

MEMORIAL MIDDLE SCHOOL PTA
STANDING RULES

I. ANNUAL MEETING AND REPORTS

- A. The president of the Memorial Middle School PTA (the "PTA") shall appoint a committee at the final annual meeting to review and approve the minutes of such last annual general meeting. Such minutes, as approved, shall be posted on the members-only section of the PTA website before the time for dismissal on the last day of school.

II. EXECUTIVE BOARD MEMBERS AND OFFICERS

- A. Executive board members shall not expect privileges or rights that are not due any other parent or taxpayer in the school district.
- B. Executive board members shall not speak to school district personnel or members of the media as representing the PTA, unless specifically authorized to do so by majority vote of the general membership. Any such authorization to a spokesperson shall be in writing, limited in scope and duration. Any person who violates this provision may be removed from office by a two-thirds vote of the executive board in accordance with the Bylaws.

III. EXPENDITURES, PAYMENTS, BANK ACCOUNTS AND BUDGET APPROVAL

- A. All fundraising activities must be approved by the general membership.
- B. The PTA shall pay the expenses of the incoming board to LAUNCH. Within the limits of the budget, the PTA may also pay the expenses for any other PTA member to attend LAUNCH. The payment of such expenses shall be limited to the payment of any applicable registration fee and to such other reasonably necessary expenses as shall be approved by the association.
- C. The PTA shall pay the expenses of any PTA member to attend the Texas PTA Leadership Course. A copy of the Certificate of Completion issued in connection with any such training shall be kept on file by the secretary. The payment of such expenses shall be limited to the payment of any applicable registration fee and to such other reasonably necessary expenses as shall be approved by the association.
- D. The PTA shall purchase tickets for the annual Council Founder's Day function for each of the following persons who chooses to attend such function as funds allow:
 - a. School principal.
 - b. Life Membership recipients for the previous year.
 - c. Current president or their designee.
- E. In accordance with the Texas PTA, the PTA allows the purchasing of gift cards in an amount that shall not exceed \$25 in value and must be retail-specific (i.e. branded cards of restaurants, stores, etc.). Generic cards (MasterCard, Visa, etc.) are not permitted.

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- F. The following persons shall have sample signatures on file for each bank account maintained for the benefit of the PTA:
 - a. President;
 - b. First vice-president;
 - c. Treasurer
- G. Two authorized signatures shall be required for all checks and transfers of funds. No officer shall approve, authorize, or sign a check or transfer of PTA funds to themselves.
- H. This Local PTA shall have a carryover in the checking account of not less than \$5,000 at the beginning of the fiscal year.
- I. The PTA does not allow online transactional banking or a debit/credit card. The PTA will allow limited electronic banking that includes read-only online access to the treasurer to view real time banking transactions. If this online capability is not offered by the bank, the treasurer can receive up to date transactional reports from the bank as needed.
- J. The treasurer has the right to require that payments to the PTA be made by cash or money order by any person who has an outstanding balance with the PTA or who has written the PTA an uncollected check that was refused for payment by the bank upon which it was drawn.
- K. At the last meeting of the year, the association shall approve a budget for the following fiscal year.
- L. In the event of a multi-year project with a clear purpose and a specific end date stated, the project must be approved by the current executive board, the incoming executive board, and the general membership during the annual budget process. Financial reserves should not be created for other purposes.
- M. As part of the budget approval process, a motion to the general PTA should be made to move any funds remaining after the current fiscal year spending is complete to the Write A Check section in the budget for the following fiscal year. The remaining funds would be calculated after allocating for the annual carryover. These funds would now be available for projects in the next fiscal year and subject to the same Write A Check approval process prior to being spent.

