

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



Texas PTA President
Filed 7/26/2024

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

I. Training Expenses

- a. The SFA HS PTSA shall pay the expenses of executive board members for fee based online training offered by Texas PTA upon submission of a receipt and the current PTSA Reimbursement form.
- b. The SFA HS PTSA shall pay the expenses of the executive board to attend Council training, if applicable upon submission of a receipt and the current PTSA Reimbursement form. As the approved budget allows, SFA HS PTSA shall pay the expenses of any other PTSA member to attend upon submission of a receipt and the current PTSA Reimbursement form.
- c. The SFA HS PTSA shall pay the expenses for up to four (4) representatives to attend the Texas PTA Annual Meeting and LAUNCH in the following order, as funds allow, budget supports and upon submission of receipt(s) and the current PTSA Reimbursement form:
 - i. President,
 - ii. 1st Vice President – Aide to the president/Program Development,
 - iii. 2nd Vice President - Membership,
 - iv. 3rd Vice President - Volunteers,
 - v. 4th Vice President - Ways and Means,
 - vi. 5th Vice President - Advocacy,
 - vii. 6th Vice President - Communications,
 - viii. 7th Vice President – Academy Classical Studies
 - ix. 8th Vice President - Academy Design & Technology (ADT),
 - x. 9th Vice President - Global Studies Academy (AGS),
 - xi. 10th Vice President - Academy Science & Innovation (ASI),
 - xii. Treasurer,
 - xiii. Secretary,
 - xiv. Parliamentarian,
 - xv. Standing Committee Chairs,
 - xvi. Special Committee Chairs.

II. Financial

- a. The president may appoint one additional signer for the PTSA accounts with executive board approval.
- b. All cash money shall be counted by at least two (2) persons, and all counters shall sign and complete a deposit form. The money shall then be given to the treasurer, who shall count and sign the deposit form. A copy of this form shall be retained by the treasurer.

- c. SFA HS PTSA 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.
- d. Check requests and/or reimbursement requests must be on the official SFA HS PTSA online Jotform. This form requires two (2) signatures; one (1) from the authorizing committee chair and/or VP and one (1) from the President and/or Treasurer;
- e. The only withdrawals allowed from external (ex. PayPal) accounts are direct deposits into a PTSA bank account (a bank account that's only purpose is to receive said PayPal funds).
- f. If an individual refund from PTSA is necessary, regardless of how initial payment was made to PTSA, an official check request must be submitted. No refunds shall come directly from the PayPal account.
- g. SFA HS PTSA shall not reimburse sales tax unless deemed reasonable by the treasurer or president. Any member making purchases on behalf of or for this PTSA shall use the tax-exempt form, which will be kept available in the documents section of the PTSA website.
- h. SFA HS PTSA monies shall never be deposited in a personal account or a school/district account.
- i. No other organization may pass its money through any SFA HS PTSA accounts:
 - i. If business matching, personal, school, booster or academy monies are deposited in a PTSA account, they become property of the SFA HS PTSA and will be designated at the sole discretion of the PTSA budgeted items.
 - ii. Only funds owned and controlled by the PTSA membership shall be in PTSA accounts.
- j. SFA HS PTSA shall not contribute monies directly to any athletic, class, band, fine arts or any other extra-curricular booster club unless done so through the Austin Excellence Fund (AEF) and/or as a specifically approved budget line item.
- k. Senior Activities:
 - i. Will not be automatically included in the annual budget or contributed to, but will be determined by the board annually.
 - ii. These expenses are the sole responsibility of the individual class boosters, who are tasked with their own senior-year activities, budgeting and fundraising
- l. Austin High School Endowment Fund
 - i. Managed by Austin Community Foundation
 - ii. Established in 1999
 - iii. Grants from this fund shall be administered pursuant to the original 1999 resolution by the PTSA Excellence Fund Committee.
- m. For AHS merchandise sales, determine and vote upon two, one-day (24-consecutive hour), and tax free sales each calendar year. These dates should be designated in the minutes. Additional/leftover merchandise may be offered on other dates throughout the year for a donation to the AHS PTSA.
- n. AHS merchandise can also be sold in the annual Texas State Sales Tax Holidays as this type of merchandise is included in this event.
- o. Funds from and/or for the Academy of Classical Studies, the Academy of Design and Technology and the Academy of Science and Innovation shall:

- i. Be noted as individual line items within the PTSA annual budget if they were raised through a specific academy fundraiser and/or donated and designated to a specific academy;
- ii. Academies shall spend funds from available balances in the following 100 order:
 - 1. Academy Program fees from Austin High budget;
 - 2. Individual Academy funds from PTSA budget:
 - a. 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;
 - 3. Austin Excellence Fund grants.

