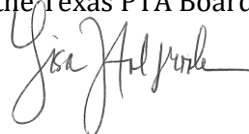


Standing Rules **Approved with Editorial Edits**
by Order of the Texas PTA Board of Directors



Texas PTA President
Filed 12/18/2017

**Sunnyvale
Parent Teacher Association
Standing Rules**

I. Membership

- a. Membership in the Sunnyvale PTA shall be open to all people without discrimination.
- b. Membership is open to all parents, community members, teachers, staff, grand parents, guardians, high school students (grades 9-12), and any other persons who support and encourage the mission of the association.
- c. Mail rosters, at a minimum monthly, with payment. Keep two copies – Treasurer with payment information on it and the other with Secretary, stating the date the payment and roster was mailed to Texas PTA.
- d. Mail Payment and Roster to: Texas PTA, 408 West 11th Street, Austin Texas 78701
- e. The membership fees for the Sunnyvale PTA is \$10 and is distributed as follows:
 - i. \$2.25 to the National PTA
 - ii. \$2.25 to the Texas PTA
 - iii. \$5.50 to the local Sunnyvale PTA

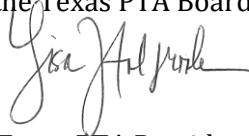
II. Meetings

- a. The President shall appoint a committee of three (3) members at the last executive board meeting to approve the minutes of the last executive board meeting.
- b. The President shall appoint a committee of three (3) members at the last membership meeting to approve the minutes of the last membership meeting.

III. Training

- a. The Sunnyvale PTA shall pay the expenses of the newly elected officers and committee chairs to attend the Council PTA training or retreats if applicable. As the approved budget allows, the Sunnyvale PTA shall pay the expenses of any other PTA member to attend.
- b. This local PTA shall pay the expenses of members to the Texas PTA Annual Meeting and LAUNCH Summer Leadership Seminar in the following order as time and funds allow:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Parliamentarian

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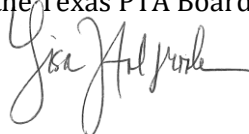
Texas PTA President
Filed 12/18/2017

- c. This local PTA shall limit event expenses to the following:
 - i. Registration fee
 - ii. Hotel accommodations at published seminar/annual meeting double occupancy rate
 - iii. Gasoline for one vehicle per four (4) members in attendance when using a personal car
 - iv. Meals during the retreat or convention as the associations budget allows
 - 1. If a meal is included in a prepaid event, no reimbursement will be paid for that meal
 - 2. Alcohol purchases shall not be reimbursed
 - v. Parking fees

IV. Financial-An important responsibility of the executive board is ensuring that PTA money is safe from theft and misuse. As stewards of these funds, the board needs to have proper internal controls, policies and procedures that serve as checks and balances over an organization's assets in place, both to safeguard the money and maintain the trust of the membership and donors. Managing a PTA's financial affairs should be viewed as running any business, where security and controls are essential.

- a. The secretary shall not be appointed as a check signor on the PTA account(s).
- b. Three (3) additional signors shall be appointed by the president, with executive board approval. All actions must be noted in the executive board meeting minutes at the time of appointment.
- c. All money shall be counted by at least two (2) persons at the same time, and all counters shall sign and complete the Income Collection Form. The money shall then be given to the treasurer, who shall also count and verify the Income Collection Form.
- d. The people counting the money shall not be related by blood or marriage, or reside in the same household.
- e. Do not publicize the place where money is to be counted.
- f. The treasurer shall deposit the money immediately in the bank. If immediate deposit or night drop is not possible, plan for the safekeeping of the money until it is deposited in the bank.
- g. For ongoing fundraisers (unity spirit wear, Write-1-Check etc.), the money may be deposited daily in the PTA's bank account or kept in the PTA's secured lockbox located at each campus. Once removed from the lockbox, rule IV, c shall be followed.
- h. Never deposit any money in anyone's personal account or in the school's account. Never leave money unattended in someone's home or in a car.

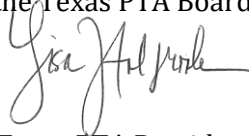
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Texas PTA President
Filed 12/18/2017

