

# **Standing Rules**

## **Frisco High School PTSA**

### **I. Meeting Minutes**

- A. The president shall appoint a committee of three members at the last executive board meeting to approve the minutes of the last executive board meeting.
- B. The president shall appoint a committee of three members of the last membership meeting to approve the minutes of the last membership meeting.

### **II. Training Expenses**

- A. This Local PTA shall pay the expenses of executive board members for fee based online training offered by Texas PTA.
- B. This Local PTA shall pay the expenses of the executive board to attend Council training, if applicable. As the approved budget allows, this Local PTA shall pay the expenses of any other PTA member to attend.
- C. This Local PTA shall pay the expenses of the executive board members to attend the Texas PTA LAUNCH in the following order, as funds allow:
  - 1. President
  - 2. Treasurer
  - 3. First Vice President
  - 4. Second Vice President
  - 5. Third Vice President
  - 6. And any other board member or committee chair
- D. This Local PTA shall pay the expenses of the delegate(s) to the National PTA Annual Convention, if funds permit after expenses have been allocated for the Texas PTA LAUNCH. Delegate(s) shall be elected by the executive board at the May meeting.
- E. This Local PTA shall limit event expenses to the following:
  - 1. Registration fee
  - 2. Event-related functions
  - 3. Hotel accommodations at published seminar double-occupancy rate
  - 4. Mileage reimbursement for one vehicle per four members in attendance at 56 cents per mile when using personal car, or the lowest available commercial airfare at twenty-one day advance booking
  - 5. Meals not to exceed \$35 per person per day
    - a) Individual meals are paid up to the following limits:
      - (1) Breakfast      \$10
      - (2) Lunch            \$10
      - (3) Dinner           \$15
    - b) If a meal is included in a prepaid event, no reimbursement will be paid for that meal.
    - c) Alcohol purchases shall not be reimbursed.

6. Parking fees (no valet fees)

### III. Financial

- A. The president shall appoint additional signer(s) for the PTA accounts with executive board approval.
- B. No blank checks will be issued. Each check written must have a receipt and check request voucher verifying disbursement.
- C. No officer shall approve or sign a check that is being issued to him/ her.
- D. All money shall be counted by two persons, and all counters shall sign a completed Deposit Form. The money shall be given to the treasurer, who shall also count and sign the Deposit Form. A copy of this form shall be retained by all signers of the form.
- E. All monies shall be turned over to the treasurer and deposited in the bank in a timely manner.
- F. Any items donated or purchased by the PTSA for Frisco High School needs approval of the Principal. This approval would include assurance the school will accept the gift and be responsible for installation (if required), repair and upkeep in the future. A Mini-Grant Donation 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 kept in the recording secretary's book.
- G. This Local PTA shall require two signatures on all checks above \$50.
- H. The following signatures shall be on file at the bank. Individuals authorized to sign shall not be related to each other by marriage or any other relationship.
  - 1. President
  - 2. Treasurer
  - 3. First Vice President of Membership
- I. Any check made payable to this Local PTA that is returned as NSF will be re-deposited one (1) time. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer. This Local PTA reserves the right to refuse subsequent checks from the check writer and require cash or money order for payment.
- J. This Local PTA shall 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) days of the end of the school year, whichever comes first.
- K. This Local PTA shall not reimburse sales tax unless the executive board gives prior approval for the exception. Any member making purchases on behalf of or for this Local PTA shall use the tax-exempt form.
- L. This Local PTA shall obtain at least three bids when making any large purchases unless the item is a specialty item and there is but one vendor for the item.
- M. This Local PTA shall require a written contract with any business/ vendor when purchasing non-refundable merchandise or when making significant expenditures for service.
- N. This Local PTA shall have a carryover in the checking account of not less than \$1,000.00 at the end of the fiscal year.

#### **IV. E-Commerce**

##### **A. Online Statement Review**

1. Banking and credit card statements may be reviewed online. The non-signer bank statement reviewer must print a copy of the statement to be signed once reviewed and give the signed copy of the bank statement to the Treasurer.

##### **B. Use of Credit/Debit Cards**

1. Cards are issued to authorized signers, including the name of the PTA, and should be the same signers as on the bank account. The cards are in the possession of the Treasurer and are used via a checkout log. The log is then reconciled to the statement prior to payment.
2. The credit limit should not exceed half of the income on the budget approved at the Annual Meeting.
3. Prior to use of the credit or debit card, a funds request should be completed and submitted. Following the purchase, the receipt should be given to the Treasurer and attached to the funds request.
4. No cash transactions will be allowed (ATM, cash back, etc.)
5. A change in signer on the checking account will require 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.
6. If card is lost or stolen, the account must be reconciled.

##### **C. Electronic Banking – Online Account Access**

1. Password for online accounts should be changed:
  - a) At least once a year,
  - b) When there is a change in signer, or
  - c) When there is a financial reconciliation

##### **D. ACH/Electronic Payments**

1. One-time payments to the following are allowed by ACH or eCheck. Wire transfers are not allowed. Proper documentation should still be followed including signed check request forms and any other required documentation. All expenditures (other than escrowed items) must be budgeted.
  - a) Texas PTA
  - b) Texas Comptroller for sales tax remittance
  - c) AIM for Insurance policy renewal

##### **E. Recurring Payments**

1. Recurring payments for PTA expenses must be set up to be deducted directly from the bank account. At the first Membership meeting of the year, a motion would be made to approve the recurring payment.

##### **F. Online Payment Collection Systems**

1. The PTA membership must approve the use of an online payment collection system.
2. The online payment collection system (web-store, etc.) must be in the PTA's name.

3. Associated fees are budgeted as an expense line item and must be accounted for and reported on the financial statement. The PTA must ensure that they are checking for these fees often to ensure that the financial statement is accurate.
  4. All revenue must be accounted for and reported in every financial report in the budgeted income category.
  5. Bank reconciliations must occur on a monthly basis, and should a manual transfer be required from the third-party processing company, documentation of the transfer should be filed with the bank reconciliation.
- G. Accepting Payment by Credit Card
1. The third-party processing company (PayPal/Square) account must be in the PTA's name.
  2. Third-party processing company (PayPal/Square) statements must be clear with detailed and accessible 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.
  3. The third-party processing company (PayPal/Square) must be Certified Complaint with the Payment Card Industry Data Security Standards (PCI DSS). Reference the Discover, MasterCard and Visa list of Compliant Service Providers before the PTA signs the agreement.
  4. Third-party deposits are processed the same as a traditional bank deposit.
  5. Proper documentation is required for each deposit.
  6. The documentation need not have counters' signatures as you are receiving a bulk deposit.
  7. Document on the deposit form the amount of the deposit and which budget lines are impacted.
  8. Attach a copy of the online transaction to the deposit form.
  9. For daily deposits, a weekly summary of the deposits may be documented on a single deposit form. Associated fees are budgeted as an expense line item and reported on the financial report.
  10. For swiped transactions, the PTA will receive training from your third-party processing company on handling cards that do not read correctly.
  11. Card numbers must not be written down for any reason. Only swiped transactions that are immediately authorized (via internet or phone access) will be accepted.
  12. The PTA will not swipe or store transactions for later settlement.
  13. Disputes:
    - a) PTA will confirm with the third-party processor that only the PTA Treasurer may confirm a refund to the customer. Confirming a refund requires the same approvals and documentation as required for a request for a check to be issued for disbursement.
    - b) The authorized refund must be recorded in the check registry prior to withdrawal.
    - c) The third-party processing company must provide the PTA guidance on challenging a disputed payment.

- d) Any challenge of payment must be responded to promptly and accurately.
- e) If merchandise has not already been provided, goods and services will be withheld until the dispute is cleared.
- f) If the dispute is not resolved favorably, treat this action in the same manner as a nonsufficient funds check.

## **V. Bonding and Insurance**

A. The following insurance shall be purchased annually by this Local PTA:

- 1. Commercial General Liability
- 2. Fidelity Bond (Crime)
- 3. Professional Liability (Directors and Officers)
- 4. Media Liability
- 5. Extended Medical Payments

## **VI. Condolences**

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

## **VII. Additional Officer Duties**

All officers shall participate in a leadership capacity at all major events that the PTA sponsors throughout the year.

A. President

- 1. Oversee all functions and programs of the Frisco High School PTSA.
- 2. Assign to PTSA members any duties necessary to run the Frisco 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 conference and workshops if available.

B. 1<sup>st</sup> Vice President of Membership

- 1. Provide a list of members to the President, treasurer and secretary; and keep the membership list current.
- 2. With the treasurer, submit member list and dues to the State and National PTA by the October 15 deadline and other times as necessary.
- 3. Be responsible for applying for membership awards from Area and Texas PTA.
- 4. Attend leadership conferences and workshops if available.
- 5. Chair the Texas PTA Life Membership Committee
  - a) Award no more than two (2) awards each year to deserving recipients. If more than one (1) is given in a year, one must go to a PTSA board member.

b) Procure necessary pins and certificates.

C. 2<sup>nd</sup> Vice President of Fundraising

1. Oversee all fundraising efforts.
2. Set up and manage any board approved store and or product related programs for the purpose of generating revenue and building community partnerships.
3. Attend leadership conferences and workshops when available.
4. Supervise all fundraising activities, except those supervised by a standing committee chairman.

D. 3<sup>rd</sup> Vice President of Programs

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 location of the program.
5. Attend leadership conferences and workshops when available.

E. Secretary

1. Distribute minutes to the Board members at/ before the next executive board meeting.
2. Present the minutes from all General PTSA meetings at the next General PTSA meeting.
3. Provide and file with permanent record a sign-in sheet of all persons attending the regular membership meetings.

F. Treasurer

1. Count all money collected at the end of each event after at least two (2) previous counters.
2. See that there is a financial reconciliation no later than the middle of every July.
3. File the IRS 990 forms and Texas sales tax form by required deadlines and give a report to the executive board.
4. Collect budget input from previous and current board members prior to setting the budget.

G. Parliamentarian

1. Provide assistance on all issues regarding the PTSA bylaws, standing rules and procedures and make recommendations as necessary.
2. Serve as chairman on the bylaws committee. Review bylaws, standing rules and procedures and make recommendations as necessary.
3. Distribute copies of the bylaws and standing rules at the beginning of each year to all board members.

**VIII. Standing Committees**

All standing committee chairs shall participate in a leadership capacity at all major events that the PTA sponsors throughout the year.

The standing committees of this Local PTA shall be:

A. Communications

1. Compile and edit and distribute to Frisco High administration any pertinent information that needs to go into the Frisco High School newsletter.
2. Assist committees in promoting all PTSA activities.
3. Send notices of meeting and items of interest to all social media outlets.

B. Hospitality

1. This committee shall be responsible for:
  - a) Hosting at all meetings by creating a friendly welcoming atmosphere.
  - b) Providing Back to School and Teacher Appreciation events for the faculty and staff, which include:
    - i. Coordinating food item donations;
    - ii. Securing volunteers to serve; and
    - iii. Reserving school location for events.
  - c) Securing refreshments for PTA programs and Open Houses.

C. SAGE

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 diverse learners.

D. Environmental

1. Act as Chair of PTSA environmental program.
2. Promote environmental issues, awareness and activities to the parents, faculty and students.

E. Healthy Lifestyles

1. Initiate and encourage healthy nutrition and lifestyle ideas to students, parents and community through events, flyers and programs.
2. Coordinate school fitness and family engagement activities during the school year.

F. Spirit Nights

1. Coordinate and promote fundraiser events throughout the school year at local restaurants and shops, in which a portion of sales is donated back to Frisco High School PTSA (no more than 1 per month).
2. Coordinate and promote enrollment with partnerships that donate a portion of sales back to Frisco High School PTSA (for example but not limited to, grocery or online stores like Kroger, Tom Thumb, Target, AmazonSmile, etc.).

G. Historian

H. Inclusivity/ Multicultural

1. Promote awareness and celebration of diverse cultures throughout the school with programs and/or events.

2. Provide support to the Frisco High School staff with organizing a multicultural event.
3. Adhere to Texas PTA Inclusivity Mission Statement, "To continually be a face for all children..."

### **VIII. Duties of Other Executive Board Positions**

- A. Council PTA delegates shall:
  1. Attend Frisco Council PTA regular meetings.
  2. Attend pertinent Frisco ISD and City Council board meetings.
  3. Participate fully in Council PTA discussions and deliberations.
  4. Report announcements, important actions and the Council PTA program to the Frisco High PTSA membership and executive board.
  5. Seek information or approval from the membership on matters referred to Frisco High PTSA for such approval or information.
  6. Report and/ or vote as directed by Frisco High PTSA membership at the Council PTA meetings.
- B. Student liaisons shall:
  1. Be liaisons between the board and the students.
  2. Keep the students informed of PTSA activities and encourage involvement of the students to provide a unified group.
  3. Students must have a consent form in order to serve on the board.
  4. Have priority to participate in Rally Day as an excused absence.
  5. Any student may serve on the board in a board position, but cannot handle any money.

### **IX. Special Committees**

- A. Budget and Finance
  1. This committee shall be composed of a chair (treasurer) and at least two additional members of the Frisco High PTSA appointed by the President.
  2. The committee shall prepare a proposed budget for the next fiscal year.
  3. The treasurer, as chair, shall present the proposed budget to the membership for approval at the last membership meeting of the current fiscal year.
- B. Life Membership
  1. This committee shall be composed of one chair and at least two additional members of the Local PTA 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 one Texas PTA Honorary Life Membership and one Texas PTA Extended Service Award, as the budget allows.
- C. Nominating
  1. The chairman shall contact the members of the committee for suggested meeting dates. The chairman will decide the time and place when the majority of members can attend.



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 chairman of the committee is authorized to contact the nominees for his/her consent.
4. The comments, statements or disagreements made in the committee meetings are confidential and must be based on facts.

**D. Mini Grant**

1. The Mini Grant Committee shall consist of at least five (5) people, including the President, Vice President of Fundraising, a school representative, Treasurer and a non-board member who must be a Frisco High PTSA member.
2. As funds allow, the committee shall accept applications for mini grants and make recommendations to Executive Board and the Association Membership to grant funds.

**X. Awards**

- A. This local PTA shall purchase a past president's pin for the retiring president.
- B. Awards in the form of recognition pins (membership, etc.) shall be retained by the recipient.
- C. Awards in the form of certificates, plaques, etc. shall be the property of this Local PTA and not individuals.

**XI. Frisco High School PTSA Scholarship**

- A. The official name of the scholarship shall be the Frisco High School PTSA Scholarship.
- B. Monetary gifts from other PTAs, organizations, individuals, and other contributions can be placed in this fund. All memorial gifts shall be acknowledged in writing by the Frisco High PTSA Treasurer.
- C. The treasurer shall collect and distribute all monies for the funds as directed by the executive board.
- D. The funds and the interest earned are used for educational purpose, including books, tuition, and educational fees.
- E. The scholarship recipients shall be high school seniors. Students may apply if they attend Frisco High School that is in membership with Frisco High School PTSA. Membership is defined as current with National, Texas and this Local PTA dues.
- F. If funds permit, two (2) scholarships in the amount of \$500 each will be awarded yearly at the high school in membership defined in Standing Rule XIF above.
- G. All scholarships are paid one time, as a lump sum.
- H. The following criteria must be met by the recipient(s) of the scholarship:
  1. Student will have attended Frisco High School.
  2. Student will have a minimum GPA of 3.0.
  3. Student will have been a member of Frisco High School PTSA every year since the student has been at Frisco High School.

J. All scholarship recipients are determined by the FEF Allocations Committee, as outlined in the Frisco Education Foundation Policies and Procedures. (see attached)

**XII. Miscellaneous**

- A. This Local PTA's mailing address shall be Frisco High School PTSA 6401 Parkwood Drive, Frisco, Texas 75034.
- B. Members shall obtain authorization from the membership before representing this Local PTA when communicating to school district personnel or the media.
- C. Executive board members shall not be entitled to privileges that are not due to any other school district tax payer because of their position in the PTA.
- D. All communications concerning Frisco High PTSA for school distribution shall be approved by the President and Principal prior to dissemination.

## **POLICIES AND PROCEDURES FOR SCHOLARSHIPS**

### **5.1. Graduating Senior Scholarships**

#### **5.1.1. Purpose**

- 5.1.1.1. Graduating senior scholarships for post-secondary education are intended to recognize and reward Frisco Independent School District (or Fisd or ISD) students exhibiting model citizenship and academic achievement, and/or financial need while also meeting criteria for specific scholarships.

#### **5.1.2. Minimum Qualifications**

- 5.1.2.1. Must be an Fisd graduating senior
- 5.1.2.2. Must meet stated criteria for each specified scholarship.
- 5.1.2.3. Must meet time deadlines.
- 5.1.2.4. Must submit all requested materials.
- 5.1.2.5. Must have parental signature on application.

#### **5.1.3. Dissemination of Application Information**

- 5.1.3.1. On-line application will be generated by FEF and used for all foundation scholarships and scholarships funded through FEF.
- 5.1.3.2. All information will be distributed and promoted on the campus through the counselor's office, through the foundation website, and social media. Fisd will also promote from the district level by means they deem appropriate in communicating with senior households.
- 5.1.3.3. The foundation will distribute on-line application electronically.
- 5.1.3.4. Each year, the foundation will host informational meetings to promote scholarship program and application.

#### **5.1.4. Selection of Recipients**

- 5.1.4.1. Selection of recipients is the responsibility of the FEF Allocations Committee, chaired by the Allocations Committee Chairman.
- 5.1.4.2. At least fifty percent of the recipients selected by the FEF Allocations Committee will be chosen based on academic excellence without regard to

financial need. Students who have been notified of full military scholarships, or who have been awarded full athletic scholarships, or any other full scholarships awarded by a college, university or outside entity, will be considered a low priority for scholarships to be awarded by FEF.

5.1.4.3. FEF will provide FEF scholarships in the amount determined by the Allocations Committee within the funding guidelines set by the Finance and Investment Committee each year. These scholarships will be awarded based on the application review and scoring process, academic achievements, leadership in school and community, and with financial need considered within the guidelines stated above. Students who are employed shall be equally considered with students who are volunteering in the community. Early graduates from high school will be equally considered for scholarships in the spring of their graduation year.

#### 5.1.5. Disbursement of Funds

5.1.5.1. All scholarship recipients must return Scholarship Commitment Letter to the foundation before any funds may be disbursed.

5.1.5.2. One-time scholarships will be disbursed in full to the selected college office. The student must provide required college address and contact person information to the FEF.

5.1.5.3. Funds for continuing scholarships will be disbursed prior to the beginning of each fall college semester, payable to the scholarship office of the selected college/university upon notification from the student. It is the responsibility of the student to provide required college address and contact person to FEF. Transcripts must be received in the FEF office prior to each fall semester and students must meet the 2.75 GPA requirement of scholarship and be considered a full-time student before continuing funds may be released or as otherwise directed by the donor.

5.1.5.4. Any student providing a transcript reflecting below the required 2.75 GPA will be placed on a one-semester paid probation period, during which the GPA must be brought back to 2.75, otherwise the scholarship will be forfeited.

5.1.5.5. All scholarship disbursements will be paid directly to the college or university. Any special circumstances requiring otherwise, will be looked at on a case by case basis and will require board approval.

#### 5.1.6. Unused Funds

5.1.6.1. Any scholarship not claimed by the recipient within one calendar year of award will be forfeited. By student or parent request, scholarship funds may be