III. E-Commerce

a. Credit/Debit Cards

- i. **Cards are issued to authorized signers on the bank account and include the name of the PTA.**
- ii. **The credit limit should not exceed half of the income on the budget approved at the annual meeting.**
- iii. **No cash transactions (ATM, cash back, etc.) are allowed.**
- iv. **The cards are in the possession of the Treasurer and are used via a checkout log. The log should include an agreement that sales tax will not be reimbursed unless pre-approved by the executive board. The log is then reconciled to the statement prior to payment.**
- v. **Prior to use of the credit or debit card, a funds request form is completed and submitted. Following the purchase, the receipt is given to the Treasurer and attached to the funds request form.**
- vi. **If sales tax is paid for the credit card purchase, the card user reimburses the PTA unless prior approval has been granted by the executive board.**
- vii. **A change in signer on the checking account requires a change in signer on the credit card, and a financial reconciliation shall be performed. This applies when fraud or misuse of the card has been discovered.**
- viii. **If the card is lost or stolen, the account must be reconciled to identify any unauthorized transactions.**

IV. Bonding and Insurance

- a. The following insurance shall be purchased or renewed annually by SFA HS PTSA as it deems necessary and provides for in the budget:
 - i. General liability,
 - ii. Accident medical,
 - iii. Identity theft,
 - iv. Blanket bond insurance (commercial crime),
 - v. Property insurance, and/or
 - vi. Directors and officer's professional liability insurance.

V. Condolences

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

VI. Officer Duties

a. The President shall:

- i. 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;
- ii. Complete any other required or suggested local ACPTA training;
- iii. Upon election and prior to first executive meeting, complete Plan of Work and post on SFA PTSA Google Drive;
- iv. 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
 6. Coordinate work of officers and chairs;
 7. Serve on the Austin High Excellence Fund committee;
 8. Serve on "All In for Austin High" event Committee;
- v. 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
- vi. Be responsible for collecting and distributing the Annual Custodian Holiday bonus

b. Secretary shall:

- i. 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;
- ii. Complete any other required or suggested local ACPTA training;
- iii. Upon election and prior to first executive meeting, complete Plan of Work and post on SFA PTSA Google Drive;
- iv. Keep and maintain forms used and all records including governing documents and minutes in both hardcopy and on SFA PTSA Google Drive;
- v. Write condolence notes on behalf of the PTSA, in accordance with part V of these Standing Rules;
- vi. Provide membership sign-in sheets and motion slips for meetings;
- vii. Send executive board members reminders of the meetings and provide minutes and financial documents for review prior to meetings, if requested by the president;
- viii. Assist the president in determining a quorum;
- ix. Within 48 hours of a meeting conclusion, send minutes to the executive board for any edits.

c. Treasurer shall:

- i. Perform all the duties as prescribed in the most current bylaws, these standing rules, the TX PTA Treasurer Resource Guide, the Treasurer binder, the Treasurer file of the SFA PTSA Google Drive and other duties as they may arise;
- ii. Complete any other required or suggested local ACPTA training;
- iii. Upon election and prior to first executive meeting, complete Plan of Work and post on SFA PTSA Google Drive;
- iv. Form finance committee (see article **VIII. Standing Committees**);
- v. Use and monitor the sfaptsatreasurer@gmail.com email account for all SFA HS PTSA treasurer duties;
- vi. Reconcile all account statements, including PayPal, monthly;
- vii. Reconcile bank statements to QuickBooks before monthly meetings;
- viii. Process and record all deposits;
- ix. Process reimbursements on a monthly basis;
- x. Ensure that all cash money be counted by at least two (2) persons, and all counters shall sign a complete deposit form before the money is accepted by the treasurer. The money and completed form shall then be accepted by the treasurer, who shall count and sign the deposit form. A copy of this form shall be retained by the treasurer.
- xi. Provide needed check request/authorization form, cash receipt form, and sales and use resale certificate to the executive board by posting to SFA PTSA Google Drive and PTSA website;
- xii. Recommend amendments to the budget based on Plans of Work, receipts, trends, etc. and submit these amendments to the executive board;
- xiii. Present budget amendments to the membership for approval at the first general meeting of the year and throughout the year as needed;
- xiv. Purchase or renew insurance annually as provided for in the budget;
- xv. Shall prepare, or deliver to a CPA if provided for in the budget, and file all necessary tax documents;
- xvi. At least 30 days before the annual meeting, verify that the president has appointed a Financial Reconciliation Committee and present books to the Financial Reconciliation Committee on July 15.
- xvii. Inform and update executive board of status of Austin High School Endowment Fund that is managed by Austin Community Foundation
- xviii. Serve on the Austin High Excellence Fund committee;
- xix. Serve on the All In for Austin High event committee;

d. Parliamentarian shall:

- i. Perform all the duties as prescribed in the most current bylaws, these standing rules, the TX PTA Parliamentarian Resource Guide and 241 other duties as they may arise;
- ii. Complete any other required or suggested local ACPTA training;
- iii. Upon election and prior to first executive meeting, complete Plan of Work and post on SFA PTSA Google Drive;
- iv. Review bylaws and other governing documents yearly;
- v. Oversee the Bylaws Committee, in accordance with ARTICLE XV of the SFA PTSA by-laws

- vi. Recommend governing document amendments to the executive board;
- vii. Present governing document amendments to the membership for approval throughout the year as needed;
- viii. File approved bylaws and standing rules amendments with Texas PTA;
- ix. Maintain current/updated copies of bylaws and standing rules for self, on PTSA website and on SFA PTSA Google Drive
- x. Verify that the president is prepared for election of the Nominating Committee in January and the election of officers in March and assist in both elections if needed;
- xi. Review the overview of officer positions and present revisions to the executive board before Nominating Committee Election;

e. **1-VP – Program Development shall:**

- i. Perform all the duties as prescribed in the most current bylaws, these standing rules, the Program Development binder, the Program Development file of the SFA PTSA Google Drive and other duties as they may arise;
- ii.
- iii. Complete any other required or suggested local ACPTA training;
- iv. Upon election and prior to first executive meeting, complete Plan of Work and post on SFA PTSA Google Drive;
- v.
- vi. Prior to the start of the school year and as needed through the school year, coordinate with AHS Social and Emotional Learning (SEL) committee members and crisis counselor(s) in order to make sure that speaker topics align with and support SEL;
- vii. Prior to start of school year, organize and schedule speakers for Parent Education in conjunction with each membership meeting;
- viii. Prior to start of school year, organize and schedule speakers for Student Education Series
 - 1. Goal is to have at least six (6) Student Education speakers either via a virtual platform during student advisories, in person during lunch or online or in person at other appropriate times
 - 2. As appropriate, coordinate and manage student attendance incentives through Principal and Assistant Principals;
- ix. Verify and manage annual budget for food and/or speakers for all programs;
- x. Write thank you notes to program speakers; and
- xi. Coordinate with VP of Communications to promote all Parent and Student Education topics and dates through PTSA website, Maroon Update, Daily Lowdown, Facebook, Twitter, Instagram and/or Remind.

f. **2-VP – Membership shall:**

- i. Perform all the duties as prescribed in the most current bylaws, these standing rules, the TX PTA MEMBERSHIP Resource Guide, the Membership binder, the Membership file of the SFA PTSA Google Drive and other duties as they may arise;
- ii. Complete any other required or suggested local ACPTA training;
- iii. Upon election and prior to first executive meeting, complete Plan of Work and post on SFA PTSA Google Drive;
- iv. Verify and manage annual budget for membership;

