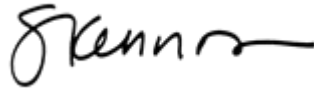


Standing Rules **Approved with Editorial Edits**
by Order of the Texas PTA Board of Directors



Texas PTA President
Filed 7/7/2021

Wilderness Oak Elementary PTA
PARENT TEACHER
ASSOCIATION STANDING RULES

I. Standing Rules

- A. Standing Rules supplement the bylaws and are adopted as needed. They are semi-permanent in nature and any rule may be amended, rescinded by a majority vote of the membership or by a two-thirds vote without previous notice.

II. Meetings

- A. The president shall appoint a committee of two (2) members at the last executive board meeting to approve the minutes of the last executive board meeting.
- B. The president shall appoint a committee of two (2) members at the last membership meeting to approve the minutes of the last membership meeting.

III. Training Expenses

- A. Wilderness Oak (WO) PTA shall pay the expenses of the executive board for fee based online training offered by Texas PTA.
- B. Wilderness Oak PTA shall pay the expenses of the newly-elected officers and committee chairs to attend the North East ISD Council of PTAs training, if applicable. As the approved budget allows, Wilderness Oak PTA shall pay the expenses of any other PTA members to attend.
- C. Wilderness Oak PTA shall pay the expenses of members to attend LAUNCH in the following order, as funds allow:
 - 1. President or alternate
 - 2. First Vice President
 - 3. Second Vice President
 - 4. Third Vice President
 - 5. Fourth Vice President
 - 6. Treasurer
 - 7. Secretary
 - 8. School Principal or Assistant Principal
 - 9. Parliamentarian
- D. Wilderness Oak PTA shall limit event expenses to the following:
 - 1. Early Bird registration fee.
 - 2. Hotel accommodations at published seminar or convention double-occupancy rate.
 - 3. Gasoline for one vehicle per four (4) members in attendance at \$0.14 per mile when using personal car, or the lowest available commercial airfare at twenty-one (21) day advance booking.
 - 4. Meals not to exceed \$40.00 per person per day. Reasonable tips for meals may be reimbursed (if total is within budgeted guidelines).
 - a. Individual meals are paid up to the following limits:

| | |
|---------------|---------|
| (1) Breakfast | \$8.00 |
| (2) Lunch | \$12.00 |
| (3) Dinner | \$20.00 |
 - b. If a meal is included in a prepaid event, no reimbursement will be paid for that meal.
 - c. Alcohol purchases shall not be reimbursed.
 - 5. Parking fees

IV. Financial

- A. The Treasurer, President, and one VP (appointed by the president and approved by the executive board) shall be signers on the bank account(s).
- B. The Wilderness PTA shall require two (2) signatures on all checks.
- C. The secretary shall not be appointed as a check signer on the PTA account(s), nor shall the secretary be appointed to review the monthly bank statements.
- D. Wilderness Oak PTA shall obtain at least three (3) bids when making any large purchase unless the item is a specialty item and there is but one vendor for the item.
- E. All money shall be counted by at least two (2) persons at the same time, and all counters shall sign a completed Deposit Form. One of the counters may be the treasurer; if treasurer is not present for initial count, treasurer shall count again when money is presented to him/her and then sign the Deposit Form. A copy of this form shall be retained by all signers of the form.
- F. Any check made payable to Wilderness Oak PTA that is returned as NSF will not be redeposited. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer plus an additional \$10.00 fee. Wilderness Oak PTA reserves the right to refuse subsequent checks from the check writer and require cash for payment.
- G. Wilderness Oak 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 seven (7) days of the end of the school year, whichever comes first, unless an extension is approved by the executive board for extenuating circumstances. Reimbursement for expenses more than budgeted will not be allowed unless an amendment to plan of work and budget is approved by the membership. Reimbursement without a receipt is also prohibited. Tips are reimbursable under the following maximums unless exceptions approved by the executive board: 15% for sit-down meals, 18% for sit-down meals (large groups), 10% for food delivery (e.g. pizza).
- H. Wilderness Oak PTA shall not reimburse sales tax unless the executive board gives prior approval for the exception or unless a business does not honor WO tax exempt status, such as Sam's Club or Costco. Any member making purchases on behalf of or for Wilderness Oak PTA shall use the tax exempt form.
- I. Wilderness Oak PTA shall have a carryover in the checking account of not less than \$500.00 at the end of each fiscal year. The carryover amount should be an estimated amount to allow funds to cover expenses due prior to the first major fundraiser.
- J. The President, with approval of the executive board, shall appoint a Disbursements Committee Chair. Other members of this committee shall be the Treasurer, the Fundraising chair, the President, a staff representative, and two members appointed by the president with approval of the executive board. The purpose of this committee shall be to seek input from the executive board and the membership, study the needs of the organization; and to make recommendations for the disbursement of any excess funds at the end of the fiscal year. This recommendation shall be presented in the form of a prioritized list and, after executive board approval, (before the last membership meeting of the year) shall be presented to the membership for approval.

