

Prairie Park Elementary PTA Standing Rules **(Adopted by the General Membership on 1/13/14) at the**

These standing rules are an extension of the Kansas PTA Uniform Unit Bylaws. They define procedures and relate to details of the administration of our PTA unit. Standing Rules cannot conflict with the bylaws. Standing Rules must be voted on and adopted by a majority vote of the general membership. Standing rules may be amended or suspended by a two-thirds (2/3) vote.

ARTICLE I: NAME

ARTICLE II: PURPOSES

The mission of the Prairie Park PTA is to promote the school's academic goals; build relationships among students, families, school personnel, and the larger community; and raise funds to support the school.

ARTICLE III: BASIC POLICIES

- The name of the organization or the names of any member in their official capacities shall not be used in any connection with commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the organization.
- The organization may cooperate with other organizations and agencies concerned with the overall welfare of children, but persons representing the organization in such matters shall make no commitments that bind the organization.
- Procedures of Handling Cash at Events: When PTA organizes an event where cash will be collected for purchases or donations, the event committee will ensure that the following cash handling procedures are followed. At the conclusion of the event, the event chair or other designated event committee member will complete and document two counts of cash collected. The PTA treasurer, or other PTA officer in his/her absence, will conduct two independent counts of the cash. The PTA treasurer will deposit the cash in the PTA's checking or savings account immediately following the event. If unable to do so, the cash will be locked up in a secure location at the school until the treasurer is able to make the deposit.
- Policy on Charitable Donations: One component of the Prairie Park PTA's mission is to raise funds for the school. Accordingly, the PTA shall not use its funds to provide charitable donations to members of the Prairie Park community *unless* a discrete fundraiser has been organized for the specified purpose of providing such a

charitable donation.

Section 1.

f. In the event of the dissolution of the organization, and after paying or providing for debts and obligations, its assets shall be donated to Prairie Park Elementary School, the Lawrence Public Schools Foundation, or a Parent Teacher Organization organized for the benefit of Prairie Park Elementary School.

ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND KANSAS PTA

ARTICLE V: MEMBERSHIP AND DUES

Section 1.

Adult family members of students attending Prairie Park Elementary School and of the staff of Prairie Park Elementary School will be encouraged to become PTA members and will be welcome at meetings regardless of official member status.

Section 4.

Annual dues of \$3.50 per member will be collected and rendered directly to Kansas PTA, as required, but no further dues will be charged. The budget may include funds to pay the required dues for officers and the principal.

ARTICLE VI OFFICERS

Section 2. Officers:

- a. The officers of this organization shall consist of: President, President-elect (serving also as Vice President), Secretary, Treasurer, and up to three Members At Large.
- b. New officers (except the current President-elect, who will become President automatically) will be elected annually in the month of April.
- c. New officers will assume their duties on June 1. The president-elect will also assume the office of President on this date. The Members At Large, Treasurer, Secretary, and President will serve a term of one year. The President-elect will serve a one year term and will serve an additional year in the office as President.

Section 3. Nominating Committee:

- a. The nominating committee shall include the President-elect, who will serve as chair of the committee, the principal, and three other PTA members who shall be

nominated by the President and approved at the February or March general membership meeting.

- b. The nominating committee shall present a slate of officer candidates for a vote at the April general membership meeting.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The President shall:

- d. Complete the necessary requirements with the bank to be a signer on the PTA Checking Account.

Section 2. The [President-elect/]Vice President shall:

- c. Complete the necessary requirements with the bank to be a signer on the PTA Checking Account.

Section 3. The Secretary shall:

- d. Make electronic versions of the general membership available online (using the PTA Google Drive account) prior to the next regular meeting.

Section 4. The Treasurer shall:

- d. Have checks signed by two persons, the treasurer and either the President or President-elect
- i. (1) Complete the necessary requirements with the bank to be a signer on the PTA Checking Account.
- (2) The treasurer will lead the process for setting the annual budget.

The Members At Large shall Assist the President and President-elect in coordinating the work of the PTA committees and other duties as assigned. These activities shall include, but are not limited to, volunteer recruitment, parent involvement surveys, special events, and online presence of the PTA.

ARTICLE VIII: BOARD OF MANAGERS

Section 1. Board of Managers

- a. The Board of Managers shall consist of the officers of the PTA and the principal.

Section 2. The number of days notice required for a special meeting shall be 1 day.

ARTICLE IX: EXECUTIVE COMMITTEE

ARTICLE X: COMMITTEES

ARTICLE XI: ELECTRONIC TECHNOLOGY/PROCEDURAL INTEGRITY

The uniform unit bylaws and standing rules shall be made available to members and interested contacts via the private share settings of the PTA Google Drive account.

ARTICLE XII: General Membership Meetings

Section 1. General Membership Meetings shall be held monthly during the school calendar year. Dates of regular meetings shall be determined by the board of managers and announced by August 1 and published in the school newsletter. Normally, a week's notice shall be given for a change of date; however, postponement of a meeting may be made on the day of the scheduled meeting due to inclement weather or other extenuating circumstances.

Section 3. The annual meeting of this PTA shall be held in April.

Section 5. A quorum of three (3) Board of Manager members and a total of five (5) members will be required to conduct votes at a meeting.

ARTICLE XIII: COUNCIL MEMBERSHIP

ARTICLE XIV: KANSAS PTA CONVENTION

Section 1.

b. Delegates and their alternates shall chosen by the Board of Managers.

ARTICLE XV: FISCAL YEAR

The fiscal year of this Organization shall begin June 1 and end May 31. A budget for the next fiscal year shall be proposed by the treasurer, with input from the Board of Managers, at the May general meeting and shall be approved by the general membership.

ARTICLE XVI: PARLIAMENTARY AUTHORITY

ARTICLE XVII: AMENDMENTS