

Tanglewood Elementary School

PTA Standing Rules

I. Meeting Minutes

- A. The Vice President of Operations will send the meeting minutes to the TW PTA Executive Board for approval of the previous Executive Board meeting.
- B. The Vice President of Operations will send the meeting minutes to the TW PTA Chairs for approval of the previous Chairs meeting.
- C. The Vice President of Operations will send the meeting minutes to the TW PTA Membership for approval of the previous Membership meeting.

II. Financial

- A. The president shall appoint the VP of Finance, Assistant Treasurer and VP of Operations as additional signers for the PTA accounts, unless decided otherwise by the president.
- B. All money shall be counted by at least two (2) people, and all counters shall sign a completed Deposit Form. The money shall then be given to the VP of Finance, who shall also count and sign the Deposit Form. A copy of this form shall be retained by all signers of the form.
- C. The Tanglewood Elementary School PTA shall require two signatures on all checks.
- D. Any check made payable to Tanglewood Elementary School PTA that is returned as NSF will be re-deposited 2 times. Any charges incurred by the Tanglewood Elementary School PTA because of insufficient funds shall be charged to the check writer. Tanglewood Elementary School PTA reserves the right to refuse subsequent checks from the check writer and require cash for payment.
- E. The Tanglewood Elementary School PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the VP of Finance within thirty 30 days of the event or within 15 days of the end of the school year, whichever comes first.
- F. The Tanglewood Elementary School PTA shall not reimburse sales tax unless the executive board gives prior approval for the exception. Any member making purchases on behalf of or for Tanglewood Elementary School PTA shall use the tax-exempt form.
- G. The Tanglewood Elementary School PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.
- H. The Executive Board shall be responsible for developing a sound financial plan for processing and apportioning funds to meet the needs of the year's activities as planned by the PTA. The Executive Board shall recommend any amendments to the budget and review requests for funds.
- I. The VP of Finance shall prepare the budget and plan for the annual audit.
 - i. **Operating Budget:** The Operating Budget total amount is influenced by the net income earned in the prior year. It does not include funds raised for Paddles Up. Paddles Up is a special project as determined by the Executive Board, and it is to be completed prior to the following school year's start. The operating budget is determined each spring for the following school year. Any changes to the operating budget must be publicized, presented and voted on at a General PTA meeting.
 - ii. **Protection Plan:** The Protection Plan is a one-year reserve of funds set aside as a safety net in the event of insufficient funds to cover recurring expenses that are not self-funded. Its value is based on the total recurring expenses in the Operating Budget which do not generate revenue to cover expenditures. The purpose of this fund is to allow programs and educational resources to continue in the event a particular year does not provide the needed income to cover the next year's expenses.
 - iii. **Board Designated Fund:** The purpose of the BDF is to fund identified, needed educational resources that fall outside of the planned Operating Budget. The amount available in the BDF will vary each school year as its value is dependent on the money available in excess of the Operating Budget and Protection Plan.

J. The Executive Board and Principal will review all BDF requests. The Executive Board will vote to approve expenditures. To qualify, items must provide educational benefit to the school, its students and teachers as a whole for multiple years. Items may not be consumable or benefit only a portion of the students or teachers.

III. Bonding and Insurance

A. The Tanglewood Elementary School PTA renews liability insurance each fall, and the amount of coverage is determined by the President and VP of Finance.

