

Standing Rules

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 annual regular meeting to approve the minutes of the last regular meeting.

- C. Each Officer and Chair shall include his plan of work and a year-end (annual report), as well as information on duties, vendors, etc., in his/her procedure book to be given to his/her successor.

- D. 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 - Membership
 - 4. 2nd Vice President - Programs

- C. No Officer shall approve or sign a check that is being issued to him/her.

D. All money shall be counted by at least two (2) persons, and all counters shall sign a completed Itemized Receipt Form. The money shall then be given to the Treasurer, who also counts, signs the Itemized Receipt Form, and retains a copy.

E. All monies shall be turned over to the treasurer and deposited in the bank in a timely manner, and not in the school or a personal safe.

F. Any items donated or purchased by the PTSA for the school needs approval by 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. 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.

G. There shall be a sum of no less than \$1000.00 left in the budget to start the next year's work. Additionally, the PTSA will also carry a minimum of \$1000.00 for the next fiscal year designated for "Scholarships for Seniors."

H. The PTSA does not reimburse for sales tax or hotel tax. A letter of exemption may be obtained from the Treasurer.

I. 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.

J. 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.

K. This local PTSA shall not use credit or debit cards.

L. 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 then initial, date the statement, and give it to the Treasurer for reconciliation.

M. This local PTSA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the Treasurer within 60 days of the event or within 7 days of the end of the fiscal year, whichever comes first.

N. The local PTSA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service. Only the President can sign such contracts.

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.

IV. Expenditures

A. The local unit shall, in accordance with the other Frisco PTSAs, allocate seed money in the membership approved budget to assist with the establishment of new PTSAs within the district, as funds allow.

B. The PTSA shall pay the expenses of members to the Texas PTSA State Convention and Summer Leadership Seminar 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

C. Allowable expenses for the Texas PTSA State Convention and Summer Leadership Seminar are limited to the following, as funds allow:

1. Early bird registration fee.
2. Housing fee – hotels are reimbursed for room and city tax only. Participant must use/provide hotel tax exemption certificate to waive federal taxes.
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. With receipt and completed reimbursement form, meals are reimbursed.

D. PTSA will pay for the expenses for Board Members to attend the Texas PTSA Foundations: Leadership Orientation training.

E. 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 PTSAs' Texas Lifetime Membership Banquet as budgeted funds permit.

V. 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.

VII. Officers and Chairmen

A. The Elected Officers and Committee Chairmen shall:

1. Plan their functions and present their recommendations to the board in a "Plan of Work" including plans for budgeted expenses.

2. Work within their specific budgets. Any budget overspending requires an amendment to the budget approved by the association membership prior to funds being reimbursed.

3. Ensure that both the PTSA President and the school Principal approve all information going home with students.

4. Call or contact each individual who volunteers for a committee throughout the year to involve parents in school and PTSA activities and encouraging their support.

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. Attend leadership conferences and workshops.
6. Complete the FEF Pass-Through Scholarship Questionnaire, approve the final eligible seniors list, and submit the list to the FEF by the required deadline.

C. The 1st Vice President (Vice President of Membership) shall:

1. Provide a list of members to the President, Treasurer and Secretary; and to keep the membership list current.
2. With the treasurer, submit member list and dues to the State and National PTSA by the October 15 deadline and other times as necessary.
3. Be responsible for applying for membership awards from Area and Texas PTSA.
4. Attend leadership conferences and workshops.
5. Chair the Texas PTA Life Membership Committee.
 - a. Award no more than two (2) awards each year to deserving recipients.
 - b. Responsible for procuring necessary pins and certificates.
6. Promote the Lebanon Trail High School PTSA Scholarship criteria.
7. Compile a list of eligible Lebanon Trail High School Seniors for the Frisco Education Foundation Scholarship.

D. The 2nd Vice President (Vice President of Programs) shall:

1. Be responsible for the overview of the PTSA programs.
2. Arrange and introduce any programs for regular and special meetings.
3. Be responsible for the notes of appreciation to those who present programs.

4. Arrange for the place of the regular meeting.
5. Attend leadership conferences and workshops.
6. Coordinate, distribute and collect Mini Teacher Grants applications.
7. Serve as a member of the Mini Teacher Grant Committee along with the President, school Principal, and Treasurer.
8. Be responsible for coordinating and scheduling the Mock ACT and SAT fundraisers.

E. The 3rd Vice President (Vice President of Communications) shall:

1. Develop and maintain Lebanon Trail High School PTSA website and oversee all social media to also include Face Book and Twitter accounts.
2. Assist committees in promoting all PTSA activities: programs, meetings, membership, fundraising events, and other activities.
3. Compile, edit and distribute PTSA Newsletter highlighting PTSA news, events, parenting articles, etc., Newsletters are to be published in September, November, January, and May.
4. Compile, edit and distribute to Lebanon Trail High School administration any pertinent information that needs to go into the weekly Newsletter.
5. Attend leadership conferences and workshops.

