

**LIBERTY ELEMENTARY SCHOOL
PARENTS AND TEACHERS ASSOCIATION
BOISE, IDAHO**

**STANDING RULES
2009 – 2010**

National PTA ID#: 027841

Region Affiliation: Region 4

Unit ID#: 27841

Annual Dues:

Annual dues shall be established by the Liberty Elementary Parents and Teachers Association (“Liberty PTA”) Executive Committee prior to the first day of each new school year. The established dues shall, at a minimum, cover the cost of the annual “per member” dues payable to the National PTA and the State PTA. The annual dues established by the Executive Committee must be approved (or disapproved) by the general membership at the first meeting of the school year for the general membership. If the amount of the annual dues is disapproved, any required refunds of the overpayment will be made by the Liberty PTA or additional amounts due will be paid to the Liberty PTA by the members.

For the 2009-10 school year, annual dues for membership in the Liberty PTA shall be \$10.00 per member, which includes per member assessments of \$1.75 payable to National PTA and \$5.25 payable to Idaho PTA.

Elected Officers:

The elected officers of Liberty PTA shall be president, vice-president, secretary, treasurer, and assistant treasurer. Officers shall be elected at the general membership meeting in April, prior to Idaho State PTA convention. Each officer shall serve a term of one (1) year or until his or her successor is elected. An officer may not serve more than two (2) consecutive terms in the same office.

An officer may be removed from office for misconduct and/or dereliction of duty, including but not limited to the failure to attend three (3) or more scheduled Executive Committee or Board meetings per year. Upon a finding of misconduct and/or dereliction of duty by a majority of the members of the Board, the election of the officer in question may be rescinded and a successor may be elected for the remainder of the term by a majority of the general membership.

Newly elected officers shall take office on July 1st. The outgoing officers shall close the books prior to July 1st, after making certain that all outstanding obligations have been satisfied, including any outstanding sales tax payments.

General Membership Meetings:

A minimum of five (5) meetings shall be held each school year. The meetings for the 2009 – 2010 school year are scheduled for Tuesday, September 15, 2009; Wednesday, October 7, 2009; Thursday, November 12, 2009; Tuesday, January 12, 2010; Wednesday, February 10, 2010; Thursday, March 11, 2010; and Tuesday, April 13, 2010. General membership meetings shall begin at 7:00 p.m., and will be held at Liberty Elementary School.

The quorum for each general meeting shall be at least four (4) voting members and two elected officers.

Liberty PTA's annual meeting shall be held in September. The purpose of the annual meeting is to approve the budget, review the audit report, and approve any changes to the Standing Rules.

A special meeting of the general membership may be called by the Liberty PTA President, or at the request of a majority of the Board of Directors, or at the request of a majority of the general membership. At least seven (7) calendar days' notice of such meeting shall be provided to the general membership by means of at least two of the following methods: a flyer sent home with students, a posting on the outside Liberty marquee for seven (7) calendar days, a notice in the school newspaper, or via e-mail to the membership.

Board of Directors:

The Board of Directors ("Board") shall consist of the elected officers, Past-President, Principal, Assistant Principal, Teacher Representatives (4); and Student Representatives (2); and the following Standing Committee Chairs: Fundraising/Donations and Membership, Marketing, and Volunteer Coordinator.

The Liberty PTA President shall send the list of board members elected at the April meeting to the Idaho PTA office no later than June 1st. The President shall also direct the Membership, Marketing, and Volunteer Coordinator to provide the annual volunteer hour summation (the form is found in the Idaho Resource Manual) to the Idaho PTA no later than June 1st.

A Board meeting shall be held one week prior to the date of each of the general membership meetings, and shall begin at 3:45 p.m. A Board meeting also shall be held on Tuesday, December 15th. The quorum for each Board meeting shall be at least a majority of the members of the Board.

A special meeting of the Board may be called by the Liberty PTA President or at the request of a majority of the Board members. At least seven (7) calendar days' notice of such meeting shall be provided to each Board member via e-mail.

Executive Committee:

The Executive Committee shall be comprised of all elected officers of the Liberty PTA. The quorum for each Executive Committee meeting shall be at least a majority of the members of the Executive Committee.

A special meeting of the Executive Committee may be called by the Liberty PTA President or at the request of a majority of the Executive Committee members. At least seven (7) calendar days' notice of such meeting shall be provided to each Executive Committee members via e-mail.

