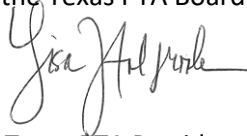


Standing Rules **Approved as Submitted**  
by Order of the Texas PTA Board of Directors

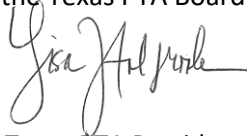


Texas PTA President  
Filed 9/12/17

## Proposed Changes to Standing Rules

Current Standing Rules Section	Proposed Standing Rules Section
<p>Section 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.</p> <p>A. The committee’s decision will be given and announced at least one (1) month prior to the Founders’ Day Event.</p>	<p>Section 1. Life Membership and Founder’s Day</p> <ol style="list-style-type: none"> <li>a. 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.</li> <li>b. If funds permit, the committee may select a maximum of three recipients.</li> <li>c. The committee will announce the selected recipients at least one (1) month prior to the Founders’ Day Event.</li> <li>d. If funds permit, the local unit may 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:               <ol style="list-style-type: none"> <li>i. President</li> <li>ii. 1st Vice-President</li> <li>iii. Principal &amp; Spouse</li> <li>iv. Assistant Principal/PTA Liaison &amp; Spouse</li> <li>v. New Life Members &amp; Spouse</li> <li>vi. Life Member/Founders’ Day Chair (2 persons maximum).</li> </ol> </li> </ol>
<p>Section 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.</p>	<p>Section 2 Expenses</p> <ol style="list-style-type: none"> <li>a. All expenses will be paid by check only.</li> <li>b. Requests for reimbursement will be processed only if: an approved plan of work listing the approved budget amount for the committee is on file and with a receipt(s) attached to the PTA Expense Reimbursement Request.</li> </ol>

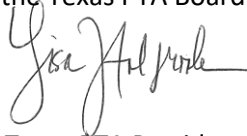
Standing Rules **Approved as Submitted**  
by Order of the Texas PTA Board of Directors



Texas PTA President  
Filed 9/12/17

	<p>c. Retail specific gift cards may be purchased up to \$25.00 to be used for committee purposes.</p>
<p>Section 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.</p>	<p>Section 3. In Memoriam</p> <p>a. 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 may be given to the library toward the purchase of a book or to the Virgil T. Blossom Scholarship Fund.</p> <p>b. In the event of the death of a current student the PTA may purchase a memorial brick to be placed in the Churchill Memorial Courtyard.</p>
<p>Section 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 &amp; Spouse d. Assistant Principal/PTA Liaison &amp; Spouse e. New Life Members &amp; Spouse f. Life Member/Founders' Day Chair (2 persons maximum)</p>	<p>Moved to Section 1 listed above</p>
<p>Section 7 Project Graduation</p>	<p>Propose to delete this section</p>
<p>Section 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.</p> <p>a. The committee shall be formed no later than March.</p> <p>b. A request shall be made for a list of items to be considered. All requests shall be submitted</p>	<p>Section 5. Disbursements</p> <p>a. The Disbursements Committee shall function as a Special Committee of the Winston Churchill High School PTA.</p> <p>b. The committee shall consist of a Disbursements Chair, the PTA President, two (2) executive Board Members, and two (2) members of the administration.</p> <p>c. The committee shall be formed no later than March.</p>

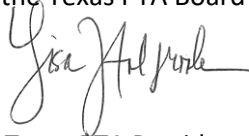
**Standing Rules Approved as Submitted**  
by Order of the Texas PTA Board of Directors



Texas PTA President  
Filed 9/12/17

<p>by April 1st. The committee shall bring selected items to a vote at the May membership meeting.</p> <p>c. All items approved for purchase through Disbursements must be purchased by the end of the PTA fiscal year in which they were approved.</p> <p>If an item(s) is not purchased by the end of the fiscal year, the money will revert to the PTA General Fund.</p>	<p>d. A request shall be made for a list of items to be considered. All requests shall be submitted by the deadline set by the Committee. The committee shall bring selected items to a vote at a membership meeting.</p> <p>e. All items approved for purchase through Disbursements must be purchased by the end of the PTA fiscal year in which they were approved.</p> <p>f. If an item(s) is not purchased by the end of the fiscal year, the money will revert to the PTA General Fund.</p>
<p>Section 9. Members of Churchill PTA may purchase retail specific gift cards up to \$25.00 to be used for PTA committee purposes.</p>	<p>Moved to Section 2 Expenses as listed above</p>
<p>Section 10 Two signatures (by 2 of the designated account signers) are required on all PTA checks prior to disbursement.</p>	<p>Propose to delete this section</p>
<p>Section 11 Electronic Banking</p> <p>a. This local PTA shall not use credit or debit cards.</p> <p>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.</p> <p>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.</p> <p>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</p>	<p>E-Commerce</p> <p>a. This local PTA shall not use credit or debit cards.</p> <p>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.</p> <p>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.</p> <p>d. Online and Point of Sale Payments Collection Systems</p>

