

Standing Rules Hidden Hills PTSA #15

State Affiliation: Hidden Hills Elementary PTSA is affiliated with National PTA and chartered under Arizona PTA. The Unified Local PTA/PTSA Unit Bylaws, the local unit's Standing Rules, and the Arizona PTA Bylaws govern this unit. Definition of Standing Rules: Standing Rules are an extension of our PTSA Bylaws. They define the procedures and relate the details of the administration of your 501(c)(3) non-profit association. Standing Rules cannot conflict with the Bylaws.

ARTICLE 1 NAME

The name of the organization is the Hidden Hills Elementary Parent Teacher Student Association or Hidden Hills PTSA

ARTICLE 2 INCORPORATION

This organization exists exclusively as a non-profit corporation which will engage in the transaction of any of all lawful business for which a non-profit business may engage pursuant to the laws of the State of Arizona and Section 501(c)(3) of the IRS code of 1954.

ARTICLE 3 OBJECTIVES

The PTSA promotes the following objectives through activities, literature and fundraising:

- (1) Foster a community between families and faculty of Hidden Hills Elementary School, for the benefit of our students;
- (2) Facilitate fundraising events to provide for the needs of our students, faculty and school;
- (3) Engage the local community in order to strengthen the bond between the school and the public.

ARTICLE 4: BASIC POLICIES

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The following are the basic policies of the organization:

- 1) The organization shall be non-commercial, non-sectarian and non-partisan.
- 2) The name of the organization or the names of any members in their official capacities shall not be used for a commercial purpose or for any partisan interest, or for any purpose not appropriately related to the promotion of the objectives of the organization.
- 3) The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office; or devote a substantial part of its activities to influence legislation.
- 4) The organization shall cooperate with other schools to support the improvement of education.
- 5) The organization may cooperate with other organizations and agencies that share the objectives of the PTG.
- 6) The executive board will adhere to the Conflict of Interest Policy.

ARTICLE 5: MEMBERSHIP AND DUES

All school staff, parents, guardians, attending children, and family members of children enrolled at Hidden Hills Elementary School, may become members of the PTSA by submitting the proper membership form and paying the required dues. Members shall have the right to vote at meetings and hold positions during events collecting money.

Annual Dues: The total amount remitted to Arizona PTA shall be five dollars and fifty cents (\$5.50) for each local PTA/PTSA Unit voting member. Arizona PTA will remit the portion belonging to National PTA (\$2.25).

- Individual membership dues for this local unit are \$10.00 for the first member in a family and \$8.00 for each additional family member. Every family member with a paid membership will have the ability to vote.

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- Business Membership dues are \$50, \$100, and \$250, with \$4.50 remitted for one voting member to AZ PTA.

Membership: All members' names, relationship to child, email address, phone number, street address, must be included on the membership list submitted to AZ PTA. Please refer to the Local PTA/PTSA Unit Membership Report Form, which can be found online at www.azpta.org/members_only.

The membership year for this association will be September 1st through August 31st.

ARTICLE 6: OFFICERS AND THEIR ELECTION

Section 1:

(A) The officers of this organization shall consist of:

- President
- Vice President
- Vice President
- Treasurer
- Secretary

(B) Officers shall be elected annually by ballot, during the final PTSA meeting of each school year.

(C) Officer duties shall coincide with the fiscal year, which begins July 1st and lasts for one year, or until the election of their successor.

(D) A person shall not be eligible to serve more than 2 consecutive terms in the same Office. Exception: If a position remains open after the Nominating Committee has performed their duties it may be filled by the board member who has already served a two-year term in that position.

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All Executive Board members must pay their annual membership fee before August 15th each year of the current school year.

Section 2: The Nominating Committee

- (A) The nominating committee will be comprised of three (3) PTSA members, who will solicit current members to run for open positions of the Executive Board.
- (B) The nominating committee shall nominate one or more eligible persons for each office and report its nominees at a general meeting, at which time additional nominations may be made from the floor.
- (C) A member may serve on the nominating committee in consecutive years.
- (D) Only those who have agreed to serve if elected shall be nominated for or elected to such office.
- (E) To qualify for office, a person must be a member of the Hidden Hills Elementary School PTSA.
- (F) The President nor any Executive Board member seeking re-election for their position may not serve on the nominating committee.
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- (G) The nominating committee may solicit members for one month prior to the last meeting of the year when elections will be held. Once the committee has nominees for open positions, they committee shall present the nominees to the President for consideration, then an election will be held.

Section 3: Resignation and Removal

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If an officer must resign, said officer shall submit a letter of resignation, which shall be signed and dated by the resigning officer and one additional officer.

Any officer or committee member may be removed from their duties by a $\frac{2}{3}$ vote of members present, provided a quorum is present and one week notice of vote is provided.

