

Standing Rules—Olympic Hills Elementary

**Olympic Hills Elementary PTA
2014 - 2015 Standing Rules**

1. The name of this local unit shall be Olympic Hills PTA, local unit number 6.15.275. Charter date: 11/14/1955. Incorporation date: 5/18/81. Its National PTA ID number: 00023251.
2. This PTA serves all children enrolled in the Olympic Hills Elementary community without regard to physical location or school attendance.
3. This unit is recognized by the IRS as a tax-exempt organization under Section 501(c)(4) on 5/18/81, located in the legal document binder maintained by and/or in custody of both the president and treasurer.
4. This PTA was incorporated on 5/18/81 and assigned Uniform Business Identification (UBI) number 601 805 897. The PTA's corporate status must be renewed annually with the Washington State Secretary of State's office no later than May 31st. The current treasurer is responsible for filing the annual corporation report. The Olympic Hills PTA has designated Olympic Hills 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. Copies of the signed documents making such designation are available in the legal document binder maintained by the president. We anticipate changing the registered agent to be the Washington State PTA. The Employment Identification Number (EIN) is located in the legal document binder maintained by and/or in custody of both the president and treasurer.
5. This PTA is registered under the Charitable Solicitations Act, registration number Charitable Solicitations #: 3454. The Treasurer is responsible for filing the annual registration by May 31st to avoid penalties.
6. The current treasurer is responsible for filing the appropriate federal tax return form (IRS Form 990-N.) The federal tax return for the fiscal year July 1st – June 30th, is due the following November 15th. An extension can be filed by the current treasurer. The tax return should be reviewed by the board of directors by November 1st. Copies of previous tax returns are located in the legal documents binder in the custody of the treasurer and the president. Originals and copies are all considered originals.
7. Membership is open to all parents, teachers, staff, grandparents, guardians, students community members and any other persons that support and encourage the purpose of PTA.

8. The membership service fee shall be **\$10**.
9. The Executive Committee of this association shall include President, Vice President, Secretary and Treasurer. These officers may hold the same position no more than two consecutive school years. It is preferable for one person to serve in each executive committee position. However, in the event that a position cannot be filled, one person may serve in more than one capacity, except for the treasurer.
 - a. The PTA Board shall consist of the above named Executive Committee as well as the Board of Directors. The Board of Directors shall include Teacher Liaison, BLT Representative, Fundraising Chair, Science Enrichment, Internal Outreach, HIP Coordinator, Volunteer Liaison, Community Liaison, Membership Chair and Legislative Chair, should these positions be filled.
10. The Board of Directors is appointed by the Executive Committee and is entitled to vote at the Board Meetings. Any shared position is entitled to one (1) vote per position at a board of director's meeting, with the individual holders rotating voting privileges (every other meeting).
11. The Board will hold a minimum of **eight** meetings to which other PTA members are invited to participate. Other non-PTA members or staff members may be invited to attend the board meetings. A quorum is present when a simple majority of Executive Committee and the Board of Directors are in attendance.
12. In compliance with the training expectations of Washington State PTA Uniform Bylaws, all elected officers must attend a minimum of one approved training each fiscal year and at least one elected officer must attend "PTA and the Law" each fiscal year as required for "Unit/Council in Good Standing" status.
13. The general membership PTA meetings shall be open to PTA members as well as parents and staff who are not members of the Olympic Hills PTA. However, only dues paying PTA members may vote at the meetings. Meetings shall be held in the school cafeteria monthly or as scheduled.
14. Adoption of the budget, adoption of standing rules, election of the nominating committee, election of officers shall take place at general membership meetings. There must be at least 10 members present in order to conduct business. Meetings shall be held at the direction of the board of directors.
15. Upon request, one or more members may participate in general meetings of the PTA by phone. Requests must be made at least seven days in advance of the meeting so the necessary arrangements can be made

16. The Nominating Committee shall be elected, in accordance with the Washington State PTA Standing Rules, as soon as possible in the fall, but no later than January of each year.
17. Executive Committee for the coming school year shall be elected by April 30th.
18. The Budget Committee shall submit the school year's budget for general membership vote in the spring of the previous year and no later than the September General Meeting of the school year. This PTA shall approve its annual operating budget by July 1st of each year. The board of directors has authority to reallocate any funds budgeted for one purpose to another purpose by a two-thirds vote.
19. The Treasurer is allowed to exceed expense line items by 5%, not to exceed \$100.
20. Each member of the PTA Executive Committee and the Board of Directors shall keep a procedure notebook of activities and recommendations pertaining to her/his office or committee. This notebook and accumulated material shall be turned over to the appointed member or the President, should no member be appointed by the end of the school year. Currently this PTA does not have a safety deposit box. Each Executive Committee member is responsible for maintaining the safety of their notebook and legal documents contained within.
21. 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.
22. The board of directors shall determine which officers shall have signing authority on the PTA bank account.
23. The PTA's monthly bank account statements shall be provided unopened to a person appointed by the board of directors. Such 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 any concerns or discrepancies identified in the review to the executive committee. If there are no concerns or apparent discrepancies, the reviewer shall initial and date the account statements and provide them to the treasurer.
24. Voting for officers or nominating committee positions may take place at a meeting, by mail, or by electronic transmission. 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 timeframe identified in the notice of the meeting.

25. All reimbursement requests for authorized expenses, approved in writing by the treasurer, must include a receipt and be submitted to the treasurer within 60 days of purchase. All requests for reimbursement must be received by June 1st or they will be considered a donation to the PTA.
26. Should the PTA decide to run a school carnival, guidelines shall be researched, documented, and voted on by the membership and included in future standing rules. Raffles for fund raising are limited to two per calendar year, unless a license is obtained.
27. The vote of this PTA for the position of Washington State PTA Region 6 Director shall be determined by the board of directors.
28. All PTA Board members shall be current PTA members.
29. Golden Acorn Award(s) may be presented annually. Alternatively, the Executive Committee may make a contribution to a PTA scholarship fund. The Outstanding Educator award may be presented annually.
30. The Standing Rules shall be adopted annually by a majority vote at the first PTA Board Meeting of the school year.
31. 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.