

Standing Rules **Approved with Editorial Edits**  
by Order of the Texas PTA Board of Directors



Texas PTA President  
Filed 9/16/19

**R. L. PASCHAL HIGH SCHOOL**  
**PARENT TEACHER ASSOCIATION**  
**STANDING RULES**

**I. General Information**

- a. Paschal PTA Members will obtain authorization from the Paschal PTA before representing the Paschal PTA when communicating to any Fort Worth ISD (school district) personnel or the media.
- b. Paschal PTA Executive Board members will not be entitled to privileges that are not due to any other school district taxpayer because of their position in the Paschal PTA.
- c. All communications concerning the Paschal PTA for school distribution will be approved by the Paschal PTA President and Principal before dissemination.

**II. Last Meetings**

- a. The Paschal PTA President will appoint a Committee of three (3) members at the last executive board meeting to approve the minutes of the last executive board meeting.
- b. The Paschal PTA President will appoint a Committee of three (3) members at the last membership meeting to approve the minutes of the last membership meeting.

**III. Training Expenses**

- a. Paschal PTA will pay the expenses of the newly-elected officers and committee chairs to attend the Council PTA training, if applicable. As the approved budget allows, Paschal PTA will pay the expenses of any other PTA member to attend.
- b. Paschal PTA will pay the expenses of members to the Texas PTA Annual Meeting and LAUNCH in the following order, as funds allow:
  - i. President
  - ii. First Vice President
  - iii. Second Vice President
  - iv. Third Vice President
  - v. Fourth Vice President
  - vi. Secretary
  - vii. Treasurer
  - viii. Parliamentarian
  - ix. Historian
- c. Paschal PTA will limit event expense reimbursement to the following:

- i. Early Bird registration fee
- ii. Hotel accommodations at the published double-occupancy rate
- iii. Gasoline for one vehicle per four (4) members in attendance at approved cents per mile when using a personal car, or the lowest available commercial airfare at twenty-one (21) day booking
- iv. Meals not to exceed \$25 per person per day
  - v. If a meal is included in a prepaid event, no reimbursement will be paid for that meal.
  - vi. Alcohol purchases will not be reimbursed.
  - vii. Parking fees
- d. Paschal PTA will withhold payment if delegates do not attend workshops or conduct the business at the Texas PTA Annual Meeting. The delegate report must be attached to receipts.
- e. Paschal PTA will pay the expenses for members of the executive board to complete the Texas PTA Leader Orientation.

#### **IV. Miscellaneous Financial Items/Restrictions**

- a. Paschal PTA will purchase tickets for the Council PTA Founder's Day function for the following persons :
  - i. Paschal PTA President or representative.
  - ii. The principal of R. L. Paschal High School.
- b. The Paschal PTA President will appoint additional check signer(s) for the Paschal PTA bank account(s), subject to executive board ratification. Two signers will be required for all checks.
- c. All funds (whether cash or check) will be counted by at least two (2) persons at the same time, and all counters will sign a completed Itemized Receipt form. The funds (whether cash or check) will then be given to the Treasurer, who will also count and sign the Itemized Receipt Form. A copy of this form will be retained by all signers of the form.
- d. Any check made payable to Paschal PTA that is returned as non-sufficient funds (NSF) will be re-deposited only one additional time. Any charges incurred by the Paschal PTA because of insufficient funds will be charged to the check writer. Paschal PTA reserves the right to refuse subsequent checks from the check writer and require cash, cashier's check or money orders for payment.
- e. Paschal PTA will not use credit or debit cards.
- f. Paschal PTA will 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) weeks of the end of the PTA fiscal year, whichever comes first.
- g. Paschal PTA will not reimburse sales tax unless the Executive Board gives prior approval for the exception. Any member making purchases on behalf of or for Paschal PTA will use the tax-exempt form.
- h. Paschal PTA will obtain at least three (3) bids when making any large purchase unless the item is a specialty item and there is but one vendor for said item.

- i. Paschal PTA will require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for services.

#### **V. Bonding and Insurance**

Insurance will be purchased annually by Paschal PTA as determined by the current executive board each year.

