

Standing Rules

***Name of Unit:** Normandale Hills Elementary PTA

***EIN # (from IRS):** 23-7073648

***National PTA Number:** 4946

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.

*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.

*****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 3rd 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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