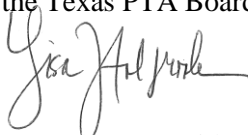


Standing Rules **Approved with Editorial Edits**
by Order of the Texas PTA Board of Directors



Texas PTA President
Filed 12/11/2017

**BLUEBONNET ELEMENTARY
PARENT TEACHER ASSOCIATION STANDING RULES**

These standing rules may be amended by a two-thirds vote of PTA members present and voting at any association meeting or by a majority vote providing proper notice has been given.

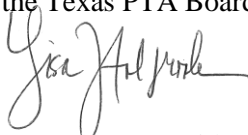
I. Training Expenses

- A. The BES PTA, upon approval of the executive board and general assembly, will reimburse registration fees, lodging, food expenses and travel expenses for “Mileage at the current state rate” for PTA sponsored training events attended by executive board members. Training includes but is not limited to:
 1. National PTA conventions,
 2. LAUNCH Summer Leadership Annual Meeting, and
 3. other opportunities as they become available.
- B. All delegates receiving PTA funds shall attend all voting sessions and relevant board/chair specific workshops available at training sessions.
- C. The PTA President and/or council delegate(s) and board members who are able shall attend all general meetings of the Keller ISD council of PTA’s, including but not limited to, the Founder’s Day and Brag Luncheons. The PTA will pay for tickets as budgeted.
- D. Leadership training manual(s) fee for updated manuals shall be reimbursed for all officers attending Leadership Training courses. (With approval of the board)

II. Financial

- A. In the event of a NSF or returned check, all associated fees will be attempted to be collected from the offender by the Treasurer. The first fee charge will be a minimum of \$15 to cover bank and mailing fees.
- B. Printed Material/Copies printed at home will be reimbursed as stated: Black & White at .10 cents per copy and Color at .20 cents per copy. Reimbursement will be from the copy budget line item upon approval from the Treasurer.
- C. Online Payment Collection System
 1. BES PTA has set up accounts with PayPal & Square in the PTA’s name.
 2. Transaction Fees are listed as an expense budget line item.

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3. A manual transfer is required from PayPal & Square on a monthly basis, documentation of the transfer is to be filed with the bank reconciliation.

D. Accepting Payments by Credit Card

1. PayPal & Square accounts have been set up in the name of the BES PTA.

2. Proper documentation is required for each deposit. The documentation need not have counters signature as you are receiving a bulk deposit. Document on the deposit form the amount of the deposit and which budget lines they were for. Attach a copy of the online transaction to the deposit form. If deposits are made every day, then a weekly summary of the deposits can be documented on a single deposit form.

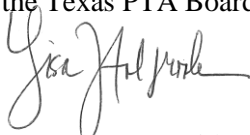
3. Associated fees are budgeted and reported on the financial report.

1. Transaction fee of \$1.00 is assess to credit card payments.

III. Officer Duties

- A. President – Responsible for presiding over the executive board and association meetings. Distributing all materials to the appropriate officer or committee chair and is the link to the principal. Direct the affairs of the association in cooperation with the other members of the executive board for the term. Will be responsible for reviewing and signing any contracts for the year/term.
- B. First Vice-President/Membership – Responsible for organizing the association's membership, plan recruiting drives, reporting members' names and send state and national dues to Texas PTA, and implement member retention practices. Maintain a Procedure Book for the year. Copies of the membership list should go to the President, Principal, Treasurer, Secretary, and be included in the Membership Procedure book. Will also oversee the Volunteer Team.
- C. Second Vice-President/Programs – Responsible for programs presented at the BES PTA general meetings in the months of August or September, February, March and May. Maintain a Procedure Book for the year. Will also oversee the Student Program Team.
- D. Third Vice-President/Fundraising – Responsible for the main fundraisers for the BES PTA, whether it is Fall and/or Spring. Will be a member of the Budget & Finance committee. Maintain a Procedure Book for the year. Will also oversee the Fundraising Team.
- E. Fourth Vice-President/Hospitality – Responsible for the Back to School Teacher Luncheon in August. Will oversee the Hospitality team with the

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planning, organization, and execution of all events. Maintain a Procedure Book for the year.

