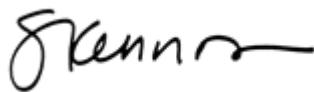


1 Standing Rules **Approved with Editorial Edits**  
2 by Order of the Texas PTA Board of Directors



3  
4 Texas PTA President  
5 Filed 5/19/2021  
6

7 **Stephen F. Austin High School (SFA HS)**  
8 **Parent Teacher Student Association (PTSA)**  
9 **Standing Rules**

10  
11 **I. Training Expenses**

12 A. The SFA HS PTSA shall pay the expenses of executive board members  
13 for fee based online training offered by Texas PTA upon submission of a receipt and the  
14 current PTSA Reimbursement form.

15 B. The SFA HS PTSA shall pay the expenses of the executive board to  
16 attend Council training, if applicable upon submission of a receipt and the current PTSA  
17 Reimbursement form. As the approved budget allows, SFA HS PTSA shall pay the  
18 expenses of any other PTSA member to attend upon submission of a receipt and the  
19 current PTSA Reimbursement form.

20 C. The SFA HS PTSA shall pay the expenses for up to four (4)  
21 representatives to attend the Texas PTA Annual Meeting and LAUNCH in the following  
22 order, as funds allow, budget supports and upon submission of receipt(s) and the current  
23 PTSA Reimbursement form:

- 24 1. President,
- 25 2. 1st Vice President - Program Development,
- 26 3. 2nd Vice President - Membership,
- 27 4. 3rd Vice President - Volunteers,
- 28 5. 4th Vice President - Ways and Means,
- 29 6. 5th Vice President - Legislative,
- 30 7. 6th Vice President - Communications,
- 31 8. 7th Vice President - Inclusion,
- 32 9. 8th Vice President - Academy Classical Studies (ACS),
- 33 10. 9th Vice President - Academy Global Studies (AGS),
- 34 11. 10th Vice President - Academy Design & Technology (ADT),
- 35 12. 11th Vice President - Academy Science & Innovation (ASI),
- 36 13. Treasurer,
- 37 14. Secretary,
- 38 15. Parliamentarian,
- 39 16. Standing Committee Chairs,
- 40 17. Special Committee Chairs.

41 **II. Financial**

42 A. The president may appoint one additional signer for the PTSA accounts  
43 with executive board approval.

44 B. All cash money shall be counted by at least two (2) persons, and all  
45 counters shall sign and complete a Deposit Form. The money shall then be given to the  
46 treasurer, who shall count and sign the Deposit Form. A copy of this form shall be  
47 retained by the treasurer.

48 C. SFA HS PTSA shall reimburse allowable, budgeted expenses to  
49 members who submit receipts with proper documentation to the treasurer within thirty  
50 (30) days of the event or within three (3) days of the end of the school year, whichever  
51 comes first.

52 D. Check requests and/or reimbursement requests must be on the official  
53 SFA HS PTSA online Jotform. This form requires two (2) signatures; one (1) from the  
54 authorizing committee chair and/or VP and one (1) from the President and/or Treasurer;

55 E. The only withdrawals allowed from external (ex. PayPal) accounts are  
56 direct deposits into a PTSA bank account (a bank account that's only purpose is to  
57 receive said PayPal funds).

58 F. If an individual refund from PTSA is necessary, regardless of how initial  
59 payment was made to PTSA, an official check request must be submitted. No refunds  
60 shall come directly from the PayPal account.

61 G. SFA HS PTSA shall not reimburse sales tax unless deemed reasonable  
62 by the Treasurer or President. Any member making purchases on behalf of or for this  
63 PTSA shall use the tax-exempt form, which will be kept available in the documents  
64 section of the PTSA website.

65 H. SFA HS PTSA monies shall never be deposited in a personal account or  
66 a school/district account.

67 I. No other organization may pass its money through any SFA HS PTSA  
68 accounts:

- 69 1. If business matching, personal, school, booster or academy monies are  
70 deposited in a PTSA account, they become property of the SFA HS PTSA  
71 and will be designated at the sole discretion of the PTSA budgeted items.
- 72 2. Only funds owned and controlled by the PTSA membership shall be in  
73 PTSA accounts.

74 J. SFA HS PTSA shall not contribute monies directly to any athletic, class,  
75 band, fine arts or any other extra-curricular booster club unless done so through the  
76 Austin Excellence Fund (AEF) and/or as a specifically approved budget line item.

77 K. Senior Activities:

- 78 1. Will not be automatically included in the annual budget or contributed to,  
79 but will be determined by the board annually.
- 80 2. These expenses are the sole responsibility of the individual class  
81 boosters, who are tasked with their own senior-year activities, budgeting  
82 and fundraising

83 L. Austin High School Endowment Fund

- 84 1. Managed by Austin Community Foundation
- 85 2. Established in 1999
- 86 3. Grants from this fund shall be administered pursuant to the original 1999  
87 resolution by the PTSA Excellence Fund Committee.

88 M. For AHS merchandise sales, determine and vote upon two, one-day (24-  
89 consecutive hour), tax free sales each calendar year. These dates should be designated  
90 in the minutes. Additional/leftover merchandise may be offered on other dates  
91 throughout the year for a donation to the AHS PTSA.

92 N. AHS merchandise can also be sold in the annual Texas State Sales Tax  
93 Holidays as this type of merchandise is included in this event.

