

# Standing Rules

**\*Name of Unit: Golden Lake Elementary PTA**

**\*EIN # (from IRS): 41-1525327**

**\*National PTA Number: 00028774**

**Council Affiliation: N/A**

**\*Date Implemented: November 12, 2024**

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**\*State and National PTA Affiliations Statement:** Golden Lake 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 \$6.25 which includes \$2.25 to National PTA, \$4.00 to Minnesota PTA, and \$0.00 to the local unit.

**\*Quorum:** Quorum for each general meeting shall be 5 voting members. Quorum for each board meeting shall be 2/3 of officers.

**\*\*\*Meetings:** Regular (general) meetings of this association shall be held once a month during school year (day of the month or number of times/year) at a time to be discussed at the beginning of the year (time). Executive board / committee meetings of this association shall be held the same day as the general meeting (day of the month or number of times/year) at 30 minutes prior to the general meeting (time).

**\*\*Order of Business:**

1. Introductions
2. Treasurer's Report
3. President's Report
4. Principals' Report
5. General Business

**\*\*Officers:** Officers of this unit include the president, secretary and treasurer as designated in the bylaws. Additional offices include: vice-president, Principal and Teacher Appointee.

**\*\*\*Officer responsibilities:**

Officer 1: Vice-President

- Conduct membership activities at the beginning of each school year, ensuring active member list is up-to-date for business purposes and dues submitted annually.
- Conduct business meetings in absence of the President.
- Assist in other duties as assigned.

Officer 2: Principal

- Assist in overall mission of PTA ensuring partnership between parents, teachers, staff, and administration.
- Review all teacher requests to the PTA for consideration and recommend approval in accordance with school district rules.
- Assist in overall coordination with school buildings and staff.

Officer 2: Teacher Appointee

- Assist as a liaison between teachers and parents.
- Assist in event coordination with teachers

**\*\*Election of Officers:** Elections of officers shall be elected at the May (month) general meeting. Officers shall assume their official duties on June 1 (date) of the year they are elected.

**\*Officer Terms:** Members elected as an officer are eligible to serve a term length of 2 (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 of this association are none. 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 (number) members. The report of the Nominating Committee is required at the May (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 May (month).

**\*\*Financial Procedures:**

- \*There will be 2 signers on all checks. The signers will be the Treasurer and either President or Secretary.
- *Reimbursements require a receipt and should be given to an Executive board member to be reviewed at the next board meeting. Checks will generally be cut at board meetings unless availability of two board members can accommodate reimbursement at other times.*
- *Debit card is only to be used by PTA board members with prior written approval as to purpose of use.*
- *All requests for reimbursement must be submitted within the fiscal year in which they are incurred.*
- *Two PTA members should always be present to process the counting of cash. Treasurer or other signer will make deposits.*
- *Executive Board will review monthly bank statements.*

- *An annual audit consisting of 2 or 3 non-Executive board members will review financials.*
- *During events, all cash will be counted by at least 2 PTA members and placed in the school's vault until a deposit can be made. No cash is to go home with any PTA member. All cash must go from the school vault to the bank.*
- *Funds in the checking account should not dip below \$1000 to ensure ongoing viability of the organization.*

**\*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 Givebacks or emailed to the Bylaws Chair at [bylaws@mnpta.org](mailto:bylaws@mnpta.org) to be approved and kept on file.

<b><i>DO NOT modify wording nor delete this table from your final Standing Rules Document.</i></b>	
*	These sections are required by the Universal Bylaws and the wording is mandated.
**	These sections are required by the Universal Bylaws. The sentences present are mandated, and wording cannot be changed. 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.
***	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, only placed on this SR to help prompt the Local PTA/PTSA to add information if it benefits them to do so.
<b><i>Updated By MNPTA: July 1, 2024</i></b>	