

***MATA MONTESSORI***  
**PARENT TEACHER ASSOCIATION STANDING RULES**

1 **I. Meetings**

- 2 A. The president shall appoint a committee of three members at the last executive board meeting  
3 to approve the minutes of the last board meeting.
- 4 B. The president shall appoint a committee of three members at the last regular meeting to  
5 approve the minutes of the last regular meeting.
- 6 C. The quorum for purposes of a vote during a Board meeting is eight, calculated based  
7 on the total of the number of Officers, which is six, and the number of Standing  
8 Committee Chairs, which is eight.

9 **II. Training Expenses**

- 10 A. This Local PTA shall pay the expenses of the newly-elected officers and committee chairs to  
11 attend the Council and Area PTA training, if applicable.
- 12 B. This Local PTA shall pay the expenses of officers and standing committee chairs to the Texas  
13 PTA Annual Convention and Summer Leadership Seminar, as funds allow:
- 14 1. President
- 15 2. First Vice President
- 16 3. Second Vice President
- 17 4. Third Vice President
- 18 5. Secretary
- 19 6. Treasurer
- 20 7. Parliamentarian
- 21 8. Standing Committee Chairs
- 22 C. This Local PTA shall pay the expenses of the delegate(s) to the National PTA Annual  
23 Convention, if funds permit after expenses have been allocated for the Texas PTA Summer  
24 Leadership Seminar and Annual Convention. Delegate(s), if any, shall be elected by the  
25 membership or elected by the executive board or appointed with the approval of the executive  
26 board at the first general meeting.
- 27 D. This Local PTA shall pay the expenses for members of the executive board to attend the  
28 Texas PTA Leader Orientation.
- 29 E. This Local PTA shall limit approval of and reimbursement of event expenses to the  
30 following:
- 31 1. Registration fee;
- 32 2. Hotel accommodations at published seminar or convention double-occupancy rate, if  
33 event is located outside the city of Dallas;
- 34 3. Gasoline at the rate per mile set forth by National PTA and/or Texas PTA for members in  
35 attendance mile when using personal car, or the lowest available commercial airfare at  
36 twenty-one (21) day advance booking;

- 1 4. Meals not to exceed \$30.00 per person per day. If a meal is included in a prepaid event,  
2 no reimbursement will be paid for that meal;
- 3 5. Alcohol purchases shall not be reimbursed; and
- 4 6. Parking fees and reasonable costs of transportation via motor vehicle.

5 **III. Financial**

- 6 A. The president shall appoint additional signer(s) for the PTA accounts.
- 7 B. The secretary shall not be appointed as a check signer on the PTA account(s).
- 8 C. The secretary shall not be appointed to review the monthly bank statements.
- 9 D. All money shall be counted by at least three persons, including a board member, at the same  
10 time, and all three counters shall sign a completed Itemized Receipt Form. A copy of this  
11 form shall be retained by the Treasurer.
- 12 E. All money given to and/or collected by this Local PTA at any sponsored event shall only be  
13 handled by the event Chairperson and any volunteer assigned by the Chairperson to handle  
14 such money.
- 15 F. Any check made payable to this Local PTA that is returned as NSF will be re-deposited once.  
16 Any charges incurred by the PTA because of insufficient funds shall be charged to the check  
17 writer. This Local PTA reserves the right to refuse subsequent checks from the check writer  
18 and to require cash for payment for any dues, goods and/or services.
- 19 G. This Local PTA may use credit or debit cards in accordance with other applicable rules and  
20 procedures.
- 21 H. This Local PTA shall only reimburse members for pre-approved, budgeted expenses  
22 submitted as directed by the President.
- 23 I. This Local PTA shall not reimburse sales tax.
- 24 J. This Local PTA shall obtain multiple bids when making any large purchase unless the item is  
25 a specialty item.
- 26 K. This Local PTA shall require a written contract with any business/vendor when purchasing  
27 non-refundable merchandise and/or when making significant expenditures for goods and/or  
28 services.
- 29 L. All sales of merchandise and tickets are final and will not be refunded or exchanged for any  
30 reason, including cancellation of events or scheduling conflicts.
- 31 M. Any request of a member to review or obtain copies of financial records of this Local PTA,  
32 shall be made in writing and directed to the President and Parliamentarian. Receipt of any  
33 such request shall be acknowledged within three business days. All responses to such  
34 requests shall be governed by and shall be in accordance with IRS public information  
35 disclosure procedures. Interested persons will make every reasonable effort to respond to the  
36 member making any such request(s) in writing within five additional business days.
- 37 N. This Local PTA will endeavor to act as good and benevolent stewards of all funds subject to  
38 its control. Specifically, this Local PTA will aspire to maintain the lowest possible ratio of  
39 costs/expenses to receivables, ideally not to exceed 20 percent, in all fundraising efforts. This  
40 Local PTA will also make every effort to expend the least amount of funds possible in  
41 hosting events, providing programs, and fulfilling permitted requests from Mata Montessori.

