

STANDING RULES
LAKE HIGHLANDS AREA EARLY CHILDHOOD PTA

Adopted: September 11, 2013

STANDING RULES

The Standing Rules “relate to the details of administration of a society rather than to parliamentary procedure,” and are adopted as needed. They are semi-permanent in nature and may be suspended or amended by a majority vote of the general body present, provided notice of the proposed amendment was given at a previous meeting, or they may be amended without notice by a two-thirds vote of the members present at the time. Adoption of or amendments to the standing rules are effective upon membership approval.

RULE I. ADDITIONAL DUTIES OF OFFICERS

A. President shall:

1. Work with the newly-elected President to coordinate and host the end of the year awards dinner for the outgoing and incoming board members. This dinner is to be paid for by each board member attending with \$200 contributed by the PTA;
2. Appoint one additional member to be a check signer, in addition to the Treasurer and First Vice President (Ways and Means), with approval from the Executive Board.

B. The Newly-Elected President shall:

1. Make reservations to attend the Texas PTA Council President’s Orientation.

C. First Vice President (Ways and Means) shall:

1. Be authorized to sign on bank account(s);
2. Solicit donations from community sources to assist in funding local PTA activities and events;
3. Present the Executive Board report to the general membership;
4. Serve as the President’s alternate at RISD Council of PTAs executive and general meetings;
5. Oversee and assist the following fundraising positions and any others as they arise:
 - Shopping Soiree – coordinates annual fall holiday shopping event, including vendor recruiting, facility selection and layout, and volunteers, which highlight local businesses and is open to anyone to shop.
 - Santa Stops – coordinates Santa Stops that are visits made by volunteer Santas (usually Dads and Granddads) who dress up in the PTA Santa Suit and visit the homes of those who have purchased the visit.
 - Santa Letters – coordinates custom Santa Letters that are delivered to each child for whom a letter is purchased. Upon receipt of payment, the member will be contacted to collect individual details for use in the letters.

D. Second Vice President (Programs) shall:

1. Make all arrangements and confirmations relating to general meeting programs;
2. Oversee and assist the Nursery Coordinator:
 - Nursery Coordinator -- organizes a craft or entertainment for children in the nursery during each general meeting. This coordinator manages the nursery reservation email address, takes nursery reservations, determines the number of sitters needed each month, and compiles nursery sign in sheets for nursery rooms and check-in at general meetings. They collect payment for the nursery and ensure that each child in the nursery has a current nursery liability form on file. They must be willing to miss a portion of the general meeting.

E. Third Vice President (Membership) shall:

1. Provide name tags for board members at all executive board meetings and regular meetings;
2. Distribute member volunteer interests from registration forms to committee chairpersons;
3. Oversee and assist the following roles:
 - Membership Aide – Oversees the Facebook page to ensure that access is limited to current members. Reviews the membership roster and updates playgroup and adult interest group distribution lists and SignUp Genius group as new members join. Also hosts one or two new member welcome socials which can be a brunch or evening event. One social will be held in the fall; a second social can be held in the spring, as needed. The event is open to all new members as well as the playgroup coordinators and pertinent Officers.

- 56 • Membership Directory Coordinator – compiles the membership list, advertisements, and other
57 necessary information to publish a membership directory. Responsibilities include
58 formatting, editing, importing graphics, and gathering membership data. Once reviewed
59 by the president, a PDF file is created and arrangements are made for printing at the RISD
60 print shop. Responsible for distributing the directory at general meetings and also to
61 playgroup coordinators.
- 62 • Alumni Coordinator – Solicits alumni for alumni membership. Provides communications to
63 alumni members. Coordinates social event(s) for alumni members.

