

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



Texas PTA President
Filed 10/10/2024

Wilderness Oak Elementary
PARENT TEACHER ASSOCIATION
STANDING RULES

I. Meetings

- A. The president shall appoint a committee of two (2) 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 two (2) members at the last membership meeting to approve the minutes of the last membership meeting.

II. Training Expenses

- A. Wilderness Oak PTA shall pay the expenses of the newly-elected officers and committee chairs to attend the North East ISD Council of PTAs training, if applicable. As the approved budget allows, Wilderness Oak PTA shall pay the expenses of any other PTA members to attend.
- B. Wilderness Oak PTA shall pay the expenses of members to attend LAUNCH in the following order, as funds allow:
 - 1. President or alternate
 - 2. First Vice President Volunteers
 - 3. Second Vice President Ways and Means/ Membership
 - 4. Third Vice President Programs
 - 5. President-Elect
 - 6. Treasurer
 - 7. Secretary
 - 8. School Principal or Assistant Principal
 - 9. Parliamentarian
- C. Wilderness Oak PTA shall limit event expenses to the following:
 - 1. Early Bird registration fee.
 - 2. Hotel accommodations at published seminar or convention double-occupancy rate.
 - 3. Gasoline for one vehicle per four (4) members in attendance at \$0.14 per mile when using personal car, or the lowest available commercial airfare at twenty-one (21) day advance booking.
 - 4. Meals not to exceed \$40.00 per person per day. Reasonable tips for meals may be reimbursed (if total is within budgeted guidelines).
 - a. Individual meals are paid up to the following limits:

(1) Breakfast	\$8.00
(2) Lunch	\$12.00
(3) Dinner	\$20.00
 - b. If a meal is included in a prepaid event, no reimbursement will be paid for that meal.

c. Alcohol purchases shall not be reimbursed.

5. Parking fees

III. Financial

- A. The treasurer, president, and one VP (appointed by the president and approved by the executive board) shall be signers on the bank account(s).
- B. The Wilderness PTA shall require two (2) signatures on all checks.
- C. The secretary shall not be appointed as a check signer on the PTA account(s), nor shall the secretary be appointed to review the monthly bank statements.
- D. Wilderness Oak PTA shall obtain at least three (3) bids when making any large purchase over \$200 or at the discretion of the executive board, unless the item is a specialty item and there is but one vendor for the item.
- E. All money shall be counted by at least two (2) persons at the same time, and all counters shall sign a completed Deposit Form. One of the counters may be the treasurer; if treasurer is not present for initial count, treasurer shall count again when money is presented to him/her and then sign the Deposit Form. A copy of this form shall be retained by all signers of the form.
- F. Any check made payable to Wilderness Oak PTA that is returned as NSF will not be redeposited. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer plus an additional \$10.00 fee. Wilderness Oak PTA reserves the right to refuse subsequent checks from the check writer and require cash or electronic payment for payment.
- G. Wilderness Oak 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 seven (7) days of the end of the fiscal year, whichever comes first, unless an extension is approved by the executive board for extenuating circumstances. Reimbursement for expenses more than budgeted will not be allowed until an amendment to plan of work and budget are approved by the membership. Reimbursement without a receipt is also prohibited. Tips are reimbursable under the following maximums unless exceptions approved by the executive board: 15% for sit-down meals, 18% for sit-down meals (large groups), 10% for food delivery (e.g. pizza).
- H. Wilderness Oak PTA shall not reimburse sales tax unless the executive board gives prior approval for the exception or unless a business does not honor WO's sales and use tax status, such as Sam's Club or Costco. Any member making purchases on behalf of or for Wilderness Oak PTA shall use the tax-exempt form.
- I. Wilderness Oak PTA shall have a carryover in the checking account of not less than \$1000.00 at the end of each fiscal year. The carryover amount should be an estimated amount to allow funds to cover expenses due prior to the first major fundraiser.
- J. The president, with approval of the executive board, shall appoint a Disbursements Committee Chair. Other members of this committee shall be the treasurer, the fundraising chair, the president (ex officio), a staff representative, and two members appointed by the president with approval of the executive board. The purpose of this committee shall be to seek input from the executive board and the membership, study the needs of the organization; and to make recommendations for the disbursement of any excess funds at the end of the fiscal year. This recommendation shall be presented in the form of a prioritized list and, after executive board approval, (before the last membership meeting of the year) shall be presented to the membership for approval.
- K. Curbside pickup is allowed for purchases over \$50 or at the discretion of the executive board.