Duties of Officers:

The President shall:

- Preside at all meetings of the Liberty PTA;
- Serve as an ex-officio member of all committees except the nominating committee;
- Coordinate the work of the officers and committees of the Liberty PTA in order that its objectives may be promoted;
- Perform such other duties as may be provided for in the bylaws and standing rules, prescribed by the parliamentary authority, or directed by the Board or Executive Committee;
- Appoint an auditing committee, a parliamentarian, and the chair of committees, subject to the approval of the executive committee; and
- Appoint or be the official representative of the local unit at council/district meetings.

The Vice-President shall:

- Act as an aide to the President;
- Perform the duties of the President in the President's absence or inability to serve; and
- Perform such other duties as may be provided for by the bylaws and standing rules, prescribed by the parliamentary authority, or directed by the President, the Board, or Executive Committee.

The Secretary shall:

- Record the minutes of all meetings of the Liberty PTA, the Board, and the Executive Committee;
- Be prepared to read the records of any previous meetings;
- File and maintain all records of the Liberty PTA, except the financial records;
- Be prepared to read the current by-laws and standing rules of the Liberty PTA, as updated and amended by the Liberty PTA, the Idaho PTA, or the National PTA;
- Maintain a list of the members of the Liberty PTA;
- Send out notice of General meetings, Board meetings, and Executive Committee meetings; and
- Perform such other duties as may be provided for in the bylaws and standing rules, prescribed by the parliamentary authority, or directed by the President, the Board, or Executive Committee.

The Treasurer shall:

- Have custody of the funds of the Liberty PTA;
- Maintain a full account of the funds of the Liberty PTA as required by the Records Retention policy;
- Assure that proper controls exist and are carried out for the funds of the Liberty PTA, including but not limited to requiring two people to count and secure PTA money collected at PTA-sponsored events, and avoiding keeping PTA cash funds anywhere other than at the school or in transit to the bank;
- Assist in the development of the Liberty PTA budget for presentation to the general members at the Liberty PTA's annual meeting;
- Make disbursements as authorized by the President, Executive Board, the Board, or the general membership;
- Secure two signatures on all Liberty PTA checks;
- Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Liberty PTA;
- Provide a written financial statement to the Board at each Board meeting and to the general membership at each general meeting;

- Remit on a timely basis any and all required dues and fees, including but not limited to the annual insurance premium, to the Idaho PTA;
- Submit the Volunteer Finance Service Report for past year to the State PTA by September 15th;
- Present an annual report of the financial condition of the organization, which includes gross receipts and disbursements for the year, at the general membership meeting held in April;
- Submit the books of the Liberty PTA for an audit by an auditor or auditing committee selected by the Board before the meeting at which new officers assume duties;
- Report the findings of the annual audit to the Board; and
- Perform such other duties as may be provided for in the bylaws and standing rules, prescribed by the parliamentary authority, or directed by the President, the Board, or Executive Committee.

Standing Committees:

The standing committees of the Liberty PTA are: Art Parents; Babysitting; Decorating; Fundraising/Donations; Fundraising/Easter Bunnies; Fundraising/“Free Money”; Fundraising/Friday Sales; Fundraising/Holiday Bazaar; Fundraising/Sally Foster; Liberty Garden; Liberty Pride; Membership, Marketing, and Volunteers; Music Program; Reflections; School Directory; Social Committee/Family Events; Social Committee/Student Events; Staff Appreciation; and Yearbook.

Special Committees:

The Liberty PTA President may, with the approval of a majority of the Executive Committee, appoint a special committee to perform a specific task or investigate a specific matter. The special committee shall cease to exist upon completion of the task/investigation and presentation of its report to the Board.

Nominating Committee:

A nominating committee comprised of three (3) members of the general membership will be selected in February either by the general membership, the Board, or the Executive Committee. The nominating committee shall elect its chairperson. The Liberty PTA President may not serve on the nominating committee.

The nominating committee shall present its recommendations for each elected office at the March Board meeting. Upon presentation of its recommendations, the nominating committee shall cease to exist.

Voting Delegates and Convention Delegates:

Voting delegates from the Liberty PTA to the PTA District meetings and Idaho PTA convention (as required by each association) shall be appointed by the Executive Committee. Voting delegates to the convention shall be appointed by the Executive Committee in the month prior to the convention.

