

Dorothy P. Adkins
PARENT TEACHER ASSOCIATION
STANDING RULES
December 2017

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 Local PTA shall pay the expenses of the newly-elected officers and committee chairs to attend the Council and Area PTA 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 up to eight (8) members sharing four (4) rooms to the Texas PTA Annual LAUNCH in the following order, as funds allow:
 - 1. President
 - 2. Vice President Programs
 - 3. Vice President Fundraising
 - 4. Vice President Membership
 - 5. Secretary
 - 6. Treasurer
 - 7. Parliamentarian
 - 8. Principal
 - 9. Standing Committee Chairs as recommended by the President and approved by the board.
- C. This Local PTA shall pay the expenses of two (2) delegates sharing one (1) room to the National PTA Annual Convention, if funds permit after expenses have been allocated for the Texas PTA LAUNCH Convention. Delegate(s) shall be elected by the executive board.
- D. This Local PTA shall limit event expenses to the following:
 - 1. Registration fee
 - 2. Hotel accommodations at published seminar or convention double occupancy rates.
 - 3. The lesser of automobile allowance at the current government rate, or airfare more than one plus car. Or, as approved by the President in writing.
 - 4. Meals not to exceed \$35.00 per person per day the prevailing government daily rate for city being visited. Rate to be communicated to the attendee(s) by the Treasurer prior to travel. If a meal is included in the prepaid event, no reimbursement will be paid for that meal.
 - 5. Mileage will be reimbursed at the prevailing government per-mile rate when two (2) to four (4) persons are sharing a vehicle, unless otherwise approved by the the President. Airfare reimbursement at the lowest available commercial airfare rate at twenty-one (21) day advance booking will only be considered if the distance is longer than one (1) days drive.
 - 6. Alcohol purchases shall not be reimbursed.
 - 7. Parking fees at the current rate (including tax) and other expenses as approved by this Local PTA Board.
 - 8. All expenses shall be submitted to the Treasurer for reimbursement within sixty (60) days of event.

III. Financial

- A. This local PTA's four (4) designated check signers on the Adkins PTA's checking account shall consist of the President, Treasurer, and two (2) Vice Presidents; Vice President of Programs & Vice President of Fundraising.
- B. Banking and credit card statements may be reviewed online; however, a statement must continue to be mailed to the PTA's official mailing address for a non-signer to review before the treasurer receives the statement. Arrangements should be made with the principal to pick up the statements from the school over the summer or long holidays to ensure accounts are reviewed and necessary payments are made.
- C. All money shall be counted by two (2) local PTA members at the same time 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. The Treasurer shall retain a copy of this form.
- D. Online Account Access Password for online accounts should be changed: at least once a year, when there is a change in signer, or when there is a financial reconciliation.
- E. Recurring payments for PTA expenses must be set up to be deducted directly from the bank account. At the first Association meeting of the year, a motion would be made to approve the recurring payment.
- F. Online Payment Collection Systems:
 1. The PTA membership must approve the use of an online payment collection system.
 2. The online payment collection system (PayPal, et.) must be in the PTA's name.
 3. Associated fees are budgeted as an expense line item and must be accounted for and reported on the financial statement. The PTA must ensure that they are checking for these fees often to ensure that the financial statement is accurate.
 4. All revenue must be accounted for and reported in every financial report in the budgeted income category.
 5. Bank reconciliations must occur on a monthly basis and should a manual transfer be required from the third-party processing company, documentation of the transfer should be filed with the bank reconciliation.
- G. Accepting Payments by Credit Card:
 1. The third-party processing company (PayPal/Square) account must be in the PTA's name.
 2. Third-party processing company (PayPal/Square) statements must be clear and detailed and accessible on a real-time basis. The PTA must have immediate access to know who has paid, the purpose of the payments, and the expected cash transfer amount.
 3. The third-party processing company (PayPal/Square) must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS). Reference the Discover, MasterCard, and Visa List of Compliant Service Providers before the PTA signs the agreement.
 4. Third-party deposits are processed the same as a traditional bank deposit.
 - a. Proper documentation is required for each deposit.
 - b. The documentation need not have counters' signatures as you are receiving a bulk deposit.
 - c. Document on the deposit form the amount of the deposit and which budget lines are impacted.
 - d. Attach a copy of the online transaction to the deposit form.
 - e. For daily deposits, a weekly summary of the deposits may be documented on a single deposit form.
 5. Associated fees are budgeted as an expense line item and reported on the financial report.
 6. For swiped transactions, the PTA will receive training from your third-party processing company on handling cards that do not read correctly.

7. Card numbers must not be written down for any reason. Only swiped transactions that are immediately authorized (via Internet or phone access) will be accepted.
8. The PTA will not swipe or store transactions for later settlement.

