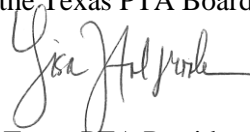


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Texas PTA President

Filed 12/12/2017

**Butler Elementary School
Parent Teacher Association
Standing Rules**

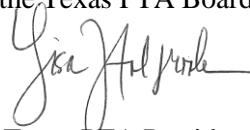
I. Meetings

- A. The President shall appoint a committee of three (3) executive board members at each executive board meeting to review and approve the minutes of the executive board meetings.
- B. The President shall appoint a committee of three (3) member each membership meeting to review and approve the minutes of the membership meetings.
- C. Regular meetings of the membership shall generally be held the second Thursday of the month as scheduled..

II. Training Expenses

- A. This Local PTA shall pay the expenses of members of the executive board to view online the Texas PTA's FOUNDATIONS Leader Orientation (FLO) – Welcome to PTA.
- B. This Local PTA shall pay the expenses of executive board members to attend the Texas PTA Summer Leadership Seminar and Annual Meeting in the following order, as funds allow:
 - 1. President
 - 2. President Elect
 - 3. Treasurer
 - 4. Secretary
 - 5. Vice presidents
 - 6. Parliamentarian
 - 7. Committee chairs
- C. This Local PTA shall limit event expenses to the following:
 - 1. Registration fee
 - 2. Hotel accommodations at published seminar double-occupancy rates
 - 3. Mileage reimbursement for one vehicle per four (4) members in attendance at the current IRS reimbursement rate when using personal car, or the lowest available commercial air-fare at twenty-one (21) days advance booking.
 - 4. Meals not to exceed \$45/person per day.
 - a. Individual meals are paid up to the following limits:
 - (1) Breakfast \$10
 - (2) Lunch \$15
 - (3) Dinner \$20
 - b. If a meal is included in a prepaid event, no reimbursement will be paid for that meal.
 - c. Alcohol purchases shall not be reimbursed.

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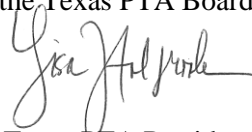
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5. Parking fees.

III. Financial

- A. The President, Treasurer and Vice President, Ways and Means shall be signers on the bank accounts.
- B. Banking and credit card statements will be reviewed online by the President Elect who shall not be a signer on the bank account. The President Elect will be given online account access and information to conduct the online review, print out and sign the statements before being given to the Treasurer.
- C. All money shall be counted by at least two (2) executive board members, and all counters shall sign a completed deposit form. The money shall then be given to the Treasurer, who shall also count and sign the itemized receipt form.
- D. This Local PTA shall require two signatures on all checks.
- E. All check requests under \$50 should be given directly to the Treasurer. The appropriate vice president should approve check requests under \$100 before being given to the Treasurer. Both the appropriate vice president and the President should approve check requests over \$100 before being given to the Treasurer. Exceptions to this rule may be made for re-occurring requests (i.e., pizza for membership meetings). The appropriate vice president, President or President Elect will give exception authorization to the Treasurer.
- F. Financial records of this Local PTA can only be reviewed by members of this Local PTA. If a request is made to review the financial records, the Treasurer must verify the membership status of the requestor with the Vice President, Membership. Once this has been verified, an appointment should be set up at which the requesting member, Treasurer and President should all be present.
- G. The Treasurer will provide a year-to-date budget comparison to the President three (3) days prior to the date of the executive board and membership meetings.
- H. All PTA monies collected must be counted and made ready for deposit at close of event and deposited within forty-eight (48) hours or two (2) business days.
- I. PTA monies shall not be deposited into a personal or school account.
- J. PTA monies should not be kept at someone's home.
- K. For start-up funds, the event chair will use a Funds Request Form to request a check for \$150 from the Treasurer to make change for customers. Another executive board member must verify the amount being put in before the event. Start-up funds become part of the deposit and will be returned to the committee/activity from which they were withdrawn.
- L. For monies turned in with each deposit form (and associated credit card transactions), an accurate record of the total amount of income for the total sales under each category (i.e., membership, spirit sales, school supplies, etc.) should be kept by

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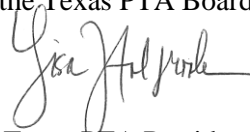
recording all transactions in the Square register, or tallied by hand, regardless of whether the transactions are by cash, checks, or credit card.

