

AUSTIN ACADEMY

STANDING RULES

I. Standing Committees

There shall be the following committees: Arts in Education, Council Delegate(s), Environmental, Hospitality, Legislative Action, Newsletter, Parent Education, Publicity, Room Representatives (3), Special Projects, Student Directory, Teacher Appreciation, Volunteers and Website Administrator.

II. Duties of Standing Committee Chairmen

A. Arts In Education Chairman shall:

1. work with other chairmen and school personnel to achieve greater interest and participation in cultural arts;
2. keep the membership informed as to any cultural arts activities in the school, community, or area and encourage their attendance and participation; and
3. organize publicize, and promote participation in the National PTAs annual Reflections program by working through the Garland ISD Council of PTAs.

B. Council Delegate and/or Alternate shall:

1. attend all regular council meetings;
2. vote in accordance with the policies of the local unit;
3. attend regular meetings of the Austin Academy PTA executive board; and
4. relay information and materials to the executive board and/or appropriate officers and chairmen.

C. Environmental Chairman shall:

1. work with other chairmen and school personnel to achieve greater interest and participation in protecting and preserving the environment;
2. plan and coordinate projects that protect the environment and beautify the campus; and
3. organize participation of students in programs sponsored by the National PTA, Texas PTA, District X and Garland ISD Council of PTAs, such as the EPA poster contest.

D. Hospitality Chairman shall:

1. be responsible for coordinating all refreshments, set up and clean up as needed;
2. provide adult or student greeters as needed;
3. coordinate the in/out executive board dinner in May;
4. provide nametags for each board member to wear at each association meeting; and
5. be responsible for planning the Welcome Reception for parents, on the first day of the school year.

E. Legislative Action Chairman shall:

1. review legislative information from Texas PTA and National PTA;
2. keep membership aware of legislative positions and any legislative actions that are being undertaken in our local city, Austin and Washington D.C. concerning our students, school administration, teachers and community;
3. coordinate any efforts of the association for developing resolutions and input to the legislative positions for presentation to Texas PTA; and
4. promote school board appreciation month in January.

F. Newsletter Chairman shall:

1. compile and distribute a newsletter every six weeks to the parents, teachers and administrators;
2. provide a copy of each one sent to the historian for the scrapbook;
3. send an electronic copy (e-mail) of each one sent to the website administrator; and
4. seek assistance in translating printed copies into Spanish.

G. Parent Education Chairman shall:

1. provide parent network events through workshops, coffees and seminars, or through other community organizations and agencies throughout the year;
2. coordinate with Council, District, State and/or National PTA chairmen for needed assistance or ideas for workshops and seminars; and
3. keep accurate records and complete all Council, District and State award forms in a timely manner.

H. Publicity Chairman shall:

1. send notices of meetings and items of interest to the news media;
2. coordinate and distribute the publicity for all association activities; and
3. maintain the PTA bulletin board located outside the school office next to the public telephone.

I. Room Representatives shall:

6th and 7th Grade Room Representative:

1. be chairman of the individual room representatives;
2. select room representatives for each homeroom at the beginning of the school year and submit their names to the student directory chairman;
3. present room representative guidelines and plan of work;
4. coordinate all activities for which the room representatives are responsible for, such as occasional bake sales and school dance chaperones; and
5. cooperate fully with the principal and teachers.

8th Grade Room Representative:

1. all the above mentioned responsibilities; and
2. work in conjunction with a sub-committee chairman who is responsible for the 8th grade Graduation Dance held in May.

J. Special Projects Chairman shall:

1. coordinate the work of all school/student related service projects with subcommittees such as the Title I Project, Book Fair, Girls Escape Club, Multi-cultural event and Box Tops etc; and
2. perform such duties as may be delegated to them by the president of the executive board.

K. Student Directory Chairman shall:

1. compile, edit and have printed a student telephone directory by November 1;
2. confer with the executive board regarding the dedication of the directory;

3. distribute directories to those who have purchased one;
4. coordinate with the membership chairman to attach membership cards to directories prior to distribution;
5. submit the required number of copies for Council/District judging; and
6. provide a copy of the directory to the historian for the scrapbook.

L. Teacher Appreciation Chairman shall:

1. provide a back-to-school reception for teachers during the week preceding the start of school;
2. recognize staff birthdays;
3. be responsible for monthly food activities for the staff; and
4. be responsible for coordinating teacher appreciation week held in May.