94 O. Funds from and/or for the Academy of Classical Studies, the Academy of  
95 Design and Technology and the Academy of Science and Innovation shall:

- 96 1. Be noted as individual line items within the PTSA annual budget if they  
97 were raised through a specific academy fundraiser and/or donated and  
98 designated to a specific academy;

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2. Academies shall spend funds from available balances in the following order:
    1. Academy Program fees from Austin High budget;
    2. Individual Academy funds from PTSA budget:
      1. Principal, Academies Director and/or AHS bookkeeper to clearly note on each check request how much money and from which academy funds should come out of;
    - c. Austin Excellence Fund grants.

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**III. Electronic Banking and Credit/Debit Card**

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- A. If obtained, the credit/debit card shall be in the name of SFA HS PTSA and the following guidelines apply.
  - B. Signers on the credit/debit cards:
    1. Cards are issued in the name of the PTSA only. The card is in the possession of the treasurer and is used via a check out log. The log is then reconciled to the statement prior to payment.
  - C. The credit limit shall be voted on and approved by the membership 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 a credit/debit 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 review shall be conducted if a 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/debit 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.
  - I. Procedures shall be established and approved by the membership that designate authorized signers, usage, distribution, name changes, credit limit monitoring, and monitoring of budgeted funds.

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**IV. Bonding and Insurance**

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- A. The following insurance shall be purchased or renewed annually by SFA HS PTSA as it deems necessary and provides for in the budget:
    1. General liability,
    2. Accident medical,
    3. Identity theft,
    4. Blanket bond insurance (commercial crime),
    5. Property insurance, and/or
    6. Directors and officer's professional liability insurance.

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**V. Condolences**

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

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**VI. Officer Duties**

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A. **The President shall:**

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1. Perform all the duties as prescribed in the most current bylaws, these standing rules, the TX PTA PRESIDENT Resource Guide, the President binder, the President file of the SFA PTSA Google Drive and other duties as they may arise;
  2. Complete required Texas PTA online training;

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3. Complete any other required or suggested local ACPTA training;
  4. Upon election and prior to first executive meeting, complete Plan of Work and post on SFA PTSA Google Drive;
  5. Attend all Executive & Membership meetings.
  6. Oversee arrangements for all meetings, membership and executive board;
    1. Prepare agenda for each meeting after collecting reports and input of executive board members
    2. Arrange executive meeting times and locations
    3. Arrange membership meeting times and locations in conjunction with 1st VP - Program Development to coincide with educational programming
    4. Send executive board members reminders of the meetings and provide minutes and financial documents for review prior to meetings, or may delegate to Secretary
    5. Manage the PTSA calendar
  7. Coordinate work of Officers and Chairs;
  8. Serve on the Austin High Excellence Fund committee;
  9. Serve on "All In for Austin High" event Committee;
  1. In February guide committee to select outstanding Austin High volunteer to receive Texas PTA Honorary Life Membership;
    1. Executive Board needs to vote and approve this selection
    2. Order and purchase Texas PTA Honorary Life Membership
    3. Present to volunteer at Dedication Day
  10. Be responsible for collecting and distributing the Annual Custodian Holiday bonus
- B. Secretary shall:**
1. Perform all the duties as prescribed in the most current bylaws, these standing rules, the TX PTA SECRETARY Resource Guide, the Secretary binder, the Secretary file of the SFA PTSA Google Drive and other duties as they may arise;
  2. Complete required Texas PTA online training;
  3. Complete any other required or suggested local ACPTA training;
  4. Upon election and prior to first executive meeting, complete Plan of Work and post on SFA PTSA Google Drive;
  5. Attend all Executive & membership meetings;
  6. Keep and maintain forms used and all records including governing documents and minutes in both hardcopy and on SFA PTSA Google Drive;
  7. Write condolence notes on behalf of the PTSA, in accordance with part V of these Standing Rules;
  8. Provide membership sign-in sheets and motion slips for meetings;
  9. Send executive board members reminders of the meetings and provide minutes and financial documents for review prior to meetings, if requested by the president;
  10. Assist the president in determining a quorum;
  11. Within 48 hours of a meeting conclusion, send minutes to the executive board for any edits.
- C. Treasurer shall:**
1. Perform all the duties as prescribed in the most current bylaws, these standing rules, the TX PTA TREASURER Resource Guide, the Treasurer

