

Standing Rules

Name of Unit: Kennedy Cougar PTA

EIN # (from IRS): 84-3048914

National PTA Number: 12209832

Council Affiliation: N/A

Date Implemented: October 24, 2022

State and National PTA Affiliations Statement: Kennedy Cougar 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 \$15 which includes \$2.25 to National PTA, \$4.00 to Minnesota PTA, and \$8.75 to the local unit.

Quorum: Quorum for each general meeting shall be 5 voting members. Quorum for each board meeting shall be 2. The Quorum for each board meeting the years in which a Vice President is elected shall be 3.

Meetings: Regular (general) meetings of this association shall be held once per month during the school year. The day and time of the regular meeting is set by the board members prior to the first meeting of the school year. Executive board / committee meetings of this association shall be held on an as needed basis, no less than 2 times per year.

Order of Business:

Call to Order
Opening Activities
Approval of Minutes
Board Report
Principal Report
Unfinished Business
New Business/Open Discussion
Announcements
Adjourn

Officers: Officers of this unit include the president, secretary and treasurer as designated in the bylaws. Additional possible offices include: Vice President.

Officer responsibilities:

Officer 1: President

- See Universal Bylaws

Officer 2: Secretary

- See Universal Bylaws

Officer 3: Treasurer

- See Universal Bylaws

Officer 4: Vice President

- When a Vice President is elected, their duties will include: President duties upon the absence of the President and filling in for other officer's duties as needed.

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: N/A

Special Committees: The President of this association may 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.

Nominating Committee: The Nominating Committee of this association shall consist of 2 members. Members elected this year are eligible to serve for a maximum of 3 years. In the event of a member being appointed mid fiscal year, this time does not count toward the maximum number of years allowed to serve. The report of the Nominating Committee is required at the April general meeting. 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 appointed at a meeting of the board of directors meeting in February.

Financial Procedures:

- *All checks are to be signed by the Treasurer and the President.*
- *Checks are to be made out to Kennedy Cougar PTA and endorsed by one of the officers named on the account*
- *All reimbursements must be submitted within 1 month of the original purchase and include either the original receipt or a scanned/screenshot of the receipt in its entirety.*
- *All requests for reimbursement must be submitted within the fiscal year in which they are incurred.*
- *All requests will be voted on at the upcoming general meeting (or prior if expense is known prior to purchase).*
- *Deposits to the bank account can be made by any board member.*
- *Process for money collection:*
 - *Funds collected at an event must be counted and verified by two people (a member and one other volunteer or member). This is to be documented on the "Event Funds" form*
 - *Funds collected for fundraising purposes that have been turned in at Kennedy Elementary, must be dated, listed and initialed by a PTA Officer and an office Staff Member on the "Collected Donations Tracking" form on the date it was collected*
- *When cash is deposited, the following must occur prior to the deposit*
 - *Cash is counted by two people (members or volunteers) and signed off on "Event Funds" form*
 - *Cash amount is verified by any board member before deposit*
- *Treasurer report is verified by the Secretary*
- *Event cash box procedures.*
 - *Cash box is to be in possession of a member or volunteer through the entirety of the event*

- *In situations where member approval cannot be obtained prior to expenditure, the board can spend up to \$50 to be presented to the members at the following general meeting.*
- *Fundraising policies:*
 - *Fundraisers will be held as necessary to procure funds needed for identified programs.*
 - *No more than two fundraisers will be held within a fiscal year*
- *NSF (insufficient fund check policies)*
 - *Upon the return of a check due to insufficient funds, individual responsible will be contact via phone, text or email*

New Business:

- Meeting attendees can present new business items at the end of the meeting, per the agenda.

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.

Any updated Standing Rules should be sent to the Minnesota PTA office or emailed to the Bylaws Chair at bylaws@mnpta.org to be approved and kept on file.