

- Approved as Submitted
- Approved with Editorial Edits
- Returned for action by Board and/or Membership

## Austin Academy (AAE) PARENT TEACHER ASSOCIATION STANDING RULES

### I. 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 board meeting if there is not a June meeting of the Executive Board.
- B. The president shall appoint a committee of three (3) members at the last regular meeting to approve the minutes of the last regular meeting.

### II. Training Expenses

- A. AAE PTA shall pay the expenses of the newly-elected officers and committee chairs to attend the Council ~~and Area PTA~~ training, if applicable. As the approved budget allows, this Local PTA shall pay the expenses of any other PTA member to attend.
- B. AAE PTA shall pay the expenses of members to the Texas PTA Annual Convention and Summer Leadership Seminar in the following order, as funds allow: (Select positions and list in order of priority here.)
  - 1. President
  - 2. First Vice President
  - 3. Second Vice President
  - 4. Third Vice President
  - 5. Secretary
  - 6. Treasurer
  - 7. Parliamentarian
  - 8. Standing Committee Chairs
- C. AAE PTA shall pay the expenses of the delegate(s) to the National PTA Annual Convention, if funds permit after expenses have been allocated for the Texas PTA Summer Leadership Seminar and Annual Convention. Delegate(s) shall indicate their desire to go with the approval of the executive board at the June Executive Board meeting.
- D. AAE PTA shall limit event expenses to the following:
  - 1. Registration fee
  - 2. Hotel accommodations at published seminar or convention double-occupancy rate
  - 3. Gasoline for one vehicle per four (4) members in attendance when using personal car, or the lowest available commercial airfare at twenty-one (21) day advance booking

Commented [MR1]: There are no longer areas in Tx PTA

4. Parking fees
- E. AAE PTA shall pay the expenses for members of the executive board to attend the Texas PTA Leader Orientation.

### **III. Financial**

- A. AAE PTA shall purchase a past president's pin for the retiring president.
- B. AAE PTA shall purchase tickets for the Council PTA Spring Luncheon for up to 10 persons; including the following:
  1. President
  2. Current year's life membership recipients and one guest
  3. School principal
  4. Current year's Reflections Student(s) whose entry went to State and one guest
- C. The president shall appoint additional signer for the PTA accounts with executive board approval.
- D. The secretary shall not be appointed as a check signer on the PTA account.
- E. The secretary shall not be appointed to review the monthly bank statements.
- F. All money shall be counted by at least two (2) non related (by blood or marriage) persons at the same time, and all counters shall sign a completed Itemized Receipt Form. The money shall then be given to the treasurer, who shall also count and sign the Itemized Receipt Form. A copy of this form shall be retained by all signers of the form.
- G. Any charges incurred by the AAE PTA because of insufficient funds shall be charged to the check writer. AAE PTA reserves the right to refuse subsequent checks from the check writer and require cash or money orders for payment.
- H. AAE PTA shall not use credit or debit cards.
- I. AAE 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 three (3) days of the end of the school year, whichever comes first.
- J. AAE PTA shall not reimburse sales tax. Any member making purchases on behalf of or for AAE PTA shall use the tax exempt form.
- K. AAE PTA shall obtain at least three (3) bids when making any large purchase unless the item is a specialty item and there is but one vendor for the item.
- L. AAE PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.
- M. AAE PTA shall have a carryover in the checking account of not less than \$4000.00 at the end of the fiscal year.

**IV. Bonding and Insurance**

A. The following insurance shall be purchased annually by AAE PTA:

1. General liability insurance
2. Accident medical
3. Blanket bond insurance--commercial crime
4. Property insurance
5. Nonprofit professional liability insurance

**V. Standing Committees**

The standing committees of this Local PTA shall be Arts In Education, Council Delegate, Legislative Action, Newsletter, Parent Education, Room Representatives (3), Student Directory, Teacher Appreciation/Hospitality, Volunteer Coordinator, Website/Publicity, School Supplies, Book Fair, Career Speakers, Historian, School Parties/Snack Attack, Spirit Wear, 8<sup>th</sup> Grade Dance Coordinator.

**VI. Duties of Standing Committee Chairpersons**

**A. Teacher Appreciation/Hospitality**

1. This committee shall be composed of a chair and at least two (2) members.
2. Attend regular meetings of the AAE PTA Executive Board
3. Attend training provided by the Garland ISD Council of PTAs and/or school district.
4. This committee shall be responsible for:
  - a. Hosting at all meetings by creating a friendly welcoming atmosphere.
  - b. Coordinate the Back to School Luncheon for the faculty and staff the week preceding the First day of School.
  - c. Plan the Welcome Reception for parents on the First Day of School.
  - d. Responsible for coordinating Teacher Appreciation week events in May (Spring Event.)
  - e. Coordinate the In/Out Executive Board Dinner in May.
    - a. Plan 2 additional teacher events (such as a brunch or lunch): a Fall (October/November) Event; and a Winter (January/February) Event.

