

# Arrowhead Elementary PTA Standing Rules



Valid As of June 9, 2020

Approval at the General Membership Meeting June 9, 2020

## **1. Name and Identity**

The name of this PTA is the Arrowhead Parent-Teacher Association, local unit number 6.10.5, UBI number 601 791 938.

## **2. PTA Purpose and Community**

This PTA serves the children in the Arrowhead Elementary school community, which includes the residences and businesses in the Arrowhead Elementary school enrollment area.

## **3. Incorporation**

This PTA was incorporated as a nonprofit corporation in the State of Washington on April 26<sup>th</sup>, 1974 and assigned UBI number 601 791 938. The treasurer is responsible for filing the annual corporation report prior to the end of this PTA's month of incorporation (April). The registered agent for this corporation is Washington State PTA. The Employer Identification Number (EIN) is kept in the legal document notebooks in the custody of the PTA president and secretary.

## **4. Charitable Solicitations**

This PTA is registered under the Charitable Solicitations Act, registration number 292. The treasurer is responsible for filing the annual registration by May 31 to avoid penalties.

## **5. Tax-exempt Status**

This PTA was granted tax exempt status under section 501c(4) of the Internal Revenue Code on May 30, 1979. This organization's status was amended to a 501c(3) on July 9, 2002 retroactive to May 30, 1979.

A copy of the letter of determination is filed in the legal document notebooks maintained by the president and secretary.

## **6. IRS Filing**

The treasurer is responsible for filing the appropriate federal informational return (Form 990 or Form 990EZ) prior to November 15 and providing a copy to the board of directors no later than December 1. Copies of the current and past years' returns are kept in the legal document notebooks maintained by the president and secretary.

## **7. Registered Agent**

This PTA has designated Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the Internal Revenue Service. Copies of the signed documents making such designation are available in the legal document notebooks maintained by the president and secretary.

## **8. Standards of Affiliation**

Per the *Washington State PTA Uniform Bylaws*, we will annually complete 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.

## **9. Membership**

Membership in the Arrowhead Elementary 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 purposes of PTA. The students of Arrowhead Elementary School shall be considered honorary members of this PTA with voice but without vote or privilege of holding office.

## **10. Membership Dues and Council Fees**

The dues for the Arrowhead Elementary PTA shall not exceed \$15 per individual adult membership or \$25 for a family membership covering two adults. All paid members have a voice and vote at Arrowhead PTA membership meetings. If this PTA wishes to change the membership service fees, the general membership must vote to do so in the spring before the affected year.

## **11. Membership Meetings and Quorum**

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

A calendar of membership meetings adequate to accomplish the business of the association shall be determined by the board of directors.

Each member will receive notice of the place, date, and time of the meetings not less than ten nor more than fifty days prior to the date of the meeting. A quorum of at least 10 members must be present to conduct business.

## **12. Board of Directors Meetings**

The executive team (see section 13) shall set a calendar of regular board meeting dates and times. Special meetings of the board of directors may be called by the president or upon written request of the majority of members of the board of directors. Notification of place, date, time, and purpose of the meeting shall be delivered to each member of the board of directors via email at least five days prior to the special meeting. Quorum for board meetings is a majority of the sitting board.

Voice and vote at Arrowhead Elementary PTA Board of Directors meetings shall be limited to elected board members and standing chairs, unless an individual is recognized and granted voice by the meeting chair.

### **13. Elected Officers, Co-officers, Standards of Affiliation, and Training Requirements**

The elected officers of this PTA shall be: President, Executive Vice President, Secretary, and Treasurer. These officers form the Executive Team.

Any elected position may be held jointly by two people. Each co-position holder shall be entitled to voice and vote at board of directors meetings. In the event of co-treasurers, only one shall be the signer on the bank account.

This PTA will review the WSPTA Standards of Affiliation yearly. The treasurer is responsible for filing required documentation.

This PTA will ensure that each executive team member attends a minimum of one WSPTA-approved training during the fiscal year. At least one member of the executive team will attend PTA and the Law during the fiscal year.

