

Siena K-8 PTA Standing Rules

Date of Last Review: September 11th, 2008

National PTA ID# 00739794

LUR# 01709039

Region 8

EIN# 90-0363876

The Siena K-8 PTA is affiliated with the National PTA and the Idaho PTA and as such is governed by the Uniform Local Unit Bylaws and the Idaho PTA Bylaws.

These standing rules shall be read and approved at the first General meeting of each membership year and may be read, by request, at any meeting or shall be available for reading.

A copy of these standing rules shall be given to all members of the Executive Committee and the Board of Directors. One (1) copy shall be mailed to the Regional President annually. If amended, a copy of the new document must be forwarded to the Regional President.

Annual Dues: Annual dues shall be established annually by the Siena K-8 PTA Executive Committee prior to the first day of the new school year. The established dues shall, as a minimum, cover the cost of the annual per member dues this local unit pays to the National PTA and the Idaho PTA and the annual unit dues paid to the District 8 PTA. The Annual membership dues may not be changed more than once each membership year.

Tax Exempt Status: This unit is recognized by the IRS as a tax-exempt corporation within the umbrella exemption provided by the Idaho PTA under section 501(c)(3) of the IRS Code.

Fiscal Year: The fiscal year will run from July 1st to June 30th.

General Membership Meetings: A minimum of three (3) meetings (September, March and May) shall be held each year. The annual meeting, held in September, shall be for the purpose of the budget, reports from committee members, and approval of the Standing Rules. Special meetings may be called by the president, or at the request of a majority of the board of directors, or a majority of the membership. At least seven (7) days notice shall be given.

Quorum: Quorum for each general meeting shall be five (5) voting members, and at least two officers attending. Members who cannot attend scheduled meetings will be allowed to vote via e-mail. All e-mail votes must be received two (2) hours prior to the scheduled meeting time and must be received from a current Siena PTA member to be counted. Proxy voting will also be allowed with completed proxy form given to an eligible voting appointee prior to the scheduled meeting. Proxy forms must be turned into the executive board prior to voting.

Elected Officers: The elected officers shall be a minimum of a President, President-Elect, Vice President, Secretary and Treasurer. Election of these officers shall be at the general membership meeting in the month prior to the Idaho State PTA Convention. Term of office shall be for one (1) year. A person shall not be eligible to serve more than two (2) consecutive terms in the same office. New officers will take office on July 1st. Elected executive officer positions are established for the present school year and may not be changed or added to during the school year. New executive officer positions may be changed or added to for the next school year by vote at the annual general election meeting in the month previous to the Idaho State PTA Convention.

Board of Directors: Shall consist of the elected officers and may include appointed standing committee chairs and others. The board list must be sent to the Idaho PTA office no later than June 1st. This mailing should include the annual volunteer hour summation. At all meetings of the board, a majority of the members present shall constitute a quorum for the transaction of business. Special meetings of the board may be called by the president, or at the request of a majority of the board with seven days notice.

Executive Committee: Shall be all elected officers of this PTA. The quorum shall be a majority of the executive committee may be called by the president or upon written request of three (3) members with three (3) days notice to each member.

Standing Committee: The standing committees of this PTA are:

Art Parent	Box Tops	Family Night	Fundraising	Yearbook	School Directory
Spirit Wear	Room Parent	Carnival	Reflections	Copy Parents	General Volunteers
Red Ribbon Week		Etc...			

Special Committees: The President of this association may, with the approval of the Executive Committee, appoint special committees, as they deem appropriate. Special committees go out of existence when the work is completed and the board receives the final report. They include Red Ribbon Week, Carnival, Teacher Appreciation, and any other necessary committees.

Nomination committee: Three members will be elected at least one month prior to the election of officers by the Executive Committee (not later than February 22nd). This committee shall elect its own chairperson. The president may not serve on this committee. The report on the Nomination Committee is required at the March meeting of the Executive Committee/Board. Once that report has been reviewed the work of the committee is complete.

