

**KOKANEE ELEMENTARY PTA
STANDING RULES
2014-2015**

Section 1 – Name and Purpose

1. The name of this PTA is Kokanee PTA. WSPTA ID number is 6.10.22: National PTA ID number is 00032511.
2. Kokanee PTA serves the children in the Kokanee Elementary school community, which includes the residences and businesses in the Kokanee Elementary school enrollment and township area, referred to as the Kokanee Community.

Section 2 – State and Federal Status

1. This PTA is registered under the Charitable Solicitations Act. The registration number is KOE-L94-262. The Treasurer is responsible for filing the annual registration prior to May 31st.
2. This unit is a non-profit corporation recognized by the State of Washington on August 23, 1994. It is the responsibility of the Treasurer to renew the Articles of Incorporation no later than the last day of the incorporation anniversary month. The incorporation number is 601 537 578. The registered agent for this corporation is the Washington State PTA.
3. This unit's Federal Employer Identification Number (EIN) and Kokanee Elementary PTA's Washington State Unified Business Identifier (UBI) number can be found in the Legal notebook.
4. The IRS recognized this unit as a non-profit tax-exempt organization under Section 501(c) 3 as of September 24, 1996.

Section 3 – Legal Requirements and Membership

1. This unit shall keep two copies of each of its legal documents. One copy will be locked in the PTA Room located at the school and one will be held by the President. The Secretary is responsible for updating both legal notebooks annually.
2. The membership service fees for this unit shall be: \$15 Teacher Membership, \$25 Family Membership – Two Adults in the family.
3. The students of Kokanee Elementary School shall be considered honorary members of this PTA with voice but without vote, or the privilege of holding office.

Section 4 – Officers, Board of Directors, and Elections

1. The elected officers of the Executive Committee shall be President, Vice President, VP of Membership, Secretary, and Treasurer. All officers must be elected in accordance with Washington State PTA Bylaws, Article 5, Section 6(c)
2. Any elected position, other than Treasurer, may be held by a single individual, or jointly by two people. Each executive committee co-position holder shall be entitled to voice a vote at the Board of Directors meetings.
3. No person shall serve in the same Executive Committee position for more than two consecutive years and must be elected each year of their term.
4. The Nominating Committee shall be elected according to the Washington State PTA Bylaws, Article 5, Section 5(a).
5. The Kokanee PTA Board of Directors shall consist of the Executive Committee and the Standing Committee Chairs.
6. The Standing Committee Chairs are appointed for a one year term by the Executive Committee. The Standing Committee Chair position may be held jointly by two members per appointment by the Executive Committee. Whether held jointly (co-chair) or individually (chair) each committee shall be entitled to one voice and vote at a board of directors' meeting. One Chair/Co-Chair will be expected to attend all Board of Directors' meetings, as well as, General Membership meetings as defined in the meeting section of these standing rules. Standing Committees can be added or removed during the year by vote of the Board of Directors.

Standing Committees: Communication, Volunteer Coordinator, Emergency Preparedness, Art Docent, Reflections, Carnival, Legislative Rep, Staff/Teacher Appreciation, Outreach, Craft Fair and Facilities Coordinator.

7. All Executive Committee and Standing Committee Chairs must be 18 years of age and a member in good standing with Kokanee PTA.

Section 5 – Meetings, Quorum and Voting

1. General Membership meetings of this unit 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.
2. General Membership meetings are scheduled to be held in *September, November, January, March, and May* or at the Executive Committee or Board of Directors discretion with appropriate notification to the General Membership. There shall be at least four general meetings during the year. In accordance with WSPTA bylaws Article 5, section 10, notice of all general meetings will be given to the membership at least 10 days prior to the meeting. Quorum for General Membership Meetings shall be at least 10 members to conduct business.
3. The Board of Directors Meetings are scheduled to be held in August, October, February, and April, and/or at the Board of Directors discretion. The quorum for the Board of Directors Meetings will be a majority of the voting board members. If elected executive committee members are serving in appointed positions during the school year, their vote will count as one vote total, not per position, unless they are serving in an elected Co- role and an appointed role.
4. E-mail voting by the Board of Directors between meetings is NOT permissible.

Section 6 – Standing Rules

1. With appropriate notice and the establishment of a quorum, the Standing Rules shall be adopted annually by a majority vote at the first General Membership meeting of the year.
2. With appropriate notice and the establishment of a quorum, the Standing Rules may be amended at any regular General Membership meeting by a majority vote. If no notice is given, the Standing Rules may be amended by a 2/3 vote. Absentee, mail-in or proxy ballots are prohibited.

