

Olympic Hills Elementary PTA  
2018-2019 Standing Rules

1. The name of this local PTA is Olympic Hills PTA 6.15.275. It was chartered on November 14, 1955. Its National PTA ID number is 00023251.
2. This PTA serves all children enrolled in the Olympic Hills Elementary School community without regard to physical location or school attendance.
3. The Mission Statement of this PTA shall be reviewed and approved by the Board of Directors annually.
4. This PTA was incorporated on May 18, 1981 and assigned Uniform Business Identification (UBI) number 601 805 897. The Employer Identification Number is located in the legal document notebooks that are in the custody of the secretary. The corporate status must be renewed annually with the Washington State Secretary of State's office by May 31.
5. This PTA is registered under the Charitable Solicitations Act. Its registration number is 3454. The treasurer is responsible for filing the annual registration by May 31 to avoid penalties.
6. This PTA was granted tax-exempt status under Section 501(c)3 of the Internal Revenue Code on November 26, 2014. A copy of the letter of determination is filed in the legal document notebooks maintained by the secretary.
7. The treasurer is responsible for filing the appropriate federal tax informational return Form 990-N prior to November 15 and providing a copy to the board of directors no later than November 1. Copies of the current and past years' returns are in the legal documents notebooks maintained by the secretary. Copies are considered originals.
8. This PTA has designated Washington State PTA as its registered agent with the Washington Secretary of State, the Washington Department of Revenue, and the Internal Revenue Service. Copies of the signed documents making such designation are in the legal documents notebooks maintained by the secretary.
9. Per the Washington State PTA Uniform Bylaws, we will annually review the Washington State PTA Standards of Affiliation agreement in its entirety, and we agree to abide by all requirements and to uphold the ethics, policies, and principles of the PTA.
10. The Executive Committee will complete the Standards of Association Checklist.
11. Membership in this PTA is open to all parents, teachers, staff, grandparents, guardians, students, community members, and any other persons that support and encourage the purpose of the PTA.
12. The membership dues for this PTA shall be \$10 per person. All paid members have a voice and vote at Olympic Hills Elementary PTA membership meetings. Membership extends through October 31 of the ensuing year.
13. General membership meetings are open to PTA members and non-members alike. Only dues paying members may vote. General membership meetings will be held on school grounds as scheduled and members will be notified by email and newsletter, e.g. KidMail.

14. Adoption of the budget and standing rules and election of the Nominating Committee and officers and report of the financial review committee will take place at general membership meetings.
15. There must be at least ten members present in order to conduct business. Meetings will be held at the direction of the Board of Directors.
16. Upon request, members may participate in general meetings via phone. Requests must be made at least seven days in advance of the meeting.
17. The Nominating Committee will be elected no later than January of each year.
18. The Executive Committee for the coming school year will be elected by May 31.
19. All PTA Board Members shall be current PTA members.
20. 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.
21. The Executive Committee (elected officers) will include President, Vice President, Secretary, and Treasurer. Officers may hold the same position no more than two consecutive school years. In the event that a position cannot be filled, one person may serve in more than one capacity, except for treasurer.
22. This PTA Board of Directors consists of the elected officers and may consist of the following positions: BLT Representative, Fundraising Chair, Science Enrichment Chair, Internal Outreach and Diversity Chair, HIP Coordinator, Volunteer Coordinator, Community Liaison, Membership Chair, Communication Chair, and Legislative Chair, and no more than two members at large.
23. The Board of Directors is appointed by the Executive Committee and is entitled to vote at Board Meetings. Any shared position is entitled to one vote per position, with the individual holders rotating voting privileges at every other meeting. Voice may be granted to anyone in attendance by the presiding officer.
24. The Board will hold a minimum of eight meetings per school year and non-board members are welcome to observe. Other non-PTA members or staff may be invited to attend the board meetings. A quorum is present with a simple majority of the Board of Directors.
25. This PTA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Standards of Affiliation Agreement. The secretary shall maintain all training documentation. At least one member of the executive committee shall complete the PTA and the Law course during the PTA year.
26. Each Board Member will keep a notebook of activities and recommendations pertaining to her/his office or committee. This notebook will be turned over to the member appointed for the following year (or the President should no member be appointed by the end of the school year).
27. This PTA will approve its annual operating budget prior to July 1 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.

