

Minshew Elementary PTA

Standing Rules

Standing rules supplement the bylaws and are adopted as needed. The bylaws give identity to and define the PTA; the standing rules give identity to and define the Minshew PTA and its relationship to its members. Standing rules reflect the most important conditions which the Minshew PTA imposes on itself. They are semi-permanent in nature and may be temporarily suspended, amended; or rescinded. A 30 day notice must be given to the members before the standing rules can be acted upon by a majority vote of the association members present at the next general meeting.

The Minshew Elementary PTA chartered on May 24, 2004, serves the students, families and community of Minshew Elementary School in McKinney, Texas. The local unit number is 11468 and the area number is 15. This unit shall serve as an active member of the McKinney Council of PTA. The Minshew Elementary PTA was granted tax-exempt status on August 4, 2004. This PTA was granted a Texas Sales and Use Tax Permit on October 18, 2006. The annual membership dues amount for this unit will be \$8.00 per person with \$1.25 to be paid to Texas PTA and \$1.75 to be paid to national PTA.

I. Standing and Special Committees

- A. Standing committees perform a continuing function that lasts the duration of each fiscal year of the Minshew Elementary PTA. These committees may include but are not limited to:
 1. Butterfly Learning Garden
 2. Kids Bank
 3. Science Fair
 4. Reflections
 5. Carnival
 6. Colt Corner Holiday Shop
 7. Walkathon

- B. Special committees are created to serve a specific purpose. These committees dissolve at the completion and reporting of the assigned task. These committees may include but are not limited to:
 1. Budget
 2. Nominating
 - a. The Nominating Committee will be appointed at the January General Meeting of the association
 - b. The Nominating Committee will post the proposed slate of candidates at least seven days prior to the election meeting.
 - c. The election meeting will be held at the March General Meeting of the association
 3. Audit
 - a. Audit Committee will be appointed at the March General Meeting of the Association
 4. Bylaws & Standing Rules

- C. Following is a list of Minshew Elementary PTA Executive Board with voting positions:
- President – *Ballot or tie break only*
 - First Vice President-Family Programs
 - Second Vice President-Student Programs
 - Third Vice President – Fundraising
 - Fourth Vice President - Membership
 - Fifth Vice President-Volunteers
 - Sixth Vice President-Communications
 - Seventh Vice President-Hospitality
 - Eighth Vice President – Dad’s Club
 - Ninth Vice President-Community Service
 - Tenth Vice President - Appropriations
 - Treasurer
 - Secretary
 - Historian
 - Parliamentarian – *Ballot only*
 - Minshew Elementary Principal
 - Minshew Elementary Teacher Representative – Up to 4 representatives
- D. The President shall serve as presiding officer and carry out the will of the Association. Shall decide all parliamentary questions, decisions subject to an appeal by any two members, with the majority vote of the Association deciding the questions. Shall call upon each chairperson to prepare a plan of work to be presented at the July Executive Board meeting. Serve ex-officio on all committees, except the nominating and the audit committees. Shall consult with officers and chairpersons before each meeting and PTA event to see that all details are ready as planned. Shall be the only officer of the association authorized to sign contracts on behalf of the Minshew PTA. Shall be an authorized signer on the PTA accounts.
- E. The First Vice-President, as Family Programs Chairperson shall serve as an aide to the President: oversee and coordinate, which may include but not limited to:
- Parent Education Programs
 - PTA Family Nights (Math, Science, Reading, Bingo, End of Year, etc.)
 - Summer Camp Expo
 - Jaycees Christmas Parade
 - Kindergarten Roundup parent/child event
- F. The Second Vice-President, as Student Programs Chairperson shall oversee and coordinate, which may include but not limited to:
- In-School Assemblies
 - Butterfly Garden
 - After-School Enrichment
 - Capital One Kids Bank
 - Reflections
 - Red Ribbon Week
 - Talent Show
- G. The Third Vice-President, as Fundraising Shall oversee and coordinate, which may include but not limited to:
- General Mills Box Tops collection drive (fall and spring)
 - Catalog Sale

