

2021-2022 Randolph Heights School Parent-Teacher Association

Standing Rules

Name of Unit: Randolph Heights School Parent-Teacher Association

EIN (from IRS): 41-6046747

State and National PTA Affiliations Statement: The Randolph Heights School Parent-Teacher Association 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 \$6.25 which includes \$2.25 to National PTA, \$4.00 to Minnesota PTA, and \$0 to the local unit. Dues shall be paid from the reserves of the Randolph Heights School Parent-Teacher Association based on a minimum of 20 members and no member shall be denied voting privileges based on an inability to pay.

Quorum: Quorum for each general meeting shall be 7 voting members. Quorum for each board meeting shall be 2 officers.

Meetings: Regular (general) meetings of this association shall be held the second Monday of each month from 6-730 PM, or as scheduled with notice given to all members. Executive board / committee meetings of this association shall be held directly before or following scheduled PTA meetings.

Order of Business: Each meeting shall include an update on the finances (to be given by the treasurer)

Officers: Officers of this unit include the president, secretary and treasurer as designated in the bylaws. Additional offices include: a vice president, as well as a teacher representative, and the principal of the school or a representative appointed by the principal.

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

Vice president: The vice president shall;

Act as aide to the aide to the president;

Perform such other duties as may be assigned by the association.

Election of Officers: Elections of officers shall be elected at the May general meeting. Officers shall assume their official duties on June 15 of the year they are elected. Officer positions are held for 2 years, except for President and Vice-President, which are a collective 2-year term. The vice president rolls into the president the second year of their term.

Special Committees: The President of this association may, with the approval of the Executive Board, appoint special committee as deemed appropriate. Special committees go out of existence when the work is completed and the final report is received by the board.

Convention Delegates: Delegates (voting representatives from this association attending the annual meeting of Minnesota PTA) shall be elected at a meeting of the general membership at least a month in advance of the deadline for attending.

Financial Procedures: The Randolph Heights School Parent-Teacher Association follows the following financial procedures:

- The yearly budget shall be adopted at the first PTA meeting of the year, and regular updates given at each meeting.
- Budget documents shall be made available for inspection by any member within a reasonable time frame and posted to the Randolph Heights School Parent-Teacher Association website on a regular basis.
- Two signatures are required on all checks, and (1) either the president or vice president and (2) the treasurer shall be the signers on the bank account. Check signers should not be related or living in same household.
- All reimbursements require receipts and a form to be filled out as required by the treasurer.
- All requests for reimbursement must be submitted within the fiscal year in which they are incurred.
- Counting cash shall be done by at least two persons at an event, and at least one additional person shall oversee any cash box used at an event.
- A quorum of the board officers may authorize additional expenditures not included in the adopted budget but shall present such action to members at the following general meeting.

Other Policies: All volunteers must complete forms required by Randolph Heights and the Saint Paul Public Schools in order to volunteer. The Randolph Heights School Parent-Teacher Association shall make scholarships available so that members shall not be denied the ability to volunteer based on an inability to pay.

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.