

Briarhill Middle School PTA

Standing Rules

These Standing Rules may be amended at any regular meeting of the Association by a two-thirds vote of the members present and voting, or by a majority vote, previous notice having been given.

I. Meetings and Reports

- A. Any board member of this PTA missing, or having three (3) unexcused absences from board meetings, may be asked, at the discretion of the board, to resign.
- B. Each incoming officer and committee Chair/Coordinator shall be responsible for completing a written Plan of Work. The written Plan of Work shall be submitted to this PTA PResident no later than September 30th of the new school year. After the written Plan of Work has been approved, a copy shall also be given to the appropriate PTA officer who oversees any chair responsibilities.
- C. Each officer and chairperson of this PTA shall include their Plan of Work and any pertinent information gathered through out the school year in their procedure manual to be given to their successor.
- D. All officers and chairpersons of this PTA shall deliver their procedure manual and PTA materials to their successor at the April board meeting and no later than the annual meeting of the Association held in May. The only exception to this rule is the Treasurer who shall provide this information to their successor at the end of the fiscal period and no later than July 31 or after the completed audit

II. Expenditures

- A. This PTA shall reimburse the expenses of the newly elected officers and standing committee chairs for the District Spring Conference/Meeting.
- B. This PTA shall reimburse the expenses of its members for the Summer Leadership Seminar and the Texas PTA State Convention in the following order, as funds allow:
 - 1. President
 - 2. Vice Presidents (in their designated order)
 - 3. Treasurer
 - 4. Secretary
 - 5. Parliamentarian
 - 6. Any Standing Committee Chair/Coordinator
- C. Expenses to be reimbursed shall be limited to the following:
 - 1. registration fee(s) and special event fees
 - 2. housing fees
 - 3. transportation - reimbursement amount must be pre-approved by this PTA Executive Board prior to expenditure
 - 4. meals - not to exceed \$25/per person/per day

- E. This PTA shall pay the expenses for the officers and committee chairs to attend the Texas Leadership Training Course.
- F. This PTA First Vice President shall purchase a gift for the outgoing President not to exceed \$50.00.

Standing Committees

- A. All committee chairs and coordinators shall conform to the general guidelines of Standing and Special Committees as defined in Article XII of the bylaws.
- B. Committee chairs and coordinators shall be responsible for:
 - 1. attending all meetings of the executive board, or give a report to the Vice President who oversees their committee/activity to report to the executive board; and,
 - 2. any publicity, including flyers, newsletter announcements, reminder notices, and posters.
- A. Descriptions of Standing and Special Committees/Activities

Council Delegate(s): Represents our PTA as a delegate to the LISD Council of PTA’s. Attends regularly scheduled meetings, voting as a representative of Briarhill Middle School PTA. Also responsible for relaying any information from the Council to appropriate members of our PTA in a timely manner and summarizing all pertinent information from Council to our PTA Board. The Council Delegate(s) report to the President of this PTA.

The following positions shall report to the First Vice President:

Hospitality/Teacher Appreciation Coordinator: Organizes teacher luncheons throughout the school year, Teacher Appreciation Week in May of each year, and other events as needed.

Newsletter Coordinator: Updates PTA website with pertinent information to make PTA members and BMS parents aware of events and information that the PTA wishes to publicize as well as publicize the PTA to media as required.

delete position no longer exists

Community Outreach Chair: Coordinates community needs such as, but not limited to, clothing drives, holiday gift drives, book drives, community needs for members affected by tragedy, and any other needs as determined by and approved by the membership/executive board.

The following positions shall report to the Second Vice President (Budget & Finance):

Book Fair Coordinator: Organizes any Book Fairs held at BMS, sets dates for Book Fairs with the approval of the school Principal and Librarian, arranges for volunteers to work during the events.

Spirit Sales Coordinator: Selects spirit items, organizes the sale of these items and coordinates various sale dates for spirit wear throughout the school year. May also be

responsible for promoting student school spirit through various activities or events throughout the school year.

School Supply Pack Coordinator: Organizes school supply pack sales for the school by coordinating with administration and lead teachers in each grade level the spring before each current school year to determine what supplies each grade will require in packs. Also determines the best vendor to supply these packs for value and quality. Also assists in distribution of these packs at orientation before school starts coordinating with the Orientation Coordinator.

The following positions shall report to the Third Vice President: (Membership)
Directory Coordinator: Compiles and distributes a phone directory to this PTA membership of all consenting school families as soon as possible after the start of each school year. Solicits any advertising necessary for this directory.

The following positions shall report to the Fourth Vice President: (Student Programs)
Reflections Coordinator: Promotes involvement in the National PTA REflections program. Publicizes and coordinates the local unit competition, seeks judges and hosts and end-of-event reception. Communicates participants' progress through the various levels of competition.

Science Olympiad Coordinator: Organizes and promotes this school's Science Olympiad as directed by this school's Science Advocate and school principal.

Red Ribbon/Youth Protection Coordinator: Organizes and publicizes youth protection measures primarily through participation in Red Ribbon Week.

The following positions shall report to the Fifth Vice President: (Volunteers)

The following positions shall report to the Sixth Vice President: (Student Services)
Grade Level Social Coordinator(s): Organizes an socials for their respective grade levels, and communicates these events to students and parents. May also serve as a liaison between staff and grade level parents.

