*(Name of PTA/PTSA unit)* **Standing Rules**

Date adopted Date amended ­

**National PTA ID#:**  **Date PTA charter issued:**

**Incorporation with State of Montana:**

This PTA/PTSA was incorporated as a non-profit, public benefit corporation in the State of Montana on *insert date*\_\_\_\_\_ . We shall submit an Annual Corporation Report accompanied by the specific filing fee to the Secretary of State, in Helena, by April 15th annually.

**Registered agent** for this corporation is:  *Name of a PTA officer or school principal and the permanent address of this PTA*

**Employer Identification Number:** The EIN number for this unit is \_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This number shall be used on all financial accounts and tax forms.

**Tax Exempt Status:** This unit is recognized by the IRS as a tax-exempt corporation within the umbrella exemption provided by the Montana PTA under Section 501(c)(3) of the IRS Code on \_\_ *insert date* . The Group Exemption Number of all units within the Montana PTA umbrella is **GEN9520.**

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

**Membership dues amount:** The membership dues for this unit shall be $ *insert amount* . This amount includes $3.75 Montana PTA dues, and $2.25 National PTA dues. Approved by the membership on *insert date* . The annual membership dues may not be changed more than once per membership year.

* Membership Dues and Insurance premium must be submitted to the Montana PTA by the dates designated by the Montana PTA.
* The President or the President’s designee will enter member information in the National PTA online membership database system.

**Elected officers:** The elected officers shall be a president, vice-president, secretary, and treasurer. (Optional) In addition, the following vice-presidents will be elected.

The officers of this unit shall be elected at the general membership meeting in the month of *insert month* , 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.

New officers will take office on *insert date* .

* The President or the President’s designee will enter officer information in the National PTA online membership database system.

**Nominating Committee:** Three (3) members will be elected at least one month prior to election of officers by one of the entities outlined in the Uniform Bylaws for Local Units. The nominating committee for this PTA shall be elected by *(Membership, Board of Directors, or Executive Committee* .

* The committee shall elect its own chairperson.
* The president may not serve on this committee.

**Board of Directors:** Shall consist of the elected officers and may include appointed standing committee chairs and others. List additional members here:

*(Note whether or not they all have a vote on the Board of Directors)*

**Board of Directors Meetings:** Shall be held *(i.e.: 2nd Tuesday, 7:00 p.m.)*

\*\*At all meetings of the board, a majority of the board members shall constitute a quorum for the transaction of business.

Special meetings of the board may be called by the president or at the request of a majority of the board with days notice.

**Executive Committee:** Shall be all elected officers of this PTA. The quorum shall be a majority of the executive committee. Special meetings of the executive committee may be called by the president or upon written request of *(number of)* members with days notice to each member.

**Standing Committees:** The standing committees of this PTA are *(list committees)*.

**General Membership Meetings:** A minimum of meetings shall be held each year. The months and date will be *(i.e.: 3rd Tuesday, 7:00 p.m.)* A quorum at General Membership Meetings shall be 2 board members (one in the role of president and one in the role of secretary) and a minimum of \_\_\_\_\_\_\_\_\_members shall constitute a quorum. Quorum was voted on *insert date* .

The annual meeting shall be held in *insert month* . *(It shall be for the purpose of electing officers, conducting any other business like approving the budget).*

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

**Awards: (OPTIONAL SECTION)**

* *This PTA will nominate one Outstanding Educator and/or one Outstanding Volunteer and submit those applications to the Montana PTA prior to the application deadline established by the Montana PTA.*
* *This PTA unit will apply for any Montana PTA Awards that are applicable and in which this PTA has met the requirements of the awards outline on the Montana PTA website.*
* *This PTA unit will award a Montana PTA Honorary Life Membership to a member of this PTA(specify if this will be annual or regular award – for example, it will be awarded to a President on completion of their term.*

**Voting delegates** to PTA Council, if unit is a Council member, and MT 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.
* *Voting Delegates at the Annual Montana PTA Convention*: this PTA shall have one voting delegate for the President or their designee and an additional voting delegate for every twenty-five (25) members. Voting delegates for the Montana PTA Convention shall be determined by the Executive Board of this PTA unit. *(How and month)*

This PTA may choose to budget funds for approved members to attend the MT PTA Convention and/or the National PTA Convention.

**Fiscal year** will be *(this must match the date on record with the Internal Revenue Service)*.

* Two signatures should be required on all checks.
* An annual financial review of this PTA’s financial records is required. *Designate when the financial review will be completed after your fiscal year ends.*
* Designate when budget is proposed and approved.

**Legal documents:** Include National PTA Bylaws, Montana PTA Bylaws, Uniform Bylaws for Local Units, and Standing Rules.

**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.

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

Date of last review: *insert date*

* A copy of these standing rules shall be given to all members of the Board of Directors.
* One (1) copy shall be mailed to the Montana PTA Office annually.
* If amended, a copy of the new document must be forwarded to the Montana PTA Office.