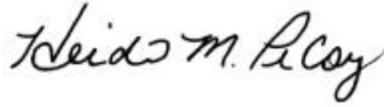


Standing Rules **Approved with Editorial Edits**  
by Order of the Texas PTA Board of Directors



Texas PTA President  
Filed 1/8/2026

**Helms Elementary PTA**

**STANDING RULES**

**I. Reports and Succession Planning**

A. Each officer and chair shall include his/her annual report information on duties, vendors, etc. in his/her procedure book to be given to his/her successor.

B. Helms PTA shall maintain a Google Drive file containing items relevant to succession planning for the executive board and standing committee chairs. The file shall contain up-to-date contact information for all executive board and standing committee chairs, details on who holds passwords, information on any subscriptions or other log-in information, instructions for requesting checks and submitting deposits, as well as other relevant information.

**II. Training Expenses**

A. Executive Board members are encouraged to attend the Texas PTA LAUNCH if they have not previously done so within the last three years. As funds allow, Helms PTA shall pay the expenses of executive board members to the Texas PTA LAUNCH in the following order:

1. President
2. Treasurer
3. First Vice President, Programs
4. Second Vice President, Membership
5. Third Vice President, Fundraising
6. Fourth Vice President, Communication
7. Fifth Vice President, Outdoor Spaces
8. Secretary
9. Parliamentarian

B. Delegates to any event shall try to limit expenses to conserve Helms PTA funds. Helms PTA shall limit event expenses to the following:

1. Registration fee.
2. Hotel accommodations at published seminar double-occupancy rate.
3. Mileage reimbursement for one vehicle per four (4) members in attendance at \$0.55 cents per mile when using a personal car.
4. Meals not to exceed \$45 per person per day.
5. If a meal is included in a prepaid event, no reimbursement will be paid for that meal.
6. Alcohol purchases shall not be reimbursed.
7. Parking fees.

### **III. Financial**

A. The president shall appoint, with executive board approval, one additional executive board member to be a signer on the Helms PTA's bank account.

B. As a requirement of insurance coverage and good practice, an executive board member without signature authority at the bank must review and sign a printed copy of the monthly bank statement. The Treasurer shall make available all relevant documentation to enable a review of the monthly statement. All bank statements shall be kept in the financial records for review by the reconciliation committee at the end of the fiscal year.

C. No executive board member shall approve or sign a check that is being issued to him/herself.

D. No blank checks shall be issued.

E. Any items purchased by the Helms PTA for the school needs approval of the principal.

F. All money shall be counted by at least two persons, and all counters shall sign a completed Deposit Form.

#### **G. Expense Approvals**

1. All allowable, budgeted expenses shall be approved by the executive board prior to incurring the expense or receiving reimbursement. Committee chairs have authority, up to the limits of their approved budget line item, to incur expenses for their committee's purpose.

2. Helms PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within 60 days of the event or by June 15, whichever comes first.

3. Any member making purchases on behalf of or for Helms PTA shall attempt to use the tax-exempt form. Helms PTA may reimburse sales tax when reasonable to do so and the

member has provided written justification on the check request form for incurring sales tax.

4. For purchases of goods over \$500, Helms PTA shall obtain at least two bids or price comparisons unless the item is a specialty item and there is but one vendor for the item.

5. For purchases of services over \$500, Helms PTA shall obtain a written contract with any business/vendor.

#### H. Budgets

1. The Auction Benefit will be decided by the Auction Committee and presented to the membership for a vote at least three months prior to the event being held.

2. Helms PTA shall have a carryover in the checking account of not less than \$12,000 at the end of the fiscal year.

1. A full \$2,000 of the \$10,000 shall be earmarked for the Turf field upkeep and future maintenance. Any portion of the annual \$2,000 not used in that fiscal year shall continue to be earmarked and set aside for future maintenance and/or replacement of the field in future years. The earmarked funds from previous years may be set aside in a separate savings account, provided the signers on the account are the same as the general fund and all amounts are accounted for.

#### I. Electronic Banking

1. Automated Teller Machine (ATM) usage, cash back, or cash advances shall be prohibited.

#### J. Bonding and Insurance

1. The following insurance shall be purchased annually by Helms PTA:

- a) Commercial General liability insurance
- b) Accident medical
- c) Media Liability Endorsement
- d) Commercial Crime & Fidelity (Bond)
- e) Nonprofit professional liability insurance
- f) Abuse and Molestation Coverage (for purposes of the After School Program)

### **IV. Communications and Electronic Procedures**

A. Helms PTA may maintain a public website and utilize other social media platforms for communication with members. At the beginning of each school year, Helms PTA executive board shall designate a single, official means of communication with members.

B. Helms PTA shall use the official means of communication to notify all members at least five days prior to each membership meeting where to find either the link to the website for meeting agendas or the agenda itself, and within three days following each membership meeting, another

notice with either the link to the website for membership meeting minutes or the minutes themselves. Membership meeting minutes shall be deemed approved if no comments or requests for discussion at the following membership meeting have been received within 21 days following the membership meeting.

C. For security purposes, no documents maintained on Helms PTA's website shall include copies of member signatures.

D. Passwords for the various electronic accounts shall be maintained by at least four executive board members. Three of these executive board members must be in agreement when a password is in need of changing. The remaining executive board member must be notified immediately of the change.

E. All communications concerning Helms PTA for school distribution shall be approved prior to duplication and/or distribution by the president, vice president of communication, or one other executive board member prior to dissemination.

