

GARFIELD PTA 7.3.10

STANDING RULES 2018-2019

Article I – NAME AND GENERAL INFORMATION

1. The name of this association, established in January 1979, shall be the Garfield PTA, local PTA number (LUN) 7.3.10, member of the Everett PTA Council, Service Area 7, incorporated as D-284278.
2. This PTA serves the children in the Garfield Elementary school community, which includes the residences and businesses in the Garfield Elementary school enrollment area.
3. Our PTA mission is to support our students, their families, the school and community in cultivating a safe, positive environment where students are inspired to realize and reach their full potential.
4. The incorporation renewal terms are due on our incorporation date, January 26th, 1979 and assigned UBI #601 847 385. The treasurer is responsible for filing the annual corporation report. The Employer Identification Number is located in the legal documents binder in the custody of the treasurer.
5. The Garfield Elementary PTA has designated the Washington State PTA as its registered agent with the Washington Secretary of State's Office, the Washington Department of Revenue, and the United States Internal Revenue Service. The Employer ID number is located in the legal documents binder in the custody of the secretary and/or in a locked PTA file at the school. The association's local PTA legal document notebook is kept with the secretary's' records.
6. This PTA is registered under the Charitable Solicitations Act, registration number 1827 . The treasurer is responsible for filing the annual registration by May 31st to avoid penalties.
7. The association received its federal income tax exemption on May 17th, 1988 under Section 501 C (4).
8. The treasurer, with the assistance from the immediate past treasurer, is responsible for filing IRS forms 990, Form 990 EZ of Form 990-N prior to November 15th. Copies of the current and past years' returns are located in the legal documents binder maintained by the secretary. The Garfield Elementary PTA has been designated to the Washington State PTA as is registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the United States Internal Revenue Service. Copies of the signed documents making such designation are available in the legal document binder maintained by the secretary.
9. Per the Washington State PTA Uniform Bylaws, we will annually review, complete, and sign the WSPTA Standards of Affiliation Agreement.

Article II – MEMBERSHIP & DUES

1. Membership at this PTA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, community members and any other persons that support and encourage the purpose of PTA.

2. The students of Garfield Elementary School are honorary members of this PTA without voice, vote or privilege of holding office. They may participate in PTA activities.
 3. PTA volunteers shall submit and be approved through Everett Public Schools volunteer application process prior to volunteering at a PTA sponsored event.
 4. Membership dues for 2017-2018 school year, and future years unless stated, shall be \$15.00 for one person and \$20 for two adults. All paid members have a voice and vote at Garfield PTA membership meetings.
1. The membership dues paid to Garfield PTA are distributed as follows:

National Dues

WA State PTA

Everett PTSA Council

State (annual) Fee

Distributed
collectively

Everett Council
(annual) fee

Distributed
collectively

Remainder to
Garfield PTA

Article III – OFFICERS & THEIR ELECTION

1. A nominating committee election shall be according to the State PTA Bylaws, Article 5, Section 5.
2. Election procedures shall be as outlined in the State PTA Bylaws, Article 5, Section 6. Officers shall be elected by annual ballot at membership meeting on or before June 30th.

3. Voting for officers or nominating committee positions may take place at a membership meeting.
4. The elected officers of this association, known as the Executive Committee, shall be as follows: president or co-presidents, first vice-president (membership) and/or second vice-president (volunteers), secretary, and treasurer.
5. Any elected position other than treasurer may be held jointly by two (2) people. Each co-position shall be entitled to voice and one (1) vote per position at a board of directors' meeting.
6. The duties of the president or co-presidents are specified by the State PTA Bylaws Article 5, Section 7.
7. The first vice-president shall temporarily perform the duties of the president/co-presidents when the president/co-presidents are unable to serve this office. The first vice president shall chair membership.
8. If, for some reason, the first vice president is unable to fill the president/co-vice president's vacancy, the second vice-president will assume the position until the vacancy is filled. The second vice president shall chair volunteers and shall correspond with committee volunteers and assign as necessary to fill vacancies and staff PTA events.
9. The secretary duties shall be as stated in the State PTA Bylaws Article 5, Section 7. The secretary shall serve as parliamentarian. This member will then make two copies of the bank statement and deliver one (1) to the president, and file one (1) with the secretary binder. The original will be delivered to the treasurer.
10. There will be two legal documents binders: One in the possession of the Secretary and the second in the possession of the Treasurer.
11. The duties of the treasurer shall be as stated in the State PTA Bylaws Article 5, Section 7. PTA books and bank statements shall be made available at all PTA meetings. It shall also be the duties of the treasurer to renew the annual insurance, pay incorporation fees, purchase Golden Acorn and Outstanding Educator pins, and have the plaques engraved for Golden Acorn, Outstanding Educator recipients and past presidents.
12. The president and treasurer shall share responsibility for the annual renewal of the incorporation and liability insurance.

