

Black Diamond Elementary PTA

Standing Rules 2017-2018

Standing rules serve as a guideline for local units and should be used in conjunction but not in conflict with the uniform bylaws under which all PTA units in Washington State operate. They are the basic rules for conducting business for the Black Diamond Elementary PTA local unit 5.4.2.

Association

1. The name of the PTA unit will be Black Diamond Elementary, local unit 5.4.2. It was chartered by the WSPTA in September 1997. This unit shall be referred to as “the PTA” in the remainder of this document.
2. This unit is a non-profit corporation recognized by the state of Washington on October 31, 1996.
3. The IRS recognized this unit as a tax-exempt organization on October 31, 1996, under section 501c3.
4. This PTA is registered with the Secretary of State under the Charitable Solicitations Act form (990EZ). The registration number is 601750968. The treasurer is responsible for filing the annual registration prior to November 15th. (Required only if \$50,000 or more is earned per year)
5. This PTA serves the people of Black Diamond Elementary School community, which includes the residences and businesses in the Black Diamond Elementary School enrollment area.

Membership

1. The membership service fees for Black Diamond Elementary PTA local unit 5.4.2 shall be \$10 per person. The executive board (President, Vice-President, Secretary, and Treasurer) determine the membership service fees. Fees will include National-\$5.75, State-\$2.25 and Local-\$2.00 assessments.
2. The students of Black Diamond Elementary shall be considered honorary members of the PTA without voice, vote or the privilege of holding office. This statement relates to PTA events.

Business and Non-Profit Supporters

The Black Diamond PTA offers a business/non-profit supportership. The cost will be \$50 for businesses and \$30 for non-profit groups. The benefits of the PTA Supporter will include recognition in newsletters, flyers and/or at selected events. The advertising will be: Name of Business \$ Contact, Telephone Number and Website. The PTA will list the businesses as a Supporter on the PTA website and provide a link to your business’ website. Supporters will be listed alphabetically in both cases. Businesses and Non-Profits who have purchased a “Supportership” have no voting rights.

Board and Officers

1. The elected officers of the PTA shall be the President, Vice president, Secretary and Treasurer. Offices may be held by two people if those individuals agree to share the position. Each co-position is entitled to one (1) vote per position at a board of directors' meeting, with the individual holders rotating voting privileges every other meeting.
2. The Board of Directors of the PTA shall consist of elected officers of the Executive Board, and others deemed appropriate by the Executive Board.
3. The Executive Board will have the authority to make decisions for the general membership and to issue checks for PTA business, not exceeding \$200 when the timing does not permit a vote at a regular meeting. This is done by majority vote for the Executive Board. Decisions made by the Executive Board will be recorded by the Treasurer and shared with the membership at the next membership meeting.
4. Any Executive Board position will be declared vacant if that person misses three consecutive scheduled meetings, unless excused by the President.
5. Officers will be elected by April 30th for the term of one year and shall assume office July 1st.

Meetings/Finance

1. The Executive Board will generate a schedule for general membership meetings to be held during the school year. There must be at least 10 members present in order to conduct business. Meetings shall be held at the discretion of the Executive Board. There will be a minimum of 3 general membership meetings per school year. All meetings will be given 10 days notice.
2. Adoption of the annual budget, approval of standing rules, election of nominating committee and election of officers shall be done at general membership meetings. All meetings shall be held under the direction of the Executive Board.
3. Any bills and receipts must go through the committee chair and need a signature from the committee chair, and need to be turned in with a reimbursement voucher form.
 - When the membership approves the PTA's budget, it is authorizing the Executive Board to spend the PTA funds. This is not an authorization for a committee to spend funds.
 - It is common practice for each committee to formulate its own plan and budget, and present these to the Executive Board. The board reviews these plans and

the committee's budget in relation to the entire PTA budget and approves, modifies or disapproves the committee's plans or budget

- No committee chair or committee member can obligate the PTA to a program, project, activity, plan or any obligation, financial or otherwise, without approval of the Executive Board. If contracts are to be signed, only elected officers may sign them.

