



- 1 G. All moneys shall be deposited in the bank and not in the school or a personal safe.
- 2 H. There shall be a sum of no less than \$1,500.00 left in the budget to start the next year's work.
- 3 I. When the PTA has any checks from a member which cannot be honored because of insufficient
- 4 funds:
  - 5 a. The member must repay the amount of the check plus any bank charges incurred; and
  - 6 b. Until the matter is resolved, the member must make all payments to the PTA in cash.

#### 8 **IV. Insurance**

- 9 The following insurance shall be purchased annually by the PTA:
- 10 General liability coverage;
  - 11 Fidelity bond coverage; and
  - 12 Association professional liability.

#### 14 **V. Officer Duties**

- 15 A. Each officer and chairman shall include his plan of work and end of year report in his procedure
- 16 book to be given to his successor.
- 17 B. First Vice President
  - 18 a. Perform other duties as assigned by the president or association;
  - 19 b. Act as an alternate for the president at RISD Council of PTA meetings and
  - 20 attend these meetings whenever possible;
  - 21 c. Provide assistance to other officers and committee chairmen as assigned
  - 22 by the president or as needed;
  - 23 d. Be responsible for any special projects that may arise until a committee
  - 24 chairman is appointed;
  - 25 e. Be chairman of the assembly selection committee;
  - 26 f. Be authorized to sign on bank accounts;
  - 27 g. Email reminder to executive board of upcoming meetings; and
  - 28 h. Assume responsibility for all courtesies due the president including
  - 29 ordering past president's pin, and purchasing a gift for the outgoing
  - 30 president.
- 31 C. Second Vice President
  - 32 a. Perform other duties as assigned by the president or association
  - 33 b. Arrange and present programs
  - 34 c. Secure a place for the association meetings;
  - 35 d. Arrange an opening ceremony for meetings as requested by the president;
  - 36 and
  - 37 e. Be responsible for selecting someone to perform the installation of officers
  - 38 at the annual meeting subject to the approval of the president.
- 39 D. Third Vice President
  - 40 a. Perform other duties as assigned by the president or association;
  - 41 b. Be the chairman of the life membership committee;
  - 42 c. Promote an active and continuing membership of the association;
  - 43 d. Distribute membership cards;
  - 44 e. Provide three compiled lists of members – one for the treasurer, one
  - 45 including addresses and telephone numbers, to be furnished to the
  - 46 directory chairman; and one to the secretary for the membership records;
  - 47 and
  - 48 f. Provide a list of members for the Texas PTA as provided in bylaws.
- 49 E. Fourth Vice President
  - 50 a. Perform other duties as assigned by the president or association; and

- b. Provide name tags, greet and introduce new members and guests at association meetings.
- F. Fifth Vice President
  - a. Perform other duties as assigned by the president or association; and
  - b. Cooperate with the home, health agencies, the school nurse, and the district's student assistance program in presenting facts pertaining to mental and physical health education.
- G. Sixth Vice President
  - a. Perform other duties as assigned by the president or association; and
  - b. With the president, select chairmen of fundraising projects; and
  - c. Coordinate chairmen of fundraising projects to finance the work of the association.
- H. Seventh Vice President
  - a. Perform other duties as assigned by the president or association; and
  - b. Become familiar with the work of the association and inform membership and community of special events.
- I. Eighth Vice President
  - a. Perform other duties as assigned by the president or association; and
  - b. Arrange and present parent education programs;
  - c. SAGE (Special and Gifted Education) will be a subcommittee which will represent the district offering for gifted and talented, as well as special needs programs.
- J. Secretary
  - a. Perform other duties as assigned by the president or association;
  - b. Be sunshine chairman and send cards as directed by the President.
- K. Treasurer
  - a. Perform other duties as assigned by the president or association;
  - b. Serve as chairman of the budget and disbursement committees; and
  - c. Assume responsibility for changing names on all bank accounts at the close of the fiscal year.
- L. Parliamentarian
  - a. Be the chairman of the bylaws committee;
  - b. Maintain the nominating committee's instructional notebook to be passed to the next nominating committee chairman

