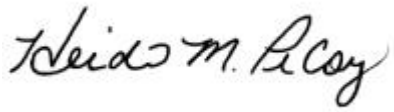
Standing Rules **Approved with Editorial Edits**
by Order of the Texas PTA Board of Directors



Texas PTA President
Filed 10/13/2025

Highland Park Elementary PTA

Standing Rules

These standing rules are effective as of date stamp above by Texas PTA and replace and supersede any prior standing rules enacted by the Highland Park Elementary PTA in their entirety.

1. **Financial**
    a) **Authorized Signers**:
        i. The president, treasurer, and if applicable, the president-elect shall be authorized signer(s) for the PTA bank account(s) and shall, upon expiration of their terms, facilitate transfer of signatory authority at the PTA's banking institution.
        ii. Other than the treasurer or, if applicable, the president-elect, the president shall appoint any additional authorized signer(s) for the PTA accounts with executive board approval, provided that neither the asst. treasurer nor the chair of the Financial Reconciliation and Statement Review Committee may be an authorized signer.
    b) **Online Banking Access**:
        i. The treasurer, asst. treasurer, and president should have full online access to the PTA bank account(s).
        ii. If possible, the president elect and monthly non-signer statement reviewer (if for some reason this is not the acting asst. treasurer) should have read-only access.
    c) **Money Counting**:
        i. All money shall be counted by at least two persons (one of which may be the treasurer or asst. treasurer)
            1. All counters shall sign a completed deposit form (see Texas PTA Treasurer resources).
        ii. The money shall then be given to (or retained by) the asst. treasurer, who shall also count and sign a deposit form (if they have not already done so).
            1. A copy of this form shall be retained by all signers of the form, whether hard or digital copy.
    d) **Check Signing**:
        i. The PTA may have two signatures on any checks of any amount but shall require two signatures for all checks written for $1,000 or more.
        ii. If the PTA has three or more authorized signers, then the PTA shall require two signatures when the check recipient is the other authorized signer (one not signing the check).
    e) **Non-sufficient Funds**:
        i. Any check made payable to the PTA that is returned as non-sufficient funds (NSF) will be re-deposited one time.

ii. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer.
iii. The PTA reserves the right to refuse subsequent checks from the check writer and require alternative methods of payment.

f) Reimbursement & Sales Tax:

i. The PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within thirty days (30) of the event/expense or within three (3) days of the end of the fiscal year, whichever comes first. Teachers seeking reimbursement for their allocated teacher reimbursement funds are exempt from the 30-day requirement but must have reimbursement requests submitted no later than May 15.

ii. The PTA shall not reimburse sales tax without prior executive board approval. Any members making purchases on behalf of or for the PTA shall use the tax-exempt form which may be acquired from the treasurer. The following are approved as exceptions without the need for additional action by the executive board:
    1. Costco
    2. Sam's Club

g) Procedure for Calculating and Managing Surplus:

i. At the end of a fiscal year ("Year X"), the PTA shall carryover (across fiscal years) in its checking account not less than 25% (or lower if PTA has insufficient funds) and not more than 30% of the trailing two year average of the sum of the PTA's actual expenditures plus costs of goods sold (as such are reported in the PTA's statement of activities via QuickBooks.
    1. For this purpose, trailing two years means Year X as well as Year X-1.
ii. At the executive board's November meeting, the treasurer shall present a carryover calculation and explanation for executive board discussion and approval.
    1. If there is a balance in the checking account deemed by the executive board to be in excess of the desired carryover, it is referred to here as the "Surplus."
    2. If at that time the checking account does not have at least 25% of the trailing two year average of the sum of the "Expenditures" plus "Costs of Goods Sold" reported in the budget, the minutes shall reflect that the treasurer reported that there is no Surplus.
iii. By the end of December, the treasurer shall move the Surplus into one or more PTA accounts other than the checking account, e.g. a savings or similar account.
iv. It is suggested that the PTA spend the Surplus from Year X over the next two fiscal years (Years X+1 and X+2).
    1. It is understood that this suggestion is not a prohibition against holding any year's Surplus in an account that may accrue interest or other earnings while the PTA plans for how to responsibly spend any Surplus.
    2. The PTA's budget for the year X+1 (the fiscal year following the calculation of the Year X Surplus), may indicate the intent to bring some or all of that Surplus back into the checking account to offset any difference between budgeted fundraising revenue and budgeted expense.
    3. In Years X+1 or X+2, Year X Surplus may be moved back into the checking account as necessary to close any shortfall in actual fundraising or any special projects that PTA adds into the budget via budget amendments throughout the year.