V. Electronic Banking and E-Commerce

- A. The credit/debit card shall be in the name of the Wilderness Oak PTA.
- B. Signers on the credit and debit cards:
 1. Card is issued to authorized signers, including name of the PTA, and should be the same signers as on the bank account.
- C. The credit limit shall be voted on and approved by the association and shall not exceed more than fifty percent (50%) of the income on the budget adopted at the annual meeting.
- D. In the event that a credit/debit card is lost or stolen, the treasurer shall immediately report this to the financial institution and initiate the discontinuance of the card.
- E. A financial reconciliation shall be conducted if a signer on the bank account changes or a card is reported lost or stolen.
- F. In the event of a change in officers, the signature card and authorization for credit/debit cards shall be updated.
- G. Automated Teller Machine (ATM) usage, cash back, or cash advances shall be prohibited.
- H. A Funds Request form shall be completed prior to purchase and provided to the treasurer. A receipt shall be given to the treasurer after the purchase.
- I. Procedures shall be established and approved by the association that designate authorized signers, usage, distribution, name changes, credit limit monitoring, and monitoring of budgeted funds.

- J. The treasurer shall reconcile the itemized bill prior to payment. Itemized bills shall directly correspond to submitted disbursement vouchers prior to payment.

VI. Bonding and Insurance

- A. The following insurance shall be purchased annually by this Local PTA:
1. Commercial General Liability insurance.
 2. Nonprofit Professional Liability (Officer Liability) insurance
 3. Commercial Crime and Fidelity (Bond) insurance

VII. Condolences

- A. Condolences expressed by Wilderness Oak PTA shall be in the form of sympathy cards sent out by the Secretary or another available executive board member.

VIII. Additional Officer Duties

- A. All outgoing executive board members are responsible for the orientation of incoming executive board members to their appropriate positions.
- B. All executive board members shall attend Officers/Chair Training workshops and a Leadership Training course presented by the North East Council of PTA's & Wilderness Oak PTA executive board and membership meetings, if possible.
- C. All executive board members shall adhere to the approved budget and make decisions based on a majority vote of the executive board or its relevant committee.
- D. The President Elect, if elected, shall:
1. Support and learn all duties of President
 2. Perform duties of the President in the event President is absent.
 3. Commit to a term of two years (July to July), automatically becoming President in the second year (without election).
- E. First VP Volunteers shall:
1. Be responsible for coordinating and implementing the association's volunteer programs.
 2. May hold a volunteer orientation to educate volunteers on procedures and provide sign up opportunities for them, such as a May social.
 3. Coordinate with committee chairs to create and maintain a database of potential volunteers.
 4. Remind volunteers to log hours with NEISD in a timely manner.
 5. Coordinate volunteer recognition with the communications committee and/or President.
 6. Oversee SVSA special committee.
 7. Solicit 4th-grade parent volunteers for 5th-grade graduation reception coordinator and committee in late April.
- F. Second VP Membership/Ways and Means shall:
1. Read the executive board report at all membership meetings, unless President has elected another appointed officer for this task.
 2. Assist president in recruiting a Hospitality Chair. Once a potential candidate is identified, the president shall appoint the chair with the approval of the executive board. Will oversee all hospitality duties and PTA Life Membership Award. If a chair is not secured, will oversee and coordinate all duties outlined under Hospitality Chair.
 3. Assist president in recruiting a Membership Chair. Once a potential candidate is identified, the president shall appoint the chair with the approval of the executive board. Will oversee all membership activities. If a chair is not secured, will oversee, and coordinate all duties outlined under Membership Chair.
 4. Coordinate the preparation of the 1st day/Welcome packet with the Membership Chair, 3rd VP Volunteers, and all appropriate school and administrative committees.
 5. Be responsible for planning, coordinating and executing all fundraising activities of the association as guided by the approved budget requirements and the recommendations of the executive board.
 6. Present all fundraising ideas to the membership for approval.
 7. Serve on the Budget and Disbursement committees.
 8. Oversee Box Tops, Spirit Cart/Gear, School Store, school supplies pre-order, Holiday Store. May be assisted by Fundraising Chair and Sponsor Coordinator.
- G. Third VP Programs shall:
1. Oversee program committees and serve on each committee for programs with otherwise-designated chair.
 2. Chair should be recruited for the following committees, as needed:

- a. Family Engagement
- b. Arts in Education (Reflections, Young Masters)
- c. ADEPT (Red Ribbon Week, Leadership week)
- d. Bike Rodeo
- e. Gardens/School Beautification
- f. WatchDOGS
3. In the event a chairperson is not secured for any committee, will oversee and coordinate all duties outlined in associated Chair duties.
4. May secure a program and/or arrange for a flag ceremony for association meetings.

H. The Secretary shall:

1. Make minutes of the previous membership meetings available (via hard copy or email) to the membership at each membership meeting.
2. Give a copy of the minutes from the membership meeting and executive board meeting to the president in a timely manner.
3. Make minutes of the previous month's executive board meeting available to the executive board at each executive board meeting.
4. Provide a copy of the minutes to the Treasurer, of any executive or membership meeting in which a vote to amend the budget has occurred.
5. Provide a copy of the minutes to the Parliamentarian, of any executive or membership meeting in which a vote to amend the bylaws or standing rules of the association has occurred.
6. Give reminder notices through email, telephone, etc. to all executive board members about upcoming executive board meetings.
7. Oversee the Communications Committee

I. The Treasurer shall:

1. Chair the budget committee, compile the annual budget, present it for approval to the executive board, and to the membership for adoption.
2. Record the state and national portions of the membership dues separate from the record of the general funds of the local association and forward the state and national moneys to the Texas PTA office at such times and through such channels as necessary.
3. Pay the annual NEISD Council of PTA's dues no later than September 1st. (Unless directed differently by the Council).
4. Prepare a budget-to-actual spending report for each membership meeting of the Wilderness Oak PTA and executive board meetings.
5. Complete and submit any forms related to Wilderness Oak PTA insurance.
6. May recruit and work with the treasurer's assistant, who will reconcile the monthly accounts and assist in various tasks.

J. The Parliamentarian shall:

1. Serve on the committee appointed to review or revise the bylaws of the association.
2. Provide nomination committee guidelines, information, and support, contacting Council mentor or President when necessary.
3. Keep executive and membership meetings on task in accordance with agenda so meetings progress in a timely manner.

IX. Standing Committees

A. Hospitality

1. This committee shall be composed of at least two (2) members, the chair and the first vice president, and additional members as needed.
2. This committee shall be responsible for:
 - a. School beautification projects, such as putting up seasonal decorations around the school when appropriate
 - b. Organizing Back to School and Teacher Appreciation events for the faculty and staff, which include:
 - (1) Coordinating food or clothing donations;
 - (2) Securing volunteers to serve;
 - (3) Reserving school location for the events.
 - c. Organizing refreshments and volunteers for a welcoming event on the first day of school.
 - d. Organizing refreshments and volunteers for Veteran's Day in coordination with school Librarian.
 - e. Organizing refreshments and volunteers for Grandparents Day.

