

## **Black Lake PTA**

### **2015-2016 Standing Rules**

1. The name of this PTA local unit is Black Lake PTA (State ID 4.4.2). Its Mission is to serve the children of the Black Lake Elementary school community, which includes the residences and businesses in the Black Lake Elementary enrollment area.
2. This PTA was chartered by the Washington State PTA on January 14, 2000. It was incorporated on April 25, 2000. The Incorporation report will be filed annually. The registered agent for this corporation is the Washington State PTA.
3. This PTA is registered with the Secretary of State under the Charitable Solicitations Act. The registration will be filed annually. This PTA was granted tax-exempt status under section 501(C)(3) on October 15, 2001. IRS form 990 EZ, if that filing is required, will be filed annually.
4. The elected officers of this PTA, which make up the Executive Committee, shall be President, Vice-President, Secretary, and Treasurer. Each of these officers shall be elected for one fiscal year and until their successors are elected. No elected officer shall hold the position elected to for more than two years consecutively. All elected positions other than Treasurer may be held jointly by no more than two people. Each co-position holder shall be entitled to a voice and vote at all PTA meetings.
5. The Board of Directors of this PTA shall consist of the members of the Executive Committee and the following Chairpersons and Representatives: Membership Chair, Fundraising Chair, Passive Fundraising Chair, Grades K-3 Parent Representative, Grades 4-6 Parent Representative, and Hi-Cap Parent Representative. All non-elected Board positions shall be appointed for one fiscal year by the PTA President with approval of the Executive Committee. The Grades K-3 and 4-6 Teacher Representatives shall be considered honorary Board of Director positions, with a voice but not a vote at all PTA meetings. All members of the Board of Directors must be members in good standing of this PTA.
6. Without discrimination, membership in this PTA shall be open to anyone who supports the mission and goals of this PTA and who has paid dues as required by this PTA. This shall include the students of Black Lake Elementary School.
7. Adoption of the annual budget, approval of the Standing Rules, approval of any Best Practices or Operating Procedures documents, election of the nominating committee and election of officers shall be done at general membership meetings. General membership meetings shall be held monthly excluding December, July, and August. A quorum shall consist of no less than 10 members.
8. The Board of Directors of this PTA will meet monthly excluding December, July, and August. A majority of those on the Board of Directors shall constitute a quorum.
9. This PTA shall approve its annual operating budget prior to July 1st of each year. The Board of Directors has authority to reallocate any funds budgeted for one purpose to another purpose by a majority vote during the review and prior to the approval of the annual budget.
10. The membership fees of this PTA shall be presented by the PTA Board of Directors each year, and voted on by the general membership.
11. This PTA shall keep a copy of its legal documents. The Board of Directors is responsible for maintaining the original copies and providing updated copies.
12. This PTA shall conduct a financial review of its books and records twice per fiscal year; once at mid-year and once prior to July 1. Any check signers cannot serve on the financial review committee when the books are being reviewed for the period in which they were signers.
13. The signatures of three elected officers shall be on the authorization signature card for the bank account of this PTA, with two signatures other than the payee being required on each check. Additionally, an Executive Committee member who is a non-signer must open, review and sign the bank statement on a monthly basis.

14. All receipts for reimbursement shall be turned in to the treasurer by 60 days after the date of the event, or by the last day of school, whichever comes first. Reimbursements will not be made after the financial books are closed for the year.
15. Should this PTA receive a No Sufficient Funds (NSF) check, a \$10.00 service fee can be charged in addition to any bank penalties this PTA may accrue. If NSF check(s) are not paid for by June 1<sup>st</sup> of the current year, this PTA will not accept any checks from the individual or business from which the NSF check came in the future. A list of the names of all individuals and businesses from which checks will not be accepted shall be kept by the PTA.
16. The Board of Directors may authorize budget reallocations up to but not in excess of \$250.00 without the approval of the general PTA membership, with a majority vote of the Board members present (if a quorum has been established).
17. The vote of this PTA for the position of Region Director shall be determined by a majority vote of the Board of Directors.
18. The voting delegates to the annual State PTA Convention shall be appointed by the President of this PTA with approval of the Executive Committee.