

Standing Rules Benjamin E. Mays PTA

Name of Unit: Benjamin E. Mays PTA

EIN (from IRS): 46-1040486

National PTA Number: 02690007

Council Affiliation: Minnesota PTSA

State and National PTA Affiliations Statement: Benjamin E. Mays Magnet PTA is affiliated with National PTA and Minnesota PTA and as such is governed by the Unified Local Unit Bylaws and the Minnesota PTA Bylaws.

***Annual Dues:** Annual local unit dues shall be \$10 which includes \$2.25 to National PTA, \$4.00 to Minnesota PTA, and \$3.75 to the local unit.

***Quorum:** Quorum for each general meeting shall be 5 voting members. Quorum for each board meeting shall be 3.

***Meetings:** Regular (general) meetings of this association shall be held quarterly on the 2nd or 3rd Tuesday of the month (according to the school calendar) at 6:00-7:30pm. Executive board/committee meetings of this association shall be held quarterly and as required. All members of the board/committee will be notified of additional meetings and meeting times and dates in a reasonable and timely manner.

Order of Business: The general order of business for meetings of this association will be

Welcome

Present Previous Meeting Minutes

Treasurer's Report

PTA General Business

Events/Programs

Requests

Next Meeting Notice

Adjourn

****Officers:** Officers of this unit include the president, secretary and treasurer as designated in the bylaws. Additional offices include: vice president.

****Officer responsibilities:** The duties of the president, secretary and treasurer are listed in the bylaws. Additional offices and responsibilities are listed below:

Officer 1: Vice President

- Fulfill the role of the President in absence of the President

***Election of Officers:** Officers shall be elected at the May general meeting. Officers shall assume their official duties on June 7 of the year they are elected.

Standing Committees: Currently there are no Standing Committees. The executive board of this association can create Standing Committees. Chairs of Standing Committees will be elected by the Executive Committee and will serve on the Board of Directors.

Special Committees: The President of this association may, with the approval of the Executive Board, appoint special committees as deemed appropriate. Special committees go out of existence when the work is completed and the final report is received by the board.

Nominating Committee: The Nominating Committee of this association shall consist of 2 members. The report of the Nominating Committee is required at the April meeting of the executive committee/board. Once that report has been received, the work of the committee is complete.

Convention Delegates: Delegates (voting representatives from this association attending the annual meeting of Minnesota PTA convention) shall be appointed at a meeting of the executive committee in April.

Financial Procedures: Following is information regarding all our set financial policies and procedures:

- 1 signature on checks. President, Vice President, and Treasurer are signers on the bank account. Signers should not be related or living in same household.
- Process for reimbursements.
 - All reimbursements must be pre-approved by the Treasurer or Executive Committee. A Request for Funds Form must be submitted at least 10 days in advance of the purchase/event.
 - A Mays PTA Reimbursement Form must accompany original receipts if an approved purchase is made.
 - Submit Reimbursement Form within 90 days of purchase.
- All requests for reimbursement must be submitted within the fiscal year (June 30) in which they are incurred.
- Process for counting cash and making deposits.
 - Cash must be counted/received/submitted using the Mays PTA Cash Receipt Form.
 - Count made by chairperson of event/program and witness
 - Deposit within 2 weeks of cash receipt.
- PTA Treasurer and President will review monthly bank statements.
- Event cash box procedures. Submit a Cash Box Request Form to the Treasurer one week in advance.
- Contingency fund for emergency situations. The board can adjust up to \$500 between meetings but must present such action to members at the following general meeting.
- Fundraising policies. PTA will consider one direct sales fundraiser annually otherwise its fundraising will be linked to experiences such as the Fall Festival, Movie Night, concessions at school events, Bingo Night, restaurant nights, etc. Funds will be raised for the general support of the PTA unless a specific project is approved by the Executive Board/Committee. Checks will not be excepted unless pre-approved by the Treasurer or President.

New Business: Submit agenda items to PTA Secretary at least one day in advance of PTA meeting.

***Standing Rules** will be reviewed annually by the executive board. Proposed changes to the Standing Rules will be voted on by the general membership. The changes will be accepted with a majority vote. Any updated Standing Rules should be sent to the Minnesota PTA office to be kept on file.

*These sections are required by bylaws but the wording is not mandated.

**Required by bylaws only if you have officers or officer responsibilities that are not included in the bylaws. You do not need to repeat information in the bylaws.