

**Heritage Heroes PTSA**  
Standing Rules  
2016-2017  
Amended on August 10, 2016

The Heritage Heroes PTSA is affiliated with the National PTA and is chartered under the Arizona PTA. This unit is governed by the Unified Local PTA/PTSA Unit ByLaws, the local unit's Standing Rules, and Arizona PTA ByLaws.

The local unit by-laws shall be reviewed for amendments and approved every five years.

All Standing Rules shall be reviewed and updated, as needed, by the Executive Board once a year. They shall be presented to the general membership at the first general membership meeting of each school year. In addition, a current copy of the Standing Rules shall be posted to the Verrado Heritage PTSA web site, if applicable.

**ARTICLE I - Purpose**

The Heritage Heroes PTSA enhances collaboration between the school and families in our community in order to inspire greatness and realize the potential of every child. The purpose of these Standing Rules is to create a structure of administration which facilitates the effective conducting of our business.

**ARTICLE II - Executive Board (Officers and Chairpersons)**

**INSTALLATION OF OFFICERS**

The election and installation of officers shall be held at the last general membership meeting of each school year. In the event there are multiple candidates for any election, each candidate may submit a brief written statement to the Executive Board at least two (2) weeks prior to the election in support of their candidacy. The statement(s) will be read to the membership at the election meeting, prior to closing nominations. Before a vote is taken, each nominee will be offered the opportunity to speak to the general membership in attendance. A vote will be taken for each position.

**REMOVAL OF OFFICERS / CHAIRPERSONS**

All Executive Board officers and Committee Chairpersons must be members in good standing, having paid membership dues to the Heritage Heroes PTSA for the current year. Additionally, these officers and chairpersons must be persons of good character who serve as solid role models for the children of Verrado Heritage Elementary School.

1. If for some reason, it becomes necessary to remove an officer from the Board, the vote to do so must be unanimous by all other officers on the board. In the event that a unanimous decision cannot be reached, the matter will be brought to a vote at a general membership meeting. This vote must reach a 2/3 majority to remove that officer. The

matter cannot be brought to the general membership unless at least two officers of the Board agree on the need to do so. Once the officer has been voted off the Board, the General Membership will be given notice of a new election one month in advance. Members who want to run for the open position will need to submit a written explanation no later than two weeks prior to the election to be read to the General Membership.

2. Committee Chairpersons are appointed by the Executive Board, and the Executive Board has the authority to revoke an appointment with a simple majority vote of the Board.

#### TERM LENGTHS

At the formation of the Executive Board for the 2016 – 2017 school year, the initial terms for each officer position are as follows:

1. President – One year term
2. Vice President – One year term
3. Treasurer – One year term
4. Secretary – One year term

Persons holding an officer position can be re-elected to the same position for one additional term after which s/he will need to vacate the position—a total of two consecutive terms. Officers can seek election to different positions once term limits have been reached in another position they have held.

Committee Chairperson appointments do not have specified term limits. All Committee Chairpersons shall work through the Executive Board to determine the parameters of their appointments. Any person working on a committee does so at the discretion of the Executive Board.

### **ARTICLE III - Meetings**

#### BOARD MEETINGS

1. Quarterly General Meetings: The Heritage Heroes PTSA will conduct four scheduled quarterly meetings for the General Membership. These meetings will be chaired by the PTSA President (or Vice President in the absence of the President). The agenda will be shared ahead of the scheduled meeting, and members wishing to speak on a matter will be considered for the opportunity to be added to the list of recognized presenters on that topic. The President reserves the right to allow additional unscheduled speakers to present on a given topic during a Quarterly Board meeting.
2. Unscheduled General Meetings: If there is a need to conduct business which cannot wait to be addressed during a scheduled quarterly meeting (e.g. general membership vote required), the Executive Board can call for an unscheduled gathering of the membership. When an unscheduled meeting is to be held, the Executive Board will announce the meeting no less than 10 days prior to the meeting. The Board can make

this announcement via the Heritage Heroes PTSA website, a general email, or by any other means deemed appropriate by the Board.

3. **Monthly Board Meetings:** The Executive Board will meet monthly (in open or closed sessions). At open session meetings, Heritage Heroes PTSA members may be offered an opportunity to engage in a given dialogue (at the Presiding Officer's discretion) either during a specific discussion or at the end of the meeting prior to adjourning.

#### REACHING A QUORUM

In order to conduct official business at a quarterly general membership meeting, a quorum of the membership must be reached. The Heritage Heroes PTSA has determined a quorum to be a minimum of 10 registered Heritage Heroes PTSA members in good standing. In order to conduct official business at Executive Board meetings, a quorum is a simple majority of the elected Officers.

#### **ARTICLE IV - Communication**

All informational flyers and sign up sheets to be distributed through the school to the student population shall be submitted to the President (or his/her designee) and the Principal for approval prior to any such distribution. After receiving approval for distribution, a copy of the flyer must be submitted to the webmaster for posting on the school Heritage Heroes PTSA website. This approval process is also required for content to be posted to the Heritage Heroes PTSA web sites or official social media.

#### **ARTICLE V - Fiscal Management**

1. All members of the Executive Board and the general membership must understand that according to IRS rules, all funds spent by this organization must fall into at least one of the following categories:
  - a. **Educational** – Supplementing the educational instruction of students, such as: assemblies, field trips and guest speakers.
  - b. **Charitable** – Providing services or programs that may otherwise not be received. This does not mean giving money to charities.
  - c. **Operational** – Covering normal expenditures such as postage, printing, and supplies. This category also covers the cost of training and education for the association's officers, along with publications and kits that may enhance the training of officers.
  
2. The Executive Board, with a majority vote, may approve unexpected expenditures up to \$150 per occurrence for items not included in the budget or for line items exceeding the budget. This action does not necessitate a vote among the general membership, but is limited to a total of \$600 per year.

3. In lieu of a Principal Discretionary Fund, multiple recurring expenses including, but not limited to Leader In Me curriculum, sports equipment & student incentives have been added to our budget, per the Principal's request, under the category titled "School Support".

4. Any check written from the budget of this association requires two (2) designated signatures. The account shall have three (3) authorized signers: President, Vice President and Treasurer.

5. Any individual who has given a check to the Heritage Heroes PTSA, which is subsequently returned to the organization by reason of insufficient funds, shall be responsible for paying the full amount of the funds owed in cash. In addition, that individual will also be required to reimburse the organization for the amount of the return check fee that is charged to the organization.

6. All receipts are to be counted, reconciled, and turned over to the Treasurer or any other Executive Board member upon completion of an event. All necessary steps shall be taken to immediately deposit monies or store them in the Heritage Heroes PTSA safe until such deposit can be made.

7. Heritage Heroes PTSAs books shall be closed as of June 30th and an audit of the treasury of this association shall be conducted and concluded by July 31st of each year. The outgoing treasurer shall turn over all books and records to the incoming treasurer within ten (10) days after completion of the audit.

8. The President shall acquire/renew insurance coverage. This coverage is obtained in conjunction with the Arizona PTA from the insurance company, which writes a master policy for the state PTA and its units.

These Standing Rules shall continue in force until temporarily suspended, amended or rescinded. They must be reviewed yearly and revised as needed. No standing rule is in order that conflicts with the bylaws of the PTA.

Updated: August 10, 2016