- M. Executive board members should make copies of and keep record of all check requests & deposit forms turned into the Treasurer.
- N. Any check made payable to this Local PTA that is returned NSF will be re-deposited at the discretion of the Budget and Finance Committee. Any charges incurred by this Local PTA because of insufficient funds shall be charged to the check writer. This Local PTA reserves the right to refuse subsequent checks from the check writer and require cash, debit or credit card for payment.
- O. This Local PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the Treasurer within thirty (30) days of the event or within three (3) days of the end of the school year, whichever comes first.
- P. This Local 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 this Local PTA shall use the tax exempt form.
- Q. This Local PTA shall obtain at least three (3) bids when making any large purchase (\$5,000 or greater) unless the item is a specialty item and there is but one vendor for the item or is restricted by district.
- R. This Local PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or making significant expenditures for service.
- S. This Local PTA shall have a carryover in the checking account of not less than \$5,000 at the end of the fiscal year.

IV. Electronic Banking and Credit/Debit Cards

- A. The credit card shall be in the name of this Local PTA.
- B. The credit card shall be issued in the name of this Local PTA. The card will remain in the possession of the Treasurer and procurement must be requested through the Treasurer. Only check signers and the President Elect may make purchases.
- C. The credit limit shall be voted on and approved by the association and shall not exceed more than fifty percent (50%) of the income on the budget adopted at the annual meeting.
- D. In the event that the credit card is lost or stolen, the Treasurer shall immediately report this to the financial institution and initiate the discontinuance of the card.
- E. A financial reconciliation shall be conducted if the signer on the bank account changes or a card is reported lost or stolen.
- F. In the event of a change in officers, the signature card and authorization for credit cards shall be updated.
- G. Automated Teller Machine (ATM) usage, cash back or cash advances shall be prohibited.
- H. A disbursement form shall be completed prior to purchase and provided to the Treasurer. A receipt shall be given to the Treasurer after the purchase.

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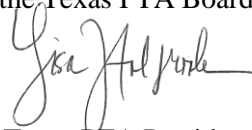


Texas PTA President

Filed 12/12/2017

- I. The Treasurer shall reconcile the itemized bill prior to payment. Itemized bills shall directly correspond to submitted disbursement vouchers prior to payment.
- J. The password for online accounts will be changed when there is a change in signer.
- K. The PTA membership must approve the use of an online payment collection system.
- L. The online payment collection system shall be in the name of this Local PTA.
- M. Associated fees are budgeted as an expense line item and must be accounted for and reported on the financial statement. This Local PTA shall ensure that these fees are monitored and checked for to ensure that the financial statement is correct.
- N. Bank reconciliations shall occur on at least a monthly basis and, should a manual transfer be required from the third-party processing company, documentation of the transfer shall be filed with the bank reconciliation.
- O. The third-party processing company account shall be in the name of this Local PTA.
- P. Third-party processing company statements must be clear and accessible on a real-time basis. This Local PTA must have immediate access to know who has paid, the purpose of the payments, and the expected transfer amount.
- Q. The third-party processing company must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS).
- R. Third-party deposits are processed the same as a traditional bank deposit.
 - 1. Proper documentation is required for each deposit.
 - 2. The documentation need not have counters' signatures as you are receiving a bulk deposit.
 - 3. The deposit form will include documentation that includes which budget lines are impacted.
 - 4. A copy of the online transaction(s) will be attached to the deposit form.
 - 5. For daily deposits, a weekly summary of the deposits may be documented on a single form.
- S. Associated fees are budgeted as an expense line item and reported on the financial report.
- T. For swiped transactions, this Local PTA will receive training from the third-party processing company on handling cards that have not read correctly.
- U. Card numbers shall not be written down for any reason. Only swiped transactions that are immediately authorized (via Internet or phone access) will be accepted.
- V. This Local PTA shall not swipe or store transactions for later settlement.
- W. This Local PTA shall confirm with the third-party processor that only the Treasurer may confirm a refund to the customer. Confirming a refund requires the same approvals and documentation as required for a request for a check to be issued for disbursement.
- X. The authorized refund must be recorded in the check registry prior to withdrawal.
- Y. The third-party processing company must provide the PTA guidance on challenging a disputed payment.
- Z. Any challenge of payment must be responded to promptly and accurately.