IV. BYLAWS COMMITTEE

- A. The Bylaws Committee shall consist of a chair, the president, and up to three other persons appointed by the president. The chair of this committee shall be the parliamentarian.
- B. The Bylaws Committee shall review both the Bylaws and these Standing Rules on an annual basis to determine if any amendments or revisions are necessary or advisable. If any such amendments or revisions are to be made, it shall be the responsibility of the Bylaws Committee to draft such changes and to follow the

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requirements set forth in the Bylaws for properly adopting such amendments or revisions.

V. NOMINATING COMMITTEE

- A. The Nominating Committee (the "Committee") shall be elected at the January meeting and shall be comprised of five members, four of whom represent each of the four "feeder" elementary schools for Memorial Middle School ("MMS"): Bunker Hill, Frostwood, Rummel Creek, and Wilchester. These four members will be parents of children who attended Bunker Hill, Frostwood, Rummel Creek and Wilchester, respectively, to ensure that each of the feeder school communities are represented on the Committee. The fifth member may be from any school community. The Parliamentarian shall serve as an advisor to the Committee but is not a voting member of the Committee and need not be present at the Committee meeting(s) unless requested to attend.
- B. The position of MMS PTA President shall be slated annually, by the Committee, in rotating order from the four "feeder" elementary schools, in the following order: Rummel Creek, Frostwood, Wilchester, Bunker Hill. This is to ensure that every year the President is a parent from a different feeder elementary school in rotating order, assuring the membership that members of each "feeder" elementary school community are regularly represented in the leadership of the PTA.
- C. In preparing its slate of officers for the Executive Board (the "Board"), the Committee shall ensure that each of MMS's four "feeder" elementary school communities have representation on the Board. The slate of officers which the Committee presents to the membership for election shall include at least one former parent from each of the four "feeder" schools.

VI. BONDING AND INSURANCE

- A. The following insurance shall be purchased annually by the PTA:
 1. General Liability Insurance;
 2. Fidelity Bond Insurance for all persons whose signatures appear on the signature cards for PTA bank accounts;
 3. Property Insurance (if the Executive Board deems such insurance to be appropriate); and
 4. Officer's Liability Insurance
- B. In addition to the insurance described above, the executive board with the approval of the members may authorize the purchase of any other type of insurance that in its best judgement believe to be appropriate.
- C. All such insurance shall be in such amounts as the executive board with the approval of the association believes to be sufficient.

VII. PTA PROPERTY

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- A. All property purchased with PTA funds (including times for which PTA members have been reimbursed) is the property of the PTA.
- B. If the association determines upon the recommendation of the executive board that the PTA will have no use in the reasonably foreseeable future for certain items of property and Memorial Middle School does not wish to have such property donated to the school, the executive board with the approval of the association may determine how best to dispose of such property. If any item of property to be disposed of has a replacement value in excess of \$500, notice of the proposed disposition shall be given at the next general meeting and such disposition shall be subject to approval of a majority vote of the persons attending such meeting.
- C. Any requests made by a PTA member or a community organization to borrow PTA property, must be approved by the executive board.
- D. No loan of PTA property may be made unless the borrower executes a written agreement (i) describing the property to be borrowed and (ii) including an unconditional obligation of the borrower to return the property in good condition by a specific date or pay to the order of the PTA the replacement value of the property and specified in such agreement.

VIII. ELECTRONIC ADVERTISING

- A. Any and all third-party advertising proposed to be made by electronic means on the PTA website, or other media, such as the PTA newsletter, the online school directory, the Memorial Middle school marquee, shall be presented to the PTA executive board for approval.

IX. MISCELLANEOUS

- A. Third-party vendors shall not be allowed to display their products at PTA meetings, or make sale presentations in conjunction with PTA meetings, without the prior approval of the PTA executive board. The executive board shall approve of such vendor displays or sale presentations in the event that the executive board determines that the display or sale presentation is justified for the sole purpose of assisting the PTA in reaching a decision on whether to approve of a proposed expenditure. The PTA membership shall be allowed to discuss such proposed expenditure and to vote on its approval outside of the vendor's presence, unless the vendor is also a member of the PTA.