

**Forestwood Middle School PTA**  
**Standing Rules**  
February 2017

*The Standing rules may be amended by a majority vote provided notice of the proposed amendment is given at a previous meeting; or they may be amended without notice by a two-thirds vote of the membership present and voting. Two copies of all amendments to the standing rules shall be sent for approval to Texas Congress of Parents and Teachers after approval by the association.*

**EXPENDITURES:**

**RULE 1:**

- A. This PTA shall pay the expenses of members to the Texas PTA State Convention and Summer Leadership Seminar in the following order as funds allow:
  - 1. president;
  - 2. vice-president;
  - 3. treasurer;
  - 4. secretary;
  - 5. parliamentarian; and
  - 6. any standing committee chairman;
- B. If funds permit, after expenses have been allocated for Summer Leadership Seminar and State Convention, this PTA shall pay the expenses of a representative(s) to the National PTA Convention. The executive board at their April board meeting shall elect the representative(s).
- C. Reimbursement for conventions, conferences, seminars and other PTA events, subject to advance board approval and available budgeted funds shall be:
  - 1. Registration fee and convention events
  - 2. Mileage: current IRS rate for reimbursement with a minimum of 40 miles round trip or airfare and transportation if less than mileage
  - 3. Hotel room (including related parking fees); published convention/seminar rate with double occupancy
  - 4. Meals: \$40 per diem for convention/seminar days that include three meals. No receipts are necessary for per diem. On day of travel when three meals may not be necessary the per diem is capped at \$30
- D. This PTA will pay the expenses for the officers to attend the Texas PTA Leader Orientation
- E. This PTA shall purchase tickets for the Lewisville ISD Council Founder's Day function in the following order as funds allow:
  - 1. school principal;
  - 2. president;
  - 3. current year's life membership recipients and one guest each;
  - 4. membership chair; and
  - 5. PTA executive board members in ranking order.

**RULE 2:** The unit will not purchase any alcoholic beverages for any association sponsored activity.

**RULE 3:** Fees incurred due to a returned check shall be paid by the person(s) who submitted the check

**RULE 4:** The unit will not reimburse for sales tax paid on purchases for which the PTA is sales tax exempt.

**RULE 5:** This PTA shall award a scholarship(s) to Flower Mound High School seniors who attended FMS. The recipient or their parent/guardian shall be a FMHS PTSA member. The scholarship will be publicized on Forestwood’s website, social media and Flower Mound High School’s website and social media. The scholarship(s) will be made payable to the college that the recipient(s) will be attending after the recipient provides proof of enrollment. No money shall be made payable directly to the recipient(s) unless the school will not accept payment; in which case payment will be made directly to the recipient providing proof of enrollment. Each applicant is voted on, by committee, based on academic performance, extra curricular activities, as well as various other criteria. Records of recipients are maintained by the Scholarship Chair which include: names, addresses, amounts, manner of selection, and relationship, if any, to officers, trustees, or donors of funds to PTA. All supporting records will be submitted with the application prior to final review. If terms of the award are violated, the executive board has the right to find an alternative solution or select another recipient. The selection for Scholarship Committee is based on volunteers selected by the Scholarship Chair. There are to be no relatives of the applicants able to participate on the selection committee. The selection committee shall consist of a combination of executive board members and faculty in order to ensure unbiased selections. The amount and number of scholarship(s) shall be approved each year by the executive board. The purpose of this one-time scholarship is to assist former FMS students with future college expenses.

**BONDING AND INSURANCE:**

**RULE 6:** The following insurance shall be purchased annually by this PTA:

1. general liability insurance;
2. fidelity bond insurance for all persons on signature card at bank;
3. property insurance; and
4. Officer’s liability insurance.

