

SHEPTON HIGH SCHOOL

PARENT TEACHER STUDENT ASSOCIATION STANDING RULES

Rule 1. There shall be standing rules as may be deemed necessary, and they shall be adopted at a regular meeting by a majority vote of those members present and voting.

Rule 2. To amend or rescind a standing rule, either of the following is required:

- previous notice and a majority vote of members in attendance with at least seven (7) days notice having been given, or
- a 2/3 vote of members in attendance without notice.

Rule 3. No standing rules may be adopted that conflict with the bylaws of the association.

Rule 4. Provided the president is contacted prior to an executive board meeting and the board approves, a guest may be invited to present a report or a proposal for consideration. At the discretion of the president, this person may or may not be allowed to stay for the remainder of the meeting.

Rule 5. The PTSA shall be responsible and accountable for any fundraising projects of the association. All proceeds must be used exclusively by the association.

Rule 6. A minimum balance of \$2,000.00 must remain in the association's treasury at the end of each fiscal year.

Rule 7. Reimbursement of approved expenditures should be handled as follows:

- submit a completed reimbursement voucher along with receipts within 60 days of expenditure or by May 31, whichever comes first, to the treasurer;
- sales tax will not be reimbursed (use the PTSA sales tax exemption form for all purchases);
- the treasurer will reimburse purchaser by check for the approved amount.

Rule 8. Authorized check signers are the president, treasurer, and first vice president. All routine checks will be signed by the president and treasurer. The first vice president signs only when the president or treasurer is unavailable or when one of those two officers is the designated payee on the check.

Rule 9. The treasurer will recover funds from returned checks. A fee equal to or greater than the bank fee for the returned check may be assessed.

Rule 10. Educational courses (workshops, leadership courses, conventions, seminars, etc.) will be reimbursed to officers and chairmen of the association through association funds as budgeted.

Rule 11. The Texas PTA Honorary Life Membership Committee is comprised of the principal, third vice president (membership), and two members-at-large.

Rule 12. The budget committee will be comprised of the officers of the association and shall be responsible for preparing a preliminary budget to be presented at the regular association meeting in April and the revised budget presented at the first regular association meeting of the school year. The treasurer serves as the chairman for the budget committee.

Rule 13. The president shall direct the following officers and their duties:

- The First Vice President (Programs) shall:

1. be in charge of planning, scheduling, and promoting all parent programs;
2. oversee the duties of following committee chairmen:
 - a. Diversity and Inclusiveness Chairman
 - b. Hospitality Chairman
 - c. School to Life Chairman
 - d. Staff Recognition Chairman
 - e. Teacher Appreciation Week Chairman
3. be authorized to sign on all bank accounts;
4. serve on the budget committee;
5. follow all guidelines for the position as stated in the bylaws;
6. be required to attend all meetings of the association.

B. The Second Vice President (Volunteers) shall:

1. be responsible for the coordination of securing volunteers and distributing volunteer lists to all committee chairpersons;
2. promote volunteerism for school-related activities;
3. recruit and schedule all volunteers for the summer mailing;
4. coordinate with school staff to organize Schedule Pick-Up days;
5. recruit and schedule all volunteers for Schedule Pick-Up days;
6. be responsible for the coordination of securing volunteers and distributing volunteer lists to all committee chairmen;
7. oversee the duties of the following committee chairmen:
 - a. Attendance Office Chairman
 - b. Copy Room Chairman
8. serve on the Budget Committee;
9. follow all guidelines for the position as stated in the Bylaws;
10. be required to attend all meetings of the Association.

C. The Third Vice President (Membership) shall:

1. be in charge of promoting membership in the PTSA and collecting and delivering annual dues to the treasurer;
2. promote membership at Schedule Pick-Up and throughout the year;
3. file the required membership lists and remit the state and national portion of our dues to the Texas PTA in accordance with the bylaws of the Texas PTA;
4. provide the secretary with updated membership lists as changes are made;
5. oversee the duties of the following committee chairmen:
 - a) Student Directory – Art Contest Chairman
 - b) Student Directory – General Information Chairman
 - c) Student Directory – Student Listings Chairman
6. serve as the chairman of the Texas PTA Honorary Life Membership Committee to award any Texas PTA Honorary Life Membership awards, if recommended;
7. serve on the budget committee;
8. follow all guidelines for the position as stated in the bylaws;
9. be required to attend all meetings of the association.

