



Standing Rules

2024-2025

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 AND VOTING

2. The Norman Rockwell PTA serves Norman Rockwell Elementary and works to promote and advocate for the health, welfare, safety and education of all its children.
3. While in-person voting during membership meetings is preferred, should circumstances prevent in-person meetings from being held, voting for essential business may take place via email. When meetings take place through a virtual platform (such as Teams or Zoom), voting can happen in the chat function, with raised hands, by voice, or any means where the Secretary can accurately record the vote tally.
4. The membership service fee for this association shall be \$20 for an individual, \$32 for a couple and \$10 for staff/teacher. Membership at this PTA shall be open to anyone who supports the purposes of the PTA.
5. The students of Norman Rockwell Elementary shall be considered honorary members of this unit with voice, without vote or privilege to hold office.
6. Voting delegates to the Lake Washington PTSA Council shall be the President and up to three (3) authorized delegates, as determined by the Executive Committee.
7. The PTA's vote for the position of Washington State PTA Region 2 Directors shall be determined by the Board of Directors.
8. 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.
9. The voting delegates for the WSPTA Legislative Assembly shall be the VP of Advocacy Chair and/or delegates appointed by the Executive Committee.

LEGAL STATUS

10. The PTA was incorporated on April 20, 1982. The UBI Number is 601865144 and the Employer Identification Number is 91-1149753. It is the responsibility of this unit to file the Annual Corporation Report to renew the Articles of Incorporation prior to April 30th.
11. 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.
12. The PTA was granted tax exempt status under section 501(c)(3) of the Internal Revenue Code in May 1998. A copy of the letter of determination is available upon request.

13. 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.
14. The Treasurer is responsible for filing the required IRS forms prior to November 15th each year. Copies of the current and past returns are available upon request.
15. The original copy of any legal documents shall be kept in the President's legal documents notebook. 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 Treasurer's legal documents notebooks.

BOARD OF DIRECTORS

16. Rockwell PTA shall have at least three elected officers: President, Secretary, and Treasurer. Other officers are specified in our Standing Rule 18.
17. The Executive Committee of elected officers for this unit shall be President, Executive VP, VP of Communications, Secretary, and Treasurer. Executive VP shall be included in this order, when the position is filled.
18. The Board of Directors shall consist of the Executive Committee, and up to seven (7) additional appointed Vice Presidents.
19. 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.
20. 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 principles of the PTA.
21. 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.
22. 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.
23. 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

24. 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, consisting of PTA members, appointed by the President, shall not include two parties of the same household or any person authorized to sign on the PTA bank accounts for the period being reviewed. The financial review shall be scheduled and conducted by the Treasurer.
25. 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.
26. Outgoing Treasurers shall ensure that all monthly Treasurer's reports and the monthly bank statements have been properly stored in the board's shared electronic files. The outgoing Treasurer shall also

coordinate with the incoming Treasurer to ensure that all on-line accounts and passwords are properly changed.

27. The PTA's monthly bank account statements shall be provided to a person appointed by the board of directors. This person will be appointed by the board at the beginning of the fiscal year and shall not be a signer on the account. The reviewer shall promptly report to the executive committee any concerns or discrepancies identified in the review. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer.
28. 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 Director approval to exceed their budget by more than 10%.
29. 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.
30. Should the PTA receive a 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 no longer accept checks from this individual.
31. The PTA shall accept corporate sponsorship marketing placement upon Board of Directors approval by simple majority vote.
32. When board positions change for any reason (whether mid-year, or during the end of an elected or appointed term), the web administrator shall ensure that all email passwords related to that position are re-set or changed within a reasonable timeframe (ideally within 15 days from when the transition is made).
33. An Awards Committee will be appointed by the President to select the recipients for both teacher and volunteer awards. Final selection must be completed by mid-May for presentation at the annual awards ceremony in June.
34. When preparing or making changes to the annual budget, the board shall review Rockwell PTA's written policies for guidance regarding minimum funds that should be carried over each year.
35. When the PTA hosts academic enrichment programs, at least one member of the PTA shall be present in each classroom where the program is being held.
36. In the event of financial decisions which might benefit the private interests of an officer, member of the board or other person authorized to make purchases on behalf of the PTA, the PTA shall abide by the Norman Rockwell PTA Conflict-of-Interest Policy and the procedures outlined within.

MEETINGS

37. 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.
38. The Standing Rules shall be reviewed annually and 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.

39. 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.
40. The Nominating Committee of two (2) members shall be appointed by the President and elected at a General Membership meeting at least 60 days preceding the election of officers.
41. 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.
42. 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.
43. Location, date and time for General Membership and Special meetings shall be announced at least 10 days prior to the meeting via the Beagle Bugle newsletter, and on the PTA's Facebook page.
44. The Executive Vice President shall preside at meetings in the absence of the President. Should the Executive Vice President position be vacant, the VP of Communications shall preside.