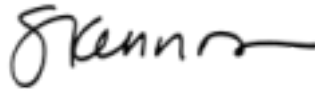


Standing Rules **Approved with Editorial Edits**  
by Order of the Texas PTA Board of Directors



Texas PTA President  
Filed 5/25/2021

**Cedar Park Middle School  
Parent Teacher Association  
Standing Rules**

**1. OFFICERS**

- A. First VP Fundraising shall be responsible for implementing and coordinating all PTA fundraising efforts. This may include, but is not limited to, PTA Dance, Leopard Camp, Open House, Agenda, School Supplies, Valentines Event, Discount Cards, Spirit Wear, Donations, Online Store.
- B. Second VP Programs shall be responsible for implementing and coordinating all PTA Programs. This may include, but is not limited to, programs for students and the student's parents during the school day, or in the evenings.
- C. Treasurer shall be responsible for all CPMS PTA Financial Activities. a) The following person's signatures must be on file with the financial institution:  
President, Treasurer, one other elected officer.
  - b) No officer shall sign a check that is being issued to herself.
  - c) Two signatures (from above) are required on all CPMS PTA issued checks.
  - d) Two signatures are required on Itemized Receipt Form.
  - e) All monies must be deposited in a timely manner by the treasurer.
  - f) The following guidelines have been created for handling the collection of money from an insufficient check: Treasurer will make a phone call requesting payment. If insufficient check is over \$20.00 she will follow the phone call with a letter.
  - g) When a new school opens in LISD, the CPMS PTA will donate \$50.00 (as funds allow) per school, to help that school's PTA get established.
  - h) CPMS PTA will reimburse expenses that are within the annual budget after a Reimbursement Voucher is filled out and turned in to the Treasurer with original receipt. Sales tax cannot be reimbursed.

**2. STANDING COMMITTEES**

#### A. Membership

1. Organize membership drive to recruit members from the CPMS Community including, but not limited to, parents and staff.
2. Produce a membership list and keep it update. Provide the Treasurer and Secretary with a final list for their records.
3. Distribute membership cards for all members.
- ~~4.~~ Send membership list with dues to Texas PTA in accordance with the Standards of Continuing Affiliation.

#### B. Volunteer Coordinator

Procures volunteers for the PTA and the school.

#### C. Communications

Publicizes PTA events and encourages participation by the CPMS Community. Means may include, but are not limited to: Website, Parent Link, marquee, posters, drive way signs.

#### D. Reflections

1. Publicize and recruit students for submitting fine arts entries in the annual Reflections program.
2. Arrange for collection of the entries.
3. Procure judges and schedule judging of the entries.
4. Plan and implement the awards ceremony in February.

#### E. Clothes Closet

1. Set up and maintain a donation box in school foyer.
2. Take laundered donations to the LISD Clothes Closet as needed.
3. Work at or arrange for volunteers to work at the Clothes Closet 2-3 days during the school year.

#### F. Teacher Appreciation

1. Make sure the staff knows how much they are appreciated for what they do for our children and the school. Examples are, but not limited to:
  - a) Organize a donation drive for snacks and gifts throughout the school year. The frequency of this is determined by the chair, but approved by the Executive Board.
  - b) Recognize the faculty and staff during Teacher Appreciation Week. Organize and facilitate the end of the year luncheon on the last day of school for the staff.

#### G. Teacher Representative

1. Provide communication between the Executive Board and the teachers.
2. Provide insight to the Executive Board about school's needs.

### 3. BONDING AND INSURANCE

The following insurance will be purchased annually by the Treasurer: Officer's Liability and Fidelity Bond for all check signers the financial institution has on file.

4. CARES AND CONCERNS

Cares and Concerns are at the discretion of the Executive Board.