## **VI. Standing Committees**

- A. Art in Education
  - a. Publicize and explain the National PTA Reflection event to members;
  - b. Encourage members to have their children participate in reflections;
  - c. Collect and display entries, arrange for judging, and deliver winning entries to the next level of judging;
  - d. Arrange for recognition of participants;
  - e. Work with the principal to provide at least one assembly to promote art awareness;
  - f. Assist the principal and staff in coordinating fine arts field trips.
- B. Clothes Closet
  - a. Coordinate volunteers and clothes donations for the Richardson ISD Council of PTAs (RISD) clothes closet;

- 1                   b. Oversee any activities to provide clothes or other donations for the RISD  
2                   Council of PTAs clothes closet.
- 3 C. Directory
- 4                   a. Solicit ads and patrons for the directory from PTA members;
- 5                   b. Collect and compile material from officers and committee chairmen;
- 6                   c. Prepare a membership list for information received from the thirds vice-  
7                   president;
- 8                   d. Coordinate directory cover art contests;
- 9                   e. Edit, have printed, and distribute a directory to members of the  
10                  association, RISD Council president and Area 16 Directory Chairman.
- 11 D. Email
- 12                  a. Maintain email ID list;
- 13                  b. Approve weekly email updates.
- 14 E. Enrichment
- 15                  a. Coordinate before and/or after school activities to provide enrichment for  
16                  families at Prairie Creek Elementary;
- 17                  b. Select and screen instructors for classes;
- 18                  c. Schedule enrichment class; and
- 19                  d. Coordinate class registration.
- 20 F. House and Grounds
- 21                  a. Assist in beautifying the school property;
- 22                  b. Suggest improvements of the school grounds to the Executive Board and  
23                  general membership for approval;
- 24                  c. Coordinate with the RISD for approval of planned improvement projects;
- 25                  d. Oversee PTA funded improvements of the school grounds; and
- 26                  e. Promote interest in ecology by assisting the principal and staff in the  
27                  recycling programs and coordinating the EPA environment poster contest  
28                  that is administered by Texas PTA
- 29 G. JJ Pearce High School Liaison
- 30                  a. Coordinate communication between Prairie Creek Elementary and JJ  
31                  Pearce High School;
- 32                  b. Coordinate annual pep rally at Prairie Creek Elementary School; and
- 33                  c. Coordinate t-shirt distribution to kindergarten and those students new to  
34                  Prairie Creek Elementary
- 35 H. Legislation and School Board Representative
- 36                  a. Develop and stimulate interest in good citizenship, effective laws and law  
37                  enforcement;
- 38                  b. Strive to carry out the second Object of National PTA (to secure adequate  
39                  laws for the care and protection of children and youth); and
- 40                  c. Attend and report to the association on the School Board Meetings.
- 41 I. Library Liaison
- 42                  a. Coordinate Junior Great books;
- 43                  b. Coordinate Scholastic Book Fairs drives;
- 44                  c. Schedule library volunteers; and
- 45                  d. Assist librarian as needed.
- 46 J. North Jr High Liaison
- 47                  a. Coordinate communication between Prairie Creek Elementary and North  
48                  Junior High School;

- b. Assist as needed to coordinate annual JJ Pearce pep rally at Prairie Creek Elementary; and
  - c. Assist as needed to coordinate t-shirt distribution to kindergarten and those students new to Prairie Creek Elementary.
- K. Parent Teacher Relation
- a. Coordinate activities to promote good relationships between staff and parents to include: The Back to School luncheon, Birthday gifts for staff, monthly birthday treats and Teacher Appreciation Week and luncheon.
- L. Room Representative
- a. Recruit volunteers to serve as room reps for each teacher; and
  - b. Act as a coordinator between the PTA executive board and the room reps of each class.
- M. School Supplies
- a. Coordinate supply list with teachers;
  - b. Be responsible for parent/student orders; and
  - c. The distribution of supplies.
- N. Sign Choir
- a. Coordinate events, communication, and membership roster and assist chair director as needed.
- O. Special Events
- a. Coordinate special events approved by the executive board such as retirement parties, school or PTA anniversaries, or community building social events;
  - b. Recruit committee members as needed from Prairie Creek staff, parents, or other sources; and coordinate activities with other chairman.
- P. Spirit Wear
- a. Coordinate the design, sale and distribution of spirit wear.
- Q. Volunteer Services
- a. Coordinate volunteer services needed to assist various officers and committee chairmen;
  - b. Coordinate volunteers to assist in the daily operation of Prairie Creek Elementary School;
  - c. Coordinate with organizations that wish to provide volunteers for Prairie Creek Elementary School;
  - d. Disseminate list of volunteers to appropriate staff members, officers, or committee chairmen;
  - e. Report all volunteer hours to the Volunteer Services Office of the Richardson Independence School District; and
  - f. Be chairman of the Golden Apple Awards Committee.
- R. Web-Page
- a. Maintain the domain and hosting contract;
  - b. And update the web-page as needed.
- S. Year Book
- a. Coordinate the production sale and distribution of the annual yearbook.

