

Standing Rules

***Name of Unit:**

***EIN # (from IRS):**

***National PTA Number:**

Council Affiliation:

***Date Implemented:**

***State and National PTA Affiliations Statement:** _____ 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 _____ which includes \$3.25 to National PTA, \$4.00 to Minnesota PTA, and _____ to the local unit.

***Quorum:** Quorum for each general meeting shall be ____ voting members. Quorum for each board meeting shall be _____.

*****Meetings:** Regular (general) meetings of this association shall be held _____ (day of the month or number of times/year) at _____ (time). Executive board / committee meetings of this association shall be held _____ (day of the month or number of times/year) at _____ (time).

****Order of Business:**

***Officers:** Officers of this unit include the president, secretary and treasurer as designated in the bylaws. Additional offices include: _____, _____ and _____.

*****Officer responsibilities:**

Officer 1:

- Duty 1
- Duty 2

Officer 2:

- Duty 1
- Duty 2

****Election of Officers:** Elections of officers shall be elected at the _____ (month) general meeting. Officers shall assume their official duties on _____ (date) of the year they are elected.

***Officer Terms:** Members elected as an officer are eligible to serve a term length of __#__ (number) year(s). (Officers may not serve more than 2 consecutive terms in one officer position).

***Standing Committees:** The standing committees created by the executive board for this association are: _____. Chairs of Standing Committees will be elected by the Executive Committee and will serve on the Board of Directors. Chairs of Standing Committees count toward required meeting quorum.

****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. Special Committees for this association are:

_____.

Nominating Committee: The Nominating Committee of this association shall consist of ____ (number) members. The report of the Nominating Committee is required at the ____ (month) 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 _____ (month).

****Financial Procedures:**

- *There will be 2 signers on all checks. The signers will be the Treasurer and _____.
 - Signers cannot be related, live within the same household, nor be an employee of the association's school(s) / district.
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*****New Business:**

******Other Policies:**

***Standing Rules** will be reviewed annually by the executive board. Proposed changes to the Standing Rules by the Executive Board and will be voted on by the general membership. The changes will be accepted by the Association with a majority vote in the affirmative. Once approved by the Association, they will be submitted to the MNPTA for review. Approval by the MNPTA is based off of the required information provided that aligns with the Universal PTA Bylaws.

*All Standing Rules documents (initial and updated) need to be submitted to the Minnesota PTA office through Givebacks and/or emailed to the Bylaws Chair at bylaws@mnpta.org to be reviewed, approved and kept on file for Local Unit Good Standing.

<i>DO NOT modify wording, rearrange sentence order nor delete this table from your final Standing Rules Document.</i>	
*	These sections are required by the Universal Bylaws and the wording is mandated. The wording is not mandated in the open spots within the sentence with an underline where information is to be added by the Local PTA/PTSA. These sections cannot be deleted.
**	These sections are required by the Universal Bylaws. The sentences present are mandated, and wording cannot be changed. Additional information in accordance to the Universal PTA Bylaws may be added by the local PTA/PTSA to the open spots in these sections.
***	Required by Universal Bylaws <u>only</u> if you have information not included in the Bylaws. For officer responsibilities that are not included in the Universal Bylaws, include duty information here. You do not need to repeat information from the Universal Bylaws, you can reference them instead. For Meetings, indication of meeting at least 1 time per year for general meetings is required by the Universal Bylaws. May update the sentence to indicate how many times there is a general meeting and executive board meetings if specific dates and times vary month to month throughout the fiscal year.
****	Not Required. These sections are only placed on this SR to help prompt the Local PTA/PTSA to add information if it benefits them to do so. All policies, procedures and additional guidelines must not contradict the Universal PTA Bylaws.
<i>Updated By MNPTA: July 1, 2025</i>	