

# **Minnesota Local PTA Standing Rules Workshop January 13, 2021**

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Minnesota PTA - Bylaws Chair



# History of The MNPTA Universal Local PTA Bylaws

- On May 19, 2018, at the Minnesota PTA Convention, members unanimously passed the Universal Bylaws. This was the implementation date of the first Universal Local PTA Bylaws to be used by all Minnesota PTAs henceforth.
- Simultaneously, Standing Rules were approved and implemented for use by all local Minnesota PTAs.
- On April 13, 2019, at the Minnesota PTA Convention, members unanimously voted in the first updates and amendments for the new Universal Bylaws.



# What are Bylaws?

From the National PTA website:

*“Bylaws govern an organization’s operations and contain the basic rules relating principally to itself as an association.”*

Think of them as the “bones” or “skeleton” of your organization. Without them, you can’t stand up.

- The Universal Bylaws may never be modified or changed by an individual PTA.
- Changes are only made by the MNPTA & then voted on during an annual MNPTA state convention held in Spring.
- You DO NOT need to turn a copy in to the MNPTA office!



# What are Standing Rules?

From Roberts Rules of Order:

*“Standing Rules contain only such rules as may be adopted without previous notice by a majority vote at any business meeting.”*

If Bylaws are your “skeleton” of the organization, the Standing Rules are the “muscles.” Without them, you cannot move.

- Your standing rules are made up of your PTA’s individual functions & procedures. These may be unique to the Universal Bylaws but can not contradict or go against them.



# Bylaws & Standing Rules Files and Where to Find Them

MNPTA Bylaws Site: <https://mnpta.org/bylaws-2/>

**Universal Local PTA Bylaws:** These are the official bylaws for all Minnesota PTA Chapters.

**Emergency PTA Bylaws:** These were implemented on April 2, 2020 in response to the COVID-19 Pandemic and are currently active. These are to be used in conjunction with the Universal Bylaws until they're deemed unnecessary by the MNPTA.

**Standing Rules Instructions:** This file is used by PTAs as a guide only and not to be overwritten. ***(INSTRUCTIONS ONLY - DO NOT USE THIS AS YOUR STANDING RULES FILE)***

**Standing Rules Template:** This document is used by each PTA to fill out and submit. This document is required to be compliant with the MNPTA Standards of Affiliation. ***(USE THIS TO MAKE YOUR DOCUMENT TO SUBMIT TO THE BYLAWS CHAIR).***



# Standing Rules Template

## (This is the file you submit)

### 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 \$2.25 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 each month) at \_\_\_\_\_ (time). Executive board / committee meetings of this association shall be held \_\_\_\_\_ (day of each month) 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

Officer 3:

- Duty 1
- Duty 2

Officer 4:

- 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.

**Standing Committees:** The standing committees created by the executive board of this association are \_\_\_\_\_. 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 \_\_\_\_ (number) members. Suggested: Members elected this year are eligible to serve for \_\_\_\_ (number) year(s). 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:

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#### New Business:

#### 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 <mailto:bylaws@mnpta.org> to be approved and kept on file.

\*These sections are required by the Universal Bylaws, but the wording is not mandated.

\*\*Required by Universal Bylaws only if you have officers or officer responsibilities that are not included in the Universal Bylaws. You do not need to repeat information from the Universal Bylaws, you can reference to them instead.



# Standing Rules

## Let's Get Started

Name of Unit: *(Insert Name of Unit Here)*

EIN (from IRS): *(Insert EIN Number Here)* National PTA Number: *(Insert PTA Number Here)*

Council Affiliation: *(If applicable & you have an Area Council, indicate name – or leave blank)*

Date Implemented: *(Indicate the date these standing rules were approved for use with your PTA unit – i.e. The date they became active).*

State and National PTA Affiliations Statement: *(Insert your Unit name here)* is affiliated with National PTA and Minnesota PTA and as such is governed by the Universal Bylaws and the Minnesota PTA Bylaws.



# Standing Rules

## Section Labeling & Basics

\* These sections are required by the Universal Bylaws, but the wording is not mandated.

\*\* Required by Universal Bylaws only if you have officers or officer responsibilities that are not included in the Universal Bylaws. You do not need to repeat information from the Universal Bylaws, you can reference to them instead.

### Examples:

\*Bylaws say... “the organization shall meet at least once during the school year.”

\*Standing Rules may enhance this by indicating when, where and how often the PTA will meet beyond the one required. “We will meet once a month during the school year”

\*\*Bylaws say... “the officers...shall consist of at least: a president, a secretary and a treasurer.”

\*\*Standing Rules may enhance this by adding a co-president, Co-Treasurer, Vice President, or other roles.





# Standing Rules

## Dues & Quorum

\***Annual Dues:** Annual local unit dues shall be \_\_\$ which includes \$2.25 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 #.



### REFERAL to BYLAWS: ARTICLE X: MEETINGS

**Sec. 4:** The quorum for the transaction of business in any general membership meeting of this association will be designated by the organization's Standing Rules, but shall not be less than *five members or one more than the executive board, whichever is greater.*



### REFERAL to BYLAWS: ARTICLE IX: EXECUTIVE BOARD

**Sec. 1:** The executive board shall consist of the officers of the association, the chairpersons of standing committees, and the principal of the school or a representative appointed by the principal.

**Sec. 4:** *A majority of the executive board members shall constitute a quorum.*



# Standing Rules

## Meetings & Officers

**\*Meetings:** Regular (general) meetings of this association shall be held \_\_\_#\_\_\_ (day of each month) at \_\_\_#:##\_\_\_ (time). Executive board / committee meetings of this association shall be held \_\_\_#\_\_\_ (day of each month) at \_\_\_#:##\_\_\_ (time).



**REFERAL to BYLAWS: ARTICLE IX: EXECUTIVE BOARD & ARTICLE X: MEETINGS**

**Order of Business:** *(list here the general order of business for meetings of your PTA unit)*



*i.e.: What is on your agenda: Introductions, Treasurer Report, Secretary's Report, Committee Reports, Old Business, New Business, etc.*

**\*\*Officers:** Officers of this unit include the president, secretary and treasurer as designated in the bylaws. Additional offices include: \_\_\_(title)\_\_\_, \_\_\_(title)\_\_\_ and \_\_\_(title)\_\_\_.



*i.e.: Vice-President, Co-Secretary, Co-Treasurer, etc.*



# Standing Rules

## Officer Duties & Elections

**\*\*Officer responsibilities:** (The duties of the president, secretary and treasurer are listed in the bylaws). Define what officers your unit will have including details about their job duties that are not included in the bylaws. Units are required to have a President, Secretary and Treasurer but can add as many others as needed).

Officer 1:

Duty 1

Duty 2

Officer 2:

Duty 1

Duty 2

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



**REFERAL to BYLAWS: ARTICLE VII: OFFICERS AND THEIR ELECTION**



# Standing Rules

## Standing & Special Committees

**Standing Committees:** The standing committees created by the executive board of this association are \_\_\_(Name of Committees here)\_\_. Chairs of Standing Committees will be elected by the Executive Committee and will serve on the Board of Directors.

- ❖ **Reminder: Standing Committees & their chairs are part of the executive board & will be counted towards quorum needed for general & board meetings.**

**Special Committees:** Appointed by President & Executive Board. Special committees go out of existence when the work is completed & reported to the board.

- i.e.: One Time Only Events: Bookfair, Fun Run, Back to School, Carnival.



# Standing Rules

## Nominating Committee & Convention Delegates

**Nominating Committee:** The Nominating Committee of this association shall consist of   #   (number 3 or more) members. Suggested: Members elected this year are eligible to serve for   #   (number) year(s). The report of the Nominating Committee is required at the   (name of month)   meeting of the executive committee / board. Once that report has been received, the work of the committee is complete.



**REFERAL to BYLAWS: ARTICLE VII: OFFICERS AND THEIR ELECTION**  
**Section 5: Nominating Committee – it's functions & timing for nominations & elections.**

**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   (name of month)  .



Pick one where there is an OR.



# Standing Rules

## Financial Procedures

**Financial Procedures:** (this is where you will insert all information regarding all your unit's set financial policies and procedures, that will also follow the Universal Bylaws such as):

- *Number of signatures on checks, who the signers will be on the bank accounts (also include in meeting minutes), signers should not be related or living in same household*
- *Process for reimbursements (receipts necessary, time limit for requests*
- *All requests for reimbursement must be submitted within the fiscal year in which they are incurred.*
- *Process for counting cash and making deposits*
- *Who will review monthly bank statements if treasurer is a signer?*
- *Event cash box procedures.*
- *Contingency fund for emergency situations such as the board can adjust up to \$\_\_\_ between meetings but must present such action to members at the following general meeting.*
- *Fundraising policies: number to be held, why you will hold them etc. NSF (insufficient fund check policies)*



**REFERAL to BYLAWS: ARTICLE VIII: DUTIES OF OFFICERS**

**Section 1: The President Shall: Section 2: The Secretary Shall: Section 3: The Treasurer Shall:**

**d. Have checks or vouchers signed by two authorized persons (the treasurer and one other).**



# Standing Rules

## New Business & Other Policies

**New Business:** (Considering adding information on how membership should bring up new business or suggestions).

- *Can it be anytime, or do you have a process – i.e. after the old business or at the end of the meeting prior to adjourning).*

**Other Policies:** (this is where you would consider including any policies your school has for volunteers, policies put in place specific to your unit, etc.).



# Standing Rules

## New Business & Other Policies

**New Business:** (Considering adding information on how membership should bring up new business or suggestions).

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**Other Policies:** (this is where you would consider including any policies your school has for volunteers, policies put in place specific to your unit, etc.).





# Standing Rules

## Annual Review & File Retention

\*Standing Rules: (Indicate how and when you will keep your SR current & reported)

- i.e. They 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 and implemented on this date.

Any new and / or updated Standing Rules should be sent to the Minnesota PTA Office or emailed to the Bylaws Chair at: [bylaws@mnpta.org](mailto:bylaws@mnpta.org) to be approved and kept on file.

- ❖ Reminder: Your PTA officers should always keep a copy of your current Standing Rules file to be held and used for annual review, updating when needed and to be passed to newly elected officers in the future.



# Standing Rules

## How to Submit

Once you have completed your Standing Rules, do the following:

1. Put them on your agenda for your next general PTA meeting.
2. During that meeting, take a vote to approve them.
3. Enter Implementation Date (date approved) on the form & save final document.
4. Email your completed Standing Rules file to the MNPTA Bylaws Chair at [Bylaws@mnpta.org](mailto:Bylaws@mnpta.org) .
  - Or if you can't email, mail a printed copy to the MNPTA Office.
5. Retain a copy with your officers to be used again and passed onto new officers in the future.





**Questions?**



**What if I have questions after  
today's workshop?**

**Contact me, I'm happy to help!**

**Christine Jannetto, Bylaws Chair**

**[bylaws@mnpta.org](mailto:bylaws@mnpta.org)**



# Additional Information

National PTA has an e-learning course on Parliamentary Procedure – you need an account to access.

<https://www.pta.org/home/run-your-pta/elearning>

**[www.mnpta.org](http://www.mnpta.org)**  
**(651)999-7320**  
**[mnpta@mnpta.org](mailto:mnpta@mnpta.org)**