Section 7 - Budget and Finance

1. The PTA General Membership shall approve its annual operating budget in the spring of each year and reapprove at the 1st fall general meeting of the financial year.
2. The Board of Directors has the authority to reallocate non-restricted, budgeted funds from one line item to another by a majority vote at a Board or General Meeting, scheduled or by special meeting.
3. A minimum Reserve fund from shall be kept in the General Checking at all times in the amount of \$5,000.
4. Request for budgeted funds must be made to the Board of Directors at least 5 days prior to a scheduled Board meeting. Approval of funds must be obtained from the President, Vice President, or Treasurer, prior to spending/obligating any budgeted funds.
5. All PTA Grants or Funds will be handled as follows:

Staff Support Fund:

- Each Classroom Teacher will have \$275 to spend at their discretion on items needed for the classroom or other teaching supplies. First year Classroom Teachers (new to teaching not new to Kokanee) will receive \$400. All reimbursement requests must accompany a reimbursement form and be submitted to the Treasurer on or before June 15th for the fiscal year ending that June 30th.

Field trip Fund:

- An Annual Field Trip Fund used for costs associated with classroom trips (admission only) will be funded to the Office Manager each fall. With these funds, teachers should plan trips based on school principal approval. Any funds not utilized will be refunded to PTA) by June 15th. This budgeted line item is dependent on monies available to PTA in a given year, and can be modified at any time.

Education and Enrichment Grants:

- The PTA can be requested upon to fund certain additions to classrooms, programs and activities. These grants will be considered annually by the Executive Committee. Staff are eligible to apply for a grant by submitting a grant request form. A copy also must be submitted to the Kokanee Principal for suggestive review. The following considerations will be used in this review:

- Does request meet NSD policies/guidelines?
- Is request something that can be funded or supported from any other available funds or in any funding partnership?

- The PTA Board of Directors (or designated committee if needed) will review all grant requests. The individual or group that applied will be able to access grant funds by working with the PTA Treasurer to facilitate purchases/payments for associated costs. Grant funding is dependent on monies available to PTA in a given year, and can be modified at any time.

6. The current Treasurer is responsible for filing IRS Form 990EZ or 990N, or a proper extension form prior to November 15th and providing a copy of the document filed to the board no later than November 15th. Extensions will be followed up in accordance with the extension rule that is filed. Copies of current and past year's returns are located in the Legal Documents binders.
7. Any individual's check returned as an NSF (non-sufficient funds) check, will be responsible to re-submit the payment and pay any associated bank fees within 30 days of notification. If the NSF check is not paid by June 1st of the fiscal year, then the PTA will not accept any checks from said individual in the future.
8. A financial review committee, **minimum of three (2)** members appointed by the President/Co-President, will review the Kokanee Elementary PTA financial records once a year. Members of this committee shall not include the Treasurer, or any person authorized to sign on the Kokanee PTA's bank accounts for the period that is being reviewed or anyone living in the same households. One financial review shall be completed prior to the end of the fiscal year on June 30th.

Section 8 – Bank Account, Contracts and Signers

1. The signatures of at least **three** executive committee officers shall be on the authorized signature card for this PTA's bank account. The officers must include the Treasurer and two other executive committee officers, excluding the officer responsible for reviewing the bank statement. Two signatures shall be required on all checks over \$50 and withdrawals.
2. One of the executive committee officers will be designated by the executive committee as a non-signer and responsible for reviewing the monthly bank statement for proper accounting practices. The statement will be provided unopened to the designated officer. The reviewer shall promptly report any concerns or discrepancies identified in the review to the Executive Committee. If there are no concerns or apparent discrepancies the reviewer will sign & date the statement and provide it to the treasurer for reconciliation.
3. All contracts and binding agreements require Board approval prior to the signing, and the signatures of two executive officers.

Section 9 - Conferences, Assemblies and Representation

1. The four voting delegates to the Northshore Council PTSA General Membership meetings will be: President and three members as designated by the Board of Directors.
2. The number of voting delegates to the Washington State PTA Annual Convention shall be determined based on Article 10, section 2 (b) (2) of the Washington State PTA Uniform bylaws. Voting delegates will be designated by the Board of Directors.
3. The number of voting delegates to the Washington State PTA Legislative Assembly shall be determined based on Article 13, section 2(b) (1) of the Washington State PTA Uniform Bylaws. Those delegates shall be Legislative Chairman, President, or members as appointed by the Board of Directors.
4. The Board of Directors shall determine the vote of this PTA for the position of Washington State PTA Region 6 Director.

Section 10 – Awards

1. Up to three Golden Acorn Awards shall be presented by June 30th to outstanding volunteers. A committee appointed by the Board of Directors shall select the recipients.
2. One Outstanding Advocate Award may be presented annually to recognize advocacy work on behalf of children and youth. A committee appointed by the Board of Directors shall select the recipient.
3. One Outstanding Educator Award may be presented annually to an outstanding teacher/educator. A committee appointed by the Board of Directors shall select the recipient.

Section 11 – Compliance with Training Expectations of Washington State PTA Bylaws

1. Kokanee PTA will ensure that each executive committee member attends a minimum of one WSPTA approved training opportunity during the PTA year. Further, at least one member of the executive committee will attend PTA and the Law during the PTA year.