64 **F. Fourth Vice President (Home Tour and Auction)** shall serve as chairperson of the Home Tour and Auction
65 committee that is made up of the following members:

- 66 • Home Tour Coordinator– responsible for solicitation of houses to be used as the Home Tour
67 locations.
- 68 • Auction Solicitation Coordinator – Solicits auction items from businesses and service
69 providers. This position is also responsible for collecting donated items and developing bid
70 sheet content for each item. Also responsible for returning items to businesses which were
71 used to display at the auction as well as thank you letters to those donating to our event.
- 72 • Auction Execution Coordinator – Oversees the execution of the silent and live auction.
73 Responsible for collection of money, recruits volunteers to assist in check out following the
74 close of the silent auction, and distribution of items to auction winners.
- 75 • Publicity Coordinator – responsible for creating Home Tour and Auction brochure, tickets,
76 event posters and yard signs, silent auction numbering for each participant, graphics for use
77 on bid sheets, and placards for each auction item.
- 78 • Finance Coordinator - Assists in preparing the budget. Oversees and tracks all
79 spending. Tracks all proceeds, including, but not limited to, advertising, sponsorships,
80 ticket sales, and auction proceeds. Reconciles credit card payments with funds received
81 from credit card processor, if applicable. Works with Treasurer as needed to assure all
82 receipts and disbursements are tracked according to PTA rules.

83 **G. Fifth Vice President (Fundraising Advertising)** shall oversee all advertising solicitation and follow up with
84 businesses following the summer correspondence of materials. Will collect advertising revenue. Will reconcile
85 ad type and location. Will distribute ads to Newsletter Content Coordinator, Website Coordinator, and
86 Membership Directory Coordinator, as needed. Will also oversee the following coordinator:

- 87 • Advertising Coordinator – responsible for coordinating summer correspondence to businesses
88 which include various advertising options including the newsletter, directory, and website
89 advertisements.

90 **H. Sixth Vice President (Communications)** shall work to identify and promote the LHAECPTA and its
91 activities through various media outlets, social media channels, neighborhood schools, churches and
92 organizations. In addition, they leverage social media outlets to disseminate information and news coverage,
93 and increase followers. They also respond to media requests. They create collateral and LHAECPTA-branded
94 merchandise on an as needed basis. They update and maintain yard signs, brochures, decals, t-shirts and any
95 other collateral that is created. They shall serve as chairperson of the Communications committee that is made
96 up of the following members:

- 97 • Media Relations Coordinator – works with the Lake Highlands media to promote all of
98 LHAECPTA's events and meetings and also provides recaps and pictures as needed. Places
99 September advertisement for the Kick Off party in the Lake Highlands Advocate or
100 equitable publication. Works with Children's Activities, Oktoberfest, and Home Tour and
101 Auction committees, and others as needed, to promote the Fourth of July Parade, Kick-Off
102 Party, Oktoberfest, Shopping Soiree and Home Tour and Auction outside of Lake
103 Highlands, and any other events as needed.
- 104 • Community Relations Coordinator– Promotes the LHAECPTA at local area hospitals,
105 churches, daycares, community organizations, and others as needed, to find and attract Lake
106 Highlands preschool families that would benefit from the mission of the LHAECPTA and
107 its events.

108 **I. Secretary** shall:

- 109 1. Not be appointed as a check signer on the PTA account(s);
- 110 2. Not be appointed to review the monthly bank statements;
- 111 3. Provide sign-in sheet at general meetings;

- 112 4. Maintain a record of member volunteer hours.
113

114 **J. Treasurer** shall:

- 115 1. Be chairperson of the Budget committee;
116 2. Assume responsibility for changing the names of the check signers on all Council bank accounts at
117 the close of the treasurer's term;
118 3. Proof the IRS 990 form prepared by the outgoing treasurer for accuracy, and if found correct, present
119 the form for adoption by the executive board at the October meeting. Obtain the president's signature
120 and submit the IRS Form 990 on its due date of November 15th for the previous fiscal year;
121 4. Prepare a draft of the IRS Form 990 for the tax year ending June 30th, prior to releasing financial
122 records to the new treasurer.

123 **K. Parliamentarian** shall:

- 124 1. Serve as chairperson of the bylaws committee;
125 2. Keep the nominating committees notebook to be passed to the next nominating committee
126 chairperson;
127 3. Meet with the newly-elected nominating committee to review their responsibilities, deadlines, and
128 parliamentary and reporting procedures immediately after the nominating committee elections. The
129 election of the chairperson will be held at this time and the nominating notebook released to the
130 chairperson.

