

Lake Tapps Elementary School PTA 5.2.30
Standing Rules
Approved 9-13-11

Article 1

The Name of this unit shall be Lake Tapps Elementary School Parent and Teacher Association (LTES PTA), a branch of the Washington State PTA. We will adhere to their bylaws. The Local Unit number is 5.2.30.

Article 2

This local unit was incorporated as a non-profit corporation by the State of Washington on July 21, 1994. The Incorporation Number is 601 563 008. It is the responsibility of the Treasurer to file a non-profit corporation annual renewal form and fee with the office of the Secretary of State before March 1 of each year. The registered agent for this corporation is the Washington State PTA. The registration number is LAT-A94-277.

Article 3

Lake Tapps PTA is a non-profit, tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. The EIN assigned to Lake Tapps PTA is 91-1642748. The IRS employer identification number is to be used on all Federal tax forms that require this information. The number is to be used on all tax payments, documents and tax-related correspondence. It is the responsibility of the Treasurer to keep up the corporate concerns file and inventory list as well as file any forms necessary for current or future operations. The current treasurer is responsible for filing the IRS form 990 if that filing is required.

Article 4 Legal Documents

This unit shall keep at least three copies each of its legal documents in three separate locations. One copy is to be kept in a safe deposit box. One copy will be kept with the Secretary and one copy will be kept with the Treasurer. The Secretary shall be responsible for maintaining original documents and providing updated copies to the other files.

Article 5 Dues

The Lake Tapps PTA shall pay membership dues to the Washington State PTA as provided in the Washington State PTA Bylaws to remain in good standing. The amount per member to be paid shall be designated by the Washington State PTA. Lake Tapps PTA dues shall be \$12.00 for a single membership, or \$20.00 for a family membership. An individual receives one card and one vote. Membership is valid through October 31st of each year in accordance with Washington State PTA bylaws.

Students of Lake Tapps Elementary School and Dieringer Heights Elementary School are honorary members with the privilege of voice on LTES PTA business. Students, however, are unable to vote, hold a Committee Chair Position or be elected to an office of the Board of Directors.

Article 6 Election of Officers

Officers shall be elected at a General membership meeting prior to April 30th. The new officers shall assume office on July 1st. Voting may be by voice vote if only one (1) candidate is nominated for an office. Absentee or mail –in proxy ballots are prohibited. To be eligible for election to an office, a person must become a member of LTES PTA 5.2.30 at least thirty (30) days preceding the election. No person shall serve in the same office for more than two consecutive terms. An officer having served eight (8) or more months shall be considered to have served a full term.

Article 7 Executive Committee

The Executive Committee of this organization shall consist of the following elected officers: President, Vice President Events, Vice President Fundraising, and Vice President Programs, Secretary and Treasurer. All elected offices, except Treasurer, may be held jointly by two people. Each co-position is entitled to (1) vote at a board of directors' meeting, with the co-position holders rotating voting privileges.

Article 8 Board of Directors

The Board of Directors will consist of the members of the Executive Committee, Standing Committee Chairpersons, two (2) Faculty Representatives, and the Principal of both schools. See Article 22 for more information. Each member of the Board shall have one vote except as described in Article 7. All persons serving as an officer or chairperson shall be PTA members.

Article 9 Board of Directors Vacancy

An Executive Office or Board Chair shall be declared vacant if an elected officer or Board Chair is absent for three (3) consecutive Board meetings, unless excused by the President. The vacated office shall be filled by an Executive Committee appointment. The Secretary shall monitor attendance.

Article 10 Nominating Committee

A nominating committee of at least three (3) not to exceed five (5) shall be elected at the first General Membership meeting of the year. This committee must submit a written report to the unit Presidents and general membership fifteen (15) days prior to the elections meeting.

Article 11 Bank Signature Cards

Two authorized officers' signatures shall appear on all checks. The signatures of the President, Treasurer and a minimum of one additional executive board member shall be on the signature card on file at the authorized banking facility for the LTES PTA banking account. One executive board member who is not on the signature card will receive and audit the monthly bank statement.

Article 12 Audit

The Treasurer's books are to be audited twice a year prior to February 15th and August 1st. The books must be audited by a certified auditor or three people appointed by the President, not to include the Treasurer.

Article 13 Duties of the Board of Directors

The duties of the Board of Directors shall be as stated in the WSPTA uniform by-laws, and as stated in the Lake Tapps Elementary PTA Roles and Responsibilities for the Executive committee. (See list of ad-hoc committees for more information.) Each member of the Board of Directors shall keep records of their office and all recommendations pertaining to their office. These records are to be turned over to the incoming President by the last day of school or July 1st.

