

**R. L. PASCHAL HIGH SCHOOL**  
**PARENT TEACHER ASSOCIATION**  
**STANDING RULES**

The following are the Standing Rules duly adopted by the R. L. Paschal High School Parent Teacher Association ("Paschal PTA") and updated at least concurrently with the R. L. Paschal High School Parent Teacher Association Bylaws.

**I. General Information**

- a. Paschal PTA Members will obtain authorization from the Paschal PTA before representing the Paschal PTA when communicating to any Fort Worth ISD (school district) personnel or the media.
- b. All communications concerning the Paschal PTA for school distribution will be approved by the Paschal PTA President and Principal prior to dissemination.

**II. Last Meetings**

- a. The Paschal PTA President will appoint a committee of three (3) members at the last board meeting to approve the minutes of the last board meeting.
- b. The Paschal PTA President will appoint a committee of three (3) members at the last regular meeting to approve the minutes of the last regular meeting.

**III. Training Expenses**

- a. Paschal PTA will pay the expenses of the newly elected officers and Committee chairs to attend the Council and Area PTA training, if applicable. As the approved budget allows, Paschal PTA will pay the expenses of any other PTA member to attend.
- b. Paschal PTA will pay the expenses of members to the Texas PTA LAUNCH in the following order, as funds allow:
  - i. President
  - ii. First Vice President
  - iii. Second Vice President
  - iv. Third Vice President
  - v. Fourth Vice President
  - vi. Secretary
  - vii. Treasurer
  - viii. Parliamentarian
  - ix. Historian
- c. Paschal PTA will limit event expense reimbursement to the following:
  - i. Early Bird registration fee
  - ii. Hotel accommodations at published seminar or convention double-occupancy rate
  - iii. Mileage reimbursement for one vehicle per four (4) members in attendance at current federal mileage rate when using personal car, or the lowest available commercial airfare at twenty-one (21) day advance booking.
  - iv. Meals not to exceed \$25 per person per day.
  - v. If a meal is included in a prepaid event, no reimbursement will be paid for that meal.
  - vi. Alcohol purchases will not be reimbursed.

- vii. Parking fees
- d. Paschal PTA will withhold payment if delegates do not attend workshop or conduct the business at Texas PTA- LAUNCH. The delegate report must be attached to receipts.
- e. Paschal PTA will pay the expenses for members of the executive board to complete fee based online training offered by Texas PTA.

#### **IV. Miscellaneous Financial Items/Restrictions**

- a. Paschal PTA will purchase tickets for the Council PTA Founder's Day function for the following persons:
  - i. Paschal PTA President or representative.
  - ii. Principal of R. L. Paschal High School.
- b. The Paschal PTA President will appoint additional check signer(s) for the Paschal PTA bank account(s), subject to board ratification. Two signers will be required for all checks.
- c. The Paschal PTA Secretary will not be appointed as a check signer on the Paschal PTA bank account(s).
- d. The Paschal PTA Secretary will not be appointed to review the Paschal PTA monthly bank statements.
- e. All funds (whether cash or check) will be counted by at least two (2) persons at the same time, and all counters will sign a completed Itemized Receipt form. The funds (whether cash or check) will then be given to the Treasurer, who will also count and sign the Itemized Receipt Form. All signers of the form will retain a copy of this form.
- f. Any check made payable to Paschal PTA that is returned as non-sufficient funds (NSF) will be re-deposited only one additional time. Any charges incurred by the Paschal PTA because of insufficient funds will be charged to the check writer. Paschal PTA reserves the right to refuse subsequent checks from the check writer and require cash, cashier's check or money orders for payment.
- g. Paschal PTA will allow credit/debit card use only as outlined in Section XII of these Standing Rules addressing PTA eCommerce Policies.
- h. Paschal PTA will reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within thirty (30) days of the event or within three (3) weeks of the end of the PTA fiscal year, whichever comes first.
- i. Paschal PTA will not reimburse sales tax unless the Executive Board gives prior approval for the exception. Any member making purchases on behalf of or for Paschal PTA will use the tax-exempt form.
- j. Paschal PTA will obtain at least three (3) bids when making any large purchase unless the item is a specialty item and there is but one vendor for said item.
- k. Paschal PTA will require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for services.

