DOVE ELEMENTARY
PARENT TEACHER ASSOCIATION
STANDING RULES

(NOTE: Wording in the standing rules does not duplicate wording in the bylaws. Standing rules contain details about the day-to-day operations of the PTA that relate to the details of the administration of the PTA until rather than to parliamentary procedure. They can be adopted or changed upon the will of the unit. Standing Rules are adopted, as any ordinary motion, by the majority vote at a business meeting. They may be amended by two-thirds vote without previous notice or by a majority vote with such notice. Standing Rules may be suspended by majority vote
provided the proposal is not in conflict with the bylaws.)

I. Meetings

A. The president shall appoint a committee of three (3) members to approve the minutes of the executive and general board meeting.

B. Monthly Executive Board Meetings shall be conducted on the first Monday of the month, starting at 8:30am or determined by the incoming president, with the approval of the new board, on or before the installation of new board members, so the PTA calendar can be submitted to the district for publication.

II. Training

A.This Local PTA shall pay the expenses for members of the executive board to attend the Texas PTA Leader Orientation.

III. Financial

A. The president shall appoint additional signer(s) for the PTA accounts with executive board approval.

B. The secretary shall not be appointed as a check signer on the PTA account(s).

C. The secretary shall not be appointed to review the monthly bank statements.

D. All money shall be counted by at least two (2) persons at the same time, and all counters shall sign a completed Itemized Receipt Form. The money shall be given to the treasurer, who shall count and sign the Itemized Receipt Form. The treasurer can be one of the two (2) counters.

E. Any check made payable to this Local PTA that is returned, as NSF can be re-deposited one time. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer. This Local PTA reserves the right to refuse subsequent checks from the check writer and require cash or money orders.

F. This Local PTA shall vote on two (2) tax-free days annually.

G. This Local PTA shall permit accessibility of the code to the safe to the officers of the Executive Board and the fifth (5th) grade coordinator with the exception of the secretary as stated in Section III.B., C. and D.

H. This Local PTA shall change the access code to the safe by September thirtieth (30th) annually.

I. This Local PTA shall require a written reimbursement request form to be completed and signed by the event chairperson or coordinator in order to have funding for a cash startup (petty cash) for event sales. This funding check request for cash is to be submitted to the treasurer within 48 to 72 hours before the scheduled event. The treasurer will issue a check to the designated PTA person within 24 hours of the event. Checks are to be cashed at the local PTA designated bank branch for funding of the cash boxes.

J. This Local PTA shall not use credit or debit cards.

K. This Local PTA shall reimburse allowable, budgeted expenses that are carefully planned at the beginning of the year and submitted in the form of a "Plan Of Work" to members who submit receipts or a receipt of the invoice with proper documentation to the treasurer within thirty (30) days of the event or within three (3) days prior to the end of the school year, whichever comes first.

L. This Local PTA shall not reimburse sales tax unless the executive board gives prior approval for the exception. Any member making purchases on behalf of or for this Local PTA shall use the tax-exempt form.

M. This Local 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.

N. This Local PTA shall require a written contract with any business vendor when purchasing non-refundable merchandise or when making significant expenditures for service.

O. This Local PTA shall purchase tickets for the Council PTA Founder's Day function for the following persons:

i. (President)
ii. (School principal)
iii. (Six additional attendees)

IV. Electronic Banking Policy

A. This Local PTA shall change passwords on all accounts at least once a year or when there is a change in signer or when there is a financial reconciliation.

B. This Local PTA shall accept PayPal transactions. These transactions are limited to the acceptance of donations and payments from parents/guardians for PTA activities and events. The PayPal account will be in this Local PTA's name.

C. This Local PTA will have an expense line item to account for associated fees. This PTA will download monthly statements from PayPal to ensure all fees are accounted for and reported on the financial statement.

D. This Local PTA will transfer all PayPal payments a minimum of once per month into the Local PTA bank account so that bank reconciliations will be accurate. Documentation of the transfer will be filed with the bank reconciliation.

