

WILLIAM B. TRAVIS TAG VANGUARD AND ACADEMY
PARENT TEACHER ASSOCIATION STANDING RULES

I. MEETINGS

- A. The president shall appoint a committee of three (3) members at the last executive board meeting to approve the minutes of the last board meeting.
- B. The president shall appoint a committee of three (3) members at the last association meeting to approve the minutes of the last association meeting.

II. FINANCIAL

A. Financial Procedures

1. The president shall appoint at least one additional signer for the PTA accounts with executive board approval.
2. Two signatures are required on checks of \$300 or more.
3. All monies collected from PTA projects must be submitted to the treasurer within one week of receipt.
4. Money collected shall be counted by at least two (2) persons at the same time, and all counters shall sign a completed Itemized Receipt Form or Deposit Form. The treasurer may be one of the counters. If the treasurer is not one of the original two (2) counters, then after the money is turned over to the treasurer, the treasurer shall also count and sign the Itemized Receipt Form. The form shall be retained by the treasurer with documentation of deposit.
5. Any check made payable to this Local PTA that is returned as NSF will be re-deposited one time. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer. This local PTA reserves the right to refuse subsequent checks from the check writer and require cash or money order for payment.
6. This Local PTA shall not use credit or debit cards.
7. This Local PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within thirty (30) days of the event or two weeks prior to the end of the fiscal year, whichever comes first.
8. This Local PTA shall not reimburse local sales tax unless executive board gives prior approval for the exemption. Any member making purchases on behalf of or for this Local PTA shall use the tax exempt form.
9. This Local PTA shall obtain at least three (3) bids when making any large purchase over \$1000 unless the item is a specialty item and there is but one vendor for the item.
10. This Local PTA shall consider requests for funding not already allocated in the operating budget. Applicants must ask to be on the agenda at an executive board meeting and present a written and verbal request for funds. Applicant requests will be reviewed at meetings of the executive

board. Requests that are time sensitive may be considered at a special meeting called by the president.

B. Bonding and Insurance

1. This Local PTA shall purchase the following insurance policies on an annual basis
 - a) Commercial General Liability (\$1 million limit)
 - b) Non-profit Professional Liability (Officers Liability) (\$1 million limit)
 - c) Commercial Crime & Fidelity Bond (\$25,000 limit)
2. Additional coverage may be purchased and/or limits may be adjusted by a two-thirds ($\frac{2}{3}$) vote of the executive board.
3. The insurance policy and proof of premium payment shall be filed with the treasurer's financial records for the corresponding fiscal year.

C. Wish List Process

1. This Local PTA shall have a process, overseen by the Wish List Standing Committee, for distributing designated Wish List funds in the PTA budget to W.B. Travis faculty and staff.
2. The purpose of the Wish List process is to fund teacher and staff-requested items or programs that enhance the curriculum at W.B. Travis and which will not be funded by the school budget or school district.
3. Technology requests and requests for individual items or programs costing more than \$500 may be referred to the principal for review prior to final review by the Wish List committee. The committee has discretion to request input from the principal for any request, even if the item or program does not fall into the technology category or exceed \$500 in cost.
4. Every attempt should be made to purchase technology from a DISD-approved vendor, unless there is no DISD-approved vendor available for the item(s).
5. The Wish List process is as follows
 - a) Faculty and staff research vendors and the cost of desired items and programs before submitting their requests.
 - b) Faculty and staff complete the PTA's Wish List Request Form, attach supporting materials (e.g., vendor quote) and submit these to the Wish List committee.
 - c) The Wish List Committee evaluates the request and notifies faculty and staff of the request's status.
 - d) If a request is approved, the requesting faculty or staff member purchases the item/ program by
 - (1) Using their own funds and following PTA procedures for reimbursement or
 - (2) Submitting a vendor invoice and check request form to PTA for payment directly to the vendor.
6. The Wish List committee's responsibilities include
 - a) Explaining the Wish List process to faculty and staff

- b) Providing instructions and request forms to faculty and staff
- c) Evaluating requests
- d) Notifying faculty and staff whether requests have been granted
- e) Advising faculty and staff on how to obtain reimbursement from PTA or how to obtain a check to the vendor from PTA, as applicable

D. Reserve Funds

- 1. This Local PTA shall maintain a reserve fund within the operating budget as a means to retain financial stability in the event of an unforeseen development such as unplanned expenses or fundraising shortfalls.
- 2. The reserve fund shall not fall below \$5,000.
- 3. The reserve fund shall not exceed 20% of the total annual operating budget.
- 4. The reserve fund may be supplemented annually beyond 20% of the total annual operating budget by a two-thirds ($\frac{2}{3}$) vote of the executive board.

III. STANDING COMMITTEES

- A. Standing committees are grouped into a specific officer's department and shall work under the direction of the presiding officer.
- B. Standing committees recur each year and may be reassigned at the discretion of the executive board.
- C. A chair, vice chair or committee member may be removed from his or her position with cause by the affirmative vote of two-thirds ($\frac{2}{3}$) of the executive board.

