

**Marley Park Elementary School PTA**  
**Official STANDING RULES AND COMMITTEES**  
**2013-2014**

**ARTICLE I: GENERAL IDENTIFICATIONS**

1. The name of this unit is Marley Park PTA.
2. This PTA serves the children in the Marley Park Elementary School community which includes the residences and surrounding local businesses.
3. This PTA is registered with the Secretary of State of Arizona as a 501(3)(c) and given tax exempt status.
4. This PTA is Member ID number 00279476 of the National and Arizona PTA.
5. This PTA is a member of the Surprise-El Mirage PTA Council.
6. This PTA's tax EIN is 36-4555443.

**ARTICLE II: MEMBER AND DUES**

1. The Membership fees of the Marley Park PTA shall cover the cost of PTA local, state, and national dues stipulated in the Arizona PTA bylaws and operation costs.
2. The membership fee is due annually each new school year and shall be determined by the Executive Board. Membership period is from Sept 1 to Aug. 31.
3. The Membership dues for the 2013-2014 school year will be:
  - a. \$7 for individual members - one voting right
  - b. \$13 for dual (2) members - two voting rights
  - c. \$25 for business members - one voting right and publication on website and newsletters
  - d. \$40 for business members plus - one voting right, publication on website and newsletters and fall festival vendor participation.
4. A total of \$4.50 for each voting member will be remitted to AZ PTA each reporting period. All members' names must be included on the membership list submitted to AZ PTA.
5. A complimentary membership shall be granted to the Principal and Assistant Principal(s) at Marley Park Elementary School.
6. Families who have financial difficulty can also be members of the PTA. Contact should be made with any PTA Board member for consideration and will be determined on a case-by-case basis.

**ARTICLE III: OFFICERS AND THEIR ELECTIONS**

1. The elected Executive members of the Marley Park PTA shall be a minimum of President, 1<sup>st</sup> Vice President, Vice President of Fundraising, Vice President of Membership, Secretary, and Treasurer.
2. The President and Secretary shall be elected at a general membership meeting held in April in even years for a 2 year term or until a successor can be elected while the Vice Presidents and Treasurer are elected in odd years for a 2 year term or until a successor can be elected.
3. The Executive Board of the PTA shall consist of at least the elected board members, but may include a teacher representative and the principal. The principal may appoint a designee to attend and vote on his behalf if unavailable to attend meetings. The teacher representative may hold a Secretary position or be a chairperson of a committee as stipulated by DUSD policy stating no employee may be in a check-writing position in a parent organization.

**ARTICLE IV: OFFICERS AND THEIR DUTIES**

1. The President shall:
  - a. Preside at all meetings of the association.
  - b. Prepare an agenda for each meeting.
  - c. Sign all contracts for the association.
  - d. Represent the PTA at all state, district, council or school functions when invited, or assign an alternate.
  - e. Appoint chairs of standing and special committees.
  - f. Coordinates the work of the officers and committees so that the goals of Marley Park PTA are realized.

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- g. Serves as an ex-officio member of all committees except the Nominating committee as stipulated by the Arizona PTA bylaws.
- 2. The 1<sup>st</sup> Vice President shall:
  - a. Act in the capacity of an aide to the president.
  - b. Preside at all meetings where the President is unable to attend.
  - c. Aid The President in overseeing all committee chairpersons.
  - d. Act as purchasing agent for the PTA.
  - e. Be the point of contact for school clubs and organizations that are partnering with the PTA.
- 3. The Vice President of fundraising shall:
  - a. Research and present fundraising opportunities to the Executive Board for consideration.
  - b. Create and implement a plan of action to meet fundraising needs of the PTA.
  - c. Shall execute an approved plan of action for each fundraising event.
- 4. The Vice President of Membership shall:
  - a. Be responsible for maintaining and submitting membership reports to the board and Arizona State PTA. Will work with the treasurer to submit dues timely.
  - b. Shall arrange for volunteers for the various events run by the Marley Park PTA and is responsible for telephoning/emailing members with volunteer reminders.
  - c. Shall coordinate Home Room Parents.
- 5. The Secretary shall:
  - a. Have minutes submitted to president within 10 days of meeting.
  - b. Keep minutes in binder for permanent record and provide electronic copy for posting to website.
  - c. Maintain a permanent file of all legal documents and provide updated copies of those documents to other officers upon request. Marley Park PTA shall keep 2 copies of all legal documents for up to 5 years.
  - d. Provide a copy of the bylaws and standing rules upon request to any member of the PTA.
  - e. Put together a meeting packet to include the previous meeting minutes, treasury and updated budget reports, committee reports and any other pertinent handouts to provide at the next meeting. These materials are due to the secretary no later than 4 calendar days prior to the meeting date by the responsible officer.
  - f. Is responsible for the creation and publishing of the quarterly newsletter.
  - g. Is responsible for telephoning/emailing members with meeting reminders.
  - h. Is responsible for giving upcoming information to the Marley Park Office Manager to include in the school newsletter and or school web updates monthly.
- 6. The Treasurer shall:
  - a. Provide the executive board a reconciliation report and electronic copy of bank statement within 10 days of bank account closing period.
  - b. Provide a monthly treasurer report summary at each meeting to include: Balance on hand, Actual monthly expenditures and income, Actual Year to date.
  - c. Ensure all monies are deposited timely.
  - d. Ensure all receipts and invoices are received and recorded timely.
  - e. Provide a copy of the budget upon request to any member of the PTA as well as submit a copy to the Arizona PTA once budget is approved by general membership as stipulated in the bylaws for good standing requirements.
  - f. File all tax documents by November 15 of each year and submit a copy of filings to the President and to the Arizona PTA as per bylaw requirements for good standing requirements.

