

Rincon High School PTA Unit Standing Rules

Local PTA/PTSA Unit Name: Rincon High School PTA

School District: Tucson Unified School District 1

National PTA #: 02694352

EIN ID#: 90-010077

Related to Unified Local Unit PTA/PTSA Bylaws Article V-Local PTA/PTSA Units: A Local PTA Unit in “Good Standing” adheres to the following standards of affiliation and criteria, the following gives the details for Local PTA/PTSA to meet the administration details for each individual PTA Unit:

Units in Good Standing:

1. Adhere to the purposes and basic policies of PTA
2. **Officers Roster:** Submit an annual Officers list with the names and contact information for newly elected and continuing PTA Officers within ten (10) days of the election, when a vacancy occurs or with the change of officers.
3. **Membership Dues:** Send membership dues, dues remittance forms, and a membership roster to Arizona PTA on a monthly basis. The first submission is due no later than September 30.
4. **Membership:** Maintain a membership roster of no less than ten (10) PTA members
5. **Insurance:** Pay insurance premiums to Arizona PTA no later than June 30. A late fee will be assessed if postmarked after July 1.
6. **Training:** Local PTA elected officers must attend training every year by September 30. Officers elected after September 30 must arrange training within 45 days of taking office with their Region Director.
7. **Financial Review / Professional Audit:** Submit a copy of the completed annual PTA Financial Review / Professional Audit packet and final treasurer’s report to Arizona PTA by September 30.
8. **Budget:** Submit a copy of the current year Local PTA budget, approved by the general membership, to Arizona PTA no later than September 30, accompanied by a copy of the general meeting minutes expressing general membership approval.
9. **Taxes:** Submit a complete copy of IRS form 990, 990 EZ or 990-N e-postcard filed before Nov 15 to Arizona PTA by November 30
10. **Bylaws:** Adopt the current version of the Unified Local PTA/PTSA Unit bylaws approved according to the procedures of Arizona PTA; submit a copy of the official meeting minutes expressing general membership approval. If no amendments have been adopted at Arizona or National PTA Convention, the unified local unit bylaws should be reviewed annually with general membership.
11. Comply with IRS regulations and Arizona revised statutes governing 501(c)(3) organizations.

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12. Make all records of the local PTA available to a designated Arizona PTA representative upon request.

Benefits of Compliance with Standards

1. Access to State and National PTA Programs
2. Maintain the PTA's 501(c)(3) designation
3. Help to ensure that the PTA is in compliance with insurance requirements
4. Use PTA materials and attend PTA events at rates charged to PTAs
5. Participation in awards/programs at state and national levels
6. Use of official PTA and PTSA logo
7. Use of service marks (including PTA® and PTSA®) in conjunction with the name of the local PTA
8. Send voting delegates to Arizona PTA's annual convention and the ability to request voting delegate status at National PTA's annual conventions
9. Submit resolutions, amendments to Arizona PTA bylaws, Unified Local Unit PTA/PTSA Bylaws and nominations for Arizona PTA offices for consideration by Arizona PTA
10. Eligible for grants and program participation funds, including those from National and Arizona PTA.

Tax Exempt Status: This unit is recognized by the IRS as a tax-exempt corporation within the umbrella exemption provided by the Arizona PTA under Section 501(c)(3). The Group Exemption Number of all units within the Arizona PTA umbrella is **1582**.

- The Treasurer shall be responsible for filing all regulatory forms, especially IRS form 990-N, 990-EZ, or 990 as is required annually by IRS code and the Secretary of State Annual Corporation Report.

Membership dues amount: The membership dues for this unit shall be \$10.00. This amount includes \$5.50 for Arizona and National PTA dues.

Elected officers: The elected officers shall be a **president, secretary, treasurer, and one or more vice-presidents**.

The officers of this unit shall be elected at the general membership meeting in the month of April or May, to serve a term of 1 or 2 years. A person shall not be eligible to serve more than 2 consecutive terms in the same office or until a successor is available to be elected.

New officers will take office on July 1.

- The President or the President's designee will send the annual officer's roster by the due date specified by Arizona PTA or within 10 days of change of officers.

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Nominating Committee: Three (3) members will be elected at least two months prior to election of officers by one of the entities outlined in the Unified Local Unit PTA/PTSA Bylaws. The nominating committee for this PTA shall be elected by the general membership.

- The committee shall elect its own chairperson.
- The president does not serve on this committee

Executive Board: Shall consist of the elected officers and may include appointed standing committee chairs and others.

- Special meetings of the executive board may be called by the president or at the request of 3 members with (7) days notice.
- At all meetings of the executive committee, a majority of the committee members shall constitute a quorum for the transaction of business.

General Membership Meetings: A minimum of three (4) meetings shall be held each year though this PTSA has the option of additional meetings. The months and date will be during the school year (i.e., 2nd Tuesday, 4:00 p.m.). At the discretion of Executive Board, general meetings may be held electronically or a hybrid of in-person and electronically, so long as the meetings provide at a minimum, conditions of opportunity, for simultaneous hearing and speaking among all participating members. The election meeting will be held in April or May. In the case of an extraordinary event where the majority of the membership is unable to vote in person, the board can decide to hold online elections and employ a voting poll application if necessary to collect votes, record of which shall be included in meeting minutes.