D. The Fourth Vice President (Ways and Means) shall:

1. be responsible for planning and implementing all fundraising;
2. oversee all sales at Schedule Pick-Up and in the Stallion Shop;
3. schedule volunteers to work in the Stallion Shop throughout the year;
4. coordinate third party fundraising programs, such as Rewards Cards, etc. as approved by the board;
5. open and review bank statements and review bank reconciliations as the designated non-check signer.
6. oversee the duties of the following committee chairmen:

- a) Calendar Sales Chairman
- b) Pre-Pak Chairman
- c) School Supplies Chairman
- d) Snack Sales Chairman
- 7. serve on the budget committee;
- 8. follow all guidelines for the position as stated in the bylaws;
- 9. be required to attend all meetings of the association.

E. The Secretary shall:

- 1. serve on the budget committee;
- 2. follow all guidelines for the position as stated in the bylaws;
- 3. be required to attend all meetings of the association.

F. The Treasurer shall:

- 1. serve as the chairman of the budget committee;
- 2. work with the officers of the association to prepare an interim and annual budget;
- 3. comply with all insurance requirements as directed by PISD;
- 4. comply with all tax laws, consult with outside accountants as needed, and file state and federal tax returns;
- 5. follow all guidelines for the position as stated in the bylaws;
- 6. be required to attend all meetings of the association.

G. The Historian shall:

- 1. serve on the budget committee;
- 2. follow all guidelines for the position as stated in the bylaws;
- 3. be required to attend all meetings of the association.

H. The Parliamentarian shall:

- 1. serve on the budget committee;
- 2. follow all guidelines for the position as stated in the bylaws;
- 3. be required to attend all meetings of the association.

Rule 14. The chairmen of this PTSA shall be:

A. The Arts in Education Chairman shall be directed by the president and shall:

- 1. schedule, plan and coordinate the National PTA's annual Reflections program;
- 2. submit advancing entries to the Council of PTA's;
- 3. be required to attend all meetings of the association;
- 4. perform such other duties as assigned by the president or association.

B. The Attendance Office Chairman shall be directed by the second vice president (volunteers) and shall:

- 1. schedule Attendance Office volunteers to assist daily in the Attendance Office;
- 2. be required to attend all meetings of the association;
- 3. perform such other duties as assigned by the president or association.

C. The Calendar Chairman shall be directed by the fourth vice president (ways and means) and shall:

- 1. produce a calendar with PISD and Shepton information to be sold at Schedule Pick-Up;
- 2. any unsold copies may be made available at no charge for families of new students;
- 3. coordinate an end-of-year art contest for the calendar cover, if desired;
- 4. coordinate advertising sales for the calendar, if desired;
- 5. be required to attend all meetings of the association;
- 6. perform such other duties as assigned by the president or association.

D. The Copy Room Chairman shall be directed by the second vice president (volunteers) and shall:

1. schedule Copy Room volunteers to assist with daily staff copying requests;
2. be required to attend all meetings of the association;
3. perform such other duties as assigned by the president or association.

E. The Diversity and Inclusiveness Chairman shall be directed by the first vice president (programs) and shall:

1. chair a committee of students who embody the diversity represented at SHS;
2. seek out and publicize to the association, students and parents diversity and inclusiveness programs offered locally;
3. co-sponsor with the first vice president (programs) a minimum of one diversity/inclusiveness program per academic year;
4. be required to attend all meetings of the association;
5. perform such other duties as assigned by the president or association.

F. The E-Communications Chairman shall be directed by the president and shall:

1. encourage and enlist families to register for online news distribution;
2. coordinate information to be distributed through Shepton's email broadcast system;
3. coordinate the online publication of the Shepton newsletter;
4. be required to attend all meetings of the association;
5. perform such other duties as assigned by the president or association.

