



Proposed Bylaw & Standing Rules Changes

2024

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Fowler PTA

Bylaws

CHANGES TO ARTICLE VII
Membership and Dues
Section 2. Dues

Current Bylaws as written

Section 2. Dues.

- A. This PTA shall remit a membership roster along with the national and state dues to Texas PTA for each of its members.
- B. Annual dues for each member shall be the sum of national dues plus state dues plus the local dues amount of \$5.50 (individual); \$11.50 (two members same household); \$1.50 (staff).

Proposed Changes to Bylaws

Section 2. Dues.

- A. This PTA shall remit a membership roster along with the national and state dues to Texas PTA for each of its members.
- B. Annual dues for each member shall be the sum of national dues plus state dues plus the local dues amount of ~~\$5.50~~ **\$7.00** (individual); ~~\$11.50~~ **\$13.00** (two members same household); ~~\$1.50~~ **\$1.00** (staff).

Texas PTA passed a dues increase of \$0.50 this summer. We have adjusted Fowler PTA dues to have amounts that benefit the Fowler Community

Dues reflected to the Fowler Community will be:

- \$12.00 for Individual
- \$23.00 for Family (2 people)
- \$6.00 for Staff

Standing Rules

**CHANGES TO DUTIES OF OFFICER
POSITIONS
(SECTION II)**

Current Standing Rules as written

Rule 2. Duties of Officer Positions in Addition to the Bylaws:

B. Second Vice President/Ways and Means

- a. Coordinate with the executive board to supervise all fundraising activities the PTA
- b. Develop fundraising ideas to be pursued by the PTA.
- c. Work with President and Treasurer to ensure the requirements of the Fowler Middle School Scholarship fund is met each year which is a percentage of fundraising profit.
- d. All fundraisers are to be approved by the executive board

Proposed Changes to Standing Rules

Rule 2. Duties of Officer Positions in Addition to the Bylaws:

B. Second Vice President/Ways and Means

- a. Coordinate with the executive board to supervise all fundraising activities the PTA
- b. Develop fundraising ideas to be pursued by the PTA.
- c. Work with President and Treasurer to ensure the requirements of the Fowler Middle School Scholarship fund is met each year which is a percentage of fundraising profit.
- d. All fundraisers are to be approved by the executive board
- e. Will oversee a committee appointed by the board to manage any concession needs and oversee the operating guide for concessions

Current Standing Rules as written

Rule 2. Duties of Officer Positions in Addition to the Bylaws:

C. Treasurer

- a. Ensure that payment is made to the Frisco Education Foundation to fund Fowler Alumni Scholarship(s). Payment is due each May 1st .
- b. Ensure that payment is made to AIM (insurance) on time each year. Payment should be made at least one month in advance to the renewal date of October 12 each year.
- c. Lead the budget committee which consists of two additional members to be appointed by the president. The committee shall recommend amendments to the budget based on POW's and submit these amendments to the executive Board.
- d. The treasurer shall present the amended budget to the membership for approval at the first membership meeting of the year, held in September and whenever amendments are needed

Proposed Changes to Standing Rules

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- b. Ensure that payment is made to AIM (insurance) on time each year. Payment should be made at least one month in advance to the renewal date of October 12 each year.
- c. Lead the budget committee which consists of two additional members to be appointed by the president. The committee shall recommend amendments to the budget based on POW's and submit these amendments to the executive Board.
- d. The treasurer shall present the amended budget to the membership for approval at the first membership meeting of the year, held in September and whenever amendments are needed
- e. Treasurer will oversee supplies, including payment methods, needed for concessions.

CHANGES TO FOWLER SCHOOL GRANTS (SECTION V)

Current Standing Rules as written

Rule 5. Fowler School Grants

A School Grant committee will be appointed by the PTA President to select recipients of “mini-grants” as designated in the budget The committee will select recipients via annual submission process and must have at least 2 PTA members and the principal.

As budget allows, determine the dollar amount of each grant awarded as part of the annual budget.

Proposed Changes to Standing Rules

Rule 5. Fowler School Grants

- A. A School Grant committee will be appointed by the PTA President to select recipients of “mini-grants” as designated in the budget The committee will select recipients via annual submission process and must have at least 2 PTA members and the principal.
- B. As budget allows, determine the dollar amount of each grant awarded as part of the annual budget.
- C. If sales tax cannot be waived in purchasing during grant fulfillment, then sales tax will be reimbursed.

CHANGES TO WIRE TRANSFERS AND CASH WITHDRAWALS (SECTION VIII)

Current Standing Rules as written

Rule 9. Wire Transfers and Cash Withdrawals

- A. No Wire Transfers are allowed at any time.
- B. No cash withdrawals are allowed at any time

Proposed Changes to Standing Rules

Rule 9. Wire Transfers and Cash Withdrawals

- A. No Wire Transfers are allowed at any time.
- B. ~~No cash withdrawals are allowed at any time~~
Cash withdrawals will only be permitted for events where change is needed. The withdraw must be completed by two PTA members with proper documentation not to exceed \$200

CHANGES TO BANK RECONCILIATIONS (SECTION X)

Current Standing Rules as written

Rule 10. Bank Reconciliations

The president and another member, other than the treasurer or first vice president, shall review and approve the bank statements and other financial accounts monthly. President appoints the person to open and review the bank statement that is not a signer on the account

Proposed Changes to Standing Rules

Rule 10. Bank Reconciliations

- A. The president and another member, other than the treasurer or first vice president, shall review and approve the bank statements and other financial accounts monthly. President appoints the person to open and review the bank statement that is not a signer on the account
- B. The Fowler PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within forty-five (45) days of the event or within three (3) days of the end of the school year, whichever comes first.

ADDITION OF ECOMMERCE (SECTION XV)

Current Standing Rules as written

No current policy

Proposed Changes to Standing Rules

Rule 15

E-commerce

A. Recurring Payments for PTA expenses may be set up to be deducted directly from the bank account. At the first delegate meeting of the year, a motion is made to approve the recurring payment to the specific vendor.

B. Online & Point of Sale Payment Collection Systems

1. The membership voting body must approve the use of an online and/or point of sale payment collection system.

2. The payment collection system must be in the Fowler PTA's name.

3. The payment collection system's statements must be clear with detailed and accessible information on a real-time basis. The Fowler PTA 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 Fowler PTA 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 Fowler PTA 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).