

Jackson Elementary School PTA 7.3.20

Standing Rules 2021-2022

Reviewed August 23rd 2021

LEGAL INFORMATION

- a. PTA NAME: The name of this local PTA is Jackson Elementary School PTA 7.3.20. It was chartered by the Washington State PTA on October 4, 1973.
- b. MISSION: This PTA serves the students, families, staff, and community of Jackson Elementary School.
- c. STATE OF WASHINGTON: This PTA is a non-profit corporation recognized by the State of Washington on December 4, 1978. It was assigned corporation number 2-284411-2. The Treasurer is responsible for filing the annual corporation renewal form prior to December 31st. This PTA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is JAP-T88-322. The Treasurer is responsible for filing the annual registration prior to November 15th each year.
- d. IRS STATUS: The IRS recognized this PTA as a non-profit tax-exempt organization on August 14, 2006, under section 501(c)3. This PTA keeps its Federal Employer Identification Number with the Treasurer and is available upon request. The Treasurer is responsible for filing IRS Form 990 if that filing is required.
- e. REGISTERED AGENT: Washington State PTA has been designated to serve as the registered agent for this PTA.
- f. LEGAL DOCUMENTS: This PTA shall keep a binder with original copies of its legal documents with the Treasurer. Other Executive Committee officers may request copies of any of the documents as needed.
- g. The accounting period for this PTA shall be July 1st through June 30th each year.
- h. This PTA shall purchase liability insurance each year. Additional coverage may be purchased at the discretion of the Executive Committee. It is the responsibility of the current Treasurer to renew the liability policy for the PTA each year. A copy of the current liability policy shall be kept in the Legal Documents Binder maintained by the Secretary.
- i. The Standing Rules for this PTA shall be reviewed annually by the Executive Committee and adopted annually at the first general membership meeting by a majority vote of the members present. Standing Rules for this PTA may be amended at any general membership meeting during the year by reaching quorum and majority vote after the Executive Committee has approved the amendment. The Executive Committee may review and approve the amendment over email if necessary. The standing rules for this PTA shall not be in conflict with the WSPTA Uniform Bylaws.
- j. 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.

BUDGET AND FINANCE

- a. The Executive Committee will prepare a preliminary budget for the coming year and present the proposed budget to the general membership for approval in the spring of each year.
- b. The PTA will conduct a mid-year (around January) and year-end financial review (in July, as soon as the year-end bank statement is reconciled) of its books and records, with an option to audit at any time if decided by the Executive Committee. Signatories on the checking account may not participate in this review. Records must be submitted for financial review no later than 30 days after the end of the fiscal year. These results will be shared with the general membership at the next General Membership Meeting.
- c. Only elected officers can sign checks. Two (2) signatures are required on all checks. The signatures of at least three elected officers shall be on the signature card for this PTA's authorized bank account. Use of a debit card, credit card, ATM card, and online banking to disburse funds is not permitted.
- d. All reimbursement requests shall include a receipt and shall be submitted to the Treasurer, along with the Jackson Elementary PTA Reimbursement Request Form, within sixty (60) days of purchase. All requests must be received by the last day of the school year. The Treasurer shall have the authority to pay all budgeted expenses. Any non-budgeted expenses must be brought before the Executive Committee for approval.
- e. The Executive Committee has the authority to reallocate funds up to \$300.00 from one budget category to another when necessary without prior approval of the general membership. The Executive Committee must inform the membership at the next occurring membership meeting.

- f. Should the PTA receive an NSF check, a charge will be assessed in the amount of any bank penalties the PTA may accrue. If the NSF check or checks are not paid for by June 1st then the PTA will have the option to not accept any checks from this individual in the future.
- g. The PTAs monthly bank statements shall be provided unopened to a person appointed by the Executive Committee. Such a person will be appointed at the beginning of the fiscal year, and shall not be a signer on the account. The reviewer shall sign & date the unopened envelope and promptly report any concerns or discrepancies identified in the review to the Executive Committee. If there are no concerns or apparent discrepancies, the reviewer shall initial and date the account statements and provide them to the Treasurer.
- h. This PTA will not enter into any financial obligations extending beyond the fiscal year (July 1 – June 30) except as approved by the general membership. All contracts will be signed by two (2) elected officers.
- i. This PTA will follow best practice guidelines as outlined in the WA State PTA Managing Your Nonprofit PTA handbook.
- j. Money handling and counting will be done by two PTA members, at least one of which is an Executive Committee member. Jackson Elementary PTA will have a locked, fireproof safe onsite at the school for use when making a deposit must be delayed until the following business day. The Treasurer and President will be responsible for the keys to this safe.
- k. This PTA will accept credit cards using the Square processing system. Transaction fees will be absorbed by this PTA. The Square login information will be restricted to the bank signers.
- l. The PTA shall maintain a separate reserve account in the amount of 6 months estimated operating expenses or a minimum of \$2,000.00 to be replenished as needed.

MEMBERSHIP AND DUES

- a. Membership in this PTA shall be open to all people without discrimination. Membership is open to all Jackson Elementary parents, guardians, teachers, staff, community members, and any other persons who support and encourage the purpose of this PTA.
- b. The dues of Jackson Elementary School PTA shall be \$10.00 per individual, \$18.00 per family (two members), **\$25.50** for extended family membership (3 members). Staff memberships will be \$10.00. A business Partner member shall be \$30.00. These fees may be changed by a majority vote of the Executive Committee.
- c. The students of Jackson Elementary will be considered honorary members of this PTA without voice, vote, or privilege of holding office.

OFFICERS AND THEIR ELECTION

- a. The elected officers of this PTA shall be President, Vice President, Secretary, and Treasurer. These elected officers shall constitute the Executive Committee of the Board of Directors. The Board of Directors of Jackson Elementary School PTA shall consist of the elected officers and committee chairpersons as determined by the Executive Committee.
- b. To be elected as an officer of this PTA, a person must have been a member of this PTA for at least 15 days before the election. All elected officers must be at least 18 years of age.
- c. Any elected position, other than Treasurer and Secretary, may be held jointly by two (2) people. Each co-position shall be entitled to voice and vote at Executive Committee meetings. In the case of Co-Presidents, the presiding President has only a tie-breaking vote.
- d. The election of the Executive Committee must be completed at a general membership meeting no later than the end of the fiscal year (June 30th). Executive Committee members shall assume their official duties on July 1st and shall serve for a term of one (1) year, from July 1st to June 30th. No person shall serve in the same elected office for more than two consecutive terms.
- e. It is the duty of the President to inform WSPTA of newly elected officers immediately after their election.
- f. An office shall be declared vacant if an officer is absent for three (3) consecutive meetings unless previously excused by the presiding officer. If a vacancy occurs in an office, the Executive Committee will select an acting officer to serve until the next general meeting, at which time nominations will be taken from the floor with consent from the nominee.
- g. The Jackson Elementary PTA Executive Committee 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 the training "PTA and the Law" during the PTA year.

- h. A nominating committee shall be elected at a general membership meeting of this PTA at least thirty (30) days preceding the election of officers and shall consist of at least three (3) members. The committee shall select its chair at its first meeting. All 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 serve on this committee. No school district administrator can serve on the Nominating Committee for the PTA within the district where he/she is employed. Executive Committee may appoint a replacement nominating committee member if needed. Nominating Committee serves until an election of officers takes place.
- i. All committee chairs shall be current PTA members.
- j. All committee chairs shall maintain procedure information to be handed over to the incoming committee chair or the incoming President if an incoming committee chair has not been appointed by June 30th.
- k. Electronic Voting: Jackson Elementary PTA may allow voting by email, online voting tool and/or by mail for election of the nominating committee and/or officers per WSPTA "Mail, email and online voting procedures" found in the leadership guide.
- l. [The Jackson Elementary PTA Executive Board will maintain control of all online access accounts, including all logins, passwords, and email.](#)

MEETINGS

- a. Membership meetings for this PTA shall be held monthly from September-June. The Executive Committee may choose two (2) months where general membership meetings are not held. A total of eight (8) meetings shall be held.
- b. This PTA's Executive Committee shall meet monthly (July-June) at a date and time to be determined by the members of the Executive Committee.
- c. For general membership meetings, a quorum shall be defined as ten members. This is the minimum number of members who must be present at a meeting for business to be legally transacted.
- d. Adoption of the budget and standing rules, the election of the nominating committee, and the election of officers shall take place at general membership meetings.
- e. Special meetings of the Executive Committee may be called by the President or upon written request by the majority of all members of the Executive Committee. Executive Committee quorum is defined as a majority of the Executive Committee.
- f. Special general membership meetings may be called by the President or a majority of the Executive Committee by written notice delivered to the members not less than five (5) days before the date of the special meeting.
- g. Both Executive Committee meetings and general membership meetings can be held via video or audio conference calls if necessary. Voting and all other normal business activities are allowed although voting shall be done by roll call. At least 10 days' notice for membership meetings and 5 days notice for special board meetings will be given.

AWARDS

- a. One or more Golden Acorn Awards shall be presented annually to an outstanding volunteer(s).
- b. The Outstanding Educator Award shall be presented annually to one or more educator(s) at Jackson Elementary School. Preference shall be given to educators who are retiring or leaving the school after outstanding service.
- c. A committee appointed by the President shall select the recipient(s) of both the Golden Acorn and the Outstanding Educator awards. Past recipients may be asked to consider being part of this committee. The Executive Committee shall determine the number of recipients.

VOTING DELEGATES

- a. Voting delegates to the Everett PTSA Council shall be at least 1 authorized delegate up to a maximum of three (3).
- b. This PTA will send as many voting delegates and as many visiting delegates to the WSPTA Convention as the budgeted amount can support. All delegates for the WSPTA Convention shall be selected by the Executive Committee. The budget may reimburse registration, hotel, parking, and per diem (\$25 per day).

- c. This PTA will send as many voting delegates and as many visiting delegates to the WSPTA Legislative Assembly that the budgeted amount can support. The budget may reimburse for registration, hotel, parking, and per diem (\$25 per day).

Amended at the general membership PTA meeting on August 23rd 2021

Approved at the general membership PTA meeting on _____ September 21st 2021 _____