#### **VI. Condolences**

Condolences expressed by Paschal PTA will be in the form of sympathy cards.

#### **VII. Paschal PTA Officers (Member of Executive Board = voting)**

- a. FIRST Vice President (Membership): Will chair the Membership Committee, which will conduct the membership enrollment campaign, keep an accurate list of members enrolled; dues paid, and regularly check the list with the treasurer. This Committee may have up to two (2) Vice-Chairs dedicated to assisting the Chair.
- b. SECOND Vice President (Programs): Will chair the Program Committee which will present a suggested program for the year to the executive board for its approval, and will present the program at each membership meeting. This Committee may have up to two (2) Vice-Chairs dedicated to assisting the Chair.
- c. THIRD Vice President (Communications): Will chair the Communications Committee which is responsible for preparing a communications plan to provide timely, useful information about meeting dates, programs, events, and other school information. The plan can include but not be limited to printed material, email, web site, phone text messages, bulletin board, and signage. This information will provide a line of communication between the Paschal PTA, Paschal High School and home and include the maintenance of a Distributions List for email, postal and/or text messaging distribution, as applicable. The Committee will coordinate communication activities by a Communications Team, including but not limited to those of the following four Standing Committees (see Section VIII k., l., x. and y. below):
  - i. Newsletter Committee.
  - ii. Publicity Committee.
  - iii. Web Page Calendar Committee
  - iv. Web Page Committee.
- d. FOURTH Vice President (Volunteers): Will chair the Volunteer Committee, which will recruit volunteers and contact them to help as school occasions arise. This Committee may have up to two (2) Vice-Chairs dedicated to assisting the Chair.

#### **VIII. Paschal PTA Standing Committees -**

The Standing Committees of Paschal PTA will consist of the following, each of which will have a chair and vice-chairs as appointed by the President, and additional Committee members as needed, and be responsible for the following:

- a. Cares & Concerns Committee:
  - i. Will be responsible for coordinating the sending of an appropriate card from Paschal PTA to faculty, staff, membership, student or Paschal family as the need arises in recognition of significant life events/challenges.

- b. Copy Room Committee:
  - i. Will recruit volunteers as needed to make copies.
  - ii. Will coordinate copy room assistance for Paschal High School teachers.
- c. Counseling Office/College Liaison Committee:
  - i. Will assist the Paschal High School Counseling Office by evaluating and disseminating scholarship and college information
  - ii. Will assist in the optimization of the usage and implementation of the Naviance (or similar) computer program, including training of students and teachers
  - iii. Will assist counselors at Paschal High School College Day(s) and otherwise as needed
- d. Cultural Arts in Education Committee:
  - i. Will publicize and promote student participation in local cultural/fine arts and the National PTA Reflection's program.
- e. 8th Grade Roundup Committee:
  - i. Will be responsible for coordinating activities related to 8th Grade Roundup, such as disseminating information to feeder schools.
  - ii. Will organize club booth presentations at student and parent introductory events
- f. Fundraising Committee:
  - i. Will coordinate solicitation of items for any annual or periodic Fundraiser.
  - ii. Will coordinate all other aspects of any annual or periodic Fundraiser.
  - iii. Will also serve on the Budget and Finance Committee.
- g. Grounds Committee:
  - i. Will develop and maintain a plan for the physical improvement of the Paschal High School campus in coordination with the administration.
  - ii. Will coordinate list for potential Eagle Scout projects.
- h. Hospitality Committee:
  - i. Will provide refreshments and decorations when required for selected Paschal PTA activities and events.
- i. Newsletter Committee:
  - i. Will collect and create bi-weekly and as needed news email blasts sent to the Paschal High School community throughout the school year.
  - ii. Will report to the THIRD Vice President as a member of the Communications Team
- j. Publicity Committee:
  - i. Will assist with generating publicity for Paschal High School and Paschal PTA.
  - ii. Will report to the THIRD Vice President as a member of the Communications Team
- k. Representatives:

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- i. Academic Representative:
  - 1. Will act as a liaison between Paschal PTA and the Paschal High School Advanced Academic Office
  - 2. Will compile and report information to the Paschal PTA and community regarding Paschal students' involvement with local and national competitions.
- ii. Alumni Representative:
  - 1. Will act as a liaison between Paschal PTA and the Paschal High School Alumni association.
- iii. Athletic Representative:
  - 1. Will act as a liaison between Paschal PTA and the Paschal High School athletic booster clubs to compile and report information to the Paschal PTA and community regarding the events and achievements of the student-athletes.
- iv. Band Representative:
  - 1. Will compile and report information to the Paschal PTA and community regarding Paschal High School Band's activities and achievements.
- v. Choir Representative:
  - 1. Will compile and report information to the Paschal PTA and community regarding Paschal High School Choir's activities and achievements.
- vi. Legislative Representative:
  - 1. Will compile and report information to the Paschal PTA regarding the announcements and important actions of the Texas PTA program.
- vii. Orchestra Representative:
  - 1. Will compile and report information to the Paschal PTA and community regarding Paschal High School Orchestra's activities and achievements.
- viii. Theater Representative:
  - 1. Will compile and report information to the Paschal PTA and community regarding Paschal High School Theater's activities and achievements.
- ix. JROTC Representative:
  - 1. Will compile and report information to the Paschal PTA and community regarding Paschal High School JROTC's activities and achievements.
- l. Scholarship Committee (see also Section X. c. below for scholarship program details)
  - i. Will coordinate the student application process, including oversight of the Scholarship Committee that reviews applications and determines awards.
- m. School & Community Partnership Committee:
  - i. Will plan and execute all activities between the Adopt-a-school partners and Paschal High School.
- n. Senior Activities Committee:

- i. Will work closely with the Senior Activities Faculty Sponsor to help with the prom, as well as all yearly planned Senior Activities.
  - ii. Will communicate all pertinent information to senior parents via website and regular Newsletters.
- o. Senior Celebration Committee:
  - i. Will coordinate the alcohol-free, drug-free party that follows the senior graduation ceremony.
- p. Special Projects Committee:
  - i. Will coordinate with the Paschal Principal and PTA President on special projects on campus.
  - ii. Will serve as a faculty liaison in coordinating teacher wish lists.
  - iii. Will also serve on the Budget and Finance Committee.
- q. Spirit Store/Rascal's Purchasing and Finance Committee:
  - i. Will be responsible for the procurement of items for the Spirit Store.
  - ii. Will work in Rascal's Spirit Store selling items, usually during lunch hours (weekly).
  - iii. Will work closely with Spirit Store Purchasing and T-Shirt Committees.
  - iv. Will also serve on the Budget and Finance Committee.
- r. Spirit Store T-Shirt Committee:
  - i. Will be responsible for the design and procurement of t-shirts for the Spirit Store.
  - ii. Will work in Rascal's Spirit Store selling items, usually during lunch hours (weekly).
- s. Store Incentives Committee:
  - i. Will coordinate, maintain and publicize local store reward card programs to the Paschal High School community.
  - ii. Will coordinate "Give Back" fundraising events (such as restaurant nights) with local businesses to generate donations for the Paschal PTA General Fund.
- t. Teacher/Staff Appreciation Committee:
  - i. Will coordinate and provide tokens of appreciation to the Paschal High School teachers and staff a few times each school year.
- u. Website Committee:
  - i. Will maintain the web page calendar current with all Paschal High School activities
  - ii. Will maintain and update the Paschal PTA and Paschal High School website as needed.
  - iii. Will report to the Third Vice President as a member of the Communications Team

**IX. PTA Council Delegates (Members of Executive Board = voting)**

The PTA Council Delegates will consist of a delegate and an alternate delegate, each of which will be responsible for the following:

- a. Will participate fully in FWISD Council of PTA discussions and deliberations;
- b. Will report announcements, important actions and the FWISD Council of PTA program to Paschal PTA membership and Executive Board;
- c. Will seek information or approval from the membership on matters referred to this Paschal PTA for such approval or information; and
- d. Will report and/or vote as directed by the Paschal PTA membership at the FWISD Council of PTA meeting.