- i. The secretary shall not be appointed to review the monthly bank statements.
- j. The bank statement shall be reviewed by another non-check signor as appointed by the president with the approval of the executive board.
- k. Any check made payable to the Sunnyvale PTA that is returned as NSF can be re-deposited after contact is made by the president or the treasurer and approval to do so has been given by the check writer. Any charge incurred by the Sunnyvale PTA because of insufficient funds shall be charged to the check writer. The Sunnyvale PTA reserves the right to refuse subsequent checks from the check writer and require cash or money orders for payment.
- l. The Sunnyvale PTA shall not use a credit or debit card for purchases from the PTA account.
- m. The Sunnyvale PTA shall reimburse allowable, budgeted expenses to volunteers who submit receipts with a filled out Check Request Form 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.
- n. The Sunnyvale PTA shall not reimburse sales tax. Any volunteer making purchases on behalf of or for the Sunnyvale PTA shall use the associations tax exempt form.
- o. The Sunnyvale PTA shall obtain at least three (3) bids when making any large purchases, unless the item is a specialty item and there is but one vendor for the item.
- p. The Sunnyvale PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.
- q. The Sunnyvale PTA shall have a carryover in the checking account not less than the amount needed for operating expenses for all summer and back to school events (i.e. Meet the Teacher Night, Teacher Breakfast etc.).
- r. The Sunnyvale PTA is a separate entity from the School District and School Board and has a fiduciary responsibility to its members. Any member of the PTA is welcome to attend the meeting where the finances are reviewed.
- s. The Sunnyvale PTA is not obligated to share the FINANCIAL RECONCILIATION REPORT(s) or FINANCIALS with the Sunnyvale ISD Board of Trustees.
- t. The Sunnyvale PTA records are for members only. Any member of the PTA is welcome to attend the meeting where FINANCIAL RECONCILIATION REPORTS(s) and PTA finances are reviewed.
- u. Sunnyvale PTA will provide some financials about the previous years

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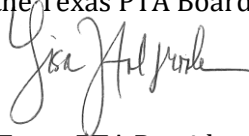
Texas PTA President
Filed 12/18/2017

- accomplishments and high level of where money goes, but not detail.
- v. Sunnyvale PTA shall not report total account of Income or Expenses or any level of total income in PTA bank to Sunnyvale ISD Board of Trustees.
 - w. Protocol for reimbursements.
 - Print off and fill out “Check Request Form” located here: <http://www.sunnyvaleisd.com/Page/4631>. Be sure to include the address to mail the check to and the proper budget expended. Staple all receipts to the form.
 - Drop off the check request at the any PTA Box Campus Box.
 - e-mail and/or Treasurer to inform her of the drop off.
 - Treasurer will retrieve the check request, process it and mail out check within 5-7 business days.

V. Communications

- a. The Sunnyvale PTA shall appoint a Communications Chair. All PTA communications to both members and SISD administrators shall funnel through this chair.
- b. This chair will use the following two PTA email addresses that identify the correspondence as PTA, rather than from an individual name. Personal email addresses should not be used for PTA communications.
 - i. General Communications-
 - 1. Access through Gmail:
sunnyvalePTAcommunications@gmail.com
 - 2. Access to PT-Avenue Helper: Login Name-PTACommunications Password-President or Vice President will release
 - ii. Volunteer Requests and Communications-
 - 1. Access through Gmail:
PTAVolunteerOpportunities@gmail.com
 - 2. Access to PT-Avenue Helper: Login Name-PTAVolunteer Password-President or Vice President will release
- c. Volunteer correspondence may be delegated by the Communications Chair, President or Vice President to Campus or Volunteer Chairs using the Volunteer Request and Communications email address.
- d. Chairs will submit all communication requests to the Communications Chair and cc both the president and vice president at least a week in advance of release. If confirmation from the communications chair within a reasonable time frame, the president may be contacted with the concern. The president can then act to review, approve and expedite the request if needed.

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Texas PTA President
Filed 12/18/2017

- e. Campus and Volunteer Chairs will have access rights to send out Volunteer Requests via PTAvenue that have pre-approved, standard verbiage. Volunteer request emails should have standard verbiage, where the only thing that changes is the 'what', 'where' and 'when'. This will ensure that our communications are consistent, professional and standard,
- f. Campus and Volunteer Chairs can access the Volunteer Requests and Communications email address to review emails that come in regarding volunteer requests and use this email address to send thank you or other personal correspondence with volunteers as needed,
- g. The PTA president is automatically the designated media spokesperson unless otherwise designated by the executive board or the membership. The president may choose to delegate this responsibility to a more knowledgeable or more qualified member, when appropriate. Only one person should speak with the media on a topic or situation, in order to prevent information contradiction. Be certain to follow any school district procedures before speaking with the media, and, always, keep the campus principal informed.

VI. Bonding and Insurance

- a. The following insurance shall be purchased annually by the Sunnyvale PTA:
 - i. Commercial, Crime, & Fidelity Bond Insurance from AIM Association Insurance Management, PO Box 674051, Dallas, TX 75267, 1-800-876-4044, aim@aim-companies.com. Current annual insurance premium for Sunnyvale PTA is \$655.
 - ii. To keep insurance valid Sunnyvale PTA must have a non-signor reviewing the monthly bank statements and an annual financial reconciliation done by a legal CPA or Financial Reconciliation Committee approved by the membership.

VII. Condolences

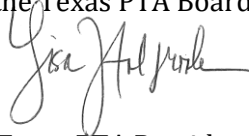
- a. Condolences may be expressed by the Sunnyvale PTA. The executive board will discuss the best way to do so for each individual situation based on SISD's needs and the current budget.