D. The Standing Committees of this Local PTA shall be:

- 1. Fall Festival
 - a) This committee shall be composed of a chair, a vice chair, and additional members as determined by the chair.
 - b) This committee is responsible for planning, promoting and executing the annual school-wide Fall Festival event.
- 2. Treasure Travis
 - a) This committee shall be composed of a chair, a vice chair, and additional members as determined by the chair.
 - b) This committee is responsible for planning, promoting and executing the primary annual fundraising campaign.
- 3. High School Night
 - a) This committee shall be composed of a chair, a vice chair, and additional members as determined by the chair.
 - b) This committee is responsible for planning, promoting and hosting the annual event that brings DISD high schools to campus so that our students may learn about their high school options.
- 4. Spirit Store
 - a) This committee shall be composed of a chair, a vice chair, and additional members as determined by the chair.

- b) This committee's responsibilities include
 - (1) Determining what spirit wear, accessories, or other school-related products to offer
 - (2) Ordering and managing inventory
 - (3) Selling products throughout the year
- 5. Wish List
 - a) This committee shall be composed of a chair, a vice chair, and additional members as determined by the chair.
 - b) This committee's responsibilities are described in "Rule II. Financial C. Wish List Process."

IV. SPECIAL COMMITTEES

- A. Special committees may be appointed by the president and approved by the board for a specific purpose. These committees shall go out of existence when their work is finished, and a final report is received.
- B. A chair, vice chair or committee member may be removed from his or her position with cause by the affirmative vote of two-thirds ($\frac{2}{3}$) of the executive board.
- C. Nominating Committee
 - 1. The composition, election and duties of the nominating committee is described in this Local PTA's bylaws.
 - 2. The first vice president shall be responsible for advertising the need for nominees to the membership in order to raise awareness of the committee and provide all members, with the exception of the president, with an opportunity to nominate or to be nominated for the committee.
 - 3. The first vice president shall give the elected committee initial instructions and hand over the Texas PTA's Guidelines for Nominating Committee immediately following the election.
 - 4. The nominating committee shall strive to create a board that is reflective of the diversity of the student body.
- D. Life Membership Committee
 - 1. This committee will be organized and chaired by the VP/ Membership with the purpose of selecting individuals for recognition by awarding at least one (1) Texas PTA Honorary Life Membership. Additional Honorary Life Membership awards and/or Texas PTA Extended Service Awards may be given, as the budget allows.
 - 2. This committee shall be composed of four (4) additional members selected by the VP/ Membership, two of whom are on the executive board.
 - 3. The committee shall solicit nominations from the school community.
 - 4. Announcement of the recipient should be made at the April or May meeting.

V. AFTER SCHOOL PROGRAMS

- A. This Local PTA will provide funding for staff time dedicated to after-school programming. After-school programs are open to W.B. Travis students.
- B. Programs may be run by teachers, staff members, parents or other members of the W.B. Travis community. PTA funds shall be designated for teacher and staff time only. Non-staff members are considered volunteers.
- C. This Local PTA will provide funding for after-school programs of a duration not to exceed 20 weeks during an academic year.
- D. The principal or the principal's representative will provide this Local PTA with a list of planned after-school programs prior to the start of each semester's after-school programming, including the number of teachers and assistants required to run each program.
 1. The principal or the principal's representative will notify this Local PTA of changes to programs and staffing needs as they arise.
 2. An assistant will be deemed necessary if an individual after-school program has more than 25 students participating.
- E. This Local PTA shall issue a check to W.B. Travis (or to Dallas ISD, if so directed by district personnel) in an amount that corresponds to the estimated hours of teacher and staff time required, as budgeted funds allow, and shall submit a letter to the principal and to Dallas ISD, as directed by district personnel, documenting the intended use of the funds.
- F. This Local PTA shall consider requests from the principal or principal's representative for additional after-school program funds if expenses for after-school programming exceed the amount designated in the PTA operating budget. The request must be presented to the executive board prior to the end of the sixth week of after-school programming, either fall or spring semester. The request must include written documentation detailing individual faculty/staff time already reimbursed and the expected additional faculty/staff time required to complete programming.
- G. The principal or the principal's representative will provide this Local PTA with documentation of spending from the Dallas ISD after-school account at the end of each semester's programming period.
 1. Documentation will be filed by the treasurer along with any donation receipt received from W.B. Travis and/or Dallas ISD.
 2. Documentation shall be used to assist this Local PTA in estimating future budget needs for after-school programs.

VI. TRAINING EXPENSES

- A. This Local PTA shall pay the course fee for members of the executive board to complete the Texas PTA FOUNDATIONS Leader Orientation (FLO).
- B. This Local PTA shall pay the registration expenses of the newly-elected officers to attend the Council training, if applicable. As the approved budget allows, the PTA shall pay the expenses of any other PTA member to attend.

- C. This Local PTA shall pay the registration expenses of executive board members to attend the Texas PTA Summer Leadership Seminar and Annual Meeting in the following order, as funds allow:
1. President
 2. Treasurer
 3. First Vice President
 4. Secretary
 5. Second Vice President
 6. Third Vice President
 7. Fourth Vice President
 8. Fifth Vice President
 9. Sixth Vice President
 10. Seventh Vice President
 11. Eight Vice President
 12. Parliamentarian
 13. Standing Committee Chairs
 14. Other
- D. This Local PTA shall limit event expenses to registration fees. No reimbursement will be paid for other expenses.

PROPOSED