h) Donations to Nonprofits:

i. Provided all of the criteria stated in the Texas PTA Treasurer Resource Guide are met, donations may be made to another nonprofit, but not to any person or family (this does not exclude compliant student scholarships or faculty stipends).

2. **Insurance**
    a) Annually, the PTA shall purchase insurance (using Texas PTA's negotiated group discount with Association Insurance Management (AIM)). Coverages shall be equal to or greater than the prior year and consistent with TX PTA guidance (www.txpta.org/pta-insurance). The PTA may increase coverages to the extent required for any particular program or, for example, by the school district for use of school grounds.

3. **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) Credit/Debit Cards
        i. Cards are issued to authorized signers on the bank account and include the name of the PTA. 2. 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 written funds request is completed and submitted. Following the purchase, the receipt is given to the treasurer and attached to the funds request.
        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.
    c) Online & Point of Sale Payment Collection Systems
        i. The PTA membership must approve the use of an online and/or point of sale payment collection system.
        ii. The payment collection system must be in the PTA's name.
        iii. 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.
        iv. 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
            1. statement is accurate and that the fees are correct.
        v. All revenue is accounted for and reported in every financial report in the corresponding budgeted income category or categories.
        vi. Reconciliations must occur on a monthly basis. Whether a manual or automatic transfer to the PTA bank account occurs, transfers should occur at least weekly. Should a manual transfer be required from the third-party processing company, documentation of the transfer should be filed with the bank reconciliation. For payment systems that do not support matching deposits with sales transactions in the bookkeeping application, a deposit form should be completed by the assistant treasurer documenting the amount of the deposit, allocation of the deposit within the budget including any fees, and attach the transaction confirmation from the original source system." The payment collection system must be Certified Compliant with the Payment Card Industry Data Security

Standards (PCI DSS).

vii. 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.

viii. 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.

4. Additional Duties of Certain Officers and the Composition and Duties of any Committees they Chair.

a) All officers shall participate in a leadership capacity at all major events that the PTA sponsors throughout the year. Although they may be nominated for one year terms consistent with the bylaws, it is the expectation that officers will serve two consecutive one-year terms in the same officer role (other than president-elect which becomes the president). Certain Board roles have additional duties beyond what is set forth in the bylaws. Those additional duties are set forth in this section.

b) The **President** shall:

i. before the start of the school year, collaborate with the principal to set the overall calendar of dates for PTA events for the school year with care being taken not to create conflicts with school events.

ii. at the first executive board meeting of the fiscal year, appoint a Minutes Review Committee of three members, one of whom is to be the secretary acting as chair.

iii. If needed as determined by the president, appoint a **Vendor Relations Director**, who shall:

1. provide advice and support to the president in the negotiation of PTA contracts, including renewals, as requested by the president.
2. not be on the executive board, but shall have the same obligations and duties of executive board members as set forth in Section 8 of the bylaws.