131 **L. Historian** shall:

- 132 1. Take pictures at meetings and events or collect pictures taken by others in attendance;
133 2. Create a record of the year's events (scrapbook, photobook, etc.);
134 3. Store all historical documents in the storage room of meeting location.
135

136 **RULE II: COMMITTEE CHAIRMEN – STANDING COMMITTEES**

- 137 A. Each chairperson shall refer to duties in the local PTA Bylaws, local PTA procedure notebooks, and
138 state and national guidelines for officers and chairpersons.
139 B. Each chairperson shall notify the President when calling committee meetings.
140 C. At the conclusion of their term, each chairperson shall update the procedure notebook and meet with
141 their successor to train and transition duties.
142

143 **1. ADULT INTEREST ACTIVITIES**

144 This committee shall:

- 145 a. Consist of a chairperson and as many committee members as needed;
146 b. Organize adult interest groups. This includes review of the adult interest groups at the
147 beginning of each year to determine which groups should be carried over and if any new groups
148 would be of interest to the members;
149 c. Organize age-based playgroups. These playgroups include babies, toddlers, two year olds, three
150 year olds, four and five year olds, working moms, and others as needed.

151 The chairperson shall:

- 152 a. Recruit coordinators for adult interest groups;
153 b. Recruit coordinators for each age-based playgroup. These playgroups include babies, toddlers,
154 two year olds, three year olds, four and five year olds, working moms, and others as needed;
155 c. Keep the President, Newsletter Content Coordinator, and Website Coordinator informed of
156 activities and events for each group.
157 d. Notify each adult interest coordinator and playgroup coordinator of newsletter deadlines;
158 e. Coordinate the adult interest booth for the kick-off party and first general meeting;
159 f. Support the Adult Event coordinator who is responsible for executing a spring evening social
160 event for members and spouses. This includes scheduling the date, sourcing the location,
161 advertising the event, selling tickets, and coordinating volunteers.

162 **2. CHILDREN'S ACTIVITIES I**

163 This committee shall:

- 164 a. Consist of a chairperson and at least two committee members;
165 b. Discuss and distribute the workload among members at the beginning of their term following
166 the May transition meeting;

- 167 c. Plan and execute the Pumpkin Painting party, an event in November, the December holiday
168 party, and the Family Picnic (usually following the LHAECPTA Easter Egg Hunt). This
169 includes setting the date of each event, identifying location, entertainment, crafts, and snacks,
170 and organizing volunteers to help set up and clean up.

171 3. CHILDREN'S ACTIVITIES II

172 This committee shall:

- 173 a. Consist of a chairperson and at least two committee members;
174 b. Discuss and distribute the workload among members at the beginning of their term following
175 the May transition meeting;
176 c. Plan and execute the Halloween Carnival in October, an activity for January and February and
177 the Easter Egg Hunt in March/April. This includes setting the date of each event, identifying
178 location, entertainment, crafts, and snacks, and organizing volunteers to help set up and clean
179 up.

180 4. CHILDREN'S ACTIVITIES III

181 This committee shall:

- 182 a. Consist of a chairperson and at least two committee members;
183 b. Discuss and distribute the workload among members at the beginning of their term following
184 the May transition meeting;
185 c. Plan and execute all festivities related to the Lake Highlands Exchange Club 4th of July parade
186 (including the decorating of the truck/float) and the Kick Off Party held in August/September.
187 This includes setting the date of each event, identifying location, entertainment, crafts, and
188 snacks, and organizing volunteers to help set up and clean up.

189 4. HOSPITALITY

190 This committee shall:

- 191 a. Be comprised of three members and one chairperson. They will meet following the transition
192 meeting to discuss the distribution of work among the committee;
193 b. Be responsible for set up and clean up of the general meeting room for all executive board
194 meetings and general membership meetings;
195 c. Purchase coffee and assorted breakfast items for general membership meetings. For the
196 September and December meeting, this committee shall recruit members to donate breakfast
197 casseroles as additional food items;
198 d. Set up the welcome table and ensure that the sign in sheet for new members, raffle tickets, and
199 name badges are available;
200 e. Staff the welcome table with at least one committee member.

201 5. NEWSLETTER

202 This committee shall consist of an editor (chairperson) and as many committee members as needed. These
203 roles could include:

- 204 a. Newsletter Content Coordinator – responsible for gathering and editing information from
205 advertisers and contributors and providing to editor. Responsible for distributing any mailed
206 issues of the newsletter once received from the RISD print shop. The first membership
207 communication is mailed out to all current members and members who are on the membership
208 roster from the previous school year.
209 b. Contributing article author(s) – responsible for writing monthly articles for the newsletter.
210 Articles could be but are not limited to ways in which families can contribute to reducing,
211 reusing, and recycling (Green Parenting), fun activities around the Dallas area for children and
212 families (Kids Korner), kid's crafts, restaurant spotlight, and kid-friendly recipes.

213 The editor shall:

- 214 a. Produce a monthly newsletter and calendar, using articles and advertisements submitted by
215 other members. This role entails formatting, editing, importing graphics, and tracking down
216 information to be included in the newsletter;
217 b. Submit monthly draft to the President and another designated member for proofreading;
218 c. If distributing printed newsletter, arrange for printing at RISD print shop of the newsletter and
219 coordinate with Newsletter Content Coordinator to distribute to membership;
220 d. Submit the approved newsletter to the website coordinator to upload to the website, as needed;
221 e. Meet with the committee following the May transition meeting and discuss the distribution of
222 workload among members.

223 **6. OKTOBERFEST**

224 This committee shall:

- 225 a. Consist of a chairperson and at least two committee members;
- 226 b. Discuss and distribute the workload among members at the beginning of their term following
- 227 the May transition meeting;
- 228 c. Plan and execute all tasks related to the Lake Highlands Exchange Club Oktoberfest event. The
- 229 committee shall work with the Lake Highlands Exchange Club to partner on children's activities
- 230 at the event. This could include organizing entertainment, volunteers, and set up and clean up.

231
232 **RULE III: DUTIES OF ADDITIONAL EXECUTIVE BOARD MEMBERS**

233 **1. COMMUNITY SERVICE COORDINATOR**

234 This individual shall:

- 235 a. Organize a minimum of one fall and one spring service project;
- 236 b. Oversee and assist the work of the Sunshine Coordinator, who is responsible for creating
- 237 electronic care calendars to provide six meals to families in need of assistance. They also
- 238 manage email and phone lists of those willing to assist when needed.

239 **2. RISD LIAISON**

240 This individual shall:

- 241 a. Work with RISD elementary schools to develop a fall school tour schedule and publicize this
- 242 information to the PTA membership;
- 243 b. Recruit neighborhood playgroup leaders to organize playgroups for each elementary attendance
- 244 area;
- 245 c. Submit information related to RISD, including school tours, to the newsletter content
- 246 coordinator and website coordinator each month.

247 **3. WEBSITE COORDINATOR**

248 This individual shall:

- 249 a. Maintain and update the PTA website using Joomla;
- 250 b. Annually update the board member list and down-loadable membership form on the website;
- 251 c. Post updates as needed to the website include playgroup activities, adult interest activities, and
- 252 general meetings, based on information received from chairpersons or board members;
- 253 d. Post the monthly newsletter and calendar;
- 254 e. Periodically check and update broken or incorrect links.

255
256 **RULE IV: SPECIAL COMMITTEES AND REPRESENTATIVES**

- 257 A. Each chairperson shall refer to duties in the local PTA Bylaws, local PTA procedure notebooks, and
- 258 state and national guidelines for chairpersons.
- 259 B. Each chairperson shall notify the President when calling committee meetings.
- 260 C. At the conclusion of their term, each chairperson shall update the procedure notebook and meet with
- 261 their successor to train and transition duties, if applicable.