Article IV – BOARD OF DIRECTORS

1. The Board of Directors shall consist of the Executive Committee and the chairpersons of the following standing committees: communication, yearbook, staff appreciation, membership (if not a VP position), 5th grade representative, and two at-large members appointed by the executive committee as needed each year.
2. Each Standing Committee Chairperson is allowed one vote. If a person holds two (2) or more voting positions, that person is allowed only one vote. Co-chairs shall be granted individual voice and share one vote. In the event that a standing committee chair is vacant, this will not be counted toward the total for purposes of calculating a quorum.
3. Each member of the Board of Directors shall keep a notebook/procedure book of activities and recommendations pertaining to his/her office of chairmanship. This notebook and accumulated

state and national materials shall be returned to the President before the end of the school year so that they may be given to the President-elect.

4. A majority of the Board of Directors shall constitute a quorum.
5. The Board of Directors shall meet 6-8 times per year during the school year, typically 2 weeks prior to General Membership meetings. These meetings shall be scheduled on Mondays unless the majority of the Board of Directors cannot meet on those days. If there is no school or another scheduling conflict, the Executive Committee shall reschedule the meeting and notify the Board of Directors. Special meetings of the Board of Directors may be called by the President(s) or by three members of the board with ten (10) days' notice being given.
6. Additional PTA committees will be encouraged to send their committee chair or the representative to a Board meeting to share updates, make funding requests, and further communication.

Article V – MEETINGS

1. The PTA's membership will meet on a Monday of each month. In the event that there is no school or a scheduling conflict, the Executive Board shall reschedule the meeting and notify the Membership. Meetings will be held in the school cafeteria beginning, unless a conflict exists and the President must move the meeting to the library. Special meetings may be called as provided in the Washington State Uniform Bylaws. Written notice of the place, day and time of the meetings shall be delivered not less than ten (10) and no more than fifty (50) days prior to the date of the meeting to each member.

Adoption of the budget, adoption of the standing rules, election of the nominating committee, report of the financial review committee, and elections of officers shall take place at membership meetings.

Article VI - BUDGET

1. The treasurer shall be the chairperson of the Budget Committee and shall ask for committee members from the PTA Board of Directors.
2. The PTA shall approve its annual operating budget in the spring of each year.
3. If the need for immediate additional non-budgeted expenses arises, such funds may be approved as follows: The Board of Directors has authority to reallocate up to \$500 budgeted for one purpose to another purpose. Expenditures over \$500 must be approved by the membership.
4. Where a restricted fund exists, any funds requested to be spent require a vote by the Board of Directors or Membership at a meeting.

Article VII – AUDITS / FINANCIAL REVIEW

1. A financial review committee of two to three (2-3) shall be appointed by the President(s) and shall complete a financial review of the treasurer's books. Members of this committee shall not

include the treasurer or any person authorized to sign on the PTA bank account(s) for the period that is being reviewed or any individuals living in their households. The review shall be completed in a reasonable time frame following January 1st and June 30th each year.