#### **V. Bonding and Insurance**

Insurance will be purchased annually by Paschal PTA as determined by current board each year.

#### **VI. Condolences**

Condolences expressed by Paschal PTA will be in the form of sympathy cards.

#### **VII. Paschal PTA Officers**

- a. FIRST Vice President (Membership): Will chair the Membership Committee, which will conduct the membership enrollment campaign, keep an accurate list of members enrolled; dues paid, and regularly check the list with the treasurer. This Committee may have up to two (2) Vice-Chairs dedicated to assist the Chair in enrolling members,

keeping an accurate list of members, and ensuring member dues are paid. In the absence of the First VP of membership, Vice Chair 1 will preside over the meeting. Each Vice-Chair will also be a voting member of the Executive Board.

- b. SECOND Vice President (Programs): Will chair the Program Committee which will present a suggested program for the year to the board for its approval and will present the program at each regular meeting of the association. This Committee may have up to two (2) Vice-Chairs dedicated to assist the Chair in determining and scheduling programming. In the absence of the Second VP, Vice Chair 1 will preside over the meeting. Each Vice-Chair will also be a voting member of the Executive Board.
- c. THIRD Vice President (Communications): Will chair the Communications Committee which is responsible for preparing a communications plan to provide timely, useful information about meeting dates, programs, events, and other school information. The plan can include but not be limited to printed material, email, web site, phone text messages, bulletin board and signage. This information will provide a line of communication between the Paschal PTA, Paschal High School and home and include the maintenance of a Distributions List for email, postal and/or text messaging distribution, as applicable. The Committee will coordinate communication activities by a Communications Team, including but not limited to those of the following standing committees:
  - i. Newsletter
  - ii. Publicity & Social Media
  - iii. Website and Calendar Committee
- d. FOURTH Vice President (Volunteers): Will chair the Volunteer Committee, which will recruit volunteers and contact them to help as school occasions arise. This Committee may have up to two (2) Vice-Chairs dedicated to assist the Chair in recruitment and assignment of volunteer opportunities. In the absence of the Fourth VP, Vice Chair 1 will preside over the meeting. Each Vice-Chair will also be a voting member of the Executive Board.

### **VIII. Paschal PTA Standing Committees**

The Standing Committees of Paschal PTA will consist of the following, each of which will have a Chair and vice chairs as appointed by the President, and additional Committee members as needed, and be responsible for the following:

- a. Cares & Concerns Committee:
  - i. Will be responsible for coordinating the sending of an appropriate card from Paschal PTA to faculty, staff, membership, student, or Paschal family as the need arises in recognition of significant life events/challenges.
- b. Counseling Office/College Liaison Committee:
  - i. Will assist the Paschal High School Counseling Office by evaluating and disseminating scholarship and college information.
  - ii. Will assist in the optimization of the usage and implementation of the Naviance (or similar) computer program, including training of students and teachers.
  - iii. Will assist counselors at Paschal High School College Day(s) and otherwise as needed.
- c. Freshman Success Team Liaison Committee:
  - i. Works alongside the Freshman Link Crew Coordinator to support their efforts.
  - ii. Helps provide treats/incentives for A/B Honor Roll Celebrations.
- d. Fundraising Committee:

- i. Will coordinate solicitation of items for any annual or periodic Fundraiser.
  - ii. Will coordinate all other aspects of any annual or periodic Fundraiser.
  - iii. Will also serve on Budget and Finance Committee.
- e. Grounds Committee:
  - i. Will develop and maintain a plan for the physical improvement of the Paschal High School campus in coordination with the administration.
  - ii. Will coordinate list for potential Eagle Scout projects.
- f. Hospitality Committee:
  - i. Will provide refreshments and decorations when required for selected Paschal PTA activities and events.
- g. Pyramid Liaisons
  - i. Will work with Paschal Pyramid feeder schools to share relevant information.
  - ii. Will work with PHS administration on community events in the Fall & Spring, organizing visiting dates and sharing event details.
- h. Newsletter Committee:
  - i. Will collect and create bi-weekly and as needed news email blasts sent to the Paschal High School community throughout the school year.
  - ii. Will report to the THIRD Vice President as a member of the Communications Team
- i. Publicity & Social Media Committee:
  - i. Will assist with generating publicity for Paschal High School and Paschal PTA.
  - ii. Will report to the THIRD Vice President as a member of the Communications Team
- j. Representatives:

The Representatives of Paschal PTA will consist of the following nine (9) Representatives, each of which will be considered a “Chair” for voting purposes (typically no other Committee members may exist, therefore they are called Representatives) and will be responsible for the following:

- i. Academic Representative:
  - 1. Will function as liaison between Paschal PTA and the Paschal High School Advanced Academic Office
  - 2. Will compile and report information to the Paschal PTA and community regarding Paschal students’ involvement with local and national competitions.
- ii. Alumni Representative:
  - 1. Will function as liaison between Paschal PTA and the Paschal High School Alumni association.
- iii. Athletic Representative:
  - 1. Will function as a liaison between Paschal PTA and the Paschal High School athletic booster clubs to compile and report information to the Paschal PTA and community regarding events and achievements of the student athletes.
- iv. Band Representative:
  - 1. Will compile and report information to the Paschal PTA and community regarding Paschal High School Band’s activities and achievements.
- v. Choir Representative:

1. Will compile and report information to the Paschal PTA and community regarding Paschal High School Choir's activities and achievements.
- vi. JROTC Representative:
  1. Will compile and report information to the Paschal PTA and community regarding Paschal High School JROTC's activities and achievements.
- vii. Legislative Representative:
  1. Will compile and report information to the Paschal PTA regarding the announcements and important actions of the TEXAS PTA program.
- viii. Orchestra Representative:
  1. Will compile and report information to the Paschal PTA and community regarding Paschal High School Orchestra's activities and achievements.
- ix. Theater Representative:
  1. Will compile and report information to the Paschal PTA and community regarding Paschal High School Theater's activities and achievements.
- k. Scholarship Committee (see also Section VI. below for scholarship program details):
  - i. Will coordinate the student application process, including oversight of the Scholarship Committee that reviews applications and determines awards.
- l. Senior Activities Committee:
  - i. Will work closely with the Senior Activities Faculty Sponsor to help with the prom, as well as all yearly planned Senior Activities.
  - ii. Will communicate all pertinent information to senior parents via website and regular Newsletters.
- m. Senior Celebration Committee:
  - i. Will coordinate the alcohol-free, drug-free party that celebrates and is attended by seniors.
- n. Special Projects Committee:
  - i. Will coordinate with the Paschal Principal and PTA President on special projects on campus.
  - ii. Will also serve on the Budget and Finance Committee.
- o. Teachers' Fund Committee:
  - i. Will serve as a faculty liaison in coordinating teacher wish lists.
  - ii. Will also serve on the Budget and Finance Committee.
- p. Spirit Store/Rascal's Finance Committee:
  - i. Will be responsible for procurement of items for Spirit Store.
  - ii. Will work in Rascal's Spirit Store selling items, usually during lunch hours (weekly).
  - iii. Will collaborate closely with Spirit Store Purchasing and T-Shirt Committees.
  - iv. Will also serve on Budget and Finance Committee.
- q. Spirit Store/Rascal's Purchasing Committee:
  - i. Will be responsible (in conjunction with the t-shirt committee) for design and procurement of t-shirts for Spirit Store.
  - ii. Will work in Rascal's Spirit Store selling items, usually during lunch hours (weekly).

r. Spirit Store/Rascal's T-Shirt Committee:

- i. Will be responsible (in conjunction with the purchasing committee) for design and procurement of t-shirts for Spirit Store.
- ii. Will work in Rascal's Spirit Store selling items, usually during lunch hours (weekly).

s. Store Incentives Committee:

- i. Will coordinate, maintain, and publicize local store reward card programs to the Paschal High School community.
- ii. Will coordinate "Give Back" fundraising events (such as restaurant nights) with local businesses to generate donations for the Paschal PTA General Fund.

t. Teacher/Staff Appreciation Committee:

- i. Will coordinate and provide tokens of appreciation to the Paschal High School teachers and staff a few times each school year.

u. Website & Calendar (Communications Committee):

- i. Will maintain the web page calendar current with all Paschal High School activities
- ii. Will maintain and update the Paschal PTA and Paschal High School website as needed.
- iii. Will report to the THIRD Vice President as a member of the Communications Team

### **IX PTA Council Delegates**

The PTA Council Delegates will consist of a delegate and an alternate delegate, each of which will be responsible for the following:

- a. Will participate fully in FWISD Council of PTA discussions and deliberations.
- b. Will report announcements, important actions and the FWISD Council of PTA program to Paschal PTA membership and Executive Board.
- c. Will seek information or approval from the membership on matters referred to this Paschal PTA for such approval or information; and
- d. Will report and/or vote as directed by the Paschal PTA membership at the FWISD Council of PTA meeting.

