

# Standing Rules

**Name of Unit:** Talahi-Lincoln Community PTA (dba: TLC PTA)

**EIN # (from IRS):** 20-2530427

**National PTA Number:** 00026923

**Council Affiliation:** PTA Minnesota Congress

**Date Implemented:** 2020-2021 School Year (July 1<sup>st</sup>, 2020)

**State and National PTA Affiliations Statement:** Talahi-Lincoln Community PTA (TLC PTA) is affiliated with National PTA and Minnesota PTA and as such is governed by the Universal 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 4.

**\*Meetings:** Regular (general) meetings of this association shall be held on the second Tuesday of each month at 5:00pm CST (unless otherwise noted). Executive board / committee meetings of this association shall be held as needed. All meetings in person will take place in the Media Center at Lincoln Elementary School.

## Order of Business:

**\*\*Officers:** Officers of this unit include the president, secretary and treasurer as designated in the bylaws. Additional offices include: vice president, fundraising chair, and Membership Outreach Chair.

## \*\*Officer responsibilities:

Officer 1: President

- 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 official documents
- Duty 2 – Work with the Executive Board to handle insurance and banking matters.
- Duty 3 – See Universal PTA ByLaws

Officer 2: 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

Officer 3: Treasurer

- Duty 1 – See Universal PTA ByLaws

Officer 4: Secretary

- Duty 1 – Keep & create meeting notes on MemberHub & the TLC PTA official website.
- Duty 2 – Help create and distribute official TLC PTA communications to members and school families via paper, website, social media.
- Duty 3 – See Universal PTA ByLaws

Officer 5: Fundraising Chair

- Duty 1 – Head up the fundraising efforts of the TLC 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 raise money for the TLC PTA
- Duty 3 - Regularly attend PTA meetings

Officer 6: Membership Outreach Chair

- Duty 1 – Head up the membership outreach efforts of TLC 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 & 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 3 members. Suggested: Members elected this year are eligible to serve for 2 year(s). 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 (elected OR appointed) at a meeting of the (general membership OR board of directors OR executive committee) in October.

**Financial Procedures:**

- **Two signatures** are required on all checks written by the TLC 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 required for reimbursement approval. Clear and clean copies of the receipts should be emailed to the TLC PTA email account. ([talahipta@gmail.com](mailto:talahipta@gmail.com))
  - All reimbursements must be submitted online via the TLC PTA website within 1 month of the original purchase.
  - All requests will be voted on by the PTA Executive board 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 reimbursement requests must be submitted within the fiscal year in which they are originally 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).
- 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.
  - 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.
  - All money received will be recorded in the TLC PTA Registers.
  - 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 fiscal year of collection. They can also request to have the money deposited into the general PTA fund.
  - 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.
  - All items in the budget, by school site, will be approved by all executive board members. 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.

**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:** **\*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.

Approved on: \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Treasurer

Any updated Standing Rules should be sent to the Minnesota PTA office or emailed to [mnpta@mnpta.org](mailto:mnpta@mnpta.org) to be kept on file.

\*These sections are required by the Universal Bylaws, but the wording is not mandated.

\*\*Required by Universal Bylaws only if you have officers or officer responsibilities that are not included in the Universal Bylaws. You do not need to repeat information from the Universal Bylaws, you can reference to them instead.