

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



Texas PTA President
Filed 4/9/18

SEVEN LAKES HIGH SCHOOL PTSA STANDING RULES

I. ANNUAL MEETING AND REPORTS

- a. At each general membership meeting the President shall appoint a three (3) member committee to approve the minutes of that meeting.
The President shall appoint a three (3) member committee during the last executive board meeting of the year to approve the minutes of the meeting.

II. Expenditures

- a. The local unit may purchase a Past President's pin for the retiring President. This is the responsibility of the Membership Chair and comes out of the Membership budget.
- b. The local unit shall purchase two (2) minutes books per school year, if needed, for the board Secretary. This is the responsibility of the Secretary and comes out of the Administrative budget.
- c. The local unit shall budget to purchase tickets for the Council Founder's Day function for the Principal (or an alternate designated by the Principal), the PTSA President (or an alternate designated by the President), the Membership Chair, and the previous year's PTSA Life Member recipients with one guest each.
- d. Copies should be made at the school in an effort to minimize administrative costs. Copies made off campus will not be reimbursed, unless pre-approved by the President.
- e. Seven Lakes PTSA shall pay expenses of the members to the Texas PTA Rally Day event in the following order, as funds allow:
 - i. President
 - ii. Council Delegate(s)
 - iii. Any other executive board member

III. Financial Procedures

a. Receipts

1. An officer or committee chair responsible for the given event will be responsible for all receipts.

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Two PTSA members can receive and tally the funds. These funds, accompanied by a deposit transmittal, are to be placed in the safe if the treasurer or a bonded officer is not taking the deposit directly to the bank. Both PTSA members are to verify the funds and sign the transmittal. Under no circumstances are PTSA monies to be removed from the school premises by anyone other than a bonded officer.

2. Deposits for all events should be turned over to the Treasurer promptly.
3. All receipts need to be submitted to the Treasurer by the last day of school of the current school year.
4. Any charges incurred by the PTSA because of a check made payable to SLHS PTSA that is returned as NSF (non-sufficient funds), shall be charged to the check writer. SLHS PTSA reserves the right to require that money transactions made to the SLHS PTSA be made in cash or by money order by any person who has an outstanding balance with SLHS PTSA or who has written two (2) NSF (non-sufficient funds) checks to SLHS PTSA.

b. Disbursements

1. The committee member requesting the disbursement shall complete a "Payment Request" form. All requests must be supported by an invoice, order form, or other documentation and must be approved by signature by the chair, officer, or authorized person (board approved). Committee member has 30 days to submit request for reimbursement.
2. The Treasurer (or President, in the absence of the Treasurer) will draft the check for signature. All checks require one (1) signature. No cash disbursements or reimbursements will be made. Reimbursements will be made within 14 days by receipt to Treasurer.
3. No sales tax will be reimbursed as a general rule. Sales and Use or Resale Tax forms should be used as appropriate when making PTSA purchases. However, the President may authorize sales tax reimbursement in the rare event that a purchase including sales tax from a merchant who refuses to

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honor tax-exempt certificates from non-member organizations is less expensive than the identical tax-exempt purchase made elsewhere.

4. SLHS PTSA shall have carryover in the checking account of no less than \$3,500 at the end of the fiscal year.
5. All bills must be paid by check, never cash.
6. No person shall approve a reimbursement request for him/her self or for any family members.

c. Check Signatories

1. The following officer signatures may be on file with the bank for signature on checks issued by Seven Lakes High School PTSA.

President
Treasurer
First Vice President-Programs

2. No officer shall sign a check that is being issued to his spouse or himself.
3. The check signatories will be in effect for the entire fiscal year, July 1 through June 30.

d. Form 990

If the current Treasurer so desires, the previous Treasurer should make himself available to assist in the completion of IRS Form 990. This form is required and is due within sixty (60) days following the completion of the fiscal year, June 30, in order to maintain Good Standing with Texas PTA

e. Contracts

Before services or products are requested or ordered on behalf of the Seven Lakes High School PTSA, an agreement must be approved, in written or electronic form, by the PTSA President in accordance with the Seven Lakes High School PTSA Bylaws.

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IV. SCHOLARSHIPS

a. Senior Guidelines

- i. **Purpose/Amount-** The Seven Lakes High School PTSA will award \$1,000 scholarships to Seven Lakes graduating seniors in recognition of service, leadership, and academics for the purpose of encouraging the recipients to proceed into fields of continuing education.

The number of scholarships awarded will be determined by the Seven Lakes High School PTSA executive board based on the current year's budget.

- ii. **Communication-** The scholarship application and requirements are published on the PTSA website, sent through e-news to senior parents, and are made available to the students through the counselor's office.

- iii. **Eligibility Criteria**

- Must be a senior at Seven Lakes High School in good standing.
- Must have been a PTSA member his/her junior and senior years.
- Applicant's parent/guardian must be a PTSA member the students junior and senior years.
- Senior applicant must be a PTSA member of the SLHS PTSA by Oct. 15 of his/her senior year.
- The applicant must have maintained a high school GPA of 2.8 or higher.

