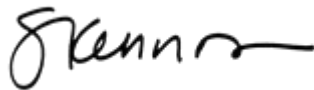


Standing Rules **Approved with Editorial Edits**
by Order of the Texas PTA Board of Directors



Texas PTA President
Filed 11/17/2022

STANDING RULES
LAKE HIGHLANDS AREA EARLY CHILDHOOD PTA

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 dinner for the outgoing and incoming executive board members. This dinner is to be paid for by the PTA in accordance with the budget.
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 LAUNCH.

C. Vice President of 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 membership.
- 4) Serve as the President's alternate at RISD Council of PTAs executive board and delegate meetings.
- 5) Oversee and assist the following fundraising positions and any others as they arise:

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Winter event - coordinates a winter event. Historically, this event has been Santa Stops. Santa Stops 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.

Spirit Nights – coordinates Spirit Nights with local businesses.

D. Vice President of Programs shall:

1. Make all arrangements and confirmations relating to membership meeting programs.

E. Vice President of Membership shall:

1. Provide name tags for executive board members at all executive board meetings and regular meetings;
2. Distribute member volunteer interests from registration forms to committee chairs;
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 Sign-Up 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.

F. Vice President of Fundraising Shall serve as a chair of the Fundraising event. Historically, the Spring Fundraising event has been Home Tour and Auction and Character Tea and Auction. Home Tour and Auction committee that is made up of the following members:

- Home Tour Coordinator– responsible for solicitation of houses to be used as the Home Tour locations.
- Auction Solicitation Coordinator – Solicits auction items from businesses and service providers. This position is also responsible for collecting donated items and developing bid sheet content for each item. Also responsible for returning items to businesses which were used to display at the auction as well as thank you letters to those donating to our event.
- Auction Execution Coordinator – Oversees the execution of the silent and live auction. Responsible for collection of money, recruits volunteers to assist in check out following the close of the silent auction, and distribution of items to auction winners.
- Publicity Coordinator – responsible for creating Home Tour and Auction brochure, tickets, event posters and yard signs, silent auction numbering for each participant, graphics for use on bid sheets, and placards for each auction item.

G. Vice President of Communications shall work to identify and promote the LHAECPTA and its activities through various media outlets, social media channels, neighborhood schools, churches, and organizations. In addition, they leverage social media outlets to disseminate information and news coverage and increase followers. They also respond to media requests. They create collateral and LHAECPTA-branded merchandise on an as needed basis. They update and maintain yard signs, brochures, decals, t-shirts, and any other collateral that is created. Their duties may include the following tasks:

- Media Relations – works with the Lake Highlands media to promote all LHAECPTA's events and meetings and provides recaps and pictures as needed. Places September advertisement for the Kickoff party in the Lake Highlands Advocate or equitable publication. Works with Vice Presidents and committee chairs to promote and publicize all publicly facing events. In the past this has included Children's Activities, Oktoberfest, and Home Tour and Auction committees, and others as needed, to promote the Fourth of July Parade, Kick-Off Party, Oktoberfest, and Home Tour and Auction outside of Lake Highlands, and any other events as needed.
- Community Relations – Promotes the LHAECPTA at local area hospitals, churches, daycares, community organizations, and others as needed, to find and attract Lake Highlands preschool families that would benefit from the mission of the LHAECPTA and its events.
- Newsletter – Produces a monthly newsletter/calendar using articles and advertisements submitted by other members. This role entails formatting editing, importing graphics, and tracking down information to be included in the newsletter. The role may be held by the Communications Vice President, or a newsletter coordinator as appointed by the Communications Vice President.

H. Secretary shall:

1. Provide sign-in sheet at membership meetings.
2. Maintain a record of member volunteer hours.

I. Treasurer shall:

1. Assume responsibility for changing the names of the check signers on all bank accounts at the close of the treasurer's term.

K. Parliamentarian shall:

1. Keep the nominating committees' notebook to be passed to the next nominating committee chair.

RULE II: COMMITTEE CHAIRS – STANDING COMMITTEES

- A. Each chair shall refer to duties in the local PTA Bylaws, local PTA procedure notebooks, and Texas and National PTA guidelines for officers and chairs.
- B. Each chair shall notify the President when calling committee meetings.
- C. At the conclusion of their term, each chair shall update the procedure notebook and meet with their successor to train and transition duties.

1. ADULT INTEREST ACTIVITIES

This committee shall:

- a) Consist of a chair and as many committee members as needed.
- b) Organize adult interest groups. This includes review of the adult interest groups at the beginning of each year to determine which groups should be carried over and if any new groups would be of interest to the members.
- c) Organize age-based playgroups. These playgroups include babies, toddlers, two-year old's, three-year old's, four- and five-year old's, working moms, and others as needed.

The chair shall:

- a) Recruit coordinators for adult interest groups.
- b) Recruit coordinators for each age-based playgroup. These playgroups include babies, toddlers, two-year old's, three-year old's, four- and five-year old's, working moms, and others as needed.
- c) Keep the President, Newsletter Content Coordinator, and Website Coordinator informed

of activities and events for each group.

- d) Notify each adult interest coordinator and playgroup coordinator of newsletter deadlines.
- e) Coordinate the adult interest booth for the kick-off party and first membership meeting.
- f) Coordinate a Spring social for all adult interest and playgroup coordinators.

