

Standing Rules Approved By Order  
of the Texas PTA Board of Directors



Texas PTA President

11/18/2015

## **Will Davis Elementary PTA Standing Rules**

### **I. Financial Procedures**

- A. As a member of the Texas PTA, the Will Davis Elementary PTA functions as a tax-exempt entity under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code.
- B. The treasurer, president and vice president, shall be authorized to sign Will Davis Elementary PTA checks. A check shall require two (2) signatures. No officer shall approve or sign a check that is being issued to him.
- C. The following insurance will be purchased annually:
  - 1. General liability insurance;
  - 2. Bond insurance for all persons on the bank's signature card;
  - 3. Property insurance (if applicable); and
  - 4. Officers' liability insurance.
- D. The Will Davis Elementary PTA will comply with all financial procedures as recommended by Texas PTA.
- E. The president, vice president and treasurer will have access to the Will Davis PTA bank account online User ID and Password to be able to view the current account balance and previous statements.
- F. The PTA president, or the designated alternate, will be reimbursed for expenses incurred by attending Texas PTA Summer Leadership Seminar, Texas PTA Annual Convention and Area 6 Spring Conference up to the amount in the budget. In the event there are funds remaining, they will be divided equally among all other executive board members who request reimbursement within thirty (30) days of the last day of the event. Mileage and per diem will be paid at the current Texas PTA rate.
- G. All Will Davis Elementary PTA officers will attend Austin City Council of PTAs' training and will be reimbursed for the cost of the training from the PTA.

H. Anyone who writes a check to the Will Davis Elementary PTA with insufficient funds will be responsible for all charges incurred by this Local PTA in collection of funds relating the NSF check.

II. Dues (Council is stated in the bylaws. You do not need to restate.) PTA will remit dues for all membership received. Dues are to be submitted to Texas PTA on a monthly basis. Please refer to “Articles of Affiliation” for Good Standing and Active Status.

A. Will Davis Elementary PTA will maintain membership in the Austin City Council of PTAs. Will Davis Elementary PTA will remit dues for at least twenty (20) members by October 15 to Texas PTA in order to remain a PTA in good standing with both Texas and National PTA.

### III. Meetings

A. PTA executive board meetings will be held on *any Thursday* in the months of September, November, January, March and May. The PTA executive board meetings and the PTA regular meetings run back-to-back on the same night. Additional meetings may be called by the president as per the Will Davis Elementary Bylaws.

B. If the PTA meeting has to be changed, sufficient notice, as per the Will Davis Elementary bylaws, will be given by notices posted on campus, as well as in the Wednesday communication folder and/or weekly Davis digest email.

C. *Minutes from previous meetings may be approved in one of two ways. Option 1: At the general meeting, the PTA president will appoint a committee of three (3) PTA members. In between general meetings, this committee will approve the minutes of the previous general meeting prior to the upcoming general meeting. Option 2: Minutes from the prior meeting will be handed out at a general meeting, read by attendees, and a motion made to approve them.*

### IV. Communication

A. All school wide PTA communication, including the Davis digest email group, will be submitted to the PTA president or the Will Davis Elementary principal for review before it is sent out to the general population of Will Davis Elementary.

B. The PTA president or Will Davis Elementary principal may choose to create a set of communication guidelines for such school wide PTA communications. If such guidelines exist, all school wide PTA communication following these guidelines may waive the need to have communication reviewed prior to distribution.

C. The PTA president can choose to create an electronic newsletter that will be emailed to the Davis digest email as often as deemed necessary by the PTA

president.

## V. PTA Representation

A. PTA members, executive board members, volunteers, or committees shall not speak to school district personnel, the media, or the general public as representing the PTA unless authorized to do so by the president, the executive board, or the general assembly. The president is authorized to represent the PTA on all matters not otherwise restricted by the Bylaws of this Local PTA or by specific executive board or general assembly action.

## VI. General Policies for Standing Committees

A. Each officer and standing committee chairman shall *keep all important committee notes, the PTA bylaws and standing rules, and their committee's Plan of Work. The documents can either be printed documents in a binder or electronic documents stored online in the PTA's Box (or Dropbox) account. Also included can be any notes, past publicity materials, instructional materials, or other helpful information.* At the end of the officer or chairman's term, he or she will update *the notes* before passing it to his or her successor.

B. At the discretion of the standing committee chair, other committee members *or subcommittees* could be asked to keep separate *documentation*. This is especially true of committee members with larger jobs or responsibilities for the committee.

## VII. Current Standing Committees

A. ACPTA Representative – attends the Austin Council of PTA meetings and reports back from those meetings to the Davis PTA membership. The ACPTA Representative also attends the quarterly Anderson High School Vertical Team meetings.

B. CAC Representative – attends Campus Advisory Council meetings and participates in the collaborative efforts of the principal, teachers, campus staff, district staff, parents, and community to set school goals and strategies.

C. Membership Committee – conducts the PTA membership drive, collects membership dues, and maintains the membership records for our local and state PTA organizations.

