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- Approved with Editorial Edits
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Standing Rules Approved By Order
of the Texas PTA Board of Directors



Texas PTA President
3/14/2017

Leona Doss PTA Standing Rules

Filed 7/5/11, Amended 5/2/14, Amended 1/12/17

Expenditures/Reimbursements:

1. Doss PTA will pay the expenses for board members to attend the Texas PTA FOUNDATIONS: LEADER ORIENTATION as budgeted funds allow.
2. Doss PTA will pay the registration fee of board members to the Texas PTA Summer Leadership Seminar in the following order as budgeted funds allow: President, First Vice President, Treasurer, Third Vice President, Secretary, Partners in Education Chair, Second Vice President, Parliamentarian, ACPATA Delegate-
3. A Doss PTA member will be fully reimbursed for approved expenses incurred. Sales tax will not be reimbursed. All expenses are subject to approval by the Treasurer, the President, and when necessary, a majority of the Executive Board. Any questions or uncertainty regarding the validity of an expense should be brought to the attention of the Treasurer prior to purchase.
4. An authorized signer may not sign his/her own reimbursement check for approval expenses.
5. A member may not have a spouse sign reimbursement forms as a PTA member.

Miscellaneous:

1. Doss PTA members will not speak to school district personnel or media as representing the Doss PTA unless authorized to do so by its membership.
2. Delegates and representatives of the Doss PTA must have membership's approval before making a presentation in the name of the Doss PTA.

Bonding & Insurance:

The following insurance shall be purchased annually by the Doss PTA:

1. General Liability Insurance
2. Bonding of the Officers

Additional Duties of the Executive Board Members:

1. The President shall appoint the Partners in Education Chair, subject to the approval of the Executive Board.
2. The 1st Vice President shall:
 - a. Draft the weekly Blast email and other communication as needed by the President, subject to approval by the President;
 - b. maintain the communications and announcements on the Indoor Marquee subject to the approval of the President;
 - c. be authorized to sign on all bank accounts;
 - d. be in charge of Meet the Teacher event; and
 - e. secure and organize Parent Education programming and appropriate guest speakers as well as Special Programs as needed for regular meetings upon approval of the President.
3. The 2nd Vice President shall:
 - a. maintain the communications and announcements on the Outdoor Marquee, subject to the approval of the President
 - b. assist the President as otherwise needed throughout the year.
4. The Secretary shall:
 - a. assist the President with all administrative duties, including getting ready for the new school year.
 - b. be responsible for document listing the Executive Board, Committee Chairs, and CAC, and update it as needed.
5. The 3rd Vice President shall:
 - a. assist with the duties of the Treasurer as appropriate; and
 - b. be authorized to sign on all bank accounts.
6. The Partners in Education Chair shall:
 - a. work with the President and Executive Board to establish/revise Partner donation value tiers and associated benefits as needed;
 - b. solicit businesses for Partner sponsorships and field business inquiries;
 - c. track all business donations and sponsorships, both cash and in-kind;
 - d. be responsible for stewardship and recognition of all business donors and volunteers; and
 - e. working with the President and Principal, organize a school-wide assembly at the end of the year for volunteer and donor recognition.

Committees:

1. All expenses are subject to approval by the Treasurer, the President, and when necessary, a majority of the Executive Board. Any questions or uncertainty regarding the validity of an expense should be brought to the attention of the Treasurer prior to purchase.
2. Each Committee Chair shall update and maintain on the Doss website under the section relating to their committee information detailing duties and responsibilities of their positions and how they carried it out.
3. Each Committee chair shall also update and maintain a notebook detailing duties and responsibilities of their positions and how they carried it out.

Special Committees:

Budget Committee: The budget committee shall be chaired by the Treasurer and consist of nine (9) people including: the President, the First Vice-President, the Treasurer, the Assistant Treasurer, A Committee Chair, the Principal, and a parent representative from the association membership of the

Doss PTA, a faculty member representing the lower grades pre-K through 2 and a faculty member representing the upper grades 3 through 5.

Nominating Committee:

1. The chair shall poll the members of the committee for suggested meeting dates. The time and place will be decided by the chair when the majority of members can attend. Notice of the meeting shall be sent to the members and alternates.
2. Suggested nominees for officers along with their qualifications may be submitted to any member of the nominating committee before the committee meets.
3. Any member who cannot attend the first meeting will be replaced by an alternate who then becomes the member of the committee. The replaced member and alternates who are not needed for the first meeting do not attend subsequent meetings of the committee.
4. Suggested nominees are advisory only. The nominees selected by the committee shall be the best qualified member for the office to be filled.
5. The comments, statements, or disagreement made in committee meetings are confidential and must be based on facts.
6. The chair shall report a complete list of nominees to the president and publicize the list to the association membership the required number of days before the election.