M. Volunteer Chairman shall:

1. compile a volunteer list from the survey and distribute to appropriate officers and chairmen by September 15;
2. attach the GISD background check form to the volunteer survey and ask that copies be returned to the school office;
3. attend training provided by the PTA Council and/or school district;
4. coordinate with grade-level chairmen in providing room representative volunteers;
5. develop and implement appropriate training programs for volunteers in various aspects of their responsibilities, including sign-in procedures;
6. provide needed volunteers as requested by various officers, chairmen and school personnel;
7. send all required reporting forms in a timely manner to the GISD Council representative; and
8. be responsible for coordinating volunteer appreciation week held in April.

N. Website Administrator shall:

1. maintain and promote Austin PTA website; and
2. work with school personnel to link PTA website to school site.

III. ALL STANDING COMMITTEE CHAIRMEN shall:

- A. assume their official duties following the close of the school year and shall serve for a term of one year or until their successors are appointed;
- B. present a tentative plan of work to the executive board for approval no later than the August executive board meeting. No work shall be undertaken without the consent of the executive board.
- C. submit a written year-end report of the year's activities. Copies of this report shall be submitted to the historian and to the president at the May executive board meeting. A copy of this report, together with official records and procedure book, shall be delivered to each successor no later than the first (1st) of June. The treasurer's books will be passed to his successor by the auditing committee at the completion of the audit.
- D. perform duties outlined in these Standing Rules and those assigned from time to time;
- E. attend all workshops provided by Council and District pertaining to their position;
- F. remit any council, district, Texas PTA and/or other award entry forms pertaining to their position; and
- G. attend all association and executive meetings.

IV. MISCELLANEOUS

- A. Costs incurred for officers to take the Leadership Training Course should be paid for by the association, as budgeted, upon approval of the executive board.
- B. Registration fees for officers, chairmen, and other delegates to District 10 workshops, Summer Seminar, and Texas PTA Convention will be paid by the association, as budgeted, upon approval of the executive board. Any other expenses shall be approved by the executive board.
- C. Expenses for the president or his alternate to attend District 10 workshops, Summer Seminar, and Texas PTA Convention will be paid by the association, as budgeted, upon approval of the executive board. Included in these expenses will be event registration and fees, hotel accommodations, meal allowance, and mileage rate as set by current IRS limitations.
- D. With the approval of the executive board, any person may meet with the executive board for the purpose of presenting a report or a proposal for consideration by the executive board, but may not remain for the business meeting.
- E. The association maintains archive records that are located in the school library closet. These include: historian scrapbooks, minutes and the past five years' financial records.
- F. Depending on the state of the treasury, the association may furnish a scholarship to a teacher who applies to this association. The president shall serve as chairman of the selection committee.
- G. Each officer and standing committee chairman is a voting member of the executive board. If a person is serving on the board in more than one capacity, they are only allowed one vote. Sub-committee chairmen do not have voting privileges.
- H. An annual budget should be adopted at the final association meeting of the school year, to allow funding for summer projects. An amended budget should be presented to the association at its first meeting of the school year to reflect changes requested by the new board.
- I. The annual budget should include a carry-over amount of at least \$4000.00 to provide start-up funds for the incoming board.
- J. A fee of \$25.00 will be assessed to individuals whose check is returned to the PTA for insufficient funds.
- K. Procedures for requesting PTA funds:
 1. Submit expense vouchers to the treasurer accompanied by receipts, prior to the end of the fiscal year.
 2. All requests must be approved by the chairman of the appropriate committee.

**Funds cannot be distributed without receipts.
- L. Agenda items for consideration at a board or association meeting shall be submitted to the president no later than seven (7) days prior to the meeting at which they will be discussed. Items submitted later than this will be considered on an emergency basis only and are subject to postponement until the next board or association meeting.
- M. All information posted on the PTA website must be approved by the president before submitting it to the website administrator. No sponsorships will be permitted on the PTA website other than those provided by the host server.
- N. The following insurance shall be purchased annually by this PTA:
 1. general liability insurance
 2. fidelity bond insurance for all persons on the signature card at the bank

3. property insurance (if applicable)

N. Three authorized check signers are required and should be comprised of the President, the Treasurer, and one additional Officer as approved by the Board.

V. AMENDMENTS

The standing rules may be amended by the association with a majority vote, provided notice of the proposed amendments is given at a previous meeting; or they may be amended without notice by a two-thirds vote of the membership present and voting. Two copies of all amendments to the standing rules shall be sent for approval to the person or persons designated by the Texas PTA after approval by the organization.