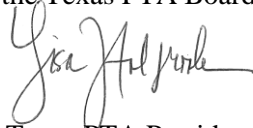


Standing Rules **Approved with Editorial Edits**  
by Order of the Texas PTA Board of Directors



Texas PTA President

Filed 2/13/18

Woodgate Intermediate School PTA  
Standing Rules

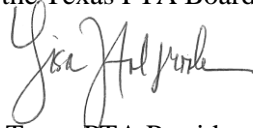
I. Meetings

- A. The President shall appoint a committee of three (3) members at the first executive board meeting to approve the minutes of the executive board meetings and membership meetings for the remainder of the school year.

II Training Expenses

- A. The Local PTA shall pay the expenses of the newly-elected officers and committee chairs to attend the Council training, if applicable. As the approved budget allows, this Local PTA shall pay the expenses of any other PTA member to attend.
- B. This Local PTA shall pay the expenses of members to attend LAUNCH in the following order, as funds allow:
  - 1. President
  - 2. Treasurer
  - 3. Secretary
  - 4. First Vice President
  - 5. Second Vice President
  - 6. Third Vice President
  - 7. Parliamentarian
  - 8. Any standing committee chair or special committee chair
- B. This local PTA shall pay the expenses of the delegate(s) to attend the National PTA Annual Convention, if funds permit after expenses have been allocated for Texas PTA LAUNCH. The representative(s) shall be appointed by the executive board.
- C. This Local PTA shall limit event expenses to the following:
  - 1. (Early Bird) registration fee
  - 2. Hotel accommodation
  - 3. Mileage for one vehicle per four members in attendance at Standard Mileage Rates for charitable organizations according to the IRS.
  - 4. Meals, not to exceed \$25.00 per person per day.
- D. This local PTA shall pay the expenses for members of the executive board to view Foundations Leadership Orientation.

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### III. Financial

#### A. Check signing privileges

1. The following persons shall provide a sample signature to the bank and will be permitted to sign on checks drawn from the PTA account: treasurer, president and first vice president.
2. No officer shall approve or sign a check that is issued to himself/herself or to a person with whom they are related.
3. Any money exceeding \$250 will require a second signature

#### B. The secretary shall not be appointed to review the monthly bank statements.

#### C. This Local PTA shall have a carryover in the checking account of not less than \$3000 at the end of the year.

#### D. Issuance of Monies

1. Recipients of any PTA funds will sign a receipt for all monies received and provide dated original receipts that support monies spent.
2. No blank checks will be issued, or no checks issued made out to "cash".
3. Receipts must be submitted within thirty (30) days of the event or within three (3) days of the end of the school year, whichever comes first.

#### E. Receipt of Monies

1. All funds collected by the Local PTA will be counted by two members, including one elected officer, and both parties will sign a receipt recording all monies collected prior to delivery to the treasurer.
2. All monies will be collected on site by the treasurer or president, or delivered to the treasurer within 24 hours, or locked in a safe in neutral location until the monies can be collected by the treasurer and deposited in the bank.
3. All reimbursements will be issued only after submission of an original dated receipt from the purchasing chair or officer.
4. No sales tax will be reimbursed for any purchases.

#### F. Returned checks

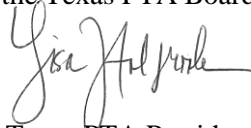
1. A fee of \$25 to recover the costs incurred for returned checks will be charged to all persons who have written an uncollected check of any amount for insufficient funds.

### IV Bonding and Insurance

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

1. The following insurances shall be purchased annually by this local PTA:  
-Commercial general liability

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- Accidental medical
- Non-profit liability (officer's liability)
- Commercial crime and fidelity (bond)

V. Long Standing Practices

- A. This Local PTA will annually honor at least one, and no more than 3, individuals who have significantly contributed to the campus, school district or students' lives with an honorary Texas PTA Life Membership
- B. This Local PTA will purchase lunch at the end of the year council luncheon for the president, incoming president and the principal of the campus.