

STANDING RULES*

FOR THE WOODLANDS COLLEGE PARK HIGH SCHOOL PTA

ARTICLE I: DUTIES OF OFFICERS AND COMMITTEE CHAIRS

Section 1. Procedure Books

All officers and committee chairs shall maintain a procedure book, to include a plan of work and an end-of-year report. This book, with all other official material, shall be given to their successor, or the president, no later than July 15 of the current year.

Section 2. Officers

- a. The president shall be in charge of communication.
 1. Electronic mail and the TWCP PTA website shall serve as vehicles for parent education and school information.
 2. Information shall be mailed electronically as needed during regular school session to parents of students, faculty and dues paying members in good standing and submitted weekly to the school newsletter.
 3. The president shall have the authority to edit information for content and brevity, preserving the essential information submitted, so as to fit as much information as possible into the electronic mail and on the website.
 4. The president shall electronically mail and post to the website additional announcements and information as needed.
- b. The president or an executive board member appointed by the president shall:
 1. keep the names, addresses and telephone numbers of the members of the executive board and give them reminders of regular executive board meetings; and
 2. send invitations to TWCP PTA functions to past presidents, honorary life members and others as authorized by the president or the executive board.
- c. The first vice president shall be responsible for securing the past president pin and shall present the pin to the outgoing president at the Installation Ceremony at the May general meeting.
- d. The second vice president shall promote membership in the PTA, shall prepare membership forms for summer mail-out, be present or have a representative present at all orientations and information nights with membership forms, collect dues and submit to the treasurer, and comply with Texas PTA deadlines for submission of dues.
- e. The recording secretary shall:
 1. be responsible for securing the resolution form, and signature cards from the bank for the newly elected officers after the final audit is conducted.
 2. keep minutes in the permanent secretary book and distribute copies to each of the executive board members.
- f. The treasurer shall:
 1. not issue blank checks;
 2. not make a reimbursement without properly substantiated vouchers;
 3. not accept receipts containing purchases for items other than items for PTA use;

4. not issue checks for donations to the school without a completed and signed donation form;
5. not reimburse sales tax unless place of purchase requires paid membership in order to recognize the tax exempt status of TWCP PTA;
6. present a written budget comparison to the executive board and regular membership at each meeting; and
7. shall summarize the state sales tax return information for the period of January 1 through end of fiscal year time period of the calendar year and provide it to the incoming treasurer.
8. prepare the IRS Form 990 or 990 EZ with appropriate schedules for submission to the IRS by the date required by law.

Section 3. Standing Committee Chairman

- a. Cultural Arts shall be responsible for promoting the National PTA Reflections contest, receiving entries, arranging for judging and forwarding the local unit winners to the Area 11 PTA by the deadline date, and host a recognition ceremony for school participants.
- b. Book Room shall be responsible for securing volunteer to work in the school book room during all orientations for textbook distribution, at the end of the year for textbook collection, and during the school year as needed by the Book Room staff.
- c. Campus Enhancement shall work with the principal and school staff on projects approved by the Executive Board for campus beautification.
- d. Directory shall be responsible for obtaining sponsorships and compiling information for the annual campus directory.
- e. Finance shall be responsible for reviewing the proposed budget amendments and finances of the PTA.
- f. Hospitality shall be responsible for providing refreshments for regular meetings, the Junior Ring Ceremony, the Senior Lighting Ceremony, and additional functions as requested by the president and approved by the Executive Board.
- g. Junior Class Representatives shall work with the Junior Class faculty representative to coordinate activities for the Junior Class.
- h. Legislative shall keep membership aware of pending local and state legislative action and involve membership in the legislative process.
- i. New Family Orientation shall host a coffee within two months of the beginning of the school year for parents of students new to the district, provide information concerning PTA membership, and provide school district and community information in the form of a packet.
- j. Publicity shall be responsible for providing TWCP PTA information to local area media and publications.
- k. Senior Class Representative shall work with the Senior Class faculty representative to coordinate activities for the Senior Class.
- l. Site Base representative shall attend all the school Site Base committee meetings as a representative of the TWCP PTA and report on committee business to the TWCP PTA executive board.
- m. Special Projects shall be responsible for accepting written requests from TWCP faculty and staff for projects that benefit and enhance the education of the students and the school.

