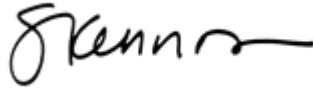


Standing Rules **Approved with Editorial Edits**
by Order of the Texas PTA Board of Directors



Texas PTA President
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**PLANO WEST SENIOR HIGH SCHOOL—WOLF DEN
PARENT TEACHER STUDENT ASSOCIATION
STANDING RULES**

Rule I. Provided the president is contacted prior to an executive board meeting and the executive board approves, a guest may be invited to present a report or a proposal for consideration by the executive board.

Rule II. Annual Meeting and Leadership Transition

- A. The president shall appoint a committee at the last membership meeting to approve the minutes of the last membership meeting of the school year.

Rule III. Authorization to expend PTSA funds shall be granted only upon approval by the executive board as follows:

- A. All expenditures shall be made on a tax-exempt basis, as tax will not be reimbursed to the purchaser.

Rule IV. Online Bank Statements

- A. Bank statements may be reviewed online, but bank statements must continue to be mailed to the PTSA's official mailing address for a non-signer to review before the treasurer receives the statement.

Rule V. E-Commerce Policy

A. Credit/Debit Cards

- 1. The PTSA as an entity shall not apply or use credit or debit cards for purchases.

B. Online & Point of Sale Payment Collection Systems

- 1. The PTSA membership must approve the use of an online and/or point of sale payment collection system.
- 2. The payment collection system must be in the name of Plano West Senior High School – Wolf Den PTSA.
- 3. The payment collection system's statements must be clear with detailed and accessible information on a real-time basis. The PTSA must have immediate access to know who has paid, the purpose of the payments, and the expected cash transfer amount.
- 4. Associated fees are budgeted as an expense line item and are accounted for and reported in every financial report. The PTSA must check for these fees often to ensure that the financial statement is accurate and that the fees are correct.

5. All revenue is accounted for and reported in every financial report in the corresponding budgeted income category or categories.
6. Reconciliations must occur on a monthly basis. Whether a manual or automatic transfer to the PTSA bank account occurs, transfers should occur at least monthly and proper documentation is required as with a traditional bank deposit. For daily deposits, a weekly summary of the deposits may be documented on a single deposit form. The deposit form should have the online transaction confirmation attached and does not need counters' signatures as you are receiving a bulk deposit. The deposit form should include the amount of the deposit, which budget lines are impacted including the incurred fee budgeted expense. Alternatively, if fees are charged monthly, a funds request form should be used to document.
7. The payment collection system must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS).
8. For swiped transactions, the PTSA should research the payment collections system's policies on handling cards that do not read correctly. Card numbers are not written down for any reason. Only swiped transactions that are immediately authorized, via internet or phone access, are accepted. The PTSA does not swipe or store transactions for later settlement.
9. In the case of electronic payment disputes, the PTSA should research the payment collection system's policies on challenging a disputed payment. The PTSA confirms that only the PTSA Treasurer has access to issue a refund to the customer. Any challenge of payment must be responded to promptly and accurately. Confirming a refund requires the same approvals and documentation as required for a funds request form. The authorized refund is recorded in the check registry prior to withdrawal. If merchandise has not already been provided, goods and services are withheld until the dispute is cleared. If the dispute is not resolved favorably, the action is treated in the same manner as a non-sufficient funds check.

Rule VI. Reimbursement of approved expenditures should be handled as follows:

- A. Complete and submit a fund request form, along with original, itemized receipt(s) or invoice, to the treasurer within fourteen (14) days of expenditure;
- B. The treasurer will reimburse the purchaser by check for the approved amount.

Rule VII. Deposits of income shall be handled as follows:

- A. Complete and submit a deposit form, along with all monies (cash and checks), to the treasurer within two (2) working days;
- B. All monies shall be counted by two (2) unrelated persons and both shall sign the deposit form;
- C. Cash deposits are to be deposited in the bank by the treasurer on the day received or as soon as possible thereafter.

Rule VIII. Other Financial, Bonding, and Insurance:

- A. The first vice president shall be an additional authorized signer on the bank account(s).

