



Texas PTA President

Filed 7/3/19

**Standing Rules and Procedures
Lebanon Trail High School PTSA**

I. Meetings, Annual Meetings and Reports

- A. The President shall appoint a committee at the May executive board meeting to approve the minutes of the last board meeting.
- B. The President shall appoint a committee at the last membership meeting to approve the minutes of that last general meeting.
- C. Each Officer and Chair shall submit his or her plan of work and budget at the first executive board meeting.
- D. Each Officer and Chair shall submit his/her year-end (annual report), as well as information on duties, vendors, etc., in his/her procedure book to be given to his/her successor.
- E. Notification of an emergency vote taken by phone, email, or other electronic means shall be given to each board member by the President. Board members shall have at least 24 hours to respond. A complete accounting of the number of votes cast, and the results shall be given at the next regular meeting of the executive board where the vote shall be ratified. All these actions shall be recorded in the minutes.

II. Financial

- A. No blank checks will be issued. Each check written must have a receipt and Check Request voucher verifying disbursement.
- B. The following signatures shall be on file at the bank. Two signatures are required on ALL checks.
 - 1. President
 - 2. Treasurer
 - 3. 1st Vice President
 - 4. 2nd Vice President
- C. No officer authorized signer shall approve or sign a check that is being issued to him or herself.
- D. Immediately following every event, a chair or an officer of the board and one other

PTSA member in good standing must always count the money and shall sign a completed Itemized Receipt Form on the same day verifying the amount collected/ counted. At all times, PTSA funds should only be deposited into the PTSA account, and at no time should PTSA funds be deposited into any other accounts or used for non-PTSA business. All monies should be given to the Treasurer as soon as possible, and the Treasurer should sign the receipt as well, and deposit the money in the bank within three business days.

- E. Any items donated or purchased by the PTSA for the school needs approval by the membership and the principal. An Equipment/Money Donations form must be filled out and signed by the PTSA President and the school Principal and kept on file in the Treasurer's Permanent Records. A receipt or purchase order from the school needs to be attached to the check request from once the purchase has been made. Any items donated to the school in this way will be included in the Treasurer's Annual Report and the Secretary shall maintain a list.
- F. Any check made payable to this PTSA that is returned as NSF will be re-deposited one time. Any charges incurred by the PTSA because of insufficient funds shall be charged to the check writer. This local PTSA reserves the right to refuse subsequent checks from the check writer and require cash or money order for payment.
- G. Any fees resulting from collection of or processing of uncollected checks for insufficient funds will be passed onto said person, such as postage, bank fees, etc.
- H. There will be no reimbursement for funds spent without a receipt. The PTSA does not reimburse for sales tax or hotel occupancy tax. A letter of exemption may be obtained from the treasurer.
- I. This local PTSA shall not use credit or debit cards.
- J. The bank statement shall be mailed to the PTSA mailbox located at Lebanon Trail High School. A PTSA member with no signing privileges shall be appointed by the President to open and review the bank statement for irregularities. The non-signer shall complete the Bank Statement Review form then initial, date the statement and give it to the treasurer for reconciliation.
- K. This local PTSA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the Treasurer within sixty (60) days of the event or within 7 days of the end of the fiscal year, whichever comes first.
- L. The local PTSA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.
- M. There shall be a sum of no less than \$2000.00 left in the bank account/ budget to start the next fiscal year's work, in which \$1000 will be designated for "Scholarships for Seniors".

III. Bonding and Insurance

- A. The following insurance shall be purchased annually by this PTSA:

1. General Liability insurance.
 2. Fidelity Bond insurance for all persons on signature card at bank.
 3. Property insurance (if applicable)
 4. Officers' Liability insurance.
 5. Accidental Medical insurance.
 6. Media Liability insurance.
- B. Obtaining the necessary insurance policies shall be the responsibility of the treasurer. The purchase shall be made at least 30 days prior to expiration of the current insurance so no lapse in coverage occurs.