c) The **President Elect** shall:

i. play an active role in campus wide events/traditions while building up institutional knowledge for a follow-on year as president;

ii. choose to lead particular campus events or (1) identify the volunteers needed for the implementation of each event, (2) share with the president and VP of Membership & Involvement the ideal allocation of relevant roles and responsibilities across these volunteers so they can help with volunteer sourcing; and (3) delegate to and supervise these volunteers which may include Directors of Rally Day, Back to School Picnic, Hoot Carnival, Hosted Scottie Socials, and a Caregiver Led Groups Coordinator;

iii. report to the executive board at the first board meeting of the school year which volunteers have been recruited for these roles and obtain board approval of such volunteer assignments;

iv. be accountable for keeping expenses for any event/campaign within the scope of the approved budget for the fundraising event/campaign; and

v. review/approve all expenses of supervised volunteers.

d) The **VP of Fundraising** shall:

i. develop and manage a fundraising strategy to deliver the goals set for the

"Contribution" and "Fundraisers" portion of the revenue side of the PTA's budget for the fiscal year in which they serve;

ii. promptly inform the treasurer and president if they recommend budget amendments, and throughout the year, work closely with the treasurer and asst. treasurer to ensure alignment around the appropriate classification of fundraising related revenue and expense within QuickBooks;

iii. choose to lead particular portions of the strategy or: (i) identify the volunteers needed for the implementation of each portion of the strategy, (ii) share with the president and VP Membership & Involvement the ideal allocation of relevant roles and responsibilities across these volunteers so they can help with volunteer sourcing; and (iii) delegate to and supervise these volunteers;

iv. have overall accountability for PTA's relationship with its donors including keeping them informed about how PTA spends donated funds and providing to them any IRS-required donor acknowledgements;

v. review and recommend fundraising or CRM software and/or partnerships with fundraising services providers;

vi. in April of each year, give feedback to the Budget & Finance Committee (if not serving on that committee) about contribution and fundraiser revenue goals for the following fiscal year;

vii. chair the Fundraising Committee - a committee that shall:
    1. meet monthly or as often as vp of fundraising needs.
    2. review all aspects of implementing Fundraising events or campaigns.
    3. ensure timely recognition of giving as outlined in levels of giving (sponsorships, etc.) by engaging other VPs where needed, including by not limited to vp of marketing & communications for appropriate recognition in newsletter, social media or events;

viii. as chair of the Fundraising Committee:
    1. work with VP of Membership & Involvement to recruit volunteers into open fundraising roles (which may include - Partners in Education (PIE), corporate/in-kind sponsors, individual donors/sponsors, auctions and raffles, Scottie Trot (Fun Run), and Spring Fling);
    2. report to the executive board at the first executive board meeting of the school year which volunteers have been recruited for these roles and obtain executive board approval of the committee;
    3. be accountable for keeping expenses for any event/campaign within the scope of the approved budget for the fundraising event/campaign;
    4. review/approve all expenses of committee members; and
    5. call regular meetings to implement fundraising strategy goals for all PTA related activities.

e) The **VP of Marketing & Communications** (MarComs) shall:

i. work with the school principal, staff and PTA to effectively reach the community via a variety of communication platforms;

ii. manage PTA-related dates on the school calendar, as created by the president & principal;

iii. manage graphic design needs as agreed upon with the president for all merchandise or in support of other vp initiatives;

iv. manage the PTA social media pages for continued communication within guidelines set forth by president and principal;

v. create and digitally distribute weekly newsletters that fall in line with school communications;

vi. liaise with the president, principal, other vp's to understand their communication needs for the events, programs, fundraisers or other initiatives they are planning/supervising for the year, and develop and manage a communications strategy to support those goals;

vii. choose to lead particular portions of the strategy or (i) identify the volunteers needed for the implementation of portion of the strategy, (ii) share with the president and vp membership & involvement the ideal allocation of relevant roles and responsibilities across these volunteers so they can help with volunteer sourcing; and (iii) delegate to and supervise these volunteers;

viii. chair the MarComms Committee - a committee that shall:
    1. attend all PTA membership meetings
    2. set up Spirit Store at all PTA events as directed by the vp marketing & communications based on agreed upon calendar;

ix. as chair of the MarComs Committee:
    1. work with vp of membership & involvement to recruit volunteers into open MarComs committee roles (which may include social media manager, newsletter director, graphic design manager, grade level communicators, and spirit store director);
    2. report to the executive board at the first executive board meeting of the school year which volunteers have been recruited for these roles and obtain executive board approval of the committee;
    3. call regular committee meetings to review marketing and communications needs for current calendar events, programs and fundraising efforts;
    4. ensure all communications are reviewed and approved by president before shared with the greater school community, including social media, website and internal communications;
    5. review/approve all expenses of committee members; and
    6. review and approve all graphics/design/layouts for any and all printed materials along with the president.