E. This Local PTA will ensure that all payments made through PayPal will have a detailed report that states who the payment is from and what it is for.

F. This Local PTA will ensure that the third party processing company will be Certified Compliant with the Payment Card Industry Data Security standards.

G. This Local PTA will use the same deposit procedures that apply for a bank deposit with the exception that there do not have to be two counters since it is a bulk deposit. A copy of the online transaction detail will be attached to the Deposit form.

H. This Local PTA will not write down any credit card numbers for any reason. Only swiped transactions that are authorized immediately will be accepted.

I. For any disputes or issues needing a refund via PayPal only this Local PTA can confirm that refund to the customer and the Treasurer is the only person authorized to confirm the refund.

J. This Local PTA will use the same check request procedures for an electronic refund and the refund will be recorded in the check registry prior to withdrawal.

K. This Local PTA will respond to payment challenges promptly and accurately. If merchandise has not already been provided goods and services will be withheld until the dispute is cleared. If the dispute is not resolved favorably, it will be treated in the same manner as non-sufficient fund checks.

V. Bonding and Insurance

A. This Local PTA shall purchase general liability insurance and officer insurance annually.

VI. Officer Duties

A. 2nd Vice President of Membership – in addition to the duties outlined in the Bylaws.

1. The Membership officer shall ensure completion and submission of membership list and dues report to Texas PTA by October 15; coordinate the implementation of a membership campaign; provide the secretary with an updated membership list for each regular meeting; and apply for membership awards from Texas PTA.

B. 3rd Vice President of Fundraising – in addition to the duties outlined in the Bylaws.

1. The Fundraising officer shall coordinate fundraising activities which shall earn money for our Local PTA.

VII. Standing Committees

A. Hospitality shall provide Back to School and Teacher Appreciation events for the faculty and staff, which include: coordinating food item donations; securing volunteers to serve; and reserving school location for the events.

B. Box Tops/Retailer Rewards shall promote, collect and submit Box Tops for the PTA to receive funds from the Box Tops for Education Program.

C. Student Directory shall timely compile the student directory and coordinate with the membership vice-president for distribution to all local unit members. Soliciting advertisers to offset the cost as necessary.

D. Grade Level Coordinators shall be responsible for promoting activities within each grade level; shall work with the grade level teachers and room moms on designated school activities; shall assist in PTA sponsored socials.

E. Diversity Action Council Committee shall serve as the Dove liaison to Council news programs and events that nurture an environment where diverse cultures and beliefs of all people are acknowledged, respected and valued.

F. Dads Club works in support of the PTA and the school by providing staffing for set up and clean up of events, building a float for the Grapevine Parade of Lights, perform improvements to classrooms at teachers' requests and chair fundraising activities to raise money for
improvement projects.

G. Environmental coordinates recycling programs on campus, emulates “Keep Grapevine Beautiful” and plans Earth Week celebrations.

H. Literacy promotes reading programs in conjunction with our librarian and scholastic book fairs.

I. Webmaster/Publicity/Communications shall have the responsibility of planned and systematic management of communication of the PTA and school events. Communication is to include both internal and external communication. Internal shall include but is not limited to school posters, flyers, the marquee and

newsletter. External shall include but is not limited to GCISD website, Dove website, newspapers and GCISD public relations department.

J. Parent Education/Youth Protection shall have the primary responsibility of safety awareness keeping local members apprised of current news, trends, safety and protection events. Working with Dove counselor and district advisors and vendors on educating the unit members and students to promote safety, community and awareness.

K. Cardio Club shall promote regular exercise through a variety of activities and will work with PE Coach after school with Cardio Club.

L. Volunteers shall recruit and coordinate Dove parent and community volunteers; collect and report volunteer hours to Council.

M. Destination Imagination is the campus representative and coordinator of all DI Council and Texas PTA information, registration.

