

1 CHRISTA MCAULIFFE ELEMENTARY SCHOOL  
2 STANDING RULES  
3

4 These standing rules may be amended without notice at any general meeting of the association by  
5 two-thirds (2/3) vote of the members present and voting; or by majority vote, previous notice having  
6 been given.  
7

8 I. ANNUAL MEETING AND REPORTS  
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- 10 a. The president or the president's representative shall make members aware of any news  
11 conducted in the Board meetings and present any motions that the General  
12 membership needs to vote on.  
13  
14 b. Each officer, chair, and coordinator shall include his or her Plan of Work in the  
15 procedure book to be given to the successor prior to the end of the current school year.  
16  
17 c. The president shall review Council Delegate reports and distribute the information to  
18 the appropriate committee volunteer(s).  
19

20 II. EXPENDITURES AND REIMBURSEMENTS  
21

- 22 a. Board approved reimbursements for officers and standing committee chairs attending  
23 PTA conventions or conferences shall be as follows (as funds allow, priority shall be  
24 President, 1<sup>st</sup> Vice President, Treasurer, Secretary, Parliamentarian, other officers,  
25 Standing Committee Chairs):  
26 1) Pre-paid registration fee and prepaid event functions.  
27 2) Housing fee – if applicable and not to exceed convention rate.  
28 3) Mileage – 41 cents per mile – attendees must travel a minimum of 40 miles  
29 round trip.  
30 4) Meals – not to exceed \$30.00 per person per day.  
31  
32 b. This unit will reimburse the expenses for the Officers and standing committee chairs  
33 to attend the Texas PTA Leadership Orientation Training Course.  
34  
35 c. Expenses will only be reimbursed if the expenditure is listed on an approved POW  
36 outlined in the budget. A check request form must be submitted with an attached  
37 receipt. The check request form must include the budget line item covering this  
38 expense, details on items purchased, and their purpose. All Executive Board Members  
39 are responsible for their budgets; if it is not in the budget, it will not be reimbursed.  
40  
41 d. This unit shall purchase tickets for the Council Founder's Day function for the new  
42 Life Members of the Christa McAuliffe Elementary School PTA, their guest, and two  
43 McAuliffe representatives. A Texas Honorary Life Member may receive exemption  
44 from the local portion of dues for Christa McAuliffe Elementary School PTA.  
45

- 1 e. Returned check fees shall be collected from the issuer of the check by the Treasurer.  
2 The process will be to issue a certified letter to the issuer giving 30 days to reimburse  
3 the PTA for the funds plus fees. If the Treasurer receives no response it may be turned  
4 over to the local law enforcement.  
5
- 6 f. Cash advances to purchase approved items for the PTA shall not exceed \$500.00 for  
7 any one person. The recognized Board Member, chair, or coordinator of the event may  
8 request a cash advance via a check request form following the above guidelines in  
9 Section c. After the event either a receipt for items purchased or a separate deposit  
10 slip for the cash advance must be submitted along with the cash to the Treasurer  
11 within 24 hours of the event.  
12
- 13 g. Sales tax exempt forms must be used by anyone approved to purchase items for the  
14 PTA (see Treasurer). The only sales tax that will be reimbursed by the PTA is for  
15 purchases made from Sam's Club.  
16

### 17 III. CONDOLENCES AND MEMORIALS

- 18
- 19 a. The Sunshine Committee, consisting of the Sunshine Chair, President or his/her  
20 representative, Secretary, and Parent/Community Outreach Chair, shall make all  
21 decisions concerning condolences and memorials. Each gift or memorial will not  
22 exceed \$40.00.  
23

### 24 IV. EMERGENCY MEETINGS AND VOTES

- 25
- 26 a. Phone or email voting: Phone or email voting is allowed in emergency situations.  
27 Every board member will be notified. An individual may make a motion, another  
28 person will second it, then the President will call for a vote. The President will restate  
29 the motion and send it to all executive board members. A 2/3<sup>rds</sup> affirmative vote of the  
30 entire board is needed to pass a motion. The email or phone vote will be ratified at the  
31 next meeting. The vote tally will be written into the minutes.  
32
- 33 b. An emergency meeting of the Executive Board may be called by the president or by a  
34 member of the executive board, at least (1) day notice having been given. A 2/3<sup>rds</sup>  
35 affirmative vote of the entire board is needed to pass any motion made at the meeting.  
36
- 37 c. A special meeting of the McAuliffe PTA may be called by the president or by a  
38 majority of the executive board, at least three (3) days notice having been given, as  
39 outlined in the Bylaws under Article IX: Meetings.  
40

### 41 V. OFFICERS

42 All officers shall:

- 43 1) Submit for approval a Plan of Work (POW) by the end of May following their  
44 induction.  
45 2) Attend executive board and general meetings.  
46

- 3) Coordinate and communicate with all coordinators and/or chairs overseen by them.
- 4) In the event of a vacancy, all PTA materials and/or funds in the possession of the dismissed or resigned executive committee member must be turned over to the President immediately.

