

# **Nelson Elementary PTA 5.3.18**

## **Standing Rules**

### **Article 1 Unit Name**

The name of this unit shall be Nelson Elementary Parent and Teacher Association (PTA), a unit of the Washington State PTA (WSPTA). We adhere to their bylaws. The local Unit number is 5.3.18, chartered on June 11, 2009.

### **Article 2 Community Served**

The Nelson Elementary PTA serves the children in the Nelson Elementary school community which includes the residences and businesses in the Nelson Elementary School enrollment area

### **Article 3 Articles of Incorporation**

Washington State incorporated this unit in June 2009. The incorporation number (Tax ID number) can be found in the legal file. This local unit will be incorporated as a 501 (c) (3) in the state of Washington. After the initial filing, it will be 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<sup>st</sup> of each year.

### **Article 4 Non-Profit Guidelines**

The Nelson Elementary PTA will comply with the non-profit articles of the State of Washington. The EIN assigned to the Nelson Elementary PTA can be found in the legal file.

### **Article 5 Membership and Dues**

Regular membership dues for Nelson Elementary PTA will be \$12 for an individual membership and \$10 for Nelson Elementary Staff individual membership.

These dues include \$5.75 for WSPTA fees per member, \$2.25 for National PTA, \$1.00 for Bethel PTA council. Each member receives one card electronically and one vote.

## **Article 6 Election of Officers**

Officers shall be elected annually at the General Membership meeting prior to April 31<sup>st</sup>. The new Officers shall assume office on July 1<sup>st</sup>. 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 office, a person must be a member of the Nelson Elementary PTA in good standing, owing no back dues or fees, for at least thirty (30) days prior to 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, Treasurer, and Secretary. All offices may be shared as co-offices, with co-officers receiving one (1) vote. The Vice-President is to take the position of Interim President in the event the President is no longer able to continue holding office until an election can be held to fill the position at the next General Membership meeting. Per Washington State PTA bylaws, all elected officers must attend at least one Region or State-offered PTA training during their elected year of service. Attendance at the State Convention in May prior to the start of their service year in July is acceptable, and counts for that training requirement.

## **Article 8 Board of Directors**

The Board of Directors will consist of the members of the Executive Committee, Staff Liaison (not to exceed three), Fundraiser Chair, Nelson Nights/Events Chair, Legislative Chair, and Membership Chair persons.

A board position shall be declared vacant if an elected officer or committee chair is absent three (3) consecutive Board Meetings, unless excused by the President. If a vacancy occurs in the Executive Committee, the Board of Directors may elect an acting officer to serve until the next General membership meeting at which time nominations shall be made from the floor with the consent of the nominee.

## **Article 9 Legal Documents**

This unit shall keep at least two (2) copies each of its legal documents in two (2) separate locations. One copy will be kept with the Secretary; the other will be kept in the PTA closet.

## **Article 10 Meetings**

There shall be a minimum of one Board of Directors meeting per month, and a minimum of three General membership meetings per year. Meeting dates and times shall be set by the Board of Directors and announced by special notice or in the Nelson PTA newsletter within ten days prior to the meeting. A legal quorum shall be met at a General Membership meeting if there are ten 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 ten day notice, but a 2/3 vote of the total membership is needed to conduct any business.

Agendas will be posted on the Nelson PTA website 15 days prior to a General Meeting. If a motion wishes to be made those must be presented 10 days prior to the General Meeting in writing to the Secretary to present to the Board of Directors.

## **Article 11 Representation at Council Meetings**

Nelson Elementary PTA shall be represented at Bethel PTA Council meetings by a minimum of one representative as long as 10 days' notice has been given by Bethel PTA Council.

## **Article 12 WSPTA Convention**

The voting delegates for the State PTA Convention shall be selected by the Board of Directors. Registration, hotel, and banquet fees/meals for the voting delegates shall be paid for by the PTA unit and anyone else so delegated by the Board up to the predetermined budgeted amount. If said individuals are absent from convention and not excused by the President, they will be responsible for any fees incurred by the Nelson Elementary PTA

## **Article 13 WSPTA Legislative Assembly**

The total number of voting delegates Nelson Elementary PTA sends to Legislative Assembly will be based on the previous year-end membership totals (See Chart in WSPTA bylaws). Registration, hotel, and meals shall be paid for by the Nelson Elementary PTA up to the predetermined budgeted amount. 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 fees incurred by the Nelson Elementary PTA.

## **Article 14 Nominating Committee**

A nominating committee of at least three and no more than five members shall be selected at the first General Membership meeting of the year. This committee must submit a written report of the nominees to the President and the General Membership fifteen (15) days prior to the election. The President and the Principal are not eligible to serve on the Nominating Committee.

## **Article 15 Standing Rules**

These Standing Rules may be amended at any General Membership meeting by two-thirds (2/3) vote of those in attendance, or with previous notice (ten days minimum) a simple majority (50% + 1).

## **Article 16 Bank Signature Cards**

Two authorized officers' signatures shall appear on all checks. Authorized officers may not sign checks written to them. A minimum of three elected officers are to be signers on all accounts.

