

- Approved as Submitted
- Approved with Editorial Edits
- Returned for action by Board and/or Membership

Standing Rules Approved By Order
of the Texas PTA Board of Directors



Texas PTA President

Approved 12/01/16

STANDING RULES

HUNTERS CREEK ELEMENTARY PTA

The following Standing Rules supplement the Hunters Creek Elementary PTA Bylaws. In the event of conflict, the Bylaws shall control.

I. FINANCIAL

- A. The HCE PTA may reserve at a minimum the greater of (i) one-half of the total budgeted PTA-funded positions for the following fiscal year or (ii) 5% of budgeted program expenses for the following fiscal year.
- B. All volunteers must abide by the Treasurer Guidelines including with regard to cash handling, inventory log, lock boxes, PTA budget, reimbursement procedures, deposits, underwriting/donations and deadlines. A copy of the Treasurer Guidelines will be kept in the current HCE PTA President's binder as well as in the Treasurer's binders.
- C. The members of the Reconciliation Committee must conduct the reconciliation in accordance with the procedures listed in the Texas PTA Financial Reconciliation Committee Checklist and the HCE Reconciliation Committee Plan. At the conclusion of the financial reconciliation, the committee must update and revise the HCE Reconciliation Plan and give a copy to the current HCE PTA President and Treasurer to be kept in their binders.
- D. All direct PTA purchases (those not subject to SBISD District preferred-vendor procedures) in excess of \$500 will be subject to the usual and customary business practice of securing a minimum of three competitive bids for consideration prior to awarding the purchase contract to any one vendor. PTA members, HCE families and/or their respective businesses may be considered as part of the bidding process but are not given preferential treatment.
- E. The HCE PTA does not, at any time, give authorization to any third party to enter into a contract on its behalf. All contracts will be made directly with the HCE PTA, signed only by the PTA President and are subject to the Standing Rules provisions stated above.
- F. Money donated as underwriting for the Auction and/or Family Fair should first be used to cover expenses of such event. Once all expenses have been paid, any remaining underwriting funds will be placed in the PTA's general fund and may be spent in accordance with HCE PTA Bylaws and Standing Rules.

II. LEADERSHIP TRAINING

- A. If funds permit, the PTA shall pay the registration expenses of Executive Board members who attend the Texas PTA Summer Leadership Seminar (LAUNCH).

III. FOUNDER'S DAY

- A. If funds permit, the PTA shall purchase Founder's Day tickets for newly selected Life Members.
- B. If funds permit, the PTA shall purchase Founder's Day tickets for all Executive Board members or their designees.

IV. ADDITIONAL OFFICER DUTIES

A. Third Vice President - Underwriting

- 1) Provides oversight of and assists in all fundraising campaigns for the respective year.
- 2) Assists in identifying “underwriting packets” for distribution to prospective business donors.
- 3) Manages a team who will follow up and pursue new business donors.
- 4) Coordinates drafting, printing and distribution of tax receipts for any and all donations to the HCE PTA during the respective year, including, but not limited to, donations for Write-A-Check, Auction, Family Fair, Book Fair and the Directory.
- 5) Is responsible for collection of and paperwork for all matching gifts.

B. Fourth Vice President - Communications

- 1) Streamlines all communications to the general PTA and school population.
- 2) Maintains HCE PTA website, ensuring that the calendar, pictures, forms/documents, and other information is up-to-date.
- 3) Oversees all email communications distributed via the HCE PTA website and room-parent coordinator communications.
- 4) Oversees marquee, newsletter, and room-parent coordinators as well as acts as a liaison between event chairs and such publications ensuring that the proper communications are getting out to the school population.

V. MISCELLANEOUS

- A. All legal and insurance issues should be voted on by the Executive Board and presented to the general membership for a vote.
- B. The members of the Nominating Committee must follow the Bylaws and the HCE Nominating Committee Rules and Guidelines. A copy of the HCE Nominating Committee Rules and Guidelines will be kept in the current HCE PTA President’s binder as well as the Nominating Committee Chair’s binder.
- C. The members of the Planning Committee must follow the HCE Planning Committee Guidelines and Procedures. A copy of the Planning Committee Guidelines and Procedures will be kept in the binders of the Principal, HCE PTA President and Planning Committee Chair.