VI. COUNCIL DELEGATES

All Council Delegates shall:

- 1) Collaborate with Program Coordinator to offer programs to general membership.
- 2) Coordinate with President and 1st VP on Board Training Opportunities.
- 3) Attend LISD Council Meetings and prepare reports to the Board.
- 4) Coordinate LEF basket donations.

In conjunction with LISD Council of PTAs guidelines, delegates will only represent McAuliffe Elementary. There shall be no more than two (2) Council Delegates.

VII. STANDING COMMITTEE CHAIRS

All Standing Committee Chairs shall:

- 1) Conform to general guidelines for standing and special committees as defined in Article X of the bylaws.
- 2) Work with the 3<sup>rd</sup> VP - Communications regarding the publicity for their event, including flyers, newsletter announcements, reminder notices, and posters.
- 3) Remit immediately to treasurer any money that might be collected.
- 4) Submit expense report and receipts for reimbursement to treasurer in a timely manner.
- 5) Provide updates and reports as requested by the executive board.
- 6) Submit cash from any event to the treasurer within 24 hours.

- a. Arts and Education Committee Chair shall: oversee the work of Reflections, Visiting Author Coordinator, Curriculum Enrichment, and Book Fair.
- b. Event Fundraising Committee Chair shall: coordinate the work of the Fall event fundraising committees in the 1<sup>st</sup> semester of school; coordinate the work of the Spring event fundraising committees in the 2<sup>nd</sup> semester of school; and coordinate the said events with the First Vice President for solicited sponsorships.
- c. Silent Fundraising Committee Chair shall: coordinate all catalog sales, cookie dough, etc.
- d. Sunshine Committee Chair shall: recognize Secretary's Day, Nurse's Day; coordinate new family welcome basket; purchase and present each staff member with birthday cards; coordinate a McAuliffe business directory for families to reference; acknowledge condolences for McAuliffe families in need; and recognize retirees.
- e. Student Services Committee Chair shall: coordinate with principal when ordering spirit wear; coordinate the sales and distribution of spirit wear; coordinate the sales and

1 distribution of WRAP PACS; oversee coordination of Red Ribbon Week and Bike Rodeo;  
2 and oversee PTA liaison(s) for all grade level and/or school wide music programs.  
3

4 f. Parent/Community Outreach Committee Chair shall: coordinate Senior Breakfast, Boo  
5 Hoo/Yahoo Breakfast, Field Day Luncheon, and Thanksgiving Feast; and oversee campus  
6 beautification efforts, Holiday Lighting Event, and Watchdogs.  
7

8 g. Hospitality Committee Chair shall: organize and provide volunteers to help with monthly  
9 staff luncheons and/or treats.  
10

## 11 VIII. COORDINATORS

12 All Coordinators shall:

- 13 1) Work with the 3<sup>rd</sup> VP - Communications regarding the publicity for their event,  
14 including flyers, newsletter announcements, reminder notices, and posters.
- 15 2) Remit immediately to treasurer any money that might be collected.
- 16 3) Submit expense report and receipts for reimbursement to treasurer in a timely  
17 manner.
- 18 4) Provide updates and reports as requested by the executive board.
- 19 5) Submit cash from any event to the treasurer ~~or deposit in the bank~~ within 24 hours.
- 20 6) Work with the Vice President or Committee Chair assigned to oversee their  
21 committee.  
22

23  
24 The following coordinators, which may include, but are not limited to, report to 2<sup>nd</sup> VP –  
25 Membership and Volunteers:

- 26 1) Phone Directory Publisher: publishes and distributes a phone directory of PTA  
27 members as early in the year as possible.
- 28 2) Phone Directory Editor: organizes the selling of ads for the phone directory and  
29 coordinates with the publisher in the timely delivery of the directory.
- 30 3) Volunteer Coordinator: coordinate with principal, executive board, coordinators,  
31 and committee chair to distribute a volunteer packet at the beginning of the school  
32 year; include guidelines and rules for the volunteers in the volunteer packet and  
33 newsletter; promote the use of member in the community as volunteers; and provide  
34 updates/reports as requested by the executive board.  
35

36 The following coordinators, which may include, but are not limited to, report to the 3<sup>rd</sup> VP –  
37 Communications:

- 38 1) Yearbook Editor: coordinates with photographers, teachers, and administration in  
39 the taking of pictures, selling and distribution of yearbooks.
- 40 2) Yearbook Sales and Distribution: coordinates with the Yearbook Editor in the  
41 selling and distribution of the yearbooks.
- 42 3) Yearbook Photographer(s): coordinates with Editor, teachers, administration, and  
43 parents in the scheduling and taking of pictures.
- 44 4) Web Site Administrator: create, coordinate the maintenance, and support the flow of  
45 information via the McAuliffe PTA web site.