IV. Executive Board Roles and Responsibilities

President	Chair and voting member of the Executive Board. Oversee all VP positions to ensure activities are on goal and within budget. Promote the purposes of the PTA. Preside over all executive and general PTA meetings. Sign contracts and checks. Serve as an ex-officio member of all committees except Nominating and financial reconciliation committees. Must have previous experience on the Executive Board and served as a PTA chair for a minimum of two years. Member of the Site Based Decision Making committee. Work with the team to set the following year's budget and fundraising goal.	Year-round	Hold monthly Executive Board Meetings. Vote on financial decisions. Hold monthly PTA Chair Meetings. Set the school calendar with the Principal. Work with the team to set the following year's budget.	Must have served in a VP roll the previous year.
VP of Tiger Relations	Voting member of the Executive Board. Oversee all Tiger Relations Chairs. Provide relevant Tiger Relations information to be shared with parents at the beginning of the school year. Hold monthly meetings with Chairs to ensure activities are on goal and within budget. Communicate the needs and activities of Chairs with the President and Executive Board. Coordinate gifts, meals, etc. for faculty and Tanglewood families in recognition of significant life events, challenges, serious injuries and illnesses. Voting member of the Executive Board. Prepare budget recommendations for the following school year.	Year-round	Attend monthly Executive Board Meetings. Vote on financial decisions. Hold monthly meetings with Chairs.	Past experience as a Tiger Relations Chair.
VP of Finance/Treasurer	Voting member of the Executive Board and PTA Treasurer. Oversee all Finance Chairs. Provide relevant Finance information to be shared with parents at the beginning of the school year. Hold monthly meetings with Chairs to ensure activities are on goal and within budget. Communicate the needs and activities of Chairs with the President and Executive Board. Present the budget and financial updates at monthly PTA meetings. Email monthly financials to the PTA Board. Work closely with the Principal and President of the PTA. Oversees the annual audit. Responsible for filing annual tax returns. Set and communicate when payments will be made. Disburse checks and payments twice a month. Work with the team to set the following year's budget and fundraising goal. *Will lead a committee to support this initiative	Year-round	Attend monthly Executive Board Meetings. Vote on financial decisions. Hold monthly meetings with Chairs.	Past experience as a Finance Chair.
Assistant Treasurer	Support the Treasurer and assume the Treasurer role the following year - two year commitment. Attend all Executive Board meetings as a non-voting member. Responsible for the annual turnover of authorized bank signatories for all accounts. Work with the team to set the following year's budget and fundraising goal.	Year-round	Will serve as VP Finance/Treasurer the following year. Non-voting member	
Parliamentarian	Attend monthly Executive Board Meetings as a Non-voting member. Advise the presiding officers on parliamentary procedure; oversee the review and/or revision of By-Laws, as necessary. Oversee the PTA Nominating committee and election of the Site Based Decision Making committee.	Year-round	Non-voting member	
VP of Operations/ Recording Secretary	Voting member of the Executive Board. Oversee all Operations Chairs. Provide relevant Operations information to be shared with parents at the beginning of the school year. Hold monthly meetings with Chairs to ensure activities are on goal and within budget. Communicate the needs and activities of Chairs with the President and Executive Board. Serve as Recording Secretary for the Executive Board, PTA Board and the General PTA. Schedule, plan and invite participants to attend all meetings and track attendance. Take minutes for approval and distribute No less than 3 days prior to each upcoming meeting for approval. Collect plans of work from all PTA Board Members at the beginning of the school year. Prepare budget recommendations for the following school year.	Year-round	Attend monthly Executive Board Meetings. Vote on financial decisions. Hold monthly meetings with Chairs.	Past experience as an Operations Chair.
Past President	Attend monthly Executive Board Meetings as an advisor and Non-voting member. Assist front office staff as needed. Fill and maintain the pencil machine.	Year-round	Non-voting member	

VP of Volunteers	Voting member of the Executive Board. Oversee all Volunteers Chairs. Provide relevant Volunteer information to be shared with parents at the beginning of the school year. Hold monthly meetings with Chairs to ensure activities are on goal and within budget. Communicate the needs and activities of Chairs with the President and Executive Board. Oversee the coordination of all volunteer opportunities. Ensure background checks are current for all volunteers. Coordinate copy needs with teachers and manage copy volunteers. Sign up genius tutoring. Volunteer recruitment assistance. Ensure all activities are properly staffed with volunteers. Prepare budget recommendations for the following school year.	Year-round	Attend monthly Executive Board Meetings. Vote on financial decisions. Hold monthly meetings with Chairs.	Past experience as a Volunteers Chair.
VP of Programs	Voting member of the Executive Board. Oversee all Program Chairs. Provide relevant Tiger Relations information to be shared with parents at the beginning of the school year. Hold monthly meetings with Chairs to ensure activities are on goal and within budget. Communicate the needs and activities of Chairs with the President and Executive Board. Oversee the coordination of all Tanglewood Programs. Prepare budget recommendations for the following school year.	Year-round	Attend monthly Executive Board Meetings. Vote on financial decisions. Hold monthly meetings with Chairs.	Past experience as a Programs Chair.
VP Fund Development	Voting member of the Executive Board. Oversee all Fund Development Chairs. Provide relevant Donor Relations information to be shared with parents at the beginning of the school year. Hold monthly meetings with Chairs to ensure fundraising is on track. Communicate the needs and activities of Chairs with the President and Executive Board. Oversee the coordination of all Tanglewood Fund Development. Prepare budget recommendations for the following school year.	Year-round	Attend monthly Executive Board Meetings. Vote on financial decisions. Hold monthly meetings with Chairs.	Past experience as a Fund Development Chair.

