

Standing Rules for Nelson Middle School PTA

1) Meetings, Annual Meetings and Reports

- The President shall appoint a committee at the May executive board meeting to approve the minutes of the last board meeting.
- Each officer and chairman shall include his plan of work and an annual report, as well as information on duties, vendors, etc., in his/her procedure book and/or electronic files to be given to his/her successor.
- 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. A complete accounting of the number of votes cast and the results shall be given at the next regular meeting of the executive board where the vote shall be ratified. All of these actions shall be recorded in the minutes.

2) Financial

- No blank checks will be issued. Each check written must have a receipt and Check Request Voucher verifying disbursement.
- The following signatures shall be on file at the bank. Two signatures are required on ALL checks.
 - President
 - Treasurer
 - Ways and Means
- No officer shall approve or sign a check that is being issued to him/her.

- Money shall be counted by at least two persons and an Itemized Receipt Form signed by both. The money shall then be given to the Treasurer, who also counts and signs the Itemized Receipt Form.
- All monies shall be turned over to the treasurer and deposited in the bank in a timely manner, and not in the school or a personal safe.
- Any items donated or purchased by the PTA for the school needs approval by the principal. An Equipment/Money Donations form must be filled out and signed by the PTA president and the school principal, and kept on file in the Treasurer's Permanent Records. Any items donated to the school in this way will be included in the Treasurer's Annual Report and the secretary shall maintain a list.
- There shall be a sum of no less than \$3000.00 left in the budget to start the next year's work.
- The PTA does not reimburse for sales tax it hotel tax. A letter of exemption may be obtained from the Treasurer.
- Money transactions made to the PTA by a person who has an outstanding balance with the PTA or who has written the PTA an uncollected check for insufficient funds, shall be paid by cash or money order.
- Any fees resulting from collection of or processing of uncollected checks for insufficient funds will be passed onto said person, such as postage, bank fees, etc.

3) Bonding and Insurance

- The following insurance shall be purchased annually by this PTA:
 - General Liability insurance.
 - Fidelity Bond insurance for all persons on signature card at bank.

- Property insurance (if applicable)
- Officers' Liability insurance.
- Accidental Medical insurance.

4) Expenditures

- The local unit shall, in accordance with the other Frisco PTAs, allocate seed money in the membership approved budget to assist with the establishment of new PTAs within the district, as funds allow.
- The PTA shall pay the expenses of members to the Texas PTA State Convention and Summer Leadership Seminar in the following order, as funds allow:
 - President
 - Treasurer
 - Ways and Means
 - Any other board member or committee chairs
- Allowable expenses for the Texas PTA State Convention and Summer Leadership Seminar are limited to the following, as funds allow:
 - Early bird registration fee
 - Housing fee – hotels are reimbursed for room and city tax only. Participant must use/provide hotel tax exemption certificate to waive federal taxes.
 - When more than one member of the Nelson Middle School PTA is attending, hotel rooms must have a minimum double occupancy to receive full reimbursement. Exception: When one (1) male or female attends, he/she is entitled to a single occupancy room.
 - Mileage reimbursement/self-parking fee (no valet-parking) – if more than one member of the Nelson Middle School PTA is attending the event, members must travel in the same car together to receive full reimbursement per four (4) registered attendees.
 - With receipt and completed reimbursement form, meals are reimbursed up to \$30.00 per day.

- PTA will pay for the expenses for board members to attend the Texas PTA Foundations: Leadership Orientation training.
- At any time when PTA is paying registration or other expenses pertaining to seminars or workshops, it is left to the President's discretion to change any workshop assignments to better utilize available resources.
- Nelson PTA will pay for its current Texas Life Membership Honoree(s) and a guest, the school principal or school assistant principal to attend the Frisco ISD Council of PTAs' Texas Lifetime Membership Banquet as budgeted funds permit.

