

# Standing Rules

**\*Name of Unit:** Lake Nokomis Community School (“LNCS”) PTA

**\*EIN # (from IRS):** 41-6038494

**\*National PTA Number:** 00004904

**Council Affiliation:**

**\*Date Implemented:** 12/29/2022

**State and National PTA Affiliations Statement:** LNCS PTA 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 \$10.00 which includes \$2.25 to National PTA, \$4.00 to Minnesota PTA, and \$3.75 to the local unit.

**\*Quorum:** Quorum for each general meeting shall be 5 voting members. Quorum for each board leadership meeting shall be 2.

**\*Meetings:** Regular (general) meetings of this association shall be held the 3<sup>rd</sup> Thursday of each month at 6:30pm. Executive board / committee meetings of this association shall be held the 3<sup>rd</sup> Tuesday of each month at 7:00pm, or additionally, as needed.

## **Order of Business:**

**\*\*Officers:** Officers of this unit include the president, secretary and treasurer as designated in the bylaws. Additional offices include: Volunteer Coordinator.

## **\*\*Officer responsibilities:**

Officer 1: President

- Duties outlined in the Universal and MN PTA Bylaws

Officer 2: Secretary

- Duties outlined in the Universal and MN PTA Bylaws

Officer 3: Treasurer

- Duties outlined in the Universal and MN PTA Bylaws

Officer 4: Volunteer Coordinator

- Send out LNCS PTA Email Updates
- Coordinate Volunteer Opportunities
- Pull MPS Permits for Events and Meetings that Occur on Campus

**\*Election of Officers:** Elections of officers shall be elected at the May general meeting. Officers shall assume their official duties on June 1st of the year they are elected.

**Standing Committees:** The standing committees created by the executive board of this association are TBD. Chairs of Standing Committees will be elected as needed 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 committees 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 3 members. Suggested: Members elected this year are eligible to serve for 3 year(s). The report of the Nominating Committee is required at the May (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 in April) shall be (elected OR appointed) at a meeting of the (general membership OR board of directors OR executive committee) in February.

#### **Financial Procedures:**

- *Each staff member (including teachers, educational assistants and other paraprofessionals) are allotted \$100 to purchase classroom and curriculum supplies throughout the year. This money can either be reimbursed directly to the individual or they may request the PTA directly purchase the requested supplies.*
- *Staff may request reimbursement of \$100 allotment by filling out a web request form and providing proof of purchase (receipts, screen shots of order confirmations, invoices, etc) either physically or electronically to the treasurer. A PTA mailbox is available at each campus.*
- *Financial requests that either exceed the standard allotment or fall outside the budget are welcome and will be reviewed by the finance committee and the board. Any budget changed will be determined using the process outlined below.*
- *2 signatures shall be required on all checks. The signors shall be the President (Melissa Heinlein) and the Treasurer (Adam Nafziger)*
- *Reimbursement Process: Present Receipt to Adam Nafziger within 60 days of incurring the expense. A reimbursement shall be issued via check.*
- *The treasurer shall be responsible for counting, depositing, and tracking all cash and other donations.*
- *Monthly bank statements shall be reviewed by the Secretary*
- *The Board can adjust up to \$500 between meetings but must present such action to members at the following general meeting.*
- *The LNCS PTA will hold, at a minimum, four (4) fundraisers each year (Back to School Event at Wenonah, Pancake Breakfast at Keewaydin, Give to the Max Fall Fundraiser, Spaghetti Dinner at Keewaydin) to raise money to support LNCS students and teachers. Individual donations will also be solicited from other sources as possible.*

#### **New Business:**

An agenda shall be circulated by the President no less than one week prior to each Leadership and each General Meeting. At any time prior to the start of the meeting a message can be sent to the President to add New Business. Prior to the start of any meeting, the Agenda will be approved, at which time a motion can be made to add New Business to the Agenda. The motion and approval shall be made pursuant to Robert's Rules of Procedure.

#### **Other Policies:**

Any events organized by or held by the PTA must conform with the mission and requirements of Minneapolis Public Schools. Any funds raised by the LNCS PTA must be distributed to LNCS students and staff equitably.

**\*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, Submitted through Memberhub or emailed to the Bylaws Chair at [bylaws@mnpta.org](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.