

CROSS TIMBERS MIDDLE SCHOOL

PARENT TEACHER ASSOCIATION STANDING RULES

I. ANNUAL MEETING AND REPORTS

- A. The president shall appoint a committee at the May executive board meeting to approve the minutes of that board meeting and the May regular meeting. The members must be present at the meeting(s) to approve the minutes. A separate committee may be appointed for the executive board and regular meeting if committee members cannot be present at both meetings.
- B. Each officer and chairman shall prepare a procedure book with his/her plan of work, committee information and a brief committee report and evaluation.

II. BONDING AND INSURANCE

- A. The treasurer is responsible for purchasing the following insurance annually for Cross Timbers Middle School PTA:
 - 1. General Liability Insurance
 - 2. Fidelity Bond Insurance for all Officers
 - 3. Officers' Liability Insurance
 - 4. Property Insurance (if necessary)

III. OFFICERS – Additional information on specific duties as determined by CTMS PTA

- A. The President shall attend PTA Council meetings when available.
- B. The First Vice President shall:
 - 1. plan and implement quality speakers and programs for membership meetings;
 - 2. plan and provide additional opportunities for seminars and workshops to help parents develop and improve their parenting skills;
- C. The Second Vice President shall:
 - 1. conduct an annual membership drive to encourage participations in the association and other membership drives as needed.
 - 2. collect all dues;
 - 3. record all members and distribute membership cards to those members;
 - 4. submit all monies collected to the treasurer;
 - 5. submit a complete list of all members recorded to the treasurer and secretary;
 - 6. serve as chairman of the Award Committee.
 - 7. be responsible for the distribution of awards forms to committee chairmen. The chairmen may complete these awards forms if they wish and the parliamentarian will submit them to Council, Area and/or Texas PTA.
 - 8. Keep awards in the possession of the CTMS PTA and are to be displayed at the school or submitted to the historian for the scrapbook. Certificates are to be framed and hung at the

school or put into the historian's scrapbook. Scrapbooks and other documentation for awards are passed along with procedure books. This does not include recognition pins.

D. The Third Vice President shall:

1. coordinate all fundraising activities and assist in developing plans.
2. present these plans to the executive board and to the membership for approval and work to ensure that all areas of each fundraising project are completed by meeting with the committee chairmen on a regular basis.

IV. The Executive Board

The Executive Board will be comprised of the following positions:

1. President
2. First Vice President
3. Second Vice President
4. Third Vice President
5. Secretary
6. Treasurer
7. Parliamentarian
8. 5 Up Club
9. Grade Level Coordinator (One representative from each grade level shall report to Grade level Coordinator- Non Voting positions and do not count towards establishing quorum)
10. 8th Grade Banquet
11. A Honor Roll
12. Arts/ Reflections
13. Candy Grams
14. Cotillion
15. Council Delegate
16. Student Phone Book
17. Ad Sales
18. Landscape Beautification
19. Needs Assessment
20. Website
21. Rebates
22. Student Activities (Socials)
23. STAAR Treats
24. Teacher Appreciation
25. Teacher Representative
26. Volunteer Coordinator
27. Wolf Depot
28. Wolf Fest
29. Wolf Supplies
30. Consulting positions with no vote which do not count towards establishment of quorum include Health Lifestyles and GRACE/Community Liaison

V. Standing and Special Committees Rules

A. The executive board may create such special committees as it may deem necessary to promote the purposes and carry on the work of the association.

B. Chairs shall assume their official duties following the close of the school year and shall serve a term of one (1) year.. All chair positions not filled by appointment become vacant at the close of the school year.

C. Only one (1) person shall be appointed to serve in any one (1) chair position. In the event that there is a co-chair that is appointed to serve, the Committee Chair will only have one vote during Board meetings and only one person will go towards the quorum count.

D. No chair shall serve in the same office for more than two (2) consecutive terms. One who has served more than one-half (1/2) of a term shall be credited with having served that term.

E. All standing committee chairs shall:

1. deliver to their successors or the president, all official materials within fifteen (15) days following the date at which their successors assume their duties;
2. present a written Plan of Work to the executive board for approval. No committee shall be undertaken without this approval;
3. perform the duties outlined in these bylaws and those assigned be the president or membership from time to time; and
4. have a current copy of the Local PTA bylaws.

F. The president shall be a member ex-officio of all committees except the nominating and financial reconciliation committees.

G. The quorum of any committee shall be a majority of its members.

VI. COMMITTEES and Descriptions

A. Bylaws and Standing Rules

1. The parliamentarian shall review and revise the bylaws and standing rules every two (2) years or as needed.
2. The bylaws shall be reviewed, revised and submitted to Texas PTA for approval at least every five (5) years or as needed.

B. Awards Committee

1. The president shall appoint a committee of two (2) or more voting members of the CTMS PTA to serve on this committee. and shall be chaired by the Second Vice President.
2. This committee will consider awards such as Friends of Children, Lifetime Achievement as well as other awards as determined.
3. The number of awards will be determined by the budget and the committee and shall be presented at the May general meeting.

