

## STANDING RULES

### **Rule 1. Duties of standing committees:**

Standing Rules Approved By Order  
of the Texas PTA Board of Directors

*Pam Meyercord*

Texas PTA President

Date 11/17/04

#### **Membership**

- a. to serve as chairperson for the annual Membership Drive
- b. to enroll new members and compile a list to be sent to state office and distribute members' cards
- c. to prepare monthly status report for local meetings and for the State PTA
- d. to greet new/prospective members at meetings and make them feel welcome, set-up membership table for sign-in and information
- e. to compile, write, edit, type and have printed a directory for each member of the association for distribution annually
- f. to plan activities throughout the year that will encourage new members to join and old members to remain active
- g. to call to welcome all new members and invite to a new member coffee
- h. to update guest and membership lists monthly
- i. to relay pertinent information to appropriate board members

#### **Children's Party Chairman**

- a. to plan and execute Children's Parties as approved by the executive board. (Typically a Halloween, Holiday, and Easter Party are held)
- b. to inform membership of parties through general meetings and newsletter
- c. to oversee set-up and clean-up of facility used

#### **Hospitality**

- a. to provide refreshments at general meetings

- b. to plan special meeting activities, for example Brunches, PTA Birthday Party
- c. to oversee the set-up and clean-up of the meeting room for each meeting
- d. to coordinate new member coffees hosted by executive board members, September through May
- e. to coordinate and execute annual New Member Get Acquainted Coffee to be held after membership drive and prior to September general meeting

#### **Programs/Parent Education**

- a. to arrange and introduce programs for the regular and special meetings
- b. to be responsible for selecting the installing officer for the annual meeting, subject to the approval of the executive board
- c. to tape record general meeting speakers (with their approval)

#### **Fundraising**

- a. to set up a budget listing the necessary expenditures of the association for the year's activities to be presented to the executive board for its approval before its presentation to the association
- b. to plan and execute fund raising activities
- c. to meet with the treasurer at least twice a year to evaluate fundraising needs

#### **Website/Publicity**

- a. to oversee and update the Coppell/Valley Ranch ECPTA Website
- b. to send notices of meetings and items of interest to the news media (newspapers, cable TV, signs, flyers)
- c. to work with the historian on the publicity book by keeping newspaper clippings and photographs of the activities
- d. to create and oversee publishing and distribution of annual membership brochures

#### **Nursery Administrator**

- a. to secure nursery reservations for the regular meetings
- b. to prepare room assignments and oversee check-in (labels, etc.)
- c. to prepare labels and room lists
- d. to implement nursery procedures as described in the Guidelines

### **Nursery Director**

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- ~~a.~~ to arrange for a sufficient amount of qualified baby-sitters for regular meetings
- b. to arrange for set up and clean up of rooms used by children
- ~~c.~~ to procure and distribute refreshments to the children in the nursery.
- d. to acquire necessary supplies
- e. to implement nursery procedures as described in the Guidelines
- f. to coordinate appropriate activities for children with other committee members
- g. to arrange for transportation, storage and cleaning of toys
- h. to prepare monthly sitter assignments

### **Newsletter Editor**

- a. to coordinate deadline dates for story submissions, ad submissions and mailing with the appropriate chairpersons
- b. to collect all officer and chairman's monthly reports/information
- c. to place all advertisements in newsletter as compiled by the advertising chairperson
- d. to bring any advertisements deemed ethically questionable or in conflict with ECPTA goals to the executive board for a vote
- e. to have newsletter proofed by an officer prior to printing and deliver approved copy to printer with copying instructions (i.e. how many, front-to-back, stapled, etc.)