### **X. Paschal PTA Special Committees**

The Special Committees of Paschal PTA will consist of the following two (2) Committees, each of which will be responsible for the following:

- a. Budget and Finance Committee
  - i. This Committee will be composed of a Chair (Treasurer), the Paschal PTA President, the Special Projects Chair, the Teachers' Fund Chair, and other board members who participate in fundraising (not including the Senior Celebration Committee Chair). This committee will review the budget throughout the year and make recommendations to the board on any amendments recommended.
  - ii. The Treasurer will present the budget amendments to the membership for approval at the first regular meeting of the year and as needed throughout the remainder of the year.
- b. Awards Committee
  - i. This committee will be composed of a Chair and a Vice Chair. The Awards Committee is responsible for ensuring awards are ordered and available at ceremonies as requested by the Principal.

- ii. Awards in the form of certificates, plaques, etc. will be the property of Paschal PTA and not individuals.
- iii. Awards in the form of recognition pins (membership, etc.) will be retained by the recipient.

## **XI. Paschal PTA Scholarships**

The Paschal PTA selects the recipients of Billie Hasenkamp Achievement Scholarships for the recognition of high achievers. These scholarships are funded out of money that was donated to Paschal and is held in a special account by the Paschal Enrichment Foundation for the benefit of Paschal.

- a. The Scholarship Committee will consist of the following:
  - i. Paschal PTA Scholarship Committee Chair
  - ii. Up to Four (4) Vice Chairs who are Paschal PTA members.
- b. In the absence of the Chair, Vice Chair 1 will preside at the meeting.
- c. If a relative of a committee member is applying for a scholarship, that member will step down and be replaced at the discretion of the Scholarship Committee Chair following the Committee make-up as defined above.
- d. Relatives of the Paschal PTA Board, of the faculty and staff of Paschal, and of donors to the Fund are eligible to apply for these awards.
- e. During the selection process, names of applicants will be blacked out on applications and supplemental information.
- f. Achievement Scholarship:
  - i. This scholarship is intended to recognize Paschal High School graduating seniors who have demonstrated superior student involvement and academic achievement and to encourage them to continue such performance for the benefit of themselves and those they may influence in the future.
  - ii. Qualifications:
    - 1. Minimum GPA of 3.8.
    - 2. Active participation in at least three extra-curricular and/or community activities during his or her high school career.
    - 3. Two Letters of Recommendation, one of which comes from a Paschal High School teacher.
    - 4. Completion of the application with essays, recommendations and supporting documents received by the deadline as stated on the application.
- g. Additional Scholarship Information:
  - i. ~~i.~~ The amount and number of the scholarships awarded will be determined each year by the Paschal Enrichment Foundation based on funds available.
  - ii. The scholarships are awarded one time and are not renewable.
  - iii. Upon notification of the Scholarship award, the student will need to provide his/her college ID number, the name and address of the university (s)he plans to attend, and the name of the person or office to whom the check will be sent.
  - iv. During the summer, upon receipt of the above information, award funds will be sent directly to the college selected by the student.
- h. Soliciting Applicants:

- i. Starting in December of each year school-wide announcements will be made informing the student body of the availability of the scholarships.
  - ii. Counselors and teachers will also be asked to contact students they feel meet the program requirements whom they personally feel are worthy of and qualify for these scholarships (contact coaches, ROTC teachers, and teachers in the work/school program, etc.).
  - iii. The scholarships will be publicized in the Paschal PTA Newsletter, and in announcements during the school day.
  - iv. Applications will be available in the GO Center.
- i. Recipient Selection:
  - i. The deadline for applications to be submitted will be on or before March 1st of each year.
  - ii. The Scholarship Committee Chair will accumulate the applications and distribute them to the Committee members by March 15th of each year.
  - iii. The names of the applicants will be blacked out in all information distributed to the Committee members.
  - iv. The Committee will meet on or before April 1 of each year to discuss the applicants and their relative merits.
  - v. In April, the Committee will meet to select the recipients. Committee members will use the Scholarship Matrix to rank each applicant.
  - vi. The ranking values given by all Committee members will be totaled for each applicant. The applicants having the highest cumulative scores will be the recipients of the available scholarships.
- j. Notification to Recipients:
  - i. Within a week of selection, the Scholarship Committee chair will send letters or emails notifying recipients of the scholarship awards including details about how the funds will be provided to the school of their choice.
  - ii. Recipients may apply scholarship funds to any 2- or 4-year college or accredited trade or vocational school.
  - iii. The scholarship is awarded one time and is not renewable.
  - iv. Funds will be sent directly to the college or university upon verification of enrollment.
  - v. If the student does not enroll in college, the monies will be returned to the Scholarship Account of the Paschal PTA.
  - vi. If the student changes his/her college to be attended, the Paschal PTA Scholarship Committee Chair will be notified by the student, and provision will be made to transfer the funds to the new college.
- k. Recognizing Recipients:
  - i. The scholarship recipients will be recognized at a year-end event determined by the scholarship Committee at which the students and their parents may attend.
- l. List of Recipients:
  - i. A list of recipients will be published in the Paschal PTA Newsletter.
  - ii. The list of recipients will be maintained in the Paschal PTA scholarship notebook including the amount awarded.

## **XII. PTA eCommerce Policies**



a. **Online Statement Review:**

- i. Bank, credit card, and online payment processor statements may be reviewed online by the non-signer statement reviewer if view-only access is available. Alternatively, the non-signer statement reviewer may review an original bank statement. The reviewer should complete the Statement Review by Non-signer form found at [txpta.org/treasurer](http://txpta.org/treasurer). Paper copies of the bank statement and Statement Review by Non-signer form are not required and can be retained digitally. Securely destroy any paper documents that are scanned for retention. The PTA's adopted Records Retention Policy should reflect the storage information.
- ii. After review, the original Statement Review by Non-Signer form and a copy of the account statement are given to the secretary, and the reviewer retains a copy. The treasurer is given a copy. The secretary presents the report at the next executive board meeting and keeps the original for the PTA records.
- iii. If the reviewer has identified items for further review on the Statement Review by Non-Signer form, these items should be investigated by the executive board. The results of the investigated items should be attached to the Statement Review by Non-Signer form. If evidence of theft, fraud, or embezzlement is discovered, the Theft, Fraud, and Embezzlement Policy found at [txpta.org/policies](http://txpta.org/policies) must be followed.

b. **Electronic Banking:**

- i. Online Account Access: Password for online accounts should be changed (1) at least once a year; (2) when there is a change in signer; or (3) when there is a financial reconciliation.
- ii. 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.

iii. Online & Point of Sale Payment Collection Systems

- The PTA membership must approve the use of an online and/or point of sale payment collection system.
- The payment collection system must be in the PTA's name.
- 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.
- 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.
- All revenue is accounted for and reported in every financial report in the corresponding budgeted income category or categories.
- 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.
- The payment collection system must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS).
- 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.
- 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.

**c. Credit/Debit Cards**

Cards are issued to authorized signers on the bank account and include the name of the PTA.

- i. The credit limit should not exceed half of the income on the budget approved at the annual meeting.
- ii. No cash transactions (ATM, cash back, etc.) are allowed.
- iii. The cards are in the possession of the Treasurer and are used via a checkout log. The log should include an agreement that sales tax will not be reimbursed unless pre-approved by the executive board. The log is then reconciled to the statement prior to payment.
- iv. Prior to use of the credit or debit card, a funds request form is completed and submitted. Following the purchase, the receipt is given to the Treasurer and attached to the funds request form.
- v. If sales tax is paid for the credit card purchase, the card user reimburses the PTA unless prior approval has been granted by the executive board.
- vi. A change in signer on the checking account requires a change in signer on the credit card, and a financial reconciliation shall be performed. This applies when fraud or misuse of the card has been discovered.
- vii. If the card is lost or stolen, the account must be reconciled to identify any unauthorized transactions.