1. In the event a designated signer is unable to serve due to employment or other reasons, the remaining vice presidents shall serve in their place as authorized signers in the designated order.
- B. The PTSA shall require two signatures on all checks.
- C. The PTSA shall have a carryover in the checking account of not less than \$15,000 at the end of the fiscal year.
- D. The following insurance shall be purchased annually by the PTSA:
 1. General liability insurance
 2. Accident medical
 3. Blanket bond/commercial crime
 4. Non-profit professional liability insurance

Rule IX. Leadership Training and Texas PTA LAUNCH (annual meeting):

- A. The PTSA shall pay the expenses of executive board members to the Texas PTA LAUNCH in the following order, as funds allow:
 1. President
 2. Treasurer
 3. 1st Vice President
 4. 2nd Vice President
 5. 3rd Vice President
 6. 4th Vice President
 7. Secretary
 8. Parliamentarian
- B. The PTSA shall limit event expenses (which must be preapproved by the executive board) to the following:
 1. Registration fee
 2. Hotel accommodations at published seminar double-occupancy rate
 3. Parking fees

Rule X. Additional Duties of Officers and their Respective Committees

A. Budget Committee

1. The Budget Committee will meet in the month prior to the first regular membership meeting and shall consist of the chair (treasurer), president (ex-officio), secretary, first vice president—aide to the president, programs, second vice president—volunteers, third vice president—membership, fourth vice president—ways & means, and parliamentarian;
2. The committee shall prepare the annual budget to be presented to the membership for adoption at the first regular membership meeting.

Rule XI. Standing committee chairs and their duties are as follows:

A. The Arts in Education Chair shall:

1. Schedule, plan, and coordinate the National PTA's annual Reflections program;
2. Submit advancing entries to Plano Council of PTAs.
3. Be supported by 3rd vice president - membership

B. The Website Chair shall:

1. Oversee the PTSA Weekly newsletter and any special edition email communications that originate from PTSA, school campus, campus booster clubs, feeder schools, Plano ISD Council of PTAs, Texas PTA, and National PTA.
2. Be supported by the president

C. The Copy Volunteer Chair shall:

1. Coordinate the volunteers for the copy room at Plano West Senior High School.
2. Be supported by the 2nd vice president - volunteers

D. The Environmental Chair shall:

1. Act as a resource for environmental education.
2. Be supported by 1st vice president - programs

E. The Luncheon Hospitality Chair shall:

1. Plan refreshments as determined by the executive board;
2. Work with the Senior Luncheon Committee, as needed, to support the Senior Luncheon;
3. Be supported by 2nd vice president - volunteers

F. The Teacher Appreciation Hospitality Chair shall:

1. Recognize the school staff on special days or weeks as appropriate.
2. Be supported by 2nd vice president – volunteers

G. Community Service Scholarship Chair shall:

1. Coordinate the selection process, notification of awarding, and the distribution of the community service scholarships;
2. Work with the treasurer to track and correctly distribute all monies for the scholarships as directed by the scholarship committee.

Rule XII. Special committee chairs and their duties are as follows:

A. Bylaws Review Committee

The president shall appoint a committee to perform a review of all bylaws and standing rules as necessary and present their recommendation to the executive board.

1.

B. Texas PTA Honorary Life Membership Selection Committee

1. The Third Vice President—Membership shall serve as the chair and shall appoint a committee of three (3) members to serve on this committee.

Rule XIII. Sub-Committees

A. Newsletter Chair

1. Oversee the newsletter with information that originates from PTSA, school campus, campus booster clubs, feeder schools, Plano ISD Council of PTAs, Texas PTA, and National PTA.

2. Shall report to and be supported by the Website Chair

B. Cultural Diversity Chair shall:

1. Support and encourage participation in Plano ISD activities that promote cultural diversity.
2. Report to and supported by 1st vice president - programs

C. The SAGE Chair (Special and Gifted Education) shall:

1. Support, educate, and communicate to parents, teachers and administrators about gifted and special education resources and programs.
2. Report to and supported by 1st vice president – programs

D. Casserole Day Committee:

1. Work closely with Hospitality Chair to coordinate Casserole Day event;
2. Be responsible for advertising for donations from parents and community members.
3. Schedule all volunteers needed to assist with this event.
4. Report to and supported by 2nd vice president – volunteers

E. Staff Birthday Treats

1. Work with the Plano West Office Manager to obtain a list of faculty birthdays;
2. Coordinate birthday treats to recognize staff birthdays each month.
Report to and supported by 2nd vice president – volunteers

F. Senior Luncheon Committee

1. Coordinate decorations, food, and volunteers for the Senior Lunch held in Spring;
2. Coordinate the awarding of the “Membership Continuity Award” prizes to the qualifying seniors who are bound for higher-education in the year immediately following their senior year and who have been two-year members of the Plano West Senior High School Wolf Den.
3. Report to and supported by 3rd vice president – membership

