

Pioneer PTA 3.6.28
Standing Rules
7/1/2018 – 6/30/2019

Legal Status

1. The name of this PTA local unit is Pioneer PTA 3.6.28. It was chartered by the Washington State PTA on October 26, 1993.
2. Pioneer PTA serves the children, staff and parents in the Pioneer Elementary School community, which includes residences and businesses in the Pioneer Elementary School enrollment area.
3. Pioneer PTA was incorporated on February 1, 1994. It was assigned corporation number 601-525-593. The Treasurer is responsible for filing an annual corporation report prior to February 28th. The Employer Identification Number is located in the legal document's binder.
4. Pioneer PTA is registered with the Secretary of State under the Charitable Solicitations Act, Registration Number 3720. The Treasurer is responsible for filing the annual registration prior to November 1st.
5. Pioneer PTA was granted tax-exempt status under Section 501(c)(3) of the Internal Revenue Code on February 1, 1994. A copy of the Letter of Determination is filed in the legal document's binder.
6. The Treasurer, with assistance from the immediate past Treasurer, is responsible for filing IRS Form 990EZ prior to November 15th. Copies of the current and past years' returns are located in the legal document's binder.
7. The Treasurer shall be responsible for maintaining the original copies of all legal documents to the Secretary. Copies of all signed contracts will be kept with the legal document's binder. The President and an additional elected officer shall sign all contracts.
8. Pioneer PTA shall keep a copy of its legal documents with each elected officer. The originals shall be kept in the locked red PTA box in the teachers' workroom at Pioneer Elementary School. The President and Treasurer shall hold keys to the locked red PTA box.
9. Pioneer 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.

Membership and Service Fees

1. Membership in Pioneer PTA shall be open to all people without discrimination. Membership is open to all parents, community members, teachers, staff, grandparents, guardians, students and any other persons who support and encourage the purpose of the PTA.
2. The membership service fees to join Pioneer PTA shall not exceed ten dollars (\$10.00) per person. All paid members have a voice and vote at Pioneer PTA general membership meetings.
3. Students of Pioneer Elementary School may join Pioneer PTA. Each student member is entitled to a voice and vote. Students who do not join the PTA are considered honorary members of Pioneer PTA without voice, vote or the privilege of holding office. Student members are not eligible to hold office.

Elected Officers and Board of Directors

1. The elected officers of Pioneer PTA shall be: President, one or two Vice Presidents in the order of First Vice President and Second Vice President, Secretary, and Treasurer. These elected officers shall constitute the Executive Committee and shall be elected annually, prior to April 30th, for a term of one PTA year, beginning July 1.
2. The Board of Directors of Pioneer PTA shall consist of the elected Executive Committee, the Legislative Chair, the school principal, two teacher representatives, and any standing committee chairperson who elects to serve on the board.
3. Appointed standing committees/chairs shall include, but not be limited to: Membership committee, Hospitality committee, Volunteer Coordinator, Box Tops Coordinator, Grade Team Coordinator, Inclusiveness/Diversity Chair, and Yearbook Committee.
4. Other committees approved by the Board of Directors shall be considered ad hoc.
5. The President, with approval of the Executive Committee, has the authority to create either standing or special committees, and make appointments to the same, as the need arises.
6. All members of the Board of Directors must be members of the PTA at least 15 days before they are elected or appointed to position.

7. Two people may hold any elected position jointly. Each position holder shall be entitled to voice and vote at meetings.
8. Voting for officers or nominating committee positions may take place at a meeting, by mail, or by electronic position. If voting takes place by mail or electronic transmission, the name of each candidate is to be contained in the notice of the meeting and any vote cast must be received within the time frame identified in the notice of the meeting. The nominating committee shall be elected annually in accordance with the Washington State PTA Uniform Bylaws at a general membership meeting.
9. Pioneer PTA shall comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Uniform Bylaws.
10. Pioneer PTA Board of Directors will meet prior to each general meeting and will publicize the date to the general membership, at least ten days prior. The Treasurer shall provide a monthly financial report to the Board of Directors for all months of the year, including those months that school is not in session.
11. An office or chair shall be declared vacant if that person misses three consecutive Board of Director meetings, unless excused by the President.
12. If, for whatever reason, the President is unable to fulfill the duties of the position, Vice President Number One shall serve in that role until the President can either reassume the role or another President is duly appointed and elected.
13. A majority of members present at a Board of Directors meeting shall establish a quorum for voting purposes.