### **Character and Spiritual Education**

- a. to plan devotional for each executive board meeting and each meeting of the association and to stress and emphasize spiritual guidance and moral values
- b. to coordinate local charitable activities
- c. to display flag and PTA Objects at each regular meeting and lead Pledge of Allegiance
- d. to organize Adopt-A-Location clean-up four (4) times per year

### **Children's Activities Coordinator**

- a. to plan monthly outings for members and children
- b. to inform membership of activities through general meetings and newsletter

### **Play Group Coordinator**

- a. to coordinate age-appropriate play groups
- b. to designate and keep record of play group leaders

### **Adult's Group Coordinator**

- a. to coordinate special interest groups for parents only (i.e. Mom's Night Out, Bunco)
- b. to inform membership of activities through general meetings and newsletter
- c. to collect the special interest groups' monthly information and forward to the newsletter editor by the monthly newsletter deadline

### **Communication Coordinator**

- a. to inform the membership of *any* special meetings
- b. to relay pertinent information as needed to further the association's activities
- c. to pick-up (from printer), prepare and mail monthly newsletter
- d. to remind board members each month of board meetings

### **Advertising Chairman**

- a. to organize and set up member vendor table
- b. to bring to the executive board for a vote any advertisements that are ethically questionable or in conflict with our PTA goals

### **Child Advocacy**

- a. to work with ECPTA school liaison to inform members of any projects or programs within the city and schools relevant to the safety of our community or that relate to the PTA objectives (for example, Neighborhood Crime Watch, Child Watch, Safe House Program)
- b. to organize fieldtrips that promote health, safety and educational issues
- c. to schedule children's programs for the monthly meetings

### **Public School Liaison**

- a. to establish a relationship with public school Parent Teacher Organizations and receive their newsletter and other information that would be of interest to our members and share this information at general meetings and through the newsletter
- b. to attend public school board meetings or obtain minutes and share pertinent information with our members

**Rule 2.** Children over twelve months of age are not brought into the meeting room during general meetings unless otherwise designated. Infants under twelve months may be brought into general meeting as long as they are not disruptive, but they are welcome in the nursery.

**Rule 3.** All officers and chairmen are encourage to attend school of instructions, leadership, and parliamentary procedure courses presented by the Coppell-Valley Ranch Early Childhood PTA or other workshops offered by the PTA.

**Rule 4.** Standing rules may be amended at the regular meeting by a majority vote.

**Rule 5.** A Nursery Liability Release Form shall be completed annually by each member or guardian for each child before that child can be admitted to the nursery.

**Rule 6.** Record Keeping: The following records shall be maintained for the time periods indicated:

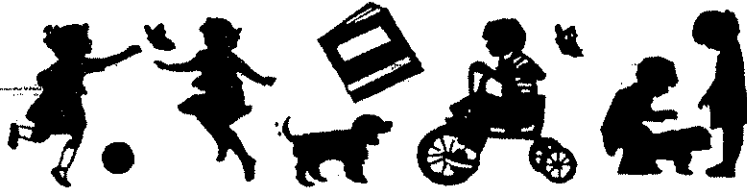
1. Audit Reports - 10 years
2. Treasurer's Annual Reports - 3 years
3. Bank Statements - 5 years
4. Ledgers and Journals - 10 years
5. Receipts and Expense Vouchers - 5 years
6. Budgets - 5 years
7. Monthly Treasurer's Reports - 3 years
8. Minutes of regular and executive committee meetings - for the duration of the association's existence
9. Procedures books - 3 years

**Rule 7.** Advertisements in the newsletter and directory shall be on a first paid, first published basis. Also, only one independent distributor per company shall be published each month.

**Rule 8.** For any checks payable to the CVR/ECPTA that are returned unpaid, the writer of such check is responsible for payment of any bank fees related to the returned check.

**Rule 9.** Any directories, yearbooks, or member lists distributed by this organization are for PTA use only. Any other use is strictly prohibited, including businesses operated by PTA members as well as outside businesses.

**Rule 10.** The artwork/logo shown below shall be the official logo of the CVR/ECPTA. Use of this artwork for non-PTA business is strictly prohibited.