- Ink Jet Cartridge Recycling
 - Store Rebate Programs
 - Carnival
 - Walk-a-Thon
 - Holiday Shop
- a. All fundraising efforts must be coordinated with the Treasurer and Executive Board to plan sufficient fundraising events to address anticipated expenditures.
- b. All fundraising efforts must address the McKinney Independent School District's policies regarding fundraising.
- H. The Fourth Vice-President, Membership shall hold membership drive in the fall and spring by enrolling parents, teachers and interested citizens. Assures that membership list and dues are sent to state office by the October 15th reporting date. Shall work with the Treasurer to ensure that membership dues are mailed to the state within one week of receipt. Shall oversee membership sign in at all general meetings in order to establish quorum. Shall provide updated membership list prior to Secretary one week prior to general meeting.
- I. The Fifth Vice-President, Volunteers shall oversee and coordinate, which may include but not limited to:
- Room Parent Volunteers
 - Workroom Volunteers
 - Office Volunteers
 - Art Angel Volunteers
 - Music Angle Volunteers
 - Library Volunteers
 - Book Fair
 - School Dance
 - Field Day
 - Hearing and Vision Screening
 - Sunshine Luncheon Cafeteria Monitors
- J. The Sixth Vice-President, Communications shall oversee and coordinate, which may include but not limited to:
- Newsletter
 - Directory
 - Website/email
 - Marquis – provide PTA information to Minshew School Secretary for posting
 - Public Relations (i.e. news releases)
 - MISD PTA Council Representative
- K. The Seventh Vice-President, Hospitality shall oversee and coordinate, which may include but not limited to:
- Refreshments for General PTA Meetings as needed, collaborating with the First Vice-President of Family Programs
 - Teacher and Staff Appreciations throughout the school year
 - Teacher Appreciation Week
 - Special Needs for Board Members and Staff, not limited to the following:
 1. Sympathy Acknowledgements
 2. Birth Acknowledgements

3. Wedding Acknowledgements
 4. Get Well Acknowledgements
 5. Birthday Acknowledgements
- Back-to-School breakfast for teachers
 - Tissues & Treats-held the first day of school.
- L. The Eighth Vice President, Dad's Club shall oversee and coordinate, which may include but not limited to :
- Donuts with Dad
 - Movie Night(s)
 - Camp Out
- M. The Ninth Vice President, Community Service shall collaborate with the Minshew PTA President and Minshew Principal on areas of need for the school. The activities include but are not limited to:
- Canned Food Drive
 - Back-to-School Supply Drive
 - McKinney Make a Difference Day
 - Toy Drive
- N. The Tenth Vice-President, Appropriations shall collaborate with the Minshew PTA President and Minshew Principal on areas of need for the school. Shall collaborate with the Treasurer and PTA Executive Board to develop and propose a yearly budget. Shall research and make purchases on behalf of the Executive Board as need. Annual purchases include but are not limited to:
- Folders K-5, Planners 4-5
 - Recess equipment with funds raised from the Box Tops drives
 - Coordinate School Supply sale in April for the upcoming school year
 - Field Trips
- O. The Treasurer shall keep an accurate and detailed account of all monies received and disbursed. Shall obtain a fidelity bond to insure the Association. This shall include general liability, accident & medical, property coverage, officers' liability, and crime bond. Shall present financial reports at general and executive board meetings. Shall keep association current with federal income tax and Texas sales tax/exemption. Shall be authorized signer on all bank accounts. Shall credit and forward to Texas PTA Office the amount of membership dues covering state and national portions in a timely manner. Shall prepare and submit the necessary Federal and State tax returns on a timely basis pursuant to tax procedures, codes and laws of each fiscal year.
- P. The Secretary shall keep accurate records of the proceedings of the Association by recording all business transacted at each meeting as well as meetings of the Executive Board. Shall establish a quorum at any meeting of the association using the membership sign in sheets provided by the Fourth Vice President, Membership. Shall have Minutes Record Books, state-approved bylaws, standing rules, current membership list, list of committees, copy of the approved budget, plan of works, and a copy of the agenda for each meeting and maintain these for transfer to his/her predecessor. Shall submit the list of newly elected officers to the state PTA office no later than May 1st. Shall be an authorized signer on the PTA accounts.
- Q. The Historian shall compile and record activities and achievements of the association and make historical facts available on request to the membership. Shall present the Historian's book at the last meeting of the outgoing executive board. Historian's book will remain on display in the Minshew library.

