

Laurel Park Elementary PTA

Standing Rules

Approved 07/16/2009

Section 1 – Organization

- a. The name of this PTA local unit shall be Laurel Park Elementary PTA. It was chartered on June 10, 2008.
- b. The Laurel Park Elementary PTA shall serve the children attending Laurel Park Elementary School.
- c. The Laurel Park Elementary PTA is granted tax-exempt status under section 501(c)(3). The Treasurer is responsible for filing IRS Form 990 or Form 990 EZ prior to November 15th, if required.

Section II – Membership and Officers

- a. The membership service fees for Laurel Park Elementary PTA shall be ten (10) dollars per person.
- b. The elected officers of Laurel Park Elementary PTA shall be President, Vice President(s), Secretary and Treasurer.
- c. Any elected officer may only serve two (2) consecutive terms in the same office.
- d. The students of Laurel Park Elementary shall be considered honorary members of this PTA without voice, vote or the privilege of holding office.

Section III – Board of Directors

- a. The Board of Directors for Laurel Park Elementary PTA shall consist of the elected officers and the chairs of all standing committees.
- b. Board meetings are scheduled on the third Tuesday of each month at 7:00 p.m., unless there is a General Membership meeting scheduled for that month.
- c. An office/chair shall be declared vacant if that person misses three (3) consecutive meetings, unless excused by the President.

Section IV – General Membership Meetings

- a. Adoption of the budget, adoption of standing rules and election of officers shall take place at general membership meetings. Meetings shall be held at the direction of the Board of Directors.
- b. The Standing Rules must be reviewed and approved annually, in conjunction with a review of North Carolina State PTA and/or National PTA by-laws.
- c. The Standing Rules may be amended at any regular General Membership meeting by two-thirds vote or, if previous notice is given, by a majority vote.
- d. Per our by-laws, there will be three (3) general membership meetings per year, July, November and April.

Section V – Finances

- a. The annual operating budget shall be approved prior to August 1st of each year.
- b. The Laurel Park Elementary PTA shall conduct an audit of its books and records at the close of each fiscal year (June 30).
- c. The signatures of all designated officers shall be on the signature card for the Laurel Park Elementary PTA authorized bank account.
- d. All reimbursement requests shall include an original receipt and shall be submitted to the Treasurer within 30 days of purchase. All requests for reimbursement must be received prior to the end of that fiscal year.

Section VI – Elections

- a. The Nominating Committee shall be elected in accordance with the North Carolina State PTA Uniform By-Laws, by February of each year. The Nominating Committee will present its report no later than fifteen (15) days prior to the election of officers.
- b. A quorum must be present in order to hold elections. A quorum shall be defined as no fewer than twenty (20) members.
- c. Elections will be held at a General Membership meeting prior to May. Officers will take office on July 1st.