262
263 **1. BUDGET COMMITTEE**

264 This committee shall:

- 265 a. Be chaired by the treasurer;
- 266 b. Consist of five (5) members - the president, treasurer, and three (3) members at large appointed
- 267 by the president;
- 268 c. Serve a one year term, to coincide with the fiscal year.
- 269 d. Meet in August to adjust the proposed budget based on Plans of Work. The immediate past
- 270 treasurer shall attend this meeting;
- 271 e. Meet in April or May following the annual Home Tour and Auction fundraiser to develop a
- 272 proposed budget for the upcoming fiscal year. When applicable, the newly-elected treasurer
- 273 and the newly-elected president shall attend this meeting for informational and continuity
- 274 purposes;
- 275 f. Be assembled to discuss end of school year community donations;
- 276 g. Be assembled to discuss significant budget change requests (requests exceeding 10% of the
- 277 current budget item and \$200);
- 278 h. Be assembled to discuss requests for funds not included in the current budget;

279 i. Present their recommendations (from items h, i, and j above) to the Executive Board and general
280 membership for approval.

281 **2. BYLAWS COMMITTEE**

282 This committee shall:

- 283 a. Be assembled as needed for bylaws and/or standing rules changes;
- 284 b. Consist of at least four (4) members including the parliamentarian, president, and at least two
285 other committee members;
- 286 c. Be chaired by the parliamentarian.

287 **3. PARENT ADVISORY COMMITTEE (PAC) DELEGATE**

288 The LHAECPTA shall be represented in meetings of the Richardson ISD Parent Advisory Committee by
289 two alternating delegates. These delegates shall:

- 290 a. Solicit questions from members and submit these questions to the RISD PAC by the deadlines
291 as published by the committee for all PAC meetings;
- 292 b. Attend the PAC meetings and gather pertinent information for the PTA;
- 293 c. Report at the following general membership meeting information learned.

294 **4. RISD COUNCIL DELEGATES**

295 The LHAECPTA shall be represented in meetings of the Richardson ISD Council of PTAs by two alternating
296 delegates. These delegates shall:

- 297 a. Attend alternating monthly RISD Council meetings and note pertinent information related to
298 the PTA;
- 299 b. Report at the following general membership meeting information learned.

300

301 **RULE V. MEETINGS**

302 **A. Executive Board Meetings** – Executive Board Meetings of the LHAECPTA shall be held on the first
303 Thursday of the month. The May Executive Board Meeting shall be a transition meeting with both the
304 current board and incoming board in attendance. The June Executive Board Meeting shall involve each
305 Executive Board member presenting their Plan of Work for the upcoming year. Each Executive Board
306 member shall submit their final Plan of Work to the President by June 30th. The June Executive Board
307 meeting shall also set all calendar dates for Children’s Activities, Kick off Party, Home Tour and Auction,
308 Shopping Soiree, and any other LHAECPTA sponsored event. The August Executive Board Meeting shall
309 involve approval of all Plans of Work for the upcoming year.

310 **B. Regular Meetings** – Meetings of the LHAECPTA shall be held on the second Wednesday of the month, or
311 as designated by the Executive Board.

312

313 **RULE VI. NURSERY CHARGES**

314 For each General Membership meeting, a charge of ten dollars (\$10) for the first child and five dollars (\$5) for
315 each additional child shall be charged to cover the cost of babysitters. Due to the extended hours of the Home
316 Tour and Auction, childcare rates for that meeting will be fifteen dollars (\$15) for the first child and ten dollars
317 (\$10) for each additional child. The Treasury shall cover any deficiency between the amount collected and the
318 total fee.

319

320 **RULE VII. MARKETING AT MEETINGS**

321 The selling of products or services at the general meeting is not allowed. Speakers are the exception, and door
322 prize contributors may have business cards available. Advertisements or informational handouts from individual
323 contractors within or outside our group will only be allowed on a bulletin board or back table.

324

325 **RULE VIII. REIMBURSEMENT**

326 A. All registration fees from any PTA approved workshops, seminars, or training sessions will be reimbursed
327 to board members within thirty (30) days of the event or within 3 days of the end of the school year,
328 whichever comes first.

329 B. Sales Tax shall not be reimbursed unless place of purchase requires paid membership and will not recognize
330 the tax-exempt status of the local PTA.

