

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



Texas PTA President
Filed 4/9/18

SEVEN LAKES HIGH SCHOOL (SLHS) PTSA STANDING RULES

I. ANNUAL MEETINGS AND REPORTS

a. General Membership Meeting

~~At each general membership meeting the President shall appoint a three (3) member committee to approve the minutes of that general membership meeting.~~

b. Executive Board Meeting

~~At each executive board meeting the President shall appoint a three (3) member committee to approve the minutes of that executive board meeting. At each general membership meeting the President shall appoint a three (3) member committee to approve the minutes of that meeting.~~

~~The President shall appoint a three (3) member committee during the last executive board meeting of the year to approve the minutes of the meeting.~~

II. Expenditures EXPENDITURES

- a.** The local unit may purchase a ~~p~~Past President's pin for the retiring President. This is the responsibility of the Membership Chair and comes out of the Membership budget.
- b.** The local unit shall purchase two (2) minutes books per school year, if needed, for the board Secretary. This is the responsibility of the Secretary and comes out of the Administrative budget.
- c.** The local unit shall budget to purchase tickets for the Council Founder's Day function for the SLHS Principal (or an alternate designated by the Principal), the SLHS PTSA President (or an alternate designated by the President), the Membership Chair, and the previous year's SLHS PTSA Life Member recipients with one guest each.
- d.** Copies should be made at the school in an effort to minimize administrative costs. Copies made off campus will not be reimbursed, unless pre-approved by the President.

~~e.~~ Seven Lakes-SLHS PTSA shall pay expenses of the members to the Texas PTA Rally Day event in the following order, as funds allow:

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- i. • President
- ii. • Council Delegate(s)
- Any other executive board member

iii.

III. ~~Financial Procedures~~ **FINANCIAL PROCEDURES**

a. ~~Funds Received~~ **Receipts**

~~An officer or committee chair responsible for the given event will be responsible for all receipts.~~

— SLHS

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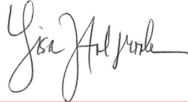
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— Filed 4/9/18
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1. ~~Two~~ PTSA members ~~can receive and will receive/collect funds paid to SLHS PTSA. At events, each member is responsible for verifying the initial startup cash in their respective cash box (if applicable).~~

— ~~Two (2) SLHS PTSA members will tally the funds at the end of each event. Both SLHS PTSA members will verify the total deposit and sign a deposit transmittal. Deposits for all events will be promptly turned over to the Treasurer or a bonded officer. These funds, accompanied by a deposit transmittal, are to be placed in the safe if the treasurer or a bonded officer is not taking the deposit directly to the bank. Both PTSA members are to verify the funds and sign the transmittal. Under no circumstances are PTSA monies to be removed from the school premises by anyone other than a bonded officer.~~

2. —

3. ~~Deposits for all events should be turned over to the Treasurer promptly. If the Treasurer or a bonded officer is not taking the deposit directly to the bank, the funds and the deposit transmittal are to be placed in the SLHS PTSA safe. Under no circumstances are SLHS PTSA funds to be removed from the school premises by anyone other than a bonded officer.~~

1. —

~~2.1 All receipts need to be submitted to the Treasurer by the last day of school of the current school year.~~

~~3.4 Any charges incurred by the SLHS PTSA by the PTSA because due to of a returned NSF (non-sufficient funds) check check made payable to SLHS PTSA that is returned as NSF (non-sufficient funds), shall will be charged to the check writer. SLHS PTSA reserves the right to require that money transactions made to the SLHS PTSA be made in monies be paid with cash or by money order by any person who has an outstanding balance with SLHS PTSA or by any person who has written two (2) NSF (non-sufficient funds) checks to SLHS PTSA.~~