PTA Funds:

Any profits realized from Liberty PTA fundraising efforts shall be funds of the Liberty PTA and not Liberty Elementary School. The budget for the expenditure of PTA funds shall be approved at the first meeting of the school year for the general membership. If an individual expense arises that is not contained in the approved budget and that equals or exceeds \$500, the expense must be approved by the general membership. If an individual expense arises that is not contained in the approved budget and that is less than \$500, the expense may be approved by the Board.

Petty cash belonging to the Liberty PTA in an amount less than fifty dollars (\$50.00) may be maintained at Liberty Elementary School. If additional cash is required for a Liberty PTA-sponsored event, a check must be written (pursuant to the check writing policy) for the amount of additional cash required. When the event is concluded, all cash withdrawn for the event must be accounted for. Remaining cash must be re-deposited in the Liberty PTA bank account and expenditures of the cash must be documented.

In order for an expense to be reimbursed by the Liberty PTA, approval of the Board must be received prior to the expense being incurred. After the expense has been incurred, a voucher (with original receipts attached) must be provided to the Treasurer within thirty (30) days of the date the expense was incurred.

Financial Matters:

Liberty PTA is recognized by the Internal Revenue Service as a tax-exempt corporation within the umbrella exemption provided by Idaho PTA under Section 501(c)(3) of the federal tax code.

Liberty PTA's fiscal year is July 1st through June 30th.

Liberty PTA's Employer Identification Number ("EIN") is 82-0404512. This number shall be used on all financial accounts and tax forms.

Two authorized signatures shall be required on all Liberty PTA checks. The President, Vice-President, and Treasurer shall be authorized to sign checks. No authorized signatory may sign a Liberty PTA check made out to himself/herself or any family member.

In the event that a check written to the Liberty PTA is returned due to non-sufficient funds, the service fee that has been charged to the Liberty PTA shall be the

responsibility of the individual writing the check for which the funds were not sufficient. It shall be the policy of the Liberty PTA to pursue service fees and the original amount of the check from the responsible party.

Annual Audit:

The Board of Directors shall appoint an auditor or auditing committee in May to perform the annual audit. The auditor or chairperson of the auditing committee shall present the auditing report at the September general membership meeting. The Treasurer, Treasurer-Elect, Assistant Treasurer, and Assistant-Treasurer-Elect may not perform the annual audit or be a member of the auditing committee performing the annual audit.

National and State Affiliation:

The Liberty PTA is affiliated with National PTA, Idaho PTA, and District 4 PTA. As such, Liberty PTA is governed by the requirements set forth in the National PTA Bylaws, the Idaho PTA Bylaws, the Uniform Bylaws for the District and Local Units, and the Standing Rules. In the event of a conflict between the Standing Rules and any of the identified Bylaws, the requirements of the Standing Rules shall control.

Record Retention:

The following historic records of the Liberty PTA shall be retained permanently: papers of incorporation; PTA Charter, By-laws, Standing Rules, and amendments; State and Federal reports; check registers, accounts payable ledgers, and financial reports; meeting agenda, meeting minutes, and membership roles. The following historic records of the Liberty PTA shall be retained for seven (7) years: audit reports; cash receipts records; records of bank deposits and statements; and general correspondence; Liberty PTA budgets, invoices, and petty cash reports.

All historic records shall be maintained at Liberty Elementary School, except to the extent certain records are in the possession of any member of the Executive Committee.

Amendments:

These standing rules may be amended at any time by a majority of the general membership then present at the general meeting (assuming a quorum has been established) if seven (7) calendar days' notice of intent to amend has been provided. If sufficient notice of intent to amend has not been provided, the standing rules may be amended by a two-thirds (2/3) vote of the general membership then present, assuming a quorum has been established.

These standing rules shall be read and approved at the first Board meeting of each membership year, may be read by request at any meeting, and shall be

available for review by the general membership from the Liberty PTA Secretary.

Upon approval, a copy of these standing rules shall be provided to all Board members, and one (1) copy of these standing rules shall be mailed to the District President. Upon amendment, one (1) copy of the amended standing rules shall be mailed to the District President.

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Date adopted: October 7, 2009

Date amended: