

- ☐ Approved as Submitted
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River Ridge Elementary PTA
12900 Tierra Grande Trail
Austin, Texas 78732
Local PTA # 2226285
Leander ISD Council of PTA's

PARENT TEACHER ASSOCIATION
STANDING RULES

Article I. Meetings & Reports

- A. Should a board member need to miss a board meeting he/she shall inform the president at least 24 hours prior to meeting.
- B. Each officer and chairman/coordinator shall prepare a [procedure](#) book with his/her plan of work. This book, with all other materials, shall be given to the new incoming officer or chairman within 1 week of the end of the school year.

Article II. Training Expenses

- A. This River Ridge PTA shall pay the expenses of the newly elected officers to attend the Council and Area PTA training, if applicable.
- B. This River Ridge PTA shall pay the expenses of the PTA Board Members to attend the Annual Convention and Leadership Seminar in the following order, as funds allow:
1. President
 2. First Vice President
 3. Second Vice President
 4. Third Vice President
 5. Fourth Vice President
 6. Secretary
 7. Treasurer
 8. Parliamentarian
- C. This River Ridge PTA shall limit the expenses to the following:
1. Early Bird registration fee only
 2. Housing Fee
 3. Meals – not to exceed \$50.00 per person per day.
 4. Alcohol purchases shall not be reimbursed
 5. Parking fees; twenty dollars per day

Article III. Financial

- A. The President shall appoint additional signer(s) for the PTA accounts with executive board approval.
- B. The Treasurer and President shall be a signer on the bank account(s).
- C. All money shall be counted by at least two (2) persons at the same time, and all counters shall sign a completed Itemized Receipt Form. The money shall then be given to the

treasurer, who shall also count and sign the Itemized Receipt Form. All signers of the form shall retain a copy of this form.

- D. The Treasurer is the only board member authorized to deposit money into bank account(s).
- E. All disbursements must be made by check with two signatures. No cash withdrawals should be made.
- F. Declare tax-free days in meeting minutes prior to event occurring.
- G. When paying for food deliveries, a reimbursed amount of no more than (15) percent [tip](#) shall be paid.
- H. Any check made payable to River Ridge PTA that is returned, as NSF will not be re-deposited. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer.
- I. All check request forms require a Vice-President or President signature.
- J. River Ridge PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within thirty (30) days of the event or within three (3) days of the end of the school year, whichever comes first.
- K. River Ridge shall not reimburse sales tax unless the executive board gives prior approval to the exception. Any member making purchases on behalf of or for River Ridge PTA shall utilize the tax-free form.
- L. River Ridge PTA shall obtain at least three (3) bids when making a purchase over one (1) thousand dollars. Unless the item is a specialty item and there is but one vendor for the item.
- M. River Ridge PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making expenditures for service.
- N. The executive board shall submit a budget for the next fiscal year at the last annual meeting for approval by the membership.
- O. River Ridge PTA shall have a carryover in the checking account of not less than \$15,000 at the end of the fiscal year.
- P. The budget shall be amended regularly to account for expense/income overages. Amendments must be approved by the general membership and documented in the minutes. Documentation should include members making the ~~the~~ motion and vote counts of membership.
- Q. Proper financial reports should be delivered at each meeting and need to be included in the minutes – at a minimum beginning and ending balances for the time period. A suggested format for these reports can be found in the Texas PTA Treasurer’s Resource Guide.
- R. There should be no items set aside outside of the budget. Long-term items should be listed in the current years budget and voted on by the membership.

Article IV. Bonding and Insurance

- A. River Ridge PTA shall purchase the following insurance annually.
 - 1. General Liability Insurance
 - 2. Blanket Bond Insurance
 - 3. Non-Profit Professional Liability Insurance
 - 4. Write insurance for Events

Article V. Officer Duties (In addition to Bylaws)

- A. President
 - 1. Meets with principal monthly
 - 2. Is primary contact with principal and speaks on behalf of board.
 - 3. Gives final approval on all communication distributed in regards to the PTA.

4. Is spokesperson for all PTA matters.
- B. First Vice President, Programs
 1. Appoints chairs to appropriate committees
 2. Acts on President's behalf in her/his absence
- C. Second Vice President, Family Events & Community Support
 1. Appoints chairs to appropriate committees
- D. Third Vice President, Membership
 1. Appoints chairs to appropriate committees
- E. Fourth Vice President, Fundraising
 1. Appoints chairs to appropriate committees
- F. Secretary
 1. Creates monthly newsletter to be distributed to all PTA members
 2. Is responsible for updating Social Media outlets on behalf of RRE PTA.
- G. Treasurer
 1. Appoints a chair to the Teacher Grant Committee
 2. Forms a Financial Reconciliation Committee to be comprised of no less than four (4) people.
- H. Parliamentarian
 1. Appoint a chair to the Legislative Action Committee
 2. Collect Nomination slips for incoming board nominees
 3. Find members who seek to be a part of the nomination committee. Instruct them on how to become a part of the nomination committee. Appoint a chair to the nomination committee

Article VI. Standing Committees

The Standing Committee of River Ridge for the 2014-2015 year shall be:

- A. Volunteer Coordinator
 1. This person shall follow PTA By laws and Standing Rules
 2. Works closely with PTA executive board to help find approved volunteers for PTA events.
 3. This person shall follow LISD guidelines and rules, which are listed in the handbook.
 4. As a Standing Committee chair this person is a voting member of the RRE PTA Board.
- B. Communications Chair
 1. This person shall follow PTA By laws and Standing Rules
 2. This person shall be responsible for all technical and written channels of communication that is distributed regarding the RRE PTA business, events and information.
 3. This person acts as Webmaster or appoints one.
 4. This person shall follow LISD guidelines and rules, which are listed in the handbook.
 5. As a Standing Committee chair this person is a voting member of the RRE PTA Board.

Article VII. Other Board Positions

- A. Principal
- B. Teacher Liaison shall:
 1. Be appointed by the principal
 2. Be responsible for attending executive board and regular meetings
 3. Serve as a communication link between faculty, staff and PTA; and

4. Solicit staff input when requested
5. Be a PTA member

Article VIII Awards

If an outside organization recognizes the PTA or a certain office of the PTA, then that award certificate or plaque belongs to the PTA, not the chair.

Article IX Miscellaneous

- A. River Ridge PTA's mailing address shall be 12900 Tierra Grande Austin, Texas 78732
- B. Members shall obtain authorization from the membership before representing River Ridge OTA when communicating to school district personal or the media.
- C. Executive board members shall not be entitled to privileges that are not due to other school district taxpayers because of their position in the PTA.
- D. The President, and Principal shall approve all communications concerning River Ridge PTA for school distribution prior to dissemination.
- E. Parents shall pay for non-educational expenses within the classroom such as; snacks and parties.
- F. Only Teacher PTA members are eligible to request Teacher Grants.
- G. PTA will not reimburse for ink cartridges unless approved by the Board.
- H. PTA will not reimburse for gas or mileage.
- I. Use of school logo MUST BE APPROVED by school Principal.
- J. No persons shall campaign for any PTA position that is appointed or nominated.
 1. This includes using the email list, and PTA property.
- K. The Standing Rules shall be adopted annually by a majority vote of the general membership no later than October 31. Without notice, acceptance of the Standing Rules requires a 2/3 majority vote at any general membership meeting.