- n. Staff Appreciation shall be responsible for providing a welcome back breakfast in August, a Thanksgiving luncheon in November, and a lunch in May. Other activities may be added as funds permit and at the request of the president/executive board.
- o. Sword of Success/Awards shall be responsible for promoting the Sword of Success program at TWCP, receiving nominations, printing award certificates, obtaining award pins, and hosting award ceremonies for recipients in the months of September, October, November, December, January, February, March, April, and May.
 - 1. PTA shall be financially responsible for up to fifty (50) students per awards ceremony.
 - 2. No student shall receive this award more than once per school year.
- p. Volunteer Coordinator shall be responsible for scheduling volunteers to assist at either school or PTA sponsored events as requested by the president, principal or school staff.
- q. Webmaster shall be responsible for maintaining The Woodlands College Park PTA website.

ARTICLE II: SPECIAL COMMITTEE GUIDELINES

Section 1. Audit Committee

The Audit committee formed according to the bylaws shall meet within thirty (30) days of the end of the fiscal year, to prepare a final report to be presented at the first regular meeting of the new fiscal year.

Section 2. Budget Committee

- a. The outgoing treasurer shall be chairman of this committee. This committee shall consist of at least five (5) people, including the outgoing president, incoming president, incoming treasurer, and if necessary to meet committee membership requirements of five (5) members, the outgoing 3rd vice president, incoming 3rd vice president, and additional executive officers. This committee shall prepare an annual budget to be presented to the executive board in April. Upon approval by the board, the budget shall be presented to the regular membership for its adoption at the annual meeting.
- b. TWCP PTA shall budget a minimum of six thousand, five hundred dollars (6,500.00) as the balance to be carried forward for the beginning of each fiscal year, of which one thousand, five hundred dollars (1,500.00) is to be placed in reserve for the organization insurance deductible and five thousand dollars (5,000.00) is the balance available for use.
- c. All checks returned to the TWCP PTA for insufficient funds will be assessed the corresponding bank fee when resubmitting payment. For checks not clearing, payment will be made in the form of cash or money order.

Section 3. Bylaws Committee

A Bylaws committee shall be formed by the president at either an executive board or regular meeting. The parliamentarian shall be the chairman of this committee. It shall consist of the parliamentarian and at least two (2) additional members appointed by the president. Bylaws and standing rules shall be reviewed and revised as needed or every five years, whichever comes first.

Section 4. Finance Committee

The duties of the Finance Committee will include, but may not be limited to, working with the Budget Committee to prepare and recommend to the Board the PTA's operating, capital, and long-range budgets, and developing and recommending to the Board the PTA's broad financial policies.

- a. The treasurer shall be the chairman of this committee. This committee shall consist of at least three (3) members, including the treasurer, with the additional members appointed by the president at the first executive board meeting.
- b. Additional members shall not have signature authority on PTA accounts

Section 5. Honorary Life Membership/Extended Service Committee

The committee shall consist of at least three (3) members, appointed by the president at the February executive board meeting. One of those individuals will be chairman of the committee, to be appointed by the president. Committee members will accept nominations for Honorary Life Membership and Extended Service, will interview nominees, determine who is to be honored, obtain the appropriate awards from Texas PTA, and present these awards at the annual meeting in May. If it is determined by the committee that there are no acceptable nominees in a given year, this award shall not be presented.