- v. Make sure all SFA HS PTSA executive board members have joined SFA HS PTSA;
- vi. Form your Membership Committee (see Article **VIII. Standing Committees**);
- vii. Submit member names and dues to Texas PTA at least monthly;
- viii. Coordinate with VP of Communications to promote all Membership efforts through PTSA website, Maroon Update, Daily Lowdown, Facebook, Twitter, Instagram and/or Remind.

g. **3rd VP – Volunteers shall:**

- i. Perform all the duties as prescribed in the most current bylaws, these standing rules, the Volunteers binder, the Volunteers file of the SFA PTSA Google Drive and other duties as they may arise;
- ii. Complete any other required or suggested local ACPTA training;
- iii. Upon election and prior to first executive meeting, complete Plan of Work and post on SFA PTSA Google Drive;
- iv. Solicit chairs and volunteers through Google Forms and/or other means;
- v. Chair and/or oversee solicited chairs and/or volunteers for the following committees. 3rd VP -Volunteers is not expected to chair all of these committees but instead work to find others to chair and volunteer:
 1. Teacher/Staff Appreciation Committee (see article **VIII. Standing Committees**)
 2. Valentine’s Day Breakfast Committee (see article **IX. Special Committees**)
 3. Office Staff Volunteer Committee (see article **VIII. Standing Committees**)
 4. College & Career Center Committee
 5. AHS Community Support
 - a. Maroons Helping Maroons Committee
 - b. Vertical Team Events Committee
- vi. Verify and manage annual budget(s) for volunteers as they serve on these committees:
 1. Teacher/Staff Appreciation Committee
 2. Valentine’s Day Breakfast Committee
 3. Office Staff Volunteer Committee
 4. College & Career Center Committee
 5. AHS Community Support
 - a. Maroons Helping Maroons Committee
 - b. Vertical Team Events Committee
- vii. Coordinate with VP of Communications to promote all Volunteer needs through PTSA website, Maroon Update, Daily Lowdown, Facebook, Twitter, Instagram and/or Remind;

h. **4th VP – Ways & Means shall:**

- i. Perform all the duties as prescribed in the most current bylaws, these standing rules, the Ways and Means binder, the Ways and Means file of the SFA PTSA Google Drive and other duties as they may arise;
- ii. Complete any other required or suggested local ACPTA training;
- iii. Upon election and prior to first executive meeting, complete Plan of Work and post on SFA PTSA Google Drive;

- iv. Chair the Austin High Excellence Fund committee (see article **VIII. Standing Committees**);
 - v. Merchandise committee (see article **IX. Special Committees**);
 - vi. Manage and oversee any and all applicable “Rewards Programs” (including but not limited to AmazonSmile, Randall’s, etc.)
 - vii. 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;
 - viii. Verify and manage annual budget(s) for volunteers as they serve on the “All In for Austin High” event Committee;
 - ix. 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. **5th VP – Advocacy shall:**
- i. 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;
 - ii. Complete any other required or suggested local ACPTA training;
 - iii. Upon election and prior to first executive meeting, complete Plan of Work and post on SFA PTSA Google Drive;
 - iv. 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
 - v. 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.
 - vi. Attend ASI Board meetings;
 - vii. Facilitate important communication and details between PTSA Board & Academy Board;
 - viii. Serve on the Austin High Excellence Fund committee.
- j. **6th VP – Communications shall:**
- i. 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;
 - ii. Complete any other required or suggested local ACPTA training;
 - iii. Upon election and prior to first executive meeting, complete Plan of Work and post on SFA PTSA Google Drive;
 - iv. 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
 - v. 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. **7th VP - Academy Classical Studies;**

- i. 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;
- ii. Complete required Texas PTA online training
- iii. Complete any other required or suggested local ACPTA training;
- iv. Upon election and prior to first executive meeting, complete Plan of Work and post on SFA PTSA Google Drive;
- v. Attend all Executive & membership meetings;
- vi. Serve on the Austin High Excellence Fund committee;
- vii. Coordinate with VP of Communications to promote all Inclusion needs through PTSA website, Maroon Update, Daily Lowdown, Facebook, Twitter, Instagram and/or Remind;
- viii. Will seek to increase education about people with disabilities, encourage racial diversity, equity and inclusion efforts at AHS, address inclusion barriers and seek opportunities for full inclusion of all at AHS.
- ix. Chair and/or oversee the Reflections Committee (see article **IX. Special Committees**)

l. 8th VP – Academy Design and Technology; shall:

- i. Perform all the duties as prescribed in the most current by-laws, these standing rules, the ACS file of the SFA PTSA Google Drive and other duties as they may arise;
- ii. Complete any other required or suggested local ACPTA training;
- iii. Upon election and prior to first executive meeting, complete Plan of Work and post on SFA PTSA Google Drive;
- iv. Attend ACS Board meetings;
- v. Facilitate important communication and details between PTSA Board & Academy Board;
- vi. Serve on the Austin High Excellence Fund committee.

m. 9th VP –Global Studies Academy (AGS) shall:

- i. Perform all the duties as prescribed in the most current bylaws, these standing rules, the AGS file of the SFA PTSA Google Drive and other duties as they may arise;
- ii. Complete any other required or suggested local ACPTA training;
- iii. Upon election and prior to first executive meeting, complete Plan of Work and post on SFA PTSA Google Drive;
- iv. Attend AGS Board meetings;
- v. Facilitate important communication and details between PTSA Board & Academy Board; and
- vi. Serve on the Austin High Excellence Fund committee.

n. 10th VP – Academy Science and Innovation; shall:

- i. Perform all the duties as prescribed in the most current bylaws, these standing rules, the ADT file of the SFA PTSA Google Drive and other duties as they may arise;
- ii. Complete any other required or suggested local ACPTA training;
- iii. Upon election and prior to first executive meeting, complete Plan of Work and post on SFA PTSA Google Drive;
- iv. Attend ADT Board meetings;

- v. Facilitate important communication and details between PTSA Board & Academy Board; and
- vi. Serve on the Austin High Excellence Fund committee.

VII. VII. Duties of Other Executive Board Positions

- a. Austin Council PTA (ACPTA) delegate(s) shall:
 - i. Be chosen in accordance with the current ACPTA rules and/or bylaws;
 - ii. Be the PTSA president and/or appointed designee and/or membership elected member;
 - iii. Participate fully in Council PTA discussions and deliberations;
 - iv. Report announcements, important actions and the Council PTA program to SFA PTSA membership and executive board;
 - v. Seek information or approval from the membership on matters referred to by SFA PTSA for such approval or information; and
 - vi. Report and/or vote as directed by the SFA PTSA membership at the Council PTA meeting.
- b. Austin High Campus Advisory Council (CAC) Representative(s) shall:
 - i. Be chosen in accordance with the current ACPTA rules and/or by-laws;
 - ii. Be the PTSA President and/or appointed designee and/or membership elected member;
 - iii. Attend all SFA PTSA Executive Board & General meetings;
 - iv. Attend the monthly meetings of the Austin High School CAC participating fully in discussions and deliberations; and
 - v. Report announcements and important actions to the SFA HS PTSA membership and executive board.
- c. Teacher liaison shall:
 - i. Be recommended by the principal;
 - ii. Serve as a communication link between faculty, staff and PTSA; and
 - iii. Solicit teacher/staff input and PTSA membership.

VIII. Standing Committees

- a. Defined as a committee whose work is ongoing throughout the year.
- b. The Standing Committee(s) of this Local PTA shall include but may not be limited to:
 - i. Membership Committee;
 - ii. Maroon Update Committee;
 - iii. Teacher/Staff Appreciation Committee;
 - iv. Finance Committee;
 - v. Attendance Office Volunteer Committee;
 - vi. College & Career Center Committee;
 - vii. AHS Community Support Committee;
 - viii. Austin Excellence Fund (AEF) Committee.
- c. **All Standing Committees shall:**
 - i. Assume duties following the close of the school year;
 - ii. Be composed of members appointed by the standing committee Chair;
 - iii. File a monthly report of activities to the appropriate board member;
 - iv. Maintain a procedure book and/or file(s) on the SFA PTSA Google Drive and should include most, if not all, of the following:
 - 1. Plan of Work;

2. Copy of Budget(s) for said committee;
3. Procedures;
4. Timeline;
5. Pictures;
6. Expenses and receipts, if applicable;
7. Helpful contacts;
8. Etc.

