

# Standing Rules and Procedures

## Hogg Middle School PTA

Approved on [add date]

### I. Meetings and Reports

- A. The President shall appoint a committee at the April Board meeting to approve the minutes of the last board meeting.
- B. The President shall appoint a committee at the May general meeting to approve the minutes of the last general meeting.
- C. Each Board member shall provide an update of their area at the Board meetings.
- D. These Standing Rules are to be reviewed, amended, and approved by 2/3 vote of the Board during the first Board meeting of the newly elected Board.

### II. Financial

- A. No blank checks shall be issued.
- B. The following person's signature shall be on file with the bank for signature on checks issued by the Hogg PTA.
  1. President
  2. Treasurer
  3. 1 Vice President
- C. No officer shall approve or sign a check that is being issued to him/herself.
- D. Two signatures are required on receipt when handling cash, before being given to the Treasurer.
- E. Any items purchased by the Hogg PTA for the school needs approval of the principal.
- F. There shall be a sum of no less than \$2,500.00 left unencumbered for in the budget to start the next year's work.
- G. Any check made payable to Hogg PTA that is returned as NSF will be re-deposited once. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer. The Hogg PTA reserves the right to refuse subsequent checks from the check writer and require cash or money orders for all future payments.
- H. The Hogg PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within thirty (30) days of the event or within three (3) days of the end of the school year, whichever comes first. Reimbursement requests and/or receipts turned in later than this must be presented to the Board for approval.
- I. The Hogg PTA shall not reimburse sales tax unless the Board gives approval for the exception. Any member making purchases on behalf of or for the Hogg PTA shall use the Texas Sales & Use Tax Exemption form.
- J. The Hogg 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.

- K. The Hogg PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service. This contract must be reviewed and approved by the President and the appropriate Vice President.
- L. The Executive Board shall submit a budget for the next fiscal year at the annual meeting for approval by the membership.
- M. Executive Board members shall be responsible for their respective budgets. If expenses are incurred that exceed a respective budget, the appropriate Executive Board member shall submit those expenses before the Board and then to the membership for approval.

### III. Bonding and insurance

- A. The following insurance shall be purchased annually by the Hogg PTA:
  - 1. Commercial General liability
  - 2. Media Liability
  - 3. Medical Payment liability
  - 4. Non-profit Professional Liability (Officer's liability)
  - 5. Fidelity bond insurance for all persons on signature bank card
  - 6. Property insurance (if applicable)

### IV. Board Training Expenditures

- A. The Hogg PTA shall reimburse the expenses of members to the Texas PTA State Convention and Summer Leadership Seminar in the following order, as funds allow:
  - 1. President
  - 2. 1st Vice President
  - 3. Treasurer
  - 4. 2<sup>nd</sup> Vice President
  - 5. Any other Board Member, if the budget allows
- B. Allowable expenses for Summer Leadership Seminar are limited to the following:
  - 1. Registration fee
  - 2. Housing fee – hotels are reimbursed for room and city tax only.
  - 3. Hotel rooms must have a minimum double occupancy, when more than one member attends, to receive full reimbursement.
  - 4. Mileage reimbursement – if more than one member of the Hogg PTA is attending the event, members must travel in one car together to receive the current IRS standard mileage reimbursement rate per mile.
  - 5. Meals and parking are reimbursed with receipt and completed reimbursement form. Meals should not exceed \$50 per day.
  - 6. Alcohol is never reimbursed by PTA.

## V. Condolences and Memorials

- A. The Board shall make all decisions concerning condolences and memorials in accordance with school district policy and guidelines.
- B. Memorials will not exceed \$50.00.

## VI. Miscellaneous

- A. The Board shall work as a team and present a positive image, remembering to respect its members and Hogg teachers/staff.
- B. Board members shall not expect privileges or rights that are not due any other parent or taxpayer in the school district.
- C. Board members will not speak to the media as representing the local PTA unit unless authorized to do so by the Board or the general membership AND the Hogg Middle School Principal.
- D. Notification of an emergency vote taken by phone, email, or other electronic means shall be given to each Board member by the president. Board members shall have at least 8 hours to respond. A complete accounting of the number of votes cast and the results shall be given at the next regular meeting where the vote shall be ratified. All of these actions shall be recorded in the minutes.

## VII. The Elected Officers

All officers shall read and familiarize themselves with the Hogg PTA's bylaws and standing rules, especially in regard to the duties of their office. Officers shall participate in a yearly goal-setting process; recruit a diverse committee with input from the Board; oversee Plan of Work; and manage their committee chairs as needed.

Each officer shall provide an annual report to his/her successor that includes a plan of work, information on duties, vendors, etc.