- 201 binder, the Treasurer file of the SFA PTSA Google Drive and other duties  
202 as they may arise;
- 203 2. Complete required Texas PTA online training;
  - 204 3. Complete any other required or suggested local ACPTA training;
  - 205 4. Upon election and prior to first executive meeting, complete Plan of Work  
206 and post on SFA PTSA Google Drive;
  - 207 5. Attend all Executive & membership meetings;
  - 208 6. Form finance committee (see article **VIII. Standing Committees**);
  - 209 7. Use and monitor the [sfaptsatreasurer@gmail.com](mailto:sfaptsatreasurer@gmail.com) email account for all  
210 SFA HS PTSA treasurer duties;
  - 211 8. Reconcile all account statements, including PayPal, monthly;
  - 212 9. Reconcile bank statements to QuickBooks before monthly meetings;
  - 213 10. Process and record all deposits;
  - 214 11. Process reimbursements on a monthly basis;
  - 215 12. Ensure that all cash money be counted by at least two (2) persons, and  
216 all counters shall sign a complete Deposit Form before the money is  
217 accepted by the treasurer. The money and completed form shall then be  
218 accepted by the treasurer, who shall count and sign the Deposit Form. A  
219 copy of this form shall be retained by the treasurer.
  - 220 13. Provide needed check request/authorization form, cash receipt form, and  
221 sales and use resale certificate to the executive board by posting to SFA  
222 PTSA Google Drive and PTSA website;
  - 223 14. Recommend amendments to the budget based on Plans of Work,  
224 receipts, trends, etc. and submit these amendments to the executive  
225 board;
  - 226 15. Present budget amendments to the membership for approval at the first  
227 general meeting of the year and throughout the year as needed;
  - 228 16. Purchase or renew insurance annually as provided for in the budget;
  - 229 17. Shall prepare, or deliver to a CPA if provided for in the budget, and file all  
230 necessary tax documents;
  - 231 18. At least 30 days before the final meeting of the year, verify that the  
232 President has formed a Financial Reconciliation Committee and present  
233 books to the Financial Reconciliation Committee on July 15.
  - 234 19. Inform and update executive board of status of Austin High School  
235 Endowment Fund that is managed by Austin Community Foundation
  - 236 20. Serve on the Austin High Excellence Fund committee;
  - 237 21. Serve on the All In for Austin High event committee;
- 238 D. **Parliamentarian shall:**
- 239 1. Perform all the duties as prescribed in the most current bylaws, these  
240 standing rules, the TX PTA PARLIAMENTARIAN Resource Guide and  
241 other duties as they may arise;
  - 242 2. Complete required Texas PTA online training;
  - 243 3. Complete any other required or suggested local ACPTA training;
  - 244 4. Upon election and prior to first executive meeting, complete Plan of Work  
245 and post on SFA PTSA Google Drive;
  - 246 5. Attend all Executive & membership meetings;
  - 247 6. Assist the president in determining a quorum;
  - 248 7. Review bylaws and other governing documents yearly;
  - 249 8. Oversee the Bylaws Committee, in accordance with ARTICLE XV of the  
250 SFA PTSA by-laws and serve as chair when applicable;
  - 251 9. Recommend governing document amendments to the executive board;

- 252 10. Present governing document amendments to the membership for  
253 approval throughout the year as needed;  
254 11. File approved bylaws and standing rules amendments with Texas PTA;  
255 12. Maintain current/updated copies of bylaws and standing rules for self, on  
256 PTSA website and on SFA PTSA Google Drive  
257 13. Verify that the President is prepared for election of the Nominating  
258 Committee in January and the election of officers in March and assist in  
259 both elections if needed;  
260 14. Review the Overview of Officer Positions and present revisions to the  
261 executive board before Nominating Committee Election;

262 **E. 1<sup>st</sup> VP – Program Development shall:**

- 263 1. Perform all the duties as prescribed in the most current bylaws, these  
264 standing rules, the Program Development binder, the Program  
265 Development file of the SFA PTSA Google Drive and other duties as they  
266 may arise;  
267 2. Complete required Texas PTA online training;  
268 3. Complete any other required or suggested local ACPTA training;  
269 4. Upon election and prior to first executive meeting, complete Plan of Work  
270 and post on SFA PTSA Google Drive;  
271 5. Attend all Executive & membership meetings;  
272 6. Prior to the start of the school year and as needed through the school  
273 year, coordinate with AHS Social and Emotional Learning (SEL)  
274 committee members and crisis counselor(s) in order to make sure that  
275 speaker topics align with and support SEL;  
276 7. Prior to start of school year, organize and schedule speakers for Parent  
277 Education in conjunction with each membership meeting;  
278 8. Prior to start of school year, organize and schedule speakers for Student  
279 Education Series  
280 1. Goal is to have at least 6 Student Education speakers either via a  
281 virtual platform during student advisories, in person during lunch  
282 or online or in person at other appropriate times  
283 2. As appropriate, coordinate and manage student attendance  
284 incentives through Principal and Assistant Principals;  
285 9. Verify and manage annual budget for food and/or speakers for all  
286 programs;  
287 10. Write thank you notes to program speakers; and  
288 11. Coordinate with VP of Communications to promote all Parent and Student  
289 Education topics and dates through PTSA website, Maroon Update, Daily  
290 Lowdown, Facebook, Twitter, Instagram and/or Remind.

291 **F. 2<sup>nd</sup> VP – Membership shall:**

- 292 1. Perform all the duties as prescribed in the most current bylaws, these  
293 standing rules, the TX PTA MEMBERSHIP Resource Guide, the  
294 Membership binder, the Membership file of the SFA PTSA Google Drive  
295 and other duties as they may arise;  
296 2. Complete required Texas PTA online training;  
297 3. Complete any other required or suggested local ACPTA training;  
298 4. Upon election and prior to first executive meeting, complete Plan of Work  
299 and post on SFA PTSA Google Drive;  
300 5. Attend all Executive & membership meetings;  
301 6. Verify and manage annual budget for membership;

- 302 7. Make sure all SFA HS PTSA executive board members have joined SFA  
303 HS PTSA;  
304 8. Form your Membership Committee (see Article **VIII. Standing**  
305 **Committees**);  
306 9. Submit member names and dues to Texas PTA at least monthly;  
307 10. Coordinate with VP of Communications to promote all Membership efforts  
308 through PTSA website, Maroon Update, Daily Lowdown, Facebook,  
309 Twitter, Instagram and/or Remind.