An office on the executive team shall be declared vacant if that person misses three consecutive meetings (general membership or board meetings), unless excused by the President or Co-Presidents.

### **14. Board of Directors**

The Board of Directors of this PTA shall consist of the elected officers and the appointed positions of V.P. of Activities and V.P. of Programs. The V.P. of Activities shall serve as an advocate for activity committees and the V.P. of Programs shall serve as an advocate for standing committees. The V.P. of Activities and V.P. of Programs positions shall be held by current standing committee chairs and appointed by the executive team annually for a term of one year.

*Please see the Arrowhead PTA Job Descriptions Document in google drive and the website.*

Members of the Board will be expected to attend Board of Directors' meetings as well as the General Membership meetings. The quorum for Board of Directors meetings shall be a majority.

#### Unfilled Positions:

If chair positions remain unfilled, the board of directors will meet and come to a decision on what duties will be skipped and how the remainder will be distributed until the position is filled.

### **15. Officer election process**

Voting for officers or the nominating committee will generally take place at a general membership meeting, but electronic voting will be permitted as the board of directors deems appropriate, such as on occasions where inclement weather, local and state emergency, or during any circumstance that prevents an in-person meeting. Please see the election policy for further detail.

### Nominating Committee:

The nominating committee members shall be voted in at a general membership meeting by December 31<sup>st</sup> of each calendar year. If a three member nominating committee cannot be established in full, the open positions of the nominating committee may be appointed by the board of directors to individuals holding a committee chair or elected position. An individual cannot hold two nomination committee positions at one time. The PTA President and the Arrowhead Principal are not eligible to be a member of the nominating committee.

### **16. Committees**

The board of directors shall establish committees. Committee chairpersons shall be appointed by the president and approved by the board of directors for a term of one year. All committee chairpersons must be current members of this PTA. Committees shall be generally classified as follows.

- a. The Board of Directors
- b. Standing Committees perform a continuing function for the ongoing unit or council. Standing committees **may include but are not limited to** the following:
  - Art Docent, Communications, Fundraising, Legislation, Library Volunteers, Membership, New Family Program, Popcorn Fridays, Reflections, Safety Security and E-Prep, Special Services, Staff Appreciation, Staff Liason, Student Enrichment (SEC), Technology, Watch D.O.G.S.
- c. Activity Committees shall be established each year to coordinate Arrowhead PTA events and activities that may occur during the year. Activity committees **may include but are not limited to** the following:
  - Art Auction, Art Night, Carnival, Clubs, Community Serve Day, Dances, Multicultural Night, Pancake Breakfast, Parents n' Pastries, STEM Fair, Theater (MCT)

### **17. Awards**

A committee comprised of former award recipients shall be appointed by the president to select the recipients for the following annual awards:

- Up to five Golden Acorn Awards *may* be presented annually to an outstanding volunteer(s).
- One Outstanding Advocate Award *may* be presented annually to recognize advocacy work
- One Honorary Lifetime Membership Award *may* be presented annually to an individual who has made significant contributions to the growth and development of PTA.
- One Outstanding Educator Award *may* be presented annually to an outstanding teacher/educator.

## **18. Budget and Finance**

This PTA shall approve an annual operating budget at a general meeting before the last day of school. Any updates to the budget that occur will require a reapproval of the budget during the first general meeting of the following year.

Committee chairs must submit a plan of action for board approval prior to any disbursement of budgeted funds. No committee chair or committee member can obligate the PTA to a program, project, activity, fundraiser or any obligation financial or otherwise without the approval of the board of directors. While committees are encouraged to stay within their budget, the board of directors may reallocate funds budgeted for one purpose to another by a two-thirds vote.

Committees requiring starting cash to perform their duties do not need additional approval from the board as it is not considered an overspend.

This unit shall obtain and maintain a resellers permit from the state of Washington.

### Student Enrichment Committee

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 Team, generally the president, the principal of the school, one faculty member and one general PTA member. Committee members shall be limited to two consecutive years of service.