**B. Arts In Education**

1. Work with other chairpersons 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.
3. Organize, publicize, and promote participation in the National PTA's annual Reflections program by working through Garland ISD Council of PTAs.
4. Attend regular meetings of the AAE PTA Executive Board
5. Attend training provided by the Garland ISD Council of PTAs and/or school district.

**C. Council Delegate(s)**

1. Attend all regular GISD Council meeting – first Weds of every month.
2. Vote in accordance with the policies of AAE PTA.
3. Attend regular meetings of the AAE PTA Executive Board
4. Relay information and materials to the Executive Board and/or appropriate officers and chairpersons.
5. Attend training provided by the Garland ISD Council of PTAs and/or school district.

**D. Legislative Action Chairperson**

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 Garland, 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.
4. Promote School Board Appreciation month in February.
5. Attend regular meetings of the AAE PTA Executive Board
6. Attend training provided by the Garland ISD Council of PTAs and/or school district.

**E. Newsletter Chairperson**

1. Compile and distribute a newsletter in September, January, and May to the parents, teachers, and administrators.
2. Provide a copy of each newsletter to the Historian for the PTA scrapbook.
3. Send an electronic copy of each newsletter to the Website Administrator.
4. Seek assistance in translating each newsletter into Spanish to be uploaded onto the AAE PTA website.
5. Submit the Newsletters to Garland Council of PTAs for Newsletter Award by April.
6. Attend regular meetings of the AAE PTA Executive Board
7. Attend training provided by the Garland ISD Council of PTAs and/or school district.

**F. Parent Education Chairperson**

1. Provide parent network events through workshops, coffees and seminars, or through other community organizations and agencies throughout the year.
2. Coordinate with GISD Council, State and/or National PTA chairpersons for needed assistance or ideas for workshops and seminars.
3. Keep accurate records and complete all GISD Council and State PTA award forms in a timely manner.
4. Attend regular meetings of the AAE PTA Executive Board
5. Attend training provided by the Garland ISD Council of PTAs and/or school district.

**G. Student Directory Chairperson**

1. Compile, edit, and have a printed student telephone/address directory before the Thanksgiving Break in November.
2. Coordinate the directory cover art contest with the Enriched Art teacher.
3. Coordinate with the Membership chairperson to get membership list and write those names on the directory for distribution.
4. Distribute the directories through the students 6<sup>th</sup> period teacher.
5. Submit the required number of copies for Council judging.
6. Provide a copy of the directory to the historian for the PTA scrapbook.
7. Attend regular meetings of the AAE PTA Executive Board
8. Attend training provided by the Garland ISD Council of PTAs and/or school district.
9. Submit the Student Directory to Garland Council of PTAs for Student Directory Award by April.

## H. Room Representatives

### **6<sup>th</sup> and 7<sup>th</sup> Grade Room Representative:**

1. Select room representatives for each Advisory (6<sup>th</sup> period) class at the beginning of the school year and submit their names to the Student Directory chairperson.
2. Present Room Representative guidelines and plan of work.
3. Coordinate all activities for which the Room Representatives are responsible for; such as coordinating donations of items for the snack attack and the grade level parties, and chaperons for the grade level parties.
4. Attend regular meetings of the AAE PTA Executive Board.
5. Attend training provided by the Garland ISD Council of PTAs and/or school district.

### **8<sup>th</sup> Grade Room Representative:**

6. Responsible for all of the above mentioned responsibilities
7. Works in conjunction with the 8<sup>th</sup> Grade Dance Standing Committee Chairperson.

## I. Volunteer Chairperson

1. Compiles a volunteer list from a survey sent out in First Day Packets and distributes the list to the appropriate officers and chairpersons.
2. Attend training provided by the Garland ISD Council of PTAs and/or school district.
3. Develop and implement appropriate training programs for volunteers in various aspects of their responsibilities, including sign-in procedures, counting and turning in money procedures, etc.
4. Provide needed volunteers as requested by various officers, chairpersons and school personnel.
5. Send all required reporting forms in a timely manner to the GISD Council representative.
6. Be responsible for coordinating Volunteer Appreciation Week held in April.
7. Attend regular meetings of the AAE PTA Executive Board

**J. Website/Publicity**

1. Maintain and promote the AAE PTA website
2. Work with school personnel to link the AAE PTA website to AAE school website.
3. Send notices of meeting and items of interest to the media; such as Facebook, Twitter, etc.
4. Coordinate and distribute the publicity for all association activities.
5. Maintain the PTA bulletin board located next to the 6<sup>th</sup> grade hall.
6. Attend regular meetings of the AAE PTA Executive Board
7. Attend training provided by the Garland ISD Council of PTAs and/or school district.

