

Standing Rules

Name of Unit: Burroughs Community School Parent Teacher Association

EIN (from IRS):

National PTA Number:

Council Affiliation:

State and National PTA Affiliations Statement: Burroughs Community School Parent Teacher Association 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 \$10 which includes \$2.25 to National PTA, \$4.00 to Minnesota PTA, and \$3.75 to the local unit.

***Quorum:** Quorum for each general meeting shall be 8 voting members.

***Meetings:** Regular (general) meetings of this association shall be held the fourth Tuesday of every other month at 6:30 pm, unless otherwise provided, 1 day notice having been given of the change of date.

****Officers:** Officers of this unit include the president, secretary and treasurer as designated in the bylaws. Additional offices include: vice president, co-secretary, co-treasurer, and Chairperson(s) of the Standing Committees.

Officers shall serve for a term of two years, with the exception of the Vice President who serves one year in that office and the following as President.

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

The vice-president[s] shall:

- Act as aide[s] to the president;
- (In their designated order) Perform the duties of the president in the absence or inability of that officer to serve;
- Perform such other duties as may be assigned by the association.

The treasurer shall:

- Keep a full and accurate account of receipts and expenditures; the treasurer can outsource record keeping to an external accounting firm as approved within the budget;

- Ensure that the appropriate tax and reporting forms are filed according to state and federal deadlines; the treasurer can outsource these filings to an external accounting firm as approved within the budget.

The Chairperson of Standing Committees Shall:

- Oversee and provide informational and logistical support to the volunteers who administer PTA sponsored programs, including, without limitation, fundraising, student enrichment and hospitality programs;
- Use best efforts to recruit volunteers, as needed, and;
- Communicate information from the Board to the volunteer committee chairs, as appropriate.

***Election of Officers:** Elections of officers shall be elected at the last general meeting of the year. Officers shall assume their official duties on July 1 of the year they are elected.

Financial Procedures: Include information regarding all your set financial policies and procedures, such as:

- The Executive Committee can take action on written special budget requests under \$200.
- The budget shall be approved at the last general meeting of the year.
- If a budget request over \$200 arises between meetings, the PTA will survey the community electronically before the Executive Committee votes to approve the request.

***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 to be kept on file.