### A. The President shall:

- 1. Oversee all functions and programs of the Hogg PTA.
- 2. Assign to Hogg PTA members any duties necessary to run the Hogg PTA.
- 3. Check with the Principal before proceeding with any activity or project.
- 4. Have materials to be sent home approved by the Principal.
- 5. Preside over all Hogg PTA meetings.
- 6. Attend Leadership Conference and Workshops, if available.
- 7. Prepare written agendas and preside at all Association and board meetings.
- 8. Ensure your Local PTA meets all requirements of the Standards of Continuing Affiliation.
- 9. Ensure all members and dues are reported to Texas PTA in a timely manner, at least monthly.
- 10. Work with all board members to help meet their goals and

required duties.

11. Sign all contracts which have been approved by the Board.
12. Be an authorized signer on the bank account.
13. Foster an environment of open communication among all Board members.
14. Appoint a Financial Reconciliation Committee at least 30 days before the last association meeting of the year. Appointments are subject to the approval of the Board.
15. Represent Local PTA as a delegate to Council PTA, if applicable.
16. Serve as an ex-officio member of all committees, except the Nominating and Financial Reconciliation committees.

B. The 1<sup>st</sup> Vice President (VP of Membership) shall:

1. Enroll new members at any time during the school year.
2. Provide a list of members to the president, secretary and treasurer; and keep the list current.
3. With the Treasurer, submit member list and dues to the state and national PTA by the assigned deadline and other times as necessary.
4. Be responsible for applying for membership awards from district and Texas PTA.
5. Oversee the Membership budget.
6. Submit members and dues to Texas PTA at least monthly.
7. Ensure your Local PTA meets all requirements of the Standards of Continuing Affiliation.
8. Recruit new members throughout the year with the goal of recruiting one member for every student on your campus - A Voice for Every Child!
9. Engage school administration and faculty in supporting your PTA through membership.
10. Reach out to all families, new and returning, to become a member of your PTA.
11. Share the importance of PTA and publicize the vision, mission, priorities, and benefits of membership.
12. Promote Member Programs available exclusively to PTA campuses and their members.
13. Distribute membership cards to all members and request additional cards as needed.
14. Thank your members for supporting PTA and recognize outstanding contributions with Texas PTA Honorary Life Membership or Extended Service Awards.
15. Celebrate your successes at association and board meetings, through social media, and by receiving Texas PTA Membership Awards.

C. The 2<sup>nd</sup> Vice President (VP of Volunteers & Hospitality) shall:

1. Coordinate volunteers for Hogg PTA functions and to assist with activities within the school as needed.
  2. Work hand in hand with volunteers and the school to enrich school programs through volunteering.
  3. Follow up and document contact with interested volunteers in an appropriate time frame.
  4. Compile and maintain a list of volunteers with contact information that is accessible to the entire Hogg PTA Board.
  5. Plan and execute teacher appreciation, volunteer appreciation and hospitality events as noted in the plan of work.
  6. Oversee the Hospitality budget.
- D. The 3<sup>rd</sup> Vice President (VP of Fundraising) shall:
1. Oversee all fundraising efforts in conjunction with President and Principal.
  2. Oversee the Fundraising budget.
- E. The 4<sup>th</sup> Vice President (VP of Communications):
1. Facilitate communication between the Hogg PTA teachers, families, and communities.
  2. Promote awareness of events, meetings and other important information via Hogg Middle School communications channels as well as social media (Facebook, Twitter, etc.).
  3. Oversee the Communications budget.
- F. The 5<sup>th</sup> Vice President (VP of Programs) shall:
1. Be prepared to fill in for President whenever needed.
  2. Be prepared to assume the position of President should the elected President be unable to complete his/her term in office.
  3. Select programs in conjunction with President and Principal that promote family engagement.
  4. Communicate school programs with parents and Hogg PTA.
  5. Oversee the Programs budget.
  6. Identify community needs by surveying families and school personnel.
  7. Evaluate existing programs and determine relevancy and future plans.
  8. Research program providers and/or ideas aligned with identified needs and goals.
  9. Adopt annual goals to increase family engagement using the National Standards for Family-School Partnerships.
  10. Provide year-round programming to establish the PTA's focus on family engagement, not only fundraising.
  11. Network with PTA Programs Leaders in your community to

collaborate on common goals.

G. The Treasurer shall:

1. Count all money collected at the end of each event with at least one Board member present.
2. Be responsible for depositing money in the bank in a timely manner.
3. Draft a letter to any party with a check returned for insufficient funds in an attempt to recover funds plus any bank charges resulting from the check.
4. See that the finances are audited no later than the middle of every July.
5. Provide a report at monthly board and general meetings.
6. Serve on budget planning committee.
7. File all yearly income tax, all federal and state tax documents, coordinate with the accountant if necessary and maintain Board insurance.
8. Submit all required items to the Financial Reconciliation Committee in a timely manner.

