

**BONNIE GENTRY ELEMENTARY SCHOOL PTA  
STANDING RULES**  
MAY 2003 (*Revised October 2003*)

CHAIRMEN:

1. **Arts in Education:** Shall plan and implement programs for students and parents emphasizing the many cultural experiences that can enrich lives; shall encourage creativity stressing the need for Arts in Education programs in the school; shall encourage participation in the National PTA "Reflections" program; shall inform students of the rules of the program; shall send chosen work to the Mesquite ISD Council of PTAs program; shall assure that the winners are announced at school and the PTA meetings.
2. ~~**Clippers:** Shall coordinate the donation of educational equipment from participating organizations by collecting and exchanging labels from specific products.~~  
**Directory:** Shall compile information for the PTA directory; shall complete the directory and present it to the executive board at their November meeting; shall send copies of the directory to the Area 14 PTA president, Mesquite ISD Council of PTAs president and the Area 14 PTA Directory chairman by the appropriate deadline listed in the Area 14 PTA publication.
3. **Environmental Services:** Shall develop programs and projects that will enhance the beauty of the school and community; shall promote environmental education; shall publicize and promote student participants in Texas PTA Beautification Award and Texas PTA/TACB/TWC/EPA Environmental Poster Contest.
4. **Health Concerns:** Shall assist the principal and school nurse, when requested, with health checks; shall assist Mesquite ISD Council of PTAs with health clinics and other projects, as requested.
5. **Hospitality:** Shall create a feeling of friendliness and warmth at each PTA meeting by providing greeters, registration sheets, refreshments, and serving arrangements; shall cooperate with Mesquite ISD Council of PTAs when called upon; shall be responsible for hospitality equipment of the association; shall plan and supervise all social functions of the association.
6. ~~**Inclusiveness:** Shall promote and encourage the broadest representation of all families and teachers irrespective of color, creed, or condition; shall set initiatives that explore and enhance common values that emphasize interdependence, equality, and the sanctity of each individual's dignity; shall serve to further unify the vision and the principle of unity and diversity.~~  
**Legislative:** Shall keep the organization informed of legislation concerning the education and protection of children and youth.

- 8-7. **Newsletter:** Shall compile information and dates of interest pertaining to PTA, school, and community events; shall arrange information into an attractive, readable form with the approval of the PTA president and school principal; shall distribute the newsletter to the student body, school faculty, and staff on a time scheduled arrived by the newsletter staff, PTA president, and school principal. Shall also send announcements and news items to the local paper, shall work with all executive board chairmen on any projects requiring publicity; and shall report outstanding meetings and achievements to the State and National PTA publications
- 9-8. **Parent Education:** Shall promote parent education through study courses, various parent-teacher committees, and other community organizations and agencies.
- 10-9. **Box Tops/Preferred Rewards:** Shall coordinate the donation of educational equipment from participating organizations by collecting and exchanging labels from specific products and shall coordinate the rebate of grocery store shoppers who link their reward cards to the Bonnie Gentry Elementary School PTA.
11. **Publicity:** Shall send announcements and news items to the local paper, shall work with all executive board chairmen on any projects requiring publicity; shall report outstanding meetings and achievements to the State and National PTA publications.
- 12-10. **Room Representative Coordinator:** Shall serve as spokesman for selected room representatives and their assistants for each classroom; shall coordinate all party plans, shall work cooperatively with the chairman of Volunteer Services in the coordination of activities.
- 13-11. **Safety and Youth Protection:** Shall urge the enforcement of laws pertaining to the safety of youth going to and from school; shall investigate and recommend the removal of all unwholesome conditions surrounding youth; shall cooperate with related health agencies in approved activities and dissemination of approved materials.
- 14-12. **Spiritual-Character-Citizenship:** Shall promote the development of moral and spiritual values, good character traits, and citizenship education.
- 15-13. **Teacher-Faculty Representative:** Shall act as the liaison between faculty and the executive board.
- 16-14. **Volunteer Services:** Shall coordinate PTA volunteer activities in the school in cooperation with the school staff; shall encourage participation by parents and interested citizens in the school program through volunteerism; shall encourage participation in TEPSA Volunteer Award; shall work cooperatively with the Room Representative Coordinator.
17. **Yearbook:** Shall compile information for the PTA yearbook; shall complete the yearbook and present it to the executive board at their November meeting; shall send

