

Standing Rules

Name of Unit: Horace Mann School PTA

EIN (from IRS): 41-6040313

National PTA Number: 00008740

State and National PTA Affiliations Statement: Horace Mann 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 \$7.00 which includes \$2.25 to National PTA, \$4.00 to Minnesota PTA, and \$.75 to Horace Mann School PTA.

Quorum: Quorum for each general meeting shall be eleven voting members. Quorum for each board meeting shall be three.

Meetings: Regular (general) meetings of this association shall be held monthly (or at least seven times per school year). Executive board/committee meetings of this association shall be held at least two times per school year.

Order of Business: General meetings should include (but not limited to):

1. Teacher Updates
2. Treasurer's Report
3. Principal's Report
4. Committee Updates

Officers: Officers of this unit include the president, secretary, and treasurer lead as designated in the bylaws. Additional offices include: vice-president, treasurer assistant, communications lead, communications assistant, volunteer coordinator, volunteer coordinator assistant and teacher representative.

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

Officer 1: Vice-President shall:

- a. Preside at meetings of the association;
- b. Serve as an *ex officio* member of all committees;
- c. Coordinate the work of the officers and committees of the association in order that the purposes may be promoted; and
- d. Perform such other duties as may be prescribed in the bylaws or assigned by the association.

Officer 2: Treasurer Assistant shall:

- a. Have custody of all the funds of the association;
- b. Keep a full and accurate account of receipts and expenditures;
- c. Make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;
- d. Have checks or vouchers signed by two authorized person (the treasurer and one other);
- e. Present a financial statement at every meeting of the association and at other times when requested by the executive board;
- f. Make a full report at the meeting at which new officers officially assume their duties (usually the annual meeting);
- g. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 5 of these bylaws and State Bylaws, Article VII, Section 5;
- h. Have the accounts examined annually or upon change of officers by an auditor or an auditing committee of not fewer than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report; and
- i. Submit the books annually for an audit for an auditing committee selected by the executive board before the meeting at which new officers assume duties.

Officer 3: Communications Lead (and Communications Assistant) shall:

- a. Coordinate with the Website/Google Suite Coordinator to keep PTA information updated;
- b. Maintain the PTA bulletin board;
- c. Coordinate with the Recognition/Thank you Coordinator to ensure PTA monetary contributions are acknowledged;
- d. Other communication ("Perspective" submissions, social media, etc.);
- e. Chair or serve on a PTA committee.

Officer 3: Volunteer Coordinator (and Volunteer Coordinator Assistant) shall:

- a. Assess the need for volunteers at the school;
- b. Coordinate with Tutoring Coordinator, teachers and staff to determine volunteer needs;
- c. Collect volunteer data from the school community at the start of the school year and share that information with the Tutoring Coordinator, teachers, staff and committee chairs;
- d. Coordinate the PTA Volunteer recognition;
- e. Coordinate with the 5th Grade Ambassador Coordinator to recruit and organize the Ambassador program.
- f. Chair or serve on a PTA committee.

Officer 4: Teacher Representative shall:

- a. Serve as a liaison between the staff and PTA;
- b. Chair or Serve on a PTA committee;
- c. Present general information about classroom and staff activities to the PTA;

- d. Share staff and student feedback about PTA support programs;
- e. Report on specific academic and enrichment goals of staff to help guide PTA in budget and event planning;
- f. Share monthly meeting notes with staff so they are aware of all PTA activities and events.

Election of Officers: Officers shall be elected by ballot at a Spring general meeting. If there is but one nominee for any office, election for that office may be by voice vote. Officers shall assume their official duties following the close of the meeting in the Spring of the year they are elected, and shall serve for a term of two years or until their successors are elected. A person shall not be eligible to serve more than two consecutive terms in the same office with the exception of the teacher representative.

Standing Committees: The standing committees created by the executive board of the Horace Mann School PTA are as follows:

1. Activities, Services and Events:

- a. Art Adventure
- b. Carnival
- c. Conference Meals Coordination
- d. Directory and Handbook
- e. Family Volunteer Service
- f. Free Family Fun Nights
- g. Landscape
- h. Make It, Take It
- i. Spirit Wear
- j. Yoga Calm
- k. Yearbook
- l. Legislative Coordination
- m. Website/Google Suite Coordination
- n. 5th Grade Ambassador Coordination
- o. Facebook Administration
- p. Recognition/Thank You Coordination
- q. Yard Sign Coordination
- r. Membership Coordination

2. Fundraisers:

- a. Box Tops
- b. Business Partnerships
- c. Read-a-thon
- d. Scholastic Book Fair
- e. Silent Auction
- f. Spring Plant Sale

- g. Matching Gift Coordination
- h. Give to the Max Coordination

Financial Procedures: The fiscal year of this association shall begin on July 1 and end of the following June 30. Financial procedures and policies are as follows:

1. All checks must be signed by two authorized persons (the treasurer, treasurer assistant, president, vice-president).
2. All requests for reimbursement must include a receipt and must be submitted within the fiscal year in which they are incurred. Reimbursement will be processed once or twice a month.
3. Monthly bank statements will be reviewed by the president or vice-president. 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.