



Marcus High School PTSA

Standing Rules

Duties of the Officers

President

1. Serve as an ex-officio member of all committees;
2. Approve all PTSA publications and online information before posting or distribution
3. Ensure that board members will be provided the following tools for office:
 - a. A current copy of bylaws and standing rules;
 - b. Specific information relating to their office or chairmanship from their predecessor (i.e. procedure book);
 - c. Listing of board members' names, phone numbers and email addresses;
 - d. Forms for 'plan of work' reimbursement, vouchers, deposits and tax-exempt purchasing, and Texas hotel tax exempt forms;
 - e. Information from the Texas PTA handbook (President's book) pertaining to each chairmanship.
4. Designate one (1) additional check signer in the minutes;
5. Designate two (2) tax free days in the minutes;
6. Verify that all minutes are approved by committee or presentation at a regular association meeting. This action makes the minutes a legal document of the association.

First Vice President (VP1) - Ways and Means

1. Be chairman of the Fundraising Committee;
2. Serve as an ex-officio member of all committees proposing or conducting fund-raising for the Association.

Second Vice President (VP2) - Membership

1. Actively solicit for membership;
2. Compile, maintain, and keep current an accurate list of members;
3. Provide current membership lists to the treasurer and the secretary;
4. Submit membership data and dues report to the treasurer;
5. Represent the PTSA at freshman orientation (FISH CAMP).

Third Vice-President (VP3) - Publicity

1. Be chairman of the Public Relations Committee;
2. Create and distribute the PTSA Newsletter monthly; Communicate publication deadlines;
3. Coordinate the information about Marcus PTSA on the PTSA website;
4. Distribute news releases of the Association when appropriate;
5. Submit final drafts to president prior to posting or publication.

Secretary

1. Distribute written copies of the minutes at the meetings or post on website;
2. Keep on file the original approved current standing rules, copies of current year's dues forms, current year's approved original plans of work, all committee reports and current board member list;
3. Turn over to the financial reconciliation committee approved minutes in "non-editable" format or page-numbered books. One book will be executive minutes; another will be general meeting minutes.

Treasurer

1. Be a member of the fundraising committee;
2. Deposit all PTSA funds at the end of a fundraising event and/or two business days;
3. Make available all financial forms needed by the association;
4. Turn over the MHS PTSA's financial records to the financial reconciliation committee within 15 days after the end of the fiscal year (July 15th); (If a financial reconciliation is called for at any other time, records will be turned over immediately.) During this process, the outgoing treasurer should be available during the financial reconciliation in case the committee should need help locating or deciphering records.
5. Provide the payee a reimbursement check within two (2) weeks if all information needed for reimbursement is provided to the treasurer.
6. Submit a payment of Texas PTA and National dues and membership rosters to Texas PTA before the October 15 deadline. Any other dues owed to Texas PTA shall be submitted as soon as it is received;
7. Prepare and present budget for membership approval at last regular meeting of the year.

Parliamentarian

1. Have a current copy of the bylaws, standing rules and a copy of Robert's Rules of Order at all board and regular meetings; Keep this PTSA's bylaws current by incorporating all National PTA and Texas PTA mandated changes into the bylaws and submit them as a "clean copy" to Texas PTA;
2. Provide a copy of the current bylaws, standing rules, membership lists, and current year's Plans of Work (POW) to the Nominating Committee;
3. Review duties, restrictions, and qualifications of all elected officers with the Nominating Committee;
4. Serve as Chairman of the Bylaws and Standing Rules Committee. Bylaws may be called to review, amend or revise at the request of the general Membership at any regular meeting with two-thirds vote of members present and voting.

Duties of the Representatives

Council Delegates

1. Attend each LISD Council of PTA's meeting;
2. Distribute information pertinent to the executive board from the Council to appropriate officers and committee chairpersons.

Principal's or their Representative

1. Encourage Teacher and Staff participation in PTSA;
2. Bring to the Board issues, concerns, and interests of the MHS Staff;
3. Report pertinent PTSA activities, programs, issues and concerns to the faculty and staff.

Student Representatives

1. Elected by the board in October following an application process made available to all students via PTSA channels during the school year.
2. Bring to the Executive Board issues, concerns, and interests of the student body;
3. Solicit student opinions, ideas, questions, and feedback, and to report student-initiated PTSA programs to the student body;
4. Encourage student participation in PTSA;

Teacher's Representative

1. Selected by the principal subject to the approval of the board.
2. Bring to the PTSA Board issues, concerns, and interests of the MHS Faculty;
3. Report PTSA activities periodically to the faculty;
4. Encourage Teacher participation in PTSA;

Standing Committees

Community Outreach

The Chairman shall:

1. Shall be a liaison between Marcus High School and/or Community needs that we can address as a PTSA.
2. Facilitate at least one (1) student-led program/initiative
3. Oversee any environmental initiatives
4. Work with MHS Annual Homecoming Carnival teacher representative

Hospitality

The Chairman is responsible for Faculty and Staff Appreciation functions including:

1. Welcome-Back Breakfasts,
2. Appreciation Lunches,
3. Holiday Snacks, and
4. other events as determined by the committee, within budget allowances.