Section 6. Recognition Awards Committee

- c. The president shall be the chairman of this committee. This committee shall consist of the president and at least two (2) additional executive committee members appointed by the president at the February executive board meeting.
- d. Committee members will accept nominations for:
 1. Excellence in Service-the PTA member who has gone above and beyond their responsibilities;
 2. Cavalier Service Award-the PTA member that works to promote College Park Pride and Spirit among our students and/or faculty & staff;
 3. Excellence in Community Outreach Award-the PTA member that promotes our school, students, faculty & staff and PTA in the community;
 4. Rookie of the Year Award-the PTA member who did an outstanding job holding their first position;
 5. Sponsor of the Year Award-the business community member that showed outstanding support of the PTA
 6. Silver Sword Awards-the TWCP faculty or staff member, who is a member of PTA, and who promotes and supports the PTA to an outstand level; and
 7. President's Award-the PTA member who promotes and supports the PTA in all aspects of making out PTA and school better.
- e. Award recipients will receive a plaque acknowledging their award from the TWCP PTA at the May general meeting as funds permit.

Section 7. Special Projects Committee

It must be understood that the primary purpose of PTA funds is to sponsor PTA programs and activities. Any of the remaining funds may be spent on purchases for the educational enrichment and benefit of the children or school, with the approval of the regular membership.

Special Projects shall work with the TWCP principal and faculty to determine special needs within the school, report to the executive board about expressed needs, prepare and present a budget for funding of the needs to the general body for approval, and aid TWCP faculty in securing approved projects.

- a. The special projects committee shall be composed of an odd number of at least three (3) members and formed at the January executive board meeting. Only executive board members shall serve on this committee. The treasurer shall sit on this committee.
- b. The special projects committee will consult with the principal, teachers, other staff, and the membership before making recommendations.
- c. The special projects committee will present to the executive board for their consideration a list of specific items and their prices.
- d. Special projects recommendations will be presented to the association for approval by the March regular meeting and funds will be allocated immediately thereafter.
- e. Any additional funds for special projects shall be allocated by the annual meeting in May.
- f. Monies awarded by this committee shall be spent or returned to the TWCP PTA by June 30 of the school year in which the monies were granted.

ARTICLE III: LEADERSHIP

Section 1. National Convention

Registration may be paid for the president or his/her alternate, as funds permit.

Section 2. Summer Seminar/State Convention

Funds will be budgeted for registration, lodging based on double occupancy and the Texas PTA hotel rate, mileage as determined by the IRS standard mileage rate in effect at time of travel and meals not to exceed thirty dollars (30.00) per day for up to four (4) members (others as funds permit) to attend Summer Leadership Seminar and the Texas PTA Annual Convention. Priority shall be given to the president, treasurer, secretary, first vice president and second vice president for Summer Leadership Seminar. Priority shall be given to the president, legislative chairman and first vice president for the Texas PTA Annual Convention.

Section 3. Leader Orientation Training

Funds shall be provided for any officers and standing committee chairmen that are required to take the Texas PTA Leader Orientation Training course by virtue of their position.

ARTICLE IV: FINANCIAL

Section 1. Installation Ceremony

This association shall pay for the annual Installation Ceremony and associated awards presented to members as funds permit.

ARTICLE V: MISCELLANEOUS

Section 1. Approvals

All programs and communications sponsored by the PTA must have the approval of both PTA president and the principal.

Section 2. Expenditures

- a. Condolences and congratulatory remembrances shall be in the form of cards.
- b. Personal thanks given by elected and appointed officers and chairmen are not reimbursable by the PTA.

Section 3. Term Limits

Chairmen of special committees shall serve no more than two consecutive one-year (1) terms.

Section 4. Records Retention.

All records of this organization shall be kept in compliance with the recommendations of the National PTA, the Texas PTA, and the adopted Records and Retention Policy of The Woodlands College Park PTA. The secretary of this PTA shall maintain the Records and Retention Policy document.

* Standing Rules may be suspended at any time with a majority vote at any regular membership meeting, with the duration of suspension to be specified, not to exceed the length of the fiscal year.