

PIONEER PTA

2011-12 STANDING RULES

Article I – Name and Status

Section 1

The name of this unit shall be as follows: Pioneer PTA, Thurston County Local Unit Number 4.5.45.
Washington State Incorporation #2-324985-7;
Charitable solicitations number PIP-T88-314.

Section 2

This unit is recognized by the Internal Revenue Service as a non-profit organization under Section 501 (c) (3) of the Internal Revenue Code.

Section 3

This PTA serves the children in the Pioneer Elementary school community.

Section 4

Annual renewal of the unit incorporation is required by March 1 of year. It is the responsibility of the unit treasurer to ensure the unit's compliance with this requirement. The registered agent for this corporation is the Washington State PTA.

Section 5

The current treasurer, with assistance from the outgoing treasurer, is responsible for filing IRS Form 990 or Form 990 EZ prior to November 15th, if required.

Article II – Membership

Section 1

- A. Any parent, teacher, administrator or employee of Pioneer Elementary School, or any other interested person of legal age is eligible for membership in this unit.
- B. Students of Pioneer may be considered honorary members but shall not have voting privileges nor hold office in the unit.
- C. This unit does not discriminate against anyone on the basis of race, creed, color, national origin, religion, marital status, gender, sexual orientation/identity or mental or physical disability.

Section 2

- A. Individual membership dues will be \$4.50 more than the combined dues mandated by WA State PTA and National PTA (rounded either up or down to the nearest dollar amount). Household dues will be \$7.00 more than the combined dues (rounded either up or down to the nearest dollar amount). Household is the combined dues for two memberships. The Board also has the discretion to offer reduced rates to school staff or parents in recruitment efforts. The membership year runs from October 1 through September 30.
- B. All members must be current in their dues to be considered members in good standing. Only members in good standing shall be eligible to vote, bring motions, hold elected or appointed office, or chair a committee.

Section 3

- A. All persons requesting financial assistance from the Board shall be school personnel or a member in good standing of this unit. The Board will not consider requests for grants or

other financial assistance unless such requests are properly presented (as set forth below) and sponsored by a member in good standing.

- B. Any member in good standing who desires to petition the Board for a grant or other financial assistance shall do so only in writing and in a format approved by the Board, which may be obtained from the Treasurer. The request shall include, at a minimum, the amount of money requested, the purpose to which it will be put, the benefit to the school and children, and the name of the person making the request. The Board must receive all such written requests at least one full week prior to the Board meeting at which the request is to be considered.

Article III – Meetings

Section 1

The Board shall meet to conduct business on the fourth (4th) Tuesday of each month, September through May, unless otherwise provided upon advance notification to the membership. All regularly scheduled Board meetings are open to the public and the general membership is encouraged to attend. A majority shall constitute a quorum.

Section 2

General membership meetings shall be held to conduct business: adopt the budget, approve the standing rules, elect the nominating committee, and officers. Other general meetings may be held prior to the program events or as otherwise provided herein. The presence of ten members in good standing shall constitute a quorum.

Section 3

Special meetings of either the Board or the general membership, or both may be called at the discretion of the President at any time.

Article IV – Officers and Committee Chairs

Section 1

The elected executive officers of this unit shall be as follows: President; First Vice President (Programs); Second Vice President (Fund Raising); Secretary; and Treasurer. The Executive Committee shall be comprised of these officers.

Section 2

The Board shall be composed of the elected officers of the Executive Committee designated in Section 1; two (2) teachers selected by the faculty; the school principal; and the following appointed chairs: Volunteer Coordinator; Membership; Legislative Liaison; and Hospitality.

Section 3

- A. The executive officers shall be elected by the general membership, and shall assume their duties July 1 of the same year.
- B. A nominating committee that consists of 3 members in good standing shall be elected by the general membership no later than the December meeting. The committee shall recruit and recommend suitable candidates for the