~~copies of the yearbook to the Tenth District PTA president, Mesquite ISD Council of PTAs president and the Tenth District PTA Yearbook chairman by the appropriate deadline listed in the Tenth District PTA publication.~~

- ~~18. All officers and committee chairmen are responsible for filing all award packets pertaining to their office or committee. These packets must be filed by their appropriate deadline with a copy to the current PTA president.~~
- ~~19-15. Membership dues must be paid by current officers by October 1; nonpayment of dues shall of itself vacate the office.~~
- ~~20-16. The president and the first vice president or alternates or appointed alternate and additional delegates shall be official delegates to the Texas PTA Convention, with expenses paid (subject to the availability of funds). The incoming and outgoing president or alternates, shall be official delegates to the tenth District Area 14 PTA conferences and Summer Leadership Seminar with expenses paid (subject to the availability of funds).~~
- ~~21-17. Regular meetings of the association shall be held the second Tuesday at Bonnie Gentry Elementary School, as needed.~~
- ~~22-18. The executive board shall elect at the October executive board meeting, a committee of three (3) to select recipient(s) of the Honorary Life Membership in Texas Congress of Parents and Teachers, to be presented at the February regular association meeting. The number of recipients shall not exceed three (3). No person shall serve more than two (2) consecutive years on the Honorary Life Membership Committee.~~
- ~~23-19. The cost of the leadership courses required for officers will be paid by the PTA as budgeted.~~
- ~~24-20. All fundraising activities of the association must be done by the association members, without the aid of children.~~
- ~~25-21. All money collected from fundraisers will be handled as follows:~~
  - a. Two people shall count the money at the point at which it is received. The total amount collected will be recorded in the bound budget and finance book and signed off on by the counters. Both counters will also record the amount collected and sign off on that amount on receipt forms, for their retention.
  - b. The money shall be taken to the treasurer the day it is collected by one or both counters. At the point of delivery, on or both counters will recount the money with the treasurer to verify both counts. The treasurer will count and sign off on receipts of the counters.

- c. If the treasurer is not available to receive and count the money or make the deposit, arrangements will be made for ~~the president or first vice president~~an executive board member to count the money, sign off on that amount, and make the deposit.

26-22. Operating expenses shall be paid and reimbursed as follows:

- a. The expenses must be budgeted.
- b. An expense voucher with attached receipts must be turned in to the treasurer;
- c. The treasurer and/or president and/or first vice president must verify and approve all expense vouchers and attached receipts ~~(see 22 d and 22 e)~~;
- d. Persons asked to chair events in the name of a standing committee chairman shall present all plans, all knowledge of income and all expense receipts to that standing committee chairman for signed approval for reimbursement prior to and during the event, as appropriate; and
- e. If spending from another standing committee chairman's budget is needed, you must discuss it with that chairman and get ~~their signature on the expense voucher~~approval from the executive board prior to expenditure.

27-23. When attending PTA leadership functions at the expense of this local unit, delegates must attend most or all meetings and present a report to the executive board at the following meeting.

28-24. Any bonus points, gift or money incentives offered by or available from fundraising companies are the property of Bonnie Gentry Elementary PTA.

29-25. The Nominating Committee Report shall be posted at each school entrance, and, when possible, placed in the newsletter. The Nominating Committee Report shall be read to the association at the meeting of the elections.

30-26. The parliamentarian shall serve as chairman of the Bylaws Committee.

31-27. The Budget and Finance Committee shall consist of the president, treasurer, and second vice president, and two (2) other PTA members, as alternates, as appointed by the executive board.

32-28. These standing rules ~~must~~may be amended ~~by~~at any meeting of the association~~-by-a majority vote, provided notice of the proposed amendment is given, provided a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of each proposed amendment shall be provided to the membership through regular publicity channels thirty (30) days prior to the meeting at which the amendment is voted upon~~ at

the previous regular meeting; or they may be amended, without notice, by a two-thirds ~~vote of the membership.~~ The amendment shall be subject to approval of the Texas PTA.

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