

1 **Charlotte A. Cox Elementary**

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2 **PARENT TEACHER ASSOCIATION**

3 **STANDING RULES**

4

5 **Objective**

6 These Standing Rules were established to help record and detail procedures, working practices and  
7 commitments that are not specifically addressed in the bylaws of Charlotte A. Cox Elementary School  
8 PTA. They do not supersede the bylaws.

9

10 **I. Officer Duties**

11 Duties of the executive board officers are outlined in the bylaws. However, specific details of some  
12 positions are outlined below.

- 13
- 14 1) First Vice-President – With regard to the role of Chairperson of the Parent Education Committee, the  
15 First Vice-President shall:
- 16 a) Recruit committee members to assist with goals and programs, as necessary;
  - 17 b) Seek information and assistance from the Council PTA chairman;
  - 18 c) Choose program topics concerned with school and community needs;
  - 19 d) Prepare and present parent education and programming workshop(s);
  - 20 e) Write articles for the local newsletter and Web site, when requested by the President;
  - 21 f) Keep a procedure book to be passed on to the next chairman, including recommendations for the  
22 next year; and
  - 23 g) Apply for the Texas PTA Parent Education/Programming Award for Local PTAs, as appropriate.
  - 24 h) Perform other duties deemed appropriate by the executive board.
- 25
- 26 2) Second Vice-President - As Chairperson of the Fundraising and Spirit Night committees, the Second  
27 Vice-President shall:
- 28 a) Recruit members to serve on said committee(s), as necessary;
  - 29 b) Negotiate with area restaurants to secure specific dates wherein Cox PTA will receive a portion  
30 of the proceeds from said night's sales, based on approval from the executive board;
  - 31 c) Advertise approved Spirit Nights via student stickers, campus signage, E-blasts and PTA website;
  - 32 d) Present to the executive board a summary of no less than four fundraising options prior to the first  
33 executive board meeting of the school year;
  - 34 e) NOT commit to any fundraisers without the express consent of the general membership and  
35 executive board. Pursuant to the bylaws of this PTA, all contracts must be signed by the PTA  
36 President.
  - 37 f) Maintain records of all communications and contact information for Spirit Nights and fundraising  
38 efforts to be passed on to their successor at the conclusion of their term of office.
- 39
- 40 3) Third Vice-President shall:
- 41 a) Present a membership campaign for approval by the executive board for the coming year and set  
42 membership goals;
  - 43 b) Ensure completion and submission of membership list and dues report to Texas PTA by October  
44 15;
  - 45 c) Coordinate the implementation of a membership campaign;
  - 46 d) Provide the secretary with an updated membership list for each regular meeting;
  - 47 e) Apply for membership awards from Texas PTA; and
  - 48 f) Chair the Life Membership committee.

1 **II. Other Board Positions**

- 2 1) Council PTA delegates - Two (2) delegates shall be appointed by the president, subject to the  
3 approval of the executive board. The delegates shall:  
4 a) Attend all Council PTA regular meetings or see that a duly appointed alternate is able to attend;  
5 b) Attend all meetings of this Local PTA;  
6 c) Participate fully in Council PTA discussions and deliberations;  
7 d) Report announcements, important actions and the Council PTA program to this Local PTA  
8 membership and executive board;  
9 e) Seek information or approval from the membership on matters referred to this Local PTA for  
10 such approval or information; and  
11 f) Report and/or vote as directed of the membership at the Council PTA meeting.  
12
- 13 2) Teacher liaison – A teacher liaison shall be appointed by the principal. The teacher liaison shall:  
14 a) Be responsible for attending executive board and regular meetings;  
15 b) Serve as a communication link between faculty, staff and PTA; and  
16 c) Solicit staff input when requested.  
17

18 **III. Standing Committees**

19 The Standing Committees of this Local PTA shall include, but not be limited to:

- 20 1) Clothes Closet – This committee shall be composed of a chairman and at least two (2) committee  
21 members. Specific duties of the Clothes Closet chairperson are outlined by the LISD Council PTA.  
22
- 23 2) Hospitality - This committee shall be composed of a chairman and at least two (2) members. The  
24 chairperson of this committee shall be appointed by the president, subject to the approval of the  
25 executive board. The Hospitality committee shall be responsible for:  
26 a) Hosting at all meetings by creating a friendly welcoming atmosphere  
27 b) Providing Back to School and Teacher Appreciation events for the faculty and staff, which  
28 include:  
29 i) Coordinating food item donations either through the Baker’s Dozen members or other  
30 donors;  
31 ii) Securing volunteers to serve; and  
32 iii) Reserving school location for the events.  
33 iv) Securing refreshments for PTA programs and “Open Houses,” when requested by the  
34 President and submitting all receipts for reimbursement to the treasurer.  
35
- 36 3) Box Tops for Education (BTFE) - The chairperson of this committee shall be appointed by the  
37 president, subject to the approval of the executive board. The Box Tops chairperson shall be  
38 responsible for:  
39 a) Communicating details of the BTFE program to parents and students via newsletter and website;  
40 b) Collect, count and monitor the number of box tops received per class;  
41 c) Announce winners of Box Tops collection contest and arrange for classroom incentive (e.g., pizza  
42 party);  
43 d) Submit box tops to Box Tops for Education for redemption no less than two times per year;  
44 e) Perform other duties as deemed appropriate by the executive board.  
45

46 **IV. Special Committees**

- 47 1. Special committees can be created as needed by the PTA executive board.  
48 2. Special committees are formed for a specific purpose or event and dissolve at the conclusion  
49 of said purpose or event.  
50 3. Chairmen of special committees are not voting members of the PTA board.