f) The **VP of Membership** shall:

i. ensure completion and submission of membership roster and dues to Texas PTA; and
    1. call a committee meeting to set goals and create a membership campaign;
    2. coordinate the implementation of a membership campaign;
    3. apply for membership awards from Texas PTA; and
    4. assist VPs for different PTA events/engagements with recruitment of volunteers; and

ii. chair the Membership Committee - a committee that shall:
    1. work at the membership table at every PTA event; and
    2. create positive social media (intranet) posts promoting PTA successes.

g) The **VP of Technology** shall:

i. understand what technology needs are based in hardware and software currently in use and familiarize him/herself of those devices/programs;

ii. review and research any technology or software needs recommended by active vps of the current board, should a need arise;

iii. participate at onset of planning of PTA related events or programs to understand needs, set up program/platform/etc.;

iv. be available to troubleshoot technology in real time during event or PTA meetings;

v. chair the Technology Committee - a committee that shall ensure each PTA event or meeting has the appropriate technology ready for use; and

vi. As chair of the Technology Committee:
    1. appoint one additional member, if needed as determined by the vp of technology and the president;
    2. meet monthly or as needed to review technology needs;
    3. implement any technology needs; and
    4. stay on budget.

h) The **VP of Staff Support** shall:

i. be responsible for taking care of all HP staff throughout the school year;
ii. create moments for Staff to feel recognized and celebrated;
iii. create a work plan that contemplates annual moments - appreciation weeks, holidays, supporting the work of the staff's Courtesy Committee which may include support during the end of year Retirement celebration, and teacher classroom needs;
iv. choose to lead particular portions of this work plan or: (1) identify the volunteers needed for the implementation of each portion of the work plan, (2) share with the president and vp membership & involvement the ideal allocation of relevant roles and responsibilities across these volunteers so they can help with volunteer sourcing; and (3) delegate to and supervise these volunteers;
v. know and understand the budget for all staff support related expenditures;
vi. serve as the Chair of the SCOTTIE Committee (see Standing Committees below); and
vii. As chair of the Staff Support Committee, this vice president shall:
    1. Work with vp of membership & involvement to recruit volunteers into open Staff Support committee roles (which may include faculty/staff rep, Director of Homeroom and Non-HR Appreciators, and Director of Staff Moments);
    2. report on team to executive board at first meeting for committee approval;
    3. call regular committee meetings to review staff appreciation events, birthdays, holidays, staff needs as a whole or individualized;
    4. implement in a timely manner all deployment of celebrations, recognitions, etc.; and
    5. stay on budget.

i) The **Secretary** shall:
i. maintain in the PTA shared drive, a policies folder containing:
    1. links to policies promulgated by the Texas PTA which apply to this PTA (available at: https://www.txpta.org/policies).
    2. Other than these Texas PTA policies, a table listing any policies the PTA has adopted for itself (noting when/how they were adopted if applicable) as well as copies of such policies;
ii. chair the Minutes Review Committee - a committee that shall review and make edits as necessary to draft minutes distributed by the secretary, with any such edits being finalized three business days before the next executive board or membership meeting (as applicable); and
iii. as chair of the Minutes Review Committee, within one calendar week of a meeting, distribute a draft of the minutes of each executive board or membership meeting to the committee members, seeking review and input.