G. The Hospitality Chairman shall be directed by the first vice president (programs) and shall:

1. coordinate activities that can include, but are not limited to, the activities listed below:
 - a. coordinate the welcome back breakfast and luncheon;
 - b. coordinate the winter and end of year luncheons;
 - c. coordinate Staff Sundae Day;
2. work with the staff recognition chairman and the teacher appreciation week chairman to coordinate all events;
3. be required to attend all meetings of the association;
4. perform such other duties as assigned by the president or association.

H. The Newsletter Chairman shall be directed by the president and shall:

1. publish a schedule of deadlines and distribution dates of the six regular newsletters;
2. collect, edit and obtain approval of articles to be published;
3. produce the newsletter;
4. coordinate the online publication of the newsletter with the e-communications chairman;
5. be required to attend all meetings of the association;
6. perform such other duties as assigned by the president or association.

I. The Newsletter Distribution Chairman shall be directed by the president and shall:

1. closely coordinate with the e-communications chairman the families that have requested online distribution of the newsletter rather than receiving a mailed copy;
2. request labels to be printed for each newsletter mailing;
3. request bulk mail funding from the Shepton Administrative Assistant;
4. label and deliver the newsletters to the post office for mailing;
5. place all remaining newsletters in the counselors office for new Shepton families;
6. schedule volunteers to assist with all aspects of this process;
7. be required to attend all meetings of the association;
8. perform such other duties as assigned by the president or association.

J. The PISD/Legislative Representative shall be directed by the president and shall:

1. attend the PISD School Board meetings and report back to the association;
2. be responsible for reporting legislative information to the association;
3. be required to attend all meetings of the association;
4. perform such other duties as assigned by the president or association.

K. The PTA Council Delegate shall be directed by the president and shall:

1. attend the monthly Plano Council of PTA's meetings;
2. report information at the association meetings;
3. be required to attend all meetings of the association;
4. perform such other duties as assigned by the president or association.

L. The Pre-Paks Chairman shall be directed by the fourth vice president (ways and means), work closely with the school supplies chairman, and shall:

1. work with the staff and the school supplies chairman and to identify supplies and materials needed by the students;
2. coordinate the ordering, packaging and pricing of Pre-Paks and other individual supplies to be sold at Schedule Pick-Up;
3. coordinate the delivery, set-up and distribution of Pre-Paks and individual supplies during Schedule Pick-Up;
4. return all school supplies not sold during Schedule Pick-Up to the vendor, unless they are requested by the school supplies chairman to stock the Stallion Shop;
5. turn all monies over to the treasurer for deposit into the association bank account;
6. be required to attend all meetings of the association;
7. perform such other duties as assigned by the president or association.

M. The Publicity Chairman shall be directed by the president and shall:

1. maintain the Shepton marquee with approved school-related information;
2. promote Shepton and Association news to the community;
3. be required to attend all meetings of the association;
4. perform such other duties as assigned by the president or association.

N. The Special and Gifted Education (SAGE) chairman shall be directed by the president and shall:

1. communicate the (PTA Council) SAGE committee activities to parents, students and teachers on their campus;
2. ensure inclusion of special and gifted students in all PTA-sponsored activities;
3. provide resources and information regarding special and gifted education to all interested persons through PTA communications;
4. be required to attend all meetings of the association;
5. perform such other duties as assigned by the president or association.

O. The School Supplies Chairman shall be directed by the fourth vice president (ways and means), work closely with the pre-paks chairman, and shall:

1. work with the staff and the pre-paks chairman to identify supplies and materials needed by the students;
2. coordinate with the staff the required reading books to be sold during Schedule Pick-Up and to be stocked in the Stallion Shop;
3. coordinate the ordering and pricing of items to be sold in the Stallion Shop;
4. keep an updated list of stocked items and prices in the Stallion Shop;
5. inventory, organize and maintain an orderly storage space for bulk supplies;
6. return all extra required reading books and/or supplies to the vendors;
7. turn all monies over to the treasurer for deposit into the association bank account;
8. be required to attend all meetings of the association;
9. perform such other duties as assigned by the president or association.