V. Chair Roles and Responsibilities

Helping Hands	Work with the counselor in confidence to address the needs of designated students and families. This includes but is Not limited to helping with the Live Thankfully food drive, Christmas Angels program, collecting/organizing donated uniforms and spirit wear, and ensuring students in need receive assistance with various school events throughout the year.	Year-round	Encouraged to hold the position for 2 years.	
Hospitality	Responsible for coordinating PTA luncheons and social activities. Plan a holiday lunch and end of year incoming/outgoing board meeting. Purchase gifts for participating teachers of all grade level programs. Purchase end-of-the-year gift for outgoing PTA President.	Year-round		
New Parent Education/Connection	Obtain a list of new families and send a welcome letter and other various correspondence. Assist with Round Up. Distribute signs to all Kindergarten Tigers at the beginning of the year. Collect signs for use again the following year. Coordinate Popsicles at the Park at the beginning of the school year. Plan New Parent Information Event. Provide school information and tours twice a month to prospective families. *Will lead a committee to support this initiative	Year-round	Encouraged to hold the position for 2 years.	
Round Up	Plan and coordinate Round Up. *Will lead a committee to support this initiative	January		
Tanga	In charge of Tanga school appearances. Maintain Tanga's schedule and work with a team of Tanga volunteers to cover appearances.	Year-round		
Grandfriends Day	Plan, coordinate and execute Grandfriends Day with the Principal and Art Teacher. Coordinate day of parent volunteers. *Will lead a committee to support this initiative	Month of event		
5th Grade Activities	Coordinate activities for the fifth grade students. Plan Promotion. Design and order 5th grade t-shirts for students. Design and order memory book. Work closely with the Principal and fifth grade teachers on special events and community volunteer events. *Will lead a committee to support this initiative	Year-round		
Special Projects	Coordination and execution of Paddles up Project with the Executive Board – with intent to complete the project within the following school year. Work with the Principal and FWISD to implement school and ground improvements. Serve as purchasing agent - oversee school Amazon Prime Account. Receive orders, make purchases and coordinate returns as needed on behalf of board members.	Paddles Up implementation late spring and over the summer. Purchasing Agent is most intense leading up to Artapalooza.		

Legal Advisor	Consult and advise the Principal and Executive Board on legal issues. Review all legal documents and contracts as they relate to the Tanglewood PTA. All contracts may only be signed by the President. Responsible for maintaining adequate Liability Insurance for the TW PTA.	Year-round		Previous law experience is encouraged.
PTA Membership and Directory	Conduct the annual Texas PTA membership enrollment campaign. Collect membership applications and submit electronically to the Texas PTA. Coordinate the annual PTA Lifetime achievement award. Maintain the Tanglewood Directory using an online platform. Collect parent information and student information and encourage participation. Educate parents on how to use the Directory app.	Fall semester and May		
E-blast	Create and send weekly e-blasts with current PTA news and information.	Year-round		
Social Media	Post and manage PTA social media pages. Share school news and events throughout the year.	Year-round		
Pyramid Liaison	Facilitate a close working relationship with McLean 6th, McLean 7-8 and Paschal. Share information regarding pyramid events through e-blast. Attend FWISD PTA Council meetings. Help plan a pyramid Q&A event for TW parents in the Fall with parents and students from McLean and Paschal.	Year-round		
Yearbook	Coordinate the layout and sale of the annual yearbook. Collect photographs from all school events. Distribute yearbooks at end of summer.	Year-round		
Spirit Shop	Design, order and sell spirit items throughout the year. Maintain spirit shop inventory and website. Maintain student tshirt size list for school provided shirts.	Summer (heavy week prior to school starting)		
Outdoor Hospitality	Oversee and maintain the Outdoor Learning Center. Coordinate seasonal maintenance. Work with teachers on seasonal lesson planning and needs. Ensure grounds are well maintained before big school events – WAC, Carnival, Artapalooza, etc. Utilize Dad's Club as necessary.			
Graphic Designer	Provide graphic design assistance as requested. Provide designs for spirit shop, school activities, social media, etc.	Year-round		
School Supplies and Lost and Found	Coordinate the purchase and distribution of school supplies. Manage the Lost and Found. *Will lead a committee to support this initiative	Year-round. Must be available during school supply distribution in August.		
Room Reps	Secure two room representatives for each homeroom. Communicate school needs to room reps. Facilitate KinderPal Feast. Coordinate Deck the Halls set-up and tear down.	Year-round		
Copy Volunteer	Coordinate copy needs with teachers and manage copy volunteers.	Year-round		
POPS	Recruit, train and schedule volunteers to help on the playground for pre-k, kinder, first and second grades.	Year-round		
Library Volunteers	Recruit, train and schedule volunteers for the library. Work with the Librarian and Book Fair Chairs.	Year-round		
Think Tank	Coordinate Think Tank volunteers and schedules using sign up genius. Communicate schedule changes as needed with teachers and volunteers. Works with the Think Tank Teachers to assure the classroom supply needs are met. Help manage the Think Tank supply closet and budget. Serves as the liaison between the PTA and Think Tank Teacher, regularly communicating updates with one another.	Year-round		
Enrichment	Plan and manage the after school enrichment program, coordinate instructors and volunteers, conduct class registration, and provide program oversight.	Fall and Spring		
Running Team	Assist PE Coach with registration of Fall, Cowtown, and Spring Running Team sessions. Coordinate parent volunteers to assist with the transition of students being dismissed from school and getting prepared for running.	Fall and Spring		
Carnival	Plan and execute all aspects of the Carnival. Secure vendors and coordinate volunteers.	Summer and Fall		
Book Fair	Plan and coordinate the annual book fair with Librarian.	Month of event		
Field Day	Plan, coordinate and execute Field Day with PE Coach. Coordinate parent volunteers. Design and order Field Day t-shirts for students.	Fall		