D. Partners in Education Committee (PIE Committee) –

1. Through the Partners in Education program, Will Davis Elementary develops and maintains beneficial relationships with business partners in the surrounding community. Business partners can donate to Davis and contributions can include

volunteer assistance, goods, and services. Monetary donations, gift cards, and gift certificates can be accepted so long the proceeds are used for the good of the entire PTA membership.

2. Will Davis Elementary PTA will provide support to the principal through the Partners in Education committee to cultivate and support these relationships.

3. The chairman of the Partners in Education committee or the Will Davis Elementary principal shall approve contact with these partners.

E. Fundraising Committee – raises money to finance expenditures of the Davis PTA and ensure that fundraising activities are effectively communicated and coordinated between school personnel, parents, and PTA. The chairman will serve as a liaison between the various fundraising events and the rest of the PTA members. The chairman does not necessarily run each of the fundraising events and programs, which can include but are not limited to:

1. Davis Spring Fling, Book Fair, Box Tops campaign(s), “DolphinFest” school carnival, Lighthouse Fund, Davis Skate Nights, Dine for Davis, and the sale of Davis spirit t-shirts.

F. Enrichment Committee – works with teachers and school administration to run programs and events designed to enrich the curriculum and school experience for students at Will Davis Elementary. The chairman of this committee ensures that Enrichment activities are effectively communicated and coordinated between school personnel, parents and PTA. The chairman does not necessarily run each of the Enrichment events and programs, which can include but are not limited to:

1. Enrichment programs for Art, Spanish, International Cultures, and Gardening;

2. Tutoring for reading and math, as well as programs like Accelerated Reader, Read Naturally, and Reflections;

3. Curriculum enhancement events such as the Davis Science Fair and the school-wide “Ocean Week”;

4. After-school programs such as Destination Imagination and Davis Players.

G. Outreach Committee – works with parents, teachers, and school administration to run programs and events designed to encourage and assist Davis staff and families. The chairman of this committee ensures that Outreach activities are effectively communicated and coordinated between school personnel, parents, and PTA. The chairman does not necessarily run each of the Outreach events and programs, which can include but are not limited to:

1. Volunteer Coordinators, Grade-level Coordinators, Room Parents, and Special Area Helpers;

2. Hospitality, Appreciation, Welcome to Davis, Dads at Davis, and Sunshine;

3. Green Committee, including Classroom Recycling, Garden Club, and BOPA/Collections Drives.H. School Services Committee – works with parents, administration, and PTA to run programs and events designed to provide useful tools and services to Davis families and staff. The chairman of this committee ensures that School Services activities are effectively communicated and coordinated between school personnel, parents, and PTA. The chairman does not necessarily run each of the School Services events and programs, which can include but are not limited to:

1. School Supplies, Directory, Yearbook, and Website Support.

#### VIII. Special Committees

A. The executive board may create special committees as needed, including but not limited to a Giving Tree committee, budget committee and audit committee.

#### IX. Recognition of Outgoing Officers' Service

A. Any PTA Officer who has either finished two (2) terms or finished one (1) term and has not been re-elected, will be recognized at the May regular meeting.

B. The PTA vice president is responsible for organizing the recognition.

C. The PTA vice president is responsible for having the presidents' recognition plaque updated with the outgoing PTA president's name and year(s) of service.

*D. For each outgoing PTA officer, a book will be dedicated in the library in the officer's name listing the officer's title and the year(s). These books will be ordered by the vice president. The PTA vice president will work with the current librarian to ensure that the books purchased meet the criteria for Davis library books.*

#### X. Retiring Teachers or Staff Members

A. Will Davis Elementary PTA will *purchase a book in the Davis library* for a teacher or staff member retiring from Will Davis Elementary.

B. The vice president is responsible for *organizing this recognition*.

## XI. Giving Tree Award

A. The Giving Tree Award, awarded by the Will Davis Elementary PTA, recognizes a parent, teacher, administrator, staff member or community member.

B. The Giving Tree Award recipient is:

1. A positive influence on the school;
2. Involved in more than one (1) project and has done an outstanding job;
3. Involved on a regular basis for more than one (1) year;
4. Involved all year in a variety of activities;
5. Doing a noteworthy job in at least one (1) area and is available to help in other areas as well.

C. The parliamentarian is the chairman of the Giving Tree special committee that is composed of past recipients who are current Davis PTA members, the principal, and the parliamentarian. The committee should be created by April 1<sup>st</sup> each year.

D. The Giving Tree Award is publicized through the Wednesday communication folders, the weekly Davis digest email and/or flyers posted on the campus.

E. Nominations are made by returning the nomination flyer to the Giving Tree committee. After reviewing nominations, the committee will select the recipient by vote. The Giving Tree committee may award more than one (1) award.

F. A Giving Tree recipient is announced at the May PTA regular meeting and will be awarded:

1. Giving Tree certificate;
2. A flower or small vase of flowers;
3. A book dedicated in the library in the recipient's name ordered by the parliamentarian; and
4. A charm or alternate item of similar value based on the recipient's gender or presumed preference.

G. Each recipient's name will be added to the Giving Tree plaque for permanent display in the school lobby.