

MIDWAY INDEPENDENT SCHOOL DISTRICT

COUNCIL OF PTAs 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 regular meeting to approve the minutes of the last regular meeting.

II. Training Expenses

- A. This Council PTA shall pay the expenses of the newly-elected officers and committee chairmen to the Council and Area PTA training, if applicable. As the approved budget allows, the Council PTA shall pay the expenses of any other PTA member to attend.
- B. This Council PTA shall pay the expenses of members to the Texas PTA Annual Convention and Summer Leadership Seminar in the following order, as funds allow:
 - 1. President
 - 2. First Vice President
 - 3. Second Vice President
 - 4. Third Vice President
 - 5. Secretary
 - 6. Treasurer
 - 7. Parliamentarian
 - 8. Historian
 - 9. Standing Committee Chairmen
- C. This Council 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 Summer Leadership Seminar and Annual Convention. Delegate(s) shall be appointed with the approval of the executive board.
- D. This Council PTA shall limit event expenses to the following:
 - 1. Early Bird registration Fee.
 - 2. Hotel accommodations at published seminar or convention double-occupancy rate.
 - 3. Gasoline for one vehicle per four (4) members in attendance at the current rate allowed by IRS standards when using a personal car.
 - 4. Meals not to exceed \$20 per person per day.
 - 5. Parking fees

- E. This Council PTA shall pay the expenses for officers to attend the Texas PTA Leader orientation. Additional board members may attend as the approved budget allows.

III. Financial

- A. This Council PTA shall have three (3) persons authorized to sign on the Council PTA bank account. These three (3) persons shall include the President, Treasurer and the First Vice President.
- B. All money shall be counted by at least two (2) persons and all counters shall sign a completed Itemized Receipt Form. The money shall then be given to the treasurer, who shall also count and sign the Itemized Receipt Form.
- C. Any check made payable to this Council PTA that is returned as NSF will be re-deposited two (2) times. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer. This Council PTA reserves the right to refuse subsequent checks from the check writer and require cash or money orders for payment.
- D. This Council PTA shall not use credit or debit cards.
- E. This Council 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.
- F. This Council PTA shall not reimburse sales tax. Any member making purchases on behalf of or for this Council PTA shall utilize the tax exempt form.

IV. Bonding

- A. The following insurance shall be purchased annually by this Council PTA:
 - 1. Commercial General Liability
 - 2. Medical (Accident Medical)
 - 3. Commercial Crime & Fidelity (Bond)
 - 4. Non-Profit Liability (Officers Liability)

V. Condolences

- A. Condolences expressed by this Council PTA shall be in the form of sympathy cards.

VI. Standing Committee Chairmen

- A. The Standing Chairmen of this Council PTA shall be:
 - 1. Membership Chairman
 - a. Communicates with campus membership chairs, as needed.
 - 2. Legislative Chairman
 - a. Reports to Council on PTA legislative matters.

3. Arts & Education Chairman
 - a. Oversees and coordinates Reflections across the district.
4. Environmental Chairman
 - a. Coordinates environmental programs across the district.
5. Benevolence Chairman
 - a. Oversees correspondence for benevolent occasions.
6. Hospitality Chairman
 - a. Organizes an appreciation luncheon for Administrative Staff in the Spring.

VII. Special Committees

A. Life Membership

1. This committee shall be composed of the Membership Chairman and at least two (2) additional members of the Council PTA. The two (2) members shall be appointed by the president.
2. This committee shall select individuals for recognition by awarding Texas PTA Honorary Life Memberships, as the budget allows.

B. Nominating

1. Refer to bylaws.

C. Financial Reconciliation

1. Refer to bylaws.

VIII. Scholarships

A. Purpose

1. To provide academically deserving students with scholarship money for the first year of college.

B. Members of Scholarship committee

1. The committee shall consist of 2nd VP and at least 2 members appointed by the executive board.

C. Amount of Scholarships

1. Total amount will vary from year to year depending on available funds.
 - a. The amount to be approved each year by the Executive Board.

D. Procedures

1. Publicize Scholarship Program
 - a. To be determined annually by Scholarship committee, and approved by Executive Board.
2. Application & Score Sheet
 - a. To be determined annually by Scholarship committee.

3. Awards

- a. Scholarship Awards will be scored and awarded by the Scholarship committee based on a blind read of applicants.

IX. Miscellaneous

- A. This Council PTA's mailing address shall be:
13885 Woodway Drive
Waco, Texas 76712
- B. Members shall obtain authorization from the membership before representing this Council 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.