28. The Treasurer is allowed to exceed expense line items by 5%, not to exceed \$100.
29. The Secretary will maintain this PTA's legal documents notebook.
30. The Board of Directors will determine which three officers have signing authority on the PTA bank account, and this decision will be noted in the meeting minutes.
31. A financial review committee will conduct a review of the financial books and records at least once per year by August 31st. This committee will consist of a minimum of three members appointed by the president. 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.
32. This 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 will 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.
33. All reimbursement requests for authorized expenses must include a receipt and be submitted to the treasurer within 60 days of purchase or the amount will be considered a donation to the PTA. Written pre-authorization from the Treasurer or a Committee Plan of Action approved by the board is needed for all reimbursements over \$250. All requests for reimbursement must be received by June 15 or the amount will be considered a donation to the PTA.
34. All PTA contracts shall be signed by at least two Executive Committee members.
35. Should this PTA decide to run a school carnival, bingo event, or raffle, all guidelines shall be researched, documented, and presented to the general membership for approval and included in the standing rules.
36. This PTA can send as many voting delegates to the WSPTA convention as the budgeted amount for convention can support. All delegates for the WSPTA convention shall be selected by the Board of Directors. Registration and hotel shall be paid by Olympic Hills PTA. Persons attending convention paid for by the PTA will submit a summary of classes and general sessions attended to the Board of Directors.
37. This PTA can send as many voting delegates to the WSPTA Legislative Assembly as the budgeted amount will sustain. Registration, hotel, and WSPTA meal fees shall be paid by Olympic Hills PTA. The legislative chair of this PTA will be one of the voting delegates representing the PTA at the assembly; the rest of the voting delegates will be determined by the Board of Directors. Individuals attending the assembly paid for by this PTA will submit a report about the WSPTA Legislative Assembly to the Board of Directors.
38. The vote of this PTA for the position of Washington State PTA Region 6 Director shall be determined by the Board of Directors.
39. The Speaking Procedures shall be observed as follows: 1. only members have voice and vote on any pending item of business. 2. no member shall speak for more than two minutes or more than twice on any pending item of business. 3. total debate time for each main motion, resolution or bylaw amendment shall be a total of 10 minutes. The total time clock shall run without interruption unless ordered stopped by the chair.

40. The Golden Acorn Award and The Outstanding Educator Award may be presented annually. Alternatively, the Executive Committee may make a contribution to a PTA scholarship fund.

41. These Standing Rules shall be adopted annually by a majority vote at the first PTA Board Meeting of the school year.

42. 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.

43. All online login information and passwords must be changed when board members with account access complete their terms.

#### Amendments to Standing Rules

| Date of Amendment | Amendment  | Reason   |
|-------------------|--|--|
| 6/7/18            | 31. Change Financial Review date from June 30th to August 31st   | Needs to happen after the books close on June 30th   |
| 10/4/18           | 10. Changed the Standards of Association Checklist to no longer need approval or to have a deadline.   | The Standards of the Association Checklist does not need to be done by a deadline or approved by 2 officers                                |
| 10/4/18           | 22. Removed Teacher Liaisons from the PTA Board of Directors and elected officers.   | Removes fiduciary responsibility and any potential conflict of interest from the teachers and staff.                                       |
| 10/4/18           | 22. Added the option of having no more than two Members at Large on the Board.   | Encourages more involvement from the PTA members.  |
| 10/4/18           | 30. There will be three officers (instead of of 2) that will be signers on the PTA bank account. These three will be determined by the Board and noted in the minutes. | Allows for more flexibility in signing checks and removes potential conflict of interest if signers are being reimbursed for PTA expenses. |
| 10/4/18           | 33. Added that a Committee Plan of Action is also able to pre-authorize reimbursements over \$250, instead of just the Treasurer.                                      | Requires committee chairs to receive appropriate permission before spending money.   |
| 10/4/18           | 43. Added that all online login information and passwords must be changed when board members with account access complete their terms.                                 | Increases online account security.   |
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