Terramar PTSA Standing Rules

Local PTA/PTSA Unit Name: Terramar PTSA

School Name : Terramar Academy of the Arts

School District Name: Deer Valley Unified

IRS EIN (Employer Identification Number): 900089385

National PTA ID Number: 04379467

Tax Exempt Status: Terramar PTSA is recognized by the IRS as a tax- exempt association within the umbrella exemption provided by the Arizona PTA under Section 501(c)(3). The Group Exemption Number of all local PTA/PTSA units within/under Arizona PTA is 1582.

The Treasurer shall be responsible for filing all regulatory forms, especially IRS form 990N, 990EZ, or 990 as is required annually by IRS code and any applicable State of Arizona tax filings.

Membership dues amount: The membership dues for this unit shall be $15 and $12 based on the level of membership. This amount includes Arizona PTA and National PTA dues. The remainder goes toward local unit programs.

Members: This local PTA/PTSA shall maintain at least ten (10) members annually including the officers.

Elected officers: The elected officers shall be a President, a Secretary, a Treasurer and one or more Vice Presidents. List any additional Vice Presidents by title and in order of succession. (The order in which they would succeed the President in the absence of or inability of the President to serve.)

1. Erin Reiman - President
2. Edna Booth - Vice President
3. Natalie Ward - Vice President
4. Jennifer Hanke- Treasurer
5. Jamie Smallwood - Secretary

The officers of Terramar PTSA shall be elected at the general membership meeting in the month of March to serve a term of 1-2 years. New officers will take office on July 1.

Nominating Committee: Three (3) members will be elected to serve on the Nominating Committee at least two months prior to an election of officers as outlined in the Unified Local PTA/PTSA Unit Bylaws. The Nominating Committee for Terramar PTSA shall be elected by the general membership. The Nominating Committee shall elect its own chairperson. The President does not serve on this committee.

Executive Board: The Executive Board shall be all elected officers of Terramar PTSA and the Standing Committee chairs, appointed by the President.

Executive Committees: Fundraising, Appreciation, Talent Show, Sponsorships, Financial Review, Social/Community Events.

Executive Board Meetings: Executive Board meetings shall be held once per month, August through June. A majority of the Executive Board members present shall constitute a quorum.

General Membership Meetings: A minimum of three (3) general meetings shall be held each year though Terramar PTSA has the option of adding additional meetings. General meeting notification for members shall include the date, time, place and purpose of each general membership meeting. The notice shall be given at least ten (10) days prior to the meeting date. Ten (10) day notice must be given of a change in meeting dates or times. The members present shall constitute the quorum at general meetings.

Arizona PTA Convention: Terramar PTSA will budget funds for the incumbent and/or incoming officers of Terramar PTSA to attend the Arizona PTA Convention with the goal of sending all officers.

Children Voting: Terramar PTSA may allow students to be voting members of this association. Children should be of an age where they are able to understand, decide and be able to speak/debate on their own behalf regarding all items of business at a general membership meeting. Designated ages and or grades for student membership participation in the business at general meetings of Terramar PTSA shall be Kindergarten through 8th grade.

Financial Review: An annual financial review of this local PTA/PTSA unit's financial records is required. It shall be designated that the financial review will be completed after the fiscal year ends. The financial review shall be completed by individuals not designated signers on the bank account.

Budget: The local PTA/PTSA unit budget is proposed and approved at the first general membership meeting.

Checks: Two Executive Board members will be listed as signers on the bank account. Signers may not be employees of DVUSD. A signer may not reimburse themselves. The second signer will issue a check for any reimbursements made to the other Board Member listed on the bank account.

Standing Rules Amendments: This local PTA/PTSA unit's Standing Rules may be amended, at any time by the general membership by a majority vote of the members present and voting, if a quorum has been established and prior notice with the text of the proposed amendments 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 for adoption. If this local PTA/PTSA Unit's Standing Rules are amended, that action must be recorded in the minutes of the general membership meeting where they were adopted. These standing rules may be read by request at any meeting or shall be available for reading.

These standing rules will be posted online on the Terramar PTSA Website.

One (1) copy of these Standing Rules shall be sent to Arizona PTA annually.

A copy of the meeting minutes showing membership adoption of the Standing Rules shall be sent to the Arizona PTA.

If the Standing Rules are amended, a copy of the new document must be forwarded to Arizona PTA.

office@azpta.org

Bank: This local unit's funds are currently in the following depository/financial institutions/bank: BMO Harris Bank at 1875 W Happy Valley Rd, Phoenix, AZ 85085. The board intends to move funds to: OneAZ Credit Union at 8174 West Happy Valley Road, Peoria, AZ 85383.

These Standing Rules were adopted by a majority vote of the general membership on September 1, 2026.

Print Name of President: Erin Reiman Date:

Signature of President: E. Reiman 9/1/26

Print Name of Vice President: Edna Booth Date:

Signature of Vice President: Edna Booth 9/1/26

Print Name of Vice President: Natalie Ward Date:

Signature of Vice President: Natalie Ward 9/1/26

Print Name of Treasurer: Jennifer Hanke Date:

Signature of Treasurer: Jen Hanke 9/1/26

Print Name of Secretary: Jamie Smallwood Date:

Signature of Secretary: Jamie Smallwood 9/1/26