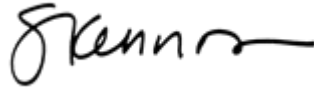


Standing Rules **Approved with Editorial Edits**
by Order of the Texas PTA Board of Directors



Texas PTA President
Filed 11/9/2022

STANDING RULES
CORNERSTONE ELEMENTARY PTA
OCTOBER 2018

MEMBERSHIP

1. Membership Recruitment will begin in August.

GENERAL EXPENSES

1. All expenses must be verbally approved by the PTA President or Treasurer prior to purchase.
2. Failure to follow any of the proper 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 executive board positions:
 - a. President
 - b. VP #1
 - c. VP #2
 - d. Treasurer
 - e. Secretary
 - f. Parliamentarian

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

Cornerstone Elementary PTA shall pay the expenses of executive board members to Texas PTA's LAUNCH

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 elected 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 an executive board position in writing to the PTA executive 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. 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).

ELECTIONS

- a. A short speech from each nominee is made (no less than one minute and not to exceed five minutes).

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 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. PTA does not reimburse for taxes paid on any items.
- 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.
- 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 and E-COMMERCE

- 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.

E-Commerce

A. Recurring Payments for PTA expenses may be set up to be deducted directly from the bank account. At the first membership meeting of the year, a motion is made to approve the recurring payment to the specific vendor.

B. Online & Point of Sale Payment Collection Systems

1. The PTA membership must approve the use of an online and/or point of sale payment collection system.
2. The payment collection system must be in the PTA's name.
3. The payment collection system's statements must be clear with detailed and accessible information 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.
4. Associated fees are budgeted as an expense line item and are accounted for and reported in every financial report. The PTA must check for these fees often to ensure that the financial statement is accurate and that the fees are correct.

5. All revenue is accounted for and reported in every financial report in the corresponding budgeted income category or categories.

6. Reconciliations must occur on a monthly basis. Whether a manual or automatic transfer to the PTA bank account occurs, transfers should occur at least monthly and proper documentation is required as with a traditional bank deposit. For daily deposits, a weekly summary of the deposits may be documented on a single deposit form. The deposit form should have the online transaction confirmation attached and does not need counters' signatures as you are receiving a bulk deposit. The deposit form should include the amount of the deposit, which budget lines are impacted including the incurred fee budgeted expense. Alternatively, if fees are charged monthly, a funds request form should be used to document.

7. The payment collection system must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS).

8. For swiped transactions, the PTA should research the payment collections system's policies on handling cards that do not read correctly. Card numbers are not written down for any reason. Only swiped transactions that are immediately authorized, via internet or phone access, are accepted. The PTA does not swipe or store transactions for later settlement.

9. In the case of electronic payment disputes, the PTA should research the payment collection system's policies on challenging a disputed payment. The PTA confirms that only the PTA Treasurer has access to issue a refund to the customer. Any challenge of payment must be responded to promptly and accurately. Confirming a refund requires the same approvals and documentation as required for a funds request form. The authorized refund is recorded in the check registry prior to withdrawal. If merchandise has not already been provided, goods and services are withheld until the dispute is cleared. If the dispute is not resolved favorably, the action is treated in the same manner as a non-sufficient funds check.