Article VIII – BANK ACCOUNTS / SIGNATURES

1. The Executive Committee, shall be on the signature card for the PTA's bank account(s). The bank account(s) will have at least three (3) authorized signatures. Any such account shall require the signatures of at least two elected officers to make a withdrawal. A minimum of three Executive committee officers are required to transfer bank accounts from one year to the next. A combination of 1 or more from the previous year in addition to a minimum of 1 or more from the incoming Executive Committee for a minimum of 3 total present at the signing of the new signature cards.
2. Any bank account changes must have two current signers present. In the event two signers from the previous year's board are not available then one current signer and a minimum of two incoming signers must be present to change over accounts.
3. Transferring over and signing of the new signature cards for the Garfield PTA bank account shall take place no later than July 30th of each year. In the event the new board has not been elected prior to the end of the school year, this date shall be extended to September 30th to allow for a new Executive Committee to be voted in by the membership.
4. At no time shall the bank statements be sent directly to the Treasurer's home address.
5. All Garfield PTA contracts shall be signed by two (2) elected officers.
6. All reimbursement for authorized expenses must include a receipt and be submitted to the treasurer within 60 days of purchase. All requests for reimbursement must be received by June 10th or they will be considered a donation to the PTA.
7. Should the PTA receive an NSF check, a service fee in the amount of \$10 will be assessed by the treasurer in addition to any fees imposed by the PTA's bank. Multiple NSF checks from the same individual may result in PTA allowing only cash payment from the individual responsible.
8. A square device may be used at PTA events, when all Board members are in agreement, to receive credit/debit card payments for goods. Square App must be downloaded onto a Board members phone and deleted before the year end financial review, unless the board member has been re-elected.

Article X – AWARD RECOGNITION

1. One or more Golden Acorn awards may be presented annually to an outstanding volunteer(s). The Board of Directors shall determine the number of recipients. An appointed awards committee will be responsible for selecting the new Golden Acorn Recipient(s) put forth from written nominations by the membership submitted by the deadline.
2. One or more Outstanding Educator awards may be presented annually to an outstanding teacher or educator to recognize advocacy work on behalf of children and youth. The Board of

Directors shall determine the number of recipients and select the recipient(s) based on written nominations by the membership submitted by the deadline.

3. One or more Outstanding Advocate awards may be presented annually to an outstanding advocate(s). The Board of Directors shall determine the number of recipients. An appointed awards committee will be responsible for selecting the new Outstanding Advocate Recipient(s) put forth from written nominations by the membership submitted by the deadline.
4. The purchase price of the pin(s), a donation to the Washington Congress Scholarship Fund and a banquet reservation for these awards shall be a budgeted item.

Article XI - DELEGATES

1. Voting delegates from Garfield PTA to the Everett Council shall be the president, first vice president, second vice president and treasurer. The alternate shall be the secretary.
2. The vote of this PTA for the position of Washington State PTA Region 7 Director shall be determined by the board of directors.
3. The number of memberships in the Local PTA shall determine the number of voting delegates and visiting delegates to the State convention. All delegates must be chosen by vote of the Board of Directors. Delegates' expenses shall be the responsibility of the delegate aside from what has been approved as part of the Garfield annual budget. If by vote and amendment to the budget, full funding is granted full funding shall include paid registration, banquets and reasonable allotment for room and transportation, dependent on location and facility of the convention. Garfield PTA will make every attempt to send a delegate based on the approved budget.
4. The Garfield PTA will send as many voting delegates and as many visiting delegates to the WSPTA Legislative Assembly that the budgeted amount will sustain. The rest of the voting delegates will be determined by the board of directors. Individuals attending the assembly paid by the Garfield PTA will submit a board report/summary about the WSPTA Legislative assembly.

Article XII – STANDING RULES

1. The Standing Rules may be adopted annually by a majority vote at the first or second General Meeting of the school year.
2. The Board of Directors may review these rules for the revision or amendments as deemed necessary and present recommendations to the Membership for approval by a quorum of the association.
3. These Standing Rules pertain only to Garfield PTA and are supplemental to the Washington State PTA Bylaws, which are available to the membership upon request.
4. Our PTA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Standards of Affiliation Agreement.
5. Garfield PTA will follow the guidelines set forth in the WSPTA Uniform Bylaws section 4.3, requiring a minimum of ten members present to constitute a quorum.

