

Cypress Elementary PTA

Standing Rules

2018-2019 (established 4-18-19)

- I. Section 1: Meeting Minutes
 - a. The President shall appoint a committee of three (3) members at the final executive board meeting to approve the minutes of the final executive board meeting of the year. Minutes may be approved via email and must be within 7 days of final board meeting.
 - b. The president shall appoint a committee of three (3) members at the final General membership meeting to approve the minutes of the final membership meeting. Minutes may be approved via email and must be within 7 days of final board meeting.
- II. Section II: Training Expenses
 - a. This Local PTA shall pay the expenses of executive board members for fee based online training offered by Texas PTA
 - b. This Local PTA shall pay the expenses of the executive board to attend Council training, if applicable. As the approved budget allows, this Local PTA shall pay the expenses of any other PTA member to attend.
 - c. This Local PTA shall pay the expenses of the executive board members to attend the Texas PTA LAUNCH and Annual Meeting in the following order as funds allow, up to \$3000. Additional members may be added at the discretion of the board if the other positions cannot go.
 - i. President
 - ii. 1st Vice President
 - iii. Treasurer
 - iv. Secretary
 - v. 2nd Vice President
 - vi. 3rd Vice President
 - vii. 4th Vice President
 - viii. Parliamentarian
 - d. Local PTA shall limit event expenses to the following:
 - i. Registration Fee. All attendees must pre-register. Local PTA will not pay for additional fees incurred for late registration.
 - ii. Hotel accommodations at published seminar double-occupancy rate (4 people per room)
 - iii. Event-related functions.
 - iv. It is assumed that event entry is paid to be all-inclusive and meals are covered by this fee. No additional funds are allocated for additional meals.
 - v. Alcohol purchases shall not be reimbursed.
- III. Section III: Financial: Debit Card
 - a. Card issued to President and Treasurer

- b. Debit card purchases are for \$100 or more. All other charges are to be managed through reimbursements. Any charge less than \$100 must be pre-approved by treasurer or president.
- c. 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.
- d. A financial reconciliation shall be conducted if a signer on the bank account changes or a card is reported lost or stolen.
- e. In the event of a change in officers, the signature card and authorization for credit/debit cards shall be updated.
- f. Automated Teller Machine (ATM) usage, cash back, or cash advances shall be prohibited.
- g. An invoice or receipt shall be given to the treasurer after the purchase.
- h. Procedures shall be established and approved by the membership that designate authorized signers, usage, distribution, name changes, credit limit monitoring, and monitoring of budgeted funds.
- i. The treasurer shall reconcile the itemized bill prior to payment. Itemized bills shall directly correspond to submitted disbursement vouchers prior to payment.

IV. Section 4: Miscellaneous

- a. Office Max/Office Depot
 - i. Local PTA has an account on file for tax exemption with this retailer for the sole use of PTA needs. Account # 33014026