Section 4: Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board, after providing notice of the election to the general members.

ARTICLE 7: DUTIES OF OFFICERS

Section 1: President

The President shall preside over all meetings of the organization and of the Executive Board and perform such other duties as needed to fulfill the objectives of the PTSA. The President shall coordinate the work of the officers and committees of the organization, and serve as a member of all PTSA committees.

Section 2: Vice President(s)

The Vice President shall shadow the President in order to be prepared to perform the duties of the President for the following year. The Vice President shall perform other duties assigned to him/her by the PTG Executive Board, and shall perform the duties of the President in the event the President is unable to perform his/her duties.

Section 3: Treasurer

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The Treasurer shall have custody of all PTG funds, shall keep a full and accurate account of all receipts and expenditures, and shall make disbursements as authorized by the budget. The Treasurer shall present a financial accounting at each general meeting, or at any other time by request of the Executive Board. The Treasurer is responsible for PTG compliance with the obligations outlined in Article 11.

Section 3: Secretary

The Secretary shall prepare agendas for general meetings, record and distribute minutes of executive board meetings and general meetings. Maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTSA meeting. Attend executive board meetings and participate in discussions and decision making, record minutes of executive board and general meetings, photocopy the minutes from the last general meeting for distribution. Have President review and sign all minutes and keep a record of them.

Section 8: General Officer Duties

The following duties apply to all officers on the PTSA Board:

- (A) Perform all duties consistent with Robert Rules of Order when an action is not covered by the PTSA Bylaws;
- (B) Deliver all official material to their successors, following the assumption of their office by their successor

ARTICLE 8: THE EXECUTIVE BOARD

Section 1: Executive Board Members

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The Executive Board shall consist of the PTSA Officers, Co-Chairs of any of any PTSA Officers, and the current Hidden Hills Elementary School Principal or their designated representative.

Section 2: Duties of Executive Board

The Executive Board Shall:

- (A) Engage in communication, fundraising and activities that are consistent with the PTSA Objectives identified in Article 3 of the Bylaws;
- (B) Report its work at all general meetings and provide an opportunity for member input at each general meeting;
- (C) Appoint an Auditing Committee to review the Treasurer's accounts at end of fiscal year, before filing taxes.
- (E) Ensure that the PTSA financial commitments are met;
- (F) Meet monthly for Executive Board Meetings throughout the year in order to conduct PTSA business.

Section 3: Executive Board positions shall be for one year only and need to run for additional years

ARTICLE 9: MEETINGS

Section 1: General Meetings

General Meetings of the organization shall be held at least three times during the school year, unless otherwise provided by the organization or by the Executive Board. At least

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two of these meetings shall be held in the evening. General Meeting times are as follows

General Membership meetings of this association will be held in 2020/2021:
September 23rd 6:00pm November 18th 6:00pm, January 13rd 6:00pm, March 17th 6:00pm, May 12th 6:00pm

Section 2: Special Meetings

Special Meetings may be called by the Executive Board, three days' notice having been given.

Section 3: Annual Election Meeting

The Annual Election Meeting shall coincide with the final General Meeting of the school year unless AZ PTA allows exceptions during an emergency situation.

Section 4: Quorum

Six members shall constitute a quorum for the transaction of business in any general meeting of this organization.

ARTICLE 10: COMMITTEES

Section 1: Creating Committees

The Executive Board may create or dissolve committees as it deems necessary by $\frac{2}{3}$ vote of the Executive Board. All Committees shall include at least one Executive Board Member as chair.

Section 2: Committee Work Approval

The chairperson of each committee shall present a plan to the Executive Board for approval before any work is to be completed.

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Section 3: Standing Committees: The standing committees exist throughout the year to further the work of the PTSA. The standing committee chairs serve as voting members of the Executive Board. The only standing committee is Membership.

ARTICLE 11: FINANCIAL AND CORPORATE AFFAIRS

Section 1: Fiscal Year

The fiscal year of the PTSA begins July 1st and ends June 30th.

Section 2: Financial Reporting

- (A) The annual report to the Corporation Commission is due within three months and fifteen days after the conclusion of each fiscal year (If required).

- (B) Taxes must be filed by November 15th of each year in accordance with IRS f. Deadlines. The Treasurer shall file the taxes, unless the treasurer delegates the responsibility to another Executive Board member with approval from the President.

- (C) Monthly reconciliation and financial reports shall be presented by the Treasurer at the Executive Board Meeting and/or PTSA meeting.

Section 3: Auditing Committee

The Auditing Committee consists of at least one member of the Executive Board and two members of the PTG prior to the new school year. The Auditing Committee is responsible for completing and documenting the following tasks:

- (A) Verify two signatures on each check
- (B) Spot check receipts adding up to total on reimbursement checks
- (C) Verify all receipt totals on checks to Executive Board.

