

These rules are only a sample of rules you may want to include when your local PTA/PTSA unit creates its own Standing Rules document. Your Standing Rules should be reviewed regularly for needed changes and approved at a general membership meeting annually.

LOCAL PTA/PTSA UNIT STANDING RULES TEMPLATE

Local PTA/PTSA Unit Name: _____

School Name : _____

School District Name: _____

IRS EIN (Employer Identification Number): _____ National PTA ID Number: _____

Tax Exempt Status: This local PTA/PTSA unit is recognized by the IRS as a tax- exempt association within the umbrella exemption provided by the Arizona PTA under Section 501(c)(3). The Group Exemption Number of all local PTA/PTSA units within/under Arizona PTA is **1582**.

- The Treasurer shall be responsible for filing all regulatory forms, especially IRS form 990N, 990EZ, or 990 as is required annually by IRS code and any applicable State of Arizona tax filings.

Membership dues amount: The membership dues for this unit shall be \$ _____. This amount includes \$5.50 for Arizona PTA and National PTA dues.

- This local PTA/PTSA shall maintain at least ten (10) members annually including the officers.

Elected officers: The elected officers shall be a **President, a Secretary, a Treasurer and one or more Vice Presidents**. List any additional Vice Presidents by title and in order of succession. (the order in which they would succeed the President in the absence of or inability of the President to serve.)

1. _____

2. _____

3. _____

4. _____

The officers of this local PTA/PTSA unit shall be elected at the general membership meeting in the month of _____ (April or May)), to serve a term of _____ years.

New officers will take office on July 1.

Nominating Committee: Three (3) members will be elected to serve on the Nominating Committee at least two months prior to election of officers as outlined in the Unified Local PTA/PTSA Unit Bylaws. The Nominating Committee for this local PTA/PTSA unit shall be elected by the general membership.

- The Nominating Committee shall elect its own chairperson. The President does not serve on this committee.

Executive Board: The Executive Board shall consist of the elected officers and Standing Committee Chairs appointed by the President.

List Standing Committees that will have a Chair serving on the Executive Committee (Do not include Nominating Committee) here:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Executive Board Meetings: shall be held _____
(i.e.: 2nd Tuesday of each month, 7:00 p.m., monthly, monthly August -June)

A majority of the Executive Board members present shall constitute a quorum.

Executive Board: The Executive Board shall be all elected officers of this local PTA/PTSA unit and the Standing Committee chairs.

General Membership Meetings: A minimum of three (3) general meetings shall be held each year though this local PTA/PTSA unit has the option of additional meetings.

The months and date will be:

_____ Nominating Committee Elected

_____ Election Meeting

The election meeting will be held in April or May.

General meeting notification for members shall include the date, time, place and purpose of each general membership meeting. The notice shall be given at least ten (10) days but not more than sixty (60) days prior to the meeting date. Ten (10) day notice must be given of a change in meeting dates or times.

The members present shall constitute the quorum at general meetings.

This local PTA/PTSA unit may budget funds for the incumbent or incoming officers of this local PTA/PTSA unit to attend the Arizona PTA Convention with the goal of sending all four officers.

- This local PTA/PTSA unit may allow students to be voting members of this association. Children should be of an age where they are able to understand, decide and be able to speak/debate on their own behalf regarding all items of business at a general membership meeting.
- Designated ages and or grades for student membership participation in the business at general meetings of this local PTA/PTSA unit shall be: _____
- An annual financial review of this local PTA/PTSA unit's financial records is required. It shall be designated that the financial review will be completed after the fiscal year ends. The financial review shall be completed by: _____.
- The local PTA/PTSA unit budget is proposed and approved at the first general membership meeting.
- Two signatures shall be required on all checks

Standing Rules Amendments: This local PTA/PTSA unit's Standing Rules maybe amended, at any time by the general membership by a majority vote of the members present and voting, if a quorum has been established and prior notice with the text of the proposed amendments to amend was given. If no notice to amend was given, and a quorum is established, a 2/3 majority vote of the members present is needed for adoption. If this local PTA/PTSA Unit's Standing Rules are amended, that action must be recorded in the minutes of the general membership meeting where they were adopted.

These standing rules shall be read and approved at the first general meeting of each membership year and may be read by request at any meeting or shall be available for reading.

- A copy of these standing rules shall be given to all members of the Executive Committee.
- One (1) copy of these Standing Rules shall be sent to Arizona PTA annually.
- A copy of the meeting minutes showing membership adoption of the Standing Rules shall be sent to the Arizona PTA.
- If the Standing Rules are amended, a copy of the new document must be forwarded to Arizona PTA. office@azpta.org

This local unit's funds are in the following depository/financial institutions/banks: (Provide names and address)

These Standing Rules were adopted by a majority vote of the general membership on _____.

Print Name of President: _____ Date: _____

Signature of President: _____

Print Name of Vice President: _____ Date: _____

Signature of Vice President: _____

Print Name of Secretary: _____ Date: _____

Signature of Secretary: _____

Print Name of Treasurer: _____ Date: _____

Signature of Treasurer: _____

For additional guidance and further details regarding keeping this local PTA/PTSA unit in “Good Standing” and in compliance please refer to the Unified Local PTA/PTSA Unit Bylaws and Arizona PTA Bylaws