

  
SH 8/6/09  
Texas PTA President

# DRIPPING SPRINGS ELEMENTARY SCHOOL PARENT TEACHER ASSOCIATION STANDING RULES

## I. Plans of Work:

- A. Plans of Work shall be submitted by all officers, committee chairs, and coordinators to the incoming Executive Board before May executive board meeting.

## II. Expenditures:

- A. The following insurance shall be purchased annually by DSE PTA:
1. General liability insurance
  2. Officers' liability insurance
  3. Fidelity bond insurance
  4. Property insurance
- B. DSE PTA shall pay the expenses of officers or other appointed members to attend Texas PTA Summer Leadership Seminar and for the president or assigned representative and one appointed officer to attend the State Convention as follows:
1. Registration fee (every effort shall be made to pay early bird registration fee)
  2. Parking
  3. One meal per day up to \$15 \$20, no reimbursement for alcoholic beverages or sales tax
  4. Reimbursement for accommodations
- C. DSE PTA shall pay Texas PTA Leader Orientation Training expenses for all officers.
- D. DSE PTA shall purchase a past president's pin for the retiring president.
- E. DSE PTA shall purchase service pins for officers, committee chairs, and coordinators.
- F. The PTA shall not reimburse sales tax.

## III. Duties of Officers:

DSE PTA will sponsor the following events and committees within the following areas of responsibility:

- A. President shall:
1. coordinate the printing and assembly of the Meet the Teacher Packets (in the summer for distribution in August)
  1. coordinate the invitations, refreshments and agenda for the PTA Welcome Coffee.
  2. prepare and distribute meeting agendas throughout the school year for both the Executive Board and General Membership meetings.

3. ~~attend the monthly DSISD superintendent meetings and coordinate with other campus PTA Boards~~
4. ~~coordinate the purchase and distribution of volunteer recognition lapel pins which are awarded to volunteers who have served as officers, committee chairs, or program coordinators.~~
5. add name of incoming President to signature card at the bank upon the books being turned in to the Audit Committee.
6. attend DSISD Council meetings
7. may not hold an elected position after serving two consecutive terms, but may be appointed a position by the newly elected board

B. 1<sup>st</sup> Vice President of Enrichments shall:

1. Parent Education  
Provide at least 2 educational articles to parents throughout the school year
2. Assemblies/Family Programs  
Develop and coordinate programs to meet the needs of members and students.
3. Math Stars  
Coordinate and implement math enrichment program.
4. Outdoor Classroom  
Maintain school gardens as a resource for outdoor lessons.
5. Planet Protectors  
~~Coordinate and implement programs to foster environmental conservation awareness.~~
6. Reflections  
Publicize and promote students' participation in this national PTA fine arts program.
7. Tiger Science  
Organize and coordinate various hands on science-related programs.
8. Art Appreciation  
Coordinate and implement program to foster art and the appreciation of art.
9. UIL  
Coordinate hospitality rooms to support school's UIL program

C. 2<sup>nd</sup> Vice President of Ways and Means shall:

1. oversee fundraising events including:
  - a. Fall Fair  
Organize, coordinate, and implement a yearly fair as a fundraiser for PTA.
  - b. Fall Fundraiser  
Organize, coordinate, and implement a yearly fall fundraiser for the PTA.
  - c. Redemptions  
Organize and coordinate the collection of box tops and labels as a fundraiser for the PTA.
  - d. School Spirit Class T-Shirts  
Coordinate the design, production, and sale of shirts as a fundraiser for the PTA.
  - e. School Spirit Items

1 Coordinate the design, production, and sale of school spirit items as a fundraiser  
2 for the PTA.

3 f. Vending Machine/**Pencil Machine**

4 Purchase items, stock, and maintain vending machine in staff breakroom **and**  
5 **entry hall.**

6  
7 2. oversee the sale of other items, though they may not be fundraisers, including:

8  
9 a. School Supplies, **including Music Recorders**

10 Organize and coordinate ordering and distribution of school supplies needed at  
11 the beginning of the school year.

12 b. ~~Tiger~~ Yearbooks

13 ~~Purchase books for the school library to commemorate student birthdays or other~~  
14 ~~occasions.~~ **Organize, coordinate the** Processing of book orders and distribute  
15 books.

16  
17 D. 3<sup>rd</sup> Vice President of Volunteers shall:

18  
19 1. coordinate volunteers by hosting at least one Volunteer Training/Room Parent  
20 Orientation (generally held in conjunction with the PTA Welcome Coffee) and  
21 distributing Room Parent folders and a Volunteer Resource Book.

22  
23 2. distribute and collect the Classroom Volunteer Sign-Up Sheets (posted by the homeroom  
24 teachers at Meet-the-Teacher and again at the Parent Information Night).

25  
26 3. coordinate volunteers for the many programs, services, and activities of the PTA by: (1)  
27 processing PTA Volunteer Questionnaires and Classroom Volunteer Sign-Up Sheets, and  
28 (2) compiling and distributing a list of volunteers to the respective room parent, officer,  
29 committee chair, program coordinator, or school staff member. The Third Vice-President  
30 shall also maintain a list of general volunteers as a resource, when needed.

