

Rucker Elementary School

Parent Teacher Organization (PTO) Campus Standing Rules

Approved on: Jan. 27, 2026

Purpose and Authority

The Rucker Elementary PTO operates in accordance with the Prosper Independent School District (ISD) PTO Council Bylaws, as established by the Prosper PTO Council. These bylaws govern all Prosper ISD PTO organizations and set forth the minimum responsibilities and requirements for all elected PTO officer positions, as outlined in Article IV, Section 1.

These Campus Standing Rules supplement the Prosper ISD PTO Council Bylaws by defining additional procedures, position-specific responsibilities, operational practices, and expectations tailored to the needs of the Rucker Elementary community. These Standing Rules are intended to promote clarity, consistency and effective operations while remaining fully aligned with Prosper ISD PTO Council Bylaws.

Officer Roles and Responsibilities

President - In addition to the responsibilities outlined in the Prosper ISD PTO Council Bylaws, the President shall:

- Maintain a thorough working knowledge of the Prosper ISD PTO Council Bylaws.
- Manage volunteer information to ensure all families have equitable access to volunteer opportunities.
- Meet with Rucker Elementary Administration at the beginning of the school year and as needed thereafter.
- Coordinate marquee signage throughout the year in partnership with Rucker Elementary Administration.
- Maintain vendor relations, including ensuring compliance with the City of Prosper and Prosper ISD permit requirements. All vendor relationships and promotions shall comply with Article II, Section 1 of the Prosper ISD PTO Council Bylaws regarding noncommercial and nonpartisan requirements.

Executive Vice President of Membership - In addition to the responsibilities outlined in the Prosper ISD PTO Council Bylaws, the Executive Vice President of Membership shall:

- Partner with the President and assume the duties of the President in their absence or inability to serve.
- Maintain a thorough working knowledge of the Prosper ISD PTO Council Bylaws.
- Attend administrative meetings with the President and assist with preparing agendas for the Executive Board and PTO Meetings, as needed.
- Lead and promote the Annual Membership Drive (July 1 - September 30), including:
 - Collaborating with the Executive Board to determine membership incentives.
 - Ensuring timely distribution of all PTO incentives to members.
 - Create or coordinate with volunteer(s) to ensure membership-related graphics are created for families.
- Partner with the Executive Board to lead or support PTO-sponsored events, including:
 - Fall Family Fest
 - Community Events as designated by the Executive Board
 - End-of-Year Celebration
- Create volunteer sign-ups as needed for events, ensuring all sign-ups receive prior approval from the Executive Board and Rucker Elementary Administration.

Vice President of Hospitality shall:

- Partner with the President, Executive Board, and Rucker Elementary Administration to develop a hospitality calendar.
 - The calendar shall be presented at the July meeting and finalized by August.
- Maintain a thorough working knowledge of the Prosper ISD PTO Council Bylaws.
- Attend administrative meetings as needed with the President and provide hospitality updates at Executive Board and PTO meetings.
- Oversee hospitality-related events, including:
 - Back-to-School Luncheon (August).
 - Staff birthdays (summer birthdays are celebrated on half-birthdays in December or January).
 - Monthly staff hospitality events, in coordination with Rucker Administration and the Sunshine Committee.
- Partner with the Executive Board to support:
 - Staff Winter Gifts (December)
 - Staff Appreciation Week (planning begins in November)
- Create volunteer sign-ups as needed for hospitality events, ensuring all sign -ups receive approval from the Executive Board and Rucker Elementary Administration.

Treasurer - In addition to the responsibilities outlined in the Prosper ISD PTO Council Bylaws, the Treasurer shall:

- Maintain a thorough working knowledge of the Prosper ISD PTO Council Bylaws.
- Oversee schoolyard signage process and submit the necessary district request forms.

Secretary - In addition to the responsibilities outlined in the Prosper ISD PTO Council Bylaws, the Recording Secretary shall:

- Maintain a thorough working knowledge of the Prosper ISD PTO Council Bylaws.
- Ensure PTO meeting minutes are prepared and distributed to PTO members in a timely manner.
- Maintain organized access to PTO meeting minutes and voting records for the Executive Board.
- Prepare and send thank-you correspondence on behalf of the PTO, as needed.
- Assist the President in managing PTO social media platforms, including:
 - Creating and scheduling event-related social media posts.
 - Promoting PTO fundraisers on PTO and local community pages.
 - Responding to questions and comments on social media posts.
 - Creating and sharing PTO meeting notices to all Rucker Families in a timely manner
 - Capturing and sharing photos from PTO events when appropriate.

General Responsibilities of All PTO Board Members :

In addition to responsibilities outlined in the Prosper ISD PTO Council Bylaws, all Rucker Elementary PTO Board Members shall:

- Help secure business sponsorships for the Rucker PTO.
- Promote fundraising efforts through approved communication channels, including GroupMe and social media.
- Support the Primary Fundraiser, including:
 - Appointing a chairperson
 - Selecting the Fundraising Platform
 - Ensuring clear organization and communication with families and staff
- Participate in the design and creation of PTO Spirit Wear, including vendor selection. All vendor relationships and promotions shall comply with Article II, Section 1 of the Prosper ISD PTO Council Bylaws regarding noncommercial and nonpartisan requirements.
- Share PTO membership and volunteer opportunities with families throughout the year.
- Assist with volunteer recruitment for committees and events.
- Support PTO-sponsored events as availability allows.

Amendments and Review

These Standing Rules shall be reviewed annually by the Executive Board. Amendments may be proposed by any Board Member and must be approved by a majority vote of the Executive Board, in accordance with the Prosper ISD PTO Council Bylaws.

Rucker PTO Scholarship Criteria

Rucker PTO Student Scholarships will be available each year for Rucker Students in need. The budget amount will vary based on availability and funds per year. Rucker Elementary PTO Board Members shall ensure that Rucker Administration and staff are informed of the PTO Student Scholarship criteria.

For students attending Rucker Elementary, eligibility for a PTO Field Trip Scholarship is limited to students who meet at least **one** of the following criteria:

- The student's family meets federal income guidelines for the National School Lunch Program.
- The student is homeless.
- The student is the child of an active-duty member of the armed forces.
- The student is the child of a parent who was killed or injured while serving on active duty.
- The student is currently or was previously in foster care.
- The student is the child of a peace officer, a firefighter, or an emergency medical first responder eligible for the Star of Texas Award.

If a student qualifies for a PTO PTO-sponsored scholarship, the Rucker Administration will reach out to the Rucker PTO as the need arises throughout the year. Funds will be distributed on a first-come, first-served basis as needs arise in grade levels. Rucker Administration awards the scholarship based on the criteria, and all recipients remain confidential from the board.

