

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



Texas PTA President
Filed 4/26/19

Will Davis Elementary PTA Standing Rules

I. Financial Procedures

- A. 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.
- B. 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.
- C. The Will Davis Elementary PTA will comply with all financial procedures as recommended by Texas PTA.
- D. 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.
- E. Sufficient funds will be included in the budget to reimburse expenses incurred by any executive board member that attends Texas PTA LAUNCH and Annual Meeting. Mileage and per diem will be paid at the current Texas PTA rate.
- F. This Local PTA shall pay the expenses of executive board members for fee based online training offered by Texas PTA..

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G. 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 Membership

Dues and rosters are to be submitted to Texas PTA on a monthly basis.

III. Meetings

A. PTA executive board meetings will be held within 10 days prior of the regular membership meetings during the months of September, November, January, March and May. These meetings may default to run back to back on the same night.

B. Minutes from previous meetings may be approved in one of two ways. Option 1: At membership meetings, 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 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

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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 chair 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 chairs 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 PTA and Texas PTA.

E. Fundraising Committee: PTA Provides Fundraiser, Partners in Education, DolphinFest school carnival, The Big TO Do and Silent Auction, Davis Spring Fling and Raffle, Book Fair, Dine for Davis, Davis Skate and or Jump Nights, Box Tops and Labels for Education, School Supplies, and the sale of Davis t- shirts and other spirit items.

1. Through the Partners in Education (PIE) program, Will Davis Elementary school and PTA develop and maintain beneficial relationships with business partners

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in the surrounding community. PIE subcommittee members will support the school principal in cultivating and supporting these partnerships.

2. The Fundraising committee chair, their PIE committee chair, the PTA president, or the school principal shall approve contact with these partners. Partner contributions may include volunteer assistance, goods, and services. Monetary donations, gift cards, and gift certificates may be accepted so long as the proceeds are used for the good of the entire PTA.

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 chair of this committee ensures that Enrichment activities are effectively communicated and coordinated between school personnel, parents and PTA. The chair 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
3. Curriculum enhancement events such as the Davis Science Fair, Reflections, 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 chair of this committee ensures that Outreach activities are effectively communicated and coordinated between school personnel, parents, and PTA. The chair 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, Watch D.O.G.S., Beautification, Yearbook, Website Support, and social media

H. Advocacy Committee- provides information about PTA positions on current legislation and issues, educating PTA members, community members and elected officials about PTA’s legislative priorities and goals.

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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 financial reconciliation 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.

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

XI. The Douglas K. Hall Giving Tree Award

A. The Douglas K. Hall Giving Tree Award, awarded by the Will Davis Elementary PTA, recognizes a parent, grandparent or community member.

B. The Douglas K. Hall 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 chair of the Douglas K. Hall 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 convened by April 1st each year.

D. The Douglas K. Hall 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(s) 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. A Douglas K. Hall Giving Tree Award certificate;
2. A flower or small vase of flowers;
3. A book dedicated in the library in the recipient's name ordered by the

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Parliamentarian

- G. Each recipient's name will be added to the Douglas K. Hall Giving Tree Award display in the school lobby or front office.
5. The Davis PTA Parliamentarian will be authorized to correct article and section designations, punctuation, and cross reference as may be necessary to reflect the intent of the PTA in making the preceding amendments to the Standing Rules.