1           4. The chairmen oversee the work of the special committees and delegate tasks among committee  
2 members.

3           5. The special committee chairmen report committee progress to the PTA board via the President  
4 or attendance at PTA board meetings, when invited.

5  
6 Special committees shall include, but not be limited to the following:

7 1) Carnival - This committee shall be composed of a chairman and a minimum of five (5) members who  
8 will serve on the following subcommittees:

9       a) Booths: Chairperson of this subcommittee shall:

10       i) Recommend specific booths/attractions to be included at carnival

11       ii) Order prizes for each booth

12       iii) Determine supplies, if any, needed for booth and purchase said supplies

13       iv) Provide map (including rain plan) of carnival attractions to communications chair;

14       v) Work closely with volunteer coordinator to ensure each booth is manned appropriately with  
15 volunteers;

16       vi) Monitor booths during carnival to restock prizes/supplies as needed;

17       vii) Perform any other duties that the Carnival Chairperson may deem appropriate.

18       b) Donations - Donations chairperson shall:

19       i) Draft donation letter to be given to businesses;

20       ii) Coordinate and train, as necessary, volunteers on donations committee to secure donations for  
21 silent auction and carnival;

22       iii) Maintain master donations spreadsheet to track donations;

23       iv) Keep all donations until day before auction;

24       c) Communications – Communications chairperson shall:

25       i) Prepare and distribute all flyers relating to carnival, both internal (to Cox students/parents)  
26 and external (businesses within the community);

27       ii) Post relevant information on website;

28       iii) Secure free advertising of event via local radio and/or television stations;

29       d) T-shirts and ticket sales

30       i) Select and present t-shirt graphic design to committee;

31       ii) Secure bids from no less than two (2) vendors for t-shirts;

32       iii) Coordinate volunteers to man ticket sales before and after school the week prior to carnival;

33       iv) Maintain accurate spreadsheet of all t-shirt sales and ticket sales.

34       e) Concessions

35       i) Establish concessions menu;

36       ii) Secure donations from vendors;

37       iii) Arrange for purchase of all necessary items for concession sales;

38       iv) Coordinate volunteers (fifth grade students and their parents) to staff concession stations; and

39       v) Maintain accurate inventory of drink donations from students the week prior to carnival and  
40 supplement with purchases, as necessary

41  
42 2) Book Fair – The chairperson shall be appointed by the president, subject to the approval of the  
43 executive board. The Book Fair chairperson shall:

44       a) Consult with the principal, librarian and president to secure date of the Scholastic Book Fair;

45       b) Be the main contact between the PTA and Scholastic Book Fair representatives;

46       c) Establish theme for book fair;

47       d) Secure training materials from Scholastic and ensure familiarity with the necessary procedures;

48       e) Recruit and train volunteers for book fair with the assistance of the volunteer coordinator;

49       f) Make daily deposits (following PTA money protocol) of book fair proceeds into PTA safe;

50       g) Monitor inventory of books during the book fair and place replacement orders, as necessary;

51       h) Host teacher preview event.

- 1 3) Reflections: The chairperson shall be appointed by the president, subject to the approval of the  
2 executive board. The Reflections chairperson shall:  
3 a) Review Reflections guidelines and rules at [www.txpta.org](http://www.txpta.org).  
4 b) Advertise Reflections theme, categories and deadline no less than six weeks in advance by  
5 utilizing Cox PTA website, newsletters and e-blasts.  
6 c) Collect entries and verify eligibility of each participant/entry.  
7 d) Arrange for judging committee in accordance with state/national guidelines.  
8 e) Order award medals, ribbons and certificates from state PTA.  
9 f) Arrange, advertise, invite participants, and host local (Cox) awards ceremony.  
10 g) Submit winning entries eligible for district advancement in a timely fashion.  
11 h) Publish Reflections results on Cox PTA website and newsletter.  
12 i) Monitor results of Cox student entries at the Council, State and National levels.  
13 j) Facilitate return of student entries, when allowed.