331

332 **RULE IX. ADULT INTEREST GROUPS AND PLAYGROUP PARTICIPATION**

333 In order to participate in the Adult Interest Groups, the individual must be a current, paid member. In order to
334 participate in the Playgroups, the individual must be a current paid member.

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Originally approved December 8, 1959.

ADDENDUM #1
TO STANDING RULES OF THE LAACPTA (name of PTA)

The Parent Advisory Committee (PAC) was created by the RISD Board of Trustees in the fall of 1980 as a result of a recommendation of the RISD Council of PTAs Executive Committee. PAC is made up of a parent/guardian from each school, a parent/guardian that resides within RISD boundaries from an early childhood PTA unit in membership with the RISD Council of PTAs, the PAC chairman, the president of the RISD Council of PTAs, the superintendent, the Superintendent's Council, and the RISD Board of Trustees.

The purpose of PAC is to provide direct access for parent s/guardians to administrators and school board trustees in order to convey current and accurate information with regards to district-wide concerns.

PARENT ADVISORY COMMITTEE REPRESENTATIVE GUIDELINES

Each local school campus shall elect its representative and alternate for a one (1) year term of service in the following manner: The current PTA executive board or the nominating committee shall submit the name of a nominee for PAC representative and an alternate at the PTA election meeting. All parents/guardians of children enrolled in this school may make nominations from the floor and vote for the PAC representative and alternate. Membership in PTA is **not** required for purposes of voting or for standing for election as PAC representative or alternate. Neither the principal nor the PTA president may appoint these individuals.

The representative & alternate shall meet the following qualifications:

1. must have had a child enrolled in the RISD for at least one year prior to the year of service, and a child enrolled in the RISD school which the person is representing during the year of service. Early childhood representatives and alternates must be parents/guardians residing within the RISD boundaries;
2. must be willing to present all points of view from the area that he/she represents and be willing to seek that input;
3. will only accept concerns and/or questions from identified persons;
4. should be included on the local PTA unit's executive board as a honorary guest who shall have the privilege of debate, but not making a motion or voting;
5. shall **not** serve as representative or alternate for more than two (2) consecutive years on the Parent Advisory Committee, no matter the school represented. The service limitation does not apply to the trustees, superintendent, Superintendent's Council, president of the RISD Council of PTAs, or the PAC chairman in their official capacity, but treats the alternate's service as if serving as the representative.
6. shall be elected by the end of May to serve the following school year. The name shall be turned in to the RISD School Board Staff Secretary, 400 South Greenville Ave., Richardson, TX 75081.

PARENT ADVISORY COMMITTEE CHAIRMAN

The PAC chairman shall serve as a honorary guest of the RISD Council of PTAs and Council executive board. The PAC chairman must meet the following qualifications: (1) been a voting member of the RISD Council executive board for at least 3 years, with no more than three years elapsing since being a voting member; (2) must reside within RISD boundaries; (3) have a child enrolled in RISD school or have had a child graduate from a RISD high school; and (4) have a broad knowledge of RISD. Specifics as to the selection of the PAC chairman are found in the RISD Council of PTAs Standing Rule XVIII.

PARENT ADVISORY COMMITTEE MEETING

1. PAC meetings shall be set by the PAC chairman and the superintendent.
2. There shall be a minimum of three (3) meetings annually.
3. PAC chairman may hold a training session for the representative and alternates.
4. Minutes of the PAC meeting shall be taken by a secretary appointed by the superintendent.
5. Copies of the questions and answers shall be posted on the RISD website within 2 weeks after the meeting.
6. Meeting format shall be: topic presentation, previously submitted questions with answers provided by a member of the Superintendent's Council or a member of the Board of Trustees, and informal exchange of concerns as time permits.

REVISION OF PARENT ADVISORY COMMITTEE GUIDELINES

Any revisions to these guidelines shall be referred to a committee composed of the current and the immediate past PAC chairman, the president of the RISD Council of PTAs, and one additional past PAC chairman. Final approval of any revisions shall be referred to the RISD Board of Trustees and the superintendent.

Approved: April, 2012