

2019-2020 Crystal Springs PTA

Standing Rules

Last Updated: January 29, 2020

In order to ensure smooth operation within our PTA, we will operate within the following standing rules. These standing rules shall be in compliance with the Washington State PTA Uniform Bylaws.

1. The name of this PTA local unit #6.10.15 is Crystal Springs Elementary PTA, and shall be affiliated with the National PTA and the Washington State PTA and as such is governed by their bylaws.
2. This PTA serves the children in the Crystal Springs Elementary School community, which includes the residences in the Crystal Springs Elementary School enrollment area, Bothell, WA.
3. This PTA is a non-profit corporation with tax exempt status granted on September 28, 1978. It was incorporated on September 28, 1978 and was assigned UBI 601 586 963. The Treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA. The Employer Identification Number is _____.
4. This PTA is registered under the Charitable Solicitations Act, Registration number 1202. The Treasurer is responsible for filing the annual registration by May 31 to avoid penalties.
5. The current 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 15th and providing a copy to the Executive Board no later than November 1st. Copies of the current and past years' returns are located in the Legal Documents Binders maintained by the President and Secretary.
6. Per the Washington State PTA Uniform Bylaws, we will annually review, complete, sign, and submit the WSPTA Standards of Affiliation Agreement by the required deadline
7. Membership of this PTA shall be open to all people without discrimination. Members in good standing have a vote at general meetings. The annual membership fees shall not exceed:
 - a. a. \$15 for Individuals (1 vote)
 - b. b. \$25 for Family (2 votes)
8. The Executive Committee consists of the President and/or CoPresidents, Vice President, Secretary, and Treasurer. These positions are elected officers, and no less than 3 shall constitute a quorum of the Executive Committee. All members of the Executive Committee must be current members of the unit.

9. No person shall serve in the same Executive Committee position for more than (2) consecutive years and must be elected each year of their term.
10. In the event of a CoPresident, a CoPresident is treated as a joint position with respect to voting. Joint positions are allowed only one vote. The chair of the meeting shall abstain from voting and making motions.
11. Communications, Fundraising, Community Service, Enrichment chairs are elected board members of this PTA. The Board of Directors shall consist of the Executive Committee members and the five elected chair positions. No less than 5 members shall constitute a quorum. All members of the Board of Directors must be current members of the unit.
12. Each Board of Director member shall comply with the training expectations of the Washington State Bylaws by attending a minimum of one WSPTA-approved training during the PTA year. At least one Board member will attend PTA and the Law.
13. Voting for officers or nominating committee positions may take place at a meeting, by mail or by electronic position. 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 time frame identified in the notice of the meeting.
14. The PTA's Standing Committee Chair people shall be appointed by the Board of Directors, and may consist of but are not limited to: Legislative Advocacy, and WatchDOGS. The PTA's Ad-Hoc Committee Chair people may be appointed by the Board of Directors, and may consist of but are not limited to: Budget Committee, Financial Review, Nominating Committee, Harvest Festival, BINGO, Winter/Spring Dance, Talent Show, and Spelling Bee. The Board of Directors may appoint Coordinators for the following but are not limited to: Membership, Executive Committee Events, Volunteer Coordination, Procurement, School Reader Board, Website, Copy Center, Yearbook, Facebook, Newsletter, Dinner Night Out, Spirit Wear, Easy Fundraising, Staff Appreciation. Additional committees may be added at the discretion and approval of the Executive Board. Committee Chair people and Coordinators shall provide a report upon request to their respective VP, which shall then be presented at either a Board of Directors meeting or general membership meeting.
15. Meetings of the general membership shall be held on a regular basis as published. Changes to these dates may be made as deemed necessary by the Board of Directors. There shall be at least 3 General Meetings per year. Meetings are subject to be cancelled due to school closures, lack of quorum, inclement weather closures, or other unforeseen circumstances. No less than 10 members shall constitute a quorum.
16. General Meetings will be announced via communications portals 14 to 31 days before the scheduled event by the following: Reader Board, "What's Happening" School Emails, Flyers in Kid Mail, PTA Website, and PTA Facebook Page.
17. Standing Rules shall be voted by the first General Meeting in the Fall, the election of the nominating committee may be done in the Winter and the election of the officers in the Spring.
18. The PTA shall approve the annual operating budget for the following school year prior to July 1st of each year. The Board of Directors may reallocate funds budgeted for one purpose to another by majority vote provided the amount does not exceed \$1000.

19. The PTA shall maintain either a safe deposit box at the bank where its checking account is maintained or a fireproof safe. The original copy of any legal document shall be kept in the safe deposit box or the Fireproof safe. Copies are to be made for the President and Secretary and kept in their respective legal documents notebooks.
20. The PTA shall establish 1 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.
21. The Board of Directors shall identify at least 3 individuals allowed to sign checks on behalf of the PTA.
22. The PTA's monthly bank account statements shall be provided unopened to two people appointed by the Board of Directors. Such person will be appointed by the Board of Directors at the beginning of the fiscal year, and shall not be a signer on the account. The review shall promptly report any concerns or apparent discrepancies, the reviewer shall provide the bank account statements to the Treasurer.
23. All reimbursement requests for authorized expenses must include a receipt and be submitted to the Treasurer within 60 days of purchase. All requests for the current year must be submitted within 10 days of the last day of school. Any requests not meeting these guidelines will be considered a donation.
24. All cash money given to the PTA will be counted by two active PTA members. The chair handling any event that contains any financial revenue, including but not limited to events, spirit wear, or electronic transactions will provide a detailed report with a list of those transactions, including inventory to be reviewed and signed by 2 active PTA members or 2 PTA members that serve on the Board of Directors.
25. Should the PTA receive an NSF check, the PTA shall work with the individual on a payment plan to resolve the NSF. The PTA reserves the right to not accept checks from this individual in the future.
26. The Golden Acorn Award and the Outstanding Educator Awards may be presented annually by the end of the school year.
27. Voting Delegates to the Northshore Council shall be the President, Vice President, and Secretary. The alternate shall be the Treasurer. In the event there are CoPresidents, Voting Delegates to the Northshore Council shall be CoPresidents, and Secretary. The alternate shall be the Treasurer.
28. One or more of the incoming officers may volunteer to act as voting delegate to the Annual State PTA Convention.
29. The voting delegate to the Legislative Assembly shall be the Legislative Advocacy Chair. If this position is vacant or the Legislative Advocacy Chair is unable to participate at the Legislative Assembly, the Board of Directors may appoint an alternate.
30. These Standing Rules may be amended at any regular meeting by a 2/3 vote of the members present, or if previous notice is given, by a majority vote.
31. All contracts require the signature of two Executive Committee members.
32. The unit shall conduct a mid year audit of its books in addition to the required audit at the close of the fiscal year.

33. The unit shall maintain a list of online accounts, and logins and passwords for those accounts. This information will be provided to incoming board members. Passwords will be changed at the beginning of each fiscal year.
34. The unit shall keep a running list of equipment owned by the PTA.
35. Students of Crystal Springs Elementary shall be considered honorary members of the Crystal Springs PTA without voice, vote, or the privilege of holding office, to participate in Harvest BINGO, an annual event held in the first quarter of fall each year.