

TLC PTA -- STANDING RULES 2019-2020

Name of Unit: Talahi Lincoln Community PTA.

Db: TLC PTA

EIN (from IRS): 20-2530427

National PTA Number: 00026923

Council Affiliation: PTA Minnesota Congress

State and National PTA Affiliations Statement: Talahi Lincoln Community 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 5:00-6:00 pm. Winter meetings are at Lincoln Elementary School, with spring meetings at Talahi Community School. 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: President

- Additional Duty 1 – *Keep all official records for TLC PTA. Complete and update all paperwork including, but not limited to: Standing Rules, Universal By-Laws, Secretary of State Articles of Incorporation, Assumed Name Paperwork, and other State and Federal documents*
- Additional Duty 2 – *Work with the Executive Board to handle insurance and banking matters.*

Officer 2: Secretary

- Additional Duty 1 – *Keep all meeting notes electronically recorded on MemberHub and the TLC PTA official website.*
- Additional Duty 2 – *Help create and distribute official TLC PTA communications to members and school families via paper, website, social media.*

Officer 3: Vice President

- Duty 1 – *Act as a second signee on checks written by the PTA*
- Duty 2 – *Regularly attend PTA meetings*
- Duty 3 – *Assist the PTA President as needed with presidential duties.*

Officer 4: Fundraising Chairman

- Duty 1 – *Head up the fundraising efforts of the local PTA including, but not limited to: Box Tops, crowd funding, raffles, Amazon Smile, and TLC PTA Annual Fundraising Events*
- Duty 2 – *Help to organize and run events to help fundraise for the local PTA*
- Duty 3 – *Regularly attend PTA meetings*

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Officer 3: *Membership Outreach Chairman*

- Duty 1 – *Head up the membership outreach efforts of the local PTA via MemberHub & paper communications with the Secretary and the TLC PTA Executive Board*
- Duty 2 – *Regularly attend PTA meetings*

Election of Officers: Elections of officers shall be elected at the *May* general meeting. Officers shall assume their official duties on *July 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.

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 2+ 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. Clear and clean **copies** of the receipts should be emailed to the TLC PTA email account.*
 - *All reimbursements must be submitted online via the TLC PTA website within 1 month of the purchase.*
 - *All requests will be voted on by the PTA Executive board online through Google Classroom. Approval or denial will be made within 2 weeks of submission. Checks for approved requests will be written and mailed during the same time frame.*
 - *All requests for reimbursement must be submitted within the PTA fiscal year in which they are purchased, or they will not be approved.*
 - *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 item) at Talahi Lincoln Community PTA.*
- *Deposits can be made by the Treasure, Vice President, or President.*
- *The PTA Budget for the next fiscal year (July 1-June 30) will be approved every May during the May general meeting.*

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- *Revisions to an approved budget will be made with executive board approval and announced during the next general PTA meeting.*
- **Process for money collection:**
 - *Money received will be counted by the treasurer and one other member of the PTA. (cash and check)*
 - *All money received will be counted and recorded on the TLC PTA Deposit Cash Count Form.*
 - *Event Cash collection boxes will be in a lockable box and handled by a minimum of two PTA members.*
 - *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 the general PTA fund that can be done as requested.*
 - *Any amounts left in each budget line item at the end of the fiscal year will be rolled over into the general PTA budget for the following year on June 30th.*
- *Monthly bank statements will be handled by the treasurer with relevant information shared in the treasurer reports during the monthly general meetings.*
- *Contingency funds for emergency situations are included in the Special Requests Budget Lines by school site. 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 Lincoln Community PTA*
 - *Amazon Smile and Coborn's MORE Rewards Programs – Talahi Lincoln Community 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 Lincoln Community PTA website, Talahi Lincoln Community PTA email, or in person at general PTA meetings.

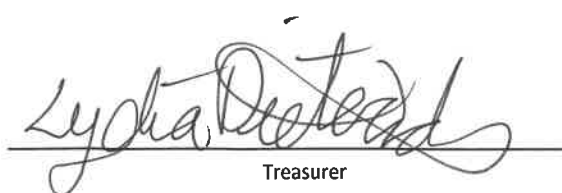
Other Policies: *These Standing Rules will be annually reviewed by the PTA executive board. Proposed changes to the Standing Rules will be voted on by the general membership. The changes will be accepted with a majority vote. Any updated Standing Rules will be sent to the Minnesota PTA office to be kept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

Approved on: _____

11-12-19



President



Treasurer