Article 14 Meetings

There shall be a minimum of one (1) Board of Directors meetings per month and a minimum of three (3) General membership meetings per year. Meeting dates and times shall be set by the Executive Committee and announced by special notice or in the PTA newsletter within 10 days prior to date of the meeting. A legal quorum shall be met at a general membership meeting if there are ten (10) PTA members present. A majority is needed to vote at all Board of Directors meetings. (A majority is 50% + 1) An emergency meeting may be called without a 10 day notice. But a 2/3rd vote of the total membership is needed to conduct any business.

Article 15 Finances:

a) Funds Handling: All PTA volunteers handling PTA funds must be PTA members. No PTA member shall benefit financial either through selling or soliciting our PTA members.

b) Reimbursements: All reimbursements shall include a receipt and shall be submitted to the treasurer within sixty (60) days of purchase, with the exception of Teacher funding requests which must be received by June 15th. All reimbursements must be signed by the Committee Chairperson and received by June 30th.

c) NSF Checks: In the event of receipt of a NSF check, the bank service fee and penalties the LTES PTA may accrue will be charged to the maker. If the NSF check or checks are not paid by June 1st, then LTES PTA will not accept any checks from this individual in the future. LTES PTA will not accept post dated checks or be responsible for any fee's accrued by an individual that writes a check to LTES PTA.

d) Budget Overage

If any line item expense on the approved budget goes over by 10% or more, the Board of Directors must approve it, prior to incurring the expense.

e) Any **increase in funding** (i.e., grant awards and donations) received for a specific line item will be tracked under donations with a subcategory line item. The expense budget would then be increased by the equivalent amount. Money not spent by June 30th will be returned to the general fund and reallocated unless specifically approved by general membership vote to carry over balance to the following years budget.

Article 16 Golden Acorn

Golden Acorn Award winners will be selected (by committee) no later than May 1st. and presented in June to recognize any person or person's who has/have given exceptional service to children and youth in the community. The Board of Directors shall determine the number of recipients if there is to be more than one.

Article 17 WSPTA Convention

The voting delegates for the State PTA Convention shall be selected by the Board of Directors. Registration, hotel and banquet fees for the voting delegates shall be paid for by the PTA unit and anyone else so delegated by the Board. If said individuals are absent from convention and not excused by the President, they will be responsible for any fee's accrued by LTES PTA.

Article 18 WSPTA Legislative Assembly

The total number of voting delegates LTES PTA sends to the Legislative Assembly will be based on the previous year end membership totals. (See chart in the WSPTA Bylaws) Registration and hotel shall be paid for by LTES PTA. The Legislative Chairperson will be one of the voting delegates; the others shall be determined by the Board of Directors. If said individuals are absent from Legislative Assembly and not excused by the President, they will be responsible for any fee's accrued by LTES PTA.

Article 19 Region 5 Vote

The vote of this unit for Region 5 Director will be by Board Action.

Article 20 Standing Rules and Budget

The budget of this unit shall be presented to the general membership for adoption at the last scheduled general membership meeting, or prior to July 1st. the Standing Rules may be amended at any general membership meeting by two-thirds vote, or with previous notice (10 day), a simple majority.

Article 21 Contracts

All contracts should be in writing and must be signed by two elected officers including the titles of the officers on the signature line. Vice President Events, Vice President Fundraising, Vice President Programs shall be one of the signers on all contracts that pertain to their committees. All contracts including the terms and conditions of the contract must be fully understood and agreed upon by the LTES PTA Executive Committee.

Article 22 Committees

a) Standing Committees

VP-Events	VP-Programs	VP-Fundraising	Treasurer	Secretary	President
Family Activities	School Programs Coordinator			Technology	Families In Need
Hospitality	Art Docent				Membership
	Emergency Preparation				
	Reading At Home				

The standing committee chairs shall be appointed by the Presidents with approval of the Executive Committee, for the term of one (1) year. Each committee chair is responsible for keeping a procedure notebook for referral to his/her successor. These records shall be turned over to the incoming President by July 1st

b) Ad-Hoc Committees

VP-Events	VP-Programs	VP-Fundraising	Treasurer	Secretary	President
Carnival	Reflections	Auction	Budget	Kiddie Mail	Legislative Rep
Father/Daughter Dance	After School Activities	Book Fairs		Newsletter Chair	Nomination Committee
Children's Theater	Parent Education	Silent Fundraisers			Golden Acorn Award
Science Fair	Memory Book	Spirit Wear			
Father/Son Event		Fall Fundraiser			
Parent's Night Out		Fun Run			

The ad-hoc committee chairs shall be appointed by the assigned Vice President or Presidents with approval of the Executive Committee, for the term of one (1) year. Each ad-hoc committee chair is responsible for keeping a procedure notebook for referral to his/her successor. These records should be turned into the Executive Committee one month after the event has taken place.