- f. Secure a volunteer (usually the GLL) from each grade level to host and organize monthly staff meeting snacks. Each grade level hosts and provides snacks for one staff meeting a year. In the event that a volunteer is not secured, will oversee and coordinate all duties outlined for hosting monthly staff meeting snack.

B. Healthy Lifestyles

1. This committee shall be composed of one chair and additional members as needed.
2. The chair shall:
 - a. Advocate for healthy changes in nutrition and physical activity.
 - b. Model positive, healthy behaviors at membership meetings and fundraisers.
 - c. Coordinate Field Day with PE teachers/Field Day committee and oversee Gardens committee and Bike Rodeo.
 - d. Attend NEISD School Lunch meetings every other month.
 - e. Dine in Wilderness Oak cafeteria monthly, submitting the appropriate NEISD form. May serve on District SHAC committee.

C. Family Engagement

1. This committee shall be composed of a chair, the 2nd vice president, and additional members as needed.
2. The committee shall be responsible for coordinating free or at-cost Family Engagement event(s) that follow the PTA's values and adhere to the budget detailed in its plan of work, using the PTA event checklist as a guide.

D. Communications Committee

1. This committee shall be composed of a chair and an assistant, and additional members as needed.
2. The committee shall:
 - a. Produce a newsletter to provide a link of communication between the PTA, school, and families
 - b. Coordinate electronic distribution.
 - c. Maintain the PTA website and PTA Facebook page calendar/event promotions as well as PTA Instagram account.
 - d. Place a sign giving notice of membership meetings in front of school at least 48 hours in advance.
 - e. Assist principal/custodians in making sure events properly advertised on school marquis (especially nomination committee meeting and executive board election).
 - f. Send items of interest to local news media, community papers (Welcome Home), or NEISD Public Relations Office.

X. Special Committees

A. Council PTA Delegate shall report on activities of NECPTA to the executive board.

B. Faculty Representative shall:

1. Be designated by the principal.
2. Serve as a communication link between faculty, staff and PTA.
3. Solicit staff input.

C. Nominating Committee

1. The committee should seek to represent the social, ethnic, and gender makeup of the association.
2. The committee should represent different grade levels and staff.
3. The executive board is encouraged to recruit a variety of members to serve on the nominating committee, and these individuals do not need to be present at the membership meeting to be considered for the committee, if they have given their consent.
4. The date of the nominating committee election should be publicized in advance to the entire PTA membership.
5. Qualifications of all candidates should be given careful consideration, regardless of their current PTA position. Although past PTA experience is valued, the nominating committee should strive to find the position that will best fit each candidate, while at the same time assuring everyone feels welcome in the PTA.
6. Nominating committee members are strongly encouraged to interview each candidate personally, either by phone or in person.
7. Nominating committees should plan their first meeting early enough that there is sufficient time for a second meeting should further deliberations prove necessary.

D. Budget and Finance

1. This committee shall be composed of a chair (treasurer) and at least 3 members, including the newly-elected president, one outgoing officer, and a representative from the school staff if possible.

2. The committee shall recommend amendments to the budget based on Plans of Work and submit these amendments to the executive board.

The treasurer shall present the budget amendments to the membership for approval at the first membership meeting of the year or any time a budget amendment is deemed necessary.

E. PTA Life Membership Chair

1. Serve at PTA Life Membership/Founder's Day Chair. This committee shall be composed of a chair and two (2) or (4) additional members of the Wilderness Oak PTA appointed by the chair. When possible, at least one (1) member of the committee shall hold a Texas PTA Honorary Life Membership.
2. This committee shall select individuals for recognition by awarding at least four (4) Texas PTA Honorary Life Memberships, Extended Service Awards, or National PTA Life Achievement Awards, as the budget allows.
3. The chair shall:
 - a. Seek nominations of at least four (4) Life Membership recipients.
 - (1) Selected recipients shall be at least two (2) faculty/staff members and two (2) community/volunteer members.
 - (2) Attend NEISD Council of PTA's workshop.
 - (3) Make nomination forms available to all staff and parents of Wilderness Oak and educate membership about purposes of Texas PTA Honorary Life Membership Award, Extended Service Award, and National PTA Life Achievement Awards.
 - (4) Set deadline for nominations, meet with the committee and select recipients.
 - (5) Submit recipient's names to the NEISD Council Life Membership chair for recording purposes and order certificates and pins from Texas PTA in time for the award ceremony.
 - (6) Prepare for appropriate speakers to present awards or slide shows to honor recipients.
 - (7) Purchase tickets to Founder's Day banquet for recipients and a guest each, the school principal, and, if possible, the PTA President, Assistant Principal and Founder's Day Chair.
 - (8) Plan an awards presentation at a Wilderness Oak PTA membership meeting.
 - (9) Deliver invitation and tickets to Founder's Day banquet to recipients and other guests.
 - (10) Create Founder's Day poster and submit for NEISD banquet and arrange for its post-event retrieval, if applicable.

