

# **Blaney Elementary of Elgin PTA**

## **Standing Rules**

**(Voted on & Approved August 18, 2009)**

### **Article 1 Unit Name**

The name of this unit shall be Blaney Elementary of Elgin Teacher Association (PTA), a.k.a. Blaney Elementary PTA, a unit of the South Carolina State PTA. We will adhere to their bylaws. The Local Unit number is 02363634, chartered on May 21, 2009.

### **Article 2 Articles of Incorporation**

South Carolina incorporated this unit on May 21, 2009. The Incorporation number can be found in the legal file. This local unit will be incorporated as a 501(c)(3) in the State of South Carolina. After the initial filing, it will be the responsibility of the Treasurer to file a non-profit corporation annual renewal form and fee with the office of the Secretary of State before March 1 of each year.

### **Article 3 Non-Profit Guidelines**

Blaney Elementary PTA will comply with the non-profit articles of the State of South Carolina. The EIN assigned to the Blaney Elementary PTA is 27-0268268.

### **Article 4 Membership Dues**

Charter membership dues for the Blaney Elementary PTA will be \$5.00 for an individual membership and \$8 for a family membership, where a family is defined as two (2) members per household. These fees include \$1.00 for SCPTA, \$1.75 for National PTA. Each individual receives one card and one vote. All board members and committee chairpersons are required to be Blaney Elementary PTA members in good standing.

### **Article 5 Election of Officers**

Officers shall be elected at a General Membership meeting in the month of May. The new officers shall assume office on July 1st. Voting may be by voice vote if only one (1) candidate is nominated for an office. Absentee or mail-in proxy ballots are prohibited. To be eligible for election to an office, a person must be a member of the Blaney Elementary PTA in good standing for at least thirty (30) days prior to the election. No person shall serve in the same office for more than two consecutive terms. An officer having served eight (8) or more months shall be considered to have served a full term.

## **Article 6 Executive Committee**

The executive committee of this organization shall consist of the following elected officers: President, Vice President, Treasurer and Secretary. All offices may be shared as co-offices, with CO's receiving one (1) vote. The Vice President is to take the position of Interim President in the event the President is no longer able to continue holding office until an election can be held to fill the position at the next General Membership Meeting.

## **Article 7 Board of Directors**

The Board of Directors will consist of the members of the Executive Committee, Standing & Special Committee Chairpersons, Principal, Assistant Principle, one (1) Member At Large per 100 enrolled students, up to three (3) Teacher Representatives. Only the Board of Directors may vote during a Board of Directors meeting.

To be eligible to be on the Board of Directors, a person must be a member of the Blaney Elementary PTA in good standing for at least thirty (30) days prior to the election or appointment.

If any member of the Board of Directors ceases to meet the qualifications or fulfill the duties of the position, that person may be removed from the Board by a two-thirds (2/3) vote of the Board of Directors. A Board Member is subject to removal from office if the officer is absent three (3) consecutive Board meetings, unless excused by the President. If a vacancy occurs in an office, the Executive Committee may appoint a PTA member to serve the remainder of the term.

## **Article 8 Committees**

### **A. Standing Committees**

- The standing committee chairs shall be appointed by the Executive Committee for a term of one (1) year. All plans for committee/fundraising events or projects will be brought before the Board of Directors for approval before being implemented.
- The President shall be an ex-officio member of all committees, except the nominating & financial review committees.
- Standing Committees of this Organization shall consist of, but are not limited to:
  - Volunteer Committee
  - Fundraising Committee

## B. Special Committees

- The special committees shall be created by the Board of Directors.
- Special Committees shall cease to function once their business or purpose has concluded.
- Special Committees of this Organization shall consist of, but are not limited to:
  - Nominating Committee - A nominating committee of three (3) or five (5) voting PTA members shall be appointed by the Board of Directors in the month of April each year. This committee must consist of at least one (1) school employee, one (1) general member, and one (1) board member. This committee must present the nominations to the President in written form prior to the election. Nominating Committee shall present the nominations to the general membership at the meeting in May. The current president and immediate past president are not eligible to serve on the Nominating Committee.
  - Financial Review Committee - A financial review committee of three (3) Blaney Elementary PTA members, in good standing, appointed by the Board, not to include current signors on any Blaney PTA bank accounts. A copy of the completed financial review will be submitted to the State PTA Office no later than September 1st.

## Article 9 General Meetings

There shall be a minimum of two (2) General Membership meetings per year. Additional meetings may be called by the President and announced by special notice via telephone, email or Internet or in the PTA newsletter no less than seven (7) days prior to the meeting. Special meetings may be called by the President or by a majority of the Board of Directors with seven (7) days notice prior to the meeting. One (1) day notice shall be given for a change of date. A legal quorum shall be met at a General Membership meeting if there are at least ten (10) PTA members present. A majority (50% + 1 of all members present) vote is required for the transaction of PTA business.

