

ADAMS PTA 2009-2010 STANDING RULES

Adopted at 10/15/09 PTA General Meeting

Please email sfreccia@gmail.com or leave paper copy in Susan Freccia's PTA inbox in school office with any change requests, corrections or questions

1. The Name of this unit shall be Adams Parent Teacher Association (PTA), unit number 6.15.20, serving the parents, children and staff of Adams Elementary. This unit is a non-profit organization recognized by the State of Washington on January 16, 1979. This PTA was granted tax-exempt status under section 501(c)(3) on August 7, 1989.
2. It was assigned UBI 601-853-481. The registered agent for this corporation is the Washington State PTA. This unit's Federal Identification Number is 91-0963029.
3. This PTA is registered under the Charitable Solicitations Act, registration number 69. The treasurer is responsible for filing the annual registration by the appropriate deadline.
4. The treasurer is responsible making sure the IRS Form 990 or 990 EZ is filed on time, either by him/herself, or by an authorized auditor/CPA.
5. The membership fee for this unit shall not exceed the fees paid by this unit's membership to Washington State PTA. For the 2009-2010 school year, PTA dues are \$8.50 per person.
6. Students of Adams Elementary School shall be considered honorary members of this unit without voice, vote, or privilege of holding office. This unit shall, however, recognize a student governance organization, should the students opt to form such an organization.
7. The elected officers of this unit shall be President, Vice President(s), Treasurer, and Recording/Corresponding Secretary. The Executive Committee is composed of these elected officers. A majority of the executive committee constitutes a quorum. More than one person may hold any elected position jointly, other than that of Treasurer,. If more than one person holds one position, each person is entitled to voice and vote at Board of Directors, General or any committee meetings. Only one Co-President shall carry the vote of the unit when attending outside meetings. The President or a designee shall also attend Building Leadership Team meetings as a member of that body.

Officers shall be nominated by or before March 30 and elected by April 30 for a term of one (1) year, with a maximum of two (2) years, and shall assume office July 1. A nominating committee shall be formed by or before February 28. If a vacancy occurs, the Executive Committee selects an acting officer and it is put to vote – with nominations for

other nominees made from the floor with the consent of the nominee - at the soonest general PTA meeting. A majority of all votes cast (assuming a quorum is present) is necessary to elect the new officer.

The Board of Directors of this PTA consists of the elected officers, a teacher representative, the chairs of the standing committees, a grade level representative from each grade (including Special Ed.), and immediate past president (non voting). Grade-level representatives (including Special Ed.) are selected from among volunteer members. Standing committee chairs are appointed by the Executive committee. Each board member is entitled to voice and vote at a Board of Directors meeting. More than one person can hold a chair position, but if two people hold one chair position, they have only one vote at a Board of Directors meeting. Decisions by the Board of Directors are made by majority vote, providing there is a quorum in attendance. A quorum is 50% of filled positions plus one. Board members who are unable to attend a meeting shall not be permitted to vote absentee.

Fundraising coordinators' and Ad Hoc/event-specific committee chairs' voting rights depends on the current events or activities at Adams. Each coordinator has a voice in any discussion, but may only vote on issues regarding their committee. For instance, a Green for Green Coordinator has a vote regarding Green for Green issues, but does not have a vote regarding Book Fair. There may be more than one vote from the Fundraising Coordinators, if the issue impacts more than one activity.

Standing Committees (committees that perform an ongoing function and meet monthly) may include but are not limited to:

Advanced Learning Opportunities, After school Programs, Arts Integration, Assemblies, Auction, Box Tops, Ballard Market Receipts, Budget, Communications (Newsletter and web site), Direct Appeal, Fundraising*, Garden, Grants, Green for Green, Legislative/School District liaison, Membership, Multicultural, Penny Harvest, Playground/Grounds renovation, Reflections, Safety, School Banking, Staff Appreciation, Technical committee, Volunteer (PTA and Staff needs), Building Leadership Team (BLT)

Ad Hoc/Event-specific committees (committees that perform an ongoing function and meet monthly) may include but are not limited to:

5th Grade Activities, School Directory, Bike to School, Book Fair, International Potluck, Parents Rock, Spirit Days, Awards, Board Nominations.

8. Non-budgeted expenditures over \$300.00 shall require a vote of the general membership. Excepted from this rule are directed contributions.
9. The Board of Directors will meet monthly, at a date and time determined by the Board.
10. General membership meetings of this unit shall hold at least three business meetings per year on a date approved by the Executive Committee, giving the general

membership at least 10 days notice. Business to be completed at the first meeting (prior to October 31) includes, but is not limited to: adopting the budget and approving the standing rules. Business to be completed at the second meeting (at least thirty days prior to the third meeting) includes, but is not limited to: electing the nominating committee. Business to be completed at the third meeting (prior to April 30) includes, but is not limited to: voting in the new Board for the coming school year and approving the interim budget for the summer.

11. The Standing Rules shall be adopted annually by a majority vote of the general membership no later than October 31. Without advance notice, acceptance of the Standing Rules require a 2/3 majority vote at any general membership meeting, providing a quorum exists. A quorum is no less than 10 Adams PTA members. With advance notice, a simple majority is required for acceptance of the Standing Rules.
12. The budget for the next fiscal year (July 1-June 30) shall be developed and approved before the end of the current fiscal year (June 30).
13. The PTA shall maintain records from previous years per Washington State PTA Money Matters records retention recommendation. The PTA Secretary is responsible for following a disposal schedule for archived records, as well as seeing them correctly stored and labeled in the PTA office.
14. All PTA checks will have two signatures of two elected officers. If two or more members of the same household hold office, only one can co-sign. The signatures of all elected officers shall be on the signature card for this PTA's authorized bank accounts. All reimbursement requests shall include a receipt and shall be submitted to the treasurer before the end of the fiscal year, or by a date determined by the treasurer and approved by the Executive Committee.
15. If approved by the Board of Directors, this PTA will conduct a review of its books and records in January of each year, in addition to the required audit at the close of the fiscal year, which is coordinated by the Treasurer. Members of the Review Committee will not be voting members on the Board of Directors.
16. Voting delegates to the council are the President, Vice-President and Secretary. The alternates are the Treasurer or designated alternate board member.
17. The Board of Directors determines the Adams PTA vote for the position of Washington State PTA Region Director.
18. This unit shall follow the general guidelines and by-laws of the Washington State PTA in all areas not previously noted.