**ARTICLE V: EXECUTIVE BOARD**

- 1. PTA meetings are mandatory for all Executive Board members; Executive Board members will notify The President if unable to attend a meeting. Accommodations will be made for work schedule conflicts. It will be the Board Members responsibility to read the minutes from the meeting and contact another board member with questions and concerns.

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2. All Executive Board members are responsible to adhere and be familiar with the Arizona PTA Unified Bylaws.
3. Each Executive Board member shall keep and maintain a Board Member procedures notebook that contains:
  - a. Current year's PTA bylaws and standing orders
  - b. Projects planned and a report on each project, including evaluations and expense reports.
  - c. Copies of committee reports made at meetings
  - d. Copies of minutes for board and general meetings
  - e. Guidelines and notes for an effective board member and include recommendations for the following year.
  - f. History of past board activities, not to exceed 3 years.
4. Any Executive Board Members or elected officer who has failed to perform his/her duties may be removed from office. Such action shall require a majority vote of the general membership at a general meeting. These reasons will also include any guidelines outlined by the NA PTA and AZ PTA.

**ARTICLE VI: COMMITTEES**

1. Appointments to Standing and Committee Chair are made by the President and must be approved by majority vote of the Executive Board. Committee Chairs serve a term of one school year and may be ratified each new school year at the first Executive Meeting or as needed.
2. Standing committees of the Marley Park PTA: *Hospitality, Budget, Audit, and Nominating*
  - a. Standing Committee Chairpersons are nominated and selected at the end of each school year to serve the following school year.
    - i. The Hospitality Committee:
      1. Shall implement a plan of action utilizing the PTA National Standards
      2. Will provide refreshments at all meetings and PTA events as needed.
    - ii. Audit Committee:
      1. The Audit Committee must meet by June 20 of each year to review the financial books and submit the Audit to Arizona PTA by June 30. They will submit their report and findings at the first General Meeting of the school year. A copy of this report, once approved by the General Membership is sent to the Arizona PTA as stipulated by the bylaws for good standing requirements.
    - iii. Nominating Committee:
      1. The Nominating Committee will be formed to nominate officers for the Executive Board. This committee selects its own chairperson and proceeds as outlined by the Arizona PTA bylaws.
3. Each committee chairperson shall keep and maintain a committee procedures notebook that contains:
  - a. Current year's PTA bylaws and standing orders.
  - b. Projects planned and a report on each project, including evaluations and expense reports.
  - c. Copies of committee reports made at meetings.
  - d. Copies of minutes for committee meetings.
  - e. Guidelines and notes for an effective committee and include recommendations for the following year.
  - f. History of past committee activities, not to exceed 3 years.
4. All committees will carry-out directions of the Executive Board on an as requested basis.
5. Committee Chairpersons are to provide a report to the 1<sup>st</sup> Vice President and/or President 1 week prior to each executive meeting. The report must include committee meeting minutes when available and an updated plan of action.
6. Committees will adhere to their budgets. Expenditures beyond budgeted amounts, not approved by the Executive Board, will not be reimbursed. Committee chairpersons are responsible for all expenditures by their committees.
7. Each committee selects its' own chairperson and proceeds as outlined by the Arizona PTA bylaws.
8. The President shall be notified of all committee meetings.