P. School-to-Life Chairman shall be directed by the first vice-president (programs) and shall:

1. promote life-long learning to parents and students;
2. educate parents and students to employment needs and trends in the community;
3. develop working relationships in the business community for the students, the PTSA, and the school;
4. provide information regarding preparation and opportunities for higher education;
5. work closely with school counselors, career counselors, technology teachers and administrators in activities that will help guide students to their futures;
6. be required to attend all meetings of the association;
7. perform other duties as assigned by the president or association.

- Q. The Snack Sales Chairman shall be directed by the fourth vice president (ways and means), work closely with the school supplies chairman, and shall:
 - 1. plan, purchase and coordinate the sales of snack and other approved consumable items in the Stallion Shop;
 - 2. turn all monies over to the treasurer for deposit into the association bank account;
 - 3. be required to attend all meetings of the association;
 - 4. perform such other duties as assigned by the president or association.
- R. The Staff Recognition Chairman shall be directed by the first vice president (programs) and shall:
 - 1. acknowledge staff birthdays throughout the year;
 - 2. acknowledge staff members being honored according to the PISD recognition calendar;
 - 3. coordinate the traditional back-to-school casserole event;
 - 4. work with the hospitality chairman and the teacher appreciation week chairman to coordinate all events;
 - 5. schedule all volunteers needed to assist with these events;
 - 6. be required to attend all meetings of the association;
 - 7. perform such other duties as assigned by the president or association.
- S. The Student Directory – Art Contest Chairman shall be directed by the third vice president (membership) and shall:
 - 1. publicize and coordinate the collection of Shepton student artwork to be used for the covers and any additional pages in the directory;
 - 2. arrange for the display and judging of submitted artwork;
 - 3. coordinate with student directory – general information chair to include the artwork on the appropriate covers and pages;
 - 4. arrange a recognition event for all artists;
 - 5. be required to attend all meetings of the association;
 - 6. perform such other duties as assigned by the president or association.
- T. The Student Directory – General Information Chairman shall be directed by the third vice president (membership) and shall:
 - 1. update all information included in the Student Directory *except for* the student listings and artwork;
 - 2. collect artwork and student listings from the appropriate chairman;
 - 3. coordinate the printing and distribution of the directory;
 - 4. coordinate and schedule all volunteers needed to help with the proofreading of general information and distribution of the published directory;
 - 5. be required to attend all meetings of the association;
 - 6. perform such other duties as assigned by the president or association.
- U. The Student Directory – Student Listings Chairman shall be directed by the third vice president (membership) and shall:
 - 1. collect Shepton family information to be published in the student directory;
 - 2. coordinate and schedule all volunteers needed to help with proofreading the student listings;
 - 3. produce such listings and forward to the student directory – general information chairman for inclusion in the directory;
 - 4. maintain and publish directory updates in the newsletter throughout the school year;
 - 5. be required to attend all meetings of the association;
 - 6. perform such other duties as assigned by the president or association.
- V. The Student Organizations Liaison shall be directed by the president and shall:

1. assemble a list of all student organizations/clubs and sponsors for publication in the directory and newsletter;
2. coordinate publicity through PTSA channels the activities, accomplishments and needs of student organizations;
3. provide contact of current PTSA board members with student counterparts for mentoring if applicable;
4. advertise student leadership training opportunities;
5. be required to attend all meetings of the association;
6. perform such other duties as assigned by the president or association.

W. The Teacher Appreciation Week Chairman shall be directed by the first vice president (programs) and shall:

1. plan, organize and implement all activities during Teacher Appreciation Week;
2. schedule all volunteers needed to assist with this week;
3. work with the staff recognition chairman and the hospitality chairman to coordinate all events;
4. be required to attend all meetings of the association;
5. perform such other duties as assigned by the president or association.

X. The West Cluster Schools Liaison shall be directed by the president and shall:

1. communicate information from the West Cluster middle, high and senior high schools;
2. be responsible for distributing and publishing information including but not limited to parent programs, board interest forms, newsletter articles, etc. to the West Cluster schools;
3. report information at the regular association meetings;
4. be required to attend all meetings of the association;
5. perform such other duties as assigned by the president or association.