

# **Coastal Middle School PTSA Standing Rules**

## ***State Affiliation***

Coastal Middle School PTSA is affiliated with National PTA and chartered under Georgia PTA. This unit is governed by the Unified Local PTA/PTSA Unit Bylaws, the local unit's Standing Rules, and the Georgia PTA Bylaws. Our Unit ID is: 10438.

## ***Definition of Standing Rules***

These Standing Rules are an extension of our Unified Local PTA Unit Bylaws. They define the procedures and relate the details of the administration of our 501(c)(3) non-profit association. Standing Rules cannot conflict with the Bylaws.

## ***Membership and Dues***

Individual annual membership dues for Coastal Middle School PTSA are \$6.00 per person.

As per our bylaws the total dues amount remitted to Georgia PTA shall be \$3.75 for each local PTA Unit voting member. Georgia PTA will remit the portion belonging to National PTA.

## ***Officers***

The officers in Coastal Middle School PTSA are the two Co-Presidents, Vice-President, Secretary, and Treasurer. Election of officers is held at the May meeting, and the officers assume their duties on July 1<sup>st</sup>, although transition activities may start right after the election.

## ***Executive Board and Standing Committees***

The Executive Board consists of the officers, principal (non-voting), and chairs of six standing committees. The current Coastal Middle School PTSA standing committees are:

1. Membership
2. Fundraising
3. Parent Involvement
4. Hospitality
5. Business Partnerships
6. Reflections

## ***Meetings***

### **General Membership Meetings**

General Membership Meetings are normally held on the third Tuesday of the month, with changes as the school calendar may affect. The meetings are held in the School Cafeteria from 6:30 pm to 8:00 pm. Dates will be approved with the calendar at the first executive board meeting held in July. Meetings are announced in the school newsletter and on the PTSA website. The President shall provide an agenda to the Principal in advance.

### **Summer Executive Board Meeting**

A team building session is held for the new officers and executive board to establish goals for the year and to be ready for the new school year. The Executive Board must also approve the preliminary budget and upcoming event calendar.

### **Other Executive Board Meetings**

Other Executive Board meetings can be held as called for in the Bylaws.

## ***Calendar***

The Coastal Middle School PTSA calendar is prepared in July in cooperation with the Principal. It is approved by Executive Board at the Summer Executive Board meeting.

## ***Insurance***

Coastal Middle School PTSA receives insurance through Georgia PTA. Each officer and committee chair should read the Risk Management Guide.

## ***Banking***

All bank signatory cards need to be kept up-to-date with the signatures of the Treasurer, President, and Vice-President. Bank also needs the name of the Secretary. Up-to-date includes changing the signatures upon resignation, leave of absence, in-active officer or upon the expiration of the term of office. No two members of the same family, by blood or marriage, may preside on the signature card for the Coastal Middle School PTSA bank account. Any requests for check disbursement will be paid after approval by the Co-President. No blank checks will be issued.



### ***Non-profit Status***

Coastal Middle School PTSA is exempt from federal taxes as a subordinate of Georgia PTA. We have a copy of the IRS determination letter that states that Georgia PTA is tax exempt along with its subordinates. We have a cover letter to go with the IRS determination letter that clarifies our subordinate status and provides the contact info in case it is needed. Coastal's EIN number is: 31-1677567.

### ***Annual Budget***

The annual budget is proposed by the officers and is approved by the Executive Board in the summer meeting. It is adopted by the general membership in the September meeting.

### ***Filing Tax Returns***

We must file a form 990-EZ with the IRS by November 15<sup>th</sup>. Failure to file by that date will result in high financial penalties. If an extension must be filed, it has to be filed by November 15<sup>th</sup>.

### ***Audit***

PTA Bylaws require that an audit committee examine the accounts before new officers are installed, upon resignation of the Treasurer or as deemed necessary by the executive board. Each year the audit committee meets in April.

### ***Georgia PTA Requirements***

To stay in compliance with Georgia PTA membership, Coastal Middle School PTSA must have current copies of the following items on file annually at the Georgia PTA office:

- Current list of officers due by June 1<sup>st</sup>
- General liability insurance payment and form by June 1<sup>st</sup>
- Approved annual budget due by November 1<sup>st</sup>
- Copy of Annual Audit report due by November 1<sup>st</sup>
- Membership lists and dues payment by November 1<sup>st</sup>, January 15<sup>th</sup>, and March 1<sup>st</sup>.
- Copy of the completed report which was submitted to the IRS (i.e. variations of the 990, Schedule-A, etc.) by December 1<sup>st</sup>.
- Meets other criteria as may be prescribed in the Georgia PTA Bylaws.

### ***District Requirements***

The school district requires the following at the beginning of the school year:

- Fundraising forms for each fundraising event
- Facilities use forms for each meeting and event
- Copy of insurance policy showing the district as a certificate holder (additional insured for General Liability).
- Gift form for any equipment bought for the school (i.e. new trophy case, copier, or any other gift to the school).

### ***Amendments***

Standings Rules may be amended or suspended by a two-thirds (2/3) vote at any General Meeting. As per the PTA Bylaws, Standing Rules must be adopted by General Membership.

Amy L. Norton  
PTSA Co-President

9-18-12

Date

Danall Coir  
PTSA Co-President

9-21-12

Date

A copy of the minutes for the meeting at which these or any Standing Rules were adopted must accompany a copy of the Standing Rules to the Georgia PTA office.

Georgia PTA  
Attention: Bylaws Chair  
114 Baker Street NE  
Atlanta, GA 30308-3366