## **VII. Other Positions**

- A. Council Delegates
  - b. Attend regular council meetings;

- c. Report and distribute information from all council meetings; and
- d. Support and cooperate with the council in all its activities and projects including the primary play and the used book fair.

**VIII. Special Committees**

**A. BUDGET COMMITTEE:**

- a. The treasurer shall serve as chairman of this committee.
- b. The committee shall be formed in the spring and shall be comprised of the newly elected president, newly elected treasurer, newly elected first vice-president, newly elected sixth vice-president, and one current officer:
- c. Prepare the budget for the upcoming year and present it to the executive board and to the general membership for adoption at the annual meeting; and
- d. When needed, prepare an amended budget to accommodate the officers and committee chairmen's plans of work and the goals of the association for presentation to the executive board and to the general membership for adoption.

**B. BYLAWS COMMITTEE**

- a. The parliamentarian shall serve as chairman of this committee.
- b. The committee shall be comprised of the first vice-president, the secretary, and at least two other members.
- c. Review the bylaws and standing rules of the association every even numbered year, or as needed, for necessary amendments or revisions; incorporate National PTA and Texas PTA mandated bylaw changes into the association bylaws;
- d. Be responsible for coordinating Texas PTA approval of the association bylaws and standing rules when amendments or revisions are made; and
- e. Provide the secretary with an accurate copy of association bylaws and standing rules after National PTA, Texas PTA, and/or local unit amendments have been made and approved.

**C. DISBURSEMENTS COMMITTEE**

- a. The treasurer shall serve as chairman of this committee.
- b. The committee shall be comprised of the first vice-president, the sixth vice-president, the school principal, one primary faculty member, one secondary faculty member, and at least two other members. After the election of officers, the newly elected counterparts to the above positions will be added to the committee.
  - Solicit items needed by the PTA or the school from the faculty, staff, and other members of the association;
  - Prepare a prioritized list of recommended items to be purchased with prices included; and
  - When needed, present the list to the executive board and to the general membership for approval.

To purchase approved items

- The submitter shall:
  - Obtain two (2) bids that include shipping and handling fees;
  - Select a vendor based on requirements;
  - Place the order;

- Verify the items ordered are received as requested;
- If needed, return any defective items; and
- Submit invoice for payment.

- The treasurer shall:

- Pay invoice;
- Assure credit is issued when owed for returns or defects; and
- Turn in donation form and copies of receipts to office

**D. EDUCATION COMMITTEE**

- a. The eighth vice-president shall serve as chairman of this committee and shall recruit members, as needed.
- b. Assist and support parents in becoming more aware and knowledgeable in issues affecting children and youth by planning at least two parent education programs;

This committee shall:

- c. Create a file of literature and videos for parents seeking information and referrals; and
- d. Cooperate with various PTA committees and other community organizations or agencies to develop community concern for strengthening and enriching family life.

**E. GOLDEN APPLE AWARDS COMMITTEE**

- a. The volunteer chairman shall serve as chairman of this committee.
- b. This committee shall be comprised of the principal and/or the counselor, and at least one other member.
- c. Shall select the recipient(s) of the Golden Apple Awards;
- d. Shall select the recipients of the Volunteer Appreciation Certificates; and
- e. Present the awards at the annual meeting.

**F. HEALTH AND WELFARE COMMITTEE**

- a. The fifth vice-president shall serve as chairman of this committee and shall recruit members, as needed.

This committee shall:

- b. Assist the faculty Red Ribbon Week representative in coordinating activities for the week; and
- c. Chair the Panther Care Center organizing charitable activities for students to participate in without using class time.

**G. HOSPITALITY COMMITTEE:**

- a. The fourth vice-president shall serve as chairman of this committee and shall recruit members, as needed.