F. The Secretary shall:

1. Duplicate and distribute minutes to the Board Members at/before the next executive board meeting.
2. Present the minutes from all Regular PTSA meetings at the next Regular meeting.
3. Provide and file in permanent records, a sign-in sheet of all persons attending the regular membership meetings.
4. Notify Board Members of meetings as designated by the President.
5. Bind minutes at year-end for annual report.

G. The Treasurer shall:

1. Count all monies collected at the end of each event with at least two members present, sign the Itemized Receipt Form, and make bank deposits.

2. 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.
3. Coordinate with Financial Reconciliation Committee to ensure financial reconciliation is completed no later than the end of every July.
4. File the IRS 990 forms and Texas sales tax form by required deadlines and give a report to the executive board.
5. Collect budget input from previous and current Board Members prior to setting the budget.

H. 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.

I. The Parliamentarian shall:

1. Sit near the President and provide assistance on all issues regarding the PTSA 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 bylaws and standing rules at the beginning of each year to all Board Members.

J. The Hospitality Chair shall:

1. Coordinate all Lebanon Trail High School appreciation luncheons and events.
2. Be responsible for refreshments at PTSA functions, when needed.

K. The Volunteer Chair shall:

1. Coordinate volunteers for PTSA functions and assist with activities within the school as needed.

L. The Environmental Chair shall:

1. Promote environmental issues

M. The Trail Blazer Day Chair shall:

1. Coordinate Trail Blazer Day with the intention of developing community spirit, promoting Trail Blazer pride, and allowing families an opportunity to get to know one another.
2. Coordinate and schedule planning meetings with Lebanon Trail High School boosters, outside vendors, staff, etc.
3. Not serve as a permanent member of the PTSA Board as this is an ad hoc position.

N. 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. Greet and 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.

O. The Healthy Lifestyles Chair shall:

1. Promote a healthy lifestyle by providing information and/or events for students, parents, and faculty.

P. The Inclusivity Chair shall:

1. Coordinate the celebration and education regarding diversity through special multicultural events and activities.

VIII. The Legislative/Council Representative shall:

1. Attend Frisco Council of PTSA Regular Meetings.
2. Attend pertinent FISD and City Council Board Meetings.

3. Attend PTSA Legislative Meetings, if possible.
4. Report back to Lebanon Trail High School PTSA any council and legislative issues that pertain to the PTSA's mission.
5. Submit articles to the Council Newsletter.

IX. The Teacher Representatives shall:

1. The school Principal shall designate up to two Teacher Liaisons which will represent one vote during PTSA board meetings.
2. Serve on the board, acting as representatives for the teachers and school staff.
3. Be liaisons between the board and the school staff.
4. Keep the school staff informed of PTSA activities and encourage involvement of the staff to provide a unified group.

X. Special Committees

A. Budget and Finance Committee

1. The budget and finance committee shall have a least three (3) people, including the incoming President, incoming treasurer, and the incoming 2nd VP of programs.
2. The committee shall prepare the next fiscal's year budget to be presented to the Executive Board for adoption at the first board meeting in August.
3. The committee shall amend the yearly budget to be presented to the voting body for its adoption at the first regular meeting using information provided from all Executive Board Members and Committee Chairs in their 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. Suggested nominees for officers along with their qualifications may be submitted to any member of the nominating committee before the committee meets.
3. The Chair of the committee is authorized to contact the nominee for his/her consent.

4. The comments, statements or disagreements made in the committee meeting are confidential and must be based on facts.

C. Life Membership

1. This committee shall be composed of the 1st VP - Membership and at least two (2) additional members of the local PTSA appointed by the President. When possible, one member of the committee shall hold a Texas PTA honorary life membership.

2. This committee shall select individuals for recognition by awarding no more than two Texas PTA honorary life memberships.

XI. 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. Awards will begin with graduates of the class of 2019-2020.

2) The Frisco Education Foundation will select the students according to Lebanon Trail High School PTSA's selection criteria

B. The Scholarship is a one-time lump sum.

C. 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 and all graduates thereafter must have four years of PTSA membership.

4) One scholarship will be awarded to two Lebanon Trail High School students.

5) The funds may be used for any furthering accredited education program such as a four-year college, junior college, trade, or technical school, etc.

6) The PTSA 1st VP – Membership will compile a list of eligible seniors for the Frisco Education Foundation Scholarship.

7) The PTSA President will complete and sign the FEF Scholarship Pass-Through Questionnaire and return it and the eligible seniors lists to the FEF by the deadline.

Adopted: April 2018