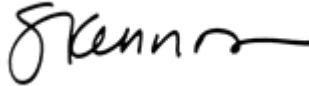


Standing Rules **Approved with Editorial Edits**  
by Order of the Texas PTA Board of Directors



Texas PTA President  
Filed 5/11/2021

**SEVEN LAKES HIGH SCHOOL (SLHS) PTSA STANDING RULES**

**I. MEETINGS**

**a. Membership Meeting**

At each membership meeting the President shall appoint a three (3) member committee to approve the minutes of that general membership meeting.

**b. Executive Board Meeting**

At each executive board meeting the President shall appoint a three (3) member committee to approve the minutes of that executive board 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 SLHS Principal (or an alternate designated by the Principal), the SLHS PTSA President (or an alternate designated by the President), the Membership Chair, and the previous year's SLHS 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. SLHS PTSA shall pay expenses of the members to the Texas PTA Rally Day event in the following order, as funds allow:
- President
  - Council Delegate(s)
  - Any other executive board member

### **III. FINANCIAL PROCEDURES**

#### **a. Funds Received**

1. SLHS PTSA members will receive/collect funds paid to SLHS PTSA. At events, each member is responsible for verifying the initial startup cash in their respective cash box (if applicable).
2. Two (2) SLHS PTSA members will tally funds at the end of each event. Both SLHS PTSA members will verify the total deposit and sign a Deposit Form. Deposits for all events will be promptly turned over to the Treasurer or a bonded officer.
3. If the Treasurer or a bonded officer is not taking the deposit directly to the bank, the funds and the Deposit Form are to be placed in the SLHS PTSA safe. Under no circumstances are SLHS PTSA funds to be removed from the school premises by anyone other than a bonded officer.
4. Any charges incurred by the SLHS PTSA due to a returned NSF (non-sufficient funds) check will be charged to the check writer. SLHS PTSA reserves the right to require that monies be paid with cash or money order by any person who has an outstanding balance with SLHS PTSA or by any person who has written two (2) NSF (non-sufficient funds) checks to SLHS PTSA.

#### **b. Disbursements**

1. The executive board member responsible for the event is responsible for all receipts, invoices, order forms, etc.
2. The executive board member requesting the reimbursement or disbursement shall complete a Payment Request Form. All requests must be supported by an invoice, order form, receipt, or other documentation. The Payment Request Form must be signed by the requestor and requires one (1) additional signatures of approval by an officer, chair, or another board approved person prior to submitting to the Treasurer for approval.

3. The executive board member should submit request for reimbursement or disbursement within 30 days of event.
4. All requests for reimbursement or disbursement and supporting documentation must be submitted to the Treasurer by the last day of school of the current school year.
5. 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 fourteen (14) days by receipt to Treasurer.
6. No sales tax will be reimbursed as a general rule. Sales/Use/Resale Tax forms will be used as appropriate when making SLHS 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 honor tax-exempt certificates from non-member organizations is less expensive than the identical tax-exempt purchase made elsewhere.
7. All bills must be paid by check, never cash.
8. No person shall approve a reimbursement or disbursement request for themselves or for any family members.

**c. Check Signatories and Checking Account**

1. The following officer signatures may be on file with the bank for signature on checks issued by SLHS PTSA:  
  
President  
Treasurer  
First Vice President-Programs
2. No officer shall sign a check that is being issued to their spouse or themselves.
3. The check signatories will be in effect for the entire fiscal year, July 1 through June 30.
4. SLHS PTSA shall have carryover in the checking account of no less than \$3,500 at the end of the fiscal year.

**d. IRS Form 990**

If the current Treasurer so desires, the previous Treasurer shall make themselves available to assist in the completion of the proper IRS Form 990.

**e. Contracts**

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

**IV. SCHOLARSHIPS**

**a. Senior Scholarship Guidelines**

1. **Purpose/Amount-** SLHS PTSA will award \$1,000 scholarships to SLHS 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 senior scholarships awarded will be determined by SLHS PTSA executive board based on the current year's budget.

2. **Communication-** The senior scholarship application and requirements are published on the SLHS PTSA website, sent electronically through all media outlets to seniors and senior parents, and are made available to the students through the SLHS counselors office.

3. **Eligibility Criteria**

- Must be a senior at SLHS in good standing.
- Must be a SLHS PTSA member his/her junior and senior year.
- Applicant's parent/guardian must be a SLHS PTSA member his/her junior and senior year.
- The applicant and parent/guardian must be a SLHS PTSA member of the SLHS PTSA by November 30 of his/her senior year.
- The applicant must have maintained a high school GPA of 2.8 or higher.

