

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



Texas PTA President
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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 minutes.
- B. The Vice President of Operations will send the meeting minutes to the TW PTA membership for approval of the previous membership meeting minutes.

II. Financial

- A. The president shall appoint the VP of Finance and VP of Operations as additional signers for the PTA accounts with executive board approval.
- B. All money shall be counted by at least two 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 two 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 30 days of the event or within 15 days of the end of the fiscal 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 budget to meet the needs of the year's activities as planned and approved by the membership. The executive board shall recommend any amendments to the budget and review requests for funds with membership approval.
- I. The executive board and principal will review all Board Designated Fund requests. The executive board will vote to approve these membership-approved budgeted 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. Additional Duties of Officers and the Respective Committees

- A. President
 - 1. Must have previous experience on the executive board and served as a PTA chair for a minimum of two years
 - 2. Member of the Site Based Decision Making committee.
- B. VP of Tiger Relations
 - 1. Coordinate gifts, meals, etc. for faculty and Tanglewood families in recognition of significant life events, challenges, serious injuries and illnesses.
- C. VP of Operations
 - 1. Provide relevant Operations information to be shared with parents at the beginning of the school year.
 - 2. Distribute minutes no less than three days prior to each upcoming meeting for approval
- D. VP of Volunteers
 - 1. Provide relevant Volunteer information to be shared with parents at the beginning of the school year.
 - 2. Oversee the coordination of all volunteer opportunities.
 - 3. Ensure background checks are current for all volunteers.
 - 4. Coordinate copy needs with teachers and manage copy volunteers.
 - 5. Sign up genius tutoring.
 - 6. Volunteer recruitment assistance.
 - 7. Ensure all activities are properly staffed with volunteers.
- E. VP of Programs
 - 1. Provide relevant Tiger Relations information to be shared with parents at the beginning of the school year.
 - 2. Oversee the coordination of all Tanglewood Programs.
- F. VP Fund Development
 - 1. Provide relevant Donor Relations information to be shared with parents at the beginning of the school year.
 - 2. Oversee the coordination of all Tanglewood Fund Development.

V. Standing Committees

- A. Helping Hands
 - 1. Work with the counselor in confidence to address the needs of designated students and families.
 - 2. 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.
- B. Hospitality
 - 1. Responsible for coordinating PTA luncheons and social activities.
 - 2. Plan a holiday lunch and end of year incoming/outgoing board meeting.
 - 3. Purchase gifts for participating teachers of all grade level programs.
 - 4. Purchase end-of-the-year gift for outgoing PTA president.
- C. New Parent Education/Connection
 - 1. Obtain a list of new families and send a welcome letter and other various correspondence.
 - 2. Assist with Round Up.
 - 3. Distribute signs to all Kindergarten Tigers at the beginning of the year and collect signs for use again the following year.
 - 4. Coordinate Popsicles at the Park at the beginning of the school year.
 - 5. Plan New Parent Information Event.
 - 6. Provide school information and tours twice a month to prospective families.
- D. Tanga
 - 1. In charge of Tanga school appearances.
 - 2. Maintain Tanga's schedule and work with a team of Tanga volunteers to cover appearances.
- E. 5th Grade Activities
 - 1. Coordinate activities for the fifth grade students.
 - 2. Plan the promotion.
 - 3. Design and order 5th grade t-shirts for students.
 - 4. Design and order memory book.
 - 5. Work closely with the principal and fifth grade teachers on special events and community volunteer events.
- F. Legal Advisor
 - 1. Consult and advise the principal and executive board on legal issues.
 - 2. Review all legal documents and contracts as they relate to the Tanglewood PTA. Responsible for maintaining adequate Liability Insurance for the TW PTA.
 - 3. Previous law experience is encouraged.
- G. E-blast
 - 1. Create and send weekly e-blasts with current PTA news and information.
- H. Social Media
 - 1. Post and manage PTA social media pages.
 - 2. Share school news and events throughout the year.
- I. Pyramid Liaison
 - 1. Facilitate a close working relationship with McLean 6th, McLean 7-8 and Paschal.
 - 2. Share information regarding pyramid events through e-blast.
 - 3. Attend FWISD PTA Council meetings.