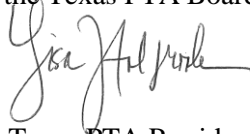
- F. Secretary – Will maintain a current roster of the board of the PTA and a master calendar of events. Will oversee the Communication Team. Maintain a Procedure Book for the year.
- G. Treasurer – Devise and execute an annual association budget with approval of the executive board and the association membership. Will begin training the newly elected treasurer immediately following the April election. Maintain a Procedure Book for the year.
- H. Historian – Responsible for working with the Secretary to maintain a record of PTA-sponsored activities in the form of an annual scrapbook. Will update and submit PTA handbook to council once a year.
- I. Parliamentarian – Appointed by the President and subject to the approval of the Executive Board. Will be the chairman of the awards committee and purchase and present those awards at the end of year “In and Out” dinner in May. Maintain a Procedure Book for the year.

IV. Standing Committees

A. Volunteer Team

1. 1st Vice-President/Membership - will oversee the volunteer teams and be responsible for providing assistance in a variety of school and PTA functions. The lead will arrange for volunteer orientation. They will encourage parents to record and report their volunteer hours and be responsible for preparing a report of total hours for the school district office, twice a year or as designated by the state. Shall assume the responsibility of any lead position should it become necessary.
2. Room Parent Representative – responsible for working with teachers and parents at the beginning of the year for the selection of room parent leads for each class, or select them randomly from a collection of interested participants for each classroom. The room parent representative will get information to the Lead Room Parent from committee members and staff for school events, to include the designated number of holiday parties as designated by the principal. The Room Parent Representative will be available for Lead Room Parents to contact if they have any questions or concerns. Will coordinate a Room parent meeting at the beginning of the year to distribute information. Will also coordinate a meeting with the teachers to distribute information to them.

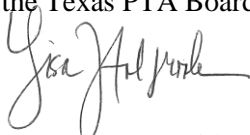
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3. Student Volunteer Coordinator – will provide student volunteer support (from feeder schools) for events as required. Will record and report volunteer names and hours to the feeder school, team lead, and President after each event.
- B. Student Programs Team
1. 2nd VP/Programs – shall oversee the student enrichment teams and the planning, organizing, and execution of all family programs. Shall assume the responsibility of any lead should it become necessary. *Any contracts will be submitted to the President for review and signature.*
 2. Arts in Education Lead – shall form a committee of volunteers to help promote Arts and Culture to BES Student and families. Shall promote with strong emphasis, participation in the National PTA’s annual Reflections Contest, and meeting Keller Council of PTA guidelines for student entries. This activity involves notification to teachers of the theme and soliciting their cooperation. Also distributing materials, promoting program to students, establishing judging criteria, selecting and coordinating judges, collecting entries, arranging the display, passing on winners to the district competition, supervising the distribution of awards, and publicizing the winners and all participants. The Reflections program is a cultural arts competition sponsored by the National PTA. There are five divisions of competition: visual arts, literature, music, photography and dance. This team will also work with the administration to find ways to encourage and strengthen the expansion of art, music, poetry and writing with the school. Will also be in charge of executing the EPA Poster contest in the Spring.
 3. Family Fun Lead – shall form a committee of volunteers that will plan, coordinate and execute, with the approval of the board, at least two family events at the school each academic year. (i.e., school dance, family picnics, movie night, etc.). *Any contracts will be submitted to the President for review and signature.*
 4. Library/ Book Fair Lead – shall form a committee of volunteers to work closely with the librarian to coordinate the school’s annual Book Fair(s) to be held at the librarian’s discretion. Volunteers will coordinate a schedule, recruit volunteers, set up and take down the book fair, help the students make out “wish

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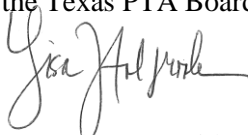
lists” (lists of what they would like to buy) to take home to their parents so that they may send payment to school for purchase the next day. The Book Fair Lead will help remind volunteers of their appointed times, and assist in all aspects of the book fair, including working the actual event.

