

STANDING RULES
Norman Rockwell PTA
2010-2011
Revised July 2010

NAME

1. The name of this unit shall be Norman Rockwell PTA, local unit number 2.8.47. The Washington State PTA, our registered agent, chartered it on October 22, 1981

MEMBERSHIP AND SERVICES FEES

2. The Norman Rockwell PTA (PTA) serves the Norman Rockwell Elementary School and works for the health, welfare, safety and education of all its children.
3. The service fee for this association shall be \$15.00 for an individual membership, \$20.00 for a couple. Of this fee, \$8.00 per member is divided among the Lake Washington PTSA Council, the Washington State PTA, and the National PTA. The remaining balance will be deposited to the general fund of the PTA.
4. Teachers and staff who are PTA members will be invited to attend any Rockwell PTA function at no admission charge.
5. The students of Norman Rockwell Elementary shall be considered honorary members of this unit without voice, vote or privilege to hold office.

LEGAL STATUS

6. The PTA was incorporated as a non-profit corporation on April 20, 1982. The incorporation number is available upon request. It is the responsibility of this unit to annually renew the Articles of Incorporation prior to March 1st.
7. The PTA was registered as a charitable organization on April 2, 1986. This registration number is available upon request. It is the responsibility of this unit to file the annual registration prior to November 15th.
8. The PTA is a non-profit corporation with a tax exempt status, Section 501-(c)(3), granted May 1998. The employer identification number is available upon request.
9. The PTA shall conduct an annual audit of its books and records by July 31st of each year.
10. The current treasurer is responsible for filing IRS form 990 or 990 EZ if required.
11. The PTA shall maintain at least two copies of each of its legal documents in two separate locations: the secretary's legal documents notebook and the file at school. Additionally the elected officers shall keep copies in their officer's notebooks.

OFFICERS AND THEIR ELECTION

12. The elected officers of this unit shall consist of the following: President or Co-Presidents, no fewer than three nor more than five Vice- Presidents and a Director of Communications, a Funds Allocation Director, a Secretary or Corresponding Secretary and/or Recording Secretary, and Treasurer or Co-Treasurers. There must be at least four elected officers.

13. Officers shall be elected in accordance with the Uniform Bylaws of the Washington State PTA (Uniform Bylaws) for a term of one year. They shall assume office on July 1st.
14. The office or chairmanship shall be declared vacant if that person misses three consecutive meetings unless excused by the President and/or Co-Presidents.

EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

15. The Executive Committee shall consist of the elected officers.
16. The Board of Directors shall consist of the Executive Committee, the Legislative Advocate(s), the Membership Chair, and the Director of Fundraising. All must be members of the PTA.
17. The President /Co-Presidents may also appoint other resource representatives to the Board of Directors. These representatives shall be the Principal and the Teacher Representative(s). All past unit Presidents may also serve as non-voting resources to the Board of Directors.

OPERATING BUSINESS

18. The Board of Directors must carry over funds to cover up to 50% of the operating budget for the first half of the next school year.
19. The Board of Directors may reallocate funds, as needed, up to \$500 per event/committee without a General Membership vote.
20. If a committee needs more than \$100 over their budget, they must fill out a Committee Funding Request Form for General Membership approval. The PTA recognizes that costs of certain events involving outside vendors may not be determined with enough lead time to obtain General Membership approval. In such an event, the Treasurer, with appropriate documentation, may write the check to cover expenses, but for no more than \$500 over the budgeted amount. If this occurs, the Treasurer will inform the General Membership at the next general meeting.
21. Should the PTA receive an NSF check, a \$10 service fee may be charged to the check writer, at the discretion of the Executive Committee, in addition to any bank penalties the PTA may accrue. If the NSF check or checks are not paid by June 1st, then the PTA will not accept any checks from this individual in the future.
22. Receipts must be submitted for reimbursement no later than 60 days after date of purchase. Expenses over 60 days may be considered a donation to the PTA.
23. All product sales disputes/questions must be handled within 60 days of delivery of product or by the end of the current school year, whichever comes first.
24. Chairpersons are to submit a committee plan of action to their designated VP before the event, either verbally or written. A Preliminary Spending Plan should be submitted by the chairs of those committees designated by the President/Co-Presidents to be approved by the Executive Committee.
25. Special Committees shall be appointed by the President/Co-Presidents as needed with the approval of the Executive Committee.
26. The Nominating Committee shall be elected according to the Uniform Bylaws, Article VI.

27. (a.) All committee chairpersons shall be current members of the PTA. (b.) All volunteers handling money shall be current members of the PTA and (c.) all room parents shall be current members of the PTA.
28. The Awards Committee, appointed by the President/Co-Presidents and/or the Volunteer Tea chairperson, shall present the Golden Acorn Award(s), and/or the Rockwell Bow Wow Volunteer Award(s) at the Volunteer Tea. The Awards Committee shall select the recipient(s), if any, of the Outstanding Educator or the Honorary Life Membership Award.
29. There shall be a two year term limit for chairpersons for any one committee. The Executive Committee may waive this limit.

MEETINGS

30. General Membership meetings will be held on the third Thursday of the months of October, January, March, April and May in the Rockwell library, unless otherwise announced. The business meeting will start at 7:00 PM and end no later than 9:00 PM.
31. There shall be at least three (3) General Membership Meetings in the school year from September through June.
32. The PTA shall approve its annual budget before the end of the school year.
33. Board of Director meetings occur as scheduled. A Quorum will be a majority.
34. The voting delegates to the Annual State PTA Convention shall be the current President/Co-Presidents and/or the newly elected President/Co-Presidents with the approval of the Executive Committee. The Board of Directors shall determine who represents the PTA as visiting delegates. If the above voting delegates are unable to attend the Executive Committee may appoint voting delegates from the list of visiting delegates.
35. The voting delegate to the Legislative Assembly shall be the Legislative Advocate(s), or a delegate appointed by the President/Co-Presidents with the approval of the Executive Committee.
36. The vote for this unit for the position of Region 2 Directors shall be determined by Board action.
37. The voting delegate to the Lake Washington PTA/PTSA Council shall be the President/Co-Presidents and three (3) authorized delegates, as decided by the Executive Committee. [Uniform Bylaws, Article XII, section two]
38. These Standing Rules shall be adopted at the first General Membership meeting in the Fall by a majority vote. The Standing Rules may be amended at any regular General Membership meeting by a two-thirds vote, or if 10 days previous notice is given, by a majority vote.