d. The Membership Committee shall:

- i. Be composed of:
 1. The 2nd VP - Membership (chair)
 2. No more than two (2) additional members of the SFA PTSA appointed by the Membership VP
- ii. The chair shall:
 1. Verify and manage annual budget for the membership committee;
 2. Call a meeting of the membership committee to create a membership campaign for the coming year and set membership goals;
 - a. Ensure completion and submission of membership list and dues report to Texas PTA as required;
 - b. Coordinate the implementation of a membership campaign;
 - c. Provide the secretary with an updated membership list for each membership meeting;
 - d. Apply for membership awards from Texas PTA.
 3. The committee shall:
 - a. Plan how they will recruit PTSA members by making specific plans on what needs to be done, who will do it, and exactly when it will happen;
 - b. Recruit new members throughout the year;
 - c. Submit member names and dues to Texas PTA at least monthly;
 - d. Enlist the Principal to encourage teachers and staff to join 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;

e. The Maroon Update Committee shall:

- i. 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
 3. Manage and produce the weekly Maroon Update email to go out to every AHS family;
 4. Coordinate with Principal about the best way to send weekly emails to reach all AHS families, not just PTSA membership;
 5. Perform all the duties as prescribed in the Maroon Update file of the SFA PTSA Google Drive and other duties as they may arise;
- f. **The Teacher/Staff Appreciation Committee shall:**
- i. 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 580 the ones listed below.
 - ii. The chair:
 1. Can be the 3rd VP-Volunteers or can be another PTSA member that is appointed by the president subject to approval of the executive board;
 2. Shall verify and manage annual budget for teacher appreciation;
 3. Communicate with Principal and teacher liaison about the best way to honor teachers and staff with appreciation events such as but not limited to:
 - a. Back to School Night Dinner
 - b. Various & Specific "Appreciation Days/Weeks" as designated on National Calendars for groups such as but not limited to:
 - i. Teachers
 - ii. Counselors
 - iii. Administrators
 - iv. Custodians
 - v. Etc.
 4. Set up Amazon Wishlist(s) or other ways to address needs of:
 - a. staff lounge
 - b. classroom supplies
 - c. Other areas as needed
 - d. Fall staff pampering days
 - e. End of school lunch
 - f. Graduation volunteer lunch
 - iii. Call a meeting of the teacher appreciation committee to create a teacher appreciation plan for the coming year;
 - iv. Utilize Volunteers that 3rd VP - Volunteers solicited through Google Forms and/or other means to complete required tasks;
 - v. Coordinate with VP of Communications to promote all Teacher/Staff Appreciation efforts through PTSA website, Maroon Update, Daily Lowdown, Facebook, Twitter, Instagram and/or Remind.
 - vi. Perform all the duties as prescribed in the Teacher/Staff Appreciation file of the SFA PTSA Google Drive and other duties as they may arise;
- g. **The Finance Committee shall:**
- i. Be chaired by the SFA PTSA Treasurer and consist of no more than 2 (two) other members as approved by the executive board;
 - ii. The chair shall assign such duties including but not limited to:

1. Other duties necessary to complete the work of the committee;
 2. Perform all the duties as prescribed in the Treasurer binder and the Treasurer file of the SFA PTSA Google Drive and other duties as they may arise.
- h. **The Attendance Office Volunteer Committee:**
- i. The Chair:
 1. Can be the 3rd VP-Volunteers or can be another PTSA member that is appointed by president subject to the approval of the executive board;
 2. Shall verify and manage annual budget for attendance office volunteers;
 3. Utilize Volunteers that 3rd VP - Volunteers solicited through Google Forms and/or other means to complete required tasks;
 4. Communicate with Principal and AHS attendance office staff about the best way to fill needed positions and time slots:
 - ii. The Committee shall:
 1. Consist of the chair and up to two (2) other members;
 2. Provide needed training for attendance office volunteers;
 3. Provide multiple volunteer opportunities;
 4. Provide weekly emailed schedule reminders and updates;
 5. Coordinate with VP of Communications to promote all Attendance Office Volunteer needs through PTSA website, Maroon Update, Daily Lowdown, Facebook, Twitter, Instagram and/or Remind.
- i. **The College & Career Center Committee shall:**
- i. Oversee and assist the College & Career Center Counselors with details such as but not limited to those listed below:
 1. Guests visiting from colleges and/or career centers
 2. Honor Seniors each spring based on their college and/or career choices
- j. **AHS Community Support Committee shall:**
- i. Oversee "Maroons Helping Maroons" in conjunction with AHS Crisis Counselor and other AHS Assistant Principal's and Counseling staff;
 - ii. Oversee AHS vertical team events including but not limited to:
 1. An annual AHS Football game tailgate at a House Park home game
- k. **The Austin Excellence Fund Committee shall:**
- i. Be composed of:
 1. the chair (4th VP- Ways & Means)
 2. The Principal
 3. the AHS Academies Director
 4. the Treasurer of SFA HS PTSA
 5. 7th VP - Academy Classical Studies;
 6. 8th VP – Academy Design and Technology;
 7. 9th VP – Global Studies Academy;
 - 8.
 - ii. Be responsible for:
 1. Duties as prescribed in the Austin Excellence Fund file of the SFA PTSA Google Drive and other duties as they may arise;

2. The allocation of monetary contributions from parents and the community toward the enrichment of Austin High programming and needs in order to achieve excellence at Austin High including but not limited to the following categories:
 - a. academics;
 - b. student activities;
 - c. administrative activities;
 - d. facilities and grounds
3. In the month of May or prior to the end of the school year:
 - a. Requests will be communicated by individual teachers and/or staff via their department heads;
 - b. Department heads will then communicate their overall department needs/requests to the Principal and the Academies Director;
 - c. The Principal and Academies Director will prioritize the various requests for programming, activity, administrative and/or facility needs for review by the AEF Committee.
4. In the month of June or July (but no later than August):
 - a. The AEF Committee will meet and vote on the allocation of available AEF funds.
5. Requests will consider:
 - a. The number of students impacted.
 - b. department priorities
 - c. Impact on academic achievement, student activities 697 and administrative activities.
 - d. Manage the grants:
 - i. AHS teachers/staff will submit their fund requests through the Austin High bookkeeper who will in turn submit a check request/reimbursement to the PTSA Treasurer;
 - ii. Allocated AEF funds should be spent by November 15 of the year in which the funds were granted;
 - 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.

IX. Special Committees

- a. Defined as a committee with a specific task, the committee is dissolved once that task has been completed.
- b. The Special Committee(s) of this Local PTA shall include but are not limited to:
 - i. The Merchandise Committee;
 - ii. The Valentine's Day Breakfast Committee;
 - iii. The Reflections Committee;
 - iv. The "All In For Austin High" (Event) Committee and;
 - v. The Nominating Committee.

- c. **All Special Committees shall with the exception of the Nominating Committee:**
 - i. Assume duties following the close of the school year;
 - ii. Be composed of members appointed by the special committee Chair;
 - iii. Shall file a monthly report of activities to an executive board member;
 - iv. Maintain a procedure book and/or file(s) on the SFA PTSA Google Drive and may include the following:
 - 1. Plan of Work;
 - 2. Copy of Budget for said committee;
 - 3. Procedures;
 - 4. Timeline;
 - 5. Pictures;
 - 6. Expenses and receipts, if applicable;
 - 7. Helpful contacts;
 - 8. Etc.
- d. **The Merchandise Committee shall:**
 - i. Be chaired by the 4th VP - Ways and Means;
 - ii. Verify and manage the annual budget for AHS merchandise orders and sales;
 - iii. Call a meeting of the merchandise committee to create a merchandise plan for the coming year which may include but not be limited to:
 - 1. Determining & designing logos;
 - 2. Determining what merchandise will be offered;
 - 3. Getting quotes from multiple vendors;
 - 4. Utilize Volunteers that 3rd VP - Volunteers solicited through Google Forms and/or other means to complete required tasks;
 - 5. Coordinate with VP of Communications to promote all merchandise efforts through PTSA website, Maroon Update, Daily Lowdown, Facebook, Twitter, Instagram and/or Remind.
 - 6. Perform all the duties as prescribed in the merchandise file of the SFA PTSA Google Drive and other duties as they may arise;
 - 7. Cause to be determined and have executive board vote upon two, one day (24-consecutive hour), tax free sales each calendar year. These 753 dates should be designated in the minutes;
 - 8. Also sell AHS merchandise in the annual Texas State Sales Tax Holidays as this type of merchandise is included in this event.
- e. **The Valentine's Day Breakfast Committee shall:**
 - i. Be chaired by the 3rd VP-Volunteers or be chaired by another PTSA member that is appointed by the president subject to the approval of the executive board;
 - 1. The chair shall:
 - a. Verify and manage the annual budget for Valentine's Day Breakfast;
 - b. In December, call a meeting of the committee to create a plan for the coming year;
 - c. Coordinate with VP of Communications to promote all Teacher/Staff Appreciation efforts through PTSA website, Maroon Update, Daily Lowdown, Facebook, Twitter, Instagram and/or Remind.