1 5) Social Media Administrator: create and distribute news media announcements and  
2 news concerning the PTA or school; oversee the execution of all social media, print  
3 media, and digital media.  
4

5 The following coordinators, which may include, but are not limited to, report to Arts and  
6 Education Committee Chair:

- 7 1) Reflections: promotes involvement in National PTA Reflections program,  
8 coordinates local unit competition, arranges for judges and ribbons/prizes, and hosts a  
9 reception.
- 10 2) Visiting Author: schedules and organizes visits of authors.
- 11 3) Curriculum Enrichment: schedule and arrange for programs.
- 12 4) Book Fair: organizes and promotes book fair(s); coordinates book fair volunteers;  
13 and schedules class visits to the book fair.  
14

15 The following coordinators, which may include, but are not limited to, report to the Student  
16 Services Committee Chair:

- 17 1) Spirit Wear: set up and sell spirit wear at PTA events when appropriate, serve on  
18 Fall and Spring Event fundraising committees, maintain spirit wear inventory, and  
19 solicit spirit wear sales through take home forms deemed necessary.
- 20 2) Wrap Packs: coordinates with the Grade Level Teachers to develop school supply  
21 list with each grade level; sets price of supply kits with the approval of the executive  
22 board; notifies parents of the sale in the spring; takes orders and distributes kits.
- 23 3) Programs: serves as liaison for all grade level and/or school-wide music programs;  
24 works with the Talent Show coordinator to organize the acts.
- 25 4) Drug Awareness: promotes and organizes drug prevention programs, including Red  
26 Ribbon Week Campaign and National PTA's drug awareness program.
- 27 5) Watch Dogs: serve as a direct point of contact for any Watch DOGs general  
28 inquiries (background check inquiries should be directed to the school secretary),  
29 coordinate and host the Watch DOGs kick-off meeting/pizza party early in the Fall,  
30 ensure the Watch DOGs signup calendar is current and confirm there is sufficient  
31 coverage on days with significant need, maintain Watch DOGs social media page with  
32 any pertinent information or general school/PTA updates, coordinate and host the  
33 Watch DOGs Donuts with Dad meeting in January of each school year.  
34

35 The following coordinators, which may include, but are not limited to, report to the  
36 Parent/Community Outreach Committee Chair:

- 37 1) Campus Beautification: coordinate and implement recycle/green programs related  
38 to the Texas State PTA theme each year; maintain school flower beds and pots;  
39 coordinate Holiday Lighting event in conjunction music teacher and art teacher event.
- 40 2) Bike Rodeo: schedules a date and alternate rain date for a safety rodeo in the fall;  
41 arranges for the Highland Village Police Department to present a safety program; sets  
42 up obstacle courses; organizes parent volunteers; and fills out certificates.
- 43 3) Community Hospitality: coordinate Senior Breakfast, Boo Hoo/Yahoo Breakfast,  
44 Field Day Luncheon, and Thanksgiving Feast.  
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1 IX. SPECIAL COMMITTEES

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3 While standing committees have a continuing existence such as Arts and Education and  
4 Hospitality, Special Committees are those that go out of existence as soon as they have  
5 completed a specified task, such as Nominating or Financial Reconciliation Committee.  
6 Special Committees shall:

7  
8 1) Conform to general guidelines for standing and special committees as defined in  
9 Article X of the McAuliffe PTA Bylaws.

10 2) Only members of the association shall be eligible to serve in any elective or  
11 appointed position.

12  
13 a. Financial Reconciliation Committee: certifies the accuracy of the books and records of  
14 the association. Committee consists of three (3) people appointed by the executive  
15 board at least 30 days prior to the last meeting of the association. Members may not be  
16 signers on any association bank account.

17  
18 b. Nominating Committee: as outlined in the PTA Bylaws Article VII.

19  
20 c. Life Membership Committee: shall be selected by the 2<sup>nd</sup> VP –Membership acting as  
21 the chair for the committee. The committee is to consist of at least three (3) persons,  
22 no more than seven (7), and always an uneven number. It is not required that a Life  
23 Membership be awarded each year.

24  
25 d. Budget & Finance Committee: Chaired by the outgoing Treasurer. Other members  
26 include the following outgoing officers: President, 1<sup>st</sup> VP, and the following incoming  
27 officers: President, 1<sup>st</sup> VP, and the Treasurer. Also, the chair may invite guests with an  
28 interest in the coming year’s budget. This committee meets at the end of the year with  
29 data gathered from the executive board members and their coordinators to compile a  
30 budget for the upcoming year. Their proposed budget is given to the incoming  
31 executive board for review, change, and approval as they see fit.

32  
33 e. Bylaws/Standing Rules Committee: Chaired by the Parliamentarian. A committee of  
34 no less than three (3) people will meet to formulate any changes needed to the Bylaws  
35 and/or the Standing Rules (including the structure of Standing and Special  
36 Committees) on an as needed basis. The Executive Board and the General  
37 Membership must accept the committee’s recommendations before being forwarded to  
38 the Texas State PTA for approval.