

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



Texas PTA President
Filed 11/11/2020

GEORGE B. DEALEY MONTESSORI & INTERNATIONAL ACADEMY

PARENT TEACHER ASSOCIATION STANDING RULES

I. Meetings

- A. The President shall appoint a committee of three (3) members at the final Executive Board meeting of the school year to approve the minutes of the final board meeting.
- B. The President shall appoint a committee of three (3) members at the final association meeting of the school year to approve the minutes of the final association meeting.

II. Financial

- A. A budget shall be prepared and submitted for approval at the last membership meeting of the current fiscal year because without an approved budget there is no authorization to expend funds or conduct fundraisers.
- B. The President and Treasurer shall be the primary signers on any PTA bank account. The Assistant Treasurer shall be designated a co-signer if necessary. The President shall have the authority to appoint additional signer(s) for any PTA account with Executive Board approval.
- C. All cash and checks shall be counted by at least one (1) person other than the Treasurer or Assistant Treasurer, and turned in with a signed and completed Deposit Summary Form to the Treasurer or Assistant Treasurer, who shall verify and sign the Deposit Summary Form.
- D. This Local PTA shall require two (2) signatures on all checks over \$100.00. The co- signers will be the President, Treasurer or the Assistant Treasurer.
- E. Any check made payable to this Local PTA that is returned for non-sufficient funds will be re-deposited one (1) time. Any charges incurred by this Local PTA because of insufficient funds shall be charged to the check writer. Following the return of a check for non-sufficient funds, this Local PTA reserves the right to refuse subsequent checks from the check writer and require cash or money order for payment.
- F. As stated in the bylaws, ALL contracts are subject to approval by the Executive Board and executed by the PTA President. In certain instances, it may not be feasible for the PTA President to execute a contract. These instances include online purchases and invoice only purchases, but shall still follow the Standing Rules as outlined in II.G.2. Such instances are also subject to approval by the Executive Board.

29 G. This Local PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper
30 documentation to the Treasurer within thirty (30) days of the event or within ten (10) days of the end of the
31 school year, whichever comes first.

32 1. This Local PTA shall not reimburse sales tax unless the Executive Board gives prior written approval for
33 the exception. Any member making purchases on behalf of or for this Local PTA shall use the tax-exempt
34 form which may be obtained from the Treasurer or Assistant Treasurer.

35 2. Documentation of prior written approval by the President (see section II.H.b) is required when
36 submitting a request for reimbursement for purchases of non-refundable merchandise or services in
37 excess of \$1,000.00.

38 3. The Treasurer or Assistant Treasurer shall review all reimbursements and verify proper documentation
39 prior to completing the reimbursement form.

40 H. For vendors paid over \$600.00 within the fiscal year and/or purchases by the PTA over \$1,000.00, the following
41 requirements apply:

42 1. Prior to requesting payment for a vendor who is providing a service (excluding merchandise) for the
43 PTA, the requesting member must collect a Form W-9 (Request for Taxpayer Identification Number and
44 Certification).

45 a) The vendor W-9 need only be collected once per vendor, per fiscal year.

46 b) If the Treasurer does not already have a W-9 on files for the vendor, a completed W-9
47 must be provided to the Treasurer with the check request.

48 2. Commitments in excess of \$1,000.00 must have prior written approval from the PTA President.
49 Documentation of such approval shall be turned in with the reimbursement form.

50 3. This Local PTA shall obtain at least three (3) bids when making any purchase over \$1,000.00 unless the
51 item (or collection of reasonably similar items) is a specialty item(s) and there are not three (3) or more
52 vendors reasonably available to bid on the item. Documentation of all three (3) bids shall be turned in
53 with the reimbursement form

54 I. This Local PTA shall use its best efforts to have a carryover balance in the checking account of not less than
55 \$25,000 at the end of the fiscal year, provided such carryover amount shall in no event be less than \$10,000.

56 J. All fundraising events must be submitted to the President and Treasurer with a completed Plan of Work for
57 budget approval.

58
59 **III. Electronic Banking**

60 *Subject to the requirements of this Local PTA's banking institution:*

61 A. Monthly Reconciliation:

- 62 1. Bank reconciliations must occur monthly and any manual transfer shall require documentation of the
63 transfer be filed with the bank reconciliation for the month in which the transfer occurred.
- 64 2. Banking and credit card statements may be reviewed online; however, a statement must continue to be
65 mailed to this Local PTA's official mailing address for a non-signer to review before the Treasurer
66 receives the statement.
- 67 3. All revenue must be accounted for and reported in every financial report in the budgeted income
68 category.

69 B. Passwords:

- 70 1. Passwords for online accounts (bank, PayPal, etc.) should be changed:
71 a) At least once a year
72 b) When there is a change in signer, or
73 c) When there is a financial reconciliation.
- 74 2. A list of all online account passwords shall be maintained and updated by the Treasurer and Assistant
75 Treasurer each year. A copy of such list may be distributed as determined by the Executive Board.

