Standing Rules 2018-2019

Soos Creek Elementary PTA 9.7.70

1. The PTA serves the children of Soos Creek Elementary, which includes the residents and businesses in the Soos Creek Community. The purpose of the PTA is to promote and advocate for the education and welfare of children.
2. The name of this PTA local unit shall be Soos Creek PTA and the local unit identification number assigned to us by the state is 9.7.70.
3. The national PTA number for Soos Creek PTA is #23103.
4. This unit was incorporated as a non-profit corporation in the State of Washington on February 23, 1981. The unit incorporation number is 2-3073471. It is the responsibility of this unit to file an Annual Corporation Report as directed by the State of Washington. The Treasurer shall file the report in a timely manner with an annual fee.
5. The unit’s Federal Employer Identification Number is available upon request.
6. This unit received an exemption from registration as a charitable organization by the State of Washington on October 12, 1980. The IRS recognized this unit as a tax-exempt organization on March 16, 1982, under Section 501(c)4. The IRS updated this unit’s tax-exempt status to a 501(c)(3) on September 4, 1998.
7. This unit shall keep permanently up-to-date at least two copies of each of its legal documents books in two separate locations. The President and Treasurer shall maintain the documents. This unit’s fiscal year begins on July 1st and ends on June 30th.
8. Per the Washington State PTA Uniform Bylaws, we will annually review the Washington State PTA Standards of Affiliation agreement in its entirety, and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.
9. The students of Soos Creek Elementary shall be considered honorary members of this unit without voice, vote, the privilege of holding office, nor the authority to handle PTA funds.
10. Membership Fees: Regular membership fees of this unit shall be $13.00 per person and $24 for a dual membership of two people.
11. General Membership Meetings: The general membership of this unit shall meet at least three times during the year at dates and times determined by the Board of Directors. Members will be notified of meetings at least ten (10) and not more than fifty (50) days electronically (via websites, email, social media, etc.) and/or signage at school. At least ten (10) members of the General Membership shall be present and needed to constitute a quorum for voting on issues of business. Absentee or mail-in or proxy ballots are prohibited. The PTA’s Annual Meeting shall be in April.
12. Elected Officers: The elected officers of this unit shall be President, Vice President, Treasurer, and Secretary. Any elected position, except Treasurer, may be held jointly by two (2) people; Vice President may be held by up to three (3) people. These elected officers shall constitute the Executive Committee. Elected officers must be 18 years of age and a member of a PTA for at least 15 days preceding the elections. Each person (including each co-position holder) on the Executive Committee shall have a voice and a vote at all Executive Committee meetings and at the Board of Director meetings. Each Executive Committee member is required to attend all Executive Committee meetings, Board of Director meetings, and general membership meetings, unless excused by the presiding officer. The officers shall be elected at a general membership meeting prior to April 30th for a term of one (1) year. With a quorum being present, a majority of all votes is necessary to elect. Officers shall assume their duties on July 1st. No person shall serve in the same office for more than two (2) consecutive terms.
13. Training Requirements: During the PTA year, at least one member of the Executive Committee must attend PTA and the Law, and all elected executive committee members must attend at least one training which could include WSPTA Spring or Fall Region Conference, WSPTA Convention, etc.
14. Bank Signature Cards: The signatures of 3 elected officers shall be on the authorized signature cards for the PTA’s bank account. Two authorized signatures are required for all withdrawals of PTA funds.
15. Board of Directors: The Board of Directors shall consist of the elected officers, and the chairpersons of the following committees: Membership, Communication, and Family Engagement. These members are the only members with a vote on the Board of Directors. Each member of the Board of Directors shall have a voice and a vote at all Board of Directors meetings. The teacher representative gets one vote, even if more than one teacher holds the position. No individual person shall have more than one vote. Each Board of Directors member is required to attend Board of Directors and general membership meetings. A majority (50% plus one) must be present to conduct business.
16. Abandonment of Position: An Executive Committee or Board of Directors position shall be declared vacant if that person misses three consecutive required meetings, unless excused by the Executive Committee.
17. Board of Directors Meetings: The Board of Directors shall meet once a month from September through June. The agenda for each Board of Directors meeting shall be posted at least 2 days prior to the Board of Directors meetings. Board of Directors meetings will be open to all PTA members to have a voice. Board of Directors meeting minutes will be posted in a prominent location after they have been approved at the subsequent Board of Directors meeting. Board of Directors meetings may be called “General Membership Meetings” or “PTA Meetings” for the purpose of making sure everyone knows they are welcome to attend.
18. Committee Chairpersons: All committee chairpersons shall be current PTA members and shall report to the Board of Directors during the monthly PTA meeting beginning the month before their committee is active, unless excused Executive Committee. The board shall approve committee plans on an ongoing basis based on current budget forecasts and financial conditions.
19. Nominating Committee: The Nominating Committee shall be elected by vote or ballot at a general membership meeting at least thirty (30) days preceding the election of officers. The three candidates receiving the highest number of votes shall be declared the Nominating Committee. The person receiving the highest number of votes shall be the chairperson. The members of the Nominating Committee shall have been members in good standing for at least thirty (30) days preceding their election. No person shall be eligible to serve two (2) consecutive years on this committee. The president is not eligible to be elected to or serve on the Nominating Committee.
20. Golden Acorn/Outstanding Educator Awards: The Golden Acorn Award shall be presented annually to an outstanding volunteer. The Outstanding Educator Award shall be presented annually to an outstanding teacher or staff member. The winners should be PTA members. A Golden Acorn/Outstanding Educator Award Committee consisting of three members shall be appointed by the Vice President and approved by the Executive Committee. The committee shall determine the Golden Acorn & Outstanding Educator winners for the year and advise the Board of Directors prior to notifying the recipients.
21. Audits: Audits of the PTA financial records shall be done at the end of the fiscal year ending June 30th, by an audit committee appointed by the President and approved by the Executive Committee. A mid-year audit in January is recommended, but not mandatory.
22. Standing Rules: These standing rules shall be adopted annually by a majority vote at a general membership meeting prior to October 31st. The standing rules may be amended at any general membership meeting by a majority vote.
23. Policies: Soos Creek PTA shall maintain policies for money handling. These policies shall be reviewed and approved yearly by the board of directors. These policies shall reside with the secretary. The PTA shall maintain policies for online logins and passwords. This policy shall be reviewed and approved yearly by the PTA board of directors. This policy shall reside with the treasurer.
24. Budget Approval: Soos Creek PTA shall approve its annual operating budget in the spring of each year. The board of directors may reallocate funds budgeted for one purpose to another purpose by a majority vote. The general membership must approve all non-budgeted expenditures or budget adjustments exceeding $500.
25. End of Year Balance: There shall be a balance of not less than $6000.00 in the PTA bank accounts at the end of the year, June 30th.
26. PTA Finances: All reimbursement requests shall include a receipt and shall be submitted to the treasurer within 60 days of purchase. All requests for reimbursement must be received by June 15th. All event chairs will hand over any funds raised to the treasurer or an executive board member for deposit within 5 business days after collection of funds. PTA bills must be paid by check only from the PTA bank account.

The PTA’s monthly bank account statements shall be provided unopened to a person who is not a signer on the PTA bank accounts. The reviewer shall promptly report to the executive committee any concerns or discrepancies identified in the review. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer.

1. NSF Checks: Should the PTA receive an NSF check, a $20 service fee will be charged in addition to any bank penalties the PTA may accrue. If the NSF check(s) and fees are not paid within 60 days of the PTA sending notice of the NSF then the PTA will not accept any checks from this individual in the future.
2. Treasurer Transition: Prior to turning the books over, the outgoing Treasurer will complete the IRS 990-EZ or have a CPA complete the forms. The outgoing treasurer should have the audit completed and all records, books, and other materials organized and transferred to the incoming treasurer no later than July 30th.
3. PTA Equipment: Equipment owned by the PTA (such as, but not limited to: the popcorn machine, cotton candy machine and cash boxes) will not be loaned to any other organization on or off the premises, except with the approval of the Board of Directors. Equipment will be operated only by trained PTA volunteers.
4. Council Voting Delegates: Voting delegates to the Kent Area PTA-PTSA Council shall be two delegates and alternates as determined by the Board of Directors.
5. Region Voting Delegates: The voting delegate for Soos Creek PTA for the election of the Region 9 Director shall be the President. If the President is unavailable, then the Board of Directors shall appoint the voting delegate.
6. Convention Voting Delegates: Soos Creek PTA will send as many voting delegates to the WSPTA convention as the budgeted amount for convention can support. All delegates for the WSPTA convention shall be selected by the board of directors. Registration and hotel shall be paid by Soos Creek PTA. Persons attending convention paid for by the PTA will submit to the board of directors a summary of classes and general sessions attended.
7. Legislative Assembly Voting Delegate: The Board of Directors shall determine whether a voting delegate will be sent to State PTA Legislative Assembly and who that delegate will be. Preferences shall be given to the Legislative Chairperson or a representative recommended by that Chairperson and the Board of Directors.

**These Standing Rules were approved by a vote of the General Membership on September 20, 2018.**