IV. Expenditures

- A. The local unit shall, in accordance with the other Frisco PTAs/PTSAs, allocate seed money in the membership approved budget to assist with the establishment of new PTAs within the district, as funds allow.
- B. Lebanon Trail High School PTSA will pay for its current Texas Life Membership Honoree(s) and a guest, the school Principal or Assistant Principal, the President, And 1st VP - Membership to attend the Frisco ISD Council of PTAs' Texas Lifetime Membership Banquet as budgeted funds permit and subject to approval by the LTHS PTSA executive board.
- C. Lebanon Trail High School PTSA will pay for the expenses for board members to attend Texas PTA Foundations: Leadership Orientation training.
- D. The PTSA shall pay the expenses of members to attend Texas PTA LAUNCH and Annual Meeting in the following order, as funds allow:
1. President
 2. Treasurer
 3. 1st Vice President - Membership
 4. 2nd Vice President - Programs
 5. 3rd Vice President - Communications
 6. Any other board member or committee chairs
- E. The expenses listed below shall be paid for LAUNCH as funds allow. Receipts are required for all expenses, and an itemized expense report will be filed with the treasurer (including receipts) immediately upon return.
1. Lowest available registration fee.
 2. Housing fee – hotels are reimbursed for room and city tax only. Participant must use/provide hotel tax exemption certificate to waive state hotel occupancy tax.
 3. Attending Members of the Lebanon Trail High School PTSA, are encouraged to room together (double occupancy) when possible.
 4. Mileage reimbursement/self-parking fee – if more than one member of the Lebanon Trail High School PTSA is attending the event, members should travel in the same car together if possible.

5. Meals (actual cost, receipts required excluding alcohol and tax).

V. Training

- A. The Lebanon Trail PTSA will pay for the online fee for all members of the executive board to take Foundations Leadership Orientation. A copy of the Certificate of Completion shall be kept on file by the Secretary for all members trained.
- B. At any time when the PTSA is paying registration or other expenses pertaining to seminars or workshops, it is left to the President's discretion to change any workshop assignments to better utilize available resources.
- C. The Lebanon Trail High School PTSA reserves the right to charge members the cost of the training if they “no-show” for a scheduled training for which a refund cannot be obtained or for members who leave their PTSA leadership position during the school year of their training. However, if given enough notice, the PTSA Board will try to elect a new attendee.
- D. The newly elected President and Treasurer (if serving first term in each position) will be required to attend Texas PTA LAUNCH.

VI. Condolences and Memorials

- A. Condolences expressed by this Local PTA shall be in the form of sympathy cards.

VII. Officers and Standing Committee Chairs

A. The Elected Officers and Committee Chairmen shall:

1. Maintain a procedure book that includes his/her plan of work and annual report, as well as information on duties, vendors, etc. His/her procedure book to be given to his/her successor. This must be completed within 15 days of the last board meeting. If no successor has been found, they shall be turned into the incoming secretary by this date.
2. Plan their functions and present their recommendations to the board in a “Plan of Work” including plans for budgeted expenses no later than August 15th of each school year.
3. Work within their specific budgets. Any anticipated budget overspending requires an amendment to the budget approved by the membership prior to funds being spent and reimbursed.
4. Ensure that both the PTSA President and the school Principal approve all information sent to students and parents.

5. Call or contact each individual who has volunteered for a committee throughout the year to involve parents in school and PTSA activities and encouraging their support.
6. Coordinate volunteers as needed to successfully complete their planned activities.
7. All special committee chairmen shall report to PTSA Board and Membership Meetings.
8. Perform all duties as assigned by the President.
9. Attend at least one of the following: LAUNCH or Frisco ISD Council roundtable; and include any notes/handouts in the procedure book.

B. The President shall:

1. Oversee all functions and programs of the Lebanon Trail High School PTSA.
2. Assign to PTSA members any duties necessary to run the Lebanon Trail High School PTSA.
3. Check with the Principal before proceeding with any activity or project.
4. Be available to all members of the PTSA.
5. Preside over all PTSA meetings.
6. Attend Leadership Conferences and Workshops.
7. Represent Lebanon Trail High School PTSA on the Frisco ISD Council of PTAs.
8. The PTSA President will complete and sign the FEF Scholarship Pass-Through Questionnaire and return it and the eligible seniors list to the FEF by the Deadline.

C. The 1st Vice President – Vice President of Membership/Aide to President shall:

1. Oversee the annual membership drive and promote membership benefits.
2. Recruit at least four (4) committee members representative of all classes and work with the committee to recruit parents, students, staff, community and business members.
3. Collect membership dues and remit with roster to Texas PTA by the required deadlines with the assistance of the treasurer.
4. Have available a list of names of the association members at all meetings.
5. Be responsible for continuous enrollment of new members.
6. Provide a list of members to the President, Treasurer and Secretary; and to keep the membership list current.
7. Organize the Texas Lifetime Membership Award Selection Committee for the Lebanon Trail High School PTSA.
 - a. Award no more than two (2) awards each year to deserving recipients.
 - b. Procure necessary pins and certificates.
8. Promote the Lebanon Trail High School PTSA Scholarship criteria.
9. Compile a list of eligible Lebanon Trail High School Seniors for the Frisco Education Foundation Scholarship.

D. The 2nd Vice President – Vice President Programs shall:

1. Research programs available and programs that parents, students and teachers want; present ideas to the board.
2. Plan and carry out programs for general meetings as well as those scheduled outside of meetings.
3. Be responsible for the notes of appreciation to those who present programs.
4. Serve as a member of the Mini Teacher Grant Committee along with the president, principal, and treasurer.
5. Coordinate, distribute and collect Mini Teacher Grants applications and notify award recipients.
6. Schedule and oversee the Mock ACT and SAT fundraisers.
7. Perform all functions as assigned by the President.

E. The 3rd Vice President - Vice President of Communications shall:

1. Publicize meeting dates and times as well as other pertinent PTSA information to the membership.
2. Publicize other PTSA events as needed to the media.
3. Be responsible for publicity of the PTSA's functions including electronic announcements, daily student announcements, articles for the school newsletter, local newspaper and any other applicable means of general public promotion.
4. Update and maintain Lebanon Trail High School PTSA website (*lebanontrailptsa.com*) to keep current, informative and relevant.
5. Manage and oversee all PTSA social media venues to also include Face Book, Instagram, and Twitter accounts.
6. Take and post pictures of PTSA and school events to keep the membership and public engaged and aware of PTSA activities; share with Historian for scrapbook.
7. Assist committees in promoting all PTSA activities: programs, meetings, membership, fundraising events, and other activities.
8. Compile, edit and distribute PTSA Newsletter highlighting PTSA and PTA news, events, parenting articles, etc., Newsletters are to be published in September, November, January, and April.
9. Compile, edit and distribute to Lebanon Trail High School administration any pertinent information to be included in the weekly Newsletter.
10. Renew current website name and domain at least 30 days prior to expiration.
11. Perform all functions as assigned by the President.

F. The Secretary shall:

1. Be responsible for passing attendance sheet at Board meetings.
2. Distribute minutes to the Board members at/before the next meeting.
3. Present the minutes from all Executive and General PTSA meetings at the next meeting.
4. Provide and file with permanent record, a sign-in sheet of all persons attending

the general meetings.

5. Send thank-you notes, and cards as needed.
6. Report correspondence at Board Meetings.
7. Bind minutes at year-end for annual report.
8. Collect committee notebooks from the retiring Board who cannot attend the last meeting, in order to pass the information on to the new committee chairs.
9. Perform all functions as assigned by the President.