Briarhill Blazer Coordinator: Provides recognition of those students chosen by the faculty as 'Briarhill Blazers'. Displays students' pictures or names in the school display case.

Orientation Coordinator: Organizes volunteers to help distribute student schedules at Orientation, arranges to have volunteers available on the first day(s) of school to assist and direct students.

IV. Special Committees

A. Budget and Finance

The Budget and Finance Chair shall have a committee that includes the newly elected President, the newly elected Treasurer, at least two retiring officers, the school principal, and may also include representatives from this school staff. This committee shall develop a budget for this PTA, subject to approval of the membership and shall research and recommend expenditures for monies, if any, in excess of this budget. This

committee shall prepare a yearly budget to be presented to the general membership for its adoption at the Association meeting held in May.

B. Life Membership

The president shall appoint a committee consisting of the Membership Chair and two voting members of this PTA to serve on this committee. It is desirable that one member of this committee hold a Texas Life Membership.

V. Bonding and Insurance

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. Officers' liability insurance

VI. Awards

- A. The Historian shall be responsible for the distribution of award forms to committee chairs and submission of these completed awards to Council, District, and Texas PTA.
- B. Awards shall be the possession of this PTA and not of individuals whose committees won them. All awards shall be displayed at the school or placed in the Historian's book. This does not include recognition pins (membership, cultural arts, etc.)

VII. Miscellaneous

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

Procedures

These Procedures are the details of a particular administrative function of this PTA.

I. Emergency Financial Assistance

When circumstances arise that necessitate the purchase/provision of school related items and/or opportunities for student(s), this PTA Board shall consider these requests. Recommendations for assistance shall come from the Campus Counselors/Campus Principal.

II. Nominating Committee

- A. This Committee Chair shall poll the members of the Committee for suggested meeting dates. The Chair shall decide the time and place of the meeting(s) when a majority of members can attend. Notice of the meeting(s) shall be sent to the members and alternates.
- B. Suggested names of nominees for officers along with their completed qualification forms shall be submitted to any member of the Nominating Committee before the Committee first meets.
- C. An alternate who then becomes a member of the committee shall replace any member of this committee who cannot attend the first meeting. The replaced member and alternates who are not needed for the first meeting do not attend subsequent meetings of the Committee.
- D. Suggested nominees are advisory only. The nominees selected by the committee shall be the best-qualified members for the offices to be filled.
- E. This Committee Chair is authorized to contact a nominee for his/her consent to nomination.
- F. The final selection of nominees shall be by ballot. A majority vote constitutes the selection of the nominees. voice vote if only one person for position.
- G. Any comments, statements, or disagreements made in Committee meetings are confidential and shall be based on facts.
- H. This Committee Chair shall report a complete list of nominees to the President and publicizes this list to the general membership the required number of days before officer elections.

III. Financial

- A. All requests for reimbursement shall include receipts and appropriate chair approvals.
- B. No blank checks shall be issued.
- C. Members who need a check must follow all appropriate check approval procedures as stated in this PTA Treasurer's Procedure Manual.
- D. The following officers' signatures shall be on file with the bank for signature on checks issued by this PTA. Two signatures shall be required on ALL checks.
 - 1. President
 - 2. Treasurer
 - 3. Up to two (2) other elected officers
- A. No officer shall approve or sign a check that is being issued to them.
- B. Two signatures are required on receipt when handling cash. Receipts shall be retained as documentation in the appropriate procedure manual.
- C. All monies shall be deposited in the bank within one (1) business day after receipt of funds unless prior arrangements have been made with the Treasurer. Monies should not be held in the school or a personal safe.
- D. All purchases of property made by this PTA shall be subject to a contract between this PTA and the school. The appropriate form shall be completed as part of the contract between this PTA and school and shall be kept on file by the Recording Secretary of this PTA.
- E. If a request is made by a community organization to use property owned by this PTA, the PTA officer approving the loan of said item(s) shall complete a loan agreement.

This loan agreement shall include the replacement value of the loaned items(s). The PTA officer approving the loan of this property shall be responsible to see that borrowed items are returned to this PTA. Loan agreements shall be filed with the Recording Secretary.

- F. This PTA Vice President shall maintain an ongoing list of all items donated to this school and owned by this PTA. An up-to-date list shall be kept in the Recording Secretary's book and shall be published with the Treasurer's annual report.
- G. There shall be a sum of no less than \$1,000.00 left in the budget to start the next year's work.
- H. Money transactions made to this PTA by a person who has an outstanding balance with this PTA or who has written this PTA an uncollected check for insufficient funds shall be paid by cash or money order. Outstanding balances shall be verified with the treasurer.
- I. Individuals who cause any fees (i.e., NSF fees, etc.) to be charged to this PTA shall be responsible for reimbursing this PTA for all fees. Cash or money order shall pay reimbursement for all fees incurred.
- J. An amount not to exceed \$500, but dependent on the success of the organizations fundraisers for the year, is awarded as a Briarhill Scholarship each year to a graduating Marcus High School Senior who attended Briarhill Middle School. This Scholarship is publicized to Marcus High School through their PTSA and to the counselors. This scholarship is handled through the Lewisville Educational Foundation (LEF), an objective organization, dedicated to awarding money to those most eligible, and any Marcus graduate who attended Briarhill Middle School is eligible to apply.