

Texas PTA President
Filed 1/3/18

Cornerstone Academy Parent Teacher Association Standing Rules

I. Honoree/Donations/Scholarships

A. Teacher Scholarships

1. Teachers wishing to apply for a scholarship shall fill out the application and return it to the director no later than April and must be members of the PTA. The PTA president and the director shall meet to review the applications and rank according to the following criteria:

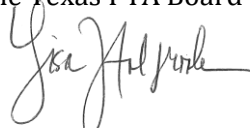
- a. Level of benefit to Cornerstone students.
- b. Prior scholarship support provided by the PTA to the teacher who is applying (i.e. preference shall be given to teachers who have not received scholarships from the PTA recently or may have received lesser amounts of support).
- c. Availability/frequency of course selected for scholarship support.
- d. Teachers must be returning to teach at Cornerstone the following academic year. (Teachers not returning for reasons other than illness or acts of God must repay the scholarships.)

2. Applications will be ranked and awarded according to the number of scholarships and dollar amount of each available, as determined by the PTA executive board. The total amount available for scholarships will be in accordance with the approved budget, and the number of individual scholarships to be awarded should be approved by the PTA Executive Board at the March board meeting each year.

3. In the event that fewer applications are received than the number of scholarships approved, the PTA board may equitably divide the unused scholarship amount among any individual scholarships to teachers whose course fees are more than the approved individual amounts.

4. In the event that there is more money available due to less expensive course selections, and there are more applications than the number of individual

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scholarships approved by the board, the PTA board may grant more scholarships not to exceed the total dollar amount allotted by the budget.

5. Any unused scholarship funds will be returned to the PTA general fund.

6. In the event that a scholarship is awarded to a teacher taking a Region IV course, or other course where the district can receive a discounted price, payment will be made directly to Cornerstone Academy on behalf of the teacher. For other courses, payment will be made directly to the teacher.

7. Teachers receiving scholarships will be required to provide the PTA treasurer with a copy of the course registration and/or other proof of enrollment and attendance for PTA records within 120 days of receiving the scholarship.

8. The scholarship recipients will be announced and presented with a check at the May general PTA meeting.

B. Texas PTA Honorary Life Membership Awards

1. Each year the PTA shall award Texas PTA Life Memberships to deserving individuals. The number of honorees shall depend on the current year's budget allotment.

2. The honorees shall be selected by a committee of 3 Cornerstone Academy PTA members who, preferably, are also Texas PTA Life members, and the director. This committee shall be appointed by the president in April. A chairman will be decided by the committee.

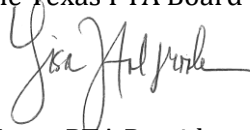
3. Voting on nominees will be by ballot after careful consideration of the nominees' qualifications.

4. The committee chairman will arrange for the presentation at the May general PTA meeting.

5. The PTA will pay to send the honorees, as well as the president and director to the annual PTA Council's Founder's Day Dinner.

II. Financial

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- A. The annual budget shall be developed as follows:
A committee comprised of the PTA President, Treasurer, and the 2nd Vice President (Ways & Means) will develop a tentative budget for the next school year with approval of the board, then forward it to the membership for approval at the May general meeting.
- B. The annual budget shall include a line item for “seminars” and shall pay the following:
1. Registration fees for Texas PTA’s *FOUNDATIONS: Leader Orientation* for Board members who haven’t already attended.
 2. Fees for PTA leadership seminars for officers and other members if funds permit.
- C. No blank checks shall be issued.
- D. Two signatures shall be required on all checks. The following officers shall be authorized to sign on the bank accounts: the president, the treasurer, the 1st vice president and one other officer as approved by the board.
- E. No officer shall approve or sign a check that is being issued to him.
- F. If a check is returned from a financial institution to this association, the association may pursue reimbursement of any charges that result from the transaction.
- G. PTA may not purchase gift cards.

III. Committees

The board will appoint the 3 at-large committee representatives as defined in our Bylaws who will serve as voting members of our executive board for the following school year.

IV. Bonding and Insurance

The following insurance shall be purchased annually by this PTA: general liability insurance, fidelity bond insurance for all persons on a signature card at a bank, officers’ liability insurance and property insurance (if applicable).