5) Condolences and Memorials

- The executive board shall make all decisions concerning condolences and memorials. The memorial shall not directly benefit the individual.
- Memorials will not exceed \$50.00.

6) Miscellaneous

- Executive board shall work as a team and present a positive image, remembering to respect its members and Nelson's teachers/staff.
- Executive board members shall not expect privileges or rights that are not due any other parent or taxpayer in the school district.
- Executive board members will not speak to the media as representing the local PTA unit unless authorized to do so by the executive board or the association membership.

- In the event that an individual cannot attend a seminar or workshop, that person shall reimburse the PTA for any non-refundable monies that have been spent on the event in connection with that person. The executive board shall consider each situation and determine required reimbursement on a case-by-case basis within the confines of the approved budget.
- All soliciting by charitable organizations, businesses, or fundraising companies is expressly prohibited during any Nelson PTA meeting. However, the Nelson PTA president or ways and means chairman may invite any of the aforementioned when appropriate.

7) Officers and Chairmen

- The Elected Officers (President, Treasurer, Secretary, Membership and Ways and Means) and Committee Chairmen shall:
 - Plan their functions and present their recommendations to the board in a "Plan of Work" including plans for budgeted expenses.
 - Work within their specific budgets. Any budget overspending requires an amendment to the budget approved by the association membership prior to funds being reimbursed.
 - See that both the PTA president and the school principal approve all information going home with students.
 - Call or contact each individual who volunteers for their committee throughout the year for the purpose of involving parents in school and PTA activities and encouraging their support.
- The President shall:
 - Oversee all functions and programs of the Nelson Middle School PTA.
 - Assign to PTA members any duties necessary to run the Nelson Middle School PTA.
 - Check with the principal before proceeding with any activity or project.
 - Be available to all members of the PTA.

- Attend leadership conferences and workshops.

- The Membership Chair shall:
 - Provide a list of members to the president, treasurer and secretary; and to keep the membership list current.
 - With the treasurer, submit member list and dues to the State and National PTA by the October 15 deadline and other times as necessary.
 - Be responsible for applying for membership awards from Area and Texas PTA.
 - Attend leadership conferences and workshops.
 - Chair the Texas PTA Life Membership Committee.
 - Award no more than two (2) awards each year to deserving
 - Responsible for procuring necessary pins and certificates.

- The Programs Chair shall:
 - Be responsible for the overview of the PTA programs.
 - Arrange and introduce any programs for regular and special meetings.
 - Be responsible for the notes of appreciation to those who present programs.
 - Arrange for the place of the regular meeting.
 - Attend leadership conferences and workshops.

- Ways and Means Chair shall:
 - Oversee all fundraising efforts.
 - Set up and manage any board-approved store and or product related programs for the purpose of generating revenue and building community partnerships.
 - Attend leadership conferences and workshops.

- Supervise all fund-raising activities, except those supervised by a standing committee chairman.

- The Secretary shall:
 - Duplicate and distribute minutes to the Board members at/before the next executive board meeting.
 - Present the minutes from all Regular PTA meetings at the next Regular meeting.
 - Provide and file with permanent record a sign in sheet of all persons attending the regular membership meetings.
 - Notify board members of meetings.

- The Treasurer shall:
 - Count all money collected at the end of each event with at least two members present.
 - Draft a letter to any party with a check returned for insufficient funds in an attempt to recover funds plus any bank charges or other related costs (i.e. postage) resulting from the check.
 - See that there is a financial reconciliation no later than the middle of every July.
 - File the IRS 990 forms and Texas sales tax form by required deadlines and give a report to the executive board.
 - Collect budget input from previous and current board members prior to setting the budget.

- The Aide to the President shall:
 - Aide in planning and carrying out various PTA events and perform delegated duties as requested from the President.
 - This person is appointed by the President on an as-needed basis. This person will either be a past President who will serve as a mentor to the

current President, or a person interested in becoming President next term.