## **19. Legal Documents**

The PTA shall maintain a physically secured safe in the main office with a combination lock. The original copy of any legal document shall be kept in the safe. Electronic/paper copies are to be made for the president and secretary and kept in legal document notebooks. All elected officers shall have access to the safe.

## **20. Financial Review**

A financial review committee with a minimum of three members appointed by the president will review the financial records of this PTA twice a year, once in January and once at the close of the fiscal year – June 30<sup>th</sup>. An out- of-cycle financial review is required in the event of a change in treasurer. The report of the committee will be presented at the regularly scheduled membership meeting immediately following the review.

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.

## **21. Bank Account**

This PTA shall establish one or more accounts in financial institutions as determined by the board of directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal.

## **22. Bank Account Signers**

The signers on the PTA bank account shall consist of three members of the executive team, with the exception of the secretary or individual reviewing the monthly bank statements.

If two executive team members reside in the same household, only one may be a signer. In the event of co-treasurers, one will be a signer on the account and the other will have access to online banking for review. If there is one treasurer, another executive team member that is not a signer may be assigned to do the online banking review.

## **23. Independent Review of Bank Statements**

The PTA's monthly bank account statements shall be provided unopened to an executive team member appointed by the board of directors, generally the secretary. This person shall 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 to the executive team any concerns or discrepancies identified in the review. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer.

## **24. Payments and Reimbursements**

All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the treasurer within 60 days of expenditure. Any requests for reimbursement not submitted prior to the date determined by the treasurer prior to the end of the school year, will be considered a donation to the general fund of this PTA. If additional funds are needed by a committee chair, they need to be requested 20 days prior to the event if possible, and if no request is made and they overspend without approval they risk the possibility of not being reimbursed. No authorized signer will sign a check to her or himself. Two authorized signers must sign all PTA checks.

## **25. NSF Checks**

Should the PTA receive an NSF check, a service fee in the amount of \$25 will be charged. If the NSF check is not paid by June 1<sup>st</sup>, the PTA will not accept any checks from this individual in the future. If more than 2 NSF checks are received from the same individual during the fiscal year, the PTA will not accept further checks from the individual responsible.

## **26. Gambling Activities**

Students of Arrowhead Elementary PTA shall be considered honorary members of the Arrowhead Elementary PTA without voice, vote, or the privilege of holding office, to participate in gambling activities, e.g. Arrowhead School Carnival attractions.

## **27. Voting Delegates**

This PTA may send as many voting delegates to the WSPTA Convention as allowed by the *WSPTA Uniform Bylaws*. All delegates shall be selected by the board of directors.

## **28. Policy Review**

This PTA shall maintain policies for Board Standards of Conduct, Money Handling, Media, Before/After School Activities, Club Scholarship Policy, Elections, and Job Descriptions. These policies shall be reviewed and approved yearly by the board of directors. These policies shall reside with the secretary.

## **29. Collaboration with Other Organizations**

This PTA may collaborate with non-PTA organizations. The PTA will handle only PTA funds and will have in place a signed contract with the other organization to clearly establish whether it is a PTA activity or the other organization's activity.

## **30. Code of Conduct and Social Media Use**

Elected officers of this PTA shall follow a board code of conduct. Officers, chairpersons, and volunteers shall adhere to the Arrowhead Elementary Volunteer Handbook policies.

Members of this PTA shall not use their own personal social media platforms to cyberbully, insult, embarrass, target, or post threats of physical or verbal abuse towards any individuals, including school board officials, school administrators, teachers, PTA members, volunteers, or other individuals that are associated with Arrowhead Elementary.

This PTA shall have a social media policy which shall be reviewed yearly by the board of directors.

## **31. Standing Rules**

The standing rules of this PTA shall be adopted annually by majority vote at the first membership meeting of the school year. The standing rules may be amended at a membership meeting by majority vote if previous notice of the meeting was given. If no previous notice was given, then a two-thirds (2/3) vote is required.