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Bertha Casey Elementary PARENT TEACHER ASSOCIATION STANDING RULES

5 **Article I. Meetings**

- 6 A. Should a board member miss 3 consecutive meetings without reasonable excuse,
7 his/her office or chair may be declared vacant by a majority vote of the board. The
8 board shall appoint a person to fill the vacancy.
- 9 B. The president may appoint a committee of three (3) members at the last executive
10 board meeting and the last regular meeting to approve the minutes from the last board
11 meeting or the last regular meeting.

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13 **Article II. Training Expenses**

- 14 A. This local PTA shall pay the expenses of the newly-elected officers and committee
15 chairmen to attend the Council and Area PTA training, if applicable.
- 16 B. This local PTA shall pay the expenses of members to the Texas PTA Annual Convention
17 and Summer Leadership Seminar in the following order, as funds allow:
- 18 1. President
 - 19 2. Vice President
 - 20 3. Secretary
 - 21 4. Treasurer
 - 22 5. Parliamentarian
 - 23 6. Historian
 - 24 7. Standing Committee Chairmen
- 25 C. This local PTA shall limit event expenses (and/or reimbursements) to the following:
- 26 1. Registration fees (early bird preferred)
 - 27 2. Alcohol purchases will not be reimbursed
- 28 D. This local PTA shall pay the registration fee for officers to attend the Texas PTA Leader
29 Orientation Training. Additional board members may attend as budget allows.

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31 **Article III. Financial**

- 32 A. The Treasurer and President shall be signers on the PTA account, and the president may
33 appoint additional signer(s) to the PTA Account with executive board approval.
- 34 B. Every check written by this PTA will have two signers, neither of whom appears on the
35 "Pay to the Order of" line.
- 36 C. All money shall be counted by at least two (2) persons at the same time, and all
37 counters shall sign a completed Itemized Receipt Form. The money shall then be given

1 to the Treasurer, who shall also count and sign the Itemized Receipt Form. All signers of
2 the form shall retain a copy of this form.

- 3 D. Any check made payable to Casey PTA that is returned as NSF will not be re-deposited.
4 Any charges incurred by Casey PTA because of insufficient funds shall be charged to the
5 check writer.
- 6 E. This local PTA shall not use debit or credit cards.
- 7 F. A non-signer will be appointed by the president pending board approval to review and
8 initial every bank statement prior to submitting statement to treasurer.
- 9 G. This PTA shall reimburse allowable, budgeted expenses previously approved through a
10 Plan of Work to members who submit receipts with proper documentation to the
11 treasurer within thirty (30) days of the event or within three (3) days of the end of the
12 school year, whichever comes first.
- 13 H. This local PTA shall not reimburse sales taxes. Any member making purchases on behalf
14 of or for this PTA shall utilize the tax exempt form.
- 15 I. This local PTA shall obtain at least three (3) bids when making any large purchase unless
16 the item is a specialty item and there is but one vendor for the item.
- 17 J. The executive board shall submit a budget for the next fiscal year at the annual meeting
18 for approval by the membership.
- 19 K. This local PTA shall have a carryover in the checking account of not less than \$3,000 at
20 the end of the fiscal year.

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23 **Article IV. Bonding and Insurance**

24 The following insurance shall be purchased annually by Casey PTA:

- 25 A. General liability insurance
- 26 B. Blanket bond insurance (commercial crime)
- 27 C. Additional insurance deemed necessary (such as event insurance) and approved by
28 board.

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30 **Article V. Officer Duties (In addition to Bylaws)**

31 A. President

- 32 1. Meets with Principal monthly
- 33 2. Authorizes all written and email correspondence for Casey PTA prior to distribution;
34 Principal has final approval over all correspondence.
- 35 3. Maintains a procedure book for office of president that records activities, meetings,
36 and tips for successors; provides successor with procedure book during transitions in
37 May.

38 B. Vice President

- 39 1. Chairs Membership committee and/or participates in recruiting members

1 2. Maintains a procedure book for office of vice-president that records activities,
2 meetings, and tips for successors; provides successor with procedure book during
3 transitions in May.

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5 C. Secretary

6 1. Maintains bulletin board and website or works with board to keep updated

7 2. Maintains a procedure book for office of secretary that records activities, meetings,
8 and tips for successors; provides successor with procedure book during transitions in
9 May.

10 D. Treasurer

11 1. Serves as chair of Finance and Budget Committee

12 2. Maintains official financial book of all financial transactions through year

13 3. Maintains a procedure book for office of treasurer that records activities, meetings,
14 and tips for successors; provides successor with procedure book during transitions in
15 May.

16 E. Parliamentarian

17 1. Collects nomination slips for nominating committee and oversees nominating
18 committee work

19 2. Maintains a procedure book for office of parliamentarian that records activities,
20 meetings, and tips for successors; provides successor with procedure book during
21 transitions in May.

22 F. Historian

23 1. Works with Secretary to maintain board and website

24 2. Maintains a scrapbook/procedure book for office of historian that records activities,
25 meetings, and tips for successors; provides successor with procedure book during
26 transitions in May.

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28 **Article VI. Standing Committees**

29 The Standing Committees of Casey PTA shall be:

30 A. Environment Committee. The committee chair and committee is responsible for:

31 1. Adopting Texas PTA objectives and guidelines for environmental committees
32 (programs)

33 2. Maintains a procedure book for Environment Committee that records activities,
34 meetings, and tips for successors; provides successor with procedure book during
35 transitions in May.

36 B. Bilingual Parents Committee. The Committee chair and committee is responsible for:

- 1 1. Adopting Texas PTA objectives and guidelines for parent education committee
2 (programs) and incorporating with bilingual parents
3 2. Maintains a procedure book for Bilingual Parents Committee that records activities,
4 meetings, and tips for successors; provides successor with procedure book during
5 transitions in May.

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7 **Article VII. Awards**

8 If an outside organization recognizes the PTA or a certain office of the PTA, then that award,
9 certificate or plaque belongs to the PTA, not the chair or individual.

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11 **Article VIII. Miscellaneous**

- 12 A. Casey PTA’s mailing address shall be at Casey Elementary at 9400 Texas Oaks Drive,
13 Austin, TX 78748.
- 14 B. Only the president may represent Casey PTA in an official capacity when communicating
15 with school district personnel or the media.
- 16 C. Executive board members shall not be entitled to privileges that are not due to any
17 other school district taxpayer because of their position in the PTA.
- 18 D. The Standing Rules shall be adopted annually by a majority vote of the general
19 membership no later than October 31. Without notice, acceptance of the Standing Rules
20 requires a 2/3 majority vote at any general membership meeting.

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