2. CHILDREN'S ACTIVITIES I

This committee shall:

- a) Consist of a chair and at least two committee members.
- b) Discuss and distribute the workload among members at the beginning of their term following the May transition meeting.
- c) Plan and execute events as assigned. This includes setting the date of each event, identifying location, entertainment, crafts, and snacks, and organizing volunteers to help set up and clean up.

3. CHILDREN'S ACTIVITIES II

This committee shall:

- a) Consist of a chair and at least two committee members.
- b) Discuss and distribute the workload among members at the beginning of their term following the May transition meeting.
- c) Plan and execute events as assigned. This includes setting the date of each event, identifying location, entertainment, crafts, and snacks, and organizing volunteers to help set up and clean up.

4. CHILDREN'S ACTIVITIES III

This committee shall:

- a) Consist of a chair and at least two committee members.
- b) Discuss and distribute the workload among members at the beginning of their term following the May transition meeting.
- c) Plan and execute events as assigned. This includes setting the date of each event, identifying location, entertainment, crafts, and snacks, and organizing volunteers to help set up and clean up.

5. HOSPITALITY

This committee shall:

- a) Consist of a chair and three committee members.
- b) Discuss and distribute the workload among members at the beginning of their term following the May transition meeting.
- c) Be responsible for set up and clean-up of the membership meeting room for all executive board meetings and membership meetings.
- d) Purchase food items for membership meetings.
- e) Set up the welcome table and ensure that the sign-in sheet for new members, raffle tickets, and name badges are available.
- f) Staff the welcome table with at least one committee member.

RULE III: DUTIES OF ADDITIONAL EXECUTIVE BOARD MEMBERS 1. COMMUNITY SERVICE COORDINATOR

This individual shall:

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

2. RISD LIAISON

- a) This individual shall:
Work with RISD elementary schools to develop a fall school tour schedule and publicize this information to the PTA membership.
- b) Recruit neighborhood playgroup leaders to organize playgroups for each elementary attendance area.
- c) Submit information related to RISD, including school tours, to the newsletter content coordinator and website coordinator each month.

3. WEBSITE COORDINATOR

This individual shall:

- a) Maintain and update the PTA website.
- b) Annually update the executive board member list and downloadable membership form on the website.
- c) Post updates as needed to the website include playgroup activities, adult interest activities, and general meetings, based on information received from chairpersons or board members.
- d) Post the monthly newsletter and calendar.
- e) Periodically check and update broken or incorrect links.

RULE IV: SPECIAL COMMITTEES AND REPRESENTATIVES

- a) Each chair and representative shall refer to duties in the local PTA Bylaws, local PTA procedure notebooks, and state and national guidelines for officers and chairpersons.
- b) Each chair shall notify the President when calling committee meetings.
- c) At the conclusion of their service, each chair and representative shall update the procedure notebook and meet with their successor to train and transition duties, if applicable.

1. BUDGET COMMITTEE

This committee shall:

- a) Consist of five (5) members - the president, treasurer, and three (3) members at large appointed by the president.
- b) Meet in August to adjust the preliminary budget based on Plans of Work. The immediate past treasurer shall attend this meeting.
- c) Present amended budget, if necessary, to the Executive Board at the September Executive

Board Meeting for review and consideration. As outlined in the bylaws, the next step is for the Executive Board to present the amended budget to the PTA membership for approval at the September membership meeting.

- d) Meet in April or May following the conclusion of all fundraisers to develop a preliminary budget for the upcoming fiscal year. When applicable, the newly elected treasurer and the newly-elected president shall attend this meeting for informational and continuity purposes;
- e) Present the preliminary budget to the Executive Board at the May Executive Board Meeting for review and consideration. As outlined in the bylaws, the next step is for the Executive Board to present the preliminary budget to the PTA membership for approval at the May membership meeting.
- f) Be assembled to discuss end of school year community donations.
- g) Be assembled to discuss significant budget change requests (requests exceeding 10% of the current budget item and \$200);
- h) Be assembled to discuss requests for funds not included in the current budget.
- i) Present their recommendations (from items h, i, and j above) to the Executive Board and membership for approval.

2. BYLAWS COMMITTEE

This committee shall:

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

RULE V. MEETINGS

- A. **Executive Board Meetings** – Executive Board Meetings of the LHAECPTA shall be held on the first Thursday of the month. The May Executive Board Meeting shall be a transition meeting with both the current executive board and incoming executive board in attendance. The June Executive Board Meeting shall involve each Executive Board member presenting their Plan of Work for the upcoming year. Each Executive Board member shall submit their final Plan of Work to the President by June 30th. The June Executive Board meeting shall also set all calendar dates for all recurring LHAECPTA events including Children’s Activities, Kick-off Party, fundraiser, and any other LHAECPTA-sponsored event. The August Executive Board Meeting shall involve approval of all Plans of Work for the upcoming year.
- B. **Membership Meetings** – Meetings of the LHAECPTA shall be held on the second Wednesday of the month, or as designated by the Executive Board.

RULE VI. MARKETING AT MEETINGS

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

RULE VII. REIMBURSEMENT

- A. All registration fees from any PTA approved workshops, seminars, or training sessions will be reimbursed to executive board members within thirty (30) days of the event or within 3 days of the end of the school year, whichever comes first.
- B. Sales Tax shall not be reimbursed unless place of purchase requires paid membership and will not recognize the tax-exempt status of the local PTA.

RULE VIII. ADULT INTEREST GROUPS AND PLAYGROUP PARTICIPATION

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

Originally approved December 8, 1959.