**K. School Supplies Chairperson**



1. Coordinates with AAE school personnel to get the school supply list by grade before Holiday Break in December.
2. Sends the school lists to the School Supply company to receive a price list for the school supplies by grade level.
3. Checks over the lists for accuracy then submits the pricing per grade level (Company's price + PTA% markup) to the Executive board for approval.
4. Coordinate with School Supply Company to receive print out forms and other materials to be distributed.
5. Distributes forms to all 6<sup>th</sup> and 7<sup>th</sup> grade students at AAE and distributes forms to the 3 GT Elementary schools (Walnut Glen, Hillside, and Kimberlin.)
6. Sell School supplies at all spring events.
7. Compile forms and order all school supplies needed. Makes sure the School Supply company knows what date to deliver the supplies to AAE.
8. Distribute and sell extra supplies at 6<sup>th</sup> grade orientation in August, then distribute remaining supplies to designated rooms by the week before school starts.
9. Attend regular meetings of the AAE PTA Executive Board
10. Attend training provided by the Garland ISD Council of PTAs and/or school district.

**L. 8<sup>th</sup> Grade Dance:**

1. Works with the 8<sup>th</sup> Grade Room Representative.
2. Coordinates all 8<sup>th</sup> grade dance meetings, delegates responsibilities, communicates with 8<sup>th</sup> grade parents and students the details of the dance.
3. Attend regular meetings of the AAE PTA Executive Board
4. Attend training provided by the Garland ISD Council of PTAs and/or school district.

**M. Book Fair:**

1. Coordinates with AAE school librarian any volunteers that are needed.
2. Attend regular meetings of the AAE PTA Executive Board
3. Attend training provided by the Garland ISD Council of PTAs and/or school district.

**N. Career Speakers**

1. Coordinates with Volunteer chair to get a list of Career speakers for the week before Thanksgiving Break.
2. Gets volunteers to help speakers get to the correct class, has water on hand for the speakers, and gives the speakers a small thank you gift/token.
3. Attend regular meetings of the AAE PTA Executive Board
4. Attend training provided by the Garland ISD Council of PTAs and/or school district.

**O. School Party/Snack Attack Coordinator**

1. Coordinates with Student Council the concessions and games at the Party.
2. Provides food and drink to be sold at the Report Card Pickup nights, one in the Fall and one in the Spring.
3. Attend regular meetings of the AAE PTA Executive Board
4. Attend training provided by the Garland ISD Council of PTAs and/or school district.

**P. Historian**

1. Keeps a scrapbook of all events sponsored by the PTA.
2. Submits scrapbook to GISD Council of PTAs for Award by April.
3. Attend regular meetings of the AAE PTA Executive Board
4. Attend training provided by the Garland ISD Council of PTAs and/or school district.

**VII. Special Committees**

**A. Budget and Finance**

1. This committee shall be composed of a chair – the Third (3<sup>rd</sup>) Vice President and at least 2 members, including the newly-elected president and the newly-elected treasurer.
2. The committee shall recommend amendments to the budget based on Plans of Work, and submit these amendments to the executive board.

3. The Third (3<sup>rd</sup>) Vice President shall present the budget amendments to the membership for approval at the first regular meeting of the year and any revisions of the budget throughout the year, as needed.

**B. Membership**

1. This committee shall be composed of a chair Second (2<sup>nd</sup>) Vice President and at least four (4) members.
2. The chair shall:
  - a. Call a meeting of the membership committee to create a membership campaign for the coming year and set membership goals;
  - b. Ensure completion and submission of membership list and dues report to Texas PTA by October 15;
  - c. Coordinate the implementation of a year round membership campaign;
  - d. Print out membership cards with AAE PTA information so that the Membership card can be handed to the member when dues are paid.
  - e. Provide the Secretary and President with an updated membership list for each regular meeting;
  - f. Apply for membership awards from Texas PTA; and
  - f. Chair the life membership committee.

**VIII. Awards**

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

**IX. Miscellaneous**

- A. AAE PTA's mailing address shall be 1125 Beverly Drive, Garland, Texas 75040
- B. Members shall obtain authorization from the AAE PTA membership before representing AAE PTA when communicating to school district personnel or the media.
- C. Executive board members shall not be entitled to privileges that are not due to any other school district tax payer because of their position in the PTA.
- D. All communications concerning AAE PTA for school distribution shall be approved by the AAE Principal and the AAE PTA President prior to dissemination.