- d. Utilize Volunteers that 3rd VP - Volunteers solicited through Google Forms and/or other means to complete required tasks;
- e. Establish subcommittees as may be needed for:
 - i. Food procurement
 - ii. Ticket Sales
 - iii. Decor
 - iv. Set-up
 - v. Clean up
 - vi. Advance Teacher/Staff Gifts
 - vii. Day of Prize Drawings
 - viii. Emcees & Script
 - ix. Volunteer Coordination
 - x. Slide show
 - xi. Donor Recognition
 - xii. Etc.
- 2. Perform all the duties as prescribed in the Valentine's Day Breakfast binder and/or the Valentine's Day Breakfast file of the SFA PTSA Google
- f. **The Reflections Committee shall:**
 - i. The chair shall:
 - 1. Verify and manage the annual budget for Reflections committee;
 - 2. In September, call a meeting of the committee to create a plan for the coming year;
 - 3. Coordinate with VP of Communications to promote all PTA Reflections efforts through PTSA website, Maroon Update, Daily Lowdown, Facebook, Twitter, Instagram and/or Remind;
 - 4. Utilize Volunteers that 3rd VP - Volunteers solicited through Google Forms and/or other means to complete required tasks;
 - 5. Send individual emails to appropriate department heads and/or teachers for promotion to their students;
 - 6. Establish subcommittees as may be needed for these and/or other areas:
 - a. Planning & Promotion
 - b. Forms
 - c. Entry Collections
 - d. Judging
 - e. Awards & Celebrations
 - f. Advancing Entries
 - g. Etc.
 - ii. Refer to Texas PTA website and ACPTA Reflections coordinator for guidelines and instructions for Reflections program;
 - iii. Promote and expedite PTA Reflections program on behalf of SFA HS PTSA; and
 - iv. Perform all the duties as prescribed in the Reflections file of the SFA PTSA Google Drive.
- g. **The "All In For Austin High" (Event) Committee shall:**
 - i. Be chaired by the 4th VP-Ways & Means or be chaired by another PTSA member that is appointed by the president, subject to the approval of the executive board.

1. The chair shall:
 - a. Verify and manage the annual budget for the “All In for Austin High” event committee;
 - b. In September, call a meeting of the committee to create a plan for the coming year;
 - c. Utilize Volunteers that 3rd VP - Volunteers solicited through Google Forms and/or other means to complete required tasks;
 - d. Coordinate with VP of Communications to promote the “All In for Austin High” event efforts through PTSA website, Maroon Update, Daily Lowdown, Facebook, Twitter, Instagram and/or Remind;
 - e. Establish subcommittees as may be needed for these and/or other areas:
 - i. Venue
 - ii. Food
 - iii. Sponsorships
 - iv. Advertising & Promotion
 - v. Raffle
 - vi. Entertainment
 - vii. Decor
 - viii. Etc.
2. Promote and expedite the “All In for Austin High” event;
3. Perform all the duties as prescribed in the “All In for Austin High” event binder and/or “All In for Austin High” event file of the SFA PTSA Google Drive.

h. The Nominating Committee shall:

- i. Notify membership of the slate via Maroon Update and website in accordance with the bylaws.

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:
 - i. 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;
 - ii. Senior class related expenses are the sole responsibility of the individual class boosters;
 - iii. 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.