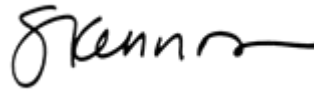


Standing Rules **Approved with Editorial Edits**
by Order of the Texas PTA Board of Directors



Texas PTA President
Filed 4/25/2023

The Hubenak PTA Vision

Making every child's potential a reality.

The Hubenak PTA Mission

To be a powerful voice for all children, be a relevant resource for families and communities, be a strong advocate for the education and well-being of every child of Joe Hubenak Elementary.

I. General

- A. All activities should support the purposes of the Hubenak PTA, especially in promoting the welfare of children in the home and community and raising the standards of home life.
- B. Each Executive Board member shall maintain a record of their time in office (Plans of Work, budgets, evaluations and notes) to be passed on to the next school year's Executive Board.
- C. Hubenak PTA's mailing address shall be 11344 Rancho Bella Parkway, Richmond, Texas, 77406
- D. Executive board members shall not be entitled to privileges that are not due to any other school district taxpayer because of their position in the PTA.
- E. The PTA President and school principal prior to dissemination shall approve all communications concerning Hubenak PTA for school distribution.

II. Meeting Minutes

- A. The president shall appoint a committee of three 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 members at the last membership meeting to approve the minutes of the last membership meeting.

III. Training Expenses

- A. Hubenak PTA shall pay the expenses of the newly elected officers and committee chairs to attend all available PTA training, if applicable. As the approved budget allows, Hubenak PTA shall pay the expenses of any other PTA member to attend.

- B. As funds allow, the PTA shall pay the expenses of the newly elected executive board members to attend the Texas PTA LAUNCH in the following order:
 - 1. President
 - 2. Treasurer
 - 3. First Vice President Aide
 - 4. Second Vice President of Programs
 - 5. Third Vice President of Membership
 - 6. Fourth Vice President of VIPS
 - 7. Fifth Vice President of Fundraising
 - 8. Secretary
 - 9. Parliamentarian
 - 10. Committee Chairs
- C. As funds allow, the PTA shall limit expenses to the following
 - 1. Registration Fee
 - 2. Event Related Functions
 - 3. Hotel accommodations at the published double-occupancy rate
 - 4. Mileage reimbursement for one vehicle per four attendees at a rate not to exceed the rate established in the current Texas PTA Travel Policy when using personal car, or the lowest available commercial airfare
 - 5. Meal reimbursement shall be determined by the current rates as set by the IRS.
 - a) Meals not to exceed \$69 per person per day.
 - 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. Standard Self-Parking fees unless valet is the only option.
- D. Hubenak PTA shall pay the expenses for members of the executive board to complete the Texas PTA Foundations Training.
- E. Hubenak PTA shall purchase up to date Resource Guides published by Texas PTA.

IV. Financial

- A. The president shall appoint additional signer(s) for the PTA accounts with executive board approval.
- B. All money shall be counted by at least two 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, whether hard or digital copy.
- C. The PTA shall require two signatures on all checks.
- D. Any check made payable to Hubenak PTA that is returned as non-sufficient funds (NSF) will not be re-deposited. Any charges incurred by the PTA because of insufficient funds shall be charged to the

check writer. The PTA reserves the right to refuse subsequent checks from the check writer and require cash or money orders for payment.

- E. Hubenak 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 fiscal year, whichever comes first.
- F. Hubenak PTA shall not reimburse sales tax without prior executive board approval. Any member making purchases on behalf of or for Hubenak PTA shall use the tax-exempt form. The following are approved as exceptions:
 - 1. Amazon
 - 2. Walmart
- G. Hubenak PTA Executive Board 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.
- H. Hubenak PTA shall require a written contract with any business/vendor when purchasing nonrefundable merchandise, or when making significant expenditures for service.
- I. Hubenak PTA shall have a carryover in the checking account of at least \$5,000 at the end of the fiscal year.
- J. Any financial request that is to be brought before the executive board must be submitted in the form of a proposal with amounts and suppliers listed, with the proposal accompanying the agenda for that meeting.

