

Texas PTA  
Filed



President  
2/20/18

## **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 with his/her plan of work, 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 meetings, or appoint a “President’s Representative” to attend PTA Council meetings, when available.
  2. solicit award recommendations for Council and other District awards, as applicable, from the Executive Board.

#### **B. President-Elect**

1. attend PTA Council meetings as “President’s Representative” when President is unable to attend.

#### **C. The First Vice President shall:**

1. plan and implement quality speakers and programs for membership meetings;
2. plan and provide additional opportunities for seminars and workshops to help parents develop and improve their parenting skills;

#### **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.
7. be responsible for the distribution of awards forms to committee chairs. The chair may complete these awards forms if they wish and the parliamentarian will submit them to Council, and/or Texas PTA.

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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.

E. The Third Vice President shall:

1. coordinate all fundraising activities 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.

### **III. The Executive Board**

The Executive Board will be comprised of the following positions:

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  
 Website/Social Media  
 Volunteer Coordinator

### **IV. Standing and Special Committees Rules**

A. The executive board may create such special committees as it may deem necessary to promote the purposes and carry on the work of the association.

B. Chairs shall assume their official duties following the close of the school year and shall serve a term of one (1) year. All chair positions not filled by appointment become vacant at the close of the school year.

C. Only one (1) person shall be appointed to serve in any one (1) chair position. In the event that there is a co-chair that is appointed to serve, the Committee Chair will only have one vote during Board meetings and only one person will go towards the quorum count.

D. No chair shall serve in the same office for more than two (2) consecutive terms. One who has served more than one-half (1/2) of a term shall be credited with having served that term.

E. All committee chairs shall:

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1. deliver to their successors or the president, all official materials at the last executive board meeting, as much as possible;
2. present a written Plan of Work to the executive board for approval. No committee shall be undertaken without this approval;
3. perform the duties outlined in these bylaws and those assigned by the president or membership from time to time; and
4. have a current copy of the Local PTA bylaws.

F. The president shall be a member ex-officio of all committees except the nominating and financial reconciliation committees.

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

## V. COMMITTEES and Descriptions

### A. Bylaws and Standing Rules

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. The parliamentarian shall review the bylaws and standing rules every year, or as needed.
3. The bylaws committee will consist of three (3) members 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. The president shall appoint a committee of three (3) 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. This committee will consider awards such as Friends of Children, Lifetime Achievement as well as other awards as determined.
3. The number of awards will be determined by the budget and the committee and shall be presented at the May regular meeting.

C. Needs Assessment Committee

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. 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. 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

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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 covered within the school's budget. A survey or a similar form letter may be sent home to solicit parent and student requests.

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. 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.

- 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.
6. The committee should seek to benefit the greatest possible number of students, teacher and staff.
7. When considering requests, recent purchases should be considered. The intent is to distribute the funds in all areas rather than just a few.
8. If possible, and if there is enough money and requests, 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.
10. The Needs Assessment Committee is granted the authority to make all committee and principal approved purchases not exceed \$1,000 per request without the approval of the board or general membership. A report of expenditures should be made at all board and general meetings for information. Expenditures exceeding \$1,000 shall require the approval of the executive board and the general membership prior to purchasing.

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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 distribute learned materials or report to staff via school principal, as applicable.

#### D. Nominating Committee

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. The members of the nominating committee will be elected by the general body at the January meeting preceding the election of officers in March. Elections shall be by plurality. Each member of the committee must be a member of the CTMS PTA in order to serve.

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. 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 positions of President, President-Elect, 1st VP – Membership, 2nd VP- Program, 3rd VP – Ways and Means, Secretary and Treasurer.
5. The committee will distribute Officer Nomination/Volunteer Forms to the CTMS population as well as to all elementary schools feeding into CTMS. These forms will be distributed no later than February 1st.
6. Officer Nomination/Volunteer Forms will be returned to the committee for consideration no later than February 21.
7. The committee will be responsible for soliciting a volunteer/nomination for any position that remains empty after the completion of this process.
8. A member of the committee will determine the qualifications of all candidates for each officer position and confirm consent to serve if elected.
9. The committee will choose a slate of officers for recommendation and publicize their report to the CTMS PTA membership through regular publicity channels at least seven (7) days before the election meeting.
10. The committee will report its nominees at the regular meeting in March, at which time additional nominations may be made from the floor. This report must be signed by all members of the committee, with an original provided to the secretary of the PTA and a copy kept in the committee notebook.
11. All work of the committee is confidential and will not be discussed outside of the committee during or after the nominating process.
12. The newly elected officers will be responsible for staffing the committee positions of the executive board as stated in the CTMS PTA bylaws, subject to the approval at the May Executive Board meeting.

E. CTMS PTA High School Scholarships

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1. The members of the High School Scholarship committee will be elected by the membership at the March meeting. Elections shall be by plurality. This committee will be made up of at least four (4) members and two (2) alternate members. No member of this committee should

be a parent of a high school senior.

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. Eligibility
  - 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. Applicants must have attended a school in GCISD for his/her entire senior year.
  - c. Applicants must be of good character and high moral standards. Applicants must have exhibited good citizenship during his/her school experience.
  - 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. A check will be made payable to the school of the student's choice and will be designated for academic support purposes only.
  - 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 general body at the January meeting. Elections shall be by plurality. This committee will be made up of at least four (4) members and two (2) alternates. No member of this committee shall be a current parent of a high school senior.
4. Selection
  - a. Each application received for the scholarship shall be judged on the following merits but limited to:
    - (1) Essay
    - (2) School Activities
    - (3) Citizenship (School and Community Activities)
    - (4) GPA; ACT/SAT Scores; Individual's Class Ranking
    - (5) Leadership (Offices Held; Membership in Organizations)
    - (6) Honors and Awards Received

## VI. FINANCIAL

### A. FINANCIAL

1. The president, president-elect, treasurer, secretary and first vice president shall be on the signature card filed at the bank.
2. No check shall be signed by an officer that is being issued to himself.
3. There shall be a sum of no less than \$500 left in the budget to start the next year's work.
4. CTMS PTA has the right to require that money transactions made to the PTA be made by cash or money order by any person who has an outstanding balance or who has written the PTA an uncollected check for insufficient funds.
5. The person who wrote the check shall be responsible for any charges occurring because of insufficient funds.



6. All money shall be counted by at least two (2) members of the PTA submitted with a 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 available in the committee budget prior to reimbursement.
9. All credit card transactions or other forms of payments which a transaction fee is 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 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.

#### **B. ELECTRONIC BANKING**

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.
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.

#### **A. BONDING AND INSURANCE**

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

- General Liability Insurance
- Fidelity Bond Insurance for all Officers
- Officers' Liability Insurance
- Property Insurance (if necessary)

### **VII. LEADERSHIP TRAINING**

- A. CTMS PTA shall pay the registration fees of any newly-elected officers and standing committee chair 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. President
  2. President-Elect



3. Officers

4. Committee Chairmen

- 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.

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- D. If funds permit, CTMS PTA may allocate expenses for the Texas and National PTA conventions.
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.
- F. A copy of the certificate of completion of the PTA Foundation Leader Orientation will be kept on file by the secretary of the unit for all members who have completed the training.
- 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.
- 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.