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Texas PTA President

Filed 12/12/2017

AA. If merchandise has not already been provided, goods and services will be withheld until the dispute is cleared.

BB. If the dispute is not resolved favorably, this action shall be treated in the same manner as a non-sufficient funds check.

V. Bonding and Insurance

1. General liability
2. Accident medical
3. Non-profit professional liability (officers liability)
4. Commercial crime and fidelity (bond)

VI. Condolences

A. Condolences expressed by this Local PTA shall be in the form of sympathy cards.

VII. Additional Officer Duties

A. President

The President shall:

1. Appoint a committee consisting of three (3) members at least every three years to review and make revisions to the bylaws and standing rules of this Local PTA; and
2. Be responsible for the AWARE (Arlington Will Award And Recognize Excellence in education) teacher nomination packets for the school. The President consults with the Principal about potential nominees and the executive board votes on nominees. The President then coordinates the collection of materials for the packet, writes the letter of nomination on behalf of this Local PTA and prepares congratulatory items to be given to nominees at the January regular membership meeting.

B. President Elect

The President Elect shall:

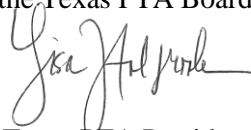
1. Solicit nominations for and chair the committee for this Local PTA's PRAISE (Parents Recognizing and Awarding Innovative and Savvy Educators) award, as well as facilitate recognition of the winner at regular membership meetings in the fall and spring;
2. Not be a check signer on the bank account; and
3. Shall serve as the non-signing member to review monthly bank statements.

C. 1st Vice President, Aide to the President

The 1st Vice President shall:

1. Be the vice-chair of the Life Member Committee with the 3rd Vice President, Membership;

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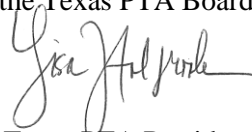


Texas PTA President

Filed 12/12/2017

2. Coordinate writing and distribution of cards to staff and teachers during Teacher Appreciation Week.
 3. Chair the scholarship committee for the following awards including, but not limited to, Joyce Meeseey Scholarship, Butler PTA Scholarship and Bobbie Wolfe Scholarship through the application process outlined in this Local PTA's standing rules for scholarships; and
 4. Work with committees and activities including, but not limited to volunteer recruitment, coordination and appreciation and grade level activities.
- D. 2nd Vice President, Community Service
- The 2nd Vice President shall:
1. Coordinate all aspects of yearly Kindergarten Round-up, donation drives and all activities related to community building for this Local PTA; and
 2. Work with committees and activities related to community building for this Local PTA including, but not limited to, Book Fair/Book Club, Family Fun Fest, Fun Run, Field Day, Popcorn/Fun Fridays and School Supplies.
- E. 3rd Vice President, Membership
- The 3rd Vice President shall:
1. Create a membership campaign for the coming year and set membership goals;
 2. Ensure completion and submission of membership list and dues report to Texas PTA as required;
 3. Coordinate the implementation of a membership campaign;
 4. Provide the Secretary with an updated membership list for each regular meeting;
 5. Apply for membership awards from Texas PTA;
 6. Chair the Life Member Committee with the 1st Vice President, Aide to the President as Vice-Chair; and
 7. Work with committees and activities related to membership for this Local PTA including, but not limited to, the school directory and directory advertisements.
- F. 4th Vice President, Programs & Parent Education
- The 4th Vice President shall:
1. Work with the school's community engagement liaison to coordinate events and programs as needed; and
 2. Work with committees and activities related to programs and parent education for this Local PTA including, but not limited to, speakers, field trips, Reflections/Arts in Education contest, school garden and talent show.
- G. 5th Vice President, Publicity
- The 5th Vice President shall:

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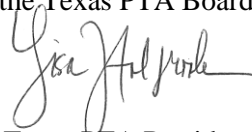
1. Coordinate all aspects of publicity and public relations with the district and city; and
 2. Work with committees and activities related to publicity for this Local PTA including, but not limited to school marquee, website and social media, newsletter and yearbook.
- H. 6th Vice President, Ways and Means
The 6th Vice President shall:
1. Confirm that all fundraising activities of this Local PTA comply with district policies and guidelines.
 2. Work with all committees and activities related to t-shirt and spirit sales.
- I. 7th Vice President, Hospitality
The 7th Vice President shall:
1. Host at all meetings by creating a friendly welcoming atmosphere;
 2. Secure refreshments for PTA programs;
 3. Coordinate Back to School luncheon, Cheers and Tears breakfast, 6th grade/high school reception; and
 4. Work with all committees and activities related to special events and sunshine for this Local PTA including, but not limited to, teacher appreciation, Teacher of the Year, Grandparent's Day, board installation and sunshine/school handbook.

VIII. Standing Committees

The standing committees of this Local PTA shall be:

- A. Volunteer
 1. This committee shall be composed of a chair and at least two (2) members.
 2. This committee shall be responsible for:
 - a. Volunteer recruitment, placement, training and recognition; and
 - b. Other duties as assigned.
- B. Book Fair/Book Club
 1. This committee shall be composed of a chair, an assistant and at least one (1) member.
 2. This committee shall be responsible for:
 - a. Coordinating all activities associated with the annual book fair with the school librarian;
 - b. Coordinating and promoting Book Fair at Grandparent's Day event hosted by Hospitality/Special Events Committee;
 - c. Coordinating and promoting Book Club sales with school librarian; and
 - d. Other duties as assigned.
- C. Family Fun Fest

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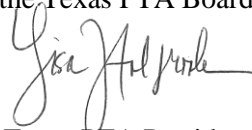


Texas PTA President

Filed 12/12/2017

1. This committee shall be composed of a chair, an assistant and at least three (3) members.
 2. This committee shall be responsible for:
 - a. Coordinating all activities associated with annual fun fest event in full cooperation with the school's Dad's Club;
 - b. Ensuring all appropriate contracts are signed by president;
 - c. Securing donations, making purchases as needed and within budget;
 - d. Coordinating with Volunteer Coordinator to ensure event is fully staffed; and
 - e. Other duties as assigned.
- D. Fun Run
1. This committee shall be composed of a chair and at least two (2) members.
 2. This committee shall be responsible for:
 - a. Coordinating all activities associated with annual fun run event;
 - b. Ensuring all appropriate contracts are signed by president;
 - c. Securing donations, making purchases as needed and within budget;
 - d. Coordinating with Volunteer Coordinator to ensure event is fully staffed; and
 - e. Other duties as assigned.
- E. Field Day
1. This committee shall be composed of a chair and at least two (2) members.
 2. This committee shall be responsible for:
 - a. Coordinating all activities associated with Field Day in full cooperation with the school's physical education staff;
 - b. Ensuring all appropriate contracts are signed by president;
 - c. Securing donations, making purchases as needed and within budget;
 - d. Coordinating with Volunteer Coordinator to ensure event is fully staffed; and
 - e. Other duties as assigned.
- F. Popcorn/Fun Fridays
1. This committee shall be composed of a chair and at least two (2) members.
 2. This committee shall be responsible for:
 - a. Coordinating all activities associated with Popcorn/Fun Friday events.
 - b. Securing donations, making purchases as needed and within budget;
 - c. Coordinating with Volunteer Coordinator, as needed, to ensure event is fully staffed; and
 - d. Other duties as assigned.
- G. School Supplies
1. This committee shall be composed of a chair and at least two (2) members.
 2. This committee shall be responsible for:

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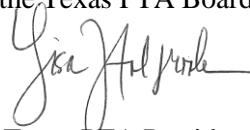


Texas PTA President

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- a. Coordinating all activities associated with the purchase and sale of school supplies and planners; and
 - b. Other duties as assigned.
- H. School Directory
 1. This committee shall be composed of a chair, a directory advertisements co-chair and one (1) member.
 2. This committee shall be responsible for:
 - a. Coordinating all activities associated with publication of and sale of advertisements for the school directory; and
 - b. Working alongside the 3rd Vice President, Membership to ensure membership materials are included at directory distribution; and
 - c. Other duties as assigned.
- I. Arts in Education/Reflection
 1. This committee shall be composed of a chair and two (2) members.
 2. This committee shall be responsible for:
 - a. Coordinating all activities associated with the annual Arts in Education contest; and
 - b. Other duties as assigned.
- J. Garden Coordinator
 1. This committee shall be composed of a chair and two (2) members.
 2. This committee shall be responsible for:
 - a. Coordinating all activities associated with the school garden, including seeking out grant funding and working with teachers on programming; and
 - b. Coordinating with Volunteer Coordinator, as needed, to be sure any activities are fully staffed; and
 - c. Other duties as assigned.
- K. Talent Show
 1. This committee shall be composed of a chair, an assistant and one (1) member.
 2. This committee is responsible for:
 - a. Coordinating all activities associated with annual talent show event;
 - b. Ensuring all appropriate contracts are signed by president;
 - c. Securing donations, making purchases as needed and within budget;
 - d. Coordinating with Volunteer Coordinator to ensure event is fully staffed; and
 - e. Other duties as assigned.
- L. Marquee
 1. This committee shall be composed of a chair and two (2) members.
 2. This committee is responsible for:
 - a. Coordinating all activities associated with posting events on the school marquee in full cooperation with school's administration; and

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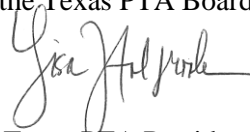


Texas PTA President

Filed 12/12/2017

- b. Other duties as assigned.
- M. Newsletter
- 1. This committee shall be composed of a chair and two (2) members.
 - 2. This committee is responsible for:
 - a. Coordinating all activities associated with the publication of this Local PTA's online newsletter; and
 - b. Other duties as assigned.
- N. Website/Social Media
- 1. This committee shall be composed of a chair and two (2) members.
 - 2. This committee is responsible for:
 - a. Coordinating all activities associated with this Local PTA's online presence.
 - b. Complying with all relevant policies and guidelines related to social media, including Texas PTA and local district rules; and
 - c. Other duties as assigned.
- O. Ways & Means
- 1. This committee shall be chaired by the 6th Vice President, Ways & Means and shall be composed of an assistant and an aide.
 - 2. This committee shall be responsible for:
 - a. Coordinating all activities associated with fundraising activities and events for this Local PTA including, but not limited to large-scale fundraising, brick sidewalk sales, store/establishment and on-line give-back programs, and Box Tops for Education;
 - b. Ensuring all appropriate contracts are signed by president; and
 - c. Other duties as assigned.
- P. T-shirts & Spirit Sales
- 1. This committee shall be composed of a chair, an assistant and one (1) member.
 - 2. This committee shall be responsible for:
 - a. Coordinating all activities associated with the design, purchase and sale of t-shirts and spirit items;
 - b. Ensuring all appropriate contracts are signed by president; and
 - c. Other duties as assigned.
- Q. Special Events
- 1. This committee shall be composed of a chair, an assistant and one (1) member.
 - 2. This committee shall be responsible for:
 - a. Coordinating all activities associated with special events such as staff and teacher appreciation, Teacher of the Year, Grandparent's Day and the annual board installation luncheon;
 - b. Organizing and planning purchase of staff Christmas gift; and
 - c. Other duties as assigned.
- R. Sunshine

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Texas PTA President

Filed 12/12/2017

1. This committee shall be composed of a chair and two (2) members.
2. This committee shall be responsible for:
 - a. Coordinating activities associated with teacher, staff and member support, including maintaining an updated list of “Butler Family Favorites” and providing new families a “Welcome to Butler” handbook; and
 - b. Other duties as assigned.

