

**Arrowhead Elementary PTA 6.10.5
2017-2018 Standing Rules**

These standing rules shall be in compliance with the Washington State PTA Uniform Bylaws.

Article 1 – Name and Purpose

1. The name of the PTA local unit shall be the Arrowhead Parent-Teacher Association (PTA); the local unit number is 6.10.5.
2. This PTA serves all of the children in the Arrowhead Elementary community.

Article 2 – State and Federal Status

3. This unit was incorporated as a nonprofit corporation in the State of Washington on April 26, 1974 and assigned UBI number 601 791 938.
4. The registered agent for this corporation is the Washington State PTA as it is registered with the Washington Secretary of State's Office, the Washington Department of Revenue and the United States Internal Revenue Service. The Employer Identification Number is located in the legal documents binder in the custody of the Treasurer
5. The IRS recognized this unit as a tax-exempt organization on May 30, 1979, under section 501c(4). This was amended on July 9, 2002 and this organization is now recognized as a 501c(3) retroactive to May 30, 1979.
6. This unit shall keep at least two notebooks with copies of its legal documents in two separate locations. The original will be kept with the Treasurer's File; the copy will be kept by the President or Co-Presidents.

Article 3 - Membership

7. Membership shall be open to all people without discrimination.
8. For the 2017-2018 year, the membership service fees shall be: \$15.00 for an individual membership, \$25.00 for a family (2 people). If this local unit wants to change the membership service fees, the general membership must vote on it in the Spring for it to go into effect the following year (July – June).
9. The students of Arrowhead Elementary School shall be considered honorary members of this unit with voice but without vote or privilege of holding office.

Article 4 – Officers, Committees and Board of Directors Quorum

10. The elected officers of this unit shall be the President or Co-Presidents, Vice President or Co-Vice Presidents, Secretary, Treasurer or Co-Treasurers. These elected officers shall constitute the Executive Committee.
11. Any elected position may be held jointly by two (2) or more people. Each co-position holder shall be entitled to voice and vote at a board of directors meeting.
12. An office on the Executive Committee shall be declared vacant if that person misses three consecutive meetings (general membership or board meetings), unless excused by the President or Co-Presidents.
13. The nominating Committee shall be elected in accordance with the Washington State PTA Uniform Bylaws by December 31st, annually.

14. Committees: All committee chairs shall be current Arrowhead PTA members. Committees shall be generally classified as follows:

- a. The Board of Directors shall consist of the Executive Committee and chairs of the committees listed below. Members of the Board will be expected to attend Board of Directors' meetings in September and February, as well as the General Membership meetings. The quorum for Board of Directors meetings shall be a majority.

Fall Fundraising	Membership	Spring Fundraising
Legislation	Special Services	Student Enrichment (SEC)

- b. Standing Committees perform a continuing function for the ongoing unit or council. Chairpersons of these committees will not be expected to attend Board of Directors meetings. Standing committees **may include but are not limited to** the following:

Art Docent	Green Team/Garden	Reflections
Care	Hospitality	Social Services
Directories	Library Volunteers	Staff Appreciation
Emergency Preparation	Popcorn	Staff Liaison/Teacher Wish List
Financial Review	PTA Awards	Website/e-News/Facebook

- c. Activity Committees shall be established each year to coordinate local unit events and activities that may occur during the year. They may or may not be organized under committee chairs that are not expected to attend Board of Directors' meetings. Activity committees **may include but are not limited to** the following:

Athletic Club(s)	Foreign Language Club(s)	Parents & Pastries
BBQ/Carnival	Lego Club	School Dance
Chess Club	Multi-Cultural Night	Science Fair
Coding Club	New Family Welcome	Sewing/Knitting Club
Cultural Arts (MCT)	NW Aerials	Talent Show
Drama Club	Pancake Breakfast	Welcome Back Event

Article 5 – Officers, Committees, and General Meeting Quorum

- 15. General Membership meetings of this unit for the 2017-2018 school year shall be held on the following dates at 6:30pm: October 3, 2017; November 7, 2017; January 9, 2018; March 6, 2018; April 3, 2018; May 8, 2018; June 5, 2018.
- 16. Adoption of the budget, adoption of standing rules, election of nominating committee and election of officers shall take place at General Membership meetings.
- 17. Quorum at all General Membership meetings of this unit shall be ten (10).
- 18. Any elected position may be held jointly by two (2) or more people. Each co-position holder shall be entitled to voice and vote at a general meeting.

Article 6 – Budget and Finance

- 19. Arrowhead Elementary PTA shall approve its annual operating budget in the fall and the spring of each year at the General Membership meeting.

