

# MATA MONTESSORI PARENT TEACHER ASSOCIATION STANDING RULES

## I. Introduction

- A. This Local PTA (assigned Texas PTA ID number 2414) is named Mata Montessori Parent Teacher Association (PTA). This Local PTA shall be referred to throughout these standing rules as “Mata PTA.”
- B. These standing rules are intended to set forth policies and procedures to follow *in addition* to the Mata Montessori PTA bylaws. If any portion of these standing rules may be interpreted as conflicting with the bylaws, the bylaws shall supersede and govern the operations of Mata PTA.

## II. Committees and Positions

- A. **Standing Committees.** As noted in the bylaws, the chairs of standing committees serve as members of the executive board. The standing committees include:
  - 1. Communications
  - 2. Community Liaison
  - 3. Hospitality
  - 4. Room Representative Coordinator
  - 5. Teacher/Staff Liaison
  - 6. Dress Pass/Change 4 Change
  - 7. Eagle Wagon
  - 8. FOM/Clubs/STEAM
  - 9. Grants
  - 10. Tuesday Folder
  - 11. Website
- B. **Special Committees and Coordinators.** In addition to standing committees, the executive board may also create special committees or coordinator positions. The president will appoint members to these positions, subject to the approval of the executive board. The chairs of special committees and coordinators do not serve on the executive board and only attend executive board meetings at the request of the president. These position include:
  - 1. Advocacy
  - 2. Awards
  - 3. Box Tops
  - 4. eNewsletter
  - 5. Garden
  - 6. Storyteller

7. Sign-Up Genius ("SUG")
8. Teacher Appreciation
9. Budget and Finance
10. Inventory

C. **Volunteers.** All persons who serve on a Mata PTA committee, as a coordinator, or as a volunteer at Mata PTA-sponsored events must be a member in good standing of Mata PTA.

### III. Meetings

- A. Except as otherwise specified in the bylaws, routine business requiring approval of the executive board, or of the officers (such as approving bills within the limits of the budget), may be approved by via electronic communications such as email.
- B. If business is conducted by the executive board via electronic communications, the secretary shall record the actions taken in the minutes of the next regular meeting of the executive board.
- C. The minutes of each PTA and executive board meeting may be approved at the next such meeting by a voice vote, upon a motion by the president.

### IV. Finances

In addition to the fiscal responsibility and conflict of interest provisions of the Mata PTA bylaws, Mata PTA shall follow these additional policies and procedures with respect to its finances.

- A. Before the close of each fiscal year, a budget and finance committee composed of the president, president-elect, treasurer, and treasurer-elect shall create a proposed budget for the next fiscal year and submit it to the current executive board for approval.
- B. Once approved by the executive board, the treasurer shall present next year's proposed budget to the membership for approval at the last meeting of the year.
- C. The president and treasurer may recommend amendments to the budget during a fiscal year, as they deem necessary, and shall submit their recommendations for amendments to the executive board for approval.
- D. The treasurer shall report on approved budget amendments to the membership at the next regular meeting of the PTA and provide printed copies of the budget for review.
- E. All money exchanged at a Mata PTA-sponsored event shall only be handled by the event chair, any volunteers assigned by the chair to handle such money, or an executive board member.
- F. All sales made by Mata PTA are final and will not be refunded or exchanged for any reason, including cancellation of events or scheduling conflicts.
- G. All money collected by Mata PTA shall be counted by at least two persons, and each counter must sign a completed receipt. The money shall then be given to the treasurer, who shall also count and sign the receipt. A copy of this receipt shall be retained by the treasurer.
- H. If a check made payable to Mata PTA is returned for insufficient funds, Mata PTA will make one additional attempt to deposit the check upon the check writer's request. Any charges incurred by Mata PTA because of insufficient funds shall be charged to the check writer.

Mata PTA reserves the right to refuse subsequent checks from the check writer and to require cash payment for any dues, goods, and/or services.

