

STANDING RULES

- Rule 1.** There shall be such Standing Rules as may be deemed necessary, and they shall be adopted in the following manner:
- a. Previous notice and a majority vote, or
 - b. A two-thirds (2/3) vote without notice.
- Rule 2.** To amend or rescind a standing rule, either of the following is required:
- a. Previous notice and a majority vote, or
 - b. A two-thirds (2/3) vote without notice.
- Rule 3.** Provided the president is contacted prior to an executive board meeting and has given permission, any person may meet with the executive board for the purpose of presenting a report or a proposal for consideration by the board. At the discretion of the president, this person may or may not be allowed to stay for the remainder of the meeting.
- Rule 4.** The incoming president shall meet with the other incoming officers within four weeks after election (not installation) for the purpose of appointing the historian, the parliamentarian, the standing committee chairmen, and the council delegate(s) for the coming school year.
- Rule 5.** All outgoing executive board members and standing committee chairmen are responsible for the orientation of incoming executive board members and standing committee chairmen to their appropriate positions. They shall deliver to their successor a complete and accurate report of their responsibilities and activities within two (2) weeks after assuming duties.
- Rule 6.** The PTA shall finance any moneymaking project of the association and all proceeds must be used exclusively by the association.
- Rule 7.** A minimum balance of \$750.00 must remain in the association's treasury at the end of each fiscal year.
- Rule 8.** All PTA purchases/expenditures must be reviewed and approved by the president. All PTA purchases/expenditures should be made on a tax-exempt basis.
- Rule 9.** Reimbursement of approved expenditures should be handled as follows:
- a. Complete and submit a reimbursement request form, along with receipts, to the treasurer within fourteen (14) days of expenditure.

- b. All check signers may sign the check when accompanied by check request and receipts.
- c. The treasurer will reimburse the purchaser by check for approved amount.
- d. No tax will be reimbursed to the purchaser unless approved by the executive board.
- e. All reimbursements made to the president must be reviewed and approved by the Third Vice-President and treasurer.
- f. All reimbursements made to the treasurer must be reviewed and approved by the president and the Third Vice-President.

Rule 10. Authorized check signatures are the president, treasurer, and Third Vice President. All routine checks will be signed by the president and treasurer. The Third Vice President signs checks only when the president or treasurer is unavailable. The payee of a PTA check shall not be authorized to also sign the voucher or check for that expense.

Rule 11. The executive board will assess a five (5) dollar service fee for non-sufficient funds checks. Following the first NSF check, the executive board will review acceptance of any additional checks written by said party.

Rule 12. A Special Projects Committee will be selected to investigate, review and recommend selected products and vendors for the purchase of needed items. All recommendations will be reviewed by the executive board and approved by general membership.

Rule 13. Texas PTA educational courses (PTA workshops/seminars, leader orientation courses, State and National PTA conventions, Texas PTA seminars) will be reimbursed to PTA executive board members or standing committee chairmen through available PTA funds.

Rule 14. All outgoing officers and committees chairmen shall continue their work on any unfinished duties until complete although incoming officers and committees' chairmen have assumed their official duties for the upcoming year.

Rule 15. Members of the executive board shall attend all scheduled monthly board meetings. The president must be notified in advance if a member is unable to attend.

Rule 16. The executive board will work with the school counselor to administer a Families In Need Fund. The items may be only school related (PE uniforms, school supplies, field trip expenses, etc.). Funds cannot be allocated for cash

donations or medicines. The school counselor will determine allocations for the Families In Need Fund.

Rule 17. All cash deposits handled by officers, Special Committee and Standing Committee Members but be verified and signed by two people prior to delivering to the Treasurer.

Rule 18. Standing committees and their duties are as follows:

STANDING COMMITTEES

1. Arts In Education Chairman shall:

- a. be a member of the executive board;
- b. be responsible for working with the Principal, or his designate, to develop, promote, and implement special programs for students related to the cultural arts;
- c. be responsible for the publicity and promotion of student participation in the National PTA's Annual Reflections Program. The Reflection Program's general rules for entry submission to the Robinson Middle School PTA for judging and the winning entries to the Plano ISD Council of PTA's must be followed;
- d. work closely with First Vice-President to secure cultural arts programs;
- e. maintain detailed documentation of all job related duties, functions, and activities; and,
- f. perform such duties as assigned by the president or association.