**OFFICERS:**

**RULE 7: PRESIDENT SHALL:**

- A. Submit a plan of work to the executive board at the first Executive Board Meeting of the school year.
- B. Chair the Sunshine committee and in the event of hospitalization or loss of immediate family member for staff or student, send a card and appropriate gift or memorial.
- C. The President will appoint a non-signer on the bank account to open, review, initial, and date each bank statement and then give statement to Treasurer.

**RULE 8: VICE PRESIDENT SHALL:**

- A. Submit a plan of work to the executive board at the first Executive Board Meeting of the school year.
- B. Chair the Scholarship Committee which consists of the president, principal and 3 or 5 additional volunteers.
- C. Solicit requests from teachers and staff for the “Teacher Wish List,” work with the administrative staff and Wish List Committee to compile requests and dispense Wish List funds, and present fulfilled requests to the Executive Board.

**RULE 9: SECRETARY SHALL:**

- A. Submit a plan of work to the executive board at the first Executive Board Meeting of the school year.

B. Record meeting minutes, maintain all records, and handle correspondence.

**RULE 10: TREASURER SHALL:**

- A. Submit a plan of work to the executive board at the first Executive Board Meeting of the school year.
- B. Chair the Budget Committee. The committee shall include (but is not limited to) the treasurer, the president, and vice president. The committee will develop a budget in the spring for the upcoming school year by utilizing the plans of work. The budget must be presented to the general membership and voted on at the last general meeting. Amendments may be proposed as necessary during the school year. Year-to-date statements shall be presented at each board meeting.

**RULE 11: PARLIAMENTARIAN SHALL:**

- A. Submit a plan of work to the executive board at the first Executive Board Meeting of the school year.
- B. Chair the Bylaws/Standing Rules Committee when amendments are necessary.

**STANDING COMMITTEES:**

**RULE 12:** The incoming officers for the next school year shall select Standing Committee chairs.

**RULE 13:** Each committee chair must submit a plan of work and budget to the executive board for approval at the first Executive Board Meeting of the school year.

**RULE 14: BOOK FAIR CHAIR SHALL:**

- A. Organize and conduct fall and spring book fairs.
- B. Work with volunteer chair to have parents work the fairs.

**RULE 15: COMMUNICATIONS CHAIR SHALL:**

- A. Gather articles pertaining to school events for periodic publication.
- B. Work with PTA members and administrators and staff to promote school and school events within the community.
- C. Submit publicity and communications pieces to community through established channels.

**RULE 16: COUNCIL DELEGATE(S) SHALL:**

- A. Attend all LISD Council of PTA meetings.
- B. Information from Council meetings shall be reported to the FMS PTA executive board.

**RULE 17: CREATIVE PROGRAM CHAIR SHALL:**

- A. Be responsible for the recruiting of coaches and teams for participation in Destination Imagination.
- B. Be responsible for the planning and implementing of the Texas PTA Reflections program at school and submitting winners to the LISD council competitions.
- C. Work with Fine Arts Department and other faculty to solicit Reflections entries.

**RULE 19: DIRECTORY CHAIR SHALL:**

- A. Compile student listings for the School Directory directly from enrolled families. Student enrollment cards may not be used for listings as permission must be

- obtained directly from each family.
- B. Solicit ads/donations to offset the cost of the directory.
- C. Publish and distribute the directory to the student body.
- D. Solicit cover art entries for the cover art contest and select the winner.

**RULE 20: FUNDRAISING CHAIR SHALL:**

- A. Coordinate various fundraising events including, but not limited to, Spirit Nights, Box Tops for Education, and retail rewards/incentives programs.
- B. Work with the Communications Chair to publish events through established channels.

**RULE 21: HOSPITALITY CHAIR SHALL:**

- A. Solicit donations of food, drinks and supplies as needed throughout the year from parent volunteers.
- B. Convey PTA's appreciation of the school staff by organizing activities and incentives throughout the year.

