

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

Texas PTA President  
Filed 10/20/2021

**Laura B. Negley Elementary School  
PARENT TEACHER ASSOCIATION STANDING RULES**

**I. Meetings**

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

**II. Training Expenses**

- a. The 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, the PTA shall pay the expenses of any other PTA member to attend.
- b. The PTA shall pay the expenses of executive board members to the Texas PTA LAUNCH in the following order, as funds allow:
  - i. President
  - ii. Vice President
  - iii. Secretary
  - iv. Treasurer
  - v. Parliamentarian
  - vi. Standing Committee Chairs
  - vii. Other
- c. The PTA shall limit the event expenses to the following:
  - i. Registration Fee
  - ii. Hotel accommodations at published seminar double-occupancy rate.
  - iii. Mileage reimbursement for one vehicle per four (4) members in attendance at current year's standard mileage rate from the IRS per mile when using personal car, or the lowest available commercial airfare at twenty-one (21) day advance booking.
  - iv. Meals not to exceed forty dollars (\$40) per person per day
    1. Individual meals are paid up to the following limits:
      - a. Breakfast \$10
      - b. Lunch \$10
      - c. Dinner \$20
    2. If a meal is included in a prepaid event, no reimbursement will be paid for that meal.
    3. Alcohol purchases shall not be reimbursed.
  - v. Parking fees

**III. Financial**

- b. The president shall appoint additional signer(s) for the PTA accounts with executive board approval.

- c. All money shall be counted by at least two (2) personal, 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. All signers of the form shall retain a copy of this form.
- d. The PTA shall require two signatures on all checks.
- e. The 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. The PTA shall not reimburse sales tax unless the executive board gives prior approval for the exception. Any member making purchases on behalf of or for the PTA shall use the tax-exempt form.
- g. The PTA shall obtain at least two (2) bids when making any large purchase unless the item is a specialty item and there is but one vendor for the item.
- h. The PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.
- i. The PTA shall have a carryover in the checking account of not less than \$3000 at the end of the fiscal year.

#### **IV. E-Commerce**

##### **A. 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.

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

#### **V. Miscellaneous**

- a. The PTA's mailing address shall be 5940 McNaughton, Kyle, TX 78640.
- b. The principal prior to dissemination shall approve all communications concerning the PTA for school distribution.
- c. When a committee chair resigns or is relieved from their duties, all corresponding information regarding their responsibilities shall be passed down to the president and/or newly elected or appointed committee chair.