General Meetings

1. General membership meetings shall be held to adopt the annual budget, approve the standing rules, elect a nominating committee and elect officers. Additional meetings shall be held at the discretion of the Board of Directors with a minimum of three (3) meetings during the school year.
2. Pioneer PTA shall approve its annual operating budget in the spring of each year. Reallocations to the budget in amounts up to \$1,500.00 may be approved by a majority vote of the Board of Directors. Reallocations exceeding \$1,500.00 must be approved by a majority vote of the general membership.
3. Any grant over \$300.00 must be brought to the general membership. If quorum is not met the Board may approve it if time does not permit to bring it back to the general membership.
4. A general meeting quorum shall consist of ten members present.

Finances

1. When possible, a financial review committee, minimum of three (3) members, appointed by the President, will review the financial books twice a year. Members of this committee shall not include the Treasurer, or any person authorized to sign on the PTA bank accounts for the period that is being reviewed or any individuals living in their households.
2. Pioneer PTA shall establish one or more accounts in financial institutions as determined by the Board of Directors. The signatures of at least three elected officers shall be on the signature card for this PTA's account and all checks issued shall require two signatures. An elected officer, who is not an authorized check signer, shall inspect and initial bank statements each month, in addition to the Treasurer.
3. All reimbursement requests for authorized expenses must include a receipt and be submitted to the Treasurer within 60 days of purchase. All requests of reimbursement must be received by May 31, or they will be considered a donation to Pioneer PTA.
4. Expenditures of officially approved PTA projects can be authorized by the President with the approval of the majority of the Executive Committee. A record will be made of such action and be included on the minutes. These types of expenditures are limited to \$100.00. Attempt to call all Executive Committee via phone or in person. Majority 3 of 4 to approve.
5. When Pioneer PTA receives a check and deposits it into the checking account, we are accepting the check in Good Faith. In the event that the check is returned to the bank for Non-Sufficient Funds, Stop Payment, Account Closed, Signature Irregular, etc., Pioneer PTA's Treasurer will contact the check writer in an attempt to collect the funds. By the time Pioneer PTA has received the returned check, it has been routed through the check writer's account twice. The fee charged

to Pioneer PTA will then be added to the total to be collected. If merchandise has been ordered, it will not be given out until the money is collected. Pioneer PTA may elect to collect only cash from that check writer from that day forward.

6. A minimum of \$3,000 shall be retained in a carry-over fund at the end of the school year for use by the incoming Board of Directors.
7. Outgoing Board may elect to contribute or donate an item to the school up to an amount of \$125.00.

Recognition

1. Up to two Golden Acorn Awards may be awarded each year to outstanding volunteers, as well as one Outstanding Educator and one Outstanding Advocate award, unless the Board of Directors approves more in advance.

WSPTA Guidelines

1. Voting delegate(s) to attend the Annual State PTA Convention shall be elected by the deadline set by WSPTA.
2. The Board of Directors shall determine the vote of Pioneer PTA for the position of Washington State PTA Region Director.
3. Pioneer PTA will send as many voting delegates to the WSPTA convention as the budgeted amount for convention can sustain. The Board of Directors will select all delegates for the WSPTA convention. Pioneer PTA will pay for registration, hotel, gas (based on the IRS Standard Mileage Rate for miles driven in service of charitable organizations) and meals (up to a total of \$25.00 per day). Persons attending convention paid for by Pioneer PTA will present a summary from the classes and general sessions attended to the Board of Directors.
4. Persons attending convention paid for by the Pioneer PTA do so with the understanding that they will commit the following school year to serving on the PTA.
5. WSPTA Bylaws Article 5; Section 2; #5: During the PTA year, at least one member of the Executive Committee attend PTA & The Law, and all elected Executive Committee members attend at least one training which could include, but not be limited to: WSPTA Spring or Fall Region Conference, PTA & the Law, WSPTA Convention, WSPTA Leadership Conference, or WSPTA Legislative Assembly, WSPTA Emerging Leaders Conference or onsite training provided by a region service delivery team member. Convention training counts towards the next year's Executive Committee members' training for the next year's requirements. [Editorial Note: This means that training received at the WSPTA Convention shall be counted toward the training requirement for the PTA year following the convention.]
6. Per the Washington State PTA Uniform Bylaws, we will annually review, complete, sign, and submit the WSPTA Standards of Affiliation Agreement by the required deadline.

Standing Rules

1. The Standing Rules shall be adopted annually, by a majority vote, at the first general membership meeting.
2. The Standing Rules may be amended at any regular general membership meeting by a two-thirds vote or, if previous notice is given, by a majority vote.