G. Senior Parking Committee

1. Coordinate the sale of senior parking spaces with Plano West Administration;
2. Oversee senior parking painting days.
3. Report to and supported by 3rd vice president – membership

H. The Activity Program Chair shall:

1. Work with the 4th vice president – ways and means to coordinate the solicitation of sponsorships in the activity program, collect monies due and turn over to the treasurer;
2. Be responsible for the layout of the activity program;
3. Coordinate the printing of the activity program.
4. Report to and supported by 4th vice president – ways and means

I. The West After-Prom Volunteers Chair shall:

1. Coordinate volunteers for selling tickets in advance of the event;
2. Coordinate volunteers for decorating, entertainment, food, and collecting tickets on the night of the event;
3. Help establish budget and theme.
4. Report to and supported by 4th vice president – ways and means

J. The West After-Prom Prizes Chair shall:

1. Coordinate fundraising, door prizes, and soliciting of donations;
2. Help establish budget and theme;
3. Coordinate the awarding of the ‘After-Prom Scholar Dollars’ prizes to the qualifying seniors who attend After-Prom, are bound for higher-education in the year immediately following their senior year, *and* who are present at the After-Prom event at the time of the awarding.
4. Report to and supported by 4th vice president – ways and means

K. Social Media Committee

1. Will be supported by the president to distribute information on social media sites originating from PTSA, school campus, campus booster clubs, feeder schools, Plano ISD Council of PTAs, Texas PTA, national PTA, and other applicable sources.

Rule XIV - Liaisons

A. The Jasper High School Liaison shall:

1. Be a representative from Jasper High School PTSA;
2. Serve as an information liaison between the Wolf Den and Jasper High School.
3. Report information to the secretary

B. The Shepton High School Liaison shall:

1. Be a representative from Shepton High School PTSA;
2. Serve as an information liaison between the Wolf Den and Shepton High School.
3. Report information to the secretary

Rule XV. Scholarship

- A. The official name of the scholarship shall be the Plano West Senior High School - Wolf Den PTSA Community Service Scholarship
- B. The purpose of the Plano West Senior High School - Wolf Den PTSA Community Service scholarship is to support the service-based, higher education goals of graduating Plano West Senior High School seniors.
- C. As budget allows, the current executive board will decide annually the quantity of one-time-bestowed, varying dollar amount scholarships to award to graduating seniors who will be enrolled full-time in an accredited college or university or a technical institute in the summer or fall semester immediately following applicant’s high school graduation.
- D. Scholarship information and the application process shall be publicized in the e-newsletters of pertinent Plano ISD feeder schools and PTAs.
- E. Community Service Scholarship recipients will be selected through an application process conducted by the Community Service Scholarship Committee.

- F. The funds granted will be paid directly to the institution at which the recipient is registered and are to be used for educational purposes, including books, tuition, and educational fees. Granted funds shall not be paid directly to the recipient.
- G. Each recipient has from the date of the awarding of the scholarship until the end of the current PTA fiscal year to request the awarded funds.
- H. Records Retention
 - 1. Adequate records and case histories must be maintained per the records retention policy
 - 2. Records must include:
 - a. Name and address of recipient
 - b. The amount and purpose of the scholarship
 - c. The manner in which the recipient was chosen and any relationship, if any, between the recipient and executive board members or scholarship committee members.
- I. No person appointed to the Community Service Scholarship Selection Committee may be an immediate family member or relative of a Plano ISD graduating senior. This and any other potential conflicts of interest must be declared by prospective appointees. No one, including the PTSA President, may serve on this committee if consideration of any of the applications would result in a potential conflict of interest for him/her.
- J. Community Service Scholarship Selection Committee members must sign and adhere to a Conflict of Interest Form and a Confidentiality Form.
- K. The Community Service Scholarship Chair shall ensure that applicant names and other identifying information are removed from each application prior to providing the qualified applications to the Community Service Scholarship Selection Committee.
- L. The Community Service Scholarship Selection Committee shall notify the recipient(s) via email. The recipient(s) will be provided a certificate; a Publicity Release form; and an instruction letter and form on which to designate the educational institution to which the scholarship money is to be paid.
- M. Neither the names nor any personal information about the applicants may be released without their permission via the Publicity Release form.
- N. Eligible applicants for the Community Service Scholarship must meet all of the requirements specified on the application form.
- O. Scholarship applicants may be related to Plano West Senior High School—Wolf Den PTSA executive board members and/or substantial contributors to the PTSA, however such executive board members or contributors must not be on the selection committee and must not exercise any influence on the scholarship selection process.