310 G. **3<sup>rd</sup> VP – Volunteers shall:**

- 311 1. Perform all the duties as prescribed in the most current bylaws, these  
312 standing rules, the Volunteers binder, the Volunteers file of the SFA  
313 PTSA Google Drive and other duties as they may arise;  
314 2. Complete required Texas PTA online training;  
315 3. Complete any other required or suggested local ACPTA training;  
316 4. Upon election and prior to first executive meeting, complete Plan of Work  
317 and post on SFA PTSA Google Drive;  
318 5. Attend all Executive & membership meetings;  
319 6. Solicit chairs and volunteers through Google Forms and/or other means;  
320 7. Chair and/or oversee solicited chairs and/or volunteers for the following  
321 committees. 3<sup>rd</sup> VP -Volunteers is not expected to chair all of these  
322 committees but instead work to find others to chair and volunteer:  
323 a. Teacher/Staff Appreciation Committee (see article **VIII. Standing**  
324 **Committees**)  
325 b. Valentine's Day Breakfast Committee (see article **IX. Special**  
326 **Committees**)  
327 c. Office Staff Volunteer Committee (see article **VIII. Standing**  
328 **Committees**)  
329 d. College & Career Center Committee  
330 e. AHS Community Support  
331 i. Maroons Helping Maroons Committee  
332 ii. Vertical Team Events Committee  
333 8. Verify and manage annual budget(s) for volunteers as they serve on  
334 these committees:  
335 a. Teacher/Staff Appreciation Committee  
336 b. Valentine's Day Breakfast Committee  
337 c. Office Staff Volunteer Committee  
338 d. College & Career Center Committee  
339 e. AHS Community Support  
340 i. Maroons Helping Maroons Committee  
341 ii. Vertical Team Events Committee  
342 9. Coordinate with VP of Communications to promote all Volunteer needs  
343 through PTSA website, Maroon Update, Daily Lowdown, Facebook,  
344 Twitter, Instagram and/or Remind;

345 H. **4<sup>th</sup> VP – Ways & Means shall:**

- 346 1. Perform all the duties as prescribed in the most current bylaws, these  
347 standing rules, the Ways and Means binder, the Ways and Means file of  
348 the SFA PTSA Google Drive and other duties as they may arise;  
349 2. Complete required Texas PTA online training;  
350 3. Complete any other required or suggested local ACPTA training;  
351 4. Upon election and prior to first executive meeting, complete Plan of Work  
352 and post on SFA PTSA Google Drive;

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5. Attend all Executive & membership meetings;
  6. Chair the Austin High Excellence Fund committee (see article **VIII. Standing Committees**);
  7. Merchandise committee (see article **IX. Special Committees**);
  8. Manage and oversee any and all applicable “Rewards Programs” (including but not limited to AmazonSmile, Randall’s, etc.)
  9. Serve and/or chair the “All In for Austin High” event Committee (see article **IX. Special Committees**). If not the chair, work with 3rd VP - Volunteers to locate chair;
  10. Verify and manage annual budget(s) for volunteers as they serve on the “All In for Austin High” event Committee;
  11. Coordinate with VP of Communications to promote all needs related to the Austin Excellence Fund through PTSA website, Maroon Update, Daily Lowdown, Facebook, Twitter, Instagram and/or Remind;
- I. **5<sup>th</sup> VP – Legislative shall:**
1. Perform all the duties as prescribed in the most current bylaws, these standing rules, the Legislative binder, the Legislative file of the SFA PTSA Google Drive and other duties as they may arise;
  2. Complete required Texas PTA online training;
  3. Complete any other required or suggested local ACPTA training;
  4. Upon election and prior to first executive meeting, complete Plan of Work and post on SFA PTSA Google Drive;
  5. Attend all Executive & membership meetings;
  6. Follow and report on any federal, state and/or local proposed or passed laws, rules, policies, plans, etc. that would affect our PTSA, school, students, teachers, staff, families, etc.; and
  7. Develop advocacy and/or action plans for PTSA members to advocate for or against proposed rules, policies, laws, or other plans that affect our PTSA, school, students, teachers, staff or families.
- J. **6<sup>th</sup> VP – Communications shall:**
1. Perform all the duties as prescribed in the most current bylaws, these standing rules, the Communications binder, the Communications file of the SFA PTSA Google Drive and other duties as they may arise;
  2. Complete required Texas PTA online training;
  3. Complete any other required or suggested local ACPTA training;
  4. Upon election and prior to first executive meeting, complete Plan of Work and post on SFA PTSA Google Drive;
  5. Attend all Executive & membership meetings;
  6. Maintain and/or regularly update the PTSA website, Maroon Update, Daily Lowdown, Facebook, Twitter, Instagram and/or Remind as requested by board members and community; and
  7. Serve as chair and/or oversee the following committees:
    1. Maroon Update committee (see article **VIII. Standing Committees**).
    2. Facebook Group Committee (see article **VIII. Standing Committees**).
- K. **7<sup>th</sup> VP - Inclusion**
1. Perform all the duties as prescribed in the most current bylaws, these standing rules, the Inclusion file of the SFA PTSA Google Drive and other duties as they may arise;
  2. Complete required Texas PTA online training;