2. Communications Chairman shall:

- a. be a member of the executive board;
- b. be responsible for the promotion and publicity, in coordination with Plano ISD, of Robinson Middle School student and PTA activities and events through the news media and Robinson Middle School communications channels;
- c. be responsible for the updating of the outdoor marquee;
- d. maintain detailed documentation of all job-related duties, functions, and activities; and,
- e. perform such duties as assigned by the president or association.

3. Council Delegate shall:

- a. be a member of the executive board;
- b. ensure that Robinson PTA is represented at each meeting by monthly attendance by self or an alternate's attendance (See Act. XII) and present a report to the Executive Board at the next meeting;

- c. maintain detailed documentation of all job related duties, functions, and activities; and,
- e. perform such other duties as assigned by the president or Association.

4. Environmental/Landscape and Grounds Chairman shall:

- a. be a member of the executive board;
- b. be responsible for the promotion and participation in environmental awareness programs, including the EPA Poster Contest, throughout the community and school;
- c. be responsible for the development and implementation of building and landscape enhancement and maintenance program of such as approved by the Principal and Plano ISD;
- d. works with the Environmental Club and PTA;
- e. maintain detailed documentation of all job related duties, functions, and activities; and,
- f. perform such duties as assigned by the president or association.

5. Faculty Representative(s) shall:

- a. be a member of the executive board; and
- b. be a liaison between the faculty and the PTA executive board.

6. Hospitality/Newcomer Chairman shall:

- a. be a member of the executive board;
- b. coordinate a Hospitality Committee;
- c. be responsible for the coordination of all hospitality events and activities;
- d. be responsible for the coordination of all activities undertaken by the Robinson Middle School PTA in appreciation of faculty, administration and support staff. This includes activities in conjunction with Teacher Appreciation Week as set by the National PTA;
- e. be responsible for the storage, inventory and maintenance of all PTA hospitality supplies and properties;
- f. maintain detailed documentation of all job-related duties, functions, and activities; and,
- g. perform such duties as assigned by the president or association.

7. Legislative Chairman shall:

- a. be a member of the executive board;
- b. attend meetings of the Plano ISD Board of Trustees (School Board) and report to the executive board and the association;
- c. be aware of legislative actions of the Texas PTA and the National PTA and report to the executive board and the association;

- d. maintain detailed documentation of all job related duties, functions, and activities; and,
- f. perform such duties as assigned by the president or association.

8. Newsletter Chairman shall:

- a. be a member of the executive board;
- b. works closely with the executive board for the procurement of news information/articles/calendars and the development, publication and distribution of such newsletters;
- c. receive newsletter content approval from the President and Principal prior to the publication and distribution;
- d. maintain detailed documentation of all job-related duties, functions and activities; and,
- e. perform such duties as assigned by the president or association.

9. Safety/Youth Protection/Health Awareness Chairman shall:

- a. be a member of the executive board;
- b. coordinate a Safety Committee;
- c. plan and develop programs for securing protection for all neighborhood youth;
- d. be responsible for the development, coordination, direction and monitoring of all safety programs;
- e. be responsible for the promotion of safety issues to students, parents, and faculty through the distribution of pamphlets and articles;
- f. work with the school nurse to promote health issues/health awareness;
- g. maintain detailed documentation of all job-related duties, functions, and activities; and,
- h. perform such duties as assigned by the president or association.

10. School Store Coordinator shall:

- a. be a member of the executive board;
- b. be responsible for selection and sales of all school store items;
- c. work closely with Required Reading Coordinator for sales of required reading materials;
- d. works closely with Spirit Wear Chairman for sales of spirit wear;
- e. maintains appropriate purchasing records;
- f. makes weekly cash outs with the treasurer leaving behind \$80 for change to be used for the following week;
- g. school store should be open and prepared to sell at registration;
- h. maintain detailed documentation of all job related duties, functions, and activities, and,
- i. perform such duties as assigned by the president or association.

