

Carson Elementary PTA 5.7.3

Standing Rules

(updated February 2009)

Article 1 Unit Name

The Name of this unit shall be Carson Elementary Parent and Teacher Association (PTA), a unit of the Washington State PTA. We will adhere to their bylaws. The Local Unit number is 5.7.3., chartered on 7 November, 2006. _

Article 2 Articles of Incorporation

Washington State incorporated this unit on 8 December 2006. _ The Incorporation number can be found in the legal file. This local unit will be incorporated as a 501 © (3) in the State of Washington. After the initial filing, it will be the responsibility of the Treasurer to file a non-profit corporation annual renewal form and fee with the office of the Secretary of State before March 1 of each year.

Article 3 Non-Profit Guidelines

Carson Elementary PTA will comply with the non-profit articles of the State of Washington. The EIN assigned to the Carson Elementary PTA can be found in the legal file.

Article 4 Membership Dues

Charter membership dues for the Carson Elementary PTA will be \$10.00 for an individual membership and \$17 for a family membership, where a family is defined as two (2) members per household. These fees include \$5.00 for WSPTA, \$1.75 for National PTA, \$1.00 for Puyallup PTA Council. Each individual receives one card and one vote. All board members and committee chairpersons are required to be Carson PTA members in good standing.

Article 5 Election of Officers

Officers shall be elected at a General Membership meeting prior to April 30th. The new officers shall assume office on July 1st. Voting may be by voice vote if only one (1) candidate is nominated for an office. Absentee or mail-in proxy ballots are prohibited. To be eligible for election to an office, a person

must be a member of the Carson Elementary PTA in good standing for at least thirty (30) days prior to the election. No person shall serve in the same office for more than two consecutive terms. An officer having served eight (8) or more months shall be considered to have served a full term.

Article 6 Executive Committee

The executive committee of this organization shall consist of the following elected officers: President, Vice President, Membership, Legislative Representative, Treasurer and Secretary. All offices may be shared as co-offices, with CO's receiving one (1) vote. The Vice President is to take the position of Interim President in the event the President is no longer able to continue holding office until an election can be held to fill the position at the next General Membership Meeting.

Article 7 Board of Directors

The board of Directors will consist of the members of the Executive Committee, Standing Committee Chairpersons, one administrator and at least one additional staff member (not to exceed three).

An Executive Office shall be declared vacant if an elected officer is absent three (3) consecutive Board meetings, unless excused by the President. If a vacancy occurs in an office, the executive committee may elect an acting officer to serve until the next general membership meeting at which time nominations shall be made from the floor with the consent of the nominee.

Article 8 Legal Documents

This unit shall keep at least two (2) copies each of its legal documents in two (2) separate locations. One copy is to be kept in a safe deposit box. The other will be kept with the Secretary.

Article 9 Meetings

There shall be a minimum of one (1) Board of Directors meeting per month and a minimum of three (3) General Membership meetings per year. Meeting dates and times shall be set by the Executive Committee and announced by special notice or in the PTA newsletter within ten (10) days prior to the meeting. A legal quorum shall be met at a General

Membership meeting if there are ten (10) PTA members present. A majority is needed to vote at all Board of Directors meeting (a majority is 50 % + 1). An emergency meeting may be called without a ten (10) day notice, but a 2/3 vote of the total membership is needed to conduct any business.

Article 10 Representation at Council Meetings

Carson Elementary PTA shall be represented at Puyallup PTA Council meetings by a minimum of one (1) representative.

Article 11 Region 5 Vote

The vote of this unit for Region 5 Director shall be by Board action.

Article 12 WSPTA Convention

The voting delegates for the State PTA Convention shall be selected by the Board of Directors. Registration, hotel and banquet fees for the voting delegates shall be paid for by the PTA unit and anyone else so delegated by the Board. If said individuals are absent from convention and not excused by the President, they will be responsible for any fee's accrued by the Carson Elementary PTA.

Article 13 WSPTA Legislative Assembly

The total number of voting delegates Carson Elementary PTA sends to the Legislative Assembly will be based on the previous year end membership totals. (See chart in the WSPTA Bylaws) Registration and hotel shall be paid for by the Carson Elementary PTA. The Legislative Chairperson will be one of the voting delegates; the others shall be determined by the Board of Directors. If said individuals are absent from Legislative Assembly and not excused by the President, they will be responsible for any fees accrued by the Carson Elementary PTA.

