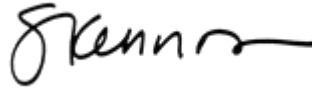


Standing Rules **Approved with Editorial Edits** by
Order of the Texas PTA Board of Directors



Texas PTA President
Filed 10/15/2021

Edited 4/20/2024 with
proposed changes

Arlington Heights Parent Teacher Student Association Standing Rules

1. The Standing Committees of the Arlington Heights PTSA shall be:

- a. **Building and Grounds.** This chair shall be responsible for beautification projects of the school grounds and building with approval of the principal and this Local PTSA.
- b. **Communications.** This chair leads communications of upcoming meetings and/or events by email, website, social media and newsletter. This chair shall also coordinate with the school communications liaison(s) for content to this Local PTSA tab on the school website(s) or newsletter editor. This chair shall compose communications in a timely manner which is then approved by the Arlington Heights High School PTSA president.
- c. **District 5 Advisory/School Board.** This chair shall attend and report to this Local PTSA about the FWISD District 5 Advisory meetings sponsored by the District 5 School Board Representative and shall report to this Local PTSA about actions taken by the FWISD Board of Education.
- d. **Homecoming Parade.** This chair shall plan and coordinate the annual homecoming parade with the student council faculty representative.
- e. **Liaisons.** The AHHS executive board shall invite liaisons from AHHS Boosters and organizations to report and distribute information through this Local PTSA's communication avenues allowing positive communications for all parents, students, faculty and staff of AHHS.
- g. **PTA Council Delegate.** This individual shall be responsible for attending meetings of the Council of PTAs and report news to the Arlington Heights High School PTSA executive board.

- h. **Programs.** This chair shall plan and coordinate Arlington Heights High School PTSA programs and submit program information through this Local PTSA's communication avenues.
- i. **Teacher Appreciation.** This chair shall plan and coordinate teacher appreciations and acknowledgments through breakfasts, luncheons, small gifts and acts of kindness and appreciation throughout the year.
- j. **Reflections.** This chair shall coordinate with Fine Art teachers the submission of art project entries for the annual PTA Reflections art contest for students.
- k. **Scholarship.** This chair appointed by the executive board along with at least one (1) other member, acts as the selection committee for two (2) scholarships: the Arlington Heights High School PTSA Van Meter Science Scholarship for a graduating senior planning a career in a science-related field, and the Arlington Heights High School PTSA General Scholarship for a graduating senior planning a career in any field both in the amount of one thousand dollars (\$1000.00). They are also to provide scholarship application information through this Local PTSA's communication avenues. Students are required to complete an application with an essay, submit their transcript and finalists undergo an interview process by committee members. The scholarship will be awarded at the May Awards Program. No member of the committee may be a parent of a graduating senior.
- l. **Senior Celebration (Parent of current senior).** This chair shall plan and coordinate the fundraising for and event planning of any Senior celebrations and activities, which must be open to all graduating seniors, alcohol free and in accordance with current campus and district guidelines. The committee will also include the parent of a current junior, in preparation for the following year.
- m. **Snack Day Sale.** This chair shall plan and coordinate snack day sales to students.

2. Expenditures.

The Local PTSA shall pay for officers to attend Texas PTA LAUNCH and Council Founders' Day luncheon in the following order, as funds allow:

- a. president;
- b. principal (or their designee); and
- c. first vice president.

3. Bonding and Insurance.

The following insurance shall be purchased annually by the PTSA:

a. general liability insurance.

4. Nominating Committee.

a. Any member who cannot attend the first meeting will be replaced by an alternate who then becomes the member of the committee. The replaced member and alternates who are not needed for the first meeting do not attend subsequent meetings of the committee.

b. Suggested nominees for officers along with their qualifications may be submitted to any member of the nominating committee before the committee meets.

c. Suggested nominees selected by the committee shall be the best qualified member for the office to be filled.

d. The chair of the nominating committee is authorized to contact the nominee for his consent.

e. The comments, statements or disagreements made in committee meetings are confidential and must be based on facts.

5. Financial.

a. The following person's signatures shall be on file with the bank for signature on checks issued by this Local PTSA.

1. President;
2. Treasurer; and
3. One other elected officer

b. All money shall be counted by at least two persons, one of which may be the treasurer, and all counters shall sign a completed Deposit Form. A copy of this form shall be retained by all signers of the form, whether hard or digital copy.

c. All monies shall be deposited in the bank and not in the school or a personal safe.

d. The PTSA shall require two signatures for all checks written for \$251 or more.

e. No officer shall approve or sign a check which is being issued to him.

f. Only the president may sign contracts for this PTSA.

g. Any check made payable to the PTSA that is returned as non-sufficient funds will not be redeposited. Any charges incurred by the PTSA because of insufficient funds shall be

charged to the check writer. The PTSA reserves the right to refuse subsequent checks from the check writer and require cash or money order for payment.

- h. The PTSA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within thirty days of the event or within three (3) days of the end of the fiscal year, whichever comes first.
- i. The PTSA shall not reimburse sales tax unless the executive board gives prior approval for the exception. Any member making purchases on behalf of or for the PTSA shall use the tax-exempt form.
- j. The PTSA shall have a carryover in the checking account of not less than \$10,000 at the end of the fiscal year.

6. Correspondence.

All PTSA correspondence (newsletter, fliers and memos/letters, email) must be approved by the president before they are distributed.

7. Condolences.

Condolences expressed by the PTA shall be sent by the Secretary in the form of sympathy cards.