## **V. Condolences and Congratulations**

A. Condolences and congratulations expressed by Helms PTA shall be in the form of cards.

## **VI. Additional Officer Duties**

A. First Vice President of Programs. In addition to the responsibilities listed in the bylaws, the first vice president of programs shall:

1. Lead planning and scheduling for all programs presented at membership meetings and offered by the PTA throughout the year for Helms students and families. Examples of programs include: Homework Night, Healthy Eating presentation, Winter Party, Loteria;
2. Coordinate with presenters and faculty and staff; and
3. Oversees the Programs committee.

B. Second Vice President of Membership. In addition to the responsibilities listed in the bylaws, the second vice president of membership shall:

1. Organize and lead membership drives within and outside the Helms community;
2. Report all membership information to the Texas PTA;
3. Submit all paperwork and donations to the treasurer;
4. Apply for membership awards from Texas PTA; and
5. Oversees the Hospitality and Volunteer Coordinator committees.

C. Vice President of Fundraising. In addition to the responsibilities listed in the bylaws, the third vice president of fundraising shall:

1. Oversee all fundraising programs throughout the year;
2. Oversees the Auction/Gala committee and any other fundraising committees formed (Grant Writing, Merchandising, Yearbook); and
2. Ensure that all funds are allocated as stated throughout the year.

D. Fourth Vice President of Communication. In addition to the responsibilities listed in the bylaws, the fourth vice president of communication shall:

1. Carry out the requirements of Section VI of these Standing Rules;
2. Have the skills necessary to maintain the Helms PTA website and social media platforms; and
3. Oversees the Communications committee.

E. Fifth Vice President of Outdoor Spaces. In addition to the responsibilities listed in the bylaws, the fifth vice president of outdoor spaces shall:

1. Be in charge of ensuring the committee chairs for Gardens, Wetlands, Turf, Geology Garden and other relevant committee chairs are coordinating and sharing resources.
2. Ensuring that capital investments in the outdoor spaces are protected and maintained as possible.

F. President. In addition to the responsibilities listed in the bylaws, the president shall:

1. Oversee the Advocacy, Diversity, Equity and Inclusion, and Health and Safety committees.

G. Treasurer. In addition to the responsibilities listed in the bylaws, the treasurer shall:

1. Oversee the financial committee.

## **VII. Committees**

A. The standing committees of this Helms PTA shall be the Auction Committee and the After School Committee.

B. The special committees of this Helms PTA shall be the Beautification Committee, Wetlands Committee, Gardens Committee, Health & Safety Committee, and any other committee formed by the executive board throughout the year.

C. All committees shall be composed of a chair and at least two members. The purpose of the committee shall be stated in the minutes of the meeting establishing such committee.

D. All communications concerning Helms PTA for school distribution by any committee chair shall be approved prior to duplication and/or distribution by two of the following people: (1) President, (2) Vice President of Communication, or (3) one other member of the executive board prior to dissemination.

## **VIII. After School Committee**

- A. The After School Committee shall be responsible for the organization and daily operations of the Before and After School program at Helms Elementary, subject to agreement by the Helms administration.
  - a. Annually, the After School Program (ASP) and Helms Administration shall have a signed agreement outlining the basic roles and responsibilities of each party.
  - b. Funds for the ASP shall be kept in a separate bank account, established for the purpose of the ASP. Signers on the account shall be the President, Treasurer, and After School Director. In addition, a member of the After School Committee may be a signer on the account if necessary to assist in administrative tasks (like reimbursements, deposits, and invoices). All financial reconciliation rules for the general fund shall also apply to this account. The President will appoint a separate financial reconciliation committee to review the after-school account each year.
  - c. The After School Committee shall be responsible for:
    - i. Hiring a Director for the program,
    - ii. Setting a pay scale for all after school staff members,
    - iii. Approving financial aid criteria for families,
    - iv. Approving the ASP parent and employee handbooks and all ASP policies,
    - v. Assisting the Director in determining the enrichment activities and schedules,
    - vi. Applying for grants for the ASP,
    - vii. In consultation with the Director, determining how ASP funds should be used throughout the year (purchasing additional materials, equipment, pay raises, etc.),
    - viii. Assisting the Director in hiring staff members,
    - ix. Assisting the Director in record keeping for student files, grant requirements, and other administrative tasks such as invoicing, and
    - x. Consult with the Director on financial decisions regarding annual budgets and any amounts to be requested from or provided to the Helms PTA general fund.
    - xi. At the May board meeting and general meeting, the After School Committee, after consultation with the Director, shall report on the financial situation of the ASP. At this time, the Committee may propose transferring funds to the Helms PTA general fund or make a request for funds from the general fund in order to allow for continuation of the program in the following school year.
    - xii. The Committee shall meet at least once each 9 weeks during the school year and at least once over the summer.
- B. The After School Director shall be responsible for:
  - a. Daily operations of the ASP,
  - b. Assigning staff members schedules and duties,
  - c. Communicating with the Helms administration on matters of discipline, facility needs,

scheduling, and other matters that impact daily operations,

- d. Keeping the After School Committee informed of communications with the Helms Administration,
- e. Ensuring employees accurately record time worked and running payroll,
- f. Invoicing families for monthly tuition,
- g. Coordinating with the After School Committee members on ASP budget and plans,
- h. Ensuring that the students are exposed to different and varied enrichment activities throughout the year, and
- i. Ensuring a monthly financial reconciliation is completed in a timely manner.