## **Article 17 Finance**

All income must be counted and verified by two (2) PTA members. A tally sheet with both counting members' signatures must accompany the cash and checks. Money shall be counted in a secure location, out of public view, immediately following the event. Counted funds are to be given directly to the Treasurer or locked in the PTA safe by two members. The funds are to be deposited directly into the bank within 1 business days of the event. To handle PTA money, you must be a current Nelson Elementary PTA member in good standing.

Changes to approved appropriation of funds up to \$1,000 can be made by a majority vote by the Board of Directors.

Changes to approved appropriation of funds of \$1,000 or more must be by two-thirds (2/3) vote, or with previous notice (at least ten days) a simple majority (50% +1) at a Membership Meeting.

## **Article 18 Bank Statements**

Bank statements shall be mailed to Nelson Elementary. The Treasurer will reconcile the bank account(s) within ten (10) days of receipt of the monthly bank statement(s). The bank statement(s) will also be reviewed and initialed by a non-signer on the bank account(s). Both President and Treasurer will have online access to the bank account with no abilities to make any funds transfers online.

## **Article 19 Audits**

The Treasurer's books are to be audited twice a year prior to February 15<sup>th</sup> and August 1<sup>st</sup>, as well as any time a Treasurer resigns or before the end of their term in office. The books must be audited by a certified auditor or two (2) Nelson Elementary PTA members in good standing, appointed by the Board of Directors, not to include the Treasurer. If a certified auditor is used, two (2) Nelson Elementary PTA members in good standing will be appointed by the Board of Directors, not to include the Treasurer, to review the auditor through the process. Members of the audit committee must not have signature authority on PTA accounts during the period to be audited.

## **Article 20 Contracts**

All contracts must be in writing and should be signed by two elected officers including the titles of the officers on the signature line. All contracts including the terms and conditions of the contract must be fully understood and agreed upon by the Nelson Elementary PTA Board of Directors.

## **Article 21 Gambling Activities**

The students of Nelson Elementary shall be considered honorary members of the Nelson Elementary PTA without voice, vote, or the privilege of holding office. This enables all students to participate in games of chance in accordance with the Washington State Gaming Commission.

## **Article 22 Committee Approvals**

The standing committee chairs shall be appointed by the President with approval of the Board of Directors, for the term of one year. Each committee chair is responsible for keeping a procedure notebook for referral to their successor. These records shall be turned over to the incoming President by the last General Membership Meeting of the year.

All reimbursements shall include a receipt and shall be submitted to the Treasurer within sixty (60) days of purchase or by Field Day, whichever comes first. All reimbursements must be approved by the Committee Chairperson or by the President or Vice President. Reimbursements will be made within 10 business days of submission of receipts, with completed expense reimbursement form.

All plans for committee/fundraising events or projects need to be submitted on a Nelson Elementary PTA Plan of Action Form by the 1<sup>st</sup> of the month in which the event occurs for Board of Directors Approval. Approval is required before the plan can be implemented. If funds are spent prior to approval, they will be considered a donation to the PTA.

## **Article 23 Banking Fees**

In the event of an NSF check, the bank fee of \$12.00 will be charged in addition to the funds already owed the Nelson Elementary PTA. If the NSF check(s) are not paid for by June 1<sup>st</sup>, then the Nelson Elementary PTA will not accept any checks from this individual in the future. Checks will not be accepted until the account balance has been paid. Nelson PTA reserves the right to withhold products purchased until account balance has been paid in full. If a person/family presents more than one check that is returned NSF during the school year, Nelson Elementary PTA reserves the right to refuse payment in check form by that person/family for the remaining school year at minimum. The Nelson Elementary PTA will not accept postdated checks or be responsible for fees incurred by an individual who writes a check to the Nelson Elementary PTA.

If a check written by the Nelson Elementary PTA is lost or stolen, the member who was issued the check must notify the Nelson Elementary PTA Treasurer immediately. The Treasurer will contact the bank and place a stop payment order on the check. A check will be reissued in the original amount minus the stop payment fee imposed by the bank. Exceptions to this policy must be brought before and voted on by the Executive Board.

## **Article 24 Budget/Financial Reporting**

The Nelson Elementary PTA shall approve its annual operating budget prior to July 1<sup>st</sup> of each year. The budget will then go through re-approval process at the first General Membership Meeting of the school year prior to October 31st.

A Budget Committee shall be appointed by the treasurer prior to the first General Membership meeting of the year and will stay active the entire year. The Budget Committee shall meet and discuss any changes that need to be made to the approved budget from last year. The Budget Committee shall consist of the Treasurer and a minimum of two other PTA members not to exceed seven.

The Budget is an estimate and may be adjusted at any time throughout the school year either through a General Membership meeting vote with which the majority of attendees approve or by a Board of Director majority vote up to \$1000.

The Board of Directors must discuss movement of funds with all committees that the funds effect.

The current Treasurer is responsible for filing IRS Form 990 or Form 990EZ prior to November 15<sup>th</sup>, if required.

## **Article 25 Committees**

The Standing Committees shall be: Box Tops/Free Money, Donations/Grants, Early Bird Camp, Fundraising, Nelson Nights/Events, Legislative, Newsletter, Nelson Spirit/Wear, Staff Appreciation, Hospitality, Student Store, Teacher Liaison, Website, Membership, Yearbook, and Watch Dogs

Ad hoc Committees shall be: 4th Grade Restaurant, 5<sup>th</sup> Grade Bingo, Book Fair, and Field Day, and Reflections.