

STANDING RULES 2018-2019

Name of Unit: Talahi Elementary PTA

EIN (from IRS):

National PTA Number: 00026923

Council Affiliation: Minnesota State PTA

State and National PTA Affiliations Statement: Talahi Elementary 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 \$10.00 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 6 voting members. Quorum for each board meeting shall be 2+ members.

Meetings: Regular (general) meetings of this association shall be held the *second Tuesday* of each month at 5:30 *pm*. Executive board/committee meetings of this association shall be held *as needed*.

Order of Business: list the general order of business for meetings of this association.

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

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*

- Duty 1 – *Act as a second signee on checks written by the PTA*
- Duty 2 – *Regularly attend PTA meetings and assist the PTA President as needed*

Officer 2: *Fundraising Chairman*

- Duty 1 – *Head up the fundraising efforts of the local PTA; including Box Top collections and Talahi PTA Annual Fundraising Events (Jump/Walk A-Thon)*
- Duty 2 – *Organize and run events to collect and mail in Box Tops*
- Duty 3 – *Regularly attend PTA meetings*

Officer 3: *Membership Outreach Chairman*

- Duty 1 – *Head up the membership outreach efforts of the local PTA*
- Duty 2 – *Regularly attend PTA meetings*

Election of Officers: Elections of officers shall be elected at the *May/June* general meeting. Officers shall assume their official duties on *September 1st* of the year they are elected.

Standing Committees: The standing committees created by the executive board of this association are *Fundraising and Membership Outreach*. Chairs of Standing Committees will be elected by the Executive Committee and will serve on the Board of Directors.

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Special Committees: The President of this association may, with the approval of the Executive Board, appoint special committee 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 3+ members. Suggested: Members elected this year are eligible to serve for 4 year(s). The report of the Nominating Committee is required at the *April* meeting of the executive board. Once that report has been received, the work of the committee is complete.

Convention Delegates: Delegates from this association attending the annual convention of Minnesota PTA shall be elected OR appointed at a meeting of the general membership in *April*.

Financial Procedures: Include information regarding all your set financial policies and procedures, such as:

- *Two signatures are required on all checks written by the PTA. They will be signed by the Treasurer and one of the following: President or Vice-President. These signees will be the only members allowed on the bank accounts. Signees should not be related or living in same household.*
- *Process for reimbursements:*
 - *All receipts will be necessary for reimbursement. Printouts of electronic invoices are acceptable. Clear and clean copies of the receipts are allowed.*
 - *All reimbursements must be submitted/requested within 1 month of the purchase.*
 - *Reimbursement requests will be submitted online via the Talahi PTA website or mailed to the PTA using the written reimbursement request form.*
 - *All requests will be voted on by the PTA board during each meeting. Approval or denial of all requests will be made within 2 weeks of the meeting where it voted on. Checks for approved requests will be written and mailed during the same time frame.*
 - *All requests for reimbursement must be submitted within the fiscal year in which they are incurred.*
 - *All reimbursements will be of ONLY items that will stay with the department, teacher, or grade level from which the money comes from (budget line) at Talahi Community School.*
- *Deposits can be made by the Treasure or President.*
- *The PTA Budget will be approved every September during the September general meeting.*
 - *Revisions to an approved budget will be made with executive board approval and announced the next general meeting.*
- *Process for money collection:*
 - *Money received will be counted by the treasurer and one other member of the PTA. (cash and check) Counting officers will sign the Cast Count Form.*
 - *All money received will be counted and recorded on the Talahi PTA Deposit Cash Count Form.*

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- Event Cash collection boxes will be in lockable box and handled by a minimum of two PTA members at all times. The President and Treasurer and other PTA members/volunteers.
- Money collected by specific grade levels, committees, and groups will be deposited for their use into the budget line of their choice for the current fiscal year (of collection). If they would like to have the money deposited into a different budget line item or the general PTA fund that can be done as requested.
- Any amounts left in each budget line item will be rolled over into the general PTA budget for the following fiscal year on August 31st.
- Monthly bank statements will be handled by the treasurer and included in the treasurer reports during the monthly general meetings.
- Contingency funds for emergency situations are included in the Special Requests Budget Line. Two or more members (including the Treasurer) of the executive board can approve an urgent request between meetings but must present such action to all members at the following general meeting.
- Fundraising policies: There will be at least 1 main fundraising event held each school year with student involvement. The fundraising events can include:
 - Walk-A-Thon or Jump-A-Thon (students involved)
 - Box Top Collections (can have student involvement)
 - Crowd Funding Projects for the Talahi PTA
 - Amazon Smile and Coborn's MORE Rewards Programs – Talahi PTA
 - General Donations
 - Private business built fundraising programs such as business held raffles (including meat raffles) and business fundraising (i.e. Business built fundraising grant programs that you sign up for at the store to receive partial sales proceeds for a stated time period).
 - Grade level & department specific fundraiser events

New Business: PTA members can bring up new business or suggestions at any time via the Talahi PTA website, Talahi PTA email, or in person at general PTA meetings.

Other Policies:

***These Standing Rules** will be annually reviewed by the PTA 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 will be sent to the Minnesota PTA office to be kept on file.

Approved on: September 11th, 2018
Date

Stacy McNab

President

Lydia Dieterich

Treasurer