20. The Board of Directors may reallocate funds budgeted for one purpose to another by a majority vote.
21. Committee chairs are encouraged to stay within their budgets; however, the PTA Treasurer has the authority to reimburse expenses for a budgeted line item for up to \$25 over the specified budget without membership approval.
22. The Treasurer is responsible for filing the appropriate federal tax return 990 or Form 990EZ prior to November 15th and providing a copy to the board no later than November 1st. Copies of current and past year's return are located in the Legal Documents binder maintained by the President.
23. The Treasurer is responsible for filing the Annual Corporation Report prior to the end of this unit's month of incorporation (April) annually.
24. This PTA is a registered under the Charitable Solicitations Act, registered number 292. The Treasurer is responsible for filing the annual registration by May 31st of each year.
25. This unit shall obtain and maintain a Resellers Permit from the State of Washington.
26. The Student Enrichment Committee (SEC) shall evaluate requests for funds for the benefit of Arrowhead students and programs. The committee shall include at least one member of the Executive Committee, the Principal of the school, one faculty member and one general PTA member. Committee members shall be limited to two consecutive years of service.
27. Any scholarship funds granted to the school may only be used to support students at an all classroom or school level activity during the school year (late August – mid-June). Funds may cover field trips and/or supplies. These funds *may not* be used to support non-Arrowhead classroom participation such as band/outside sports programs/summer school programs.

Article 7 – Bank Account and Signers

28. The PTA shall establish one or more accounts with a financial institution as determined by the Board of Directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal.
29. The signers on the PTA bank account shall consist of the Executive Committee members, with the exception of the Secretary who receives the monthly bank statement. If two executive committee members reside in the same household, only one may be a signer. If there are two Co-Treasurers, only one may have signing authority.
30. A signer on the PTA bank account may not sign a check that is payable to herself/himself.
31. The PTA's monthly bank statement shall be provided unopened to the Secretary who shall not be a signer on the account. The Secretary shall promptly report any concerns or discrepancies identified in the review to the Executive Committee. If there are no concerns or apparent discrepancies, the Secretary shall provide the bank account statement to the Treasurer.

Article 8 – Financial Review

32. The PTA shall conduct a financial review of its books and records in January of each year in addition to the required financial review at the close of the fiscal year – June 30th. An out-of-cycle financial review is required in the event of a change in Treasurer.
33. A financial review committee, minimum of three (3) members appointed by the President, will review the financial books twice a year. Members of this committee shall not include the Treasurer or any person authorized to sign on the PTA bank accounts for the period that is being reviewed or any individuals living in their households.

Article 9 - Awards

34. Up to five Golden Acorn Awards can be presented annually to an outstanding volunteer(s). A committee appointed by the President or Co-President shall select the recipient(s).
35. One Outstanding Advocate Award may be presented annually to recognize advocacy work on behalf of children and youth. A committee appointed by the President or Co-President shall select the recipient.
36. One Honorary Lifetime Membership Award may be presented annually to an individual who has made significant contribution to the growth and development of PTA. A committee appointed by the President or Co-President shall select the recipient.
37. An Outstanding Educator Award may be presented annually to an outstanding teacher/educator. A committee appointed by the President or Co-President shall select the recipient.

Article 10 – Conferences and Representation

38. In the event Arrowhead PTA were to receive funds from WA State PTA to represent WA State PTA at an event, the existing Executive Committee would be the assumed attendees. If one or more of the members of the Executive Committee could not attend the event, the Executive Committee would determine as a group, by vote, if there were funds to invite any incoming elected officers. If there were still funds available, Board members would be offered the opportunity. The existing Executive Committee would determine the best way to distribute the funds among the attendees of the event.
39. Voting delegates from this unit to the Northshore Council PTSA shall be the President or Co-Presidents, Vice President or co-Vice Presidents and Secretary. The alternate shall be the Treasurer.
40. The voting delegates to the annual WSPTA convention shall be determined in the following order: Incoming (Co) President(s), Ongoing President, Incoming (Co) Vice President(s), Incoming Secretary, Incoming Treasurer, Ongoing Vice President, Ongoing Secretary, Ongoing Treasurer. The Board of Directors shall determine the number of delegates to be funded by the PTA.
41. The voting delegate(s) to the WSPTA Legislative Assembly shall be determined in the following order: Legislation Chair, President, Co-President, Vice-President, Co-Vice-President, Secretary, and Treasurer. The Board of Directors shall determine the number of delegates to be funded by the PTA.
42. The vote by this unit for the Region Director shall be by Executive Committee action.

Article 11 – Standing Rules

43. The standing rules shall be adopted annually by a majority vote no later than the first General Membership meeting.
44. The standing rules may be amended at any regular General Membership meeting by a two-thirds vote, or if previous notice is given, by a majority vote.

Article 12 – Standards of Affiliation (SOA)

45. Per the Washington State PTA Uniform Bylaws, the WSPTA Standards of Affiliation agreement will be annually reviewed, completed, signed, and submitted by the required deadline.