F. Arts in Education

1. This committee shall be composed of at least two (2) members, the chair and the second vice president, and additional members as needed.
2. The committee shall:
 - a. Plan activities related to National PTA Reflections Art Contest.
 - (1) Attend the NEISD Council of PTA's workshops.
 - (2) Promote and advertise the art contest starting in September of each school year.
 - (3) Provide ample entry forms and guidelines for each Reflections category.
 - (4) Set entry deadlines and locate judges of appropriate age and with appropriate qualifications in their field (those with degrees, careers, or hobbies/skills in the field).
 - (5) Send a thank you note and/or a gift to judges.
 - (6) Collect and display artwork.
 - (7) Provide recognition for all participants and an award ceremony for winners.
 - (8) Submit Reflection winners to NEISD Council and send announcements to the school community.
 - b. Coordinate volunteers for Young Masters Art Program.
 - (1) Assist Art and Music teachers with art displays.
 - c. Coordinate volunteers for new Art Focus program with school principal every 6 weeks and other volunteers that can enrich art education at Wilderness Oak.

G. Room Representative Coordinator shall:

1. Arrange for two (2) room representatives for each class in August (if possible), and coordinate communication to room representatives for class parties, monthly staff meeting snacks, and grade-specific assignments such as Core celebrations and setting up/removing decorations for class musicals.
2. Act as liaison between teachers, GLLs, and principal's assistant to arrange for purchases needed for each grade's Core celebration.

H. ADEPT/Red Ribbon Week/Leadership Week

1. This committee shall be composed of the second vice president and at least one coordinator and additional members as needed.
2. The coordinator shall:
 - a. Plan activities related to National Red Ribbon Week (Drug and Alcohol awareness).
 - b. Involve students and staff in awareness activities, essay contest, daily dress up, and handout of awareness items.
 - c. Coordinate activities for Leadership Week or Leadership Night if applicable.

I. Bike Rodeo

1. This committee shall be composed of the second vice president and at least one coordinator and additional members as needed.
2. The coordinator shall:
 - a. Organize the even with the SA Police Officer for NEISD.
 - b. Order awards/medals for winners.
 - c. Coordinate and organize the annual bike rodeo assembly and event.

J. Field Day

1. This committee shall be composed of a chair (Healthy Lifestyles chair) and at least two (2) members (including PE staff), and additional members as needed.
2. The chair shall:
 - a. Work with Principal and PE teachers to arrange for activities and refreshments and with VP Volunteers to solicit volunteers via signup.

K. Fifth (5th) Grade Activities

1. This committee shall be composed of a chair and at least two (2) members and additional members as needed.
2. The chair shall:
 - a. Plan and conduct an end-of-the-year celebration.
 - b. Coordinate within PTA budget the following committees: food, chaperones, music/entertainment, decorations, cleanup, school gift, games/activities, rule/regulations, and other committees as needed.
 - c. Coordinate the ordering of a class shirt or other similar apparel as requested.

L. Gardens

1. This committee should be composed of at least two (2) members, a chair and the Healthy Lifestyles Chair, plus additional members as needed.
2. The Garden chair shall:
 - a. Work with 1st and 3rd grade teachers on gardens.
 - b. Be responsible for maintaining plants in pots along bus loop.
 - c. Coordinate and host 1st and 3rd Grade Garden feast.

