

**Bryan Elementary Parent Teacher Association (PTA) Standing Rules**

DATE APPROVED 10/6/2011 DATE AMENDED NA

LOCAL UNIT RECORD NUMBER (LUR): 00572489 REGION AFFILIATION: 1

STATE AFFILIATION: The Bryan Elementary Parent Teacher Association (PTA) is affiliated with Idaho PTA and National PTA and as such is governed by the Idaho PTA Local Unit Uniform Bylaws, Idaho PTA Bylaws, and National PTA Bylaws.

EMPLOYEE IDENTIFICATION NUMBER: The EIN for this Local PTA Unit is 72-1612873 .

TOTAL LOCAL PTA UNIT ANNUAL MEMBERSHIP DUES: \$0.00

TAX EXEMPT STATUS: This Local PTA Unit is recognized by the IRS as a tax-exempt corporation within the umbrella exemption provided under Section 501 (c)(3) of the IRS Code. This Local PTA Unit must file one of the 990 forms with the IRS annually after the end of the fiscal year and no later than the 15th day of the 5th month of the conclusion of the fiscal year regardless of annual gross income amount.

FISCAL YEAR OF THIS LOCAL PTA UNIT: July 1 to June 30 .

ANNUAL MEMBERSHIP MEETING: The Annual Membership Meeting shall be held in October .

MEMBERSHIP: Any guardian of a student at Bryan Elementary, and any employee of Bryan Elementary shall be considered a member of this Local PTA Unit.

GENERAL MEMBERSHIP MEETING: The General Membership Meetings of the Local PTA Unit shall be held on the first Thursday of the month, 5:30 PM.

SPECIAL MEMBERSHIP MEETINGS: Special Membership meetings may be called by the Local Unit President, or at the request of a majority of the members of the Board of Directors/Executive Committee, or a majority of the membership. At least seven (7) days' notice shall be given.

QUORUM: A quorum for each membership meeting shall be nine (9) voting members, and must include at least two elected officers.

ELECTION MEETING: An election meeting shall be held in March. At this meeting election of officers for the upcoming year may be held as needed. Also, delegates that will represent the Local PTA Unit at the Idaho PTA Convention will be appointed and issues discussed and voted upon for representation at the convention. Delegates would vote on behalf of the majority vote of the members of the Local PTA Unit.

ELECTED OFFICERS: Elected officers shall include President, Vice-President, Secretary, and Treasurer. Elected officers are known as the "Executive Committee." They will serve a term of one (1) years. A person shall not be eligible to serve more than two (2) consecutive terms in the same office. A term will run July 1 to June 30 .

**EXECUTIVE COMMITTEE MEETINGS:** Shall be held prior to General Membership Meetings. Special meetings of the executive committee may be called by the Local Unit President or upon the written request of two Executive Committee Members with seven (7) days' notice given to each Executive Committee Member. At all meetings of the Executive Committee, a majority of the members shall constitute a quorum for the transaction of business.

**BOARD OF DIRECTORS:** Shall consist of the Executive Committee and may include Committee Chairs and others. List additional members here: None

**BOARD OF DIRECTOR MEETINGS:** Shall be held NA. Special meetings of the Board of Directors may be called by the Local Unit President or upon the written request of a majority of the Board of Director Members with NA days' notice given to each Board of Director Member. At all meetings of the Board of Directors, a majority of the members shall constitute a quorum for the transaction of business.

**STANDING COMMITTEES:** Chairs of Standing Committees are appointed by the Local Unit President after approval of the Executive Committee. Chairs of Standing Committees will serve a one year term but, may serve several terms if reapproved by Executive Committee and reappointed by Local Unit President yearly. Chairs of Standing Committees must be a member of your Local PTA Unit and may be part of the Board of Directors. Standing Committees are Nominating Committee and Auditing Committee.

**SPECIAL COMMITTEES:** A Special Committee may be formed to study interest in a particular program, or for a one time project. The Special Committee completes its study or work, submits a final report, and then ceases to exist. A Special Committee Chair must be a member of your Local PTA Unit and is recommended/approved by the Board of Directors and appointed by the Local Unit President.

**NOMINATING COMMITTEE:** A Nominating Committee will be elected by the Executive Committee by at least February. The Nominating Committee shall be composed of an odd number of members and have at least three members. The Nominating Committee shall elect its own chairperson. The Local PTA Unit President may not serve on the Nominating Committee. The Nominating Committee shall nominate an eligible person for each open position. The report of the Nominating Committee is required at the March Election Meeting.

**VOTING DELEGATES:** Delegates for Regional and State business shall be appointed by the Executive Committee from current and newly elected officers.

**RECORD RETENTION:** Permanent records of this Local PTA Unit include: IRS Letter of Determination, minutes, and all financial reports.

**BANK SIGNATURES:** Two signatures shall be required on all checks. The President, Secretary, and Vice President shall be authorized to sign checks.

**ANNUAL AUDIT:** An annual audit is required after completion of each fiscal year. Each Local PTA Unit shall report the findings of the annual audit to each Board of Director Member. The general membership shall adopt the audit report for this Local PTA Unit at the November General Membership meeting. This report should include the annual report which includes gross receipts and disbursements for the same fiscal year.

**ANNUAL BUDGET:** After the budget has been drafted by the Board of Directors, it shall be presented to the general membership for approval. The budget is presented item by item to allow for discussion and amendment of each section. Local PTA Unit funds should not be spent until the budget is approved. When there are additional expenses or a change in an allocated expenditure the budget may be amended by a vote of the members at any regular meeting or at a special meeting called for that purpose. Any additional expenditure not provided for in the budget must be approved by the general membership.

**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 notices to amend standing rules was given. If no notice was given, and a quorum is established, a 2/3 majority vote of the members present is needed.