Splash Day	Plan, coordinate and execute Splash Day with PE Coach. Coordinate parent volunteers.	Spring		
Visiting Author	Plan, coordinate and execute (2) Visiting Author Programs with Librarian.	Year-round		
Artapalooza	Plan, coordinate and execute Fine Arts Day "Artapalooza." Create theme and concepts for decorations. Coordinate volunteer committees for decorations and class projects as well as day of parent volunteers. Oversee Gallery Night. *Will lead a committee to support this initiative	Spring		
PTA Closet Manager	Oversee PTA Closet. Ensure closet is kept organized and tidy. Maintain closet supplies as needed. Keep inventory list and bin labels up to date. Maintain inventory of volunteer aprons. Ensure volunteer aprons are laundered and returned after use.	Heavy Loads after big programs		
UIL	Assist in all UIL activities and coordinate with UIL sponsors.			
Donor Relations	Work with VP Fund Development, Fall and Spring Fundraising Chairs to plan and track corporate and individual giving. Plan and execute programs with local businesses and sponsors. Send thank you Notes for all doNor relations and fundraising. *Will lead a committee to support this initiative	Year-round		
Fall Fundraiser - WAC	Plan, coordinate and execute all aspects of the Fall Fundraiser/WAC. Work closely with VP Fund Development and DoNor Relations to plan and track fundraising. *Will lead a committee to support this initiative	Summer/Fall		
Spring Fundraiser - Auction	Plan, coordinate and execute all aspects of the Spring Fundraiser/Auction. Work closely with VP Fund Development and DoNor Relations to plan and track fundraising. *Will lead a committee to support this initiative	Spring		
Teacher & Staff Appreciation	Plan, coordinate and execute monthly recognition events for all teachers and staff. Coordinate Thanksgiving Pies for teachers and staff. Facilitate Teacher and Staff Appreciation Week.	Year-round		

VI. Special Committees:

A. Site Based Decision Making Team (SBDM)

To be parallel with the Fort Worth ISD policies, the Site Based Decision Making Team is composed of the principal, four teachers and a non-teaching professional staff member elected by the faculty, four parents elected by the membership and the PTA President, two people from the community, two business representatives and one district representative selected by the core group.

The parent representatives will be elected at the Fall General PTA meeting by the membership. In order to achieve overlapping terms and continuity for the Site Based Decision Making Team, the four elected parent representatives will serve two year staggered terms (two being elected as new representatives beginning their first term during the same year as the other two are serving in their last year of their two-year term). No parent member may serve more than two consecutive years.

VII. Miscellaneous:

- A. Tanglewood Elementary PTA Executive Board and Chairs shall not serve more than two (2) consecutive terms in the same position.