

STANDING RULES
NORMAN ROCKWELL PTA
2018 - 2019

NAME

1. The name of this unit shall be Norman Rockwell PTA, local unit number 2.8.47. It was chartered on October 22, 1981.

MEMBERSHIP

2. The Normal Rockwell PTA serves Norman Rockwell Elementary and works to promote and advocate for the health, welfare, safety and education of all its children.
3. The membership service fee for this association shall be \$18 for an individual, \$30 for a couple and \$10 for staff/teacher. Membership at this PTA shall be open to anyone that supports the purposes of the PTA. The membership year is July 1 to June 30.
4. The students of Norman Rockwell Elementary shall be considered honorary members of this unit with voice, without vote or privilege to hold office.

LEGAL STATUS

5. The PTA was incorporated on April 20, 1982. The UBI Number and Employer Identification Number are available upon request. It is the responsibility of this unit to file the Annual Corporation Report to renew the Articles of Incorporation prior to March 1 .
6. The PTA was registered under the Charitable Solicitations Act on April 2, 1986. The registration number is available upon request. It is the responsibility of this unit to file the annual registration by May 31 to avoid penalties.
7. The PTA was granted tax exempt status under section 501(c)(3) of the internal Revenue Code May 1998. A copy of the letter of determination is available upon request.
8. The PTA has designated the Washington State PTA as its registered agent with the Washington Secretary of State's Office, the Washington Department of Revenue, and the United States Internal Revenue Service.
9. The current Treasurer is responsible for filing IRS forms as required prior to November 15th. Copies of the current and past years' returns are available upon request.
10. The original copy of any legal documents shall be kept in a safe deposit box at the bank where the PTA's checking account is maintained. At least two elected officers shall have access to the contents of the safe deposit box. At least two copies of each of its legal documents shall be maintained in two separate locations; the Secretary's legal documents notebook and the President's legal documents notebooks.

BOARD OF DIRECTORS

11. The Executive Committee of elected officers for this unit shall be President, President Elect, VP of Communications, Secretary, and Treasurer. President Elect shall be included in this order, when the position is filled.
12. The Board of Directors shall consist of the Executive Committee, up to six (6) additional Vice Presidents, and the following Appointed Board Members: Funds Allocation Chair, Membership Chair, Disability Awareness Chair, and Advocacy Chair.
13. Any Board position may be held jointly by two (2) people. Each co-position holder shall be entitled to a voice and vote at a Board of Directors meeting. The President shall be impartial, and vote only in the event of a tie.

BOARD OF DIRECTORS (CONTINUED)

14. The office shall be declared vacant if a Board Member is absent three (3) consecutive meetings, unless previously excused by the presiding officer. An officer may be removed from their position by a majority vote at the regularly scheduled meeting or Special meeting called for such purpose, should there be cause for removal such as violation of the ethics, policies or principals of PTA.
15. All members of the Board of Directors, all committee chairpersons, all volunteers handling money and all room parents must be current members of the Norman Rockwell PTA.
16. A Board of Directors member may not serve more than two (2) consecutive terms in the same office. The Executive Committee may waive this limit for Appointed Board Members.
17. Our PTA will comply with training requirements necessary to remain in good standing as specified in the most current WSPTA Standards of Affiliation. All Elected officers shall maintain documentation of fulfilling their training requirement.

OPERATING BUSINESS

18. The PTA shall conduct a mid-year financial review of its books and records by February 28 and year-end by August 31. A financial review committee, consistent of PTA members, appointed by the President, shall not include any person authorized to sign on the PTA bank accounts for the period being reviewed.
19. The PTA shall have one or more bank accounts, as determined by the Executive Committee. Any such account shall require signature authority of at least two (2) designated elected officers. If Co-Treasurers, only one shall have signature authority.
20. The PTA's monthly bank account statements shall be provided unopened to the Secretary, who is not a signer on the account. Such person will be appointed by the Board at the beginning of the fiscal year. The reviewer shall promptly report any concerns or discrepancies identified in the review to the Executive Committee.
21. Chairpersons shall submit a written committee plan of action report, to their designated VP a minimum of four weeks before the event as appropriate, as well as a summary report afterwards. Committees require Board of Directors approval to exceed their budget by more than 10%.
22. All reimbursement requests for authorized expenses must include a receipt and be submitted to the Treasurer within 60 days of purchase. Requests for reimbursement must be received by June 1, unless Treasurer pre-approves extension. Expenses over 60 days or submitted after June 1 without approval may be considered a donation to the PTA.

23. Should the PTA receive an Non-Sufficient Funds check, a \$12 service fee may be charged to the check writer in addition to any bank penalties the PTA may accrue. If the NSF check or checks are not paid by June 1, then the PTA will not accept checks from this individual in the future.
24. The PTA shall accept corporate sponsorship donations upon Board of Directors approval.
25. An Awards Committee will be appointed by the President to select the recipients for both teacher and volunteer awards. Teacher awards include one or more "Heart of Rockwell" awards and one or more "Dog Gone" awards. Volunteer awards include one or more "Bow Wow" and "Dog Gone" awards. One or more Washington State PTA "Golden Acorn" and "Outstanding Educator" scholarship awards may also be presented at that time. A description of these awards, plus guidelines for the committee, are kept in a PTA binder. Final selection must be completed by mid-May for presentation at the annual awards ceremony in June.

MEETINGS

26. The PTA shall approve its annual operating budget at the first General Membership meeting and prior to the end of the school year for the following year's budget. The Board of Directors may reallocate funds, as needed, up to 10% of the total budget without a vote by the General Membership.
27. The Standing Rules shall be adopted at the first General Membership meeting in the fall by a majority vote. The Standing Rules may be amended at any regular General Membership meeting by a majority vote.
28. Officers shall be elected at the General Membership meeting in accordance with the Uniform Bylaws of the Washington State PTA for a term of one year. They shall assume office on July 1.
29. The Nominating Committee of three (3) members shall be elected at a General Membership meeting at least 60 days preceding the election of officers.
30. The Board of Directors will meet regularly, on a date and time to be determined by the Board. Quorum for a Board meeting is a simple majority.
There shall be at least three (3) General Membership meetings during the school year from September through June. Quorum for General Membership meetings shall be 10 members to conduct business. Special meetings may be called by the President, majority of Board of Directors or by five percent of the enrolled membership with at least ten days' notice.
Location, date and time for General Membership and Special meetings shall be announced at least 10 days prior to the meeting via the Bugle Beagle newsletter.
31. The President-Elect shall preside at meetings in the absence of the President. Should the President Elect position be vacant, the VP of Communications shall preside.

VOTING DELEGATES

32. Voting delegates to the Lake Washington PTSA Council shall be the President and three (3) authorized delegates and two (2) alternate delegates, as determined by the Executive Committee.
33. The PTA's vote for the position of Washington State PTA Region 2 Directors shall be determined by the Board of Directors.

34. The voting delegates for the annual WSPTA convention shall be determined by the Executive Committee. The Board of Directors shall determine the number of delegates to be funded by the PTA.
35. The voting delegates for the WSPTA Legislative Assembly shall be the Advocacy Chair and/or delegates appointed by the Executive Committee.