

## **Laura Ingalls Wilder Elementary PTSA 2011-12 Standing Rules**

1. The name of this PTA local unit is Laura Ingalls Wilder PTSA, local unit number 2.8.66. It was chartered in May, 1989.
2. This PTSA serves the children in the Wilder Elementary school community, which includes the residences in the Wilder Elementary school enrollment area and other communities when such involvement is initiated by a member.
3. This PTSA was incorporated on September 22, 1989. The Employer Identification Number can be found in the legal documents notebook. It was assigned UBI # 601-203-694. The treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA.
4. This PTSA is registered under the Charitable Solicitations Act, registration number LAI-N89-313. The treasurer is responsible for filing the annual registration prior to November 15<sup>th</sup>.
5. This PTSA was granted tax-exempt status under section 501(c)(3) on September 22, 1989.
6. The current Treasurer, with assistance from the outgoing Treasurer, is responsible for filing IRS Form 990 or Form 990 EZ prior to November 15<sup>th</sup> if required.
7. The membership services fee for the unit shall be set by the Executive Committee and approved by General Membership as part of the annual budget.
8. There shall be at least four (4) elected officers: president, vice president, secretary and treasurer as specified by the WSPTA by-laws.

The elected officers of this PTSA shall be President(s), Treasurer, Secretary, Vice President(s) of Ways and Means, Vice President(s) of Communications, Vice President(s) of Enrichment, Vice President(s) of Volunteers, Vice President(s) of Legislation/Advocacy. These elected officers shall constitute the Executive Committee.

9. Any elected position may be held jointly by two or three people with the exception of Treasurer. Each co-position holder shall be entitled to voice and vote at a Board of Directors' meeting. In the event that the office of the President is called upon to cast the tie-breaking vote, the Co-Presidents shall agree prior to the meeting which individual shall cast such vote.
10. The Board of Directors of this PTSA shall consist of the elected officers and may also include the chairs for the following standing committees: Membership, Math Adventures, Watershed, Art Docent, Classic Books, Advocacy Representative, LWSF Ambassador and In-Classroom PTSA Programs Chair.

Other members may be appointed to the Board of Directors by action of the Executive Committee. All Board members must be members of this PTSA. Co-chairs of committees shall each be entitled to a voice and vote at a board of directors' meeting or may choose to share a single committee voice and vote between the co-chairs. The principal and teacher representatives are ex-officio members of the board without vote.

11. The officers shall be elected at a General Membership meeting prior to April 30 for a term of one (1) year or until their successors are elected. No person shall serve in the same office for more than two (2) consecutive terms. An officer having served eight (8) or more months shall be considered to have served a full term. Voting may be by voice if only one (1) candidate is nominated for an office. Each elected officer shall be a member of the Wilder PTSA prior to taking office. Officers shall assume their duties on July 1.
12. Our PTA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Bylaws. Each member of the Executive Committee shall attend a minimum of one WSPTA approved training during the PTA year. Further, at least one member of the Executive Committee will attend PTA & The Law during the PTA year. Training received at the WSPTA Convention shall be counted toward the training requirement for the PTA year following the Convention.
13. An office or Board position can be declared vacant if that person or their representative misses three (3) consecutive Board of Directors' meetings unless previously excused by the President.
14. The Board of Directors will meet monthly, unless the Board decides it is not necessary for that month. The date and time for the meetings is to be determined by the Board.
15. There shall be at least three (3) General Membership meetings during the year. Adoption of and/or changes to the budget, adoption of Standing Rules, election of the Nominating Committee, and election of officers shall take place at General Membership meetings. The time and place for the meetings shall be set by the Board of Directors.
16. The Nominating Committee shall be elected, in accordance with the WSPTA by-laws, at a General Membership meeting at least thirty (30) days preceding the election of officers. The committee shall consist of at least three (3) members and two (2) alternates. The nominating committee members shall be elected by voice vote if there are no more than three (3) nominees and by ballot if there are more than three (3) nominees. Alternates shall be elected by voice vote if there are no more than two (2) nominees and by ballot if there are more than two (2) nominees. The designated number of candidates receiving the highest number of votes shall be the nominating committee. The committee shall select its chair at its first meeting.