4. **Senior Scholarship Selection Committee-** The Senior Scholarship Selection Committee shall consist of a secondary teacher or administrator (not

associated with SLHS) and two (2) 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.

5. **Records- Senior** 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 college/university payment to the SLHS PTSA Treasurer by October 15 of award year.**

#### **b. Staff Scholarship Guidelines**

1. **Purpose/Amount-** SLHS PTSA will budget up to two (2) \$250 scholarships to SLHS teacher, teacher's aide or administrator enrolled in a certified continuing education credit course, a multi-day workshop/seminar, etc. applicable to their field. Staff scholarships will go towards registration fees and required supplies fees.
2. **Communication-** The staff scholarship application and requirements are published on the SLHS PTSA website and sent out electronically to all faculty and staff.
3. **Eligibility Criteria**
  - Must be a current member of the SLHS PTSA.
  - Must be a teacher, teacher's aide or administrator employed at SLHS for two (2) or more years.
  - Must have three (3) or more years of experience.
  - Applicant's continuing education course or seminar must be in a field that improves their teaching proficiency or ability to perform their duties as an administrator, counselor, etc.
  - Must agree to a good faith understanding that he or she plans to be employed at SLHS in the following school year.
4. **Staff Scholarship Selection Committee-** The Staff Scholarship Selection Committee will consist of two (2) members of the SLHS PTSA and one (1) SLHS administrator. No members of the committee shall have a familial relationship to any applicants of this scholarship.
5. **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 Committee**

The Budget Committee (chaired by the newly elected Treasurer) shall consist of the newly elected President and one (1) SLHS administrator. If the committee so desires, the previous Treasurer and previous President shall make themselves available to assist. 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 Committee**

The Life Membership Committee (chaired by the Second Vice President Membership) shall consist of two (2) additional members of the local unit. The committee may select four (4) Life Members each year.

### **c. Bylaws Committee**

The Bylaws Committee (chaired by the Secretary) shall consist of the existing President, Parliamentarian, and two (2) additional members of the executive board. The Bylaws Committee shall meet before the March general meeting in order to review SLHS PTSA Bylaws and Standing Rules. Any recommended changes will be presented at the March membership meeting for approval.

### **d. Senior Scholarship Review Committee**

The Senior Scholarship Review Committee (chaired by the Scholarship chair) shall consist of one (1) SLHS administrator and (1) additional member of the executive board. The committee shall meet before the November executive meeting to review the scholarship application, scholarship requirements, and scholarship rubric. Any recommended changes will be presented at the November executive board meeting for approval.

## **VI. BONDING AND INSURANCE**

The following insurance will be purchased annually by SLHS PTSA:

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

## **VII. TRAINING**

### **a. Texas PTA Training**

This Local PTA shall pay the expenses of executive board members for fee based online training offered by Texas PTA.

### **b. Texas PTA LAUNCH**

1. Texas PTA LAUNCH attendance will be approved by SLHS PTSA for the following executive board members as deemed necessary and as funds allow:

- President
- Treasurer
- Vice President Membership
- Parliamentarian
- Secretary
- Vice President Programs
- Any other standing committee chair

2. Texas PTA LAUNCH expenses to be paid for will be limited to the following (receipts must be provided for reimbursement):

- Registration fee (the early registration amount, if applicable)
- Room fees- reflecting 2 person's occupancy in order to defer costs and based on gender.
- Meals-\$30.00 per day (alcohol purchases excluded)
- Travel fees (parking plus mileage at the current market value per mile)

## **VIII. AWARDS**

Awards are the possession of the Seven Lakes High School PTSA and not the individuals whose committee won them. Awards may be displayed at the school and are the responsibility of the current President. This does not apply to recognition pins for membership, cultural arts, etc.

**IX. PTSA PROPERTY**

- a.** All purchases of property made by SLHS PTSA will be donated to the school and become the property of SLHS unless otherwise approved for purchase as SLHS PTSA property by the executive board.
- b.** In the event that a request to borrow SLHS 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 SLHS PTSA, unless they are authorized to do so by the executive board or the general membership.
- b.** The safe code will only be known to the President and Treasurer. The key to the safe will remain in the Treasurer's possession. Additional keys will be distributed by the executive board as recorded in the minutes.