- I. Mata PTA may use debit cards in accordance with other applicable rules and procedures.
- J. The president, with the executive board's approval, may appoint and remove additional signer(s) for Mata PTA bank accounts.
- K. Mata PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation, as directed by the president. Requests for reimbursement should be made within thirty (30) days of the expenditure.
- L. Mata PTA will not reimburse sales tax unless the executive board gives prior approval for the exception. Any member making purchases for or on behalf of Mata PTA should use a sales tax exemption form that can be obtained from the treasurer or the president.
- M. With the exception of expenditures earmarked for a specific use, such as the purchase of classroom materials to fulfill a school wish list, any single expenditure that exceeds \$500 must be pre-approved by the executive board. Similarly, any single expenditure between \$100 and \$500 must be pre-approved by the officers.
- N. Mata PTA shall maintain an inventory of property that it owns and update it each year for passage onto the next year's executive board. Annually, prior to the turnover of a new fiscal year, the president and treasurer shall appoint members to an inventory committee that will create or update an inventory report of all tangible goods belonging to Mata PTA purchased within that fiscal year at a cost of \$100 per item or greater. (This excludes consumable items, such as printer paper, or collections of supplies that cost less than \$100, individually, or items purchased by Mata PTA but donated to the school.) The inventory report should provide an itemized list of the goods, the date each was purchased, and the purchase price. If Mata PTA has sold, retired, or can no longer use an item on the inventory report, the inventory committee should note the disposition of that item on the report, and include the month and year of disposition.
- O. Mata PTA will endeavor to act at all times as good and benevolent stewards of all funds subject to its control, and will use its best efforts to maximize the benefits bestowed upon Mata Montessori through its expenditures.

## V. Bonding and Insurance

- A. The president and parliamentarian shall review Mata PTA's insurance needs annually for adequate insurance that includes but is not limited to the following types of coverage:
  - 1. Commercial general liability;
  - 2. Nonprofit professional liability (officers liability);
  - 3. Commercial crime and fidelity bond.
- B. If the president and parliamentarian agree that no changes to Mata PTA's insurance coverage is necessary, the president shall submit all documents and payments necessary for renewal in time to meet any deadlines for policy renewal. If any lapse in coverage occurs, such lapse must be reported to the executive board and remedied as soon as possible.

- C. If the president or parliamentarian believe a change in coverage is warranted, the president shall present recommended changes for insurance coverage to the officers for approval at least fifteen (15) days prior to any deadlines for policy renewal or purchase.

## VI. Training

- A. Mata PTA will reimburse, up to its budgeted limits, the registration fees or course expenses for training of officers or executive board members, as required by the Texas PTA, or as directed by the president.
- B. Budgeting for training event expenses should be prioritized in this order:
  - 1. Texas PTA Foundation: Leader Orientation (“FLO”);
  - 2. LAUNCH (Texas PTA Annual Convention and Summer Leadership Seminar);
  - 3. Council PTA training;
  - 4. National PTA Annual Convention.
- C. Additionally, budgeting for reimbursement of the reasonable expenses associated with training should be prioritized in this order:
  - 1. Hotel accommodations at a double- (or multiple-) occupancy rate;
  - 2. Gasoline or mileage reimbursement for one or more members who volunteer to serve as a carpool driver at the mileage rate set forth by the Texas PTA;
  - 3. Parking or other reasonably necessary transportation-related expenses, such as shuttle;
  - 4. Meals, not to exceed \$30.00 per person per day.
  - 5. Mata PTA will *not* reimburse for alcohol purchases.
- D. If it is anticipated that expenses for a training event will exceed the amount Mata PTA has budgeted for the event, the president or treasurer will inform the participants as soon as possible. In such cases, Mata PTA may reimburse a pro rata share of the expenses, up to the event budget limits. Participants may either choose to accept the pro rata reimbursement, or make their own alternate arrangements for food, lodging, or transportation, which will not be reimbursed.
- E. The individuals expected to attend LAUNCH include each officer, plus members of the executive board, or other roles as directed by the President. In the event of budget constraints, priority will be given to officers, then to executive board members, members in new roles, or members who have not previously attended the annual convention.

## VII. Events

- A. Mata PTA will host or sponsor multiple events throughout the school year. Additionally, Mata PTA will promote or otherwise support events hosted by others, such as privately-hosted auction parties or events hosted by Friends of Mata (“FOM”). Mata PTA will clearly and prominently note when it is the actual host or sponsor of an event, as it will not be held responsible for events hosted by others.
- B. For events hosted by Mata PTA, Mata PTA will follow the policies or directives of Dallas ISD and Mata Montessori if inclement weather or other circumstances cause an event to be

cancelled, postponed, or rescheduled, and will provide notice of such changes as soon as possible.

- C. All members of Mata PTA committees and all volunteers at Mata PTA-sponsored events must be members in good standing of Mata PTA.

### **VIII. Website and Social Media**

- A. Mata PTA's website is located at [www.matamontessori.com](http://www.matamontessori.com) ("Mata PTA website").
- B. Mata PTA's Facebook page is located at [www.facebook.com/MataMontessori/](http://www.facebook.com/MataMontessori/) ("Mata PTA Facebook page")
- C. The Mata PTA website and Facebook page are intended for use by Mata PTA to share Mata-related news and information and Mata PTA events. Both are intended to build community and enhance engagement at Mata Montessori and in Mata PTA membership, events and programs. Neither is an official school page and are not administered or monitored by Mata Montessori staff. Similarly, other sites are not maintained or administered by Mata PTA.
- D. The following rules and conditions of use shall apply to the Mata PTA website and Facebook page, and any other social media or websites that may be used by Mata PTA:
  - 1. News and information will be updated, revised, amended, and/or deleted as deemed necessary to fulfill the intended purpose stated in Section VIII(C), above.
  - 2. There will be no endorsement, promotion, or solicitation on behalf of a business, product, or service without prior approval of the president or site administrator(s). Such approval is not guaranteed and may be limited, as directed.
  - 3. No sensitive, personal, and/or confidential information regarding students, parents, or staff may be posted without their written permission.

### **IX. Miscellaneous**

- A. Mata PTA's mailing address is: Mata Montessori PTA, c/o Mata Montessori, 7420 La Vista Drive, Dallas, Texas 75214.
- B. Unless a member has been designated by the president or executive board to represent Mata PTA, no member may purport to represent Mata PTA in communications with Mata Montessori staff, Dallas ISD, the media, or in any other setting. This rule does not limit members or parents from representing their own individual interests in such communications, as long as they do not purport to represent Mata PTA.
- C. All printed communications relating to Mata PTA intended for school-wide distribution at Mata Montessori shall be approved by the principal and president prior to dissemination.
- D. Members may request to review Mata PTA's budget, bylaws, or standing rules by submitting a request in writing to the president, with a copy to the parliamentarian. The president may direct another executive board member to respond to the request. Mata PTA will make every effort to respond to each request within five (5) school days.
- E. Members may also submit any questions, concerns, or complaints regarding Mata PTA in writing to the president, with a copy to the parliamentarian. The president may direct another executive board member to respond to the written submission. Mata PTA will make every effort to respond to each written submission within five (5) school days.

**Board Approved, pending TX PTA approval**

- F. Mata PTA is a nonprofit organization that relies on volunteers to operate. All officers, executive board members, committee members, coordinators, and volunteers, whether designated as a Mata PTA representative or not, reflect upon the organization as a whole. As such, all are expected to conduct themselves with decorum at all Mata-related functions in a responsible, transparent, ethical and appropriate manner. If a majority of the executive board determines that a member has engaged in contrary behavior that may adversely impact Mata Montessori or Mata PTA's objectives, the executive board may take corrective actions including but not limited to removing and restricting the offending person(s) from future events, meetings, and/or committees. If, during an event, a member engages in behavior that poses a safety concern, any member of the executive board may take immediate and appropriate action to minimize the safety concern.
- G. Executive board members shall not be entitled to privileges that are not available to any other parent or Dallas ISD taxpayer due to their position in Mata PTA.
- H. These standing rules may be suspended by a majority vote of the executive board.