5. Red Ribbon Lead – will work closely with the Counselor to execute events for Red Ribbon Week in October. *Any contracts will be submitted to the President for review and signature*
6. Santa’s Workshop Lead – shall form a committee of volunteer to help plan, coordinate and execute the annual Santa’s Workshop. Volunteers will be needed for set up, clean up, and other designated tasks. *Any contracts will be submitted to the President for review and signature.*
7. Talent Show Lead – shall form a committee of volunteers to assist students with the organization/preparation of the annual BES Variety Show. Volunteers will be needed for rehearsals, set up, clean up, and other designated tasks.
8. Trailblazer Math Representative – shall form a committee of volunteers to help with the enactment of the Trailblazer math program. Will post standings in the hall and present prizes at the end of the year.
9. Trailblazer Reading Representative – Shall form a committee of volunteers to help with the enactment of the reading program. Will post standings in the hall and present prizes at the end of the year.

C. Fundraising Team

1. 3rd VP/ Fundraising – shall oversee the fundraising team’s ways and means of producing funds necessary for carrying on the work of the PTA. Will also oversee the volunteer’s work in regards to planning of fundraising events, collection of monies, distribution of products and prizes, maintaining accurate record keeping and reporting to the PTA board. Will also serve as a chairman of one of the positions on the team. Shall assume the responsibility of any lead position should it become necessary. Shall be a member of the Budget & Finance Committee. *Any contracts will be submitted to the President for review and signature.*
2. Carnival Lead – shall form a committee of volunteers to plan an annual BES Carnival and submit a plan for the event to the

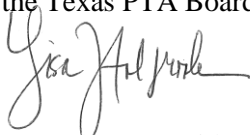
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- PTA Board for approval. Responsible for coordinating all events and activities for the carnival while keeping accurate records. *Any contracts will be submitted to the President for review and signature.*
3. Dining Out Lead – shall form a committee of volunteers responsible for selection of participating restaurants, collection of monies, and the distribution of incentives, with the discretion of the PTA board. In addition, will maintain accurate records and will report monthly donations to the board. *Any contracts will be submitted to the President for review and signature.*
 4. Holiday Store Lead– shall be in charge of choosing a vendor (with board approval) for the Holiday Store. Will work with Principal to choose dates and times for the sale. Will be in charge of maintaining accurate records and keeping track of monies made from the sale. *Any contracts will be submitted to the President for review and signature.*
 5. Rebates Lead – shall form a committee of volunteers to explore details of the General Mills Box Top, All Campbell's Labels for Education, Tyson A+ Labels, Community Partner Programs (Albertson's, Tom Thumb and Kroger) and other corporate rebate programs. Will collect these items monthly for the purpose of classroom incentive programs and report quarterly to the board for the purpose of financial planning. The team will send these items in for rebates twice a year, or as directed by the program. *Any contracts will be submitted to the President for review and signature.*
 6. School Store Lead – shall be in charge of choosing a vendor (with board approval) for the monthly school stores. Will work with Principal to choose dates and times for the sale. Will be in charge of maintaining accurate records and keeping track of monies made from the sale. *Any contracts will be submitted to the President for review and signature.*
 7. Spirit Sticks Lead – shall form a committee of volunteers responsible for the selection of spirit sticks and spirit rings from Spirit Monkey, organize the sale of sprit sticks, provide accurate information and order forms to families and staff, collect funds and arrange for distribution. In addition, be responsible for inventory management for year round sales with accurate record keeping and report to the PTA board. *Any contracts will be submitted to the President for review and signature.*

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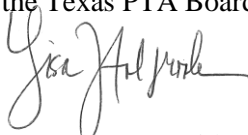
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8. Spirit Wear Lead – shall form a committee of volunteers responsible for the selection of a vendor, organize the sale of spirit wear, provide accurate information and order forms to families and staff, collect funds and arrange for distribution when orders arrive. In addition, be responsible for inventory management for year round sales with accurate record keeping and reporting to the PTA board. *Any contracts will be submitted to the President for review and signature.*
9. Sponsorship and Donation Lead – shall form a committee of volunteers for the purpose of obtaining sponsorship and donations for all BES PTA events including but not limited to; carnival, family fun events, etc. Any sponsorships or donation made to a specific event **must** be used for the stated event only and will be used first before using the PTA funds.
10. Valentine Grams Lead – will coordinate the sale and distribution of the Valentine Grams program in February. Will keep accurate records and turn in money in a timely manner. *Any contracts will be submitted to the President for review and signature.*