H. The Secretary shall:

1. Prepare and maintain record of attendance sheet at Board meetings.
2. Record, duplicate and distribute minutes to the Board members at/before the next meeting.
3. Present the minutes from all general Hogg PTA meetings at the next meeting.
4. Prepare and maintain record of attendance sheet at General meetings.
5. Maintain all official records of the association.
6. Record in the minutes all business transacted at each association and board meeting.
7. Notifies board members, as requested by the president, of all called meetings.
8. Assist the president in determining a quorum at association and board meetings.
9. Present minutes from the previous meeting, association or board.
10. Present a report of board meetings to the association membership as needed.
11. Prepares a draft of the minutes of each meeting within two to five days of the meeting.
12. Act as the corresponding secretary, reading communications at meetings and writing thank you notes, etc.
13. Assume the duties of the historian if one is not designated in the

bylaws.

- I. The Parliamentarian (Appointed by President) shall:
  1. Provide assistance on all issues regarding the Hogg PTA bylaws, Standing Rules and Robert's Rules of Orders.
  2. Serve as Chairman of the Bylaws Committee.
  3. Review Bylaws, Standing Rules and Procedures and make recommendations as needed.
  4. Reviews agenda and assists with wording of any anticipated motions.
  5. Keeps time at meetings and is available for questions regarding procedures and rules.
  6. Maintains a position of impartiality and does not make motions, enter debate or vote.

#### VIII. Standing Committees Chairs (Approved by majority vote of the Board)

Committee Chairs are board members who organize the committee's work and serve as a link to the Board. These chairs shall participate in the Board's yearly goal-setting process; recruit a diverse committee with input from the Board; oversee Plan of Work; and coordinate plans, tasks and activities through their respective PTA Officer/VP and other committee chairs as needed.

Each Committee Chair shall provide an annual report to his/her successor that includes a plan of work, information on duties, vendors, etc.

- A. The Hospitality Chair shall:
  1. Support the mission of the VP of Volunteers.
  2. Coordinate all Hogg appreciation luncheons and events.
  3. Be responsible for refreshments at Hogg PTA functions, as planned.
  4. Oversee the Hospitality budget.
- B. The Technology Chair shall:
  1. Support the mission of the VP of Communications.
  2. Oversee and manage the Hogg PTA website.
  3. Ensure the website is operational at Back to School events.
  4. Manage on-line PTA enrollment and volunteering sign-ups
- C. The Auction/Big Event Chair shall:
  1. Support the mission of the VP of Fundraising
  2. Organize successful event for the Hogg community.

3. Coordinate all aspects of the gala including ticket sales, auction items, prizes, food and concessions, rentals, sponsors and vendors.
4. Turn in any contracts to the President for approval.
5. All contracts must be signed by the President.
6. Oversee the Auction/Big Event budget.

D. The Spirit Night Chair shall:

1. Support the mission of the VP of Fundraising
2. Organize restaurant nights for Hogg families that create community and raise funds.
3. Coordinate dates for the events with the Board and Principal.
4. Works with the VP of Communications to publicize the events.

E. The Literacy Night Chair shall:

1. Support the mission of the VP of Programs
2. Coordinate with the Hogg Middle School librarian to support Hogg's Annual Literacy Night
3. Connect with PTA Board Members from local feeder schools to encourage their involvement in the event.
4. Oversee Literacy Night budget.

F. The Program Chair(s) shall:

1. Support the mission of the VP of Programs
2. Coordinate with the Principal, Teachers, Staff and Parents to host Program(s).
3. Connect with PTA Board Members from local feeder schools to encourage their involvement in the event.
4. Oversee Program(s) budget.

G. The Hogg Campout Chair shall:

1. Support the mission of the VP of Programs
2. Reserve the camp sites for the annual family campout
3. Work with the VP of Communications to publicized the event
4. Oversee the Razorback Campout budget.

H. All Standing Committee Chairs shall:

1. Adhere to their budgets.
2. Work collaboratively with the VP they support
3. Attend Hogg PTA meetings as necessary to keep the Board informed of their duties and events.
4. Maintain detailed documentation of all job related duties, functions, and activities.



5. Be responsible for directing volunteers during the assigned event.
  6. Perform all functions as assigned by the President
  7. Abide by and perform duties as outlines in the Hogg PTA bylaws.
- I. Other committees and programs will be formed as determined necessary by the Hogg PTA Board.

**Hogg Middle School PTA  
Elected Board Positions & Standing Committees**