C. Needs Assessment Committee

1. The Needs Assessment Assistance Committee will meet to review requests for purchases and make recommendations on the expenditure of funds in the Needs Assessment budget line items.
2. The committee shall be comprised of a minimum of three (3) members. The committee chairman will be appointed by the President. The chairmen will be responsible for notifying the school staff of the request procedures and for dispersing the request forms to the school staff. The notice should include the names of the members of the committee, who to contact if a staff member has a question, and the deadline for

submission of the request form. The principal's signature on the form will indicate the principal's approval of the request and will serve as a communication that the items requested are not covered within the school's budget. A survey or a similar form letter may be sent home to solicit parent and student requests.

3. The committee will meet as needed to discuss all requests, eliminating all those that do not meet the committee guidelines or returning to the originator of the request for further clarification. Request will be prioritized in the event that sufficient funds are not available at the time of request. The following guidelines will be followed when reviewing requests:
 - a. Only permanent, non-disposable, purchases will be considered. Disposable items should be purchased or donated through alternate sources. Examples of disposable items included, but are not limited to, paper towels, ink cartridges, paper, pens, pencils, etc.
 - b. All items are donated or purchased to CTMS rather than to the individual teacher or staff member. All items given by the PTA will remain at CTMS in the event a teacher or staff member leaves CTMS. This should be carefully considered when a teacher or staff member requests an item unique to his/her teaching method that may not be useful to another teacher or staff member at CTMS.
4. The principal should concur with the purchase of any items requested by a teacher or staff member of CTMS. In addition, the principal's input should be sought prior to the committee making a final recommendation. However, the responsibility for making a recommendation rests solely with the committee members.
5. The committee should seek to benefit the greatest possible number of students, teacher and staff.
6. When considering requests, recent purchases should be considered. The intent is to distribute the funds in all areas rather than just a few.
7. If possible, and if there is enough money and requests, the effort should be made to benefit all grade levels. However, if all grade levels do not have legitimate request or if there is a greater need, then this may not be possible or desirable.
8. Large items may be purchased that require the entire Needs Assessment line item. This is acceptable if the needs of the school indicate such an expenditure.
9. The Needs Assessment Committee is granted the authority to make all committee and principal approved purchases not exceed \$1,000 per request without the approval of the board or general membership. A report of expenditures should be made at all board and general meetings for information. Expenditures exceeding \$1,000 shall require the approval of the executive board and the general membership prior to purchasing.

D. Nominating Committee

1. The committee shall be composed of three (3) members and one (1) alternate member elected to serve in the event that a member is unable to serve. Members may be solicited from the Local PTA membership through regular publicity and/or during board and general meetings. Each member of the committee must be a member of the CTMS PTA in order to serve.
2. The president does not serve on this committee nor does he/she appoint any members of this committee.

3. The members of the nominating committee will be elected by the general body at the January meeting preceding the election of officers in March. Elections shall be by plurality.
4. The committee shall elect its own chairman immediately following the general meeting.
5. No member shall automatically serve on this committee because of his/her office in the CTMS PTA or position in the school system.
6. The committee will solicit volunteers for the positions of President, 1st VP – Programs, 2nd VP- Membership, 3rd VP – Ways and Means, Secretary and Treasurer.
7. The committee will distribute Officer Nomination/Volunteer Forms to the CTMS population as well as to all elementary schools feeding into CTMS. These forms will be distributed no later than February 1st.
8. Officer Nomination/Volunteer Forms will be returned to the committee for consideration no later than February 15th.
9. The committee will be responsible for soliciting a volunteer/nomination for any position that remains empty after the completion of this process.
10. A member of the committee will determine the qualifications of all candidates for each officer position and confirm consent to serve if elected.
11. The committee will choose a slate of officers for recommendation and publicize their report to the CTMS PTA membership through regular publicity channels at least seven (7) days before the election meeting.
12. The committee will report its nominees at the regular meeting in March, at which time additional nominations may be made from the floor. This report must be signed by all members of the committee, with an original provided to the secretary of the PTA and a copy kept in the committee notebook.
13. All work of the committee is confidential and will not be discussed outside of the committee during or after the nominating process.
14. The newly elected president will be responsible for staffing the committee positions of the executive board as stated in the CTMS PTA bylaws.

E. Audit Committee

F. A. CTMS PTA High School Scholarships

1. The Cross Timbers Middle School PTA Scholarship shall be a cash award granted annually to a graduating senior from one of the high schools within the Grapevine-Colleyville ISD. The scholarship is a monetary award in recognition of superior achievement in citizenship, leadership and scholarship for the purpose of encouraging the recipient to proceed to higher education. This committee will be made up of at least four Board members.
2. Eligibility
 - a. The applicant shall have been a graduate of CTMS and be a graduating senior.
 - b. Scholarships are restricted to graduates of high schools within the GCISD. Applicants must have attended a school in GCISD for his/her entire senior year.
 - c. Applicants must be of good character and high moral standards. Applicants must have exhibited good citizenship during his/her school experience.

d. The recipient may attend any vocational/trade school, junior college, college or university of his/her choice. The scholarship shall not be restricted to any particular field of study.