VIII. Awards

- a. Awards given to the Sunnyvale PTA in the form of certificates, plaques, etc. shall be the property of the Sunnyvale PTA and not individuals.
- b. Awards given to individual PTA members in the form of recognition pins, pens, medals, ribbons etc. shall be retained by the recipient.
- c. The Sunnyvale PTA shall purchase a past president's pen or pin for the retiring president.

IX. Scholarships/Grants

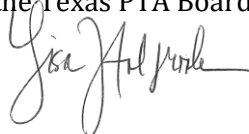
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Texas PTA President
Filed 12/18/2017

- a. Each year the Sunnyvale PTA awards 3 academic scholarships for graduating seniors: the Extra Miler Award, the Unity Award and the Raider Spirit.
- b. Each year the Sunnyvale PTA is open to partnering with SEF and other parent or community groups to provide an academic scholarship for graduating SHS seniors.
- c. The award amount varies according to annual budget scholarship funds available that year and approved by board and membership.
- d. Must be an active PTSA or house hold PTA member in good standing for the current school year to apply.
- e. Students apply via online process through NAVIANCE, which is turned in to the SHS College and Career Counselor by the spring deadline date (usually around April 15th). No names are put on these applications. Each student is assigned a number. The list matching student name to number is only held by the College and Career Counselor so that no PTA Officer or member has any knowledge on particular applicants.
- f. An outside committee reviews each application and applies a rubric scoring system to select the winners. Many criteria are used in this evaluation, including the student's GPA, ACT or SAT scores, extra curricular activities, other awards, honors, community service or volunteer hours, and any work experience.
- g. To receive the award, the student must be planning to carry a full academic load (12-15 hours per semester).
- h. The PTA Treasurer writes a check to the college or institution identified by the winning student(s).
- i. The check is mailed directly to the institution of higher learning to be used for books, housing or tuition.
- j. Each applicant must complete the 'Raider Second Mile Teacher Award' part of the application.
- k. The Sunnyvale PTA can assist SISD teachers on receiving grants from Corporations or local business sponsors. PTA Tax #ID is to be used to ensure proper protocol and IRS regulations are safely vetted out for both parties.
- l. The Sunnyvale PTA will receive funds directly from the donor/sponsor for said SISD teacher(s) grant money.
- m. All funds are to be immediately deposited in the PTA bank.
- n. Line item in budget should reflect the proper information of INCOME/EXPENSE to track transaction(s).
- o. Releasing of funds to SISD for use on ONLY Specific Grant(s)/and or teacher(s) that money was received for after.

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- p. Executive Board Members: Campus Principal, Campus Chair, Vice President, Treasurer, and President are aware and sign off of the funds being requested for grant(s) or teacher(s) needs.

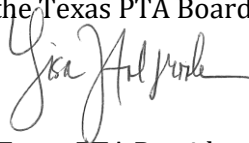
X. Raider Second Mile Teacher Award

- a. Students applying the PTSA scholarships are also asked to write an essay nominating any SISD employee whom they felt has gone 'The Second Mile' or above and beyond in order to help them (the student) reach their goals during their career as a Sunnyvale student.
- b. The person selected will receive a monetary award (currently \$500) for their classroom or department and also have the honor to lead the senior procession at graduation.
- c. The same outside committee that judged the scholarship applications also selects the winning essay for this award.
- d. The PTA Treasurer writes a check to SHS in June for the award.

XI. Legislative Matters

- a. The Sunnyvale PTA's role is to support and speak on behalf of children and youth in schools, in the community, and before governmental bodies and other organizations that make decisions affecting children.
- b. The Sunnyvale PTA Advocacy Chair would serve board, home, schools, and community. The President and Officers can appoint such to help the PTA be informed, educated, and prepared for make a stance on legislative matters.
- c. As a non-profit organization, Sunnyvale PTA's primary role is to educate and encourage voter participation.
- d. Proper PROTOCOLS/GUIDLENES election season(s) ensure our members faith in our association and safe guard our 501(c)(3) non-profit status.
- e. Sunnyvale Parent Teacher Association, by vote of its membership, can actively support, oppose, or choose to take no position ballot issues (NOT Candidates) which are consistent with PTA's purpose-- to work for the health, welfare, safety, and education, care and protection of the children and youth in the home, school, community and place of worship. It is well within the purpose and mission of the PTA to become involved in school district bond issues. (Sunnyvale PTA Bylaws Article)
- f. The Sunnyvale PTA choose to take no position- the best efforts show be done to help communications in Pro's and Con's. Help facilitate meetings of discussions and provide ways to help parents; teachers, and administrators work to get their needs met and questions answered before the vote.

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XII. Miscellaneous

- a. The Sunnyvale PTA's mailing address shall be 417 E. Tripp Rd., Sunnyvale, TX 75182
- b. . Copies of all contracts are to be kept by the secretary.
- c. Members shall obtain authorization from the membership before representing the Sunnyvale PTA when communicating to school district personnel or media.
- d. Executive board member shall not be entitled to privileges that are not due to any other school district tax payer because of their position in the PTA.