5. Duties of Other Executive Board Positions

a) All executive board members shall participate in a leadership capacity at all events that the PTA sponsors throughout the year. The following other executive board members have the following duties not otherwise specified in the bylaws.

b) The **Assistant Treasurer** shall:
i. be responsible for the revenue side of the PTA bookkeeping and financial statement reporting process;
ii. review transferred funds from any e-commerce account and match the individual transfers to the corresponding bank deposits (ensure e-commerce transfers are made only to the PTA checking account);
iii. deposit cash and checks in a timely manner;
iv. be responsible for the cash boxes for HP events, as requested ; and
v. serve as a member of the Budget & Finance Committee (Special Committee) and the

Financial Reconciliation and Statement Review Committee (as set forth in these Standing Rules).

c) The **Faculty/Staff Representative** shall:

i. with input from the principal, be appointed by the president with executive board approval;
ii. serve as a communication link between faculty, staff and PTA;
iii. solicit staff input on topics specified during any executive board meetings;
iv. serve on the Staff Support Committee; and
v. serve on the SCOTTIE Committee.

d) The **Advocacy & Awareness Executive** shall:

i. advocate for policies aligned with Texas PTA's legislative priorities;
ii. survey members on community issues;
iii. provide members with elected official's contact information, share action alerts and encourage participation;
iv. network with other PTA advocacy leaders and collaborate on common goals;
v. promote and participate in Texas PTA's advocacy events;
vi. participate fully in Austin Council of PTAs discussions and deliberations;
vii. report announcements, important actions and the Austin Council of PTAs program to the PTA membership and executive board;
viii. seek information or approval from the membership on matters referred to the PTA for such approval or information; and
ix. report and/or vote as directed by the PTA membership at the Austin Council of PTAs meeting.

e) The **DEI Executive** shall:

i. serve on the SCOTTIES Committee if applicable;
ii. recommend and implement any approved grants to other nonprofits; and
iii. bring to all executive board decisions and conversations:
    1. a stance of welcoming diverse perspectives into these conversations
    2. a support for and strategy for multicultural membership growth
    3. an awareness of and commitment to PTA National Standards for Family-School Partnerships
    4. an awareness of Texas PTA's Diversity, Equity, and Inclusion policy and consistent with that policy, a commitment to continually be a voice for all children by reflecting diversity and inclusivity in our membership, leadership, program content, advocacy, training, partnerships, and communications;
    5. a willingness to hold this PTA accountable for whether it is meeting the following obligations stated in Texas PTA's DEI policy applicable to Local PTAs:
        a. Promote and encourage awareness, inclusion, and engagement of all diverse populations represented in the community.
        b. Openly assess beliefs and practices to ensure inclusiveness and equity, and to guard against discrimination.
        c. Strive to ensure that the membership, leadership, programs, partnerships, and published materials reflect the diversity of their communities.
        d. Facilitate communication with families in their communities in languages that they understand, to the extent possible.
        e. Identify and address barriers that hinder inclusivity.
        f. Foster programs and practices that eliminate bias, prejudice, and misunderstanding.
        g. Advocate for funding, laws, and regulations that support programs, policies, and services that meet the health, safety, and educational needs of all student populations in Texas public schools.
        h. Provide resources and training that develop a more diverse and inclusive group of members, leaders, and community.

f) The **Financial Executive** shall:

i. provide financial oversight and advice to various standing committees to facilitate decisions for:
    1. Scottie grants
    2. Community giving
    3. Staff support
    4. Scholarships
    5. other initiatives requiring financial analysis;
ii. Chair the Financial Reconciliation and Statement Review Committee and engage the Treasury team to complete the certification;
iii. interface with the Austin Community Foundation as the primary point of contact;
    1. annually review the investments mix/performance and, if needed, make recommendations to the board on changes.
iv. assist in establishing financial goals and objectives across the organization;
v. support the Treasury team by interfacing and providing financial guidance to the respective committees responsible for the following fund raising activities:
    1. Hoot
    2. Community Fund
    3. PIE
    4. Fling
    5. Special projects (Last point is only a suggestion and may overlap with Fundraising VP); and
vi. support Treasury and Fundraising teams in establishing sound budgetary decisions.

