

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



Texas PTA President  
Filed 3/6/19

**STANDING RULES  
CORNERSTONE ELEMENTARY PTA  
OCTOBER 2018**

**MEMBERSHIP**

1. Membership Recruitment will begin in August.
2. No additional members will be accepted or submitted to Texas PTA and/or the local membership roster after March 1.

**EXECUTIVE BOARD, CHAIRPERSONS AND COMMITTEE CHAIRS**

1. All Executive Board Members, Chairpersons and committee chairs must be current school year members of Cornerstone Elementary PTA.

**GENERAL EXPENSES**

1. All expenses must be verbally approved by the PTA President or Treasurer prior to purchase.
2. All original receipts must be submitted to the Treasurer along with a completed Check Request Form.
3. PTA does not reimburse for taxes paid on any items.
4. Only current CSE PTA members are eligible for reimbursement.
5. Failure to follow any of the previous steps will result in non-reimbursement to the individual.

**TRAINING EXPENSES**

1. A minimum amount of \$200/officer for a maximum of \$1200 will be placed in a fund each year to cover general cost associated with Training of the following board positions:
  - a. President
  - b. VP #1
  - c. VP #2
  - d. Treasurer
  - e. Secretary
  - f. Parliamentarian

Cornerstone Elementary PTA shall pay the expenses for members of the executive board to complete the Texas PTA Foundation: Leader Orientation.

Cornerstone Elementary PTA shall pay the expenses of the newly-elected officers to attend the Council training, if applicable.

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Cornerstone Elementary PTA shall pay the expenses of executive board members to Texas PTA's LAUNCH (Summer Leadership Seminar and Annual Meeting)

Cornerstone Elementary PTA shall limit event expenses to the following:

- i.**Registration fee
- ii.**Hotel accommodations at published seminar double-occupancy rate
- iii.**Mileage reimbursement for one vehicle per four (4) members in attendance at the IRS published charity mileage rate per mile when using personal car.
- iv.**Meals not to exceed \$ 50 per person per day
  - 1.** If a meal is included in a prepaid event, no reimbursement will be paid for that meal.
  - 2.** Alcohol purchases shall not be reimbursed.
- v.**Parking fees

All original receipts must be submitted to the Treasurer along with a completed Check Request Form.

**NOMINATING COMMITTEE**

1. Nominating Committee will be selected and is required to have its first meeting by last day in February.
2. Nominating Committee may not hold any current PTA Board Members.
3. Nominating Committee must submit their nominations along with a signed statement by the nominee that they agree to hold a board position in writing to the PTA board no later than the last day of March.
4. All Nominees must submit a short (5-10) line biography which will be publicized to the local PTA membership at least seven days prior to the April meeting.
5. Nominating Committee may not select or accept nominations from any person(s) who has not been a PTA member in good standing for a minimum of 90 days of the current school year.
6. If an appropriate candidate for any position cannot be found during the outlined timeline the nominating committee will use its discretion in nominating candidates prior to the election (but within a time period not less than 14 days prior to the election meeting date).

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### **ELECTIONS**

1. Elections for new board positions will take place at the April General Assembly meeting
2. In the event an additional nominee is made from the floor during the April meeting, a ballot vote for the specific position will take place during the May meeting only after the following criteria has been met:
  - a. Valid PTA Membership of at least 90 days is determined.
  - b. A short speech from each nominee is made (no less than one minute and not to exceed five minutes).
  - c. Nominating Committee chair has validated all above outlined procedures.

### **FINANCIAL**

- 1.** The president shall appoint additional signer(s) for the PTA accounts with executive board approval.
- 2.** All money shall be counted by at least two (2) persons, and all counters shall sign a completed Deposit Form. The money shall then be given to the treasurer, who shall also count and sign the Itemized Receipt Form.
- 3.** Cornerstone Elementary PTA shall require *two* signatures on all checks.
- 4.** Any check made payable to this Cornerstone Elementary PTA that is returned as NSF will be re-deposited once. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer. Cornerstone Elementary PTA reserves the right to refuse subsequent checks from the check writer and require either cash or money order for payment.
- 5.** Cornerstone Elementary PTA shall reimburse allowable, budgeted expenses to current CSE PTA 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.
- 6.** Any member making purchases on behalf of or for this Local PTA shall use the tax exempt form.
- 7.** Cornerstone Elementary PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.

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- 8.** Cornerstone Elementary PTA shall have a carryover in the checking account of not less than \$25,000 at the end of the fiscal year to not incur bank charges.

## **ELECTRONIC BANKING**

**1. Online Account Access** - Password for online accounts should be changed

- a. at least once a year,
- b. when there is a change in signer, or
- c. When there is a financial reconciliation.

**Online Statement Review** - Banking statements may be reviewed online; however, a statement must continue to be mailed to the PTA's official mailing address for a non-signer to review before the treasurer receives the statement.

**Recurring Payments** - Recurring payments for PTA expenses must be set up to be deducted directly from the bank account. At the first Association meeting of the year, a motion would be made to approve the recurring payment.

### **Online Payment Collection Systems**

- . The PTA membership must approve the use of an online payment collection system.
- a.** The online payment collection system (PayPal, et.) must be in the PTA's name.
- b.** Associated fees are budgeted as an expense line item and must be accounted for and reported on the financial statement.
- c.** The PTA must ensure that they are checking for these fees often to ensure that the financial statement is accurate.
- d.** All revenue must be accounted for and reported in every financial report in the budgeted income category.
- e.** Bank reconciliations must occur on a monthly basis and should a manual transfer be required from the third-party processing company, documentation of the transfer should be filed with the bank reconciliation.

### **Accepting Donations/Payments by Credit Card**

- . The third-party processing company (PayPal/Square) account must be in the PTA's name.
- a.** Third-party processing company (PayPal/Square) statements must be clear and detailed and accessible on a real-time basis. The PTA must have immediate access to know who has paid, the purpose of the payments, and the expected cash transfer amount.
- b.** The third-party processing company (PayPal/Square) must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS). Reference the Discover, MasterCard, and Visa List of Compliant Service Providers before the PTA signs the agreement.
- c.** Third-party deposits are processed the same as a traditional bank deposit.

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- i. Proper documentation is required for each deposit.
  - ii. The documentation need not have counters' signatures as you are receiving a bulk deposit.
  - iii. Document on the deposit form the amount of the deposit and which budget lines are impacted.
  - iv. Attach a copy of the online transaction to the deposit form.
  - v. For daily deposits, a weekly summary of the deposits may be documented on a single deposit form.
- d.** Associated fees are budgeted as an expense line item and reported on the financial report.
  - e.** For swiped transactions, the PTA will receive training from your third-party processing company on handling cards that do not read correctly.
  - f.** Card numbers must not be written down for any reason. Only swiped transactions that are immediately authorized (via Internet or phone access) will be accepted.
  - g.** The PTA will not swipe or store transactions for later settlement.

**Disputes**

- . PTA will confirm with the third-party processor that only the PTA treasurer may confirm a refund to the customer. Confirming a refund requires the same approvals and documentation as required for a request for a check to be issued for disbursement.
- a.** The authorized refund must be recorded in the check registry prior to withdrawal.
- b.** The third-party processing company must provide the PTA guidance on challenging a disputed payment.
- c.** Any challenge of payment must be responded to promptly and accurately.
- d.** If merchandise has not already been provided, goods and services will be withheld until the dispute is cleared.
- e.** If the dispute is not resolved favorably, treat this action in the same manner as a non-sufficient funds check.