IX. Special Committees

A. Budget and Finance

1. This committee shall be composed of a chair (Treasurer) and four (4) members, including the 6th Vice President, Ways and Means and a representative from the school staff.
2. The committee shall recommend amendments to the budget based on Plans of Work, and submit these amendments to the executive board who shall submit to the membership for approval at the annual meeting in May..
3. The Treasurer shall present the budget amendments to the membership for approval.

B. Life Membership

1. This committee shall be composed of two chairs (1st Vice President, Aide to the President and 3rd Vice President, Membership), the volunteer coordinator and two additional executive board members appointed by the President at the first executive board meeting of the school year. When possible, one (1) member of this committee shall hold a Texas PTA Honorary Life Membership.
2. The President does not serve as an ex-officio on this committee. The committee shall solicit nominations from the PTA membership and make the final selection to be presented at the January regular membership meeting.
3. This committee shall select individuals for recognition by awarding two (2) or three (3) Texas PTA Honorary Life Membership and/or one (1) Texas PTA Extended Service Award, as the budget allows.

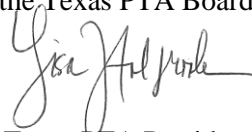
C. Bylaws & Standing Rules

1. This committee shall be appointed by the president at least every three (3) years at the first meeting of the year.
2. The committee shall be composed of the parliamentarian, a chair and one (1) or three (3) other executive board or members of the association.
3. The committee shall review current bylaws and standing rules and propose amendments as deemed necessary.
4. The chair shall report and recommend necessary amendments at the executive board and membership meetings.

D. PRAISE

1. This committee shall be composed of a chair (president elect) and two (2) members appointed by the president.

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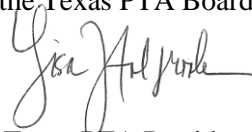


Texas PTA President

Filed 12/12/2017

2. The committee shall solicit nominations from the school body for this Local PTA's PRAISE (Parents Recognizing and Awarding Innovative and Savvy Educators) award.
 3. This committee shall select for recognition one (1) instructor in the fall and one (1) instructor in the spring as the budget allows. Nominees should exemplify excellence in teaching by using innovative teaching methods, engaging the classroom, and getting their students excited about learning.
 4. Recognition will be made at the November and May regular membership meetings.
- E. Fund spending
1. This committee shall be appointed by the president after the fall fundraising effort.
 2. The committee shall be composed of the treasurer (chair), principal, a teacher and two other executive board or members of the association.
 3. As the budget allows, the committee should determine which projects are priority for funding and make recommendations for the treasurer to take to the executive board and membership.
- F. Minutes
1. This committee shall be appointed by the president at each executive board and membership meeting of the school year.
 2. This committee shall review the minutes after each executive board or membership meeting. Corrections shall be given to the secretary and implemented. After corrections are made, the minutes are approved.
- G. Scholarship
1. This committee shall be appointed by the president in early spring.
 2. This committee shall be composed of the 1st Vice President, Aide to the President (chair), a teacher and one other executive board or member of the association.
 3. Committee members shall not be relatives of applicants and must be forthcoming of any potential conflicts of interest, including but not limited to, personal, business or other relationships with applicants or their relatives that could impact the decision-making process. The president reserves the right to recommend a replacement committee member if deemed necessary.
 3. This committee shall review scholarship applications for and make determinations of awards for this Local PTA's three (3) \$500 scholarships from eligible Lamar High School seniors.
- X. Awards**
- A. This Local PTA shall purchase a past president's pin for the retiring president.
 - B. Awards in the form of recognition pins (membership, etc.) and certificates shall be retained by the recipient.
 - C. Awards in the form of plaques shall be the property of this Local PTA and not individuals.
- XI. Scholarships**
- A. Description
1. The Joyce Meesey Academic Scholarship