N. KDOV Booster works with campus librarian to coordinate and organize all KDOV activities.

O. Music Booster works with campus music teacher to coordinate and organize all Music Booster activities.

P. STUCO Booster works with grade level campus sponsors to coordinate and organize all student council activities.

Q. Reflections shall market the Reflctions Program to Dove students and parents, collect entries, obtain judges, shall organize a participation party to recognize participants and winners.

R. Healthy Lifestyles shall promote healthy food choices through a variety of activities and attend council meetings that relate to healthy lifestyles.

VIII. Other Board Positions

A. Council PTA Delegates shall participate fully in Council PTA discussions and deliberations; report announcements, important actions and the Council PTA program to this Local PTA membership and executive board; seek information or approval from the membership on matters referred to this Local PTA for such approval or information; and report and/or vote as directed by the Local PTA membership at the Council PTA meeting.

IX. Special Committees

A. Field Day shall coordinate a fun and eventful day for students and volunteers consisting of a variety of themed athletic and non athletic activities and games in a non-competitive environment providing a lunch option for a reasonable cost, and appropriate water and snack breaks.

B. Fall Festival shall coordinate all aspects for the event including but not limited to games and prizes, food and beverages, advanced ticket sales and advertising, working closely with the Dads Club and grade level coordinators.

C. Wrap Packs solicits quality vendor school supplies bids, organizes distribution and collection of wrap packs for each grade level coordinating with the principal and grade level team leaders.

D. Talent Show promotes and coordinates all aspects for the Dove (2 night) Talent Show working with clear and concise guidelines and expectations providing a non-competitive, esteem building experience for those involved.

E. Silent Auction solicits donations and items for auction at Fall Festival. Prepare bid-sheets, decorations and collection of all items. Coordinate staff contributions and grade level baskets.

F. A Scholarship committee of three (3) with two (2) alternates are to read and judge submitted essays awarded to former Dove, graduating GCISD seniors, including the district's alternate schools.

X. Scholarships

A. The Scholarship Chair shall be responsible for overseeing the distribution of this Local PTA's Scholarship Applications and the following guidelines established.

B. A committee of three (3) with two (2) alternates will be appointed by the Local President with the approval of the Executive Board at the annual September Executive Board meeting.

C. All decisions shall be made by consensus of this committee.

D. This Local PTA shall offer scholarships to former Dove, graduating students from all GCISD high schools, including the district's alternate schools, as funds allow.

E. The number of scholarships and the amount of scholarships shall be determined by the committee under the provisions of the current budget.

F. The committee may revise the scholarship application, the criteria for selection, and the deadline.

G. Scholarships will be presented to recipients at Dove Elementary on an agreed upon date and time before the end of the school year.

H. Distribution of scholarship funds shall follow normal PTA guidelines. Awards not claimed by December 30th of each year will be forfeited, unless a special arrangement is made with the Local president and treasurer to extend the award deadline.

I. Criteria for selection may include: Essay, School Activities, Community Service/Work Activities, GPA, SAT/ACT scores and Special Considerations. The essay question may vary annually.

J. Scholarship applications shall be collected and blinded by this Local PTA's Scholarship Chair, or other person who is not a member of this committee, prior to being given to the committee.

K. The Chair and Members of the committee may not be parents or guardians of high school seniors.

XI. Miscellaneous

A. This Local PTA's mailing address shall be 1932 Dove Road, Grapevine, Texas 76051.

B. Members shall obtain authorization from the membership before representing this Local 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 taxpayer because of their position in the PTA.

D. The president, school principal, or presiding officer prior to dissemination shall approve all communications concerning this Local PTA for school distribution.

XII. Procedure Books/Folders

A. Each officer and chairman shall maintain a procedure binder, notebook or documentation. Materials and information considered important to the performance of the office or committee should be added to the notebook or hanging folder regularly. The notebook shall be turned over to the committee chair of the new board within fifteen (15) days of the time the successors assume their duties. The notebook shall contain:

1. A record of activities with recommendations for further action, giving details of procedures and evaluation of activities, a Plan of Work, including the committee budget, goals and objectives.