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**COPPELL/VALLEY RANCH EARLY CHILDHOOD PTA**

## **APPENDIX**

# Articles or sections listed which bear the state symbol (#) are requirements of the Texas PTA. They do not require a vote of the association and should be incorporated promptly and verbatim into the local unit bylaws.

\*\* Articles or sections listed which bear double stars (\*\*) are requirements of the National PTA. They do not require vote of the association and should be incorporated promptly and verbatim into the local unit bylaws.

1. In an incorporated organization the individual has additional protection for his personal assets against any law suites. The corporation entity provides this protection. In an unincorporated organization there is a greater potential for each and every member to be sued because there is no corporation entity. A lawyer or the office of the Secretary of State should be contacted for detailed information on the steps necessary to become an incorporated PTA unit.

2. In this document the term "constituent organization" is interchangeable with the phrase "this local PTA".

3. In 1977 the title of Article III was changed to conform with the District of Columbia corporation laws that govern the National PTA. This change was recommended by an attorney and approved by convention delegates. The remainder of the article retains the word "Objects" for its historical significance.

4. The question is frequently raised as to whether there is any age requirement for election as an officer of a PTA organization. The counsel of the Texas PTA has advised us that in his opinion:

"(a) In Texas the not-for-profit corporation laws do not specify and age qualification for persons who can serve as directors (members of the board of managers, etc.) of corporations.

"(b) Where there is no specification in the state corporation laws, a person should not be deemed to be eligible to serve as an officer unless the person is at an age at which he is competent to make contracts. Texas law does not specify at what age a person is competent to make contracts.

~~“(c) To be a PTSA member of the Texas PTA, a student must be in the 9<sup>th</sup> grade or above. It is not required to be a PTSA to have student members.”~~

5. The total amount of local unit annual dues is obtained by adding the per member National PTA portion, the Texas PTA portion and the per member portion desired for local use.

*6. Individuals may expect their dues to be received in the Texas PTA office five (5) days after being received by the local unit. A list of members' names and dues must be sent to the Texas PTA office before an individual is a PTA member.*

7. The remittance to the Texas PTA shall be accompanied by a report in such form, as may be required by the Texas PTA, showing the name and address of the president of the PTA, the amount of dues collected during the period covered by the report, and the number and names of the members of the PTA.

*8. All positions not filled by election or appointment become vacant at the close of the school year.*

9. The National PTA and the Texas PTA and its parliamentary authority recognize that only one person shall be elected to serve in any one office.

10. Vice presidents should be named in order of precedence: first, second, third, etc. Each vice president should have administrative charge of a specific area. This must be listed in the bylaws. The first vice president shall be designated as the aide-to-the-president.

*11. If both a recording and corresponding secretary are elected, the duties of the secretary shall be divided.*

12. PTA membership lists are not to be released to outside interests by National PTA, Texas PTA, district, council, or local units.

13. It is suggested that the membership be notified through regular publicity channels of the date and time of all association meetings following the first meeting of the executive board at which time this schedule is determined.

14. It is suggested that the quorum be set to reflect the number of members who could reasonably be expected at any business meeting. This should be a specific number (not percentage) of the total membership. Ten (10) members will be the least number accepted.

15. In calculating a quorum, filled board positions rather than positions available will be counted.

*16. Texas PTA does not recognize more than one (1) person serving in the same capacity; therefore, there are no co-chairmen.*

*17. Three (3) written copies of the Plan of Work shall be submitted at the first executive board meeting.*

18. If the local is in council membership this Article XII is necessary in the local bylaws. If the local is not in council membership, indicate “not applicable” and do not fill in the blanks.

19. An audit of the treasurer's accounts is for the protection of the treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the treasurer of responsibility except in the case of fraud.

20. The audit report is adopted by a majority vote at the first general meeting following the close of the school year.

21. Each amendment to the bylaws shall be provided to the membership through the regular publicity channels thirty (30) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting.

*22. If not approved, they must be corrected and resubmitted.*