

## **Franconia Elementary PTA Standing Rules**

The name of this PTA local unit is Franconia PTA, local unit number, 00014296.

This PTA serves the children in the Franconia school community.

This PTA was granted tax-exempt status under section 501(c)(3).

As necessary, This PTA's general membership will meet the second Tuesday of each month at 7pm in the library. Meetings shall be held at the direction of the board of directors.

No question shall be on the floor for more than 15 minutes, including points of order and information. A member can make motions to extend time for debate.

No member may speak for more than 2 minutes on a question and no more than once on any question until all members have had an opportunity to speak.

Cell phones and other electronic devices shall be turned off or silent vibrate during all meetings.

All speakers shall be afforded the courtesy to finish speaking without interruption.

The elected officers of this PTA shall be President, Vice President, Corresponding Secretary, and Treasurer.

The PTA board shall consist of the elected officers. The PTA board will meet as necessary, on a date and time to be determined by the board.

Board members should notify the President if they are unable to attend a meeting. Any board member who misses two or more consecutive meetings without approval from the President may be asked to resign.

The membership dues for this PTA shall be \$8.00 per person or \$15.00 per family. (National PTA dues are \$1.75, VAPTA dues are \$1.00 and FCCPTA dues are \$0.25, current as of 7/1/2010)

This PTA shall approve its annual operating budget prior to July 1st of each year.

The signatures of 3 elected officers (Treasurer + 2 additional officers) shall be on the signature card for this PTA's authorized bank account.

Members are expected to submit expense reimbursement requests to the treasurer within 30 days of purchase. All requests for reimbursement should be made by completing a check request form and be accompanied by receipts. All requests must be received by June 15.

The current treasurer, with assistance from the outgoing treasurer, is responsible for filing IRS Form 990 or Form 990 EZ prior to November 15<sup>th</sup>.

Should the PTA receive an NSF check, a \$10 service fee will be charged in addition to any bank penalties the PTA may accrue. If the NSF check or checks are not paid for by June 1st, then the PTA will not accept any checks from this individual in the future.