Standing Rules **Approved as Submitted**  
by Order of the Texas PTA Board of Directors

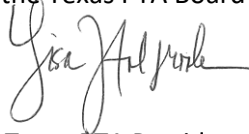


Texas PTA President  
Filed 9/12/17

on the financial report. At a minimum, bank reconciliations occur monthly and should a transfer be required from the third-party processing company, documentation of the transfer should be filed with the bank reconciliation.

- i. The PTA membership must approve the use of an online and/or point of sale payment collection system.
- ii. The payment collection system must be in the PTA's name.
- iii. The payment collection system's statements must be clear with detailed and accessible information on a real-time basis. The PTA must have immediate access to know who has paid, the purpose of the payments, and the expected cash transfer amount.
- iv. Associated fees are budgeted as an expense line item and are accounted for and reported in every financial report. The PTA must check for these fees often to ensure that the financial statement is accurate and that the fees are correct.
- v. All revenue is accounted for and reported in every financial report in the corresponding budgeted income category or categories.
- vi. Reconciliations must occur monthly. Whether a manual or automatic transfer to the PTA bank account occurs, transfers should occur at least monthly and proper documentation is required as with a traditional bank deposit. For daily deposits, a weekly summary of the deposits may be documented on a single deposit form. The deposit form should have the online transaction confirmation attached and does not need counters' signatures as you are receiving a bulk deposit. The deposit form should include the amount of the deposit, which budget lines are impacted including the incurred fee budgeted expense. Alternatively, if fees are charged monthly, a funds request form should be used to document.
- vii. The payment collection system must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS).
- viii. For swiped transactions, the PTA should research the payment collections system's policies on handling cards that do not read

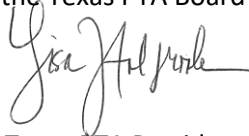
Standing Rules **Approved as Submitted**  
by Order of the Texas PTA Board of Directors



Texas PTA President  
Filed 9/12/17

	<p>correctly. Card numbers are not written down for any reason. Only swiped transactions that are immediately authorized, via internet or phone access, are accepted. The PTA does not swipe or store transactions for later settlement.</p> <p>ix. In the case of electronic payment disputes, the PTA should research the payment collection system's policies on challenging a disputed payment. The PTA confirms that only the PTA Treasurer has access to issue a refund to the customer. Any challenge of payment must be responded to promptly and accurately. Confirming a refund requires the same approvals and documentation as required for a funds request form. The authorized refund is recorded in the check registry prior to withdrawal. If merchandise has not already been provided, goods and services are withheld until the dispute is cleared. If the dispute is not resolved favorably, the action is treated in the same manner as a non-sufficient funds check.</p>
--	--

Standing Rules **Approved as Submitted**  
by Order of the Texas PTA Board of Directors

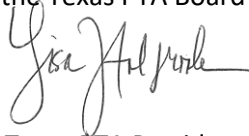


Texas PTA President  
Filed 9/12/17

## **Winston Churchill High School PTA Standing Rules**

1. Life Membership and Founder's Day
  - a. 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.
  - b. If funds permit, the committee may select a maximum of three recipients.
  - c. The committee will announce the selected recipients at least one (1) month prior to the Founders' Day Event.
  - d. If funds permit, the local unit may 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:
    - i. President
    - ii. 1st Vice-President
    - iii. Principal & Spouse
    - iv. Assistant Principal/PTA Liaison & Spouse
    - v. New Life Members & Spouse
    - vi. Life Member/Founders' Day Chair (2 persons maximum).
2. Expenses
  - a. All expenses will be paid by check only.
  - b. Requests for reimbursement will be processed only if: an approved plan of work listing the approved budget amount for the committee is on file and with a receipt(s) attached to the PTA Expense Reimbursement Request.
  - c. Retail specific gift cards may be purchased up to \$25.00 to be used for committee purposes.
3. In Memoriam
  - a. 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 may be given to the library toward the purchase of a book or to the Virgil T. Blossom Scholarship Fund.
  - b. In the event of the death of a current student the PTA may purchase a memorial brick to be placed in the Churchill Memorial Courtyard.
4. Training
  - a. This local PTA may pay the expenses for the newly elected officers and committee chairs to attend North East Council of PTAs training, when applicable. If funds permit, this local PTA may pay the expenses for any other PTA member to attend.
  - b. If funds permit, this local PTA may pay the expenses for officers or committee chairs to attend the Texas PTA LAUNCH in the following order:

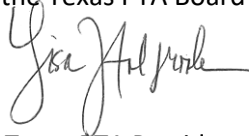
Standing Rules **Approved as Submitted**  
by Order of the Texas PTA Board of Directors



Texas PTA President  
Filed 9/12/17

- i. President
    - ii. First Vice President
    - iii. Second Vice President
    - iv. Secretary
    - v. Treasurer
    - vi. Parliamentarian
    - vii. Standing Committee Chairs
    - viii. Other.
  - c. This local PTA shall limit the reimbursement for expenses to the following:
    - i. Registration Fee
    - ii. Hotel accommodations at the published seminar or convention double occupancy rate
    - iii. Meals not to exceed \$30.00 per person per day
    - iv. If a meal is included in a prepaid event, no reimbursement will be paid for that meal
    - v. Expenses for alcohol will not be reimbursed.
    - vi. Standard Self-Parking fees unless valet is the only option
    - vii. Mileage reimbursement for one vehicle per four attendees at a rate not to exceed the rate established in the current Texas PTA Travel Policy when using personal car.
5. Disbursements
  - a. The Disbursements Committee shall function as a Special Committee of the Winston Churchill High School PTA.
  - b. The committee shall consist of a Disbursements Chair, the PTA President, two (2) executive Board Members, and two (2) members of the administration.
  - c. The committee shall be formed no later than March.
  - d. A request shall be made for a list of items to be considered. All requests shall be submitted by the deadline set by the Committee. The committee shall bring selected items to a vote at a membership meeting.
  - e. All items approved for purchase through Disbursements must be purchased by the end of the PTA fiscal year in which they were approved.
  - f. If an item(s) is not purchased by the end of the fiscal year, the money will revert to the PTA General Fund.
6. E-Commerce
  - 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.

**Standing Rules Approved as Submitted**  
by Order of the Texas PTA Board of Directors



Texas PTA President  
Filed 9/12/17

- 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. Online and Point of Sale Payments Collection Systems
  - i. The PTA membership must approve the use of an online and/or point of sale payment collection system.
  - ii. The payment collection system must be in the PTA's name.
  - iii. The payment collection system's statements must be clear with detailed and accessible information on a real-time basis. The PTA must have immediate access to know who has paid, the purpose of the payments, and the expected cash transfer amount.
  - iv. Associated fees are budgeted as an expense line item and are accounted for and reported in every financial report. The PTA must check for these fees often to ensure that the financial statement is accurate and that the fees are correct.
  - v. All revenue is accounted for and reported in every financial report in the corresponding budgeted income category or categories.
  - vi. Reconciliations must occur monthly. Whether a manual or automatic transfer to the PTA bank account occurs, transfers should occur at least monthly and proper documentation is required as with a traditional bank deposit. For daily deposits, a weekly summary of the deposits may be documented on a single deposit form. The deposit form should have the online transaction confirmation attached and does not need counters' signatures as you are receiving a bulk deposit. The deposit form should include the amount of the deposit, which budget lines are impacted including the incurred fee budgeted expense. Alternatively, if fees are charged monthly, a funds request form should be used to document.
  - vii. The payment collection system must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS).
  - viii. For swiped transactions, the PTA should research the payment collections system's policies on handling cards that do not read correctly. Card numbers are not written down for any reason. Only swiped transactions that are immediately authorized, via internet or phone access, are accepted. The PTA does not swipe or store transactions for later settlement.
  - ix. In the case of electronic payment disputes, the PTA should research the payment collection system's policies on challenging a disputed payment. The PTA confirms that only the PTA Treasurer has access to issue a refund to the customer. Any challenge of payment must be responded to promptly and accurately. Confirming a refund requires the same approvals and documentation as required for a funds request form. The authorized refund is recorded in the check registry prior to withdrawal. If merchandise has not already been provided, goods and services are withheld until the dispute is cleared. If the dispute is not resolved favorably, the action is treated in the same manner as a non-sufficient funds check.