IV. Electronic Banking and E-Commerce

- A. Cards are issued to authorized signers on the bank account and include the name of the PTA.
- B. The credit limit should not exceed half of the income on the budget approved at the annual meeting.
- C. No cash transactions (ATM, cash back, etc.) are allowed.
- D. The cards are in the possession of the Treasurer and are used via a checkout log. The log should include an agreement that sales tax will not be reimbursed unless pre-approved by the executive board. The log is then reconciled to the statement prior to payment.
- E. Prior to use of the credit or debit card, a funds request form is completed and submitted. Following the purchase, the receipt is given to the Treasurer and attached to the funds request form.
- F. If sales tax is paid for the credit card purchase, the card user reimburses the PTA unless prior approval has been granted by the executive board.
- G. A change in signer on the checking account requires a change in signer on the credit card, and a financial reconciliation shall be performed. This applies when fraud or misuse of the card has been discovered.
- H. If the card is lost or stolen, the account must be reconciled to identify any unauthorized transactions.
- I. A non-signer statement review must be completed monthly for each e-commerce site maintained by the PTA. The treasurer will send a balance report to the statement reviewer, even if the balance is \$0.00, and the reviewer will complete and sign the Non-Signer Statement Review form.

V. Bonding and Insurance

- A. The following insurance shall be purchased annually by this Local PTA:
 - 1. Commercial General Liability insurance.
 - 2. Nonprofit Professional Liability (Officer Liability) insurance
 - 3. Commercial Crime and Fidelity (Bond) insurance

VI. Condolences

- A. Condolences expressed by Wilderness Oak PTA shall be in the form of sympathy cards sent out by the Secretary or another available executive board member.

VII. Additional Executive Board Duties

- A. All outgoing executive board members are responsible for the orientation of incoming executive board members to their appropriate positions.
- B. All executive board members shall attend Officers/Chair Training workshops and a Leadership Training course presented by the North East Council of PTA's & Wilderness Oak PTA executive board and membership meetings, if possible.
- C. All executive board members shall adhere to the approved budget and make decisions based on a majority vote of the executive board or its relevant committee.

VIII. Additional Duties of Officers and the Respective Committees

- A. The President Elect shall:
 - 1. Support and learn all duties of president
 - 2. Perform duties of the president in the event the president is absent.
- B. First VP Volunteers shall:
 - 1. Be responsible for coordinating and implementing the association's volunteer programs.

2. Support the Hospitality standing committee chair.
 3. Support the PTA Life Membership Award special committee chair.
 4. May hold a volunteer orientation to educate volunteers on procedures and provide sign up opportunities for them, such as a May social.
 5. Coordinate with committee chairs to create and maintain a database of potential volunteers.
 6. Remind volunteers to log hours with NEISD in a timely manner.
 7. Coordinate volunteer recognition with the communications committee and/or President.
 8. Oversee SVSA special committee and Watch D.O.G.S.
 9. Solicit 4th-grade parent volunteers for 5th-grade graduation reception coordinator and committee in late April.
- C. Second VP Membership/Ways and Means shall:
1. Support the Membership standing committee chair.
 2. Coordinate the preparation of the 1st day/Welcome packet with the Membership Chair, 3rd VP Volunteers, and all appropriate school and administrative committees.
 3. Be responsible for planning, coordinating and executing all fundraising activities of the association as guided by the approved budget requirements and the recommendations of the executive board.
 4. Present all fundraising ideas to the membership for approval.
 5. Serve on the Budget and Disbursement committees.
 6. Oversee Box Tops, Spirit Cart/Gear, School Store, school supplies pre-order, Holiday Store. May be assisted by Fundraising Chair and Sponsor Coordinator.
 9. Act as liaison between teachers, GLLs, and principal's assistant to arrange for purchases needed for each grade's Core celebration.
- D. Third VP Programs shall:
1. Oversee program committees and serve on each committee for programs with otherwise-designated chair.
 2. Chair should be recruited for the following subcommittees, as needed:
 - a. Family Engagement
 - b. Arts in Education (Reflections, Young Masters)
 - c. ADEPT (Red Ribbon Week, Leadership week)
 - d. Bike Rodeo
 - e. Gardens/School Beautification
 - f. Watch D.O.G.S.
 - g. Grandparents Day/Evening Event
 4. May secure a program and/or arrange for a flag ceremony for association meetings.
- E. The Secretary shall:
1. Support the Communications Committee
 2. Read the executive board report at all membership meetings, unless president has assigned another officer for this task.
- F. The Treasurer shall:
1. Record the state and national portions of the membership dues separate from the record of the general funds of the local association and forward the state and national moneys to the Texas PTA office at such times and through such channels as necessary.

2. Pay the annual NEISD Council of PTA's dues no later than September 1st. (Unless directed differently by the Council).
3. Prepare a budget-to-actual spending report for each membership meeting of the Wilderness Oak PTA and executive board meetings.
4. Complete and submit any forms related to Wilderness Oak PTA insurance.
5. May recruit and work with the treasurer's assistant, who will reconcile the monthly accounts and assist in various tasks.

G. The Parliamentarian shall:

1. Keep executive and membership meetings on task in accordance with agenda so meetings progress in a timely manner.

IX. Standing Committees

A. Membership

1. Responsible for all membership activities.
2. This committee shall be composed of at least two (2) members, the chair and the 2nd VP Ways and Means/Membership, and additional members as needed.

B. Hospitality

1. This committee shall be composed of at least two (2) members, the chair and the VP Volunteers, and additional members as needed.
2. This committee shall be responsible for:
 - a. School beautification projects, such as putting up seasonal decorations around the school when appropriate
 - b. Organizing Back to School and Teacher Appreciation events for the faculty and staff, which include:
 - (1) Coordinating food or clothing donations;
 - (2) Securing volunteers to serve;
 - (3) Reserving school location for the events.
 - c. Organizing refreshments and volunteers for a welcoming event on the first day of school.
 - d. Organizing refreshments and volunteers for Veteran's Day in coordination with school Librarian.
 - e. Secure a volunteer (usually the GLL) from each grade level to host and organize monthly staff meeting snacks. Each grade level hosts and provides snacks for one staff meeting a year. In the event that a volunteer is not secured, will oversee and coordinate all duties outlined for hosting monthly staff meeting snack.

C. Healthy Lifestyles

1. This committee shall be composed of a chair and additional members as needed.
2. The chair shall:
 - a. Advocate for healthy changes in nutrition and physical activity.
 - b. Model positive, healthy behaviors at membership meetings and fundraisers.
 - c. Coordinate Field Day with PE teachers/Field Day committee and oversee Gardens committee and Bike Rodeo.
 - d. Attend NEISD School Lunch meetings every other month.
 - e. Dine in Wilderness Oak cafeteria monthly, submitting the appropriate NEISD form. May serve on District SHAC committee.

D. Communications Committee

1. This committee shall be composed of a chair and an assistant, and additional members as needed.

2. The committee shall:
 - a. Produce a newsletter to provide a link of communication between the PTA, school, and families
 - b. Coordinate electronic distribution.
 - c. Maintain the PTA website and PTA Facebook page calendar/event promotions as well as PTA Instagram account.
 - d. Place a sign giving notice of membership meetings in front of school at least 48 hours in advance.
 - e. Assist principal/custodians in making sure events properly advertised on school marquis (especially nomination committee meeting and executive board election).
 - f. Send items of interest to local news media, community papers (Welcome Home), or NEISD Public Relations Office.
 - g. If a chair cannot be found, the secretary will be in charge of communications

X. Special Committees

A. Council PTA Delegate shall report on activities of NECPTA to the executive board.

B. Faculty Representative shall:

1. Be appointed by the president with executive board approval, with input from the principal.
2. Serve as a communication link between faculty, staff and PTA.
3. Solicit staff input.

C. Nominating Committee

1. The committee should seek to represent the social, ethnic, and gender makeup of the association.
2. The committee should represent different grade levels and staff.
3. The executive board is encouraged to recruit a variety of members to serve on the nominating committee, and these individuals do not need to be present at the membership meeting to be considered for the committee, as long as they have given their consent.
4. The date of the nominating committee election should be publicized in advance to the entire PTA membership.
5. Qualifications of all candidates should be given careful consideration, regardless of their current PTA position. Although past PTA experience is valued, the nominating committee should strive to find the position that will best fit each candidate, while at the same time assuring everyone feels welcome in the PTA.
6. Nominating committee members are strongly encouraged to interview each candidate personally, either by phone or in person.
7. Nominating committees should plan their first meeting early enough that there is sufficient time for a second meeting should further deliberations prove necessary.

D. Budget and Finance

1. This committee shall be composed of a chair (treasurer) and at least 3 members, including the president, one officer, and a representative from the school staff if possible.
2. The committee shall recommend amendments to the budget based on Plans of Work and submit these amendments to the executive board.

3. The treasurer shall present the budget amendments to the membership for approval at the first membership meeting of the year or any time a budget amendment is deemed necessary.

E. PTA Life Membership Chair

1. Serve as PTA Life Membership/Founder's Day Chair. This committee shall be composed of a chair and two (2) or (4) additional members of the Wilderness Oak PTA appointed by the chair. When possible, at least one (1) member of the committee shall hold a Texas PTA Honorary Life Membership.
2. This committee shall select individuals for recognition by awarding at least four (4) Texas PTA Honorary Life Memberships, Extended Service Awards, or National PTA Life Achievement Awards, as the budget allows.
3. The chair shall:
 - a. Seek nominations of at least four (4) Life Membership recipients.
 - (1) Selected recipients shall be at least two (2) faculty/staff members and two (2) community/volunteer members.
 - (2) Attend NEISD Council of PTA's workshop.
 - (3) Make nomination forms available to all staff and parents of Wilderness Oak and educate membership about purposes of Texas PTA Honorary Life Membership Award, Extended Service Award, and National PTA Life Achievement Awards.
 - (4) Set deadline for nominations, meet with the committee and select recipients.
 - (5) Submit recipient's names to the NEISD Council Life Membership chair for recording purposes and order certificates and pins from Texas PTA in time for the award ceremony.
 - (6) Prepare for appropriate speakers to present awards or slide shows to honor recipients.
 - (7) Purchase tickets to Founder's Day banquet for recipients and a guest each, the school principal, and, if possible, the PTA President, Assistant Principal and Founder's Day Chair.
 - (8) Plan an awards presentation at a Wilderness Oak PTA membership meeting.
 - (9) Deliver invitation and tickets to Founder's Day banquet to recipients and other guests.
 - (10) Create Founder's Day poster and submit for NEISD banquet and arrange for its post-event retrieval, if applicable.

F. Arts in Education

1. This committee shall be composed of at least two (2) members, the chair and the 2nd VP Ways and Means/Membership, and additional members as needed.
2. The committee shall:
 - a. Plan activities related to National PTA Reflections Art Contest.
 - (1) Attend the NEISD Council of PTA's workshops.
 - (2) Promote and advertise the art contest starting in September of each school year.
 - (3) Provide ample entry forms and guidelines for each Reflections category.
 - (4) Set entry deadlines and locate judges of appropriate age and with appropriate qualifications in their field (those with degrees, careers, or hobbies/skills in the field).
 - (5) Send a thank you note and/or a gift to judges.
 - (6) Collect and display artwork.
 - (7) Provide recognition for all participants and an award ceremony for winners.