D. Hospitality Team

1. 4th VP/ Hospitality Lead – shall oversee the support operations team with the planning, organization, and execution of all events. Shall be coordinator for one of the positions listed below. Shall assume any lead position should it become necessary. *Any contracts will be submitted to the President for review and signature.*
2. Banquet Coordinator – will plan, with board approval, the annual Holiday party in December and the end of year “In and Out” Banquet in May. *Any contracts will be submitted to the President for review and signature.*
3. Breakfast Coordinator - Plan events for students and families, such as Tears and Cheers on the first day of school, Muffins with Mom, Donuts with Dad, goodies for Grandparents, Grandparent’s Day, Senior Breakfast in May and any other event deemed necessary. Approval needed from President and Principal on everything that is planned. *Any contracts will be submitted to the President for review and signature.*
4. School Supply Lead – shall form a committee of volunteers to coordinate back to school supply packs while working closely with the principal and staff for this annual school event. Will

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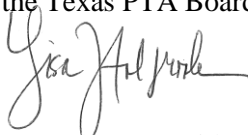
also keep accurate records for reporting to the PTA board. *Any contracts will be submitted to the President for review and signature.*

5. Staff Appreciation Lead – shall form a committee of volunteers to coordinate events and activities for staff appreciation. May include, but not be limited to, holiday luncheons, staff appreciation week (usually in May), and any other monthly/quarterly events. Will get approval from President and Principal on everything that is planned. *Any contracts will be submitted to the President for review and signature.*
6. Student Appreciation Lead – will plan and execute events relating to Student Appreciation Week. Will plan events in accordance with FMNV and competitive food guidelines in mind. Will get approval from President and Principal on everything that is planned for the week. *Any contracts will be submitted to the President for review and signature.*

E. Communication Team

1. Secretary – shall oversee the communication team’s printed publications and BES PTA website, publication and distribution of any printed information as it pertains to the BES PTA and school activities. Shall act as the media point of contact for the BES PTA to include arranging interviews, publicizing events in local media, and producing press releases with the approval of the president. Shall assume the responsibility of any lead position should it become necessary. *Any contracts will be submitted to the President for review and signature.*
2. Benevolence/Condolences Lead – will work with the school counselor to determine BES students and staff that have a death, sickness, birth or other events in their lives. Will coordinate cards, meals, or appropriate gift depending on life event. Appropriate gift may be in the form of an honorarium to the school on behalf of the person, gift card, or physical item and cannot exceed \$25.00 total.
3. Marquee/ Banner Lead – will form a committee of volunteers to update the marquee by working with the office staff to keep information current. This may require changing the board regularly and keeping track of upcoming events and news. In addition volunteers will work with other team’s volunteers when needed to create any additional in-school advertising of events/activities/announcements.

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4. Social Media Representative – They are responsible for maintaining a Facebook and Twitter account, plus the BES PTA Website. Will inform parents, staff, and community of upcoming PTA events and provide visibility of important issues relating to the school and school district in a timely manner. It is the responsibility of the representative to make sure that appropriate articles and materials are collected, edited, typed, and published.
5. Yearbook Lead – will form a committee of volunteers to collect bids from yearbook/printing companies and present the findings to the PTA board. Shall be responsible for obtaining volunteers to collect pictures, (on a monthly basis), corresponding names and layouts for the school yearbook. Produces order form, collects monies, and keeps accurate records of the annual student yearbook sale. This is a yearlong commitment with a target date for delivery in May. *Any contracts will be submitted to the President for review and signature.*

V. Other Board Positions

- A. Teacher Liaison - The teacher liaison will coordinate with the PTA board all concerns from the staff at BES.
- B. Council Delegate(s) – The person(s) appointed by the President and approved by the Executive Board to attend all Council PTA events on behalf of the PTA. They will act as a liaison between BES PTA and Council PTA, promoting the programs & plans of the Council PTA to BES PTA, communicate effectively the needs and wishes of BES PTA, and accurately represent BES PTA in all matters requiring debate and vote.

