

Karns Middle School PTSA

Standing Rules

2018-2019

The Karns Middle School PTSA Board of Managers will adopt Standing Rules at the beginning of each academic year. These rules will supplement the bylaws of the Karns Middle School PTSA. Each is reviewed individually and may be adopted without notice, by a majority vote, at any Board of Managers meeting. No Standing Rule may be in conflict with the by-laws that govern the Karns Middle School PTSA.

Article I: Dues

- a) The 2018-2019 Karns Middle School PTSA annual dues shall be \$6.00 per member. The national portion and the Tennessee state portion will follow rates set by bylaws.

Article II: Meetings

A meeting schedule of the Board of Managers and the General Membership for each fiscal year shall be determined by the Executive Board and made public for all members. The Board of Managers and General Membership meetings shall alternate on a month by month basis with the exception of April and May due to annual meeting.. Meetings will be on the third Thursday at 6:30 PM in the Karns Middle School Library, unless otherwise noted on the calendar. See calendar for specific dates. The President may call a meeting as needed of the board of Mangers or General Membership as outlined in the bylaws.

Section 1: Executive Board –The president, 1st vice president, 2nd vice president, secretary, treasurer, parliamentarian and principal.

- a. All Officers shall assume their official duties following the close of the fiscal year and shall serve for a term of one (1) year or until their successors are elected.
- b. The executive board shall meet as needed.
- c. Board members shall come prepared to all meetings.

- d. All Officers shall maintain up to date procedure books concerning their responsibilities and activities. These books are to be passed on to the next officer and/or chair upon completion of their term.
- e. Each executive officer shall be a resource to all committee chairs on the Board of Managers as needed.
- f. Quorum shall be a majority of the members.

Section 2: Board of Managers - The executive board and the committee chairpersons

- a. All chairpersons shall assume their duties following the close of the fiscal year and shall serve for a term of one (1) year or until their successors are elected.
- b. Work plans and proposed budgets for all committees shall be submitted one week prior to the executive committee meeting in July, to allow the total budget to be compiled and presented for approval at the August general membership meeting.
- c. The KMS PTSA Board of Managers shall meet at a time agreed upon by the executive committee.
- d. All Board Members are expected to attend KMS PTSA Board of Managers meeting. If unable to attend, Board Members are expected to notify the President. This guarantees that a quorum can be reached and business can be conducted
- e. Committee Chairpersons shall provide periodic updates to the board of managers regarding upcoming events to keep the board updated on PTSA activities and their committees need for volunteers.
- f. All committee chairpersons shall maintain up to date procedure books concerning their responsibilities and activities. These books are to be passed on to the next officer and/or chair upon completion of their term.
- g. Any member of the Board of Managers who is absent from three (3) consecutive entire board meetings, without explanatory notification to the President, shall be considered to have resigned and upon approval by a majority vote of the members present and voting at any regular meeting of the Board of Managers, shall be notified to this effect.
- h. All committee members are encouraged to attend the following programs: Summer Leadership Training and School of Instruction. School of Instruction is designed for local presidents and local committee chairmen, which shall be held before the close of the school term so that each local unit may begin functioning immediately.

i. Committee Chairpersons are encouraged to enlist the general membership to become active and involved in the school PTSA and its committees. j. A quorum shall be five (5) members.

Section 3: General Meetings – The board of managers and ALL PTSA members

- a. General Meetings shall be held a minimum of two (2) times per year.
- b. A quorum shall be five (5) members.

Section 4: Knox Council PTA

- a. The Karns Middle School PTSA shall be represented in the meetings of the Knox Council PTA by the president or alternate, the principal or alternate, and by two (2) delegates or their alternates.
- b. All delegates and representatives must be members of the Karns Middle School PTSA and shall be chosen by election in the month of September. These delegates and alternates shall serve for a term of one (1) year.

Section 5: Tennessee State PTA Convention

- a. The Karns Middle School PTSA is entitled to representation by, the president or alternate, one (1) delegate or alternate. Provided that the Karns Middle School PTSA remains in good standing, one additional delegate for every fifty (50) members or a major fraction thereof, as shown by the official membership records may serve as a representative.

Article III: Fiduciary Responsibilities and Officers

Section 1: Fiduciary Responsibilities

- a. Any reimbursement requests must be made using the KMS PTSA Check Request Form. This form must be accompanied by a receipt and received by the treasurer no later than thirty (30) days after the expenditure.
- b. The PTSA shall pay for all board members to attend Summer Leadership Training.
- c. Taxes (IRS 990) shall be filed on time. See bylaws for date. A copy should be sent to the county and to the state for documentation purposes.