11. Website Chairman shall:

- a. be a member of the executive board;
- b. be responsible for the promotion and publicity of Robinson Middle School student and PTA activities through the website;
- c. maintain detailed documentation of all job-related duties, functions, and activities, and;
- d. perform such duties as assigned by the president or association.

Rule 19. Special Committees and their duties are as follows:

1. Book Fair Coordinator shall:

- a. report to the Third Vice-President;
- b. work closely to schedule, promote and implement all book fairs;
- c. maintain detailed documentation of all job related duties, functions and activities; and,
- d. perform such duties as assigned by the president or association.

2. Birthday/Special Occasion Coordinator

- a. report to First Vice-President;
- b. work closely with counselor's secretary to obtain faculty birthdays;
- c. send card and/or small gift to faculty and staff for birthday or other special occasion; and,
- d. perform such duties as assigned by the president or association.

3. Office Coordinator shall:

- a. report to the Second Vice-President;
- b. be responsible for the scheduling of volunteers for the attendance verification program, photocopying, indoor electronic message board (electronic scroll) and any other projects;
- c. be responsible for maintaining an updated list of all office volunteers and substitutes;
- d. work closely with the office staff for coordination of such projects;
- e. maintain detailed documentation of all job related duties, functions, and activities; and,
- f. perform such duties as assigned by the president or association.

4. Prepackaged School Supply Coordinator shall:

- a. report to the Third Vice-President;
- b. work closely with staff to determine school supply needs by grade level;

- c. be responsible for procurement and sales of prepackaged school supply program and PE uniforms;
- d. works closely with school store coordinator for sale of bulk supplies;
- e. maintain detailed documentation of all job related duties, functions, and activities; and,
- f. perform such duties as assigned by the president or association.

5. Required Reading Coordinator shall:

- a. report to the Third Vice-President;
- b. work closely with school staff to determine required reading needs;
- c. be responsible for procurement of all required reading materials;
- d. work closely with the School Store Coordinator for sales of books;
- e. maintain detailed documentation of all job related duties, functions, and activities; and,
- f. perform such duties as assigned by the president or association.

6. School Directory Coordinator shall:

- a. report to the Fourth Vice-President;
- b. be responsible for the organization, development, publication and distribution of a school student directory with quarterly updates. This directory should be published no later than the fourth Friday of October. (Any information included in the directory is only done with parents or guardians permission);
- c. maintain directory information on diskette to be passed to future coordinator;
- d. maintain detailed documentation of all job related duties, functions, and activities; and,
- e. Robinson Middle School directory is distributed only to Robinson PTA Members.
- f. perform such duties as assigned by the president or association.

7. Spirit Wear Chairman shall:

- a. report to the Third Vice-President;
- b. work closely with the Third Vice-President to select, sell and distribute all spirit wear;
- c. maintain detailed documentation of all job related duties, functions, and activities; and,
- d. perform such duties as assigned by the president or association..

8. 8th Grade Celebration Coordinator shall:

- a. report to Second Vice-President;
- b. work closely with principal, Dad's Club and 8th grade team; and
- c. perform such duties as assigned by the president or association.

9. SAGE (Special and Gifted Education) Chairman shall:

- a. report to the Second Vice-President;
- b. work closely with PISD Council of PTA's SAGE chairman and the school to determine needs;
- c. promote programs and distribute information related to SAGE activities;
- d. maintain detailed documentation of all job related duties, functions, and activities; and,
- e. perform such duties as assigned by the president or association.

Rule 20. Notification of an emergency vote taken by phone, email, or other electronic means shall be given to each board member by the president. Board members shall have at least 24 hours to respond. A complete accounting of the number of votes cast and the results shall be given at the next regular board meeting where the vote shall be ratified. All of these actions shall be recorded in the minutes.