- (8) Submit Reflection winners to NEISD Council and send announcements to the school community.
 - b. Coordinate volunteers for Young Masters Art Program.
 - (1) Assist Art and Music teachers with art displays.
 - c. Coordinate volunteers for new Art Focus program with school principal every 6 weeks and other volunteers that can enrich art education at Wilderness Oak.
- G. Room Representative Coordinator shall:
 - 1. Arrange for two (2) room representatives for each class in August (if possible), and coordinate communication to room representatives for class parties, monthly staff meeting snacks, and grade-specific assignments such as Core celebrations and setting up/removing decorations for class musicals.
- H. ADEPT/Red Ribbon Week/Leadership Week
 - 1. This committee shall be composed of the 3rd VP Programs and at least one coordinator and additional members as needed.
 - 2. The coordinator shall:
 - a. Plan activities related to National Red Ribbon Week (Drug and Alcohol awareness).
 - b. Involve students and staff in awareness activities, essay contest, daily dress up, and handout of awareness items.
 - c. Coordinate activities for Leadership Week or Leadership Night if applicable.
- I. Bike Rodeo
 - 1. This committee shall be composed of the 3rd VP Programs and at least one coordinator and additional members as needed.
 - 2. The coordinator shall:
 - a. Organize the even with the SA Police Officer for NEISD.
 - b. Order awards/medals for winners.
 - c. Coordinate and organize the annual bike rodeo assembly and event.
- J. Field Day
 - 1. This committee shall be composed of a chair (Healthy Lifestyles chair) and at least two (2) members (including PE staff), and additional members as needed.
 - 2. The chair shall:
 - a. Work with principal and PE teachers to arrange for activities and refreshments and with VP Volunteers to solicit volunteers via signup.
- K. Fifth (5th) Grade Activities
 - 1. This committee shall be composed of a chair and at least two (2) members and additional members as needed.
 - 2. The chair shall:
 - a. Plan and conduct an end-of-the-year celebration.
 - b. Coordinate within PTA budget the following committees: food, chaperones, music/entertainment, decorations, cleanup, school gift, games/activities, rule/regulations, and other committees as needed.
 - c. Coordinate the ordering of a class shirt or other similar apparel as requested.
- L. Gardens
 - 1. This committee should be composed of at least two (2) members, a chair and the Healthy Lifestyles Chair, plus additional members as needed.
 - 2. The Garden chair shall:
 - a. Be responsible for maintaining plants in pots along bus loop.

- M. Library Volunteer Coordinator shall:
- a. Coordinate library volunteers.
 - b. Assist Librarian with projects, special events, guest authors, fundraisers, and other needs.
- N. SVSA (Student Volunteer Service Award)
1. This committee shall be composed of at least the 1st VP Volunteers, president and a coordinator and additional members as needed.
 2. The coordinator shall:
 - a. Create an outreach and marketing plan that will teach parents and students about the program.
 - b. Educate participants on how to record service hours.
 - c. Report progress to students/parents via newsletters, Facebook, and membership meetings.
 - d. Coordinate an awards ceremony.
- O. Public Schools Advocate/Civic Awareness Chair
1. This committee shall advocate for public schools and notify Communications Chair of community events that affect Wilderness Oak that shall be posted on Facebook and school website.
- P. Box Tops
1. This committee shall be composed of the 2nd VP Ways and Means/ Membership and at least one coordinator and additional members as needed.
 2. The coordinator shall:
 - a. Coordinate the collection and submission of box tops periodically throughout the school year, including sending notification flyers/emails before each submission deadline.
- Q. Copy Room committee shall:
1. Be composed of one chair and the 1st VP Volunteers and additional members as needed.
 2. The coordinator shall:

Coordinate volunteers to make copies and laminate on an ongoing basis throughout the year and create a schedule so there are copy assistants for each school day.
- R. Spirit Cart/Gear
1. This committee shall be composed of at least the 2nd VP Ways and Means/Membership and coordinator and additional members as needed.
 2. The coordinator shall:
 - a. Coordinate the ordering and sale of spirit items to the school community.
 - b. Provide end of year inventory report to Wilderness Oak PTA executive board by the last day of school.
- S. Decorating
1. This committee shall be composed of the 1st VP Volunteers, at least one coordinator, and several assisting members if other committees are unable to adequately address their own decorating needs.
 2. The coordinator shall:
 - a. Coordinate volunteers to make decorations on an ongoing basis throughout the year.
 - b. Coordinate removal and proper storage/lamination of decorations after programs.
- T. Multicultural
1. This committee shall be composed of one chair and additional members as needed.

