

Whittier International Elementary School PTA Standing Rules

National PTA Number: 0018923

State and National PTA Affiliations Statement: Whittier International Elementary School PTA is affiliated with National PTA and Minnesota PTA and as such is governed by the Unified Local Unit Bylaws and the Minnesota PTA Bylaws.

***Annual Dues:** Annual local unit dues shall be \$8 for Individuals and \$15 for Family. The dues include \$2.25 to National PTA per person and \$4.00 per person to Minnesota PTA with the remainder to the local unit.

***Quorum:** Quorum for each general meeting shall be 4 voting members. Quorum for each board meeting shall be a majority of the Executive Committee (i.e., officers and standing committee chairs).

***Meetings:** Regular (general) meetings of this association shall be held a minimum of 5 times per year. Meetings will take place on the second Monday of alternating months in the evening. Changes to the meeting schedule will be approved by the Executive Committee. Executive Committee meetings of this association will be held on the second Monday of each month in the evening.

Order of Business: Meetings will generally include school administrative updates, information about events and programs, volunteer opportunities, and questions/answer time.

****Officers:** Officers of this unit include the President, Secretary and Treasurer as designated in the bylaws. Additional office includes: Vice President.

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

Vice President:

- Act as aide to the president;
- Perform the duties of the president in the absence or inability of that officer to serve; and
- Perform such other duties as may be assigned by the association.

***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: Standing committees may be created by the Executive Committee as needed (e.g., Fundraising, Events/Programs, Advocacy, Member/Volunteer, Communications). Chairs of Standing Committees will be elected by the Executive Committee and then serve as part of the Executive Committee.

Special Committees: Special committees may be created by the Executive Committee as deemed appropriate. Special committees go out of existence when the work is completed and the final report or other work product is received.

Financial Procedures

- **Checking Account**
 - Two signatures are required for all checks
 - No more than four signatories are allowed on the checking account, one of which will be the Treasurer
 - Treasurer will maintain a copy of the corporate resolution indicating current signatories
 - Signatories cannot be related or living in same household
 - Monthly statements must be reviewed by a non-signatory to the account (insurance requirement)
- **Credit Card Account**
 - Credit card will only be used where a check is not practicable
 - Executive Committee must be notified in advance if credit card will be used
 - Line of credit amount will not be increased without approval of majority of Executive Committee
 - Monthly statements must be reviewed by non-signatory to the account
- **Reimbursements**
 - Reimbursements must follow the process outlined in the current Operating Rules
- **Deposits**
 - Executive Committee members may make a deposit to the checking account
 - If deposit is made by someone other than the Treasurer, then notify the Treasurer, provide the deposit receipt, and clearly indicate source of the funds
- **Cash Procedures**
 - Where available, record cash sales in Square store then Treasurer will confirm that recorded sales match cash collected or deposited
 - Where cash sales cannot be recorded and reconciled with Square, cash collected will be counted by two PTA members and submitted to the Treasurer with the Income Receipt Form
- **Reserves/Contingency Fund**
 - The checking account shall maintain a minimum balance of \$7,000 for emergency or unanticipated expenses
 - The Executive Committee can approve, on a temporary basis, a lower minimum balance if required for emergency or unanticipated expenses.
 - The PTA membership must be informed of the decision at the following general meeting
 - Best efforts must be made to return the reserve level to the minimum balance before the close of the fiscal year or sooner if possible

Operating Rules: The Operating Rules will outline the procedures for staff and volunteers to request funds from the PTA and how to have payment made or receive reimbursement. Proposed changes will be voted on by the general membership.

***Standing Rules:** The Standing Rules will be reviewed annually by the Executive Committee. Proposed changes during the school year or as part of the annual review 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 to be kept on file.

*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.