This committee shall:

- b. Provide coffee and beverages for executive board meetings and coordinate the sign-up for refreshments at the board meetings;
- c. Coordinate the Back to School coffee;
- d. Provide beverages and/or refreshments at association meetings and special events when needed;
- e. Maintain hospitality supply closet; and
- f. Provide refreshments for a Richardson Independent School District's Council of PTA's meeting, as assigned.

**H. LIFE MEMBERSHIP COMMITTEE:**

- a. The third vice-president shall serve as chairman of this committee.

1 b. The committee shall be comprised of at least five members, and the school  
2 principal and/or school counselor. It is desirable that one member of the  
3 committee hold a Texas Life Membership.

4 This committee shall:

- 5 c. Solicit nominations and select recipients to receive the Texas Honorary Life  
6 Membership Award; order awards and pins for recipients from Texas PTA;  
7 d. Plan the awards ceremony; and  
8 e. Maintain a list of all recipients from Prairie Creek Elementary.

9 I. MEMBERSHIP COMMITTEE:

10 a. The third vice-president shall serve as chairman of this committee and shall  
11 recruit members, as needed.

12 This committee shall:

- 13 b. Plan and coordinate all aspects of the membership campaign;  
14 c. Design, and implement theme of the year mural; and  
15 d. Apply for membership awards from district and Texas PTA.

16 J. NOMINATING COMMITTEE

17 a. The chairman will obtain the procedure notebook for the committee from the  
18 parliamentarian.

19 b. The chairman shall poll the members of the committee for suggested meeting  
20 dates. The time and place will be decided by the chairman when the majority  
21 of members can attend. Notice of the meeting shall be made to all members  
22 and alternates.

23 c. Any member who cannot attend the first meeting will be replaced by an  
24 alternate who then becomes a member of the committee. The replaced  
25 member and alternates who are not needed for the first meeting do not attend  
26 subsequent meetings of the committee.

27 The nominating committee shall:

- 28 d. Slate the following offices: president, seven vice-presidents, secretary and  
29 treasurer; and  
30 e. Submit names of nominees for Parent Advisory Committee Representative  
31 and an Alternate.  
32 f. Suggested nominees for officers along with their qualifications may be  
33 submitted to any member of the nominating committee before the committee  
34 meets.  
35 g. Suggested nominees are advisory only. The nominees selected by the  
36 committee shall be the best qualified member for the office to be filled.  
37 h. The comments, statements, or disagreements made in committee meetings are  
38 confidential and must be based on facts.  
39 i. The chairman shall report a complete list of nominees to the president and  
40 publicize the list to the general membership ten days before the election.

41 K. PROGRAM COMMITTEE:

42 a. The second vice-president shall serve as chairman of this committee and shall  
43 recruit members, as needed.

44 b. Work with the principal to present Meet the Teacher Night and Open House;

45 c. Plan and present programs and special events, including the Talent Show;

46 d. Provide flowers, notes or tokens of appreciation when deemed appropriate;  
47 and

1 e. Coordinate with other committee chairmen to present planned events at  
2 general meetings.

3 L. PUBLICITY COMMITTEE:

4 a. The seventh vice-president shall serve as chairman of this committee and  
5 shall recruit members, as needed.

6 This committee shall:

7 b. Assist other officers and committee chairmen to publicize PTA events;

8 c. Send announcements and news that emphasizes the most important features of  
9 the programs and general work of the association to newspapers; and

10 d. Send reports of outstanding achievements and meetings of unusual interest to  
11 the PTA Historian.

12 M. SPECIAL PURPOSE COMMITTEES:

13 a. These committees will be formed as needed by the association and are  
14 intended to be temporary in nature.

15 b. Duties of each committee shall be determined at the time the committee is  
16 formed.

17 c. Activities and plans of each committee shall be reported to the executive  
18 board on an ongoing basis.

19 d. When work is complete, each of these committees shall be disbanded.

20 N. WAYS AND MEANS COMMITTEE:

21 a. The sixth vice-president shall serve as chairman of this committee.

22 b. The committee shall be comprised of the chairmen of all approved fund  
23 raising projects.

24 c. This committee shall coordinate the fund raising projects of the association.  
25

26 **IX. Awards**

27 A. The first vice-president will be responsible for distribution of award forms to  
28 officers and committee chairmen. Submission of these completed awards to  
29 council, district and Texas PTA is the responsibility of the various officers and  
30 committee chairmen.