- 404 3. Complete any other required or suggested local ACPTA training;  
405 4. Upon election and prior to first executive meeting, complete Plan of Work  
406 and post on SFA PTSA Google Drive;  
407 5. Attend all Executive & membership meetings;  
408 6. Serve on the Austin High Excellence Fund committee;  
409 7. Coordinate with VP of Communications to promote all Inclusion needs  
410 through PTSA website, Maroon Update, Daily Lowdown, Facebook,  
411 Twitter, Instagram and/or Remind;  
412 8. Will seek to increase education about people with disabilities, encourage  
413 racial diversity, equity and inclusion efforts at AHS, address inclusion  
414 barriers and seek opportunities for full inclusion of all at AHS.  
415 9. Chair and/or oversee the Reflections Committee (see article **IX. Special**  
416 **Committees**)
- 417 L. **8th VP – Academy for Classical Studies (ACS) shall:**  
418 1. Perform all the duties as prescribed in the most current by-laws, these  
419 standing rules, the ACS file of the SFA PTSA Google Drive and other  
420 duties as they may arise;  
421 2. Complete required Texas PTA online training;  
422 3. Complete any other required or suggested local ACPTA training;  
423 4. Upon election and prior to first executive meeting, complete Plan of Work  
424 and post on SFA PTSA Google Drive;  
425 5. Attend all Executive & membership meetings;  
426 6. Attend ACS Board meetings;  
427 7. Facilitate important communication and details between PTSA Board &  
428 Academy Board; and  
429 8. Serve on the Austin High Excellence Fund committee.
- 430 M. **9th VP – Academy for Global Studies (AGS) shall:**  
431 1. Perform all the duties as prescribed in the most current bylaws, these  
432 standing rules, the AGS file of the SFA PTSA Google Drive and other  
433 duties as they may arise;  
434 2. Complete required Texas PTA online training;  
435 3. Complete any other required or suggested local ACPTA training;  
436 4. Upon election and prior to first executive meeting, complete Plan of Work  
437 and post on SFA PTSA Google Drive;  
438 5. Attend all Executive & membership meetings;  
439 6. Attend AGS Board meetings;  
440 7. Facilitate important communication and details between PTSA Board &  
441 Academy Board; and  
442 8. Serve on the Austin High Excellence Fund committee.
- 443 N. **10<sup>th</sup> VP – Academy for Design & Technology (ADT) shall:**  
444 1. Perform all the duties as prescribed in the most current bylaws, these  
445 standing rules, the ADT file of the SFA PTSA Google Drive and other  
446 duties as they may arise;  
447 2. Complete required Texas PTA online training;  
448 3. Complete any other required or suggested local ACPTA training;  
449 4. Upon election and prior to first executive meeting, complete Plan of Work  
450 and post on SFA PTSA Google Drive;  
451 5. Attend all Executive & membership meetings;  
452 6. Attend ADT Board meetings;  
453 7. Facilitate important communication and details between PTSA Board &  
454 Academy Board; and

- 455 8. Serve on the Austin High Excellence Fund committee.  
456 O. **11th VP – Academy for Science & Innovation (ASI) shall:**  
457 1. Perform all the duties as prescribed in the most current bylaws, these  
458 standing rules, the ASI file of the SFA PTSA Google Drive and other  
459 duties as they may arise;  
460 2. Complete required Texas PTA online training;  
461 3. Complete any other required or suggested local ACPTA training;  
462 4. Upon election and prior to first executive meeting, complete Plan of Work  
463 and post on SFA PTSA Google Drive;  
464 5. Attend all Executive & membership meetings;  
465 6. Attend ASI Board meetings;  
466 7. Facilitate important communication and details between PTSA Board &  
467 Academy Board; and  
468 8. Serve on the Austin High Excellence Fund committee.

469 **VII. Duties of Other Executive Board Positions**

- 470 A. Austin Council PTA (ACPTA) delegate(s) shall:  
471 1. Be chosen in accordance with the current ACPTA rules and/or bylaws;  
472 2. Be the PTSA President and/or appointed designee and/or membership-  
473 elected member;  
474 3. Attend all SFA PTSA Executive Board & membership meetings;  
475 4. Participate fully in Council PTA discussions and deliberations;  
476 5. Report announcements, important actions and the Council PTA program  
477 to SFA PTSA membership and executive board;  
478 6. Seek information or approval from the membership on matters referred to  
479 by SFA PTSA for such approval or information; and  
480 7. Report and/or vote as directed by the SFA PTSA membership at the  
481 Council PTA meeting.  
482 B. Austin High Campus Advisory Council (CAC) Representative(s) shall:  
483 1. Be chosen in accordance with the current ACPTA rules and/or by-laws;  
484 2. Be the PTSA President and/or appointed designee and/or membership-  
485 elected member;  
486 3. Attend all SFA PTSA Executive Board & General meetings;  
487 4. Attend the monthly meetings of the Austin High School CAC participating  
488 fully in discussions and deliberations; and  
489 5. Report announcements and important actions to the SFA HS PTSA  
490 membership and executive board.  
491 C. Teacher liaison shall:  
492 1. Be appointed by the principal;  
493 2. Attend all PTSA Executive Board meetings;  
494 3. Serve as a communication link between faculty, staff and PTSA; and  
495 4. Solicit teacher/staff input and PTSA membership.

496 **VIII. Standing Committees**

- 497 A. Defined as a committee whose work is ongoing throughout the year.  
498 B. The Standing Committee(s) of this Local PTA shall include but may not be limited  
499 to:  
500 1. The Membership Committee;  
501 2. The Maroon Update Committee;  
502 3. The Teacher/Staff Appreciation Committee;  
503 4. The Finance Committee shall;  
504 5. The Attendance Office Volunteer Committee;

- 505 6. The College & Career Center Committee;
- 506 7. AHS Community Support Committee;
- 507 8. The Austin Excellence Fund (AEF) Committee.

508 C. **All Standing Committees shall:**

- 509 1. Assume duties following the close of the school year;
- 510 2. Be composed of members appointed by the standing committee Chair;
- 511 3. File a monthly report of activities to the appropriate board member;
- 512 4. Maintain a procedure book and/or file(s) on the SFA PTSA Google Drive
- 513 and should include most, if not all, of the following:
  - 514 1. Plan of Work;
  - 515 2. Copy of Budget(s) for said committee;
  - 516 3. Procedures;
  - 517 4. Timeline;
  - 518 5. Pictures;
  - 519 6. Expenses and receipts, if applicable;
  - 520 7. Helpful contacts;
  - 521 8. Etc.