- The Parliamentarian shall:
 - Sit near the president and provide assistance on all issues regarding the PTA bylaws, standing rules and Robert's Rules of Order.
 - Serve as chairman of the bylaws committee. Review bylaws, standing rules and procedures and make recommendations as needed. Distribute copies of the bylaws and standing rules at the beginning of each year to all board members.

- The Book Fair Chair shall:
 - Promote the formation of good home libraries by planning all Book Fairs for students, parents and school faculty.

- The Hospitality Chairman shall:
 - Coordinate all Nelson appreciation luncheons and events.
 - Be responsible for refreshments at PTA functions, when needed.
 - Recognize all established days or weeks, such as birthdays, Teacher Appreciation Week, Secretaries Day, etc. when applicable.

- The Social Media Chairman shall:
 - Assist committees in promoting all PTA activities.
 - Send notices of meetings and items of interest to the news media.
 - Develop and maintain a Nelson PTA web site.

- The Arts in Education Chairman shall:
 - Act as Chairman of the PTA Reflections Program.

- Plan and/or support cultural activities within the school.

- The Volunteer Coordinator shall:
 - Coordinate volunteers for PTA functions and assist with activities within the school as needed;

- The Garden Chairman shall:
 - Work with the Garden Club Chair to maintain the Nelson PTA Garden.

- The SAGE Chairman shall:
 - Facilitate communication between parents and the SAGE committee.
 - Communicate the SAGE committee activities to parents, students and teachers on their campus.
 - Ensure inclusion of special education and gifted children in all PTA sponsored activities.
 - Be a resource for other board members.
 - Greet and reach out to new families of special education and gifted children.
 - Be the resource for special education and GT teachers ensuring those teachers are remembered in connection with PTA events.
 - Advocate for the diverse learners.

- The Legislative/Council Representative shall:
 - Attend Frisco Council of PTA Regular Meetings.
 - Attend pertinent Fisd and City Council Board Meetings.
 - Attend PTA Legislative Meetings, if possible.
 - Report back to Nelson PTA any council and legislative issues that pertain to the PTA's mission.
 - Submit articles to the Council Newsletter.

- The Concessions Chair shall:
 - Maintain inventory for, and sell at, any PTA approved school functions.

8) Special Committees

- Budget and Finance Committee:
 - The budget and finance committee shall have a least three (3) people, including the incoming president and ncoming treasurer, the incoming ways and Means chair.
 - The committee shall prepare the next fiscal's year budget to be presented to the voting body for its adoption at the annual meeting.
 - The committee shall amend the yearly budget to be presented to the voting body for its adoption at the first regular meeting using information provided from all executive board members and committee chairs in their plan of works.
- Nominating Committee
 - The chairman shall contact the members of the committee for suggested meeting dates. The chairman will decide the time and place when the majority of members can attend. Notice of the meeting shall be sent to the members and alternates.
 - Suggested nominees for officers along with their qualifications may be submitted to any member of the nominating committee before the committee meets.
 - The chairman of the committee is authorized to contact the nominee for his/her consent.
 - The comments, statements or disagreements made in the committee meeting are confidential and must be based on facts.

9) Scholarship – Nelson Middle School PTA Scholarship

- Nelson Middle School PTA will participate in the Frisco Education Foundation Scholarship program.

 - Nelson Middle School PTA will fund one \$500 Frisco Education Foundation Scholarship each to two graduating high school students, as funds allow. Awards will begin with graduates of 2020-2021. Once full endowment has been obtained, Nelson PTA will no longer need to fund the awards.

 - The Frisco Education Foundation will select the students according to Nelson PTA's selection criteria
- The following criteria will determine eligibility:
 - I.** Content of the application bears out that the student values the core values of Nelson Middle School.

 - II.** Student will have attended Nelson Middle School.

 - III.** One scholarship will be awarded to a male student and one scholarship will be awarded to a female student.

 - IV.** The funds may be used for any furthering accredited education program such as a 4- year college, junior college, trade or technical school, etc.