Article 14 Nominating Committee

A nominating committee of at least three (3) and no more than five (5) members shall be elected at the first General Membership meeting of the year. This committee must submit a report to the President and General Membership fifteen (15) days prior to the election in written form. The President and the Principal are not eligible to serve on or be elected to the Nominating Committee.

Article 15 Standing Rules

The Standing Rules may be amended at any General Membership meeting by two-thirds (2/3) vote, or with previous notice, ten (10) day, a simple majority (50% + 1).

Article 16 Bank Signature Cards

Two authorized officers' signatures shall appear on all checks. Authorized officers may not sign checks written to themselves. A minimum of three (3) elected officers are to be signers on all accounts.

Article 17 Finance

All income must be counted and verified by two (2) PTA members. A receipt with both counting members' signatures must accompany the cash and checks. Money shall be counted in a secure location, out of public view, immediately following the event. In the case of an evening fundraising event, monies shall be counted immediately following the event, placed in a locking deposit bag, and placed in the night deposit box at the bank directly after the event. To count and handle PTA money, you must be a current Carson Elementary PTA member in good standing.

Article 18 Bank Statements

Bank statements shall be mailed to the Treasurer as well as the President. The Treasurer will reconcile the bank account(s) within five (5) days of receipt on the monthly bank statement. The bank statement will also be reviewed and initialed by a non-signer on the bank account(s).

Article 19 Audits

The Treasurer's books are to be audited twice a year prior to February 15th and August 1st, as well as any time a Treasurer resigns before the end of their term in office. The books must be audited by a certified auditor or three (3) Carson Elementary PTA members, in good standing, appointed by the President, not to include the Treasurer. If a certified auditor is used, three (3) Carson Elementary PTA members in good standing will be appointed by the President to review the auditor through the process. Members of the audit committee

must not have signature authority on PTA accounts during the period to be audited.

Article 20 Contracts

All contracts must be in writing and should be signed by two elected officers including the titles of the officers on the signature line. All contracts including the terms and conditions of the contract must be fully understood and agreed upon by the Carson Elementary PTA Executive Committee.

Article 21 Parliamentary Procedure

The current edition of "Robert's Rules of Order Newly Revised" shall govern the association in all cases in which they are applicable and in which they are not in conflict with these Standing Rules.

Article 22 Gambling Activities

The student of Emma L. Carson Elementary shall be considered honorary members of the Carson Elementary PTA without voice, vote or the privilege of holding office. This enables all students to participate in games of chance in accordance with the Washington State Gaming Commission.

Article 23 Committee Approvals

The standing committee chairs shall be appointed by the President with the approval of the Executive Committee, for the term of one (1) year. Each committee chair is responsible for keeping a procedure notebook for referral to their successor. These records shall be turned over to the incoming President by July 1st.

All reimbursements shall include a receipt and shall be submitted to the treasurer within sixty (60) days of purchase. All reimbursements must be signed by the Committee Chairperson and received by June 30th.

All plans for committee/fundraising events or projects will be brought before the Board of Directors for approval before being implemented.

Article 24 Banking Fees

In the event of an NSF check, a \$25.00 service fee will be charged in addition to any bank penalties the Carson Elementary PTA may accrue. If the NSF check(s) are not paid for by June 1st, then the Carson Elementary PTA will not accept any checks from this individual in the future. The Carson Elementary PTA will not accept post dated checks or be responsible for any fees accrued by an individual that writes a check to the Carson Elementary PTA.

If a check written by the PTA is lost or stolen, the member who was issued the check must notify the Carson Elementary PTA Treasurer immediately. The Treasurer will contact the bank and place a stop payment order on the check. A check will be reissued in the original amount minus the stop payment fee imposed by the bank. Exceptions to this policy must be brought before and voted on by the Board of Directors.

Article 25

Committees

A. Standing Committees:

1. Newsletter
2. Volunteer Coordinator
3. 6th Grade Committee

The standing committee chairs shall be appointed by the President with approval of the Executive Committee, for the term of one (1) year.

B. Ad Hoc Committees:

1. Budget
2. Web-site
3. Art Docent