

Risdon Middle School PTA

2017/2018 Standing Rules

Identity

1. The name of this local PTA is: Risdon Middle PTA (Parent Teacher Association). It was chartered on June 1, 2016. Its local PTA number is 9.11.92. Its National PTA number is 4518791.
2. This PTA serves the children in the Risdon Middle School community which includes the residences and businesses in the Risdon Middle School enrollment area.

Compliance

3. This PTA was incorporated on June 28, 2016, and assigned UBI 604-015-536. The treasurer is responsible for filing the annual corporation report. The Employer Identification Number (EIN) is located in the legal documents binder in the custody of the president.
4. This PTA is registered under the Charitable Solicitations Act, registration number 39300. The treasurer is responsible for filing the annual registration by May 31 to avoid penalties.
5. This PTA was granted tax-exempt status under section 501(c)(3) of the Internal Revenue Code on August 26, 2016, and was effective June 28, 2016. A copy of the letter of determination is filed in the legal documents binder maintained by the president.
6. The treasurer, with assistance from the immediate past treasurer, is responsible for filing IRS Form 990, Form 990 EZ, or Form 990-N prior to November 15. Copies of the current and past years' returns are located in the legal documents binder maintained by the president.
7. The Risdon Middle PTA has designated the Washington State 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.

Membership

8. Membership at this PTA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members, and any other persons who support and encourage the purpose of PTA.
9. Students of Risdon Middle School may join this PTA. Student members are entitled to voice and vote; however students under the age of 18 are not allowed to hold elected positions within the PTA.
10. Students who are under eighteen years of age may not handle money.
11. The dues for this PTA shall not exceed \$15.00 per individual membership. All paid members have a voice and vote at Risdon Middle PTA membership meetings.

Officers

12. The elected officers of this PTA shall be president, vice president(s), secretary, and treasurer.
13. Any elected position may be held jointly by two people, with the exception of the treasurer position. Each co-position holder shall be entitled to voice and vote at the board of directors meetings.

Board of Directors

14. The Board of Directors of this PTA shall consist of the elected officers and up to 3 non-elected board members, who may be appointed by the president with the approval of the executive committee.

Standards of Affiliation Agreement

15. Our PTA will annually review, complete, sign, and submit all required WSPTA Standards of Affiliation documentation by the required deadline.

Training

16. Our PTA will ensure that each executive committee officer 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.

Meetings

17. There shall be at least one annual meeting of the members to be held at a time and place fixed by the board of directors for the purpose of conducting business. Adoption of the budget, adoption of standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at a membership meeting. Written notice of the place, day and time of the meetings shall be delivered not less than ten (10) nor more than fifty (50) days prior to the date of the meeting to each member. At least 10 members must be present in order to conduct business.
18. A special meeting of the members may be held at a time and place fixed by the board of directors for the purpose of conducting business. Written notice of the place, day, and time of the meetings shall be delivered not less than five days prior to the date of the meeting to each member via email. The email address used for notification shall be that indicated on the yearly membership form.
19. There shall be a minimum of one board of directors meeting per month. Meeting dates and times shall be set by the executive committee. Written notice of the place, day and time of the meetings shall be delivered not less than ten nor more than fifty days prior to the date of the meeting to each member. Quorum for meetings is a majority of the sitting board.
20. A special meeting of the board of directors may be held at a time and place fixed by the board of directors for the purpose of conducting business. Written notice of the place, day, and time of the meetings shall be delivered not less than five days prior to the date of the meeting to each board member via email. The email address used for notification shall be that recorded on the board of directors' roster.

Budget/Financial

21. This PTA shall approve its annual operating budget in the spring of each year. The board of directors may reallocate funds budgeted for one purpose to another purpose by a majority vote, up to a limit of \$500.
22. The PTA shall conduct a financial review of its books and records in January of each year in addition to the required financial review at the close of the fiscal year. Records shall be submitted for review no later than 30 days after the end of the fiscal year.

23. The PTA shall establish one or more accounts in financial institutions as determined by the board of directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal.
24. The board of directors shall determine which officers shall have signing authority on the PTA bank account.
25. The PTA shall allow online banking within the rules and guidelines established by WSPTA policy and the board of directors.
26. 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.
27. All reimbursement requests for authorized expenses 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.
28. Should the PTA receive an NSF check, a service fee in the amount of \$15 will be charged in addition to any fees imposed by the PTA's bank. If the NSF check or checks are not paid for by June 1, then the PTA will not accept any checks from this individual in the future. If more than one NSF check is received from the same individual during the fiscal year, the PTA will not accept further checks from the individual responsible.

Legal Documents

29. The PTA shall keep copies of its legal documents in at least two separate locations. The Treasurer of this unit shall maintain the original file. The Secretary shall receive and maintain copies of the legal documents in the unit's permanent Legal Documents file.

Gambling Activities

30. Students of Risdon Middle School shall be considered honorary members of this PTA without voice, vote, or the privilege of holding office in order to participate in gambling activities.

Volunteer Recognition

31. One or more Golden Acorn awards may be presented annually to an outstanding volunteer(s). A committee appointed by the president shall select the recipient(s). The board of directors shall determine the number of recipients.
32. One or more Outstanding Advocate awards or Outstanding Student Advocate awards may be presented annually to recognize advocacy work on behalf of children and youth. A committee appointed by the president shall select the recipient(s). The board of directors shall determine the number of recipients.
33. One or more Outstanding Educator awards may be presented annually to an outstanding teacher or educator. A committee appointed by the president shall select the recipient(s). The board of directors shall determine the number of recipients.

34. An Honorary Life Membership award may be presented annually to an individual who has made a significant contribution to the growth and development of PTA. A committee appointed by the president shall select the recipient.

WSPTA Convention

35. Risdon Middle PTA will send as many voting delegates and as many visiting 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 for by Risdon Middle PTA. Persons attending convention paid for by the PTA will submit to the board of directors a summary on notes and handouts from the classes and general sessions.

WSPTA Legislative Assembly

36. The Risdon Middle PTA will send as many voting delegates and as many visiting delegates to the WSPTA legislative assembly as the budgeted amount will sustain. Registration, hotel and WSPTA meal fees shall be paid for by Risdon Middle PTA. The legislative chair for Risdon Middle School PTA will be one of the voting delegates representing the PTA at the legislative assembly; the rest of the voting delegates will be determined by the board of directors. Individuals attending the assembly paid for by Risdon Middle PTA will submit a board report about the legislative assembly.