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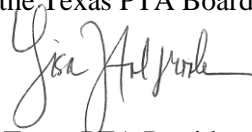


Texas PTA President

Filed 12/12/2017

2. Butler Elementary PTA Scholarship
3. Bobbie Wolfe Service Scholarship
- B. Purpose and Amount
 1. This Local PTA shall award three (3) \$500 scholarships to graduating seniors of Lamar High School in Arlington, Texas who also attended Butler Elementary School for at least three (3) years.
- C. Publicity
 1. The 1st Vice President, Aide to the President shall contact the Lamar High School counselor's office in early fall of the school year and send an electronic version of the application and newsletter notice. The 1st Vice President shall request that the scholarship be included in the high school's November, December, January, February and March newsletters and that an electronic version be posted on the school's web-site.
 2. Scholarship information shall also be given to this Local PTA's newsletter chair and web-site/social media chairperson for publication. Any application, solicitation or announcement materials shall be maintained by the 1st Vice President, Aide to the President.
- D. Case Histories
 1. The 1st Vice President, Aide to the President shall maintain case histories of scholarship recipients including names, addresses, amounts, manner of selection and relationship, if any to officers, trustees or donors of funds to this PTA.
- E. Eligibility
 1. Individuals eligible for this Local PTA's scholarships shall be graduating Lamar High School seniors who attended Butler Elementary school for at least three (3) years.
 2. A Butler Elementary PTA scholarship application must be submitted with required documentation (i.e., high school transcript, letter of recommendation) by the deadline given on the application.
- F. Selection
 1. Selection for these scholarships will be based on:
 - a. Academic record, including GPA, class rank, standardized test scores and number of semesters of advanced academic coursework (i.e., Honors, IB, AP, PAP)
 - b. Employment/internship experience
 - c. Organizations, sports, activities and school involvement
 - d. Demonstrated leadership, including positions, honors and awards
 - e. Community involvement and volunteerism
 - f. Special circumstances, including demonstrated financial need
- G. Number of Scholarships
 1. This Local PTA will award three (3) \$500 scholarships annually as budgeted funds are designated and available.
- H. Requirements for Obtaining Scholarship Funds
 1. Scholarship recipients will receive a letter from the scholarship committee chair/1st Vice President, Aide to the President within two (2) weeks of the presentation

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



Texas PTA President

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ceremony, usually held in May.

2. Scholarship recipients will be instructed to contact the Registrar's office at their chosen college or university to send a letter of verification of enrollment to this Local PTA's treasurer.
 3. Upon verification of enrollment, the treasurer will release a check in the amount of \$500 to the college or university of the recipient's enrollment as a credit toward that academic year.
 4. Scholarship recipients must claim the scholarship before the deadline outlined in the letter from the committee chair/1st Vice President, Aide to the President.
- I. Scholarship Supervision
1. This Local PTA will release a check to the college or university of the scholarship recipients choosing once academic enrollment is confirmed.
 2. If the scholarship is not claimed by the designated due date, the scholarship funds will remain with this Local PTA.
- J. Selection Committee
1. See Section IX.G.
 2. The president shall appoint replacement committee members should the need arise.
- K. Conflicts of Interest
1. See Section IX.G.
 2. Relatives of officers or other executive board members are eligible for scholarships, but those officers or other executive board members may not serve on the scholarship committee.

XII. Miscellaneous

- A. This Local PTA's mailing address shall be 2121 Margaret Drive, Arlington, TX 76012.
- B. Members shall obtain authorization from the membership before representing this Local PTA when communicating to school district personnel or the media.
- C. Executive board members shall not be entitled to privileges that are not due to any other school district tax payer because of their position in the PTA.
- D. All communications concerning this Local PTA for school distribution shall be approved by the principal prior to dissemination and copies of all communications should be given to the president.
- E. This Local PTA shall purchase tickets for the Council PTA Founders' Day function for the following persons:
 1. President or president elect
 2. Principal or representative
 3. Assistant Principal or representative
 4. Life membership recipient(s)