- iv. **Selection Committee-** The scholarship selection committee will consist of a secondary teacher or administrator (not associated with SLHS) and two Katy community members. The committee will review applications with all personal identifying information removed (name, address, etc.) to guarantee applicant anonymity. The committee will rate each applicant using a scoring rubric in terms of school related activities, leadership roles, special recognition or awards, employment experience, community involvement and applicant essay.

- v. **Records-** Scholarship recipients will be recorded in meeting minutes as well as treasurer's records. Each recipient is required to submit a redemption

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form and proof of college/university payment to the SLHS PTSA treasurer by October 15 in the year of the award.

b. Staff Guidelines

- i. **Purpose/Amount-** The Seven Lakes High School PTSA will budget up to two (2) \$250 scholarships to Seven Lakes teacher, teacher's aide or administrator enrolled in a certified continuing education credit course, a multi-day workshop/seminar, etc. applicable to their field. Scholarship will go towards registration fee and required supplies fee.
- ii. **Communication-** The scholarship application and requirements are published on the PTSA website, sent out by email to all faculty and staff, and are made available to the teachers through the workroom.
- iii. **Eligibility Criteria-** Applicant must be a current member of the SLHS PTSA. Applicant must be a teacher, teacher's aide or administrator employed at Seven Lakes High school for two (2) or more years. Applicants must have a total of three (3) or more completed years of experience prior to application. Applicant's continuing education course must be in a field that improves their teaching proficiency or ability to perform their duties as an administrator, counselor, etc. Applicant must agree to a good-faith understanding that he or she plans to be employed at Seven Lakes High School in the following school year.
- iv. **Selection Committee-**The scholarship committee will consist of two (2) members of the SLHS PTSA and a Seven Lakes administrator. No members of the committee should have a familial relationship to any applicants of this scholarship.
- v. **Records-**Scholarship recipients will be recorded in meeting minutes as well as treasurer's records. Each recipient is required to submit a redemption form and proof of payment to a certified continuing education credit course, a multi-day workshop/seminar, etc. to the SLHS PTSA treasurer by October 15 in the year of the award.

V. SPECIAL COMMITTEES

a. Budget

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The Budget chair (newly elected treasurer) shall have a committee of at least five (5) people, including the newly elected President, the newly elected Vice President of Fundraising and two (2) other SLHS PTSA members. The committee shall prepare the yearly budget to be presented to the voting body for adoption at the annual meeting. The committee shall monitor the budget for possible modifications throughout the year, with input from the executive board members.

b. Life Membership

The Life Membership committee, with Second Vice President Membership serving as chair with two (2) other members of the local unit. The committee shall select up to three (3) Life Members each year.

c. Bylaws Committee

The Bylaws Committee (chaired by the Secretary) shall be made up of the existing President, Parliamentarian, and two (2) other executive board members. The Bylaws Committee shall meet before the March general meeting in order to review bylaws and standing rules for presentation or changes (if any) at the March general meeting and subsequent vote at the May annual meeting.

VI. BONDING AND INSURANCE

The following insurance shall be purchased annually by the Seven Lakes High School PTSA.

- a. General Liability Insurance
- b. Fidelity Bond Insurance for all persons on the bank signature card
- c. Property Insurance (if applicable)
- d. Officers Liability Insurance

VII. TRAINING

- a. Attendance at the Texas PTA FOUNDATIONS will be paid for by the Seven Lakes High School PTSA for any PTSA executive board member completing the training. A copy of the certificate of completion shall be kept on file by the Secretary for all members trained.

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- b. Seven Lakes High School PTSA shall pay expenses of executive board members to Texas PTA LAUNCH in the following order, as funds allow:
 1. President
 2. Treasurer
 3. Vice President Membership
 4. Parliamentarian
 5. Secretary
 6. Vice President Programs
 7. Any other standing committee chair

- c. Expenses to be paid for shall be limited to the following (receipts must be provided for reimbursement):
 1. Registration fee (the early registration amount, if applicable)
 2. Room fees- reflecting 2 person's occupancy in order to defer costs and based on gender.
 3. Meals-\$30.00 per day (alcohol purchases excluded)
 4. Travel fees (parking plus mileage at the current market value per mile)

VIII. AWARDS

- a. Awards are the possession of the Seven Lakes High School PTSA and not of the individuals whose committee won them. Awards may be displayed at the school and are the responsibility of the current President until the end of his/her term. Certificates may be framed and displayed at the school.

- b. This does not apply to recognition pins (membership, cultural arts, etc.)

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IX. PTSA PROPERTY

- a. All purchases of property made by Seven Lakes High School PTSA will be donated to the school and become the property of Seven Lakes High School unless otherwise approved for purchase as PTSA property by the executive board.
- b. In the event that a request to borrow PTSA property is made by a community organization, the request must be approved by the President, with provisions made for its timely return and in compliance with the current property insurance policy in effect.

X. MISCELLANEOUS

- a. Executive board members will not speak to the school district personnel or media as representing Seven Lakes High School PTSA, unless they are authorized to do so by the executive board or the general membership.
- b. The safe code shall only be known to the following officers, President and Treasurer. The key to the safe shall remain in the Treasurer's possession. Additional keys shall be distributed by the executive board as recorded in the minutes.