3. Selection

a. Each application received for the scholarship shall be judged on the following merits:

- (1) Essay
- (2) School Activities
- (3) Citizenship (School and Community Activities)
- (4) GPA; ACT/SAT Scores; Individual's Class Ranking
- (5) Leadership (Offices Held; Membership in Organizations)
- (6) Honors and Awards Received

b. The application must be signed by the student's senior counselor verifying GPA, class ranking and test scores.

G. Rules for all committees are not included in these standing rules.

VII. FINANCIAL

A. The president, treasurer, secretary and first vice president shall be on the signature card filed at the bank.

B. No check shall be signed by an officer that is being issued to himself.

C. There shall be a sum of no less than \$500 left in the budget to start the next year's work.

D. CTMS PTA has the right to require that money transactions made to the PTA be made by cash or money order by any person who has an outstanding balance or who has written the PTA an uncollected check for insufficient funds. The person who wrote the check shall be responsible for any charges occurring because of insufficient funds.

E. All money shall be counted by at least two (2) members of the PTA submitted with a signed deposit receipt to the treasurer.

F. Money shall be deposited by the treasurer as soon as possible.

G. A check request form shall be signed by the chairman and president and funds must be available in the committee budget prior to reimbursement.

H. All electronic funds collected by the PTA will be kept in a separate account.

I. All credit card transactions or other forms of payments which a transaction fee is assessed will be approved by the President.

VIII. LEADERSHIP TRAINING

A. CTMS PTA shall pay the registration fees of any newly-elected officers and standing committee chairmen to attend the Area 17 Spring Conference, Texas PTA Leader Orientation and GCISD Fall and Spring Workshops.

B. CTMS PTA shall pay expenses of newly-elected officers and standing committee chairmen to attend Texas PTA Summer Leadership Seminar in the following order, as funds allow:

1. President

2. Officers
 3. Committee Chairmen.
- C. CTMS shall pay for lodging at a rate not to exceed \$125 per night sharing rooms where possible; mileage at the current corporate rate for one vehicle per four people attending if outside the DFW area; parking; and meals not to exceed \$50 per day per person.
- D. If funds permit, CTMS PTA may allocate expenses for the Texas and National PTA conventions.
1. Expenses will be paid in the same order as for Summer Leadership Seminar.
 2. The representatives to the National PTA Annual Convention shall be elected by the executive board prior to the convention.
 3. Expenses to be paid shall be limited to the following: registration fees; workshop fees; lodging fees not to exceed \$125 per night sharing rooms where possible; mileage at the current corporate rate for one vehicle per four members in attendance if outside the DFW area; parking; and meals not to exceed \$50 per day per person.
- E. If funds permit, the PTA may pay the expenses of any other CTMS PTA member who wishes to attend the Spring Conference, Leader Orientation, Summer Seminar or GCISD Council Fall and Spring Workshops.
- F. A copy of the certificate of completion of the PTA Leadership Training Course will be kept on file by the secretary of the unit for all members who have completed the training.
- G. All attendees to Spring Conference, Leadership Training, Summer Leadership Seminar, Texas and National PTA conventions, or any other special training opportunities must attend a minimum of 75% of all meetings he is expected to attend, or the executive board may vote not to pay that member's expenses. In the event the money is already expended, the board may require the member to reimburse the CTMS PTA.

IX. PTA PROPERTY

All purchases of property made by the CTMS PTA will be brought before the executive board and membership for determining which items will remain the property of CTMS PTA and which items will be gifted to the school. Proper documentation will be followed for gifts to the school.

X. SCHOLARSHIPS AND DONATIONS

A. Council PTA Scholarship

CTMS PTA will budget a donation to the GCISD Council of PTAs for each high school in GCISD to be awarded to a graduating senior. The Council PTA is responsible for establishing the guidelines, soliciting the applicants, evaluating the applications, and awarding the scholarships.

B. Grapevine Colleyville Education Foundation

CTMS PTA will make an annual donation to the Foundation as budgeted and approved by the Board and Membership through the budget process.

X. Reasons to Remove

By a two-thirds (2/3) vote of the executive board, an officer or chair may be removed from office and from the executive board for failure to attend three (3) consecutive meetings, failure to perform duties, failure to sign the adopted ethics/conflict of interest policy, or criminal misconduct or unethical behavior in PTA business.

XI. Emergency Voting

In an emergency situation, the executive board may vote by phone, email or other electronic means if authorized by the president. Members shall have at least twenty-four (24) hours to cast their vote. A two-thirds (2/3) vote of the executive board is required for adoption, and the vote shall be recorded in the minutes of the next regular meeting of the executive board.

XII. MISCELLANEOUS

- A. Executive board members shall not expect privileges or rights that are not due any other taxpayer or parent in the school district.
- B. Executive board members will not speak to the school district personnel or media as representing CTMS PTA unless authorized to do so by the membership.