

Black Diamond PTA
General Membership Meeting Agenda
October 13, 2011, 3:45pm
School Library

Welcome!

- Please make sure you have signed in and get a name tag. Help yourself to refreshments too. ☺
- Please complete the Legislative Assembly Survey and give to our Representative, Chanon Luke.
- Are you a member of eScrip? If not, would you consider filling out the form?

Old Business:

- Review and Approval of Minutes from September 2011 Meeting

Open Floor:

- Updates from the Teachers
- Information from Gerrie
- September Volunteer of the Month
- Review and Approval of Modified Standing Rules to include opportunities for “Business Supporters and Non Profit Supporters”
- Nominating Committee
- Treasurers Report - September
- Membership Update-Danielle McOuat
- eScrip - Danielle McOuat
- Legislative Representation - Chanon Luke
- Yearbook-Johna Thompson
- Family Spooktacular-Kate Harper
- Community Thanksgiving Dinner-Tina McGann
- Holiday Bazaar-Karrie Hildebrand and Lorraine Howard
- Black Diamond Shirts-Renee Stoffer and Jennifer Blakemore
- Terry Ryerse-5th Grade Professional Learning Community Time
- Carol Wahl-Kulbeck - Rachel’s Challenge in the Home
- Door Prize Drawings

If you are a PTA Chairperson, please stay for an extra 10-15 minutes to get your chairperson notebook and updated details on new things we are doing in the PTA to help make your job easier!

Please come to the Enumclaw Courier Herald candidate debate. It will be held this thursday, October 13 at 6:30 at Glacier Vista Middle School Annex Auditorium in Buckley. This is your chance to meet the Enumclaw School Board candidates and ask questions! The school board race will be first on the agenda. *This year we elect the person who will represent Black Diamond for the next four years.*

Black Diamond Elementary PTA

Standing Rules 2011-2012

Standing rules serve as a guideline for local units and should be used in conjunction but not in conflict with the uniform bylaws under which all PTA units in Washington State operate. They are the basic rules for conducting business for the Black Diamond Elementary PTA local unit 5.4.2.

Association

1. The name of the PTA unit will be Black Diamond Elementary, local unit 5.4.2. It was chartered by the WSPTA in September 1997. This unit shall be referred to as “the PTA” in the remainder of this document.
2. This unit is a non-profit corporation recognized by the state of Washington on October 31, 1996.
3. The IRS recognized this unit as a tax-exempt organization on October 31, 1996, under section 501c3.
4. This PTA is registered with the Secretary of State under the Charitable Solicitations Act form (990EZ). The registration number is 601750968. The treasurer is responsible for filing the annual registration prior to November 15th. (Required only if \$50,000 or more is earned per year)
5. This PTA serves the people of Black Diamond Elementary School community, which includes the residences and businesses in the Black Diamond Elementary School enrollment area.

Membership

1. The membership service fees for Black Diamond Elementary PTA local unit 5.4.2 shall be \$10 per person. The executive board (President, Vice-President, Secretary, and Treasurer) determine the membership service fees. Fees will include National-\$5.75, State-\$2.25 and Local-\$2.00 assessments. **The Black Diamond PTA will also offer a business membership. The cost will be \$50 for businesses and \$30 for non-profit groups. The benefits of the membership will include advertising in newsletters, flyers and at selected events.**
2. The students of Black Diamond Elementary shall be considered honorary members of the PTA without voice, vote or the privilege of holding office. This statement relates to PTA events.

Board and Officers

1. The elected officers of the PTA shall be President, Vice President, Secretary, and Treasurer. Offices may be held by two people if those individuals agree to share the position. The second person shall be listed as a co-name of position.

2. The Board of Directors of the PTA shall consist of elected officers of the Executive Board, and others deemed appropriate by the Executive Board.
3. The Executive Board will have the authority to make decisions for the general membership and to issue checks for PTA business, not exceeding \$200 when the timing does not permit a vote at a regular meeting. This is done by majority vote for the Executive Board. Decisions made by the Executive Board will be recorded by the Treasurer and shared with the membership at the next membership meeting.
4. Any Executive Board position will be declared vacant if that person misses three consecutive scheduled meetings, unless excused by the President.
5. Officers will be elected by April 30th for the term of one year and shall assume office July 1st.

Meetings/Finance

1. The Executive Board will generate a schedule for general membership meetings. The meetings will be held on Thursdays of each month with the exception of December. All meetings will be given 10 days notice.
2. Adoption of the annual budget, approval of standing rules, election of nominating committee and election of officers shall be done at general membership meetings. All meetings shall be held under the direction of the Executive Board.
3. Any bills and receipts must go through the committee chair and need a signature from the committee chair, and need to be turned in with a reimbursement voucher form.
 - When the membership approves the PTA's budget, it is authorizing the Executive Board to spend the PTA funds. This is not an authorization for a committee to spend funds.
 - It is common practice for each committee to formulate its own plan and budget, and present these to the Executive Board. The board reviews these plans and the committee's budget in relation to the entire PTA budget and approves, modifies or disapproves the committee's plans or budget
 - No committee chair or committee member can obligate the PTA to a program, project, activity, plan or any obligation, financial or otherwise, without approval

from the Executive Board. If contracts are to be signed, only elected officers may sign them.

4. All mini grant applications need to be filled out prior to any requests. The applicant must be a current PTA member. Part A is to be turned into the Mini Grant Coordinator no later than the 1st of each month and Part B no later than 2 weeks prior to event. Part B of the mini grant applications need to be specific, or the board has the right to deny any extra expenditure not noted.
5. All receipts must be submitted no later than 30 days after an event takes place and 7 days after the last day of school.
6. Requests for specific need grants from outside vendors/non PTA members need to be discussed and approved by the PTA Board and presented to the general membership at the next scheduled meeting for a vote, before any representation is made.
7. The Executive Board has authority to reallocate budget funds up to \$500 as deemed necessary.
8. The general membership shall approve the annual budget prior to the end of the school year. This provides the legal authority to spend funds past the end of the current fiscal year. Without an approved budget, no funds can be spent or disbursed after June 30th or until a budget is approved. When the membership approves the PTA's budget, it is authorizing the Executive Board to spend PTA funds. This is not an authorization for a committee to spend funds.
9. The PTA shall conduct an audit of its financial books and records during the month of January as well as at the end of the fiscal year (July 1st-June 30th). The PTA books shall be audited each time a change in Treasurer occurs. (In strict compliance with Money Matters requirements)
10. The signatures of at least (2) elected officers shall be on the authorized signature card for the Black Diamond Elementary PTA's bank account.
11. Only funds under complete control of this PTA and with the capacity to be voted on for expenditures may be kept in the PTA bank account. Two officers shall be required to sign all PTA checks.