**X. Paschal PTA Special Committees**

The Special Committees of Paschal PTA will consist of the following two (2) Committees, each of which will be responsible for the following:

- a. Budget and Finance Committee
  - i. This Committee will be composed of a Chair (Treasurer), the Paschal PTA President, the Special Projects and other members who are involved in fundraising (not including the Senior Celebration Committee Chair).
  - ii. The Treasurer will present the budget amendments to the membership for approval at the last membership meeting of the year and as needed throughout the remainder of the next fiscal year.
- b. Awards Committee
  - i. Awards in the form of certificates, plaques, etc. will be the property of Paschal PTA and not individuals.
  - ii. Awards in the form of recognition pins (membership, etc.) will be retained by the recipient.

**XI. Paschal PTA Scholarships**

The Paschal PTA selects the recipients of Achievement Scholarships for the recognition of high achievers. These scholarships are funded out of money that was donated to Paschal and are held in a special account by the FWISD for the benefit of Paschal.

- a. The Scholarships Selection Committee will consist of the following:
  - i. Paschal PTA Scholarship Chairman
  - ii. Up to Four (4) Vice Chairs who are Paschal PTA members
  - iii. Up to Two (2) Paschal Alumni Association members
  - iv. Up to Three (3) Paschal faculty or counseling staff members
  - v. The Paschal PTA President (or appointed representative).
- b. The Chair serves for a one (1) year term and may serve for a maximum of two (2) consecutive terms per Paschal PTA Bylaws. The Vice- Chairs and other Committee members also serve for one (1) year terms and may serve a maximum of two (2) consecutive terms per Paschal PTA Bylaws.

- c. If a relative of a Committee member is applying for a scholarship, that member will step down and be replaced at the discretion of the Chair following the Committee make-up as defined above.
- d. Relatives of the Paschal PTA Executive Board, of the faculty and staff of Paschal, and of donors to the Fund are eligible to apply for these awards.
- e. During the selection process, names of applicants will be redacted on applications and supplemental information.
- f. Achievement Scholarship:
  - i. This scholarship is intended to recognize Paschal High School graduating seniors who have demonstrated superior student involvement and academic achievement and to encourage them to continue such performance for the benefit of themselves and those they may influence in the future.
  - ii. Qualifications:
    - 1. Minimum GPA of 3.8.
    - 2. Active participation in at least three extra-curricular and/or community activities during his or her high school career.
    - 3. Two Letters of Recommendation, one of which comes from a Paschal High School teacher.
    - 4. Completion of the application with essays, recommendations, and supporting documents received by the deadline as stated on the application.
- g. Additional Scholarship Information:
  - i. The amount and number of the scholarships awarded will be determined each year by the Paschal Principal and the FWISD based on funds available. The amount awarded to each student will be the same.
  - ii. The scholarships are awarded one time and are not renewable.
  - iii. Upon notification of the Scholarship award, the student will need to provide his/her social security number, the name, and address of the university (s)he plans to attend, and the name of the person or office to whom the check will be sent.
  - iv. During the summer, upon receipt of the above information, award funds will be sent directly to the college selected by the student.
- h. Soliciting Applicants:
  - i. Starting in December of each year school-wide announcements will be made informing the student body of the availability of the scholarships.
  - ii. Counselors and teachers will also be asked to make contact with students they feel meet the program requirements whom they feel are worthy of and qualify for these scholarships (contact coaches, ROTC teachers, and teachers in the work/school program, etc.).
  - iii. The scholarships will be publicized in the Paschal PTA Newsletter, at [www.paschalhs.org](http://www.paschalhs.org) and in announcements during the school day.



- iv. Applications will be available at [www.paschalhs.org](http://www.paschalhs.org) or in the Counseling Office.

i. Recipient Selection:

- i. The deadline for applications to be submitted will be on or before March 1st of each year.
- ii. The Scholarship Chair will accumulate the applications and distribute them to the Selection Committee members by March 15th of each year.
- iii. The names of the applicants will be blacked out in all information distributed to the Committee members.
- iv. The Selection Committee will meet on or before April 1 of each year to discuss the applicants and their relative merits.
- v. In April, the Selection Committee will meet to select the recipients. Each member will have ranked the applicants 1 through 20 with 1 being the number one rank and 20 being the last rank, and turn into the Chair. All applicants not ranked within 1 through 20 will be assigned a value of 21.
- vi. The ranking values given by all Committee members will be totaled for each applicant. The applicants having the lowest cumulative scores will be the recipients of the available scholarships.

