

SCIENCE AND ENGINEERING MAGNET PARENT TEACHER STUDENT ASSOCIATION

Standing Rules

I. Board Composition – The composition of the board should be re-arranged each year according to the availability of volunteers, to make sure a quorum is possible at **each and every board meeting**.

The board organization, for the 2012-13 school year, is divided into sections as follows: 1) Officers, 2) Principal, 3) Committee Chairs. The Event Coordinator positions are indented beneath the Executive Board member responsible for the position(s).

I) OFFICERS: (7 Board positions)

1. President
2. 1st Vice President
 - a. Programs
3. 2nd Vice President/Communications
 - a. Directory
 - b. Newsletter
4. Secretary
5. Treasurer
6. Parliamentarian
7. Historian

II) PRINCIPAL: (1 Board position)

- a. Faculty Representative

III) STANDING COMMITTEES: (8 Board positions)

1. Fundraising
 - a. Spirit Gear
 - b. Yearbook
2. Membership
3. Parent Social Events
 - a. Awards Ceremony
 - b. Fall Picnic
 - c. New Parent Breakfast
 - d. Meet The Teacher
4. Project Graduation
 - a. Student Liaison(s)
5. Staff Appreciation
6. Student Social Activities
 - a. Halloween Party
 - b. Spring Student Picnic
7. Test Support
8. Volunteer Coordinator

TOTAL EXECUTIVE BOARD = 16 people

II. Officer Responsibilities – the descriptions and duties are listed in the attached “Appendix A”

III. Standing Committee Responsibilities – the descriptions and duties are listed in the attached “Appendix B”.

IV. Special Committee Responsibilities – the description and duties are listed in the attached “Appendix C”

V. Financial/Treasurer:

A. Reimbursements and Deposit Guidelines are listed in the attached “Appendix D”

B. General Financial Policies

1. The PTSA shall maintain a carryover balance in the checking account of not less than \$2,500 at the end of the fiscal year.
2. The PTSA shall not use a PTSA issued credit or debit card
3. Any check made payable to the SEM PTSA that is returned NSF will be handled on a case-by-case basis by majority consensus of the Executive Board

VI. PTSA Training

A. PTA Leadership Orientation Training

All Board members are required to have completed PTA Leadership Orientation Training, or “LOT”, by November. This is a one-time training requirement. The PTSA will reimburse Board members for the meeting fees for attending local Leadership Orientation Training.

B. Texas PTA Annual Convention and Summer Leadership Seminar

1. The Board shall choose official delegates to the Texas PTA Annual Convention and Summer Leadership Seminar, as the approved budget allows, at the initial planning Board meeting, with preference given to incoming Board members in the following order:
 - a) President
 - b) Treasurer
 - c) Vice Presidents
 - d) Additional officers and board members as approved by vote of the executive board
2. The PTSA shall reimburse the following expenses, as the approved budget allows:
 - a) registration fees (“early bird” registration is encouraged);
 - b) lodging expenses at the published seminar or convention double-occupancy rate;

- c) transportation expenses for one vehicle per four members in attendance at the IRS rate for “miles driven in service for a charitable organization;”
- d) meals (excluding alcohol and meals provided at the event) not to exceed \$40 per person per day for full days and the following amounts per person for partial days: \$10 for breakfast, \$10 for lunch and \$20 for dinner;
- e) reasonable parking fees at the conference rate.

VII. Communications

- A. All communications concerning the PTSA for school distribution shall be approved by the 2nd VP of Communications and, when appropriate, the President and/or the Principal, prior to dissemination.
- B. Executive Board members may make formal statements representing the PTSA only if authorized by the Board.

VIII. Contracts

Only the President is authorized to sign contracts on behalf of the PTSA.

IX. Bonding and Insurance

- A. The following insurance shall be purchased annually by the PTSA:
 - 1. General liability
 - 2. Fidelity bond
 - 3. Officers' liability

X. Miscellaneous

- A. Board members shall not be entitled to privileges that are not due to any other parent or student because of their position in the PTSA.
- B. All correspondence and payments that come to the school are to be deposited in the PTSA lock box, mounted in the SEM office. The Treasurer and the President hold the keys for the lock box.
- C. The mailing address of this PTSA is: Science and Engineering Magnet PTSA, Yvonne A. Ewell Townview Center, 1201 East 8th Street, Dallas, TX 75203.