

**Elk Plain  
Parent Teacher Association  
Standing Rules 2018-2019**

**I. Association**

- A. The name of this association shall be Elk Plain Parent Teacher Association. The local unit number is 5.3.10.
- B. This unit is a non-profit corporation recognized by the State of Washington in March of 1978. It is the responsibility of this unit to annually renew the articles of incorporation prior to March 1. The incorporation number is in our legal documents binder.
- C. This unit is registered as a charitable organization by the State of Washington. It is the responsibility of this unit to file this registration on each year prior to November 15. The registration number is in our legal binder.
- D. This unit is recognized by the IRS as a tax-exempt organization as of August 1988. This PTA's EIN is available in our legal documents binder.
- E. The students of Elk Plain School of Choice shall be considered honorary members of this unit without vote, voice or privilege of holding office.
- F. This PTA serves the children in the community of Elk Plain School of Choice.
- G. Per the Washington State PTA Uniform Bylaws, we will annually review, complete, sign, and submit the WSPTA Standards of Affiliation Agreements by the required deadline.

**II. Membership**

- A. Membership service fees of this association shall be \$10.00 per member or \$18.00 per couple (two people, same household). Business partnerships, without a vote, shall be \$25 for 1 ad on the Elk Plain PTA website (which can include a link to a website) running through June of the current school year; a \$50 partnership will also include a monthly posting on the Elk Plain PTA Facebook page through June of the current school year.
- B. Membership will be open to Elk Plain Head Start. (This is not a guarantee of enrollment in the Elk Plain School of Choice).

**III. Board and Officers**

- A. The elected officers of this unit shall be President, Vice President, Secretary and Financial Officer, with the option of any office being held as a co-position. These elected officers shall constitute the Executive Committee.
- B. The Board of Directors shall consist of elected officers, with all committees being ad-hoc committees and chairs of committees therefore ad-hoc members of the board.
- C. The Board of Directors shall meet monthly. Additional meetings may be called by the president as needed. Executive committee members are required to attend monthly Board Meetings. Other members of the Board shall attend whenever possible. At the Board of Director meetings a quorum shall consist of 3 members of the Executive Committee plus 3 committee chairs.
- D. Voting delegates to the Bethel Area PTA council shall be the President and three authorized delegates.
- E. Any elected officer who has more than 3 consecutive unexcused absences from board meetings and/or general membership meetings will forfeit his/her office.
- F. Voting delegates for Convention shall be determined by the Board of Directors. Voting delegate for Legislative Assembly will be the Legislative chairperson, unless otherwise designation by the Board of Directors.

- G. Our PTA will ensure that each executive member attends a minimum of one WSPTA approved training during the PTA year. Further, at least one member of the executive committee will attend PTA & the Law during the PTA year.

#### **IV. Meetings**

- A. General membership meetings of the association shall be held at least 4 times per year. The times will be designated by the association and/or the Executive Committee.
- B. New business and committee reports should be submitted in writing to the Executive Committee 5 days prior to the general membership meeting in order to be placed on the agenda.
- C. A printed agenda, minutes of the previous meeting and a treasurer's report will be presented at the beginning of each general membership meeting for approval.
- D. A general membership meeting quorum shall be 10 voting members as specified by the Washington State PTA.
- E. This PTA may allow voting by email, online voting tool and/or by mail for electing the Nominating Committee and Officers in the compliance with the WSPTA bylaws.

#### **V. Committee and Documentation**

- A. The Committee Chairs shall be established and revised as necessary at the discretion of the Board of Directors.
- B. All Committee Chairs shall be PTA members by October 20<sup>th</sup>.
- C. Each member of the Board of Directors and committee chairs shall keep a notebook of activities and recommendations pertaining to his/her office of committee. This notebook, along with accumulated state and national material shall be turned over to one's successor or to the President at the end of the year.
- D. The Treasurer will close the books by June 30<sup>th</sup> and turn everything over to an auditing committee consisting of 3 members appointed by the Executive Committee or to an outside auditor/accountant employed by the association to complete the year-end financial review by August 30<sup>th</sup>.
- E. Legal Documents binder shall be kept in the PTA room with the original documents. The Secretary is responsible for maintaining the binder.
- F. All contracts or binding agreements require the signature of 2 officers of the Executive Committee.
- G. Passwords: Any accounts, email, Facebook, website, PT Avenue (creates individual accounts only) requiring username/password will be given to the President and one other Executive Committee officer.

#### **VI. Standing Rules/Budget**

- A. The standing rules and the proposed budget shall be adopted annually before July 1<sup>st</sup> at a general membership meeting.
- B. The standing rules may be amended or resigned at any general membership meeting only if notice of the proposed action is posted at least two weeks prior to the meeting.

Capital investments for fundraising activities may be authorized by the Board of Directors.

## **VII. General**

- A. Expenses shall be provided for a minimum of two delegates to state convention. These delegates are to be appointed by the Board of Directors. If convention is held greater than 30 miles away from the school, this association will provide lodging expenses. Food expenses for this convention will be limited to \$35.00 per person daily with receipts. Delegates must attend classes, all general voting sessions and give a report back to the membership and board.
- B. One or more Golden Acorn Awards may be given each year to honor individuals of our community. Current members of the association may make nominations for the award. Any nominee must hold a current membership. From these nominations the executive committee or a committee appointed by the President, shall choose by ballot the persons most deserving of this honor.
- C. The association will keep and maintain a post office box for all incoming mail. Keys to the P.O. Box will be assigned by the President and will be relinquished no later than June 30th of each year.

## **VIII. Financial**

- A. The current Financial Officer, with the assistance from the outgoing Financial Officer, is responsible for filing IRS form 990 or 990EZ prior to November 15 if required.
- B. Bank signature cards must be signed by a minimum of 2 members of the executive committee.
- C. A mid-year audit will be completed by January 30<sup>th</sup>. An annual year end audit will be completed per Washington State Uniform Bylaws.
- D. All requests for reimbursements must have a reimbursement form completely filled out with a copy or original receipt attached and must be turned in within 60 days of purchase. All requests must be submitted before June 30<sup>th</sup>.
- E. Checks that are submitted to this association and are returned for Non-Sufficient funds must be made good within 30 days with either cash or a cashier's check to include bank fees. Once a check has been returned all transactions with that individual thereafter must be on a cash basis only.
- F. Grant requests are subject to review by the Elk Plain PTA Executive Board. You will be notified if your request is approved to be voted on by the general membership. If your request is approved, the original submitter of a grant request or a competent representative listed on grant request must attend the next general membership or board meeting to present the request and answer any questions. All grants must be fulfilled within 30 days of approval unless noted at the time of request or approved for an extension by vote by the executive committee.
- G. The executive board may reallocate budgeted funds for dollar amounts up to \$500. Reallocations of funds in the amount of \$500.01 or more must be approved by the general membership.