Magnificent Marauders

The Chairman shall:

1. Coordinate an awards program for students who have shown significant:
 - a. Achievement,
 - b. Effort,
 - c. Creativity, or
 - d. other merit as determined by their teachers. (One student may be recognized per class period per teacher for each of the first three nine weeks).
2. Work with the scholarship chair to include the MHS PTSA Senior Scholarship Award recipients in the final awards program in the spring.

Programs

The Chairman shall:

1. Oversee Programs at the general or board meetings;
2. Provide educational/informational programs as approved by the Board for fall and spring semester.

Volunteers

The Chairman shall:

1. Solicit the general membership for volunteers for the activities and committees of the Association;
2. Maintain a list of Volunteers by category of service; provide that list to the respective committees;
3. Assure the rotation of volunteers when possible;
4. Serve as liaison to the school for lists of volunteers for established school events.

Website

The Chairman shall:

1. Develop and maintain the Website for the PTSA;
2. Submit final drafts to President prior to posting.

9th Grade Representative

The Chairman shall:

1. Encourage 9th grade parent and student participation in PTSA;
2. Bring to the Executive Board from 9th grade parents and students
 - a. Issues, concerns, interests
 - b. Opinions, ideas, questions, and feedback;
3. Lead the Student Leadership at MHS-9 and Main Campus,
 - a. Develop two (2) students from each grade for the leadership program
 - b. Have candidates ready for November meeting
4. Work with MHS Counselor Staff to organize Red Ribbon Week

Special Committees

Arts in Education

The Chairman and committee is responsible for conducting the:

1. Reflections contest within the guidelines established by Texas PTA, and
2. Submitting winning entries to the Lewisville Council of PTA's.

Bylaws and Standing Rules

1. Be formed at least once every three years to review the bylaws and standing rules;
2. Be comprised of at least three (3) members with at least two (2) of those members having had experience on the board of Marcus PTSA
3. Report to the general membership. As a courtesy, the board should be made aware of the committee's recommendation prior to the presentation to the membership. The Chairman shall be the Parliamentarian.

Financial Reconciliation

No current or incoming treasurer shall be a member of this committee. The financial reconciliation committee shall be expedient in its duty. Once formed, a reasonable date will be set for completing the reconciliation process. A member of the financial reconciliation committee will:

1. Collect the financial books and records from the treasurer,
2. Collect the MHS PTSA's minutes, reports, and membership roster from the secretary.
3. After the financial reconciliation process has been completed, the committee will turn over the financial books and records directly to either the incoming president or the incoming treasurer.
4. The minutes, reports, and membership roster will be turned over to either the incoming president or the incoming secretary.
5. A summary will be provided to the board and the general membership.

Advocacy

The Chairman shall:

1. Provide information to the general membership about pending legislation on a local; state, or national basis that pertains to issues important to the community; and
2. Be responsible for any proposed legislative positions initiated by the Association.

Life Membership

The Chair shall:

1. seek out exemplary individuals who have shown extraordinary commitment and involvement in:
 - a. Programs,
 - b. Activities, or
 - c. Organizations that support MHS PTSA, mission, and Purposes,
 - d. Award these individuals with Texas PTA's highest honor, the Texas Life Membership Award at the Founder's Day Luncheon.

Pride and Beautification

The Chairman shall:

1. work with the school on an as-needed basis to provide improvements to:
 - a. The grounds,
 - b. Buildings,
 - c. Signage, and
 - d. other specified areas.

Scholarship

The Chairman shall

1. Award Marcus PTSA scholarships to senior class PTSA members. Candidates must be a member for at least two (2) years including their senior year to be eligible.
2. Have committee select recipients after providing a blind application. The number of scholarships to be presented will be determined by the board prior to the close of the fiscal year.

3. Eligibility will be reviewed on a case by case basis for students who transfer to MHS their junior and/or senior year.

Financial Procedures & Notes

Check signers shall be the President, Treasurer, and a third President-appointed Executive Board member.

The amount carried forward in the PTSA general checking account for the incoming association shall be no less than \$2000.00 and the value of scholarship awards outstanding at the end of the fiscal year.

Any person wishing to be reimbursed must submit proper receipts to the treasurer no later than 30 days after the event or 14 days prior to the end of the fiscal year-whichever comes first.

If the Association designates a tax-free fundraiser, it must be reflected in the minutes of the Association prior to the event.