- d. The audit shall be completed by July 30th. A copy shall be sent to the county and state by September 1st.
- e. All mail containing sensitive subject matter shall be sent via certified mail with tracking return receipt.
- f. All monthly bank statements shall be reviewed and signed by a non-check writing board member as per insurance requirement.
- g. All documentation of executive board members should be kept current and up to date in the event another must assume the role immediately.

Section 2 Officers and Parliamentarian

The Executive Board shall be responsible for updating the Facebook page and for selecting Facebook Admins to assist in this process. It is suggested that the President (or their designee) and one other officer attend the Annual Tennessee PTA convention. Registrations, hotel accommodations, and meals not included will be the financial responsibility of the Karns Middle School PTSA.

a. President

Duties shall include, but are not limited to:

- The president shall be the official representative of the board.
- Presides over and plans agenda for all meetings.
- Sends out notices of all meetings.
- All notices sent home must be approved by the president and the principal before distribution.
- The president is the only person that may contractually enter into agreements for the organization.

b. 1st Vice President

Duties shall include, but are not limited to:

- In the absence of the President, presides over the general meeting and plan agenda
- Assists the president with other projects or duties as needed.
- Coordinates Membership Drive

- Serves on the Grant Committee
- Serves as backup for the Secretary for distributing emails (of a time sensitive nature) to the PTSA member email list.

c. 2nd Vice President

Duties shall include, but are not limited to:

- In the absence of the President, presides over the general meeting and plan agenda
- Assists the president with other projects or duties as needed.
- Plans all of the programming for general meetings.
- Serves on the Grant Committee
- Serves as backup for the Secretary for distributing emails (of a time sensitive nature) to the PTSA member email list.
- Plans, in partnership with the outgoing president, all necessary transition activities for Karns Middle School PTSA leadership.

d. Secretary

Duties shall include, but are not limited to:

- Maintains a detailed and accurate record of the minutes of all meetings including attendance
- Emails the minutes of the previous meeting to all board members at least (3) three days prior to the next meeting.
- Provides a copy of the previous meetings' minutes for review and approval.
- Maintains the board of managers contact list.
- Maintains accurate and up to date unit calendar based on information submitted by committee chairs and as approve by the board of managers.

e. Treasurer

Duties shall include, but are not limited to:

- Provides a printed copy of the monthly Treasurer's report, showing expenditures, disbursements and receipts will be available to every member at each board meeting.
- Presents any documentation submitted to the IRS at the next Board meeting and makes it available for review.
- Brings the checkbook and all records to each meeting. .

- Relinquishes all of the financial records and books to the incoming treasurer after they have been audited and no later than the first board meeting of the fiscal year.
- Two signatures are required on each check. The treasurer and the president are the main signatures. All signers must have the proper signing authority as noted on the bank records.
- Is authorized to move funds of \$100 or less to any needed category.
- May move needed funds of \$500 or less to any category with the approval of the president.
- Supplies a copy of the budget for approval by members at the first general meeting.
- Furnishes the Audit Committee with all necessary documentation in order to complete the audit by July 30th.
- Submits all tax returns with a tracking method, such as certified mail, so there is a record that documentation was sent and received.

f. Parliamentarian

Duties shall include, but are not limited to:

- The parliamentarian is appointed by the president and approved by the officers.
- The role of the parliamentarian is a consultant to the president.
- Studies the PTSA bylaws and standing rules utilizing Robert's Rules of Order, Newly Revised.
- Answers parliamentary questions as needed.
- Reviews and updates bylaws annually (August) for any changes to # sections made by the Tennessee PTA (summer).
- Reviews Bylaws as needed throughout the school year. Bylaws are required to be reviewed every five (5) years (August). (Last revision: April 2018).
- Reviews and updates standing rules annually (August) and as needed throughout school year.
- Parliamentarian's Role in Nomination Committee 1. Instructs the chairman of the chair's responsibility. 2. Prepares a list to be left with the committee of offices to be filled and eligibility of member to serve in a given office. 3. Leaves a copy of the bylaws for use by the committee. 4. The parliamentarian provides the number at which he can be reached for assistance and leaves the meeting. 5. If all members of the committee are present, the parliamentarian contacts the alternates to inform them they will not be needed.

g. Immediate Past President

Duties shall include, but are not limited to:

- Shall serve as an advisor and resource to the current President and Executive Board

Article IV: Standing Committees

Standing committees of the KMS PTA shall include but are not limited to the following:

- Communications
- Corporate Initiatives
- Fundraising
- Grants
- Grounds and Facilities
- Hospitality
- Membership
- Silent Fundraising
- Special Projects
- Spirit Wear
- Student Contests (Reflections)
- Volunteer Coordination

Article V: Special Committees

Special committees of the KMS PTA shall include but are not limited to the following:

- Bylaws and Standing Rules Committee
- Audit Committee
- Nominations and Leadership Development Committee
- Budget Committee