G. The Treasurer shall:

1. Count all monies collected at the end of each event with at least one other person present and sign the Itemized Receipt Form.
2. Be responsible for depositing money in the bank within three business days.
3. Draft a letter to any party with a check returned for insufficient funds to recover funds plus any bank charges or other related costs (i.e. postage) resulting from the check.
4. Complete, file and pay all Sales Tax due to the state prior to the due date, so that no penalty shall be assessed. A copy should be included with the books for the financial reconciliation.
5. The outgoing Treasurer should complete the appropriate IRS Form 990 for the fiscal year which they just served as Treasurer. This form should be completed as soon as possible after the close of the fiscal or completion of the financial reconciliation if filing the Form 990 EZ or Form 990.
5. Collect budget input from previous and current Board Members prior to setting proposed budget.
6. Perform all functions as assigned by the President.
7. Track all items that Lebanon Trail PTSA donates.
8. Coordinate with Financial Reconciliation Committee to ensure financial reconciliation is completed no later than the end of every July.

H. The Parliamentarian shall:

1. Sit near the president and provide assistance on all issues regarding the PTA Bylaws, Standing Rules and Robert's Rules of Order.
2. Serve as chair of the Bylaws committee. Review Bylaws, Standing Rules and procedures and make recommendations as needed. Distribute copies of the By-laws and Standing Rules at the beginning of each fiscal year to all board members.
3. Perform all functions as assigned by the President.

I. The Historian shall:

1. Take pictures of PTSA and school events for the purpose of compiling a yearly scrapbook.
2. Compile newsletters, flyers, newspaper clippings, etc. pertaining to the students of Lebanon Trail High School for inclusion in the scrapbook.

J. The Parent Representatives (4) shall:

1. Be the parent/guardian of a LTHS student.

2. Be a member of the LTHS PTSA.
3. There will be one parent representative for each grade level and each will have one vote.
4. Coordinate grade level class activities and events.
5. Work with Principal or his/her designee, to conduct a survey of all applicable grade level students to determine interests for the year's activities.
6. Communicate effectively with all students and their parents.
7. Ensure all activities adhere to PTA standards and approved by the LTHS PTSA executive board and the Principal.
8. Ensure that necessary Releases of Liability are obtained when necessary.
9. Each grade level committee will consist of the chair, at least two (2) students and two (2) parents.
10. Raise designated funds to cover the expenses for all activities.
11. Ensure all monies collected are deposited with the PTSA treasurer in accordance with PTA rules and standards.

K. Senior Events Chair shall:

- A. Be a member of the PTSA board to work on behalf of the senior students to provide safe, fun and meaningful activities for the Senior Class of LTHS, and support Senior Class Officers and Administration regarding senior activities.
 1. Be the parent/guardian of an LTHS student and PTSA member.
 2. Work with Principal or his/her designee, to coordinate senior class activities and events to include baccalaureate and other senior class recommended events as funding allows.
 3. In conjunction with Principal, conduct a survey of all students to determine interests for the year's activities.
 4. Follow PTSA guidelines for collection of funds, check requests, and work with PTSA Treasurer to facilitate all banking activities.
 5. Communicate effectively with all students and their parents after ensuring communication has been approved by the Principal or his/her designee.
 6. Ensure all activities adhere to PTA standards and approved by the PTSA executive board and the Principal.
 7. Raise designated funds to cover the expenses for all activities.
 8. Work collaboratively with Senior Events Coordinator.
- B. A separate bank account and a separate budget will be maintained for Senior Class Events.

L. Senior Events Coordinator shall:

- A. Senior Events Coordinator shall be recommended by the Principal and appointed by the PTSA President with approval of the board.
- B. Must be a parent of a Junior LTHS Student and a current PTSA member.
- C. S shall coordinate the Baccalaureate Committee.
- D. Working with the Senior Events Chair.

M. The Hospitality Chair shall:

1. Coordinate all Lebanon Trail High School PTSA staff appreciation luncheons and events.
2. Be responsible for refreshments at PTSA functions, when needed.
3. Recognize all established days or weeks, such as birthdays, Teacher Appreciation Week, Secretaries Day, etc. when applicable

N. The Volunteer Chair shall:

1. Coordinate volunteers for PTSA activities and assist with activities within the school as needed.
2. Work with the Membership Chair to prepare a database of PTSA Volunteers.
3. Ensure PTSA Board members have completed FISD volunteer background check by the start of the school year.
4. Ensure each volunteer has completed FISD volunteer background check prior to participation.
5. Maintain record of volunteer hours and submit hours to the Council, District and State.
6. Retain confidentially of volunteer lists. The PTSA volunteer list is for the sole use of the LTHS PTSA and under no circumstances should be shared with, or distributed to, other organizations, booster clubs, or associations outside of PTSA.

O. The Environmental Chair shall:

1. Promote and encourage environmental education for students and the general public.
2. Develop programs and projects that will enhance the beauty of the school and community.
3. Develop recycling programs or support programs already in place if applicable.
4. Organize local participation in the Texas PTA Environmental Awareness Contest.
5. Review all procedures and guidelines of environmental competitions at the beginning of the school year, or as they are available through Texas PTA. Communicate said procedures and guidelines to the local association at least thirty (30) days prior to completion deadline.
6. Forward all entries by the due dates to the Council PTA for judging. Assist Frisco ISD Council of PTAs with Environmental contests where necessary.

R. The SAGE Chair shall:

1. Facilitate communication between parents and the SAGE committee.
2. Communicate the SAGE committee activities to parents, students, and teachers on their campus.
3. Ensure inclusion of special education and gifted children in all PTSA sponsored activities.
4. Be a resource for other Board Members.

5. Reach out to new families of special education and gifted children.
6. Be the resource for special education and GT teachers ensuring those teachers are remembered in connection with PTSA events.
7. Advocate for the diverse learners.

S. The Trail Blazer Day Chair shall:

1. Coordinate Trail Blazer Day activities.
2. Coordinate and schedule planning meetings with Lebanon Trail High School stakeholders.
3. Work with VP Communications to communicate, promote and advertise Trail Blazer Day activities.

VIII. Duties of Other Executive Board Positions

A. The Legislative/Council Representative shall:

1. Attend all Frisco Council of PTAs Delegate Meetings.
2. Attend pertinent Fisd and City Council Board Meetings.
3. Attend PTA Legislative meetings, if possible.
4. Report back to Lebanon High School PTSA any district-wide announcements and any council and legislative issues that pertain to the PTSA's mission.
5. Submit articles for quarterly LTHS PTSA Newsletter.

B. The Student Representatives (4) shall:

1. Be appointed by the President through an application process.
2. There shall be a one student representative for each grade level and each have one vote.
3. Serve on the board acting as representatives for students.
4. Serve as liaisons between students and the LTHS PTSA executive board.
5. Assist the Membership Chair to promote student PTSA membership.
6. Communicate PTSA information to the student body.
7. Bring input from the student body to the PTSA board meetings.
8. Recruit student volunteers to support PTSA events.
9. Receive community service hours for their PTSA volunteer time.
10. Complete a Consent Form in order to serve on the PTSA board.
11. Be given priority to participate in Rally Day as an excused absence.

C. The Staff Representatives shall:

1. The Principal shall designate at least two (2) staff members and the president will appoint with approval of the board.
2. Serve on the board, acting as representatives for the teachers and school staff.
3. Serve as liaisons between the LTHS staff and the PTSA executive board.
3. Recruit staff volunteers to support PTSA events.

4. Recruit staff to serve on PTSA committees as needed.
5. Assist Membership Chair to promote staff PTSA membership.
6. Keep the school staff informed of PTSA activities and encourage involvement of the staff.
7. Bring information from all departments to PTSA board meetings.

IX. Special Committees

A. Budget and Finance Committee

1. The budget and finance committee shall consist of the Treasurer as chair and at least two (2) other members, including the president and the 2nd VP of Programs.
2. The committee shall prepare the next fiscal year's proposed budget and the chair shall present at the last membership meeting of the year for approval.
3. The committee shall present the amended budget to the membership for its approval at the first membership meeting using information provided from all executive board members plan of works.

B. Nominating Committee

1. The Chair shall contact the members of the committee for suggested meeting dates. The chair will decide the time and place when the majority of members can attend. Notice of the meeting shall be sent to the members and alternates.
2. There should be an attempt to have one (1) member of the nominating committee representing each of feeder middle schools and the remaining member of the nominating committee should represent Lebanon Trail High School.
3. Suggested nominees for officers along with their qualifications may be submitted to any member of the nominating committee before the committee meets.
4. The committee will send Board Interest Forms to all feeder middle schools to solicit nominees for officer positions.
5. The Chair of the committee is authorized to contact the nominee for his/her consent.
6. The comments, statements or disagreements made in the committee meeting are confidential and must be based on facts.

C. Lifetime Membership Award Selection Committee

1. The Lifetime Membership Award Selection Committee is organized by the Membership Chair in February. The committee is to consist of at least three (3) members including the Membership Chair. When possible, one member of the committee shall hold a Texas PTA honorary life membership.
2. Should include parents, staff and students.
3. Create a nomination form and publicize that nominations will be accepted.
4. Evaluate all nominations, considering qualifications in accordance with Texas

PTA guidelines.

5. Order pins and certificates from Texas PTA.
6. Recognize recipient(s) at a membership meeting.
7. Provide invitation and complimentary ticket(s) to Frisco ISD Council of PTAs Annual Lifetime Membership Banquet to recipient(s).
8. Provide invitation to executive board and membership to attend the Frisco ISD Council of PTAs Annual Lifetime Membership Banquet.
9. This committee shall select individuals for recognition by awarding no more than two (2) Texas PTA honorary life memberships as funds permit.

X. Scholarship – Lebanon Trail High School PTSA Scholarship

- A. Lebanon Trail High School PTSA will participate in the Frisco Education Foundation (FEF) Scholarship program.
 1. Lebanon Trail High School PTSA will fund one \$500 Frisco Education Foundation Scholarship (plus any applicable fees) each to two graduating high school students, as funds allow.
 2. The Frisco Education Foundation will select the students according to Lebanon Trail PTSA's selection criteria.
 3. The PTSA 1st VP – Membership will compile a list of eligible seniors for the Frisco Education Foundation Scholarship.
 4. The Scholarship is a one-time lump sum.
- B. The following criteria will determine eligibility:
 1. Content of the application bears out that the student values hard work, strong character, and the importance of learning.
 2. Student will have attended Lebanon Trail High School.
 3. Students must be a member of the Lebanon Trail High School PTSA and meet the following guideline:
 - a. 2020 graduates must have two years of PTSA membership.
 - b. 2021 graduates must have three years of PTSA membership.
 - c. 2022 graduates and all graduates thereafter must have four years of PTSA membership.
 4. Funds may be used for any furthering accredited education program such as a four-year college, junior college, trade, or technical school, etc.

XI. Miscellaneous

- A. Executive board shall work as a team and present a positive image, remembering to respect its members and Lebanon Trail High School's teachers/staff.
- B. Executive Board Members shall not expect privileges or rights that are not due any other parent or taxpayer in the school district.

- C. Executive Board Members will not speak to the media as representing the local PTSA unit unless authorized to do so by the Executive Board or the Association membership.
- D. In the event an individual cannot attend a seminar or workshop, that person shall reimburse the PTSA for any non-refundable monies that have been spent on the event in connection with that person. The Executive Board shall consider each situation and determine required reimbursement on a case-by-case basis within the confines of the approved budget.
- E. All soliciting by charitable organizations, businesses, or fundraising companies is expressly prohibited during any Lebanon Trail High School PTSA meeting. However, the Lebanon Trail High School PTSA President or 2nd VP - Programs may invite any of these when appropriate. Guests are only present in the meeting during their presentation.

Adopted: April 16, 2019

LTHS PTSA Board