

# **Partners at Lowell School PTA**

## **Standing Rules**

**2018-2019**

### **General Identifications**

The name of this PTA local unit is: Partners At Lowell School PTA 6.15.287 (referred to as PALS PTA). It was chartered on March 2, 1998. Its National PTA local unit number is 34325.

This PTA serves the children in the Lowell Elementary school community which may include the residences and business in the Lowell Elementary area.

This PTA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 6398. The treasurer is responsible for filing the annual registration by May 31 to avoid penalties.

This PTA was incorporated in the State of Washington on April 13, 1998 and assigned UBI number 601 869 343. The treasurer is responsible for filing the annual corporation report no later than the last day of the incorporation anniversary month (April). The registered agent for this corporation is the Washington State PTA.

The Employer Identification Number is located in the legal documents binder in the custody of the Treasurer.

This PTA was granted tax-exempt status under section 501(c)(3) on September 17, 1998.

The treasurer is responsible for filing the appropriate Federal IRS tax return Form 990, Form 990EZ or Form 990N prior to November 15.

### **Voting and Delegates**

Voting delegates (if any) to the Council PTA shall be determined each year by the Board of Directors.

The voting delegates and any visiting delegates to the annual State PTA convention, shall be determined each year by the Board of Directors. The Board of Directors shall determine the number of delegates to be funded by the PTA. These costs shall be budgeted each year as PTA expenses.

The voting delegate(s) to the State PTA Legislative Assembly shall be

determined by the Board of Director, in consultation with the Legislative Chairperson (if any), and shall include the Legislative Chairperson (if any). The Board of Directors shall determine the number of delegates to be funded by the PTA. These costs shall be budgeted each year as PTA expenses.

### **Membership, Officers, Directors & Budget**

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

All paid members have a voice and vote at PALS PTA general membership meetings.

The membership fees for PALS PTA shall be determined each year by the Board of Directors.

The elected officers of this PTA shall be a minimum of President, Vice President, Secretary and Treasurer. Any elected position may be held jointly by two or more people. Each co-position holder shall be entitled to voice and vote at Board of Directors meetings.

Our PTA will make sure that each executive committee member attends a minimum of one WSPTA-approved training opportunities during the PTA year. Further, at least one member of the executive committee will attend PTA and the Law during the PTA year.

The Board of Directors of PALS PTA shall consist of the elected officers, plus any appointed members. The President may appoint, and the existing board confirm by majority vote, new voting members to the Board of Directors.

To be eligible for appointment, the appointee must declare that they intend to attend the majority of board meetings.

Appointment to a "chair" position is not an automatic appointment to the Board of Directors.

Membership on the board does not persist from year to year.

All members of the Board of Directors must be current members of the PTA.

Any board member who misses three board meetings in a row, unexcused by the President, is automatically considered as resigning from the Board of Directors.

Telephone or video conferencing does count as attending a board meeting. The

board will accommodate, within reason, board members wishing to attend via conference.

Prior to the start of the new school year, the President shall conduct a Board orientation for all newly elected officers.

Adoption of the annual budget, approval of the standing rules, election of the nominating committee, and election of officers shall be done at general membership meetings. All meetings shall be held at the direction of the Board of Directors with notice of the place, day and time delivered to members not less than ten (10) nor more than fifty (50) days prior to the date of the meeting.

The Treasurer shall be responsible for maintaining the original copies of all legal documents and providing updated copies to the files, and to other officers if requested. The original set shall be kept in a secure location. Duplicate sets of documents shall be kept by the Treasurer and the Secretary.

The Secretary shall email minutes to each elected officer prior the next scheduled meeting and provide a summary of the minutes for publication.

This PTA shall approve its annual operating budget in the spring of each year.

As required by the Uniform Bylaws, an annual financial review shall be conducted for each fiscal year (which ends every June 30<sup>th</sup>). Any interim financial reviews shall be at the discretion of the Board of Directors or Treasurer.

The signatures of a minimum of four (4) elected officers shall be on the authorized signature card for all of this PTA's bank accounts. All PALS PTA checks/withdrawals shall have two (2) signatures.

The PTA's monthly bank account statements shall be provided unopened to a person appointed by the board of directors. Such person will be appointed by the board at the beginning of the fiscal year, and shall not be a signer on the account. The reviewer shall promptly report any concerns or discrepancies identified in the review to the executive committee. If there are no concerns or apparent discrepancies, the review shall initial and date the account statements and provide them to the treasurer.

In order that students may fully participate in any PTA sponsored, raffles, bingo, events, etc. the students of Lowell Elementary shall be considered honorary members of this PTA, without vote or the privilege of holding office.

### **Quorum & Meetings**

As stipulated in the WSPTA Uniform Bylaws, a quorum for general membership meetings will be ten members. For Board meetings a quorum is a majority of the board (one half of the Board membership, plus one).

This PTA's board of directors will meet monthly on a date and time to be determined by the board. All Board meetings will have a maximum length of one and one half hour, at which time the presiding officer will announce adjournment, along with the option for those willing to remain to continue discussions to do so. If a quorum remains and the secretary or an alternate is available to keep minutes, business may continue to be conducted.

### **Voting**

Voting shall be by simple majority of the quorum.

### **Electronic Voting**

Electronic voting is not allowed for General Meetings. Electronic voting is allowed for board votes, using an electronic voting system designated by the President. Electronic votes must have a quorum of 50% plus 1 of board members. Votes will be anonymous. Votes will stay open for 3 days, unless the president declares a pressing need for a rapid vote. For a vote to be binding, it must be unanimous, otherwise an in-person vote is required. For purposes of this requirement, a board member participating in a meeting via teleconference counts as "in-person".

### **Communications**

The Board of Directors is responsible for all PTA printed and digital material and the acting Communications Chair will consult with school staff in regard to sensitive material prior to publishing.

### **Honorary Awards**

One or more Golden Acorn awards may be presented annually to an outstanding volunteer(s). A committee appointed by the president shall select the recipient(s). The board of directors shall determine the number of recipients.

One or more Outstanding Educator awards may be presented annually to an outstanding teacher or educator. A committee appointed by the president shall select the recipient(s). The board of directors shall determine the number of recipients.

### **Operating Guidelines**

The membership service fee of PALS PTA shall at least cover the cost of PTA local, state and national membership fees, general liability insurance costs and association professional liability insurance costs.

PALS PTA shall keep at least two copies of its legal documents.

These standing rules shall be reviewed and approved by the general membership each year.

### **Insurance**

This PTA shall carry a minimum of general and professional liability insurance.

This PTA shall never purchase capital equipment (e.g., furniture, disaster supplies, landscaping, computers, benches, rugs, fencing) for the purpose of donating it to the school. Instead the funds shall be granted to the school for the purchase of the specified goods or equipment.