

Mitchell Elementary PTA Standing Rules

Adopted May 13, 2011

General

- 1 The name of this PTA Local Unit is Mitchell Elementary PTA
- 2 This PTA was granted tax-exempt status under section 501(c)(3). The current treasurer is responsible for filing the IRS 990 or 990EZ form prior to November 15th if required.
- 3 This PTA was assigned Federal employer identification number (FEIN) 846047702. The PTA treasurer is responsible for filing and paying the \$10 fee for the annual corporation report via the internet. Along with filing, via the internet, the Registration Renewal for charitable organizations with the Colorado Department of State.
- 4 The treasurer is responsible for paying the PTA insurance to the State PTA by November 1st of each year.
- 5 Legal documents such as Board of Directors and General meeting minutes, contracts, tax documents and treasurer's books and reports are stored in the Mitchell LMC on the bookshelves next to the back door.

Membership and Officers

- 1 In order that students may take part in raffles and drawings students of Mitchell Elementary shall be considered honorary members of this PTA without vote or the privilege of holding office.
- 2 All elected positions may be "co-chair" positions, shared by two people. Each co-position shall be entitled to voice and one vote at Board of Directors meetings.
- 3 Information contained in directories, newsletters, website, or membership lists published by Mitchell Elementary PTA may not be used for purposes of solicitation, commercial, political, or ideological or any other purpose not consistent with the bylaws with the exception of paid advertising by business members.

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Committees

1 Standing committees have a continued existence and are not formed for one specific task like special committees. Standing committees include but are not limited to budget, legislative, ways and means, membership, volunteer, hospitality, fund disbursement, involvement, communication and community partnership.

2 Special committees fall under specific standing committees. Examples of this are the Science Fair and Oral Interpretation fall under involvement and Kindergarten Ice Cream Social and Fall Conference Dinner fall under Hospitality. The President maintains a list of special committees.

3 Committee chairs are responsible for submitting a summary of committee progress to the president and at general meetings.

4 Each committee chair shall maintain and pass on at the end of term a committee notebook/folder containing budget and expenses, guidelines and notes for an effective committee and recommendations for next year.

5 All contracts must be signed by two members of the Executive Committee, one of which includes the principal.

6 Events/meetings should strive to promote healthy lifestyles by providing nutritious food alternatives and promoting physical activity when appropriate.

7 Fundraisers will not require door-to-door selling and prizes may be offered based on participation not on number of items sold. The PTA will not support selling junk food, candy or other unhealthy items.

8 Primary fundraisers will strive to have a purpose beyond raising funds. Examples for this are REACH and Barnes and Noble Night. REACH is a Read-A-Thon fundraiser, which aims to get students to read. Barnes and Noble Night give students the chance to display their work in public, and perform for the community.

9 PTA events will be coordinated with the school calendar, paying particular attention to other school fund raisers and major events.

10 Building Use Permits will be filled out and signed by committee chairs and submitted to the Mitchell office. A permit is filled out for any PTA function taking place on the school grounds after school hours. This includes meetings, events and information tables at non PTA events. Building Use Permits may be obtained from the Mitchell office.

11 Messages in the Friday Note will be submitted to the Mitchell secretary or any other PTA representative no later than Wednesday at noon, preferably via e-mail.

12 The PTA will request Mitchell school supplies (i.e. table, extension cords, chairs, etc.) by contacting the Mitchell school secretary.

13 The PTA should seek wherever possible to be fully transparent and open in its decision making process and proceedings. This should include publishing its standing rules, bylaws, budget, events, plans and other relevant information on its web site and/or newsletter where appropriate.

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Finances

- 1 The PTA will carry over no less than \$5,000 from one school year to the next.
- 2 Non-budgeted expenditures between \$50 and \$500 must be approved by the PTA board members. Non-budgeted expenditures over \$500 must be approved by the General Membership.
- 3 If a check is returned for non-sufficient funds, the writer shall be responsible for the original amount for the check plus bank charges.
- 4 Both the President and the Treasurer shall have signature rights on PTA checks. One signature on each check must be either the President's or the Treasurer's.
- 5 All authorized bank account signers may have access to on-line banking; however, on-line bill-pay service is prohibited as it allows for disbursement without the required dual signatures. PTA accounts may not be linked to personal accounts either.
- 6 The PTA will provide at least \$400 in the way of EXCEL funds to each grade (k6). The funds must be requested by the grade by Spring Break at which point unused funds may be requested and used by another grade.
- 7 The PTA will provide between \$5,000 and \$10,000 (depending the current year's financial situation) to the Fund Allocation program for funding needs in the classrooms, continuing teacher education, and other needs that directly affect the well being of all students and faculty at Mitchell. The Fund Allocation Committee (FAC) oversees the funds disbursement. Any PTA member may be on the FAC.
- 8 To receive PTA reimbursement for expenditures, including individual committees, EXCEL and FAC funds, a PTA expense report sheet will be filled out and submitted to the treasurer. Sheets may be obtained from the treasurer or on the PTA website.
- 9 The PTA is exempt from state and federal sales taxes. Tax ID 98-03264-0000.
- 10 The PTA supports Mitchell student scholarships recommended by teachers or staff.
- 11 As funds permit, this PTA shall pay the registration fee for the Colorado State Convention and for 24hrs to Grow in the order of the current executive board members then the future executive board members and finally any PTA member.

Meetings and Quorum

- 1 The president is responsible for setting board and general meeting agendas.
- 2 Agenda items for consideration at a General Membership meeting shall be submitted to the president no later than 7 days prior to the meeting at which they will be discussed. Items submitted later than this will be added at the discretion of the president.
- 3 The Standing Rules shall remain in effect until amended, but shall be reviewed and adopted annually by a majority vote at one of the first general membership meetings.
- 4 The Standing Rules may be amended at any regular membership meeting by a two-thirds vote.
- 5 General membership meetings will be held at the direction of the board of directors, and may be held in conjunction with board meetings.
- 6 The PTA's board of directors will meet monthly as needed, generally during the first week of the month during the school year.
- 7 A PTA member will be assigned to attend MCAT meetings and report back at the general PTA meetings.