V. Ecommerce Policy

- A. Recurring Payments for PTA expenses may be set up to be deducted directly from the bank account. At the first membership meeting of the year, a motion is made to approve the recurring payment to the specific vendor.
- B. Credit/Debit Cards
 - 1. Cards are issued to authorized signers on the bank account and include the name of the PTA.
 - 2. The credit limit should not exceed half of the income on the budget approved at the annual meeting.
 - 3. No cash transactions (ATM, cash back, etc.) are allowed.
 - 4. The cards are in the possession of the Treasurer and are used via a checkout log. The log should include an agreement that sales tax will not be reimbursed unless pre-approved by the executive board. The log is then reconciled to the statement prior to payment.
 - 5. Prior to use of the credit or debit card, a funds request form is completed and submitted. Following the purchase, the receipt is given to the Treasurer and attached to the funds request form.
 - 6. If sales tax is paid for the credit card purchase, the card user reimburses the PTA unless prior approval has been granted by the executive board.
 - 7. A change in signer on the checking account requires a change in signer on the credit card, and a financial reconciliation shall be performed. This applies when fraud or misuse of the card has been discovered.

8. If the card is lost or stolen, the account must be reconciled to identify any unauthorized transactions.

C. Online & Point of Sale Payment Collection Systems

1. The PTA membership must approve the use of an online and/or point of sale payment collection system.

2. The payment collection system must be in the PTA's name.

3. The payment collection system's statements must be clear with detailed and accessible information 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.

4. Associated fees are budgeted as an expense line item and are accounted for and reported in every financial report. The PTA must check for these fees often to ensure that the financial statement is accurate and that the fees are correct.

5. All revenue is accounted for and reported in every financial report in the corresponding budgeted income category or categories.

6. Reconciliations must occur on a monthly basis. Whether a manual or automatic transfer to the PTA bank account occurs, transfers should occur at least monthly and proper documentation is required as with a traditional bank deposit. For daily deposits, a weekly summary of the deposits may be documented on a single deposit form. The deposit form should have the online transaction confirmation attached and does not need counters' signatures as you are receiving a bulk deposit. The deposit form should include the amount of the deposit, which budget lines are impacted including the incurred fee budgeted expense. Alternatively, if fees are charged monthly, a funds request form should be used to document.

7. The payment collection system must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS).

8. For swiped transactions, the PTA should research the payment collections system's policies on handling cards that do not read correctly. Card numbers are not written down for any reason. Only swiped transactions that are immediately authorized, via internet or phone access, are accepted. The PTA does not swipe or store transactions for later settlement.

9. In the case of electronic payment disputes, the PTA should research the payment collection system's policies on challenging a disputed payment. The PTA confirms that only the PTA Treasurer has access to issue a refund to the customer. Any challenge of payment must be responded to promptly and accurately. Confirming a refund requires the same approvals and documentation as required for a funds request form. The authorized refund is recorded in the check registry prior to withdrawal. If merchandise has not already been provided, goods and services are withheld until the dispute is cleared. If the dispute is not resolved favorably, the action is treated in the same manner as a non-sufficient funds check.

VI. Bonding and Insurance. The following insurance shall be purchased annually by this Local PTA:

A. Event Insurance (General Liability) \$1 Million Limit

- B. Directors and Officers \$1 Million Limit
- C. Embezzlement Insurance (Bond) \$50,000 Limit
- D. Property Insurance \$10,000 Limit
- E. Media Liability \$25,000 limit

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

VIII. Additional Officer Duties. In addition to the duties listed in the Bylaws and Resource Guides, all Officers are responsible for writing a plan of work, managing a budget, and communicating with the Executive Board. All officers are encouraged to participate in a leadership capacity at all major events that the PTA sponsors throughout the year. Duties are as follows:

- A. **President** coordinates the work of all officers and committees, through their Plans of Work. Presides over all meetings and handles emails and approval process for any communication. Serves as link between parents, staff, and PTA members. Maintains a relationship with Texas PTA (attends LAUNCH) and meets all deadlines. Is the ex-officio officer of all committees, except nominating and financial reconciliation. Delegates certain duties to vice presidents and committee chairs. Signs all contracts.
- B. **Vice President Aide**, create calendar invites and compile the end of year report.
- C. **Vice President of Programs**, with the help of a committee, sets up programs/speakers on topics students, parents and staff may find useful and fun. All programs are subject to approval by Principal and Board. Examples: Magic show, Grandparents Day, Polar Express, Dances. Manages volunteers, budgeting, vendors, and communication.
- D. **Vice President of Membership** - prepares membership roster, has membership drives, and ensures that all membership deadlines set by Texas PTA are met. Is present at Kindergarten Round UP, Meet the Teacher, and Open House. Chairs the Lifetime Membership committee.
- E. **Vice President of VIPS (Volunteers in Public Schools)** - Communicates and organizes monthly volunteer needs between Hubenak staff, PTA Executive Board, and volunteers. wards Volunteer of the Month and Year (with input from Volunteer of the Year Action Team). Holds Volunteer Orientation at the beginning of the year and helps create inclusive environments for all volunteers at Hubenak. Assists Room Parent Chair with room parent assignments at beginning of the year.
- F. **Vice President of Fundraising**- Assists fall and spring fundraising chairs with coordinating their major fundraisers. Major fundraisers might include selling items, a fun run, or event like spring carnival or international night. Also supports the sponsorship chair to secure sponsors and Community Spirit Night chair to schedule spirit events. Checks for passive fundraising opportunities (Box Tops, Kroger rewards, etc).
- G. **Secretary** - compiles the roster of PTA positions and the minutes from each monthly Executive Board meeting and 5 Membership meetings per year. Keeps copies of all Hubenak PTA records and documents, such as contracts, Treasurer's reports, and approved budgets.

H. **Treasurer**- deposits money and issue checks within a 3 – 5 day period. Perform monthly bank reconciliations and prepare sales tax reports. During the summer, every Executive Board submits a POW (Plan of Work) for the upcoming year which may raise or require funds or may cost nothing at all. The PTA Board must approve every activity. The Treasurer pulls the POWs together to prepare the first budget, which is then reviewed at each meeting.

IX. **Standing Committee Chairs**

Standing committees are those that operate year-round. In addition to the duties listed in the bylaws and Resource Guides, all standing committee chairs are responsible for writing a plan of work, managing a budget and communicating with the Executive Board. All chairs are encouraged to participate in a leadership capacity at all major events that the PTA sponsors throughout the year.

The standing committees of Hubenak PTA include, but are not limited to Arts in Education, Bulletin Boards/ Indoor Decorations, Community Fundraisers and Spirit Nights, Copy Room, Corporate Sponsorship, Fall Fundraiser, Healthy Lifestyles, Hospitality/Teacher Appreciation, Library, Playground and Outdoor Beautification, Publicity, Room Parents, Spirit Wear, Spring Fundraiser, Watch D.O.G.S. and Yearbook.

Some committee chairs have Resource Guides specifically made for them from Texas PTA. If they do not, they should use the BASICS Boardsmanship Resource Guide.

- A. **Arts in Education**, along with a committee, shall coordinate the Reflections program, promote arts in education, and assist the art teacher with projects as needed (Veterans Day shirts, rodeo art).
- B. **Bulletin Boards/Indoor Decorations**, along with a committee, shall coordinate requested bulletin boards in the main hallways at the beginning of the year, in December, and any times throughout the year. Assist the counselors, Assistant Principals, Librarian with specific bulletin boards as requested.
- C. **Community Fundraisers and Spirit nights**, along with a committee, shall plan spirit nights (1 per month) at local restaurants and businesses, according to their approved Plan of Work. The retailers will give back portions of sales to Hubenak PTA. The chair shall communicate each event at least two weeks in advance with parents/students through flyers, social media, and stickers. The chair shall ensure that checks are received and turned into the Treasurer soon after the event.
- D. **Copy Room**, along with a committee, shall create and maintain a rotational calendar of trained volunteers to make copies, laminate, and cutting projects as needed by Hubenak Staff. The chair needs to be flexible and fill in when needed.
- E. **Corporate Sponsorship**, along with a committee, shall solicit partnerships and sponsorships with local businesses.
- F. **Fall Fundraiser**, along with a committee, shall coordinate the fall fundraiser. Tasks might include working with vendors, creating flyers and bulletin boards, and collecting and recording funds.
- G. **Healthy Lifestyles**, along with a committee, shall coordinate wellness events and promote Healthy lifestyle initiatives. Coordinates with the P.E. teachers as needed.

- H. **Hospitality/Teacher Appreciation**, along with a committee, shall help create a sense of belonging for both teachers/school faculty and families/parents. Shall Coordinate and host events such as Fall Teacher Luncheon, Holiday Cookie Swap, Spring Teacher Luncheon, etc. Shall plan monthly staff birthday recognitions and Teacher Appreciation Week events in May.
 - I. **Library**, along with a committee, shall assist library staff in duties, activities, and special events, such as Book Fair.
 - J. **Playground and Outdoor Beautification**, along with a committee, shall identify needs of the school grounds, playground, and exterior through discussions, surveys, and other methods. Shall set budget goals, meets with district-approved vendors, collects quotes and information, complete Building Modification Request Forms, carefully watch bid expirations dates, and follows all projects through completion. All plans shall be communicated to and approved by the Executive Board and LCSID.
 - K. **Publicity** shall inform PTA members and Hubenak parents of PTA information through social media, newsletters, flyers, and other communication.
 - L. **Room Parents**, along with a committee composed of 1 Grade Level Coordinator per grade and 1 room parent per class room. Chair shall ensure each classroom teacher has a room parent. GLCs shall be available to coordinate grade level activities. Room parents shall assist teachers with general help as needed - theme days, holiday parties, door decorating, take home assembly projects, chaperoning field trips.
 - M. **Spirit Wear**, along with a committee, manages the online PTA store. Chair shall work with vendors in the summer to choose designs for shirts and other apparel to be ready for the beginning of the school year. They shall manage preorders, inventory, and distribution throughout the year. Items for sale may include spirit shirts, grade level shirt, bows, hoodies, socks, etc.
 - N. **Spring Fundraiser**, along with a committee, shall coordinate the spring fundraiser. Tasks might include scheduling committee meetings, working with vendors and sponsors, coordinating donations, creating flyers and bulletin boards, collecting and recording funds, planning silent auction, publicizing the event, budgeting, managing volunteers, overseeing day operations, and reporting funds to the community.
 - O. **Watch D.O.G.S.**, along with a committee, provides opportunities for students' dads to encourage, strengthen, and support their children's education through the Watch D.O.G.S program. The chair shall organize a Pizza night rally at the beginning of the year and then maintain an online calendar, create folders/handouts, and manage t-shirts/laundry for the WATCH D.O.G.S. program.
 - P. **Yearbook**, along with a committee, shall choose a yearbook company, promote ad sales and sponsors if necessary, gather pictures, create layouts, promote yearbook sales, and meet all deadlines.
- X. Other Board Positions
- A. Principal
 - B. A teacher liaison who is appointed by the President with recommendations by the principal, serves as a communication link between faculty, staff and PTA, and solicits staff input.

- XI. Special Committees - those that serve a purpose for a brief period:
- A. Budget Committee, composed of a chair (Treasurer) and 3 members, including the newly elected president and one outgoing officer. The committee recommends amendments to the budget based on Plans of Work, and submit these amendments to the executive board. The Treasurer shall present the budget amendments to the membership for approval at the first regular meeting of the year.
 - B. Life Membership Committee, composed of VP of Membership and at least two (2) additional members of Hubenak PTA appointed by the president. When possible, one (1) member of the action team shall hold a Texas PTA Honorary Life Membership. This action team may 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.
- XII. Awards
- A. Volunteer of the Month
 - 1. The Volunteer of the Month Award shall be awarded on a monthly basis at the discretion of the Vice President of VIPS. He/she can solicit input from other Executive Board members as well as check volunteer hours logged.
 - 2. Each Volunteer of the Month recipient shall receive the award once per school year.
 - 3. The Volunteer of the Month shall be acknowledged in PTA publications, during the most recent PTA Membership Meeting, and will be given a small gift of appreciation, with a value of \$25 or less.
 - B. Volunteer of the Year
 - 1. The Volunteer of the Year Award is awarded in the spring prior to the district-wide Volunteer of the Year celebration.
 - 2. The Volunteer of the Year Award is chosen based on a joint decision made by a selection team including the Volunteer Coordinator/Vice President of VIPS, school administration, PTA Executive Board, and additional school personnel.
 - 3. The Volunteer of the Year Award is chosen after careful consideration of the following factors: a) Total hours logged b) Various services provided c) Contribution to overall school morale
 - 4. The Volunteer of the Year is acknowledged in PTA publications, at the local campus Volunteer Appreciation Meal, and at the most recent Membership Meeting.