Notification for members shall include the date, time, place, and purpose of each annual and regular general membership meeting with at least ten (10) days but not more than sixty (60) days before the meeting date. (7) days notice must be given of a change in meeting dates or times.

A quorum at General Membership Meetings shall be (2) executive committee members (one in the role of presiding officer and one in the role of secretary) and a minimum of (3) members shall constitute a quorum.

Special meetings of the general membership may be called by the president, or at the request of a majority of the executive committee, or a majority of the membership. At least seven (7) days notice shall be given.

Voting delegates to PTA Council, if unit is a Council member, and Arizona PTA Convention (as outlined by each) shall be chosen in the following manner:

- If a member of a PTA Council: voting delegates/members will be according to the membership guidelines as established in the PTA Council Standing Rules.

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- Voting Delegates at the Annual Arizona PTA Convention: this PTA shall have four voting delegates – a president, a vice-president, a secretary, and a treasurer plus one (1) additional voting delegate per fifty (50) members as paid as reported to the Arizona PTA by March 1. Voting delegates for the Arizona PTA Convention shall be determined by majority vote of the Executive Committee of this PTA unit by 12/15.

This PTA should budget funds for approved members to attend the Arizona PTA Convention and/or the National PTA Convention with the goal of sending all four officers.

- This PTA may allow students to be voting members of its delegation. Children should be at an age where they are able to understand and decide and be able to speak/debate on all items of business at the General Membership meetings on their own behalf, without prompting, how to vote regarding any PTA business. Designate the ages allowed for student voting here if this PTA allows students to be eligible to vote: 16 to 18 years of age.

Fiscal year will be July 1-June 30.

- ✓ Two signatures are required on all checks.
- ✓ An annual financial review of this PTSA's financial records is required. Financial review should be completed by July 31st.
- ✓ Budget is proposed and approved at the first general membership meeting.

Legal documents: Include Arizona PTA Bylaws, Unified Local Unit Bylaws, and Standing Rules, and if applicable, Trade Name and Trademark registration from the Arizona Secretary of State.

Record retention: (See National PTA's Money Matters Quick Reference Guide).

Amendments: These standing rules may be amended at any time by a majority of the members present if a quorum has been established and prior notice to amend was given. If no notice to amend was given, and a quorum is established, a 2/3-majority vote of the members present is needed for adoption.

These standing rules shall be read and approved at the first general meeting of each membership year and may be read by request at any meeting or shall be available for reading.

Date of last review: August 29, 2019

- ✓ A copy of these standing rules shall be given to all members of the Executive Committee.
- ✓ One (1) copy shall be mailed to the Arizona PTA Office annually.
- ✓ A copy of the meeting minutes showing membership adoption shall be forwarded to the Arizona PTA office for review to ensure no conflicts with Unified Local Unit Bylaws, AZ

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PTA Bylaws, NPTA Bylaws, Arizona Revised Statutes and/or insurance policy requirements.

- ✓ If amended, a copy of the new document must be forwarded to the Arizona PTA Office.

Committees – Standing and Special

- The Executive Board of this local PTA may establish Standing and Special Committees as they are needed.

Standing Committees:

- Chairs of standing committees are members of the executive committee, attend executive committee meetings, vote and are counted in the quorum for executive committee meetings.
- Chairs shall present their plans of work to the executive committee for approval prior to starting committee activities.
- Chairs shall deliver all PTA correspondence, flyers, newsletter/Facebook/Twitter/Instagram/YouTube presentation ideas/text to the president and executive board for approval.

Special Committees

The special committees of this PTA are Nominating and Financial Review. Financial Review Committee – elected by membership at May meeting.

1. The Nominating Committee is elected by the General Membership no later than sixty (60) days prior to the annual Election Meeting. This committee may be elected at the Winter General Membership meeting. They give their report at the annual Election meeting in either April or May.
2. Other Special Committees may be formed for short-term programs/projects one to three months, or for a short-term event. Once their work is completed, they are done.

Finances:

Finance and Budget: Please see uniform PTA bylaws Article IX Duties of Officers Section 5 (five). Financial procedures established by your Executive Committee and Treasurer include:

- (2) signers are required on all checks
- Funds deposited promptly
- Non-signer will review monthly bank statements and sign off after review.
- Cash Receipt/Deposit Form will be used to account for cash/checks/money orders collected for bank deposit.
- Proper receipts approved by committee.

This PTA funds are in the following depository/financial institution/bank: Pacific Premier Bank, 4400 E Broadway Blvd. #112, Tucson, AZ 85711

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The standing rules were adopted by a majority vote of the general membership on February 22, 2022 .

PTSA President Print Name

PTSA President Signature

PTSA Secretary Print Name

PTSA Secretary Signature

**If standing rules are amended, it must be recorded in the minutes of the General Membership meeting where they were adopted. A revised copy of the Standing Rules should then be sent to Arizona PTA (office@azpta.org) and given to all members of the Executive Board and General Members that request a copy.