6. Standing Committees

a) In addition to and in accordance with the rules on committees set forth in the bylaws (including the standing committee chair appointment process) all standing committee chairs shall participate in a leadership capacity at all events that the PTA sponsors throughout the year. The standing committees of the PTA shall include the following but may include others not set forth below if created by the executive board as it deems necessary:

b) Financial Reconciliation and Statement Review Committee

i. This committee shall be composed of the Financial Executive as Chair, the asst. treasurer (who shall not be the Chair), and one other appointed member.
ii. The asst. treasurer shall review account statements each month and complete relevant Statement Review by Non-Signer forms consistent with Texas PTA guidance in the Treasurer Resource Guide, which may be filled out and/or filed electronically. The asst. treasurer shall inform the committee of his/her work in this regard, but may be the only committee member who performs statement review.
iii. Any time that a financial reconciliation is required or appropriately called for, the committee shall follow the Reconciliation Checklist and Report guidance (see https://www.txpta.org/financial-reconciliation) and divide tasks as follows:
    1. The chair shall perform the duties assigned to “committee member #2 (Document Reviewer)” in the Texas PTA Financial Reconciliation Checklist
    2. The asst. treasurer shall perform the roles assigned to “committee member #1 (Document Coordinator & Transaction Reviewer);” and
    3. The third committee member shall perform the roles assigned to committee member #3 (Report Drafter & 990/Sales Tax Verifier)
iv. Committee members shall sign the Texas PTA’s confidentiality agreement for reconciliation committee members linked at https://www.txpta.org/financial-reconciliation.

c) Selection Committee for Our Teachers’ Training/Instruction//Education (SCOTTIE

Committee)

i. This committee shall be composed of five appointed members to include the vp of staff support (who will serve as chair), the principal, the faculty/staff representative, the financial executive, and one other committee member who is not currently on staff at Highland Park Elementary.
ii. Stipends shall be awarded by this committee in accordance with the process and guidelines described in this standing rule.
iii. Amounts.
    1. A stipend may be awarded for all or only a portion of a requested amount.
    2. Stipend amounts may vary. Awards will be for a minimum of $100 and are not subject to a maximum, provided that the total amount of stipends awarded in a fiscal year should not exceed the target set forth in the staff investments portion of the annual budget (which may be amended) .
iv. Uses.
    1. Stipends may be used for workshop/conference fees or continuing education enrollment/attendance fees occurring any time within the fiscal year.
    2. Stipends may include reimbursement for coach class airfare and baggage charges (excluding any upgrades) and/or standard hotel room charges (excluding any upgraded room types such as suites or ocean views, etc.) associated with attending such workshops/conferences.
        a. Meals and mileage may only be included in a stipend with prior executive board approval.
        b. Stipends may not be used towards association fees for professional organizations.
v. Publicity.
    1. The stipend application shall be posted on the HPPTA website and may be distributed by the principal through other internal communications channels.
    2. Selection results will be published via the PTA Newsletter.
vi. Eligibility Requirements. Applicants must:
    1. Be members of the PTA on or before the date of their application
    2. Intend to remain on staff at Highland Park for the rest of the fiscal year and the following year.
    3. Be the principal, an asst. principal, a counselor, a homeroom teacher, a PE coach or TA, an essential areas teacher (including Tech Lab, Art, Music), the librarian, interventionist and reading specialists, or SPED Teachers or TAs.
    4. Have approved with their supervisor any absence from work to the extent required for attending any workshop/conference that is the subject of an application.
    5. Not have already received a stipend from PTA during this fiscal year.
vii. Guidelines for Submission. Through on online form specified by PTA on its website, applicants must submit short answer responses to the following:
    1. Amount requested (including, for large requests, whether a partial grant would still allow for opportunity)
    2. Clarification as to whether travel expenses included in the submission have already been incurred (or are yet to be incurred by the applicant.) If already incurred, copies of receipts should be included in the submission.
    3. Whether the applicant has pursued any other sources of funding for these expenses (and if so if they have received funding)
    4. Description of proposed professional development activity
    5. Time period during which proposed professional development activity will occur.
    6. Description about how the proposed professional development activity will improve teacher(s)' knowledge and skills, and how the knowledge and skills

learned as a result of the professional development activity will (a) be implemented in the classroom; and (b) benefit students and/or the school.

viii. Review Cycles:
   1. Stipend applications will be reviewed each year from November 1-15 and awarded before December 1. If funds remain after the initial application cycle a second application cycle will be conducted Feb 14-March 1, awarded by the earlier of March 15 or the first day of spring break. Applicants may apply during more than one cycle if there are multiple review cycles in a fiscal year.

ix. Selection and Payment
   1. Selection is made by majority vote of the PTA's SCOTTIE Committee, provided that a committee member must recuse themselves from selection decisions during any review cycle for which an applicant is related by blood or marriage to them or lives in the same household as them. Priority will be given to applicants that have not previously received a stipend.
   2. Recipients will be notified by email with instructions on how to request funds. Each recipient has 30 days from the date of the awarding of the stipend (or 3 days from the end of the fiscal year if sooner) to request funds. If not done in this timeline, the stipend will be deemed nullified.
   3. The PTA may write the check to the recipient (if it is for reimbursement of already incurred expense) or, if the awardee has not yet incurred the expense, efforts should be made to make payment directly to the workshop/conference/continuing education provider, or if impractical to the awardees.
   4. Adequate records must be maintained per the records retention policy.
   5. If for any reason, a stipend includes reimbursement for travel expenses which subsequently are partially or fully refunded to the awardee, such excess reimbursements must be returned to the PTA within a reasonable period of time.

7. Special Committees

a) In addition to and in accordance with the rules on committees set forth in the bylaws, a special committee is a committee with a specific task, and the committee is dissolved once that task has been completed. Each committee can only have one chair (co-chairs are prohibited). The following Special Committees that are expected to be formed annually (this does not limit the creation of additional special committees).

b) Budget and Finance Committee

i. By no later than the April meeting of the Executive Board, the Board shall constitute this committee, composed of the treasurer as chair, the Asst. treasurer, the president, the president-elect, and such other PTA members as is deemed prudent for the thoughtful consideration of the next year's budget.

ii. Propose a draft budget for the following fiscal year which takes into consideration any strategic changes to the chart of accounts from a labeling or presentation standpoint, and which reflects (i) a review of actual income and expenses against the budget (for the existing fiscal year, and if deemed necessary, for the prior fiscal year and aspirations around campus culture / fundraising norms; (ii) normative discussions around relative priorities, the efficacy of existing expenditures and donor expectations; and (iii) an evaluation of what can and cannot fit within budgets available to the principal outside of the PTA.

iii. The committee shall set one or more meetings with enough time to complete and deliver to the treasurer a draft budget such that the treasurer can reasonably prepare for and present the draft budget for adoption by the executive board and membership at their May meetings.

c) Nominations Committee - see bylaws

d) Governance Documents Review Committee. No less frequently than once every three years, this committee shall be formed to review and submit to the Texas PTA any changes to the PTA's bylaws and standing rules.

8. **Miscellaneous:**
    - **a)** The PTA's mailing address shall be the school address.
    - **b)** If the PTA wishes to grant out one or more scholarships to graduating seniors, it must either do so through a third party with scholarship compliance programs in place (such as a community foundation) or by adding to these standing rules a section describing the process and guidelines by which such scholarships are to be awarded.
    - **c)** All communications concerning the PTA for school-wide distribution shall be approved by the president prior to dissemination. The principal shall, in consultation with the president, designate certain executive board members with administrative access to the school's communications platform.