

Marcus High School PTSA

Standing Rules

1. Additional Duties of the Officers

a. President

1. 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 position from their predecessor (i.e. procedure book, Digital files);
 - c. Listing of board members' names, phone numbers and email addresses;
2. Appoint one (1) additional check signer with approval of the executive board;
3. Ensure the executive board or membership approve and designate two (2) tax free days and record in the minutes;
4. Verify that all minutes are approved by committee or presentation at a regular meeting of the voting body where they were created. This action makes the minutes a legal document of the association.

b. First Vice President (VP1) –Fundraising

1. Be chair of the Fundraising Committee;
2. Serve as an ex-officio member of all sub-committees proposing or conducting fundraising for the Association.

c. Second Vice President (VP2) – Membership

1. Be chair of the Membership Committee;
2. Actively solicit for membership
3. Compile, maintain, and keep current an accurate list of members;
4. Provide current membership lists to the treasurer and the secretary;
5. Submit membership data and dues report to the treasurer;
6. Chair the Lifetime Membership Committee.
 - a. Seek out exemplary individuals who have shown extraordinary commitment and involvement in:
 - i. Programs
 - ii. Activities, or
 - iii. Organizations that support MHS PTSA. Mission, and Purposes,
 - iv. Award these individuals with Texas PTA's highest honor, the Texas Life Membership Award at the Founder's Day celebration.

d. Third Vice President (VP3) -Publicity

1. Be chair of the Publicity Committee;
2. Create and distribute PTSA information on the website and social-media channels.
3. Approve all PTSA information before posting or distribution.

e. Secretary

1. Distribute written copies of the minutes at the meetings
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 membership meeting minutes.

f. Treasurer

1. Make available all financial forms needed by the association;
2. Forms for 'plan of work template' reimbursement, vouchers, deposits and tax-exempt purchasing and Texas hotel tax exempt forms
3. 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 in case the committee should need help locating or deciphering records.
4. Provide the payee a reimbursement check within two (2) weeks if all information needed for reimbursement is provided to the treasurer.
5. Submit to Texas PTA the State and National dues along with membership rosters at least monthly.

g. 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;
2. Request a copy of the Bylaws on August 1st each year.
3. Ensure the Bylaws and Standing Rules are updated every 3 years.
4. Provide a copy of the current bylaws, standing rules, membership lists, and current year's Plans of Work (POW) to the Nominating Committee;

2. Duties of Other Executive Board Positions

a. 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.

b. Principals or their Representative

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

c. 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;

d. Teacher's Representative

1. Appointed by the President upon recommendation of 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;

3. Duties of Standing Committees

a. Hospitality

The Chair 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.
5. Work with MHS Annual Homecoming Carnival teacher representative

b. Magnificent Marauders

The Chair shall:

1. Coordinate an awards program for students who have shown significant:
 - a. Achievement, Effort, Creativity, or other merit as determined by their teachers. (One student may be recognized per class period per teacher for each semester.
2. Include Reflections participants and winners in the final awards program in the spring.

c. Programs

The Chair shall:

1. Oversee Programs at the membership or board meetings;
2. Provide educational/informational programs as approved by the Board for fall and spring semester.
3. Shall be a liaison between Marcus High School and/or Community needs that we can address as a PTSA.
4. Facilitate at least one (1) student-led program/initiative
5. Oversee any environmental initiatives

d. Volunteers

The Chair shall:

1. Solicit the membership for volunteers for the activities and committees of the Association:
2. Publicize Voly system and coordinate registered volunteers in school events

e. Website

The Chair shall:

1. Develop and maintain the Website for the PTSA;
2. Submit final drafts to VP of publicity prior to posting.
3. Maintain email server accounts

f. 9th Grade Representative

The Chair 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. Work with MHS Counselor Staff to organize Red Ribbon Week

g. Advocacy

The Chair 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.

4. Duties of Special Committees

a. Arts in Education

The Chair and committee are responsible for conducting the:

1. Reflections contest within the guidelines established by Texas PTA, and
2. Submitting winning entries to the Lewisville Council of PTAs.
3. Recognize award winners

b. 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 membership. As a courtesy, the board should be made aware of the committee's recommendation prior to the presentation to the membership.

c. Financial Reconciliation

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 membership.

5. Financial Procedures & Notes

- Check signers shall be the President, Treasurer, and a one additional Executive Board member appointed by the President with executive board approval.
- The amount carried forward in the PTSA general checking account for the incoming association shall be no less than \$2000.00
- 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, dishonest acts, social media issues. Annual coverage runs from October 1 to October 1, and coverage should be reviewed yearly to ensure 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 should be given to the Treasurer as soon as possible and deposited within 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 chairs in the following order of priority, and according to budgeted amounts:
 - a. Fee based online training offered by Texas PTA.
 - b. TX PTA Launch
 - c. National PTA Convention
2. The Association shall reimburse training expenses for any board member, subject to the approval of the board as funds allow.
3. 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: Will be paid per current IRS guidelines. Prorated per diem will be allowed.
4. Transportation reimbursement will be paid as follows:
 - a. Mileage: will be paid per current IRS guidelines.
 - 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)
5. 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 Principals
3. PTSA President
4. VP of Membership