76 C. Miscellaneous:

- 77 1. Payments from online payment collection systems (i.e. PayPal) are prohibited. This does not apply to
78 refunds or disbursements to this Local PTA's bank account.
- 79 2. The online payment collection system (i.e. PayPal) must be in this Local PTA's name.

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81 **IV. Credit/Debit Card**

- 82 A. The credit/debit card shall be in the name of this Local PTA.
- 83 B. Signers on any credit or debit card of this Local PTA shall be the same signers as on this Local PTA's bank
84 account(s). No credit or debit card of this Local PTA shall be issued to any member other than an authorized
85 signer without approval of the Executive Board.
- 86 C. The credit limit shall be voted on and approved by the Executive Board and shall not exceed more than twenty-
87 five percent (25%) of the income on the approved annual budget.
- 88 D. In the event that a credit/debit card is lost or stolen, the Treasurer shall immediately report this to the financial
89 institution and initiate the discontinuance of the card.
- 90 E. A financial reconciliation shall be conducted within if a signer on any bank account related to a credit/debit card
91 changes or a card is reported lost or stolen.
- 92 F. In the event of a change in officers of this Local PTA, the signature card and authorization for credit/debit cards
93 shall be updated.
- 94 G. Automated Teller Machine (ATM) usage, cash back, or cash advances shall be prohibited.

95 H. Prior to any purchase using a credit/debit card of this Local PTA, a Disbursement Tracking Form shall be
96 completed and submitted to the Treasurer. Following the purchase, a receipt shall be given to the Treasurer and
97 attached to the Disbursement Tracking Form. Prior to payment of any invoiced purchases, the Treasurer or
98 Assistant Treasurer shall reconcile the itemized bill to confirm it directly corresponds to the submitted
99 Disbursement Tracking Form.

100
101 **V. Bonding and Insurance**

102 A. The following insurance shall be purchased annually by this Local PTA:

- 103 1. General liability insurance;
- 104 2. Accident medical;
- 105 3. Auto; and
- 106 4. Nonprofit professional liability insurance – D&O.

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108 **VI. Training Expenses**

109 A. This Local PTA shall pay the expenses for members of the Executive Board to complete the Texas PTA
110 Foundations training..

111 B. This Local PTA shall pay the expenses of the newly-elected officers and committee chairs to attend the Council
112 training, if applicable. If the approved annual budget allows, the Executive Board may approve payment of the
113 expenses of any other PTA member to attend local, regional or state level training.

114 C. This Local PTA shall pay the expenses of Executive Board members to the Texas PTA LAUNCH in the following
115 order, as funds allow:

- 116 1. President
- 117 2. First Vice President
- 118 3. Second Vice President
- 119 4. Third Vice President
- 120 5. Secretary
- 121 6. Treasurer
- 122 7. Parliamentarian
- 123 8. Assistant Treasurer
- 124 9. Standing Committee Chairs
- 125 10. Other

126 D. This Local PTA shall pay the expenses of the delegate(s) to the National PTA Annual Convention, if funds permit
127 after expenses have been allocated for the Texas PTA LAUNCH. Delegate(s) shall be appointed with the approval
128 of the Executive Board at the April Executive Board meeting.

- 129 E. This Local PTA shall limit reimbursable expenses for the above referenced events to the following:
- 130 1. Registration fee;
- 131 2. Hotel accommodations at published seminar double-occupancy rate;
- 132 3. Mileage reimbursement for one vehicle per four (4) members in attendance at 50 cents per mile when
- 133 using personal car, or the lowest available commercial airfare at twenty-one (21) day advance booking;
- 134 4. Meals not to exceed \$25 per person per day:
- 135 5. If a meal is included in a prepaid event, no reimbursement will be paid for that meal, and
- 136 6. Alcohol purchases shall not be reimbursed; and
- 137 7. Parking fees.

138 **VII. Grants**

- 139 A. The First Vice President shall work with the School Counselor to administer this Local PTA's grant program.
- 140 B. Description of Grants
- 141 1. This Local PTA offers grants for extracurricular and school related activities to Dealey students.
- 142 2. Grants are publicized via normal PTA communication channels including a hard copy display outside the
- 143 main office, one or more issuances of weekly fliers and one or more email communications.
- 144 3. The maximum grant available for any individual is \$250.00 per semester.
- 145 4. Applications are submitted to the School Counselor for screening based on:
- 146 5. Financial need – This is based on student's economic status in the Dallas ISD database obtained via
- 147 registration forms submitted by families each year.
- 148 6. Academic standing
- 149 7. School counselor notifies First Vice President of approved applicants and gives First Vice President a
- 150 copy of the grant application
- 151 8. First Vice President verifies cost and payee and requests check from PTA made out directly to club or
- 152 sponsor administering the activity with student's initials in memo.
- 153 9. Check is given to School Counselor for delivery.
- 154 10. The total amount of grants available in any given school year is set by the approved annual budget.
- 155 11. In the event a check is not deposited or cashed, First Vice President shall follow-up with the school
- 156 counselor to determine the reason the grant is no longer needed, seek return of the uncashed check,
- 157 and/or determine if a stop-payment should be placed on the check.