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1 **IV. Bonding and Insurance**

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

- 3 1. General liability insurance
- 4 2. Accident medical
- 5 3. Identity theft
- 6 4. Crime and fidelity
- 7 5. Property insurance
- 8 6. Nonprofit professional liability insurance

9 **V. Officer Duties**

- 10 A. Each officer shall prepare and submit a Plan of Work to the President annually.
- 11 B. Each officer shall review and execute the Ethics Conflict of Interest Policy annually.
- 12 C. Each officer shall attend and complete any required orientation and training, at the direction
- 13 of the President.

14 **VI. Standing Committees**

- 15 A. This Local PTA shall maintain multiple standing committees, including but not limited to
- 16 Hospitality, Membership, Arts and Inclusion, Programs and Communications. The
- 17 descriptions and duties of each standing committee shall be available for review at a
- 18 reasonable time and place upon written request made directly to the President.
  
- 19 B. The Chairpersons of the following Standing Committees shall be entitled to vote at
- 20 Board meetings: Room Mom, Eagle Wagon, Hospitality, Grants/Legislative,
- 21 Communications, Tuesday Folders, and Dress Pass/Change for Change.

22 **VII. Special Committees**

- 23 A. Budget and Finance
- 24 1. This committee shall be appointed by the President.
- 25 2. The committee shall recommend amendments to the budget and submit these
- 26 amendments to the executive board.
- 27 3. The treasurer shall present the budget amendments to the membership for approval at the
- 28 first regular meeting of the year.

29 **VIII. Other Board Positions**

- 30 A. Other board positions may include Executive Board members who are not officers or
- 31 standing committee chairs and Coordinators.
- 32 1. Attend Board meetings and membership meetings;
- 33 2. Make reports at such meetings as requested by the President or other officer; and
- 34 3. Shall not be entitled to vote at Board meetings, but shall be entitled to vote at
- 35 membership meetings.

1 **IX. Special Events**

2 A. This Local PTA may sponsor multiple events during the school year, including but not  
3 limited to Auction, Back to School Night, Trunk or Treat, Family Fun Nights, Friendsgiving,  
4 Dances, and Picnics. The descriptions of each event shall be available for review at a  
5 reasonable time and place upon written request made directly to the President.

6 B. This Local PTA shall follow rules and policies of Dallas Independent School District and  
7 Mata Montessori Elementary School with regard to any cancellation, postponement and/or  
8 rescheduling of events sponsored by this Local PTA. Reasons for such cancellation,  
9 postponement and/or rescheduling may include, but shall not be limited to inclement weather  
10 or other unforeseen circumstances.

11 **X. Website and Social Media**

12 A. This Local PTA may sponsor and maintain websites and social media groups or pages,  
13 including but not limited to the Mata Montessori PTA website (“the Website”).