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- (D) Verify monthly bank statements match monthly reconciliation records

Section 4: Disbursement of PTSA Funds

- (A) Funds may only be disbursed for items approved for current fiscal year budget. Within the budget, monies may be redirected with a $\frac{2}{3}$ vote of the Executive Board, provided a quorum is present.
- (B) The budget for the following fiscal year shall be voted on at the final general meeting for the current fiscal year. A budget is considered passed, with a majority vote of the members present at the final general meeting.
- (C) Additional funds may be used for fundraiser preparation, provided a plan to reimburse the money is presented and approved by the Executive Board.
- (D) All funds for the school year budget shall be kept in the Hidden Hills Elementary PTSA checking account or in the back up checking account within the same bank.
- (E) No monies will be used as gifts for Executive Officers, except the President upon leaving their position. The gift can't exceed \$50.00

Section 5 Signatories

- (A) All Bank Signatory Cards need to be kept up-to-date with at least three (3) signatures that have been approved by the Executive Board. Up-to-date includes changing the signatures upon resignation, leave of absence, inactive officer, or upon the expiration of the term of office. Note: No two members of the same family, by blood or marriage, may preside on the signature card for this local PTSA bank account.

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1. . Two signatures will be required on all checks. Authorized signers will be President and two other Executive Officers voted on by the Executive Officers. A signer may not sign a check made payable to his/herself.
2. Any changes in banks shall be approved during an Executive Board meeting or general meeting.
3. No PTSA funds shall be given directly to any individual or family with the exception of the purchase of bonds for students for award purposes only.
4. . The Board will be conscious of Conflict of Interest. Conflict of Interest arises when a representative in authority to bind the Association in a particular financial matter also is in a position to receive a financial benefit as a result of that transaction.
5. A Board Member will sit on any committee whose budget is \$1,000.00 or more.
6. After the budget has been approved, any committee who will spend more than \$500 must submit an expenditure plan to the Executive Board.
7. Any funding request outside of the approved budget shall be approved by a majority of members present at a General Membership meeting if the request is for a single grade level, classroom or individual. The funding request shall be presented to the Board by the Executive Board meeting before the General Membership meeting at which the vote will be conducted. A funding request outside of the budget can be approved by a majority of the Executive Board if the request will benefit the entire school.
8. Any materials purchased by teachers and reimbursed by the PTSA shall remain the property of Hidden Hills Elementary.
9. PTSA funds can be used for retirement gifts for Hidden Hills' staff. Gifts shall not exceed \$75.00

ARTICLE 12: ROBERT'S RULE

Robert's Rule of Order Revised shall govern the organization in all situations not covered by these Bylaws.

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ARTICLE 13 GOOD STANDING

Each Local PTA/ PTSA Unit shall meet the following requirements of good standing:

1. Adheres to the purposes and basic policies of the National PTA and Arizona PTA.
2. Shall have their Bylaws/Standing Rules approved and reviewed according to the procedures of Arizona PTA.
3. Must have current copies of the following items on file annually at the Arizona PTA office:
 4. Current Officers List due by June 1 unless an emergency enforced by Arizona PTA
 5. General liability insurance payment and form by June 1
 6. Approved annual budget due by August 1
 7. Copy of Annual Audit report due by July 1
8. Membership lists and dues payments are due monthly to Arizona PTA and are submitted on their website.
9. Copy of the completed report which was submitted to the IRS (Internal Revenue Service), i.e., variations of the 990, Schedule A etc., by November 15
10. Meets other criteria as may be prescribed in the Arizona PTA Bylaws
11. PTSA shall participate in at least one of the approved leadership development opportunities, such as training, convention workshops, conferences, or other resources authorized by the Region, State and National levels of PTA each year

ARTICLE 14: AMENDMENTS

Section 1:

PTSA Bylaws may be amended at any general meeting with at least 7 calendar days' notice of the proposed amendment to the PTSA Members. Notice is satisfied by using any form of communication that is regularly used by the Executive Board to communicate with the PTSA

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Members. Any amendment requires a quorum to be present and at least a two-thirds vote of the members present.

Section 2:

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a general meeting of the organization (quorum present) or by two-thirds vote of the Executive Board. The requirements for the adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 3

These Standing Rules shall be distributed and read at a General Membership meeting between the start of the school year and November 1st, and may be read by request, by any paid member, at any meeting. They may be amended or rescinded by a two-thirds (2/3) vote at a General Meeting. If notice of the proposed amendment action is given at a previous meeting or in the call for the meeting, they may be amended or rescinded by a majority vote.

President of Local PTA/PTSA Unit: _____ Date _____
(signature)

Secretary of Local PTA/PTSA Unit: _____ Date _____
(signature)