522 D.

523 E. **The Membership Committee shall:**

- 524 1. Be composed of:
  - 525 **1.** The 2nd VP - Membership (chair)
  - 526 **2.** No more than two (2) additional members of the SFA PTSA
  - 527 appointed by the Membership VP and approved by the President,
  - 528 at the discretion of the Membership VP
- 529 2. The chair shall:
  - 530 a. Verify and manage annual budget for the membership
  - 531 committee;
  - 532 b. Call a meeting of the membership committee to create a
  - 533 membership campaign for the coming year and set
  - 534 membership goals;
    - 535 i. Ensure completion and submission of
    - 536 membership list and dues report to Texas
    - 537 PTA as required;
    - 538 ii. Coordinate the implementation of a
    - 539 membership campaign;
    - 540 iii. Provide the secretary with an updated
    - 541 membership list for each regular meeting;
    - 542 iv. Apply for membership awards from Texas
    - 543 PTA.
- 544 3. The committee shall:
  - 545 a. Plan how they will recruit PTSA members by making
  - 546 specific plans on what needs to be done, who will do it, and
  - 547 exactly when it will happen;
  - 548 b. Recruit new members throughout the year;
  - 549 c. Submit member names and dues to Texas PTA at least
  - 550 monthly;
  - 551 d. Enlist the Principal to encourage teachers and staff to join
  - 552 SFA HS PTSA;

- e. Reach out to all families, new and returning, to become PTSA members;
- f. Promote state and national PTA programs available to members;
- g. Encourage students to join PTSA, especially seniors as some may be eligible for PTA scholarships;
- h. Coordinate with VP of Communications to promote all Membership efforts through PTSA website, Maroon Update, Daily Lowdown, Facebook, Twitter, Instagram and/or Remind.
- i. Perform all the duties as prescribed in the Membership file of the SFA PTSA Google Drive and other duties as they may arise;

F. **The Maroon Update Committee shall:**

1. Be composed of:
  - 1.** The 6th VP - Communications (chair);
  - 2.** No more than two (2) additional members of the SFA PTSA appointed by the Communications VP and approved by the President, at the discretion of the Communications VP
2. Manage and produce the weekly Maroon Update email to go out to every AHS family;
3. Coordinate with Principal about the best way to send weekly emails to reach all AHS families, not just PTSA membership;
4. Perform all the duties as prescribed in the Maroon Update file of the SFA PTSA Google Drive and other duties as they may arise;

G. **The Teacher/Staff Appreciation Committee shall:**

1. Be composed of a chair and other members and/or sub-committees as needed to fulfill the various appreciation events such as but not limited to the ones listed below.
2. The chair:
  - a. Can be the 3rd VP-Volunteers or can be another PTSA member that is appointed by 3rd VP-Volunteers;
  - b. Shall verify and manage annual budget for teacher appreciation;
  - c. Communicate with Principal and teacher liaison about the best way to honor teachers and staff with appreciation events such as but not limited to:
    2. Back to School Night Dinner
    3. Various & Specific "Appreciation Days/Weeks" as designated on National Calendars for groups such as but not limited to:
      1. Teachers
      2. Counselors
      3. Administrators
      4. Custodians
      5. Etc.
    4. Set up Amazon Wishlist(s) or other ways to address needs of:
      1. staff lounge
      2. classroom supplies
      3. Other areas as needed

- 603 5. Fall staff pampering days
- 604 6. End of school lunch
- 605 7. Graduation volunteer lunch
- 606 d. Call a meeting of the teacher appreciation committee to
- 607 create a teacher appreciation plan for the coming year;
- 608 e. Utilize Volunteers that 3rd VP - Volunteers solicited
- 609 through Google Forms and/or other means to complete required
- 610 tasks;
- 611 f. Coordinate with VP of Communications to promote all
- 612 Teacher/Staff Appreciation efforts through PTSA website, Maroon
- 613 Update, Daily Lowdown, Facebook, Twitter, Instagram and/or
- 614 Remind.
- 615 g. Perform all the duties as prescribed in the Teacher/Staff
- 616 Appreciation file of the SFA PTSA Google Drive and other duties
- 617 as they may arise;

618 **H. The Finance Committee shall:**

- 619 1. Be chaired by the SFA PTSA Treasurer and consist of no more than 2
- 620 (two) other members as approved by the executive board;
- 621 2. The chair shall assign such duties including but not limited to:
- 622 1. Opening and reviewing account statements;
- 623 2. Other duties necessary to complete the work of the committee;
- 624 3. Perform all the duties as prescribed in the Treasurer binder and the
- 625 Treasurer file of the SFA PTSA Google Drive and other duties as they
- 626 may arise.

627 **I. The Attendance Office Volunteer Committee:**

- 628 1. The Chair:
- 629 1. Can be the 3rd VP-Volunteers or can be another PTSA member
- 630 that is appointed by 3rd VP-Volunteers;
- 631 2. Shall verify and manage annual budget for attendance office
- 632 volunteers;
- 633 3. Utilize Volunteers that 3rd VP - Volunteers solicited through
- 634 Google Forms and/or other means to complete required tasks;
- 635 4. Communicate with Principal and AHS attendance office staff
- 636 about the best way to fill needed positions and time slots:
- 637 2. The Committee shall:
- 638 a. Consist of the chair and up to two (2) other members;
- 639 b. Provide needed training for attendance office volunteers;
- 640 c. Provide multiple volunteer opportunities;
- 641 d. Provide weekly emailed schedule reminders and updates;
- 642 e. Coordinate with VP of Communications to promote all
- 643 Attendance Office Volunteer needs through PTSA website,
- 644 Maroon Update, Daily Lowdown, Facebook, Twitter, Instagram
- 645 and/or Remind.