H. Disputes:

1. PTA will confirm with the third-party processor that only the PTA treasurer may confirm a refund to the customer. Confirming a refund requires the same approvals and documentation as required for a request for a check to be issued for disbursement.
2. The authorized refund must be recorded in the check registry prior to withdrawal.
3. The third-party processing company must provide the PTA guidance on challenging a disputed payment.
4. Any challenge of payment must be responded to promptly and accurately.
5. If merchandise has not already been provided, goods and services will be withheld until the dispute is cleared.
6. If the dispute is not resolved favorably, treat this action in the same manner as a non-sufficient funds check.

I. Upon receipt of an NSF check, the Treasurer will send a letter notifying the writer to submit payment for the check plus any additional bank charges in the form of cash or a money order. This Local PTA will allow a maximum of two (2) returned checks per writer. Once this limit has been reached, cash or money order transactions will only be accepted as payment. Credit sales can be made when available. No new purchases will be allowed until account and fees are paid in full.

J. This Local PTA shall not use credit or debit cards. However, this Local PTA may accept (and reimburse as necessary) persons using credit/debit cards.

K. This Local PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within sixty (60) days of the event or within seven (7) days of the end of the school year, whichever comes first; or, as approved by the President or Treasurer. Purchases made during the summer break are to be submitted within 60 days of school resuming unless otherwise noted.

L. This Local PTA shall not reimburse sales tax unless it is unavoidable (parking garages, vendors not accepting sales tax exempt forms, etc.) and with the permission of the Treasurer. Any member making purchases on behalf of or for this Local PTA shall use the tax-exempt form.

M. This Local PTA shall obtain two (2) quotes when making any purchase between \$500.00 and \$999.99. This Local PTA shall obtain at least three (3) bids when making any large purchase of \$1000.00 or more unless there is but one vendor for the item with explanation. Competitor bids will not be required if business with a vendor is carrying over from the previous year. The contract awarded must be approved by this Local PTA Board as well as be a District approved vendor.

N. This Local PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making expenditures of \$500.00 or more for service. Contracts must be signed by a signatory of the bank account. Contracts must also be in accordance to Denton ISD guidelines/policies.

O. This Local PTA shall have a carryover in the checking account no less than \$5,000.00 at the end of the fiscal year.

P. No blank checks shall be issued.

- Q. No officer shall approve or sign a check that is being issued to him/her self.
- R. All monies shall be deposited in the bank and not in the school account or a personal safe.
- S. All purchases of property made by this Local PTA will be subject to a contract between the PTA and the school. (upkeep, repairs, etc.)
- T. This PTA shall have the approval of the Principal when purchasing items for the school.
- U. A list of all items donated to the school will be kept in the recording Secretary's book and with the Treasurer's annual report.

IV. Bonding and Insurance

- A. The following insurance shall be purchased annually by this Local PTA:
 - 1. General Liability Coverage - \$1,000,000 per occurrence.
 - 2. Media Liability Coverage - \$25,000.00 per occurrence.
 - 3. Medical Coverage - \$50,000.00 per person
 - 4. Officers Liability Coverage - \$1,000,000.00 per occurrence with a \$1500.00 deductible.
 - 5. Fidelity Bond Coverage - \$50,000.00 coverage with a \$250.00 deductible.
 - 6. Property Coverage - \$10,000.00 property insurance with a \$250.00 deductible.
 - 7. The President and Treasurer will review the insurance coverage annually and update as necessary.

V. Condolences

- A. Condolences expressed by this Local PTA shall be in the form of sympathy cards or as approved by the President.

VII. Standing Committees

- A. Standing Committees of this Local PTA include:
 - 1. Classroom Coordinator
 - 2. Communications/Media
 - 3. Council Delegate 1
 - 4. Council Delegate 2
 - 5. Rewards Programs
 - 6. Membership
 - 7. Outdoor Living Learning Center
 - 8. Recruitment
 - 9. Staff Hospitality
 - 10. Volunteer Coordinator
 - 11. Watch D.O.G.S.
 - 12. Website Master
 - 13. Family Fun Events Chair

VIII. Special Committees

- A. Special Committees of this Local PTA include:
 - 1. Book Fair
 - 2. Directory
 - 3. Pastries with Parents Events
 - 4. UNITE
 - 5. Good Character Week
 - 6. Grandparent's Day Events
 - 7. Reflections
 - 8. School Supplies

9. Spirit Wear
10. Staff Appreciation Week
11. Yearbook
12. Faculty Representative
13. Recruitment
14. Online Auction

IX. Miscellaneous

- A. This Local PTA's mailing address shall be:
Adkins PTA
c/o Adkins Elementary School
1701 Monahan Drive
Lantana, TX 76226
- B. Members shall obtain authorization by a vote of the general 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 in accordance with school policy.
- E. Awards in the form of certificates, plaques, etc. shall remain the property of this local PTA and not any individuals.