31 B. Awards are the possession of this PTA and are to be displayed at the school or  
32 placed in the historian's book. This does not include recognition pins  
33 (membership, arts in education, etc.)  
34

35 **X. MISC**

36  
37 A. Executive board members shall not expect privileges or rights that are not due any  
38 other parent or taxpayer in the school district.

39 B. Other than the President, no executive board member will speak to school district  
40 personnel or media as representing the local PTA unit unless authorized to do so  
41 by the executive board or the general membership.

42 C. Notification of an emergency vote taken by phone, email, or other electronic  
43 means shall be given to each board member by the president. Board members  
44 shall have at least 24 hours to respond. A complete accounting of the number of  
45 votes cast and the results shall be given at the next regular board meeting where  
46 the vote shall be ratified. All these actions shall be recorded in the minutes.  
47  
48

1 ADDENDUM #1  
2 TO STANDING RULES OF THE PRAIRIE CREEK ELEMENTARY PTA  
3

4 The Parent Advisory Committee (PAC) was created by the RISD Board of Trustees in the fall of 1980 as  
5 a result of a recommendation of the RISD Council of PTAs Executive Committee. PAC is made up of a  
6 parent/guardian from each school, a parent/guardian that resides within RISD boundaries from an early  
7 childhood PTA unit in membership with the RISD Council of PTAs, the PAC chairman, the president of  
8 the RISD Council of PTAs, the superintendent, the Superintendent's Council, and the RISD Board of  
9 Trustees.

10  
11 The purpose of PAC is to provide direct access for parents/guardians to administrators and school board  
12 trustees in order to convey current and accurate information with regards to district-wide concerns.  
13

14 **PARENT ADVISORY COMMITTEE REPRESENTATIVE GUIDELINES**

15 Each local school campus shall elect its representative and alternate for a one (1) year term of service in  
16 the following manner: The current PTA executive board or the nominating committee shall submit the  
17 name of a nominee for PAC representative and an alternate at the PTA election meeting. All  
18 parents/guardians of children enrolled in this school may make nominations from the floor and vote for  
19 the PAC representative and alternate. Membership in PTA is **not** required for purposes of voting or for  
20 standing for election as PAC representative or alternate. Neither the principal nor the PTA president may  
21 appoint these individuals.

22 The representative & alternate shall meet the following qualifications:

- 23 1. must have had a child enrolled in the RISD for at least one year prior to the year of service, and a  
24 child enrolled in the RISD school which the person is representing during the year of service.  
25 Early childhood representatives and alternates must be parents/guardians residing within the  
26 RISD boundaries;
- 27 2. must be willing to present all points of view from the area that he/she represents and be willing to  
28 seek that input;
- 29 3. will only accept concerns and/or questions from identified persons;
- 30 4. should be included on the local PTA unit's executive board as a honorary member who shall have  
31 the privilege of debate, but not making a motion or voting;
- 32 5. shall **not** serve as representative or alternate for more than two (2) consecutive years on the  
33 Parent Advisory Committee, no matter the school represented. The service limitation does not  
34 apply to the trustees, superintendent, Superintendent's Council, president of the RISD Council of  
35 PTAs, or the PAC chairman in their official capacity, but treats the alternate's service as if  
36 serving as the representative.
- 37 6. shall be elected by the end of May to serve the following school year. The name shall be turned  
38 in to the RISD School Board Staff Secretary, 400 South Greenville Ave., Richardson, TX 75081.  
39

40 **PARENT ADVISORY COMMITTEE CHAIRMAN**

41 The PAC chairman shall serve as a honorary member of the RISD Council of PTAs and Council  
42 executive board. The PAC chairman must meet the following qualifications: (1) been a voting member of  
43 the RISD Council executive board for at least 3 years, with no more than three years elapsing since being  
44 a voting member; (2) must reside within RISD boundaries; (3) have a child enrolled in RISD school or  
45 have had a child graduate from a RISD high school; and (4) have a broad knowledge of RISD. Specifics  
46 as to the selection of the PAC chairman are found in the RISD Council of PTAs Standing Rule XVIII.  
47

48 **PARENT ADVISORY COMMITTEE MEETING**

- 49 1. PAC meetings shall be set by the PAC chairman and the superintendent.
- 50 2. There shall be a minimum of three (3) meetings annually.
- 51 3. PAC chairman may hold a training session for the representative and alternates.
- 52 4. Minutes of the PAC meeting shall be taken by a secretary appointed by the superintendent.