31  
32  
33 4. Provide help to teachers with preparation of materials

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35 5. ~~count~~ **note** volunteer hours monthly and award Volunteer-of-the-Month award to  
36 volunteer with most volunteer hours and oversee the following:

37 a. ~~Cafeteria Helpers~~

38 ~~Help students at lunch.~~

39 b. ~~FUN (Families United at Night) Events~~

40 ~~Coordinate family oriented events throughout the school year.~~

41 c. ~~Grade Level Contacts~~

42 ~~Contact Room Parents within each grade to communicate needs, such as~~  
43 ~~donations of food for Staff Appreciation Events.~~

44 d. ~~Reader Leaders~~

45 ~~Coordinate with teachers, readers to read with students.~~

46 e. Staff Appreciation Events

47 Plan and organize events for faculty appreciation.

48 f. ~~TAKS~~ **STAAR** Snacks

49 Assemble snack food bags for students during the scheduled ~~TAKS~~ testing dates.

50 g. Talent Show

51 Coordinate and organize a Talent Show and rehearsal for DSE students.

52 h. Teacher Workroom

1 Provide help to teachers with preparation of materials.

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3 E. 4<sup>th</sup> Vice President of Public Information shall:

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5 1. oversee the dissemination of PTA information by means of:
- 6 a. Bulletin Boards
  - 7 Maintain PTA bulletin boards within the school.
  - 8 b. School Marquee
  - 9 Update information on outdoor sign in front of the school as needed.
  - 10 c. Monthly Newsletter (The Parent Connection)
  - 11 Publish and distribute a newsletter of current events.
  - 12 d. Team Translation
  - 13 Translate English forms and documents into Spanish.
  - 14 e. Website
  - 15 Maintain PTA website with current information.
  - 16 f. Coordinate media articles/announcements as indicated that highlight PTA activities,
  - 17 in accordance with school district policies.
  - 18
  - 19

20 F. Secretary shall:

- 21  
22 1. post notice of all General Membership meetings.
- 23  
24 2. have a current membership list available for reference at meetings.
- 25  
26 3. have a current copy of the Bylaws and Standing Rules available for reference at
- 27 meetings.
- 28  
29 4. be custodian of association records and maintain a PTA binder containing General
- 30 Membership meeting minutes, Treasurer reports, and information presented at meetings,
- 31 located in the school office easily accessible to the public.
- 32  
33 5. prepare and distribute recorded minutes from Executive Board and General Membership
- 34 meetings for adoption (the following month) into the record. Minutes shall reflect action
- 35 (not discussion, including opinions and interpretations).
- 36  
37 6. ~~update volunteer nametags throughout the school year, as needed.~~
- 38  
39 7. open and review the PTA's bank statement.
- 40

41 G. Treasurer shall:

- 42  
43 1. deposit all cash and checks payable to DSE PTA into the PTA bank account, or allow
- 44 officers to make deposits if needed. The Treasurer shall declare to the membership two
- 45 (2) days during a calendar year as "tax-free" events, as approved by the Executive Board
- 46 and in accordance with the guidelines set forth by the State Comptroller. These dates will
- 47 be noted in the minutes.
- 48  
49 2. work with Historian to send appropriate dues to State and National PTA by October 15.
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51 3. ensure that necessary sales taxes are paid and current, and prepare, or cause to be
- 52 prepared, and file all tax returns of the association.

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4. complete financial reporting (annual report), taxes (form 990), and turn books in to the Audit Committee. Incoming Treasurer shall add name to signature card at the bank upon the books being turned in to the Audit Committee. Incoming Treasurer shall receive books directly from the Audit Committee upon completion of the audit.
5. Apprise the Executive Board of any errors or discrepancies relating to the finances of the PTA immediately.
6. notify individuals of returned checks due to insufficient funds, as outlined in the established procedure regarding same, and shall pursue the reimbursement of these funds to the PTA in a discreet, confidential manner.

H. Historian shall:

1. process all PTA membership application forms in a timely manner (forwarding all checks and cash associated with memberships to the Treasurer for deposit) and send a thank you note acknowledging the receipt of the membership application to individuals in a timely manner.
2. work with Treasurer to send appropriate dues to State and National PTA by October 15.
3. provide Secretary with an updated list of members for each General Membership meeting.
4. be responsible for distribution of award forms to committee chairs and submission of these awards and membership awards to Texas PTA.
5. oversee publication of the annual memory book (ensure photo-documentation of school activities through direct communication with Memory Book Coordinator, volunteers, and school staff).
6. maintain an inventory of the property belonging to DSE PTA.

I. Parliamentarian shall:

1. ensure that each PTA Executive Board member, committee chair, and program coordinator has a copy of the current DSE PTA Bylaws and Standing Rules (unless coordinated by another Executive Board member, committee chair or program coordinator). The Parliamentarian shall ensure that a copy of the Bylaws and Standing Rules are available to the general public (by placing same in the PTA Binder in the school office).
2. add name of incoming Parliamentarian to signature card at the bank upon the books being turned in to the Audit Committee.
3. oversee Legislative Action to keep membership informed on State and National PTA legislative activity.
4. ~~serve as a liaison to the student council~~

1 **IV. Special Committees:**

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3 Budget and Finance Committee shall consist of 3 or 5 members, including the newly elected President,  
4 newly elected Treasurer, and one retiring officer. The committee shall prepare the following school  
5 year's budget to be presented to the voting body for its adoption at the May General Membership  
6 meeting.

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9 Adopted November 2007

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