- R. The Parliamentarian shall advise the presiding officer on parliamentary law and matters of procedure when requested. Shall have a fundamental knowledge of the objects, policies, and principles of the PTA. Shall not vote on any questions except in the case of a ballot vote. Should have on hand at every meeting a copy of the Bylaws and Standing Rules and a copy of Robert's Rules of Order Newly Revised.

II. Treasury Functions – Cash Management and Expenditures

The Minshew PTA Treasurer is responsible for the management of all treasurer functions, to include all cash management and expenditure activities. The Minshew PTA will make periodic expenditures for the purpose of running the organization on a day-to-day basis. Expenditures will be approved and paid for as detailed below. In general, expenditures that are part of the approved annual budget (and for those purchases that have an approved Plan of Work (POW)) will be considered to be approved as those expenditures are incurred.

- A. The Minshew Elementary PTA shall pay for all newly elected officers and chairmen to attend the Leadership Development Training once before the required October 1st deadline of each school year.
- B. The Minshew Elementary PTA shall budget to pay the expenses* for a minimum of four (4) officers and standing committee chairs (listed in order of priority below) to the following PTA events:
1. PTA Summer Seminar-President, Treasurer, Secretary, Membership VP, Parliamentarian, Fundraising VP, Family Programs VP, Student Programs VP
 2. Spring and Fall District Conference-President, Treasurer, Membership VP, Fundraising VP, Student Programs VP, Family Programs VP
- *Expenses are listed in priority and reimbursed as funds allow:
- -Registration Fees
 - -Workshop Fees
 - -Room Fees-double occupancy-except with President's approval.
 - -Transportation allowance (gasoline for one vehicle per 4 members in attendance)
 - -Parking fees
- C. The following person's signatures shall be on file with the bank for signature on checks written by the Minshew Elementary PTA. There will be two signatures required on all checks written. No officer shall approve or sign a check being issued to himself/herself.
1. President
 2. Treasurer
 3. Secretary
- D. A \$25 insufficient funds charge will be collected for any check written to the Minshew Elementary PTA that is returned.
- E. Large expenditures (over \$1000) (i.e. the building of a shade structure) require a minimum of 2 bids before it can be considered by the PTA Board for approval.
- F. The president shall be the only officer of the association authorized to sign contracts on behalf of the Minshew PTA.
- G. Money Handling Guidelines

1. Money collected is to be given to the Treasurer or appropriate designee immediately.
2. All monies received via fundraising or membership dues shall be deposited in the PTA bank account on the same day received, this may require a night deposit.
3. Collected money shall be counted by at least two people and a two part carbon receipt shall be signed by both parties. One copy is given to the officer or chairman and one for the Treasurer's files.
4. No amount of money shall be left in the school building, or taken to someone's home or deposited in someone's personal bank account.

H. PTA Activities that involve money

1. The Treasurer shall arrange to deposit the money in the bank as soon as possible
2. The chairperson of the activity is responsible for giving the Treasurer the proceeds immediately upon completion of the activity.
3. If the activity is ongoing (i.e. Holiday Shop), the money must be deposited daily into the PTA's bank account.
4. The Treasurer and another person shall count the monies received, and both shall sign a statement verifying the amount.
5. A receipt shall be given to the activity chairperson, and the money counters, noting the entire amount earned.
6. The activity chair person shall provide the Treasurer itemized bills, sales slips, etc., to be paid by check, to support the activity. These expenses shall never be paid with earned cash from the activity.
7. The activity chair person shall report all expenditures and profit from the activity to the Board and the association at the meeting immediately following the activity.

I. Reimbursements

1. Purchases should not be made without a Plan of Work (POW) which is approved by the general membership.
2. Reimbursements shall be made by check, never by cash.
3. Check requests should include: date, description, amount to be paid, and account to be debited (budget line item(s)), along with signatures of the chairperson and President authorizing payment.
4. Reimbursement requests or check requests should be submitted within 20 days of spending unless previous authorization for delaying it is granted by the Minshe PTA Board or Treasurer.
5. If the reimbursement request or check request is not turned in by the last school day of the school year, then reimbursement will not be granted.
6. State sales tax will not be reimbursed to members making purchases for the Minshe Elementary PTA.