646 **J. The College & Career Center Committee shall:**

- 647 1. Oversee and assist the College & Career Center Counselors with details
- 648 such as but not limited to those listed below:
- 649 a. Guests visiting from colleges and/or career centers
- 650 b. Honor Seniors each spring based on their college and/or
- 651 career choices

652 **K. AHS Community Support Committee shall:**

- 653 1. Oversee “Maroons Helping Maroons” in conjunction with AHS Crisis  
654 Counselor and other AHS Assistant Principal’s and Counseling staff;  
655 2. Oversee AHS vertical team events including but not limited to:  
656 1. An annual AHS Football game tailgate at a House Park home  
657 game

658 **L. The Austin Excellence Fund Committee shall:**

- 659 1. Be composed of:
- 660 a. the chair (4th VP- Ways & Means)
  - 661 b. The Principal
  - 662 c. the AHS Academies Director
  - 663 d. the Treasurer of SFA HS PTSA
  - 664 e. 7th VP - Inclusion
  - 665 f. 8th VP – Academy for Classical Studies (ACS)
  - 666 g. 9th VP – Academy for Global Studies (AGS)
  - 667 h. 10th VP – Academy for Design & Technology (ADT) and
  - 668 i. 11th VP – Academy for Science & Innovation (ASI).
- 669 2. Be responsible for:
- 670 a. Duties as prescribed in the Austin Excellence Fund file of  
671 the SFA PTSA Google Drive and other duties as they may arise;
  - 672 b. The allocation of monetary contributions from parents and  
673 the community toward the enrichment of Austin High programming  
674 and needs in order to achieve excellence at Austin High including  
675 but not limited to the following categories:
    - 676 i. academics;
    - 677 ii. student activities;
    - 678 iii. administrative activities;
    - 679 iv. facilities and grounds
  - 680 c. In the month of May or prior to the end of the school year:
    - 681 i. Requests will be communicated by individual  
682 teachers and/or staff via their department heads;
    - 683 ii. Department heads will then communicate their  
684 overall department needs/requests to the Principal and the  
685 Academies Director;
    - 686 iii. The Principal and Academies Director will prioritize  
687 the various requests for programming, activity,  
688 administrative and/or facility needs for review by the AEF  
689 Committee.
  - 690 d. In the month of June or July (but no later than August):
    - 691 i. The AEF Committee will meet and vote on the  
692 allocation of available AEF funds.
    - 693 ii. Requests will consider:
      - 694 1. the number of students impacted
      - 695 2. department priorities
      - 696 3. impact on academic achievement, student activities  
697 and administrative activities.
  - 698 e. Manage the grants:
    - 699 i. AHS teachers/staff will submit their funded requests  
700 through the Austin High bookkeeper who will in turn submit  
701 a check request/reimbursement to the PTSA Treasurer;
    - 702 ii. Allocated AEF funds should be spent by November 15 of  
703 the year in which the funds were granted;

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- iii. Special circumstances may apply but said circumstances must be communicated and approved by the AEF Committee prior to the November 15 deadline;
  - iv. Any funds not spent by the November 15 deadline will be made available for previously un-granted requests and/or new grant requests.

710 **IX. Special Committees**

711 A. Defined as a committee with a specific task, the committee is dissolved  
712 once that task has been completed.

713 B. The Special Committee(s) of this Local PTA shall include but are not  
714 limited to:

- 715 1. The Merchandise Committee;  
716 2. The Valentine's Day Breakfast Committee;  
717 3. The Reflections Committee;  
718 4. The "All In For Austin High" (Event) Committee and;  
719 5. The Nominating Committee.

720 **C. All Special Committees shall with the exception of the Nominating**  
721 **Committee:**

- 722 1. Assume duties following the close of the school year;  
723 2. Be composed of members appointed by the special committee Chair;  
724 3. Shall file a monthly report of activities to a executive board member;  
725 4. Maintain a procedure book and/or file(s) on the SFA PTSA Google Drive  
726 and may include the following:  
727 1. Plan of Work;  
728 2. Copy of Budget for said committee;  
729 3. Procedures;  
730 4. Timeline;  
731 5. Pictures;  
732 6. Expenses and receipts, if applicable;  
733 7. Helpful contacts;  
734 8. Etc.

735 **D. The Merchandise Committee shall:**

- 736 1. Be chaired by the 4th VP - Ways and Means;  
737 2. Verify and manage the annual budget for AHS merchandise orders and  
738 sales;  
739 3. Call a meeting of the merchandise committee to create a merchandise  
740 plan for the coming year which may include but not be limited to:  
741 1. Determining & designing logos;  
742 2. Determining what merchandise will be offered;  
743 3. Getting quotes from multiple vendors;  
744 4. Utilize Volunteers that 3rd VP - Volunteers solicited through Google  
745 Forms and/or other means to complete required tasks;  
746 5. Coordinate with VP of Communications to promote all merchandise  
747 efforts through PTSA website, Maroon Update, Daily Lowdown,  
748 Facebook, Twitter, Instagram and/or Remind.  
749 6. Perform all the duties as prescribed in the merchandise file of the SFA  
750 PTSA Google Drive and other duties as they may arise;  
751 7. Cause to be determined and have executive board vote upon two, one-  
752 day (24-consecutive hour), tax free sales each calendar year. These  
753 dates should be designated in the minutes;

754 8. Also sell AHS merchandise in the annual Texas State Sales Tax Holidays  
755 as this type of merchandise is included in this event.