## Article 10 Board Meetings

There shall be a minimum of one (1) Board of Directors meeting per month during the school year. Monthly meeting dates shall be the first Tuesday of each month that falls on a school day. Additional meetings may be called by the President and announced by special notice via telephone, email or Internet or in the PTA newsletter no less than seven (7) days prior to the meeting. A legal quorum shall be met at a Board of Directors meeting if at least one-fourth (1/4) of the Board of Directors is present. A majority (50% + 1 of all Board Members present) vote is required for the transaction of PTA business. All regularly scheduled Board of Director meetings shall include the following items of business: reading and approval of minutes, approval of financial reports, old business, new business, and announcements.

## **Article 11 Parliamentary Procedure**

The current edition of “Robert’s Rules of Order Newly Revised” shall govern the association in all cases in which they are applicable and in which they are not in conflict with these Standing Rules and Unit Bylaws. A Parliamentarian may be appointed by the President.

## **Article 12 State and National Events**

The voting delegates for State and National PTA events shall be selected by the Board of Directors. Registration, hotel and banquet fees for the voting delegates shall be paid for by the PTA unit, within budgetary guidelines. Individuals sponsored by the Blaney Elementary PTA at state events shall be prepared to report on the activities and workshops they attended. If said individuals are absent from State and National events and not excused by the President, they will be responsible for any fee’s accrued by the Blaney Elementary PTA.

## **Article 13 Standing Rules**

The Standing Rules may be amended by majority vote of a quorum of board members present at any meeting of the Board of Directors.

## **Article 14 Budget**

A budget will be drafted annually and adopted at the first general meeting of the school year. A line item shall be added to the budget for contingency needs. Any expenditure in excess of budgeted line items requires an amendment to the budget at a general membership meeting. All funds processed through the PTA shall be accounted for in the budget with the exception of the State & National portion of the Blaney PTA dues.

## **Article 15 Finance**

All income must be counted and verified by two (2) PTA members one of whom shall be bonded. A receipt with both counting members’ signatures must accompany the cash and checks. Money shall be counted in a secure location, out of public view, immediately following the event. In the case of an evening fundraising event, monies shall be counted immediately following the event, and placed in the school’s safe until it can be taken to the bank. To count and handle PTA money, you must be a current Blaney Elementary PTA member in good standing. Under no circumstances will money be taken home.

Each bank account shall be reconciled monthly during the school year and at least once during the summer.

All reimbursements shall include a receipt and check reimbursement form and shall be submitted to the treasurer within thirty (30) days of purchase and received by June 15<sup>th</sup>. No checks will be issued for expenditures not covered within the budget.

The fiscal year shall run July 1st to June 30th.

## **Article 16 Audits**

The Treasurer's books are to be audited annually by a certified auditor or the Financial Review Committee prior August 1<sup>st</sup>, as well as any time a signor is added to or removed from the bank account. If a certified auditor is used, the Financial Review Committee shall oversee the audit and shall be responsible for presenting the audit report to the Board. The Executive Committee shall submit the completed financial review to the State PTA Office no later than October 1<sup>st</sup>.

## **Article 17 IRS**

The current treasurer, with assistance from the outgoing treasurer, is responsible for ensuring the IRS form 990 or 990EZ or E-postcard is filed prior to November 15<sup>th</sup>.

## **Article 18 Bank Signature Cards**

Two authorized officers' signatures shall appear on all checks. Authorized officers may not sign checks written to themselves or to a member of their immediate family. A minimum of three (3) elected officers are to be signers on all accounts. An audit shall be performed any time a signor is added to or removed from a bank signature card. No two members from the same family shall be on the signature card at the same time.

## **Article 19 Banking Fees**

In the event of an NSF check, an \$18.00 service fee will be charged in addition to any bank penalties the Blaney Elementary PTA may accrue. Blaney Elementary PTA will not accept any checks from this individual in the future until the NSF check(s) are paid. The Blaney Elementary PTA will not accept post dated checks or be responsible for any fees accrued by an individual that writes a check to the Blaney Elementary PTA. If a check written by the PTA is lost or stolen, the member who was issued the check must notify the Blaney Elementary PTA Treasurer immediately. The Treasurer will contact the bank and place a stop payment order on the check. A check will be reissued in the original amount minus the stop payment fee imposed by the bank. Exceptions to this policy must be brought before and voted on by the Board of Directors.

## **Article 20 Contracts**

All contracts must be in writing and should be signed by two members of the board, to include at least one (1) Executive Committee member, including the titles of the officers on the signature line. All contracts including the terms and conditions of the contract must be fully understood and agreed upon by the Blaney Elementary PTA Executive Committee.