Voting Delegates: Delegates for the Regional PTA meetings will consist of the current officers and appointed voting delegate as available. The voting delegates for the annual Idaho PTA Convention shall be decided at the March general membership meeting and shall include new officers, current president, and current officers if possible.

Convention Delegates: Additional delegates from this association attending the annual Idaho PTA convention shall be appointed at a meeting of the executive committee in the month prior to convention.

Bank Signatures Defined: Two signatures shall be required on all checks. The President, President-Elect and the Treasurer shall be authorized to sign checks.

Legal Documents: Include National PTA Bylaws, Idaho PTA Bylaws and Siena K-8 PTA Standing Rules. They may also include Uniform Bylaws for Local Units and Region, and the IRS Letter of Determination. These items are all located in a file in the front office at Siena K-8 school.

Record Retention: Permanent records include all incorporation papers, EIN, PTA Charter, Bylaws and amendments, state and federal reports, check registers, accounts payable ledgers, minutes, financial reports, agendas, and membership numbers and the IRS 501(c)(3) Letter of Determination. Ten (10) year retention includes audit reports. Five (5) year retention includes cash receipts record, bank deposits and statements, general correspondence. Three (3) year retention includes budgets, invoices, and petty cash reports, which are all located in the front office at Siena.

Annual Audit: The Board of Directors shall appoint an auditor for the annual audit. The audit report shall be given at the September meeting.

Returned Check Service Charge: The service fee charged on all returned checks will be the current return service fee charged by the bank.

Guidelines for Siena K-8 PTA Budget: Line items proposed budgets shall, as a minimum show Previous Budget, Previous Actual, Variance, Proposed Change, and Reason for Change and New Budget for both Income and Expenses. The proposed budget shall be presented for approval by the general membership at the September meeting.

Guidelines for PTA Funds: Any profits realized from Siena K-8 PTA fund raising efforts (including, but not limited to spirit wear, concessions, General Mills Box Tops, etc.) shall be considered PTA funds, not school funds, and shall be used for the benefit of the school. Any school requests for funds in excess of \$500 shall be approved by the general membership; requests under or equal to \$500 may be approved by the Executive Committee.

Guidelines for PTA Bank Account: If cash is required for an event (to make change, etc.) a check must be written, signed by two (2) of the following: President, President - Elect, Treasurer and cashed at the bank. Under no circumstances should cash be withdrawn from the bank with an ATM card or standard withdrawal slip. When the event is complete all cash must be accounted for and re-deposited; or else a voucher with receipts must be presented to the Treasurer. Funds are never to be transferred from the PTA bank account to any other bank account. All transactions must be completed by following the written check procedure.

Guidelines for Expense Reimbursement: An expense reimbursement voucher must be completed by the party requesting the reimbursement. Original receipts must be attached to the voucher and presented to the President for his/her signature. The President must forward the voucher to the Treasurer for payment. All approved bills submitted to the Treasurer shall be paid within two (2) weeks from the date of receipt for the voucher, giving time for the Treasurer to prepare the reimbursement. There is a thirty (30) day deadline for reimbursements, beginning from the date of original receipt.

Guidelines for Requesting Funds from Siena K-8 PTA: The request must have a direct impact on the elementary school students, and it should be fully researched to ensure the best possible price. When submitting requests for funds, the current school principal must sign a written "Allocation Request" If available, the following sources of funds should be used first: district funding, school funding, grants and /or donations. Funds requested must be for the benefit of Siena K-8 School and /or the students.

The executive committee will serve as the Budget/Finance Committee.

Amendments: These standing rules may be amended at any time by a majority of the members present if a quorum has been established and prior notice to amend was given. If no notice to amend was given, and a quorum is established, a 2/3 majority vote of the members present is needed.

These standing rules shall be read and approved at the first Board of Directors / General Meeting of each membership year and may be read by request at any meeting or shall be available for reading.

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