~~All receipts need to be submitted to the Treasurer by the last day of school of the current school year.~~

b. Disbursements

1. The executive board member responsible for the event is responsible for all receipts, invoices, order forms, etc.

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2. ~~The executive board committee~~ member requesting the reimbursement or disbursement ~~disbursement~~ shall complete a "Payment Request" ~~Form~~. All requests must be supported by ~~an invoice, an invoice, order form, receipt, or order form, or~~ other documentation. ~~The Payment Request Form, and must be signed by the requestor and requires one (1) additional signatures of approval by~~ ~~an~~ ~~be approved by signature by the chair, officer, chair, or~~ ~~authorized another board approved person prior to submitting to the Treasurer for approval.~~ ~~(board approved).~~ ~~Committee member has 30 days to submit request for reimbursement.~~
3. The executive board member should submit request for reimbursement or disbursement within 30 days of event.
4. All requests for reimbursement or disbursement and supporting documentation must be submitted to the Treasurer by the last day of school of the current school year.
4. ~~The Treasurer (or President, in the absence of the Treasurer) will draft the check for signature. All checks require one (1) signature. No cash disbursements or reimbursements will be made. Reimbursements will be made within fourteen (-14) days by receipt to Treasurer.~~
3. ~~No sales tax will be reimbursed as a general rule. Sales ~~and~~ Use ~~or~~ Resale Tax forms ~~should will~~ be used as appropriate when making SLHS PTSA purchases. However, the President may authorize sales tax reimbursement in the rare event that a purchase including sales tax from a merchant who refuses to~~

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~~Filed 4/9/18~~

6. honor tax-exempt certificates from non-member organizations is less expensive than the identical tax-exempt purchase made elsewhere.

~~4.1. SLHS PTSA shall have carryover in the checking account of no less than \$3,500 at the end of the fiscal year.~~

5-7. All bills must be paid by check, never cash.

6-8. No person shall approve a reimbursement or disbursement request for him/her self themselves or for any family members.

c. **Check Signatories and Checking Account**

1. The following officer signatures may be on file with the bank for signature on checks issued by ~~Seven Lakes High School~~ SLHS PTSA:-

1.

- President
- Treasurer
- First Vice President-Programs

2. No officer shall sign a check that is being issued to his their spouse or himself themselves.

3. The check signatories will be in effect for the entire fiscal year, July 1 through June 30.

4. SLHS PTSA shall have carryover in the checking account of no less than \$3,500 at the end of the fiscal year.

~~3.~~

d. **IRS Form 990**

If the current Treasurer so desires, the previous Treasurer ~~should~~ shall make himself themselves available to assist in the completion of IRS Form 990. IRS Form 990 ~~This form~~ is required to be submitted electronically and is due within sixty (60) days following the completion of the fiscal year, June 30, in order to maintain Good Standing with Texas PTA.

e. **Contracts**

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Before services or products are requested or ordered on behalf of ~~the Seven-Lakes High School~~SLHS PTSA, an agreement must be approved, in written or electronic form, by the SLHS PTSA President in accordance with ~~the Seven-Lakes High School~~SLHS PTSA Bylaws.

IV. SCHOLARSHIPS

1. Senior Guidelines

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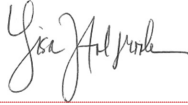
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IV. SCHOLARSHIPS

a. Senior Guidelines

i.1. Purpose/Amount- ~~The Seven Lakes High School~~SLHS PTSA will award \$1,000 scholarships to ~~Seven Lakes~~SLHS graduating seniors in recognition of service, leadership, and academics for the purpose of encouraging the recipients to proceed into fields of continuing education.

The number of senior scholarships awarded will be determined by ~~the Seven Lakes High School~~SLHS PTSA executive board based on the current year's budget.

ii.2. Communication- ~~The senior e-scholarship application and requirements are published on the SLHS PTSA website, sent through e-news electronically through all media outlets to seniors and senior parents, and are made available to the students through the SLHS counselor's office.~~

iii.3. Eligibility Criteria

- ~~1. Must be a senior at Seven Lakes High School~~SLHS in good standing.
- ~~2. Must have been a SLHS PTSA member his/her junior and senior years~~PTSA member his/her junior and senior year.
- ~~3. Applicant's parent/guardian must be a SLHS PTSA member the students junior and senior years~~PTSA member his/her junior and senior year.
- ~~4. Senior applicant~~The applicant and parent/guardian must be a SLHS PTSA member of the SLHS PTSA by ~~November 30~~Oct. 15 of his/her senior year.
- ~~5. The applicant must have maintained a high school GPA of 2.8 or higher.~~

4. Senior Scholarship Selection Committee- ~~The Senior sScholarship Sselection Ccommittee will shall~~ consist of a secondary teacher or administrator (not associated with SLHS) and two ~~(2)~~-Katy community members. The committee will review applications with all personal identifying information removed (name, address, etc.) to guarantee applicant anonymity. The committee will rate each applicant using a scoring rubric in terms of school

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related activities, leadership roles, special recognition or awards, employment experience, community involvement and applicant essay.