2. The chair shall promote cultural awareness and communication among all cultural groups.

U. Special Education

1. This committee shall be composed of two chairs, one for special education, the second for the Gifted/Talented program, and additional members as needed.
2. The special education chair shall serve as an advocate for children with special needs with the PTA/school, assist in making events such as Bike Rodeo accessible to all students, and may provide an informational program for parents of children with special needs.

V. 5th grade Graduation Reception Committee

1. This committee shall be composed of one coordinator and several committee members.
2. Committee will consult with hospitality chair to decide theme and solicit the appropriate donation of refreshments (usually coffee, juice pastries, fruit) from fellow 4th-grade parents.

XI. Awards

- A. Awards in the form of certificates, plaques, etc. shall be the property of Wilderness Oak PTA and not individuals.
- B. Awards in the form of recognition pins (membership, etc.) shall be retained by the recipient.

XII. Scholarship

- A. The official name of the scholarship shall be the Wilderness Oak Elementary PTA Wolf Alumni Scholarship.
- B. Monetary gifts from other PTAs, organizations, individuals and other contributions can be designated for the Scholarship.
- C. The treasurer shall collect and distribute all monies for the scholarships as directed by the scholarship committee.
- D. The funds and the interest (if applicable) earned are used for educational purposes, including books, tuition, and educational fees.
- E. As budget allows, the PTA shall offer two \$300 scholarship(s) annually to graduating seniors who will be enrolled full-time in an accredited college or university or a technical institute in the summer or fall semester immediately following applicant's high school graduation.
- F. The scholarship application shall be posted on the Wilderness Oak Elementary PTA website as well as given to the counselors of our high school and will be available starting in as early as January to the end of March.
- G. Eligibility Requirements. Applicant must meet the following eligibility requirements:
 1. Applicants must have attended Wilderness Oak Elementary school for at least their fifth-grade year.
 2. Applicants must plan to be enrolled full-time in an accredited college or technical institute; or a program to further their education in the fall semester following high school graduation.
 3. Students or relatives of the PTA's executive board may be eligible for scholarships assuming all identifying information has been removed from all applications by the chair.
 4. Relatives of the scholarship committee may be eligible for scholarships assuming all identifying information has been removed from all applications by the chair.
 5. A completed application must be received by the approved deadline to be eligible for consideration.

H. Guidelines for submission. In order to qualify the applicant must complete and submit the following:

1. A completed application form
2. Copy of High School Transcript

I. Selection, Notification, and Payment

1. Selection is made by the scholarship committee of the PTA.
2. Results will be published via the Wilderness Oak PTA website. Recipients will be notified by email and recognized at the Senior Walk/Breakfast in May.
3. Each recipient has 10 days from the date of the awarding of the scholarship to request funds.
4. The check shall only be written to the institution of learning once verification of enrollment is received.

J. Selection and duties of the Scholarship committee

1. The chair of the scholarship committee is appointed yearly by the president with approval of the executive board.
2. The chair of the scholarship committee shall appoint three (3) members and one (1) alternate of the committee to read and select the recipients of the scholarships awarded. Committee members shall not have a senior at the awarding school.
3. The chair shall obtain all applications and remove any identifying information of the applicant on the applications to be read and distributed to the readers to ensure that names are unknown to the committee members.
4. The chair shall not be involved in the selection process. The purpose of the chair is to ensure that the application is posted in a timely manner and that all applications received follow the guidelines listed above.
5. If for any reason a committee member cannot fulfill the duties, the alternate member shall fill in.

K. Records Retention

1. Adequate records and case histories must be maintained per the records retention policy.
2. Records must include:
 - a. Name and address of recipient.
 - b. The amount and purpose of the scholarship
 - c. The manner in which the recipient was chosen and any relationship, if any between the recipient and executive board members or scholarship committee members.

XII. Miscellaneous

- A. Wilderness Oak PTA's mailing address shall be 21019 Wilderness Oak, San Antonio, TX 78258.
- B. All communications concerning Wilderness Oak PTA for school distribution should be approved by the president, president-elect or a vice president prior to dissemination.