numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 2.13" + Indent at: 2.22"

~~3. Any member of the executive board that is designated by the president to attend in place of the president and/or the president-elect~~

Formatted: Font: 11 pt, Font color: Black

~~3. Officers~~

~~4. Committee Chairs~~

~~C. CTMS shall pay for lodging at a rate not to exceed \$125 per night sharing rooms where possible; mileage at the current corporate rate for one vehicle per four people attending if outside the DFW area; parking; and meals not to exceed \$50 per day per person.~~

~~C. D. If funds permit, CTMS PTA may allocate expenses for the Texas PTA LAUNCH and National PTA convention if attendance is recommended by GCISD Council of PTAs.~~

- ~~1. Expenses will be paid in the same order as for LAUNCH.~~
- ~~2. The representatives to the National PTA Annual Convention shall be elected by the executive board prior to the convention.~~

~~3. Expenses to be paid shall be limited to the following: registration fees; workshop fees; lodging fees not to exceed \$125 per night sharing rooms where possible; mileage at the current corporate rate for one vehicle per four members in attendance if outside the DFW area; parking; and meals not to exceed \$50 per day per person.~~

~~E. If funds permit, the PTA may pay the expenses of any other CTMS PTA member who wishes to attend the Spring Conference, Leader Orientation, LAUNCH or GCISD Council Fall and Spring Workshops.~~

~~D.F. All executive board members are required to take the Texas PTA FOUNDATIONS; Essentials and FOUNDATIONS: Basics training. The training fee is to be reimbursed by this PTA. -A copy of the certificate of completion of the PTA FOUNDATIONS training components -will be -kept on file by the secretary of the unit for all members.~~

~~E.G. All attendees to Leadership Training, LAUNCH, Texas and National PTA conventions, or any other special training opportunities must attend a minimum of 75% of all meetings he is expected to attend, or the executive board may vote not to pay that member's expenses. In the event the money is already expended, the board may require the member to reimburse the CTMS PTA.~~

VIII. PTA PROPERTY

Gifts or property purchased for the benefit of CTMS from this PTA become property of CTMS.

IX. SCHOLARSHIPS AND DONATIONS

~~A. Council PTA Scholarship~~

~~CTMS PTA will budget a donation to the GCISD Council of PTAs for each high school in GCISD to be awarded to a graduating senior. The Council PTA is responsible for establishing the guidelines, soliciting the applicants, evaluating the applications, and awarding the scholarships.~~

X. MISCELLANEOUS

A. All school-wide communications from this PTA for school distribution shall be approved by the PTA president and school principal.

B. Executive board members shall not expect privileges or rights that are not due any other taxpayer or parent in the school district.

Formatted: Indent: Left: 0", First line: 0.06"

Formatted: Indent: Left: 0", First line: 0.06", Space Before: 3.9 pt

Formatted: Indent: Left: 0.5", First line: 0.06", Right: 0", Space Before: 3.9 pt, Line spacing: single

Formatted: Indent: Left: 0.56", Hanging: 0.19"

Formatted: List Paragraph, Space Before: 0 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

Formatted: List Paragraph, Right: 0", Space Before: 0 pt, Line spacing: single, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

C. Executive board members will not speak to the school district personnel or media as representing CTMS PTA unless authorized to do so by the membership.

Formatted: Indent: Left: 0.57", Hanging: 0.18"