

Black Diamond Elementary PTA

Standing Rules 2009-2010

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 \$25,000 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, \$18 for couples and \$50 for no guilt. The executive board (President, Vice-President, Secretary, and Treasurer) determine the membership service fees. Fees will include National, State and Local assessments.
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, such as Chairpersons of the following committees:

- A. Membership
- B. Campbell's Labels and Box Tops
- C. Mini-Grant Coordinator
- D. Golden Acorn
- E. E-Script
- F. Fall Fundraiser
- G. Staff Appreciation
- H. Walk-a-thon
- I. Spaghetti Feed
- J. Carnival
- K. Literacy Night
- L. Fall/Winter Dance
- M. Science/Art Fair
- N. Pancake Feed
- O. Craft Bazaar
- P. Legislative Chair
- Q. Finance Chair

3. The Executive Board will have the power to make decisions for the general membership and to issue checks for PTA business, not exceeding \$100 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 Board of Directors.
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.
4. All mini grant applications need to be filled out prior to any requests. 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 as 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 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 Board of Directors has permission to reallocate budget funds.
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 and approved budget, no funds can be spent or disbursed after June 30th or until a budget is approved.
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.

Committees and Documentation

1. This PTA shall keep a copy of each of its legal documents in a notebook with each elected officer. The Secretary shall be responsible for maintaining the original copies and providing updated copies to other officers.
2. The nominating committee will be elected in accordance with the WSPTA By-Laws at a general membership meeting. The President or any other officer may not appoint members to this committee (see Leadership manual for specifics).
3. Event chairs must meet with the Executive Board 1 month prior to the event and present an outline of their plan for the event as well as how the budget will be spent.
4. In order to provide an opportunity for other members of the PTA, event chairs can hold a position up to 2 years at which time the position can be filled. If the position is not able to be filled by June 1st, then the previous chair will have the opportunity to chair the event again.
5. A person must be a member of the PTA in order to chair an event.

Standing Rules

1. The standing rules shall be adopted annually by a majority vote before July 1st at a General Membership Meeting. The standing rules may be amended or resigned by a 2/3 vote at any general membership meeting. If notice of the proposed action is given before the meeting, they may be amended or resigned by majority vote. A quorum of the membership must be present to make any business decisions. A quorum constitutes 10 members.

General

1. One or more Golden Acorn Awards shall be presented annually to an outstanding volunteer(s). The membership shall determine the recipient(s). The Executive board shall determine the number of recipients.
2. One Outstanding Educator Award shall be presented to a staff member from Black Diamond Elementary School who exemplifies outstanding skills in teaching children.
3. Voting delegates to the Annual State PTA convention shall be the President and the Secretary. The alternates shall be the Treasurer and the membership chair.
4. The President shall determine the vote of the PTA for the position of the Washington State PTA Region Director. The alternate will be the Vice-President.

STANDING RULES APPROVED BY THE GENERAL MEMBERSHIP ON:

June___, 2009

President, Tina McGann

Vice President, Heather Invie-Notch