4. Help plan a pyramid Q&A event for TW parents in the Fall with parents and students from McLean and Paschal.
- J. Yearbook
 1. Coordinate the layout and sale of the annual yearbook.
 2. Collect photographs from all school events.
 3. Distribute yearbooks at end of summer.
- K. Outdoor Hospitality
 1. Oversee and maintain the Outdoor Learning Center.
 2. Coordinate seasonal maintenance.
 3. Work with teachers on seasonal lesson planning and needs.
 4. Ensure grounds are well maintained before big school events – WAC, Carnival, Artapalooza, etc. Utilize Dad's Club as necessary.
- L. Graphic Designer
 1. Provide graphic design assistance as requested.
 2. Provide designs for spirit shop, school activities, social media, etc.
- M. School Supplies and Lost and Found
 1. Coordinate the purchase and distribution of school supplies.
 2. Manage the Lost and Found.
- N. Room Reps
 1. Secure two room representatives for each homeroom. Communicate school needs to room reps.
 2. Facilitate KinderPal Feast.
 3. Coordinate Deck the Halls set-up and tear down.
- O. Copy Volunteer
 1. Coordinate copy needs with teachers and manage copy volunteers.
- P. POPS
 1. Recruit, train and schedule volunteers to help on the playground for pre-k, kinder, first and second grades.
- Q. Library Volunteers
 1. Recruit, train and schedule volunteers for the library.
 2. Work with the Librarian and Book Fair Chairs.
- R. Think Tank
 1. Coordinate Think Tank volunteers and schedules using SignupGenius.
 2. Communicate schedule changes as needed with teachers and volunteers.
 3. Works with the Think Tank Teachers to assure the classroom supply needs are met.
 4. Help manage the Think Tank supply closet and budget.
 5. Serves as the liaison between the PTA and Think Tank Teacher, regularly communicating updates with one another.
- S. Visiting Author
 1. Plan, coordinate and execute two Visiting Author Programs with Librarian.
- T. PTA Closet Manager
 1. Oversee PTA Closet.
 2. Ensure closet is kept organized and tidy.
 3. Maintain closet supplies as needed.
 4. Keep inventory list and bin labels up to date. Maintain inventory of volunteer aprons.
 5. Ensure volunteer aprons are laundered and returned after use.
- U. UIL
 1. Assist in all UIL activities and coordinate with UIL sponsors.
- V. DoNor Relations
 1. Work with VP Fund Development, Fall and Spring Fundraising Chairs to plan and track corporate and individual giving.
 2. Plan and execute programs with local businesses and sponsors.
 3. Send thank you notes for all DoNor relations and fundraising.
- W. Teacher & Staff Appreciation
 1. Plan, coordinate and execute monthly recognition events for all teachers and staff.
 2. Coordinate Thanksgiving Pies for teachers and staff.
 3. Facilitate Teacher and Staff Appreciation Week.
- X. Site Based Decision Making Team (SBDM)
 1. The PTA president and four members serve on the campus' Site Based Decision Making Team.
 2. The parent representatives will be elected at the October membership meeting.

VI. Special Committees:

- A. Round Up
 1. Plan and coordinate Round Up.
 2. Timeframe: January
- B. Grandfriends Day
 1. Plan, coordinate and execute Grandfriends Day with the principal and art teacher.
 2. Coordinate day of parent volunteers.
 3. Timeframe: month of event
- C. Special Projects

1. Coordination and execution of Paddles up Project with the executive board – with intent to complete the project within the current fiscal year.
 2. Work with the principal and FWISD to implement school and ground improvements.
 3. Serve as purchasing agent - oversee school Amazon Prime Account.
 4. Receive orders, make purchases and coordinate returns as needed on behalf of executive board members.
 5. Timeframe: Paddles Up implementation late spring and over the summer. Purchasing Agent is most intense leading up to Artapalooza
- D. PTA Membership and Directory
1. Conduct the annual Texas PTA membership enrollment campaign.
 2. Collect membership applications and submit electronically to the Texas PTA.
 3. Coordinate the annual PTA Lifetime achievement award.
 4. Maintain the Tanglewood Directory using an online platform.
 5. Collect parent information and student information and encourage participation.
 6. Educate parents on how to use the Directory app.
 7. Timeframe: fall semester and May
- E. Spirit Shop
1. Design, order and sell spirit items throughout the year.
 2. Maintain spirit shop inventory and website.
 3. Maintain student tshirt size list for school provided shirts.
 4. Timeframe: summer (heavy week prior to school starting)
- F. Enrichment
1. Plan and manage the after school enrichment program, coordinate instructors and volunteers, conduct class registration, and provide program oversight.
 2. Timeframe: fall and spring
- G. Running Team
1. Assist PE Coach with registration of Fall, Cowtown, and Spring Running Team sessions.
 2. Coordinate parent volunteers to assist with the transition of students being dismissed from school and getting prepared for running.
 3. Timeframe: fall and spring
- H. Carnival
1. Plan and execute all aspects of the Carnival.
 2. Secure vendors and coordinate volunteers.
 3. Timeframe: summer and fall
- I. Book Fair
1. Plan and coordinate the annual book fair with Librarian.
 2. Timeframe: month of event
- J. Field Day
1. Plan, coordinate and execute Field Day with PE Coach.
 2. Coordinate parent volunteers.
 3. Design and order Field Day t-shirts for students.
 4. Timeframe: fall
- K. Splash Day
1. Plan, coordinate and execute Splash Day with PE Coach.
 2. Coordinate parent volunteers.
 3. Timeframe: spring
- L. Artapalooza
1. Plan, coordinate and execute Fine Arts Day "Artapalooza"
 2. Create theme and concepts for decorations.
 3. Coordinate volunteer committees for decorations and class projects as well as day of parent volunteers.
 4. Oversee Gallery Night.
 5. Timeframe: spring
- M. Fall Fundraiser – WAC
1. Plan, coordinate and execute all aspects of the Fall Fundraiser/WAC.
 2. Work closely with VP Fund Development and DoNor Relations to plan and track fundraising.
 3. Timeframe: summer/fall
- N. Spring Fundraiser
1. Plan, coordinate and execute all aspects of the Spring Fundraiser/Auction.
 2. Work closely with VP Fund Development and DoNor Relations to plan and track fundraising.
 3. Timeframe: spring