J. Minshe PTA Treasury Code of Ethics

1. Any and all funds generated by the Minshe PTA, shall be predetermined and budgeted for purposes that support PTA work, such as committee participation and support of projects and programs.
2. Specific goals shall be determined for each school year by the Executive Board. The income anticipated by each fundraising event should mirror the financial needs to reach those predetermined goals. The ultimate goal of the Minshe PTA is not to just raise money, but to provide enrichment for our school by providing programs and projects for its students and families.

3. In the event that fundraising activities exceed their goals, other fundraising activities will not be affected (i.e. cancelled or changed). The Minshew PTA Board will determine an appropriate use for the money, which will benefit the school and will support the purposes of the Minshew PTA.
4. A general 85% rule for insurance and income purposes applies for fundraising events. Volunteers must be used for 85% of the labor involved in a fundraising PTA event in order to avoid most problems. (If event is not volunteer manned, it could alter insurance coverage applicable for the event and potentially be seen as income, subject to income tax at the federal level.)
5. The Minshew PTA shall not engage in any fundraising activities involving home based businesses.

III. Voting:

- A. Board approved votes must be made in the following cases:
 1. Any change to income or expenses that are 10% or more different from the budget
 2. Resignation or appointment of board members
 3. Amendments to bylaws or standing rules
- B. In the case where a board position is held by 2 people, only one vote will be counted per position.
- C. Email communication may be used between board members for the purpose of polls, clarifications or questions without restrictions. In the case, where a formal vote is necessary before the next scheduled board meeting, an email vote of the board may be taken by the secretary. The secretary will email the motion to be adopted and open it for discussion. Any discussion must be emailed to the entire PTA board. If a board member does not have email access, a hard copy of the motion will be provided to the member on the same day. All board members will have 2 days to respond to the motion with discussion or vote. The secretary may also phone members for their response. A motion will be adopted with the same majority as needed for a vote in a meeting. The email vote must be reviewed and documented during the Secretary's report in the next board meeting.

IV. Reports and Procedures

- A. Every officer and committee chair will keep an accurate and detailed account of the year's activities in a procedure book which shall include the Plan of Work for that area. It shall be presented to the successor no later than June 1st. If there is no successor, the procedure book will be presented to the president. All outgoing chairmen are responsible for orienting incoming leaders to their positions.
- B. Contents of the procedure book should additionally include copies of all financial transactions made for that committee, contact information, a chairman's guide, copies of the minutes and budgets provided at each meeting, and anything else necessary for the incoming chairman to perform his or her duties effectively.

V. Communications Procedures

- A. All programs and communications sent home in folders by the Minshew Elementary PTA must be approved by both the Minshew Elementary principal or an approved representative and the Minshew Elementary PTA president by initial before being copied and distributed. Communications can be approved electronically at the discretion of the president.
- B. A hard copy of all PTA communications to be sent home will be given to the school secretary prior to distribution.

- C. Communication sent to parents via e-mail or through the Minshew PTA web page shall be submitted to and entered by the committee chair only. The log in information to these communication tools will be given only to the committee chair and the president and shall be passed on at the end of the term to the incoming officer. At that time-the incoming officer may choose to change this information but must make sure to pass the updated information to the president.
- D. Personal information (i.e. contact information or student photos) will not be posted on the Minshew PTA website without permission.

VI. PTA Property

- A. Any awards received by the Minshew Elementary PTA or any committee within shall become the property of the PTA and will be displayed appropriately whenever possible in the school.
- B. All purchases made with Minshew Elementary PTA funds become the property of the PTA unless specifically signed over (gifted) to the school. PTA property with a value of more than \$50 will be stored in a locked area on the school campus.
- C. The PTA Treasurer will be responsible for keeping all PTA inventory lists current and maintained. All items removed from the PTA storage area must be checked out and in following procedures set forth by the Treasurer.
- D. PTA property is only to be used for PTA and Minshew Elementary purposes and shall not be loaned or rented for any reason.

VII. Miscellaneous

- A. The Minshew Elementary PTA Board will meet on the first Monday of each month unless there is a conflict with the school or a board majority in which case the board will determine a new meeting date.
- B. PTA officers and/or committee chairs shall not purchase gifts for committee members with their budget funds without the approval of the Executive Board.
- C. The Minshew PTA shall purchase a gift for the retiring president which shall be handled and presented by the first VP.
- D. Students participating with PTA in the McKinney Jaycees Lighted Holiday Parade must be accompanied by a parent unless other arrangements have been made through the president and float committee chairperson.