The Association should obtain adequate insurance protection against liability and financial loss due to fraud, embezzlement, or dishonest acts. Annual coverage runs from October 1 to October 1, and coverage should be reviewed yearly to insure the activities or projects of the PTSA are adequately and completely insured and that deductibles are appropriate for the said projects and activities.

All donations more than \$250.00 received by the Association over the term of one day from a single donor must be issued a receipt to comply with the IRS Charitable Contribution Rules. At a minimum, the receipt must reflect the donor's name, date, cash amount, or description of the item received; and must have the PTSA's name on the receipt. The Treasurer shall offer the contribution receipt to all donors who qualify.

All PTSA funds received should be given to the Treasurer after a fundraising event and/or in two (2) business days.

The Association will reimburse for actual and pre-approved expenses up to budget limits when provided an original invoice or receipt with the following exceptions:

1. Sales Tax will be reimbursed only if merchant refuses by policy or in writing to honor our Tax Exemption certificate. For example, Sam's Club purchases are eligible for Sales Tax reimbursement.
2. State Hotel Tax
3. Alcohol

NSF Checks

The treasurer is responsible for collecting all checks deposited by the Association and returned as "insufficient funds" by the bank. The following steps should be taken:

1. All insufficient funds check writers are to be contacted and the effort made to collect the funds and the administrative fee charged to the Association by the bank.
2. Funds recovered and administrative fees collected are to be immediately deposited by the Treasurer.
3. If repeated attempts to obtain the said funds are unsuccessful, the corresponding budget item shall be reduced by the amount of the insufficient funds and, in the case of PTSA membership, the check writer's membership will be rescinded.
4. The check writer will then be put on a "cash-only" basis, and no further checks will be accepted until the item of insufficient funds is -cleared by a cash replacement.

Training Expenditures

1. The Association shall reimburse the expenses for the continuing training of its officers and committee chairmen in the following order of priority, and according to budgeted amounts:
 - a. Foundations Leadership Orientation (1 and 2)
 - b. TX PTA Launch
 - c. National PTA Convention
2. Leadership Orientation Training is a required training for officers and is offered by the LISD Council of PTAs. This PTSA shall pay for its officers to attend the course.
3. The Association shall reimburse training expenses for any board member, subject to the approval of the board.
4. Training expenses to be reimbursed shall require original receipts and shall be limited to the following:
 - a. Registration and Prepaid events;
 - b. Housing Fees: published convention/seminar rate-double occupancy;
 - c. Meals: \$10.00 breakfast, \$15.00 lunch, \$25.00 dinner or a maximum of \$50.00 per day. Prorated per diem will be allowed.
5. Transportation reimbursement will be paid as follows:
 - a. Mileage: \$.40 per mile or gas receipts;
 - b. Airfare: Must be pre-approved by the Executive Board prior to the expenditure and be substantially equal in cost to other types of travel;
 - c. Parking: Hotel parking fees (if not included in room rate)
6. The training budget line item shall not be less than \$1,000.00.

Founder's Day

The Association shall pay for attendance of at least the following people, but should not be limited to:

1. Current year's Life Member(s) and one (1) guest each
2. Both School Principal's
3. PTSA President
4. The Life Membership chairman

Scholarships

The Association shall use the following procedures for the bestowing of scholarships to students with the single most important issue being objectivity and equal access for all eligible students.

1. Procedures determining how scholarship recipients are selected shall be in writing with copies kept by the Scholarship Committee Chairman, the Secretary, and the President.
2. The Committee may consist of three (3) members, including the Chairman.
3. No parent of a senior shall serve on this committee, nor should anyone else whose objectivity would be questionable.
4. The committee should set a deadline for accepting applications to allow for the presentation of the awards at an award ceremony.

5. The amount and number of scholarships awarded is subject to the will of the Association and funds available.
6. All scholarship funds will be made payable to the recipient and disbursed to the same when adequate documentation of enrollment from a qualified institution has been made to the satisfaction of the board and no later than February 1st. of the following year.
7. Scholarship recipients shall be sent a notification letter from the scholarship committee, which will include information about general IRS guidelines describing how these funds must be used in order not to be taxable to the recipient. The Association is not required to file 1099's for the recipients if this notification requirement is met, and this satisfies all IRS rules regarding the Association's reporting obligations.

Email Voting

The Association shall allow email voting, in the case of an emergency, the following procedures shall be followed:

1. The President shall send the motion for a vote via email. The email shall specify brief discussion, time frame, and voting deadline.
2. For this discussion, a "reply all" is necessary. The discussion period should be no less than twenty-four (24) hours.
3. For the vote, a "reply all" is required. The time frame for voting shall not be before twenty-four (24) hours and within three (3) days.
 - a. No response from a board member signifies a "nay" vote.
 - b. The vote shall require a two-thirds (2/3) majority of the board.
4. The votes shall be counted and an email shall be sent out to all the board members the outcome of the vote. The results should be ratified in the next board meeting.