

STANDING RULES
of the
STENWOOD ELEMENTARY SCHOOL PTA

1. The name of this PTA unit shall be Stenwood Elementary School PTA. The local unit number is: 00014160.
2. This unit is a nonprofit corporation in the State of Virginia. This unit's Federal Employer Identification Number is: 23-7306304. The Virginia State Tax Exemption number is SE237306304F102.

Executive Board Duties

3. Executive board members are expected to attend 75% of all regular and special meetings of the Executive Board, assigned committee meetings, and general membership meetings. If unable to attend, member shall provide notice 24 hours in advance to the President.
4. Any Executive board member attending workshops, conventions, or conferences funded by the PTA, shall report to the Executive Board after the event.
5. The elected officers and chairs of each committee are encouraged to keep records of procedures and all documentation (contracts, vendor contacts, relevant email correspondence, etc) on the Board Google Drive and/or Officer binder. All records shall be turned over to the President upon conclusion of responsibilities.
6. Executive board members will support the majority decisions of the Board and ensure confidentiality of Board discussions.
7. If a volunteer coordinator is not identified to successfully execute a non-required PTA activity or function, the activity may be cancelled with Board approval.

Meeting Schedule

8. Regular meetings of the Executive Board shall be held, usually just prior to General Membership Meetings. The meeting schedule will be published no later than the start of the school year.
9. General membership meetings shall be held on the 2nd Tuesday of the month or in conjunction with events sponsored by the PTA or Stenwood administration. The schedule of meetings shall be published no later than the start of the school year.

Meeting Conduct Rules

10. Agenda items must be submitted to the President at least 1 week before the General Membership meeting. The meeting agenda will be posted on the PTA website and sent as a link in the Wednesday mail at least 24 hours in advance of meeting.
11. Any member wishing to speak, make a motion, or debate shall speak only after the President identifies the member as the next speaker.

12. No topic in the business agenda shall be on the floor for more than 5 minutes. A member can make motions to extend time for debate. If the topic is not concluded within 10 minutes and no motion to continue is sustained, the topic will be tabled for inclusion in unfinished business. Secretary shall serve as timekeeper for meeting.

13. Each member question is given a 2-minute limit and each member may speak no more than once on any question until all members have had an opportunity to speak. All speakers shall be afforded the courtesy to finish speaking without interruption.

14. Draft minutes are to be circulated to the President for review within a week of the meeting.

15. Draft minutes (with review by the Executive Board) shall be posted on the PTA website and published for the general membership at least 1 week before the next general meeting.

Order of Business

16. The order of business for meetings of this unit shall be as circulated on the agenda drafted by the President or as follows:

- A. Call to order
- C. Adopt Agenda
- D. Approval of Minutes
- E. Officer Reports
 - Treasurer's Report
 - Principal's Report
 - Presidents Report
- F. Committee Reports*
 - Outreach
 - Communications
 - Development
 - Enrichment
 - Social
- G. Unfinished Business (when applicable)
- H. New Business
- I. Announcements
- J. Adjournment

** Committee reports delivered on as-needed basis and may be provided in writing*

Finance

17. The membership dues for this PTA shall be as follows:

- a. Option 1: \$15.00 per household person,
- b. Option 2: \$25.00 for two persons within the household,
- c. Option 3: \$10.00 for Faculty/Staff membership.

(National PTA dues are \$2.25, VA PTA dues are \$1.50 and FCCPTA dues are \$0.25, per member, current as of 6/1/2019)

18. The signatures of at least 3 elected officers (Treasurer + 2 additional officers) shall be on the signature card for the PTA's authorized bank accounts. The outgoing Treasurer must continue to be a signatory through the end of the fiscal year.

19. The current treasurer, with assistance from the outgoing treasurer, is responsible for filing IRS Form 990 or Form 990 EZ prior to November 15th.

20. The PTA shall approve its annual operation budget at the start of each school year.

21. Members must submit expense reimbursement requests to the treasurer within the current school year in order to receive payment. All requests for reimbursement should be made by completing the requisite documentation and be accompanied by receipts.

22. Reimbursement checks must be signed by 2 signatories and will be disbursed within 30 days of submission.

Standing Rules

23. The standing rules shall be adopted annually at the first executive board meeting or virtually, by a majority vote of Executive Board members.

24. The standing rules may be amended at any executive board meeting with quorum.

Adopted on 8/6/2019 by the Stenwood Elementary School PTA Executive Board.