4. All mini grant applications need to be filled out prior to any requests. The applicant must be a current PTA member. Part A is to be turned into the Mini Grant Coordinator no later than the 1st of each month and Part B no later than 2 weeks prior to event. Part B of the mini grant applications need to be specific, or the board as the right to deny any extra expenditure not noted.

5. All receipts must be submitted no later than 30 days after an event takes place and 7 days before the last day of school.

6. Requests for specific need grants from outside vendors/non PTA members need to be discussed and approved by the PTA Executive Board and presented to the general membership at the next scheduled meeting for a vote, before any representation is made.

7. The Executive Board has authority to reallocate budget funds up to \$500 as deemed necessary.

8. The general membership shall approve the annual budget prior to the end of the school year. This provides the legal authority to spend funds past the end of the current fiscal year. Without and approved budget, no funds can be spent or disbursed after June 30th or until a budget is approved. When the membership approves the PTA's budget, it is authorizing the Executive Board to spend PTA funds. This is not an authorization for a committee to spend funds.

9. The PTA shall conduct an audit of its financial books and records during the month of January as well as at the end of the fiscal year (July 1st-June 30th). The PTA books shall be audited each time a change in Treasurer occurs. (In strict compliance with Money Matters requirements)

10. The signatures of at least (2) elected officers shall be on the authorized signature card for the Black Diamond Elementary PTA's bank account.

11. Only funds under complete control of this PTA and with the capacity to be voted on for expenditures may be kept in the PTA bank account. Two officers shall be required to sign all PTA checks.

Committees and Documentation

1. This PTA shall keep a copy of each of its legal documents in a notebook with each elected officer. The originals will be stored in a safe deposit box at the PTA's banking institution. The Secretary shall be responsible for maintaining the original copies and providing updated copies to other officers.
2. The nominating committee will be elected in accordance with the WSPTA By-Laws at a general membership meeting. The President or any other officer may not appoint members to this committee (see Leadership manual for specifics).
3. Event chairs must communicate with the Executive Board 1 month prior to the event and present and outline of their plan for the event as well as how the budget will be spent. Expenses incurred beyond the approved budget without prior approval from the Executive Board may become a personal expense and not be reimbursed by the PTA.
4. In order to provide an opportunity for other members of the PTA, event chairs can hold a position up to 2 years at which time the position can be filled. If the position is not able to be filled by June 1st, then the previous chair will have the opportunity to chair the event again.
5. A person must be a member of the PTA in order to chair an event.

PTA Property

1. Any and all PTA property is maintained and secured by the Executive Board.
2. No property shall be used for any purposes other than PTA, school events or community events that are directly related to the students at Black Diamond Elementary.
3. All events must have Executive Board approval.
4. An updated list of property will be submitted to our insurance company with our annual renewal.

Standing Rules

1. The standing rules shall be adopted annually by a majority vote before July 1st at a General Membership Meeting. The standing rules may be amended or resigned by a 2/3 vote at any general membership meeting. If notice of the proposed action is given before the meeting, they may be amended or resigned by majority vote. A quorum of

the membership must be present to make any business decisions. A quorum constitutes 10 members.

General

1. Awards shall be presented annually to an outstanding volunteer(s). The membership shall nominate the recipient(s). The Executive board shall determine the number of recipients.
2. Voting delegates to the Annual State PTA convention shall be the President and the Secretary. The alternates shall be the Treasurer and the membership chair.
3. The President shall determine the vote of the PTA for the position of the Washington State PTA Region Director. The alternate will be the Vice-President.
4. Per the Washington State PTA Uniform Bylaws, we will annually review, complete, sign, and submit the WSPTA Standards of Affiliation agreement by the required deadline.

STANDING RULES APPROVED BY THE GENERAL MEMBERSHIP ON:

October 18, 2017

President, Lindsay Porter

Vice President, Renee Stouffer