~~6. Records- Senior S~~ Scholarship recipients will be recorded in meeting minutes as well as treasurer's records. Each recipient is required to submit a redemption form and proof of college/university payment to the SLHS PTSA Treasurer by October 15 of award year.

5.

~~iv. I. Records- Scholarship recipients will be recorded in meeting minutes as well as treasurer's records. Each recipient is required to submit a redemption~~

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form and proof of college/university payment to the SLHS PTSA treasurer by October 15 in the year of the award.

b. Staff Guidelines

i. Purpose/Amount- ~~The Seven Lakes High School~~ SLHS PTSA will budget up to two

1. (2) \$250 scholarships to ~~Seven Lakes-SLHS~~ teacher, teacher's aide or administrator enrolled in a certified continuing education credit course, a multi-day workshop/seminar, etc. applicable to their field. Staff ~~S~~scholarships will go towards registration fees and required supplies fees.

ii.2. Communication- The staff scholarship application and requirements are published on the SLHS PTSA website and, sent out by email electronically to all faculty and staff, ~~and are made available to the teachers through the workroom.~~

3. Eligibility Criteria

- ~~Applicant m~~ Must be a current member of the SLHS PTSA.
- ~~Applicant m~~ Must be a teacher, teacher's aide or administrator employed at ~~Seven Lakes High school~~ SLHS for two (2) or more years.

iii. ~~Applicants m~~ Must have a

- ~~total of~~ three (3) or ~~more more completed years~~ years of experience ~~prior to application.~~
- Applicant's continuing education course or seminar must be in a field that improves their teaching proficiency or ability to perform their duties as an administrator, counselor, etc.
- ~~Applicant m~~ Must agree to a good faith ~~good faith~~ understanding that he or she plans to be employed at ~~Seven Lakes High School~~ SLHS in the following school year.

iv.4. Staff Scholarship Selection Committee- The Staff Scholarship Selection scholarship cCommittee will consist of two (2) members of the SLHS PTSA and one (1) ~~a Seven Lakes~~ SLHS administrator. No members of the committee ~~should~~ shall have a familial relationship to any applicants of this scholarship.

5. Records- Scholarship recipients will be recorded in meeting minutes as well as treasurer's records. Each recipient is required to submit a redemption form and proof of payment to a certified continuing education credit course, a multi-day workshop/seminar, etc. to the SLHS PTSA treasurer by October 15

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in the year of the award.

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V. SPECIAL COMMITTEES

~~Budg~~**Budget** Committees

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The Budget ~~chair~~ Committee (~~newly chaired by the newly~~ elected Treasurer) shall ~~have consista~~ committee of ~~at least five (5) people, including the newly elected President, the newly elected Vice President of Fundraising and two (2) other SLHS PTSA members and one (1) SLHS administrator. If the committee so desires, the previous Treasurer and previous President shall make themselves available to assist.~~ The committee shall prepare the yearly budget, to be presented to the ~~voting~~ voting body for adoption at the annual meeting. The committee shall monitor the budget for possible modifications throughout the year, with input from the executive board members.

a.b. Life Membership Committee

The Life Membership ~~C~~ committee (~~chaired by the , with~~ Second Vice President Membership) shall ~~consist of -serving as chair with~~ two (2) ~~other additional~~ members of the local unit. The committee shall ~~may~~ select ~~four up to three (43)~~ Life Members each year.

b.c. Bylaws Committee

The Bylaws Committee (chaired by the Secretary) shall ~~be made up~~ consist of the existing President, Parliamentarian, and two (2) ~~other additional members of the~~ executive board ~~members~~. The Bylaws Committee shall meet before the March general meeting in order to review ~~SLHS PTSA B~~ bylaws and ~~S~~ standing ~~r~~ Rules. ~~Any recommended changes will be for presentation or changes (if any) presented at the March general meeting and subsequent vote at the May annual meeting.~~ meeting for approval.

d. Scholarship Review Committee

The Scholarship Review Committee (chaired by the Scholarship chair) shall consist of one (1) SLHS administrator and (1) additional member of the executive board. The committee shall meet before the November executive meeting to review the scholarship application, scholarship requirements, and scholarship rubric. Any recommended changes will be presented at the November executive board meeting for approval.

e. Nominating Committee

The Nominating Committee shall consist of four (4) executive board members and one (1) SLHS administrator. The two (2) alternates shall be executive board members.

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VI. BONDING AND INSURANCE

The following insurance ~~shall will~~ be purchased annually by ~~the Seven Lakes High School~~ SLHS PTSA:-

- a. ~~•~~ General Liability Insurance
- b. ~~•~~ Fidelity Bond Insurance for all persons on the bank signature card
- c. ~~•~~ Property Insurance (if applicable)
- d. ~~•~~ Officers Liability Insurance

VII. TRAINING

a. Attendance at the Texas PTA FOUNDATIONS

~~Texas PTA FOUNDATIONS training will will~~ be paid for by ~~the Seven Lakes High School~~ SLHS PTSA for any ~~PTSA~~ executive board member completing the training. A ~~copy of the~~ certificate of completion ~~is required and shall will~~ be kept on file by the ~~Secretary~~ Secretary for all members trained.

b. Texas PTA LAUNCH

~~—~~ Texas PTA LAUNCH attendance will be approved by

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

~~— Texas PTA President~~
~~— Filed 4/9/18~~

~~b.1. Seven Lakes High School SLHS PTSA shall pay expenses of for the following executive board members to Texas PTA LAUNCH in the following order as deemed necessary and as funds allow:~~

1. President
2. Treasurer
3. Vice President Membership
4. Parliamentarian
5. Secretary
6. Vice President Programs
7. Any other standing committee chair

~~— Texas PTA LAUNCH~~
~~— Expenses to be paid for shall will be limited to the following (receipts must be provided for reimbursement):~~

~~2.~~

1. Registration fee (the early registration amount, if applicable)
 2. Room fees- reflecting 2 person's occupancy in order to defer costs and based on gender.
- Meals-\$30.00 per day (alcohol purchases excluded)
1. Travel fees (parking plus mileage at the current market value per mile)

~~VIII. AWARDS~~

~~Awards are the possession of the Seven Lakes High School PTSA and not the individuals whose committee won them. Awards may be displayed at the school and are the responsibility of the current President. This does not apply to recognition pins for membership, cultural arts, etc.~~

~~IX. PTSA PROPERTY~~

~~VIII. AWARDS~~

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



~~a. Awards are the possession of the Seven Lakes High School PTSA and not of the individuals whose committee won them. Awards may be displayed at the school and are the responsibility of the current President until the end of his/her term. Certificates may be framed and displayed at the school.
This does not apply to recognition pins (membership, cultural arts, etc.)~~

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



Texas PTA
President
Filed 4/9/18

IX. PTSA PROPERTY

- a. All purchases of property made by ~~Seven Lakes High School~~SLHS PTSA will be donated to the school and become the property of ~~Seven Lakes High School~~SLHS unless otherwise approved for purchase as SLHS PTSA property by the executive board.
- b. In the event that a request to borrow SLHS PTSA property is made by a community organization, the request must be approved by the President, with provisions made for its timely return and in compliance with the current property insurance policy in effect.

X. MISCELLANEOUS

- a. Executive board members will not speak to the school district personnel or media as representing ~~Seven Lakes High School~~SLHS PTSA, unless they are authorized to do so by the executive board or the general membership.
- b. The safe code ~~shall~~will only be known to the following officers, President and Treasurer. The key to the safe ~~shall~~will remain in the Treasurer's possession. Additional keys ~~shall~~will be distributed by the executive board as recorded in the minutes.

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