

Standing Rules Instructions

This is a helpful guide to how to fill out the template-NOT to be used as your Standing Rules File!

***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 here)*

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

*	These sections are required by the Universal Bylaws, but the wording is not mandated.
**	Required by Universal Bylaws <u>only</u> 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.

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.

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

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

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

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 such as Vice Presidents, President Elect, etc.) If the duties follow the Universal Bylaws, indicate that and where in the bylaws to refer to for officer duties.

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.

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.

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 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.

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)__.

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 (2 are required), 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)*

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:** (Indicate how and when) 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 with a majority vote. Any updated Standing Rules should be sent to the Minnesota PTA office or emailed to the Bylaws Chair at bylaws@mnpta.org to be kept on file.

Please email Christine Jannetto, Bylaws Chair with questions at bylaws@mnpta.org .