j. Notification to Recipients:

- i. Within a week of selection, the Scholarship Committee chair will send letters notifying recipients of the scholarship awards including details about how the funds will be provided to the school of their choice.
- ii. Recipients may apply scholarship funds to any two or four-year colleges or accredited trade or vocational schools.
- iii. The scholarship is awarded one time and is not renewable.
- iv. Funds will be sent directly to the college or university upon verification of enrollment.
- v. If the student does not enroll in college, the monies will be returned to the Scholarship Account of the Paschal PTA.
- vi. If the student changes his/her college to be attended, the Paschal PTA Scholarship Chair will be notified by the student, and provision will be made to transfer the funds to the new college.

k. Recognizing Recipients:

- i. The scholarship recipients will be recognized at a year-end event determined by the Scholarship Committee at which the students and their parents may attend.

l. List of Recipients:

- i. A list of recipients will be published in the Paschal PTA Newsletter.
- ii. The list of recipients will be maintained in the Paschal PTA scholarship notebook including their addresses, the amount awarded, and if there is a relationship to a Paschal PTA Officer, Fort Worth School Board Trustee, or Scholarship Fund donor.

## **XII. PTA eCommerce Policies**

### **a. Online Statement Review:**

- i. Banking statements may be reviewed online; however, a statement must continue to be mailed to the PTA's official mailing address for a non-signer to review before the treasurer receives the statement.
- ii. Arrangements will be made with the principal to pick up the statements from the school over the summer or long holidays to ensure accounts are reviewed, and necessary payments are made.

### **b. Electronic Banking:**

- i. Online Account Access: Password for online accounts should be changed (1) at least once a year; (2) when there is a change in signer; or (3) when there is a financial reconciliation.
- ii. Recurring Payments: Recurring payments for PTA expenses must be set up to be deducted directly from the bank account. At the first Association meeting of the year, a motion would be made to approve the recurring payment.
- iii. Online Payment Collection Systems:
  - The PTA membership must approve the use of an online payment collection system.
  - The online payment collection system (PayPal, etc.) must be in the PTA's name.
  - Users with online access, other than the treasurer, should have limited rights that would exclude them from spending any of the funds from the payment collection system (PayPal, etc.).
  - 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.
  - All revenue must be accounted for and reported in every financial report in the budgeted income category.
  - Bank reconciliations must occur monthly, and should a manual transfer be required from the third-party processing company, documentation of the transfer should be filed with the bank reconciliation.
- iv. Accepting Payments by Credit Card:
  - The third-party processing company (PayPal/Square) account must be in the PTA's name.
  - Third-party processing company (PayPal/Square) statements must be clear and 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.
  - The third-party processing company (PayPal/Square) must be Certified Compliant 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.
  - Users with online access, other than the treasurer, should have limited rights that would exclude them from spending any of the funds from the payment collection system (PayPal, etc.).
  - Third-party deposits are processed the same as a traditional bank deposit. (1) Proper documentation is required for each deposit; (2) the documentation need not have counters' signatures as you are receiving a bulk deposit; (3) document on the deposit form the amount of the deposit and which budget lines are impacted; (4) attach a copy of the online transaction to the deposit form; (5) 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.
  - For swiped or chipped transactions, the PTA will receive training from your third-party processing company on handling cards that do not read correctly.
  - Card numbers must not be written down for any reason. Only swiped or chipped transactions will be accepted.
  - The PTA will not swipe or store transactions for later settlement.
- v. Disputes:
- 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.
  - The authorized refund must be recorded in the check registry before withdrawal.
  - The third-party processing company should provide the PTA guidance on challenging a disputed payment.
  - Any challenge of payment must be responded to promptly and accurately.
  - If merchandise has not already been provided, goods and services will be withheld until the dispute is cleared.
  - If the dispute is not resolved favorably, treat this action in the same manner as a non-sufficient funds check.