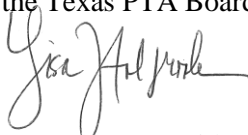
VI. Special Committees

- A. The president may appoint additional special committees as required including, but not limited to, audit committee, minute approval committee, and review committee.
- B. The Budget and Finance Committee will consist of the Treasurer, 3rd Vice President and person appointed by the President with approval of the executive board.

VII. Awards

- A. The Texas PTA Honorary Life Membership Awards may be presented by the Parliamentarian or a past recipient at the “In and Out” end of the year

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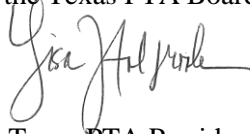


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banquet, traditionally held in May. Receiving an Honorary Life Membership Award is one of the highest forms of recognition to let a volunteer know how much you truly appreciate their dedication to our children and the community. This is a prestigious honor to bestow on a deserving individual who has supported the BES PTA in our mission of making every child's potential a reality. It is the highest honor that may be presented to a person for outstanding service for children and youth. A Texas PTA Honorary Life Membership Award publicly recognizes those persons who have given time and ability in the interest of young people in Texas. The recipient is selected by the members of the awards committee from nominations received by the general body.

1. The Texas PTA Honorary Life Membership Award for Staff Member or Volunteer. The receipt of this award need NOT be a member of the PTA.
 2. The Texas PTA Honorary Life Membership Award for PTA Board Member. The recipient of this award must be a member of the PTA Executive Board.
- B. The Lola Stone Award (named for the first BES PTA president) shall be presented by a member of the awards committee at the May banquet. This award is given annually for recognition of outstanding achievement and work within the BES PTA. The recipient must be a member. The recipient is selected by the members of the awards committee from nominations received by the general body. The recipient's name will be kept secret until announced at the May banquet.
- C. The recipients of these awards should support the Purpose of the PTA and serve for the betterment of all children and youth. They should evidence strong leadership and dedication to PTA, should support and stress the important role PTA can play in improving school and community relations and should be respected by peers for ability, interest and integrity.
- D. Nominations for awards will be taken from the association between the months of February through March. Nomination forms will be available at the February and March general meetings.
- E. The awards committee shall be comprised of the Parliamentarian, another executive officer chosen by the president, and three (3) members at large appointed by the president at the February general meeting. Deadline for determining recipients shall be April 1, so awards may be purchased in time to be presented at the end of year "In and Out" dinner in May.
- F. The Parliamentarian will arrange for the purchase of the awards that will be presented to these recipients at the May banquet. The Texas Life Member will be presented with a pin from Texas PTA.

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- G. Members of the awards committee are not barred from becoming nominees for the awards themselves, but shall not participate in the designation or tabulation of the respective awards.
- H. The Parliamentarian invites the recipient of the Texas Life Member Award to the May banquet.

VIII. Miscellaneous

- A. The Plan of Work for each chair and committee must include major events and dates, expected revenue and expenses. They must be submitted by the first executive board meeting and will be approved by the executive board and the general association by the second meeting following (September). Any deviation from or addition to this work plan must be presented as a motion to the executive board and general assembly.
- B. Each officer, team leader, and lead position shall maintain a procedure book to be passed on to the respective incoming board member at the annual May installation meeting. This book is to contain:
 - 1. Resource Guide from Texas PTA, if applicable
 - 2. Bylaws
 - 3. Standing Rules
 - 4. Plan of Work
 - 5. Copy of team minutes and reports which were presented at Executive board meetings.
 - 6. Reports on each project to include an AAR (after-action review) and expense report.
 - 7. Team recommendations for the following year.
- C. The president and secretary shall maintain the official PTA calendar and ensure that updates are provided to the PTA calendar.
- D. Any contracts will be submitted to the President for review and signature.
- E. PTA scrapbooks from previous years shall be kept at school in the library.
- F. All documents to be distributed outside of the executive board will be approved by the President. All documents to be sent home with students will additionally be approved by the Principal/or appointee prior to distribution.