14  
15 **Volunteer Coordinator/Room Representative Coordinator** – Although not a member of the executive  
16 board, nor governed by Cox PTA, the Volunteer Coordinator shall be allowed to attend meetings to help  
17 secure volunteers for various PTA functions at the request of board members and/or committee chairs.  
18

#### 19 **V. Minutes**

- 20 1) The president shall appoint a committee of three (3) members who were in attendance at the  
21 previous executive board meeting to approve the minutes of said previous board meeting.  
22 2) The president shall appoint a committee of three (3) members who were in attendance at the  
23 previous regular meeting to approve the minutes of said previous regular meeting.  
24

#### 25 **VI. Training Expenses**

- 26 1) This Local PTA shall pay the expenses of the newly-elected officers to attend the required  
27 Leadership Orientation Training (LOT).  
28 2) This Local PTA shall pay the expenses of specific board members (in the following order) to  
29 attend training at the Summer Leadership Seminar (SLS) in Austin, as funds allow:  
30  
31 a) President  
32 b) First Vice-President  
33 c) Second Vice-President  
34 d) Third Vice-President  
35 e) Treasurer  
36 f) Secretary  
37 g) Parliamentarian  
38 h) Historian  
39  
40 3) This Local PTA shall limit event expenses to the following:  
41 a) Early Bird registration fees. If a board member fails to register in a timely fashion, the  
42 difference between the early bird and regular or late registration shall be the responsibility of the  
43 board member.  
44 b) Reasonable and customary parking fees.  
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46

1 **VII. Financial Matters**

- 2 1) A board member who is NOT an authorized signer on the bank account, shall be appointed to review  
3 the monthly bank statements. After said review, the designated board member shall initial the  
4 statement and forward to the treasurer for reconciliation.
- 5 2) All money shall be counted by two (2) persons at the same time who were designated by the president  
6 or treasurer, and both counters shall sign a completed Itemized Receipt Form. The money shall then  
7 be given to the treasurer, who shall also count and sign the Itemized Receipt Form.
- 8 3) Any check made payable to this Local PTA that is returned as non-sufficient funds (NSF) will be re-  
9 deposited two (2) times. Any charges incurred by the PTA because of the NSF shall be charged to  
10 the check writer. This Local PTA reserves the right to refuse subsequent checks from the check writer  
11 and require either cash or money orders for payment.
- 12 4) This Local PTA shall not use credit or debit cards.
- 13 5) This Local PTA shall reimburse allowable, budgeted expenses to members who submit receipts with  
14 proper documentation to the treasurer within thirty (30) days of the event or within three (3) days of  
15 the end of the school year, whichever comes first.
- 16 6) This Local PTA shall not reimburse sales tax unless the executive board gives prior approval to the  
17 exception. Any member making purchases on behalf of or for this Local PTA shall utilize the tax  
18 exempt form.
- 19 7) This Local PTA shall require a written contract with any business/vendor when purchasing non-  
20 refundable merchandise or when making significant expenditures for service.
- 21 8) The executive board shall submit a budget for the next fiscal year at the annual meeting for approval  
22 by the membership.
- 23 9) This Local PTA shall have a carryover in the checking account of not less than eight thousand dollars  
24 (\$8,000.00) at the end of the fiscal year, the primary purpose of which is to cover start-up expenses  
25 related to the fall carnival of the coming school year.

26  
27 **VIII. Bonding and Insurance**

28 The following insurance shall be purchased annually by this Local PTA:

- 29 a) General liability insurance – \$1,000,000 per occurrence  
30 b) General aggregate - \$2,000,000  
31 c) Personal & advertising - \$1,000,000  
32 d) Fire damage - \$50,000  
33 e) Medical - \$50,000  
34 f) Property - \$10,000  
35 g) Officers’ liability - \$1,000,000  
36

37 **IX. Life Membership**

38 Each year, the executive board may select two (2) individuals for recognition by awarding one (1) Texas  
39 PTA Honorary Life Membership and one (1) Texas PTA Extended Service Award, as the budget allows.  
40 Nominations may be made by any member in good standing and shall be voted on by the executive board.  
41

42 **X. Births & Deaths**

43 Congratulations and condolences expressed by this Local PTA as the result of births and/or deaths  
44 amongst the Cox PTA faculty, staff and volunteers shall be in the form of greeting cards. If the executive  
45 board wishes to extend a gift, this must be funded by the personal finances of the board members and not  
46 the funds of this Local PTA.  
47

48 **XI. Contributions to New PTAs**

49 This Local PTA shall be authorized to make a one-time donation to new PTAs within the Leander  
50 Independent School District, at the request of said PTA, in an amount not to exceed one-hundred dollars  
51 (\$100.00). When a request is received by the executive board, the matter will be presented to the general

1 membership at a regular meeting. The exact amount of the donation shall be voted on by the general  
2 membership.

3

4 **XII. Volunteer of the Year Award**

5 At the conclusion of each school year, one individual shall be honored by receiving the Roxanne Adams  
6 Outstanding Volunteer Award. Nominations shall be accepted through March 31<sup>st</sup> from any PTA  
7 member in good standing and final selection shall be made by the executive board . The outstanding  
8 volunteer shall be honored at the end of the school year with a plaque or similar award, not to exceed a  
9 cost of seventy-five dollars (\$75.00).

10

11 **XIII. Awards**

- 12 1) Awards recognizing Cox PTA as a whole shall be the property of this Local PTA and not individuals.  
13 2) Awards recognizing individual members (e.g., outstanding volunteer) shall be retained by the  
14 recipient.