**RULE 22: MEMBERSHIP CHAIR SHALL:**

- A. Conduct membership drives throughout the school year.
- B. Maintain membership records and submit membership names and dues to the Texas PTA.
- C. Chair the Life Membership Committee. This committee will meet and select person(s) to receive Texas Life Membership honors prior to the annual LISD Council of PTA's Founder's Day Dinner in February.

**RULE 23: PROGRAMS CHAIR SHALL:**

- A. Provide parents/student educational programs and when appropriate coordinate with Fine Arts instructors to provide programs for the general meetings.

**RULE 24: SCHOOL SUPPLIES CHAIR SHALL:**

- A. Obtain supply lists from each grade level and submit to approved vendor.
- B. Coordinate the sale of supplies at each grade level orientation and open locker days.

**RULE 25: SOCIALS CHAIR SHALL:**

- A. Work with school staff in organizing school socials and supplying concessions by offering suggestions and support.
- B. Work with volunteer chair to provide
  - 1. Parent chaperones to assist administration and staff,
  - 2. Parents to work concessions and concession ticket sales.
- C. Publicize social events through established channels.

**RULE 26: SPIRIT WEAR CHAIR SHALL:**

- A. Schedule and conduct sales of spirit wear at orientation, open house, programs, and through order forms throughout the school year.
- B. Be responsible for design and ordering of spirit wear.

**RULE 27: STUDENT RECOGNITION CHAIR SHALL:**

- A. Coordinate and serve refreshments to students chosen by faculty every month to attend the Falcon Fiesta program.
- B. Coordinate and serve refreshments to students, chosen by faculty each semester to attend the Fabulous Falcon reception, and their parents.

**RULE 28: VOLUNTEERS CHAIR SHALL:**

- A. Compile information from volunteer sign-up sheets and prepare a master list of volunteers.
- B. Submit volunteer lists to appropriate PTA committees and faculty.
- C. Coordinate volunteers to work various school functions during the year, including staffing the teacher workroom.

**SPECIAL COMMITTEES:**

**RULE 29:** Each Committee is formed and chaired as stated in Bylaws and Standing Rules to serve a specific purpose.

- A. Sunshine
- B. Teacher Wish List
- C. Lifetime Membership
- D. Scholarship
- E. Nominating
- F. Budget
- G. Financial Reconciliation
- H. Bylaws and Standing Rules

**FINANCIAL:**

**RULE 30:**

- A. No blank checks or cash advance requests will be issued.
- B. The president must approve all voucher requests before being submitted to the treasurer.
- C. The following person's signatures shall be on file with the bank for signature on checks issued by the PTA. Two signatures shall be required on all checks
  - 1. president;
  - 2. treasurer; and
  - 3. vice president or secretary
  - 4. No officer shall approve or sign a check that is being issued to him.
- D. Two members must count incoming cash and also sign a deposit receipt.
- E. All monies shall be deposited in the bank and not in the school or a personal safe.
- F. You will need approval of the principal to buy items for the school. Schools should have specifications for items that can be purchased. Be sure the school will accept the gift and be responsible for the repair and upkeep in the future. The school should be responsible for the installation.
- G. There shall be a sum of no less than two thousand dollars (\$2000) left in the budget to start the next year's work.

**MISCELLANEOUS:**

**RULE 31:**

- A. Executive board members and committee chairman shall not expect privileges or rights that are not due any other PTA member.
- B. Executive board members and committee chairman will not speak to school district personnel or media as representing the local PTA unit unless authorized to do so by the general membership.
- C. All printed materials for distribution to the student body must be approved by the president and school principal or a representative appointed by him/her prior to distribution.

**RULE 32: EMERGENCY VOTING BY THE EXECUTIVE BOARD:**

Notification of an emergency vote taken by phone, email, or other electronic means shall be given to each board member by the president. Board members shall have at least 24 hours to respond. Such emergency voting requires a two-thirds vote of the entire board and shall be ratified at the next regular board meeting. A complete accounting of the number of votes cast, and the ratifying vote, shall be included in the minutes.