# **Standing Rules**

\*Name of Unit: Normandale Hills Elementary PTA

**Council Affiliation:** 

\*Date Implemented: Sept 2023

\*State and National PTA Affiliations Statement: Normandale Hills Elementary 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 \$8.25 which includes \$2.25 to National PTA, \$4.00 to Minnesota PTA, and \$2.00 to the local unit.

\*Quorum: Quorum for each general meeting shall be 8 voting members. Quorum for each board meeting shall be 3.

\*\*Meetings: Regular (general) meetings of this association shall be held the second Thursday of the month excluding December. Executive board / committee meetings of this association shall be held the first Thursday of each month.

\*\*Order of Business: Order of business shall generally be as follows:

- Review and approval of prior meeting minutes
- Updates from Principal
- Treasurer report
- Council report from PTSA
- Updates from Kids' Safari
- Updates from Teachers' representative
- Committee reports
- New Business

\*\*Officers: Officers of this unit include the president, secretary and treasurer as designated in the bylaws. Additional offices include: VP of Communications and VP of Fundraising. Any position may be split into co-positions. Board officers are expected to be registered members of the PTA unit.

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

<sup>\*</sup>These sections are required by bylaws but the wording is not mandated.

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

### **VP of Communications**

- Maintain Social Media Profile
- Communicate Current Activities/Events to Members via Newsletters, E-Blasts, etc.
- Attend Executive planning meetings

#### VP of Fundraising

- Serve as ex officio member of all fundraiser committees in the president's stead
- Attend Executive planning meetings
- Handle initial inquiries from 3<sup>rd</sup> party fundraisers/event planners

## Board Member at Large

- Attend Executive planning meetings
- Support PTA and Board projects
- Serve on at least one committee
- \*\*Election of Officers: Elections of officers shall be elected at the last general meeting when possible, if not possible, election of officers can occur at any meeting where a quorum is present. Officers shall assume their official duties on July 1st of the year they are elected or immediately if elected after July 1.
- \*Officer Terms: Officers may not serve more than 2 consecutive terms in one officer position.
- \*\*Special Committees: The President of this association may, with the approval of the Executive Board, appoint a 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.

**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).

## \*\*Financial Procedures:

- Two signers are required on all checks; these signers should not be related or living in the same household.
- Receipts are required for reimbursement, this requirement may be waived at the treasurer's discretion in extenuating circumstances.
- All requests for reimbursement must be submitted within the fiscal year in which they are incurred or within three months of fiscal year end.

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• The monthly bank statements will be reviewed by a PTA member who is not a signer on the bank account.

\*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; submitted through Memberhub or emailed to the Bylaws Chair at bylaws@mnpta.org to be approved and kept on file.

*	These sections are required by the Universal Bylaws and the wording is mandated.
**	These sections are required by the Universal Bylaws, but the wording is not mandated.
***	Required by Universal Bylaws <u>only if</u> 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 them instead.

**Updated: July 1, 2023** 

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