M. Library Volunteer Coordinator shall:

- a. Coordinate library volunteers.
- b. Assist Librarian with projects, special events, guest authors, fundraisers, and other needs.
2. Serve as Used Book Sale chair or assist in appointing one, who shall:
 - a. Attend the NEISD Council of PTA's workshop.
 - b. Promote and coordinate the book drive to collect items as outlined by district council.
 - c. Coordinate volunteers to help with collection, sorting, and delivery of items.
 - d. Coordinate volunteers to help per district guidelines in the setup and during the book sale.
 - e. Promote the book sale to staff, parents and community members.
 - f. Host parties for top donation classrooms, etc.

N. SVSA (Student Volunteer Service Award)

1. This committee shall be composed of at least the third vice president and a coordinator and additional members as needed.
2. The coordinator shall:
 - a. Create an outreach and marketing plan that will teach parents and students about the program.
 - b. Educate participants on how to record service hours.
 - c. Report progress to students/parents via newsletters, Facebook, and membership meetings.
 - d. Coordinate an awards ceremony.

O. Public Schools Advocate/Civic Awareness Chair

1. This committee shall advocate for public schools and notify Communications Chair of community events that affect Wilderness Oak that shall be posted on Facebook and school website.

P. Box Tops

1. This committee shall be composed of the fourth vice president and at least one coordinator and additional members as needed.
2. The coordinator shall:
 - a. Coordinate the collection and submission of box tops periodically throughout the school year, including sending notification flyers/emails before each submission deadline.
 - b. Mail paper box tops before submission deadlines and host appropriate incentive parties for classrooms.
 - c. Assure funds allocated to teachers are used by May 1, or funds will be rescinded.

Q. Copy Room committee shall:

1. Be composed of one chair and the third vice president and additional members as needed.
2. The coordinator shall:
Coordinate volunteers to make copies and laminate on an ongoing basis throughout the year and create a schedule so there are copy assistants for each school day.

R. Spirit Cart/Gear

1. This committee shall be composed of at least the fourth vice president and coordinator and additional members as needed.
2. The coordinator shall:
 - a. Coordinate the ordering and sale of spirit items to the school community.
 - b. Provide end of year inventory report to Wilderness Oak PTA executive board.

S. Decorating (optional)

1. This committee shall be composed of the third vice president, at least one coordinator, and several assisting members if other committees are unable to adequately address their own decorating needs.
2. The coordinator shall:
 - a. Coordinate volunteers to make decorations on an ongoing basis throughout the year.
 - b. Coordinate removal and proper storage/lamination of decorations after programs.

T. Multicultural

1. This committee shall be composed of one chair and additional members as needed.
2. The chair shall promote cultural awareness and communication among all cultural groups.

U. Special Education

1. This committee shall be composed of two chairs, one for special education, the second for the Gifted/Talented program, and additional members as needed.
2. The special education chair shall serve as an advocate for children with special needs with the PTA/school, assist in making events such as Bike Rodeo accessible to all students, and may provide an informational program for parents of children with special needs.

V. 5th grade Graduation Reception Committee

1. This committee shall be composed of one coordinator and several committee members.
2. Committee will consult with Hospitality chair to decide theme and solicit the appropriate donation of refreshments (usually coffee, juice pastries, fruit) from fellow 4th-grade parents.

XI. Awards

- A. Awards in the form of certificates, plaques, etc. shall be the property of Wilderness Oak PTA and not individuals.
- B. Awards in the form of recognition pins (membership, etc.) shall be retained by the recipient.

XII. Miscellaneous

- A. Wilderness Oak PTA's mailing address shall be 21019 Wilderness Oak, San Antonio, TX 78258.
- B. Members shall obtain authorization from the membership before representing Wilderness Oak PTA when communicating to school district personnel or the media.
- C. Executive board members shall not be entitled to privileges that are not due to any other school district tax payer because of their position in the PTA.
- D. All communications concerning Wilderness Oak PTA for school distribution should be approved by the President or a Vice President prior to dissemination.