756 E. **The Valentine's Day Breakfast Committee shall:**

757 1. Be chaired by the 3rd VP-Volunteers or be chaired by another PTSA  
758 member that is appointed by 3rd VP-Volunteers and approved by the  
759 board;

760 a. The chair shall:

761 i. Verify and manage the annual budget for Valentine's Day  
762 Breakfast;

763 ii. In December, call a meeting of the committee to create a  
764 plan for the coming year;

765 iii. Coordinate with VP of Communications to promote all  
766 Teacher/Staff Appreciation efforts through PTSA website,  
767 Maroon Update, Daily Lowdown, Facebook, Twitter,  
768 Instagram and/or Remind.

769 iv. Utilize Volunteers that 3rd VP - Volunteers solicited  
770 through Google Forms and/or other means to complete  
771 required tasks;

772 v. Establish subcommittees as may be needed for:

773 1. Food procurement

774 2. Ticket Sales

775 3. Decor

776 4. Set-up

777 5. Clean up

778 6. Advance Teacher/Staff Gifts

779 7. Day of Prize Drawings

780 8. Emcees & Script

781 9. Volunteer Coordination

782 10. Slide show

783 11. Donor Recognition

784 12. Etc.

785 2. Perform all the duties as prescribed in the Valentine's Day Breakfast  
786 binder and/or the Valentine's Day Breakfast file of the SFA PTSA Google  
787 Drive.

788 F. **The Reflections Committee shall:**

789 1. Be chaired by the 11th VP-Inclusion or be chaired by another PTSA  
790 member that is appointed by 11th VP-Inclusion and approved by the  
791 executive board;

792 a. The chair shall:

793 i. Verify and manage the annual budget for Reflections  
794 committee;

795 ii. In September, call a meeting of the committee to create a  
796 plan for the coming year;

797 iii. Coordinate with VP of Communications to promote all PTA  
798 Reflections efforts through PTSA website, Maroon Update,  
799 Daily Lowdown, Facebook, Twitter, Instagram and/or  
800 Remind;

801 iv. Utilize Volunteers that 3rd VP - Volunteers solicited  
802 through Google Forms and/or other means to complete  
803 required tasks;



- 804 v. Send individual emails to appropriate department heads  
805 and/or teachers for promotion to their students;  
806 vi. Establish subcommittees as may be needed for these  
807 and/or other areas:  
808 1. Planning & Promotion  
809 2. Forms  
810 3. Entry Collections  
811 4. Judging  
812 5. Awards & Celebrations  
813 6. Advancing Entries  
814 7. Etc.  
815 2. Refer to Texas PTA website and ACPTA Reflections coordinator for  
816 guidelines and instructions for Reflections program;  
817 3. Promote and expedite PTA Reflections program on behalf of SFA HS  
818 PTSA; and  
819 4. Perform all the duties as prescribed in the Reflections file of the SFA  
820 PTSA Google Drive.

821 G. **The “All In For Austin High” (Event) Committee shall:**

- 822 1. Be chaired by the 4th VP-Ways & Means or be chaired by another PTSA  
823 member that is appointed by 4th VP-Ways & Means and approved by the  
824 executive board;  
825 a. The chair shall:  
826 i. Verify and manage the annual budget for the “All In for  
827 Austin High” event committee;  
828 ii. In September, call a meeting of the committee to create a  
829 plan for the coming year;  
830 iii. Utilize Volunteers that 3rd VP - Volunteers solicited  
831 through Google Forms and/or other means to complete  
832 required tasks;  
833 iv. Coordinate with VP of Communications to promote the “All  
834 In for Austin High” event efforts through PTSA website,  
835 Maroon Update, Daily Lowdown, Facebook, Twitter,  
836 Instagram and/or Remind;  
837 v. Establish subcommittees as may be needed for these  
838 and/or other areas:  
839 1. Venue  
840 2. Food  
841 3. Sponsorships  
842 4. Advertising & Promotion  
843 5. Raffle  
844 6. Entertainment  
845 7. Decor  
846 8. Etc.  
847 2. Promote and expedite the “All In for Austin High” event;  
848 3. Perform all the duties as prescribed in the “All In for Austin High” event  
849 binder and/or “All In for Austin High” event file of the SFA PTSA Google  
850 Drive.

851 H. **The Nominating Committee shall:**

- 852 1. Sign the SFA HS PTSA Confidentiality Agreement;  
853 2. Notify membership of the slate via Maroon Update and website in  
854 accordance with the bylaws.

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**X. Awards**

- A. This Local PTA may annually purchase an Honorary Life Membership Award for the “All In for Austin High” event volunteer award recipient.
- B. Awards in the form of recognition pins (membership, etc.) shall be retained by the recipient.
- C. Awards in the form of certificates, plaques, etc. shall be the property of SFA HS PTSA and individuals.

**XI. Miscellaneous**

- A. Senior Activities:
  - 1. Will not be automatically included in the annual budget or contributed to, but will be determined annual by the executive board and entered as a budget line item if applicable;
  - 2. Senior class related expenses are the sole responsibility of the individual class boosters;
  - 3. If the senior class elects to have a “Baccalaureate-type” service, SFA PTSA can be the “sponsor” and provide required insurance coverage as required by AISD or other facility so long as the service is inclusive and open to all religious beliefs and/or affiliations.
- B. This Local PTA’s mailing address shall be 1715 W. Cesar Chavez Street, Austin, TX, 78703.
- C. Members shall obtain authorization from the membership before representing this SFA HS PTSA when communicating to school district personnel or the media.
- D. 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 PTSA.