The members of the nominating committee shall have been members in good standing for at least thirty (30) days preceding their election. Alternates to serve shall be named in order of the number of votes received. No member can serve two (2) consecutive years. The President and school principal are not eligible to serve on the Nominating Committee. Only members of Wilder PTSA shall be eligible to vote for or serve on the nominating committee.
17. This PTSA shall approve its annual operating budget in the spring of each year.
18. The Board of Directors, upon majority vote, has the authority to reallocate funds within the budget.
19. The Board of Directors can approve NEW expenditures, not contained within the current budget, up to \$500. New expenditures over \$500 require approval by the General Membership at a General Membership meeting. The Executive board has the authority to approve expense line overages of up to \$100 for a total annual amount not to exceed \$1000 annually.

20. The balance on hand on June 30<sup>th</sup> that is carried forward into the next fiscal year shall be at least \$10,000.
21. This unit shall keep at least two (2) copies of each of its legal documents in two separate locations. The Secretary shall maintain the documents. One copy is to remain with the Secretary, and the other copy will be kept at the school.
22. This PTSA unit shall conduct a financial review of its books and records at the end of the school year. The President(s) shall appoint an Audit Committee by June. The Audit Committee shall consist of at least three (3) PTSA members of good standing. Audit Committee members must not have had signature authority on PTSA accounts during the period to be audited. Audit Committee members should always be impartial and cannot be related by blood or marriage nor reside in the same household as the President, Treasurer or Secretary who served during the period to be audited. The Treasurer shall close the books by June 30 and submit the books and records for financial review by the Audit Committee. The Secretary shall close the Legal Documents binders by June 30 and submit one copy for the review by the Audit Committee. The audit shall be completed and presented into record at the first General Membership meeting of the new school year. If the office of Treasurer changes before the end of the fiscal year, this PTSA shall conduct a financial review audit.
23. The signatures of President, Treasurer and Secretary shall be on the signature card for this PTSA's authorized bank and investment accounts. Two authorized signatures shall appear on all checks. Authorized signers may not sign checks to themselves, a spouse or relative.
24. Bank statements shall be mailed to the Treasurer and a copy given to the President(s). The Treasurer shall reconcile the bank account(s) promptly within thirty (30) days of the bank statement receipt. The bank statement(s) shall also be reviewed and initialed by an Executive Committee member who is a non-signer of the account(s).
25. All reimbursement requests shall include a receipt and shall be submitted to the treasurer within 60 days of purchase (subject to the discretion of the treasurer). All requests for reimbursement must be received by June 30<sup>th</sup> (subject to the discretion of the treasurer).
26. Should the PTA receive an NSF check, any bank penalties will be charged back to the individual. If the NSF check or checks are not paid for within 10 days of notification or by June 1<sup>st</sup>, then the PTSA will not accept any checks from this individual in the future (subject to the discretion of the treasurer).
27. The students of Laura Ingalls Wilder Elementary School shall be considered honorary members of this PTSA without voice, vote, or the privilege of holding office.
28. The students of Laura Ingalls Wilder Elementary School will be given first priority for openings for programs sponsored by this PTSA. Programs will be opened to other children in the community at the discretion of the Executive Committee.
29. One or more Golden Acorn Awards shall be presented annually to an outstanding volunteer(s). Zero or more Wilder Silver Wolf Award(s) may be presented annually to an individual who has given continuous service above and beyond the normal duties asked of them as an outstanding contributor to Wilder. A committee made up of past recipients and appointed by the President, shall select the recipient(s).
30. Voting delegates to the Council shall be the President and three (3) delegates determined in the following order: President, Secretary, Treasurer, and incoming Vice President(s).

31. The vote of this PTSA for the position of Washington State PTA Region Director shall be determined by the Board of Directors.
32. The voting delegates to the annual WSPTA convention shall be determined in the following order: Incoming President, Incoming Secretary, Incoming Treasurer, and Incoming Vice President(s). Delegates shall be appointed by March 15.
33. The voting delegate(s) to the WSPTA Legislative Assembly shall be Legislation Chair/Vice President, or designated by the Board of Directors.
34. The Standing Rules shall be adopted annually at the first General Membership meeting by a majority vote.
35. These Standing Rules may be amended at any regular General Membership meeting by a two-thirds (2/3) vote, or if previous notice is given, by a majority vote (if a quorum has been established).
36. The quorum for General Membership meetings shall be 15 members.
37. The quorum for the Board of Directors is 50% of the board members plus one.
38. Conflict of Interest Statement

Any officer or Board member of the Wilder PTSA must disclose in a written statement any conflict of interest regarding PTSA business, then remove him/herself from deliberations and voting regarding this matter. This abstention should also be recorded in the minutes of the Board/Membership meeting at which deliberations and voting took place.