


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

  
SH 7/9/09  
Texas PTA President

## Pat and Catherine Fowler Middle School PTA - Standing Rules

Rule 1. Each Officer and Chairperson position will be considered a leader, and is expected to enlist helpers or assistants to aid in activities during their term. Also, each Officer and Chairperson will be expected to complete a Plan of Work at the beginning of each term.

Rule 2. Duties of Officer Positions – In addition to the duties listed above:

### Section 1. Membership

- a. To act as an aide to the president
- b. To enroll new members at anytime during the school year
- c. To have a continuing year-round effort to involve and recruit new members, including all citizens of the community
- d. To issue membership cards as approved by the board
- e. To furnish a list of the members to the treasurer, secretary and president; and to keep the membership list current
- f. To provide a membership list to the treasurer for mailing with State and National funds to the State office
- g. Participate in the life membership committee as needed each year if appointed by the president of the PTA.
- h. Recommend for board approval, a lead to head Directory Committee. This committee shall:
  - Create all school directory to be published by date agreed upon by Executive Board
  - Follow PTA Directory guidelines as established by the district or state
  - Work with 2<sup>nd</sup> Vice President of Ways and Means for potential advertising funds

### Section 2. Ways and Means

- a. To promote and develop fundraising ideas to be pursued by the PTA as approved by the board. All fundraisers shall be approved by the membership.
- b. Recommend for board approval, separate committee leads for Concessions and Bookfair as needed, and only if these fundraisers are approved by the board

Rule 3. Duties of Chairpersons:

### Section 1. Hospitality

- a. To be responsible for refreshments at PTA functions, when needed
- b. To coordinate school appreciation activities

### Section 2. Spirit Wear

- a. To coordinate sale of school spirit related items throughout the school year

### Section 3. Communications

- a. To submit PTA information to School Newsletter editor/coordinator

- b. Ensure Calendars and websites are updated primarily for PTA information, and assist with other school information if possible/as needed
- c. Assist Secretary with meeting agendas/publications

#### Section 4. Volunteers

- a. To coordinate volunteers for committees and various PTA functions
- b. To send out parent volunteer forms and classroom representative forms at the beginning of the school year and to compile the results (possibly an email database), and update on-going as needed
- c. To coordinate volunteers to assist with activities within the school as approved by the PTA board

#### Section 5. Programs

- a. To plan various programs within the school to include but not limited to: school wide assemblies, environmental, art, etc. as approved by the board
- b. Programs Chairperson, shall recommend a Reflections Committee Lead to organize and run the Reflections program for the school

#### Rule 4. Teacher Liaison Vote

- a. This PTA feels the teacher representation is important. Therefore, request that there be 3 teachers to be recommended by the Principal to participate on the Fowler PTA executive board.

#### Rule 5. PTA Teacher/Staff Grants

Section A. A PTA Teacher/Staff committee will be appointed by the PTA president to select recipients of “mini-grant” funds as designated in the budget as part of the School donations. That committee will:

- a. Select recipients via annual submission process, and must be PTA member.
- b. As budget allows, determine the number of teachers/staff that will receive grant \$\$\$
- c. As budget allows, determine the dollar amount of each grant awarded as part of the annual budget for School Donations.

#### Rule 6. Emergency Voting

Section A 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 where the vote shall be ratified. All of these actions shall be recorded in the minutes.

## Procedures

### I. Signatures on Bank Account

First vice-president will be third signature on bank account and second vice-president will be fourth signature on bank account.

## II. Bank Reconciliations

The president and another member who is not a check signer, other than the treasurer or 1<sup>st</sup> Vice President, shall on a monthly basis review and approve the bank statements and other financial accounts.