

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



Texas PTA President
Filed 5/1/19

Churchill PTA Standing Rules

1. Life Membership Recipients will be selected by a special committee composed of at least five (5) members, Texas Life Members if possible, drawn from the different feeder areas.
 - a. The committee's decision will be given and announced at least one (1) month prior to the Founders' Day Event.
2. All bills will be paid by check only if an approved plan of work is on file and with an attached PTA Expense Reimbursement Voucher.
3. In the event of the death of a current faculty member, staff member, member of the North East School Board, Officer or Executive Board member of this association, a \$20.00 memorial will be given to the library toward the purchase of a book or to the Virgil T. Blossom Scholarship Fund.
4. In the event of the death of a current student or former student defending our country in the military, PTA will purchase a memorial brick to be presented in the Churchill Memorial Courtyard.
5. Funds permitting, expenses shall be paid as follows: Fully fund (hotel, transportation, food, registration fees) incoming President or 1st Vice- President to Texas PTA-LAUNCH and National Convention.
6. The local unit shall purchase tickets for the North East Council of PTA's Founders' Day Event for the following, not to exceed the maximum number of tickets allowed: a. President b. 1st Vice-President c. Principal & Spouse d. Assistant Principal/PTA Liaison & Spouse e. New Life Members & Spouse f. Life Member/Founders' Day Chair (2 persons maximum)
7. Project Graduation shall function as a standing committee of the Churchill High School PTA with a Chair appointed by the PTA President and approved by the executive board.

Purpose: "To establish a group of parents who will work together in the organization and promotion of a drug and alcohol free party for the graduating seniors."

- a. The Chair of Project Graduation and the PTA President will gather a committee of interested parents.
- b. All fundraising projects shall be presented and approved by the PTA executive board before fundraising begins.
- c. The treasurer shall maintain a separate record of all Project Graduation income and expenditures. Monthly financial statements shall be given to the executive board and the association at regular meetings.
- d. There will be a separate PTA Project Graduation account. The signers for the Project Graduation Account will be the same as the PTA account signers.
- e. All contracts entered into must be signed by the PTA President.

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- f. A reconciliation committee consisting of not less than three (3) PTA members, who are not signers, shall be appointed by the president with the approval of the executive board at least thirty (30) days before the last meeting of the year. The reconciliation report will be presented to the association in September. The fiscal year for Project Graduation will be the same as the PTA fiscal year. After all financial obligations are met for the current Project Graduation; any money not spent by the end of the fiscal year will be left to the next Project Graduation Committee.
 - g. Project Graduation activities are covered by the PTA liability insurance.
 - h. Any school-wide distribution of publications or correspondence must be approved by the PTA President and the school administration prior to mailing or distribution.
8. Disbursements shall function as a Special Committee of the Churchill High School PTA. This special committee shall consist of a disbursements Chair, the PTA President, two (2) executive board members and two (2) members of the administration.
- a. The committee shall be formed no later than March.
 - b. A request shall be made for a list of items to be considered. All requests shall be submitted by April 1st. The committee shall bring selected items to a vote at the May membership meeting.
 - c. All items approved for purchase through Disbursements must be purchased by the end of the PTA fiscal year in which they were approved.
 - d. If an item(s) is not purchased by the end of the fiscal year, the money will revert to the PTA General Fund.
9. Members of Churchill PTA may purchase retail specific gift cards up to \$25.00 to be used for PTA committee purposes.
10. Two signatures (by 2 of the designated account signers) are required on all PTA checks prior to disbursement.
11. Electronic Banking
- a. This local PTA shall not use credit or debit cards.
 - b. This local PTA's treasurer may review banking and electronic payment statements online. If a statement is not mailed, the statement should be printed and presented for an appointed non-signer to review.
 - c. This local PTA shall change passwords for online accounts at least once a year, when there is a change in signer or when there is a financial reconciliation.
 - d. This local PTA collects online payments through an electronic collection system. Associated fees are budgeted as an expense line item and are accounted for and reported on the financial report. At a minimum, bank reconciliations occur monthly and

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A handwritten signature in black ink, appearing to read "Sheri Lass". The signature is written in a cursive style with a large initial "S".

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should a transfer be required from the third-party processing company, documentation of the transfer should be filed with the bank reconciliation.