

Felida Elementary PTA (unit 3.7.13)
Standing Rules 2009-2010

Organization and Unit Status:

The name of this local unit shall be Felida Elementary PTA. This PTA serves all children without regard for physical condition or school attendance.

The students of Felida Elementary shall be considered honorary members without voice, vote or privilege of holding office.

This unit is a non-profit, tax exempt corporation, organized in the State of Washington on May 3, 1982 and approved by the IRS as a section 501 (c) 3 organization. It was assigned UBI 601798 872. The Incorporation number is 2-320939-8. It is the responsibility of this unit to annually review the Articles of Incorporation prior to March 1st. The Treasurer is responsible for filing the Annual Corporation Report prior to May 31st. The registered agent for this corporation is the Washington State PTA., the Unit's Federal Employer Identification Number is on file.

The PTA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 1617. The Treasurer is responsible for filing the annual registration prior to May 31st.

The membership fees of this unit shall be \$10.00 per individual. Service fees for this unit are: Washington State PTA \$5.25; National PTA \$1.75 and Vancouver PTA Council \$1.75. Any remaining balance shall go to Felida PTA. Teachers and staff membership will be \$8.75.

The current Treasurer is responsible for filing IRS Form 990 or 990EZ prior to November 15th if required.

Officers and Committees:

The nominating committee shall be elected by ballot at a general membership meeting at least thirty (30) days preceding the election of officers. 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 current year's president is not eligible to be elected or to serve on the nominating committee.

The elected officers of this Unit shall be President, Vice President, Secretary and Treasurer. Any elected position may be held jointly by two (2) people. Each co-position holder shall be entitled to voice and vote at a Board of Directors meeting. The officers shall be elected at a General Membership meeting in the spring for a term of one (1) year and shall assume office on the first day of July of that year. These elected officials shall constitute the Executive Committee.

The PTA's Board of Directors shall plan to meet monthly, on a date and time to be determined by the Executive Committee.

The Board of Directors shall consist of the Executive Committee, two teacher liaisons, and the chairs of the following committees: Donations, Accelerated Reader, Newsletter, Room Parent Liaison and Community Outreach. The school Principal (if she/he can not attend, his or her delegate) shall be a non-voting member of the Board and shall be counted for purposes of establishing a quorum. All members of the Board must be PTA members and in good standing.

Each voting Board member shall have one vote regardless of the number of positions held.

Each Board Committee, with voting privileges, shall have one vote regardless of the number of people chairing it.

A majority of those on the Board of Directors will constitute a quorum for voting issues. Each voting committee may count only one member for quorum regardless of how many chairs are present.

Additional Committees may be designated by the Executive Committee as needed.

Adoption of the budget, adoption of the standing rules, election of the nominating committee, and election of the officers shall take place at General Membership meetings. Meetings shall be held at the direction of the Board of Directors, but not less than three (3) times per year. A voting quorum for the general membership is defined as ten (10) PTA members in good standing plus a majority of the Board of Directors.

Copies of any legal documents are to be made for the President and Secretary and kept in a legal documents notebook. The Secretary shall be responsible for maintaining the legal documents notebook.

Budget:

The annual operating budget for the next fiscal year shall be approved prior to July 1st of each year.

The budget may be changed (amended or reallocated) by a vote of the Board of Directors acting on behalf of the membership, between meetings of the membership, if the amount considered is \$500 or less, or if the change is the treasurer's monthly adjustment to reflect actual activity in the account. If more than \$500, the budget may be changed (amended or reallocated) by a vote of the General Membership.

In order to provide sufficient notification to all PTA members, any person or committee requesting \$500 or more from PTA must submit a "Funds Request" form to the Executive Committee at least two weeks prior to the meeting at which the request will be considered.

Audit:

A financial review of the books shall be performed twice yearly. Once at the end of the fiscal year after June 30th and a mid-year review before the end of January.

The incoming Executive Committee shall appoint a financial review committee or a CPA to conduct the end of the year financial review.

Fiscal Procedures:

The signatures of all elected officers, with the exception of one, shall be on the signature card for this PTA's bank account, unless there is deemed to be a conflict of interest. Two signatures will be required on all checks written for withdrawals from the PTA bank account. One member of the elected officers shall remain a non-signer and will be responsible to review and sign off on the monthly bank statements.

The PTA shall maintain a dual-control PTA safe at Felida Elementary. Only elected officers and the Scrip chair shall have access to the contents of the safe. The Treasurer will have the ability to open the safe independently; for all other access two officers must be present, or one officer and the Scrip chair present. All deposits and withdrawals from the safe must be counted by two separate individuals in each other presence, and recorded on the "Safe Log" with the signatures of each other, with exception of the Treasurer who can record deposits and withdrawals with a single signature.

All PTA monies received will be counted by two separate individuals in each others presence and deposited in the PTA safe on the same day as collected. All monies deposited into the safe must be deposited into the PTA account within three (3) business days. Deposits must be made by the Treasurer(s), an elected officer, or two PTA members in good standing that are not related by family or blood. The Scrip chair may deposit money into the Scrip account by his or herself.

All reimbursement requests shall include a receipt and shall be submitted to the treasurer using a reimbursement request form. All requests for reimbursement must be received by June 1st, unless an extension has been previously arranged and agreed upon by the Executive Committee.

If the PTA receives a NSF (insufficient funds) check or if a stop payment is placed on a PTA check due to no fault of the PTA, the following protocol is used:

First offense requires reimbursement of bank penalties accrued by the PTA and the original amount of the check.

Second offense requires reimbursement of bank penalties accrued by the PTA and the original amount of the check, plus a \$10 fee.

Third offense requires reimbursement of bank penalties accrued by the PTA and the original amount of the check, plus a \$10 fee and the PTA will not accept any checks from this/these individual(s) in the future.

Fundraising:

Felida PTA will only utilize fundraising opportunities that are not affiliated with the Felida school community (i.e., parents and/or teachers), excluding the Scrip program unless ALL profits are donated to the Felida PTA or the Board of Directors have been presented with at least two (2) bids from similar businesses and after consideration the business has been selected as the preferred vendor by the BOD by a majority, plus one vote.

Awards:

The Executive Committee will appoint the selection committee(s) for PTA sponsored awards such as the Golden Acorn Award and the Outstanding Educator Award. The Executive Committee will determine the number of awards presented.

The Golden Acorn Award recipient(s) and the Outstanding Educator shall receive free membership in the Felida PTA for the following year.

Voting and Voting Delegates:

The voting delegates to the council shall be the President, Vice President, and one other member of the BOD appointed by the Executive Committee.

The vote for Region 3 director shall be by the Executive Committee.

The Executive Committee will appoint the voting delegates for the annual Washington State PTA Conference. First consideration in appointment will be given to current and incoming officers.

Standing Rules:

The standing rules shall be reviewed annually by the Executive Committee and presented for approval to the General Membership no later than the first General Membership meeting.

The Executive Committee may propose amendments to the Standing rules at anytime. Amendments must be approved at a General Membership meeting, with a voting quorum and by a simple majority vote of the members present, provided advance notice of the proposed amendments and the general membership meeting has been given. If no advance notice is given prior to the meeting, a 2/3 majority vote of members present, as well as quorum is required.