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9. Committees may have subcommittees which will report to the main committee chairperson. Subcommittee examples include Holiday Shop, Teacher Appreciation, Box Tops, Business Memberships, etc.
10. Committee and subcommittee chairpersons must be members in good standing of the Marley Park PTA.

**ARTICLE VII: MEETINGS AND QUORUM**

1. Adoption of annual budget, audit, standing orders and bylaws review, election of nominating committee, and election of officers shall always take place during a general meeting.
2. All Marley Park PTA members receive a courtesy seat at Executive Meetings though they may not have the opportunity to speak without being placed on the agenda prior to the meeting. Voting at Executive Meetings is exclusive to Executive Officers.
3. A General Meeting of the Marley Park PTA's membership will take place at least every other month and will be advertised with at least 7 days' notice.
4. Executive Meetings will be held on a monthly basis.
5. A quorum for Executive meetings will be by majority of the board (1/2 plus 1) with the presiding officer of the meeting not considered a voting member unless needed as a tie-breaker as per Robert's Rules of Order.
6. A quorum for General meetings will be 5% of the membership as reported for that month's meeting.
7. Agenda items for consideration must be submitted to the president no later than 4 days prior to the meeting at which they will be discussed.
8. Agendas will be provided by the President to the Executive Board no later than 2 business days prior to the next meeting.
9. Adherence to the local, state, and national PTA bylaws is mandatory in decision making. Robert's Rules of Order will govern Marley Park PTA meetings where the bylaws are vague, unclear, or unknown.

**ARTICLE VIII: WAYS AND MEANS**

1. This Association supports the fundraising for and disbursement of gifts to Marley Park Elementary School and/or its students as part of its general operating budget. The dollar amount budgeted should reflect the results of the fundraisers after considering the fiscal needs of this Association's operating expenses.
2. The PTA will work in conjunction with the school to provide the 8<sup>th</sup> Grade Students \$250 to pay for their promotion ceremony at the end of the school year in May to be deducted out of the 8<sup>th</sup> Grade Promotion Budgeted Line item.
3. The PTA will provide a monthly birthday cake for the Marley Park Staff and Teachers to be deducted out of the hospitality line item.
4. A school club or teacher can request funds of the Association at any time during the school year. The club or individual must make its request in writing, briefly describing the funding request and the beneficiary or beneficiaries (ensuring that a Marley Park student or students will benefit). Active participation in PTA events and/or meeting attendance by the requestor will be a requirement by the Board prior to the rewarding of funds or donations. Review of a Funds Request will be at the next Board Meeting or 30 days.
5. Reimbursement for approved expenditures made on behalf of the Marley Park PTA will be disbursed within 2 business days of receipt of reimbursement request form and necessary receipts/invoices. No expenditures may be made without prior authorization and approval by the Executive Board.
6. The budget may be amended at any time during the school year as suggested by the Executive Board with a majority vote by the members present during a General Meeting.
7. Any monies received by our PTA must be counted by 2 non-related Marley Park PTA members, at least one of those being an Executive board member and deposited within 24 hours into the Marley Park PTA's bank account by the Executive Board member who received the funds.
8. Use of the PTA VISA debit card is for PTA purchases only and will be within the scope of the adopted budget. To include, but not limited to Copies of receipts of purchases made must be submitted to the treasurer within 72 hours of the expenditure being made either via email or in person.

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9. ATM withdrawals will not be made without the prior notification and approval by the President AND/OR the Vice President AND/OR the Treasurer.
10. Any checks submitted to the Marley Park PTA that are returned with non-sufficient funds or are otherwise unable to be endorsed will be subject to a \$15 fee, as well as the individual or business listed on the check will no longer be able to write checks to the Marley Park PTA.
11. Two non-related signatures are required on all checks disbursed by the Marley Park PTA. The President, Vice President, and Treasurer all have check writing authorization.
12. If at all possible, the closing year-end balance of the main checking account should be no less than \$3,000.00. If the ending balance is below \$3,000.00, the out-going Treasurer will immediately notify the incoming and outgoing Presidents and incoming Treasurer.

**ARTICLE IV: ADMENDMENTS**

These Standing Rules shall be distributed and read at the first General Membership meeting of the school year and may be read by request, by any paid member, at any meeting. They may be amended or rescinded by a two-thirds (2/3) vote at a General Meeting. If notice of the proposed amendment action is given at a previous meeting or in the call for the meeting, they may be amended or rescinded by a majority vote.