14 B. Any such website and social media group or page is intended for use by this Local PTA, and  
15 all families and staff of Mata Montessori to communicate with each other, to provide Mata  
16 Montessori-related news and information, as well as to answer questions and to facilitate  
17 engagement in Mata Montessori and Mata Montessori PTA membership, events and  
18 programs.

19 C. The following rules and conditions of use shall apply to any website and/or social media  
20 group or page sponsored or maintained by and/or on behalf of this Local PTA, including but  
21 not limited to the Website:

22 1. News and information on the Website will be updated, revised, amended and/or deleted  
23 as deemed necessary to fulfill the intended purpose stated in paragraph X.B, above

24 2. No endorsement, promotion or solicitation on behalf of a business, product or service will  
25 be posted on the Website without prior approval of the President or approved Website  
26 administrator(s). Such approval is not guaranteed and if given, shall be limited as  
27 directed by the approving party.

28 3. Website posts shall not include any sensitive, personal and/or confidential information  
29 regarding students, parents or staff of Mata Montessori absent written permission of the  
30 subject person(s).

31 **XI. Miscellaneous**

32 A. This Local PTA’s mailing address shall be the mailing address of Mata Montessori PTA c/o  
33 Mata Montessori, 7420 La Vista Drive, Dallas, Texas 75214

34 B. Members shall obtain authorization from the Board before representing this Local PTA when  
35 communicating to school district personnel or the media.

36 C. Executive board members shall not be entitled to privileges that are not due to any other  
37 school district tax payer because of their position in the PTA.

- 1 D. All communications which concern this Local PTA and are intended for school distribution  
2 shall be approved by the Principal and the President prior to dissemination.
- 3 E. Members' questions, concerns and/or complaints regarding this Local PTA's Bylaws,  
4 Standing Rules, other policies and procedures, finances, and elections and appointments shall  
5 be addressed first to the President and Parliamentarian in writing. Receipt of any such  
6 communication shall be acknowledged within three business days. Interested persons will  
7 make every reasonable effort to communicate with the member in writing or in person within  
8 five additional business days.
- 9 F. Members' requests to review and/or obtain copies documents of this Local PTA shall be  
10 made to the President and Parliamentarian in writing. Receipt of any such communication  
11 shall be acknowledged within three business days. Interested persons will make every  
12 reasonable effort to communicate with the member in writing within five additional business  
13 days. Not all documents of this Local PTA are available to members.
- 14 G. This Local PTA's relations and communications with the Administration and Staff at Mata  
15 Montessori will be non-adversarial and will be conducted with the express intention and  
16 purpose of supporting Mata Montessori. Further, this Local PTA's actions will be based on  
17 guidance from Administration and Staff as to school and student needs and this Local PTA  
18 shall endeavor to be in accordance with all governing and applicable bylaws, rules,  
19 procedures, and laws.
- 20 H. All members of all committees of this Local PTA and all volunteers at this Local  
21 PTA's events must be members in good standing of this Local PTA.
- 22 I. This Local PTA is a non-profit organization formed for the purpose of supporting  
23 Mata Montessori in accordance with all governing and applicable bylaws, rules,  
24 procedures, and laws. The Local PTA relies on volunteers to operate. All Board members  
25 of this Local PTA, chairpersons of any committees and events, and volunteers are  
26 expected to conduct themselves in an appropriate, ethical, responsible and transparent  
27 manner at all times in connection with any event sponsored, organized, supported  
28 and/or promoted by this Local PTA. It is imperative that all actions of any person  
29 authorized to act as a volunteer, officer and/or representative of this Local PTA are  
30 above reproach in all things. Any incidence of conduct that may be considered  
31 contrary to this provision may be evaluated by the Executive Board of this Local  
32 PTA. If such conduct is found by a majority of the Executive Board to adversely  
33 impact the purpose of this Local PTA, the Executive Board may take appropriate  
34 action which may include, but is not limited to removal of the offending person(s)  
35 from any event, meeting and/or committee and restrictions on their participation in  
36 any event, meeting and/or committee contemplated by these Standing Rules.