



Texas PTA President
Filed 3/5/2020

**Westchester Academy for International Studies
Parent Teacher Association Standing Rules**

I. Meeting Minutes

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

II. Training Expenses

- A. This Local PTA shall pay the expenses of executive board members for fee based online training offered by Texas PTA.
- B. This Local PTA shall pay the expenses of the executive board to attend Council training, if applicable. As the approved budget allows, this Local PTA shall pay the expenses of any other PTA member to attend.
- C. This Local PTA shall pay the expenses of the executive board members to attend the Texas PTA LAUNCH and Annual Meeting in the following order, as funds allow:
 - 1. President
 - 2. Vice President
 - 3. Treasurer
 - 4. Secretary
 - 5. Parliamentarian
 - 6. Standing Committee Chairs
- D. This Local PTA shall pay the expenses of the delegate(s) to the National PTA Annual Convention, if funds permit after expenses have been allocated for the Texas PTA LAUNCH and Annual Meeting. Delegate(s) shall be appointed with the approval of the executive board at the April meeting.
- E. This Local PTA shall limit event expenses to the following:
 - 1. Registration fee
 - 2. Event-related functions
 - 3. Hotel accommodations at published seminar double-occupancy rate

4. Mileage reimbursement for one vehicle per four (4) members in attendance at .58 cents per mile when using personal car, or the lowest available commercial airfare at twenty-one (21) day advance booking.
5. Meals not to exceed \$45 per person per day
 - a. Individual meals are paid up to the following limits:
 - (1) Breakfast \$10
 - (2) Lunch \$15
 - (3) Dinner \$20
 - b. If a meal is included in a prepaid event, no reimbursement will be paid for that meal.
 - c. Alcohol purchases shall not be reimbursed.
6. Parking fees

III. Financial

- A. All money shall be counted by at least two (2) persons, and all counters shall sign a completed Deposit Form. The money shall then be given to the treasurer, who shall also count and sign the Deposit Form. A copy of this form shall be retained by all signers of the form.
- B. This Local PTA shall require two signatures on all checks.
- C. Any check made payable to this Local PTA that is returned as NSF will be re-deposited 1 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 either cash or money orders for payment.
- D. 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 within three (3) days of the end of the school year, whichever comes first.
- E. This Local PTA shall not reimburse sales tax unless the executive board gives prior approval for the exception. Any member making purchases on behalf of or for this Local PTA shall use the tax-exempt form.
- F. This Local PTA shall obtain at least three (3) bids when making any large purchase unless the item is a specialty item and there is but one vendor for the item.
- G. This Local PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.

H. This Local PTA shall have a carryover in the checking account of not less than \$15000, or half of the operating budget at the end of the fiscal year.

IV. Electronic Banking and Credit/Debit Card

A. Banking and credit card statements may be reviewed online. The non-signer bank statement reviewer may be given and/or print a copy of the statement to be signed, once reviewed, and give the signed copy of the bank statement to the Treasurer.

B. Credit/debit cards are not allowed by our PTA and will not be issued.

C. The passwords for online bank accounts should be changed:

1. At least once a year,
2. When there is a change in signer, or
3. if there is a breach or other need to protect the accounts.

D. The Treasurer and President should have full access to online bank accounts, and if possible, the additional authorized signers and non-signer bank statement reviewer should have read-only access.

E. PTA accounts cannot link to any individual accounts.

F. Recurring Payments for PTA expenses may be set up to be deducted directly from the bank account if they are part of the approved budget. If items are not on the approved budget a motion will need to be made to approve the recurring payment.

V. Bonding and Insurance

A. The following insurance shall be purchased annually by this Local PTA:

1. General Liability Insurance
2. Accident Medical
3. Directors and Officers Liability Insurance
4. Property Insurance (if the Executive Board deems such insurance to be appropriate)

VI. Condolences

Condolences expressed by this Local PTA shall be in the form of sympathy cards.

VII. Additional Officer Duties

A. Officers are expected to attend all regular and special meetings of the Executive Board, assigned committee meetings and general membership meetings. Failure to attend 2 consecutive board meetings without an adequate excuse may be grounds for removal from the board. If unable to attend meetings, notify the Executive Board (President, Vice President, Treasurer Secretary, Principal, Bookkeeper and Parliamentarian).

- B. Executive board members who fail to attend meetings, for which a financial obligation has been made, without cancelation of reservations, will be billed for the cost.
- C. Any executive board member, funded by the PTA, attending workshops, conventions or conferences, shall file a written report with the Executive Board.
- D. Executive board members are expected to help carry out the program at general membership meetings.
- E. Procedure books may be physical and/or electronic.

VIII. Standing Committees

The standing committees of this Local PTA shall be:

- A. Hospitality
 - 1. This committee shall be composed of a chair and at least two (2) members.
 - 2. This committee shall be responsible for:
 - a. Hosting at meetings by creating a friendly welcoming atmosphere
 - b. Securing refreshments for PTA programs and Open Houses.
 - c. Providing Back to School and Teacher Appreciation for the faculty and staff which include:
 - (1) Coordinating food item donations;
 - (2) Securing volunteers to serve; and
 - (3) Reserving school location for the events.
 - (4) Work with Communications and Board to keep list of WAIS Events and explain these events to Newcomers.
- B. Membership
 - 1. This committee shall be composed of a chair and at least one (1) member.
 - 2. The chair shall:
 - a. Call a meeting of the membership committee to create a membership campaign for the coming year and set membership goals;
 - b. Ensure completion and submission of membership list and dues report to Texas PTA monthly.
 - c. Coordinate the implementation of a membership campaign;
 - d. Provide the secretary with an updated membership list for each regular meeting;
 - e. Apply for membership awards from Texas PTA.
- C. Spirit Store
 - 1. This committee shall be composed of a chair and at least one (1) member.
 - 2. This committee shall be responsible for:

- a. Choosing designs and products for Spirit Store to be approved by the Executive Board.
- b. Reporting inventory and sales to membership
- c. Keeping accurate records on Google so that website and Square are updated accordingly
- d. Coordinating sales while being mindful of budget to move inventory
- e. Working with communications and Website/Social Media chairs to ensure updates of sales and products to members, staff and students.

D. Communications

- 1. This committee shall be composed of a chair and at least one (1) member.
- 2. This committee shall be responsible for:
 - a. Communicating with membership about PTA news. This should be done by:
 - (1) Newsletter, sent via Mailchimp, at least 4 times per year
 - (2) Creating blurb for Directors Newsletter, should be submitted by Thursday at 10:00 AM to Director's Newsletter creator in front office via email.
 - (3) Submitting announcements to social media chair, webmaster, morning announcements as needed.
 - (4) Create and update the Front Office PTA bulletin board.
 - b. Work with Hospitality and Board to keep list of WAIS Events and explain these events to Newcomers.

E. Social Media/Website

- 1. This committee shall be composed of a chair and at least one (1) Member.
- 2. This committee shall be responsible for:
 - a. Updating and maintaining the WAIS PTA website
 - b. Working with other chairs to see that online forms are easily accessible so that they are able to submit announcements to be posted on the site
 - c. Maintaining and updating the WAIS PTA Instagram and FaceBook accounts
 - d. Ensuring that our PTA is abiding by required rules and guidelines established by PTA regarding social media.

F. MultiCultural Liaison

- 1. This committee shall be composed of a chair and at least one (1) Member.
- 2. This committee shall be responsible for:
 - a. Creating a more welcoming environment for Spanish speaking members

- b. Working with other committees to ensure proper language and tone used in communications and advertising
 - c. Assist in translating at meetings
- G. Grant Review Committee
- 1. This committee shall be composed of one chair and at least one (1) Member.
 - 2. This committee shall be responsible for the Grant review process (see XII)

IX. Special Committees

A. Budget and Finance

- 1. This committee shall be composed of a chair (treasurer) and 3 members, including the newly-elected president, one outgoing officer, and a representative from the school staff.
- 2. The committee shall recommend amendments to the budget based on Plans of Work, and submit these amendments to the executive board.
- 3. The treasurer shall present the budget amendments to the membership for approval at the first regular meeting of the year.

B. Life Membership

- 1. This committee shall be composed of a chair and at least two (2) additional members of the Local PTA appointed by the president. When possible, one (1) member of the committee shall hold a Texas PTA Honorary Life Membership.
- 2. This committee shall select individuals for recognition by awarding one (1) Texas PTA Honorary Life Membership and one (1) Texas PTA Extended Service Award, as the budget allows.

X. Awards

- A. This Local PTA shall purchase a past president's pin for the retiring president.
- B. Awards in the form of recognition pins (membership, etc.) shall be retained by the recipient.
- C. Awards in the form of certificates, plaques, etc. shall be the property of this Local PTA and not individuals.

XI. Scholarship

- A. The official name of the scholarship shall be the Westchester Academy for International Studies PTA Scholarship.
- B. Monetary gifts from other PTAs, organizations, individuals, and other contributions can be placed in this fund. All memorial gifts shall be acknowledged in writing by the Treasurer.

- C. The treasurer shall collect and distribute all monies for the funds as directed by the executive board.
- D. These funds must be kept separate from the general operating funds.
- E. The funds and the interest earned are used for educational purposes, including books, tuition, and educational fees.
- F. The scholarship recipients shall be high school seniors. Students may apply if they attend Westchester Academy for International Studies high school and their family and/or parent is a member of the Westchester Academy for International Studies PTA. Membership is defined as current with National, Texas and this Local PTA dues.
- G. If funds permit, a scholarship in the amount of \$1000 will be awarded yearly at the high school in membership as defined in Standing Rule XI, F above.
- H. Each recipient has 6 months from the date of the awarding of the scholarship to request funds.
- I. The check shall be written to the institution of learning once verification of enrollment is received.
- J. The scholarship will be awarded on the basis of (in this order):
 - 1. Length of attendance at WAIS (6-12 grade would be looked at above 9-12 grade attendance)
 - 2. Minimum academic requirements are passing all required STAAR testing and a minimum 3.0 GPA (B).
 - 3. School and/or community activities.
 - 4. Application responses.
- K. The Scholarship committee will be appointed at the April general meeting and will be responsible for choosing the recipients. The committee will consist of 4 members: the Scholarship Chairman, 2 readers, and 1 of alternates, none of whom may be a parent or guardian of a senior from the awarding school.
- L. This scholarship will be presented at the annual SBEF event.
- M. Application forms will be available to high school seniors through the SBEF website and/or High School Office. These applications are typically available in February and continuing through March. The SBEF website will have details about the dates of the scholarship.
- N. Application will include:
 - 1. Completing the application form
 - 2. Writing an essay
 - 3. Two (2) recommendations from a WAIS teacher
 - 4. A current transcript

XII. WAIS PTA Grant/Write-A-Check Program

- A. Goals of the Grant Review Committee

1. Allocate PTA funds raised during the school year to benefit the WAIS educational environment.
2. The criteria for fund distribution are as follows:
 - a. Is this an item that PTA funds may be used for, as outlined in the PTA Document “Proper Use of PTA Funds”
 - b. The number of students benefiting from the items purchased
 - c. The educational quality of the project
 - d. The priorities identified by the school principal
 - e. The lack of alternative funding
 - f. The longevity of the items purchased (future benefits)
- B. Sources of the funds to be distributed
 1. Funds raised through the Write-A-Check campaign
 2. Funds raised through other fundraising activities (after expenses)
 3. Other sources as indicated in the current budget, that may be obtained from the current PTA treasurer.
- C. To apply for and receive funds the requestor must be a Westchester Academy PTA member in good standing including:
 1. Faculty
 2. Parents/Students
 3. WAIS Clubs/Organizations
- D. The Grant Review Committee shall be comprised of 3 to 5 PTA members, based on availability including:
 1. WAIS Director
 2. a staff or faculty member
 3. Grant Review Committee Chair
 4. PTA Treasurer
 5. 1 or more PTA parent members (depending on interest)
- E. The Committee will periodically review requests and vote to select the ones which will be presented to the PTA Executive Board at the next Board Meeting.
 1. The Committee may work mostly by email.
 - a. Requests for the Grant are completed online by the requestor.
 - b. This information will then be placed onto a Grant Review Committee Request Form and a copy will be given to each Committee member (either by paper or email) participating in the review.
 - c. The requests selected for Executive Board approval will be copied and presented to the Board on the Grant Review Committee Request Form.
 2. The requests will be marked as either approved, denied, partially approved, more information needed, or waitlisted by simple majority vote.
 3. The funding for the Grants will always be subject to the availability of funds. The Treasurer and President authorize expenses.
- F. Responsibilities of the Grant Review Committee Chair

1. Recruit committee members
 - a. An announcement in the newsletter to PTA members and faculty may be used.
 - b. The Grant Review Committee Chair may participate at the faculty Membership Drive to introduce the program, recruit members and to explain the functions of the Committee - contact the Director's administrative assistant for more information.
2. Collect the email requests for the Grant and place them each onto a Grant Review Committee Request Form for each Committee Member and the Board.
3. Moderating the deliberation process amongst Committee members.
4. Organizing meetings and emails when necessary.
5. Bringing the final recommendations to the PTA Executive Board.
6. Informing applicants of the PTA Board's decisions.

XIII. PTA Property

- A. All property purchased with PTA funds, including items for which PTA members have been reimbursed, remain the property of WAIS 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 Westchester Academy does not wish to have such property donated to the school, the executive board 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 like condition by a specific date or pay to the order of the PTA the replacement value of the property as specified in such agreement.
- E. If PTA borrows property, or property is loaned to the PTA, WAIS PTA will only be responsible for up to \$100 for damage, or replacement.

XIV. Miscellaneous

- A. This Local PTA's mailing address shall be Westchester Academy PTA, 901 Yorkchester Dr., Houston, TX 77079.
- B. Members shall obtain authorization from the membership before representing this Local PTA when communicating to school district personnel or the media.
- C. Executive board members shall not be entitled to privileges that are not due to any other school district tax payer because of their position in the PTA.

- D. All communications concerning this Local PTA for school distribution shall be approved by the President prior to dissemination.
- E. This Local PTA shall purchase tickets for the Council PTA Founders' Day function for each of the following persons that chooses to attend:
 - 1. Director
 - 2. Assistant Director - Middle School
 - 3. Assistant Director - High School
 - 4. PTA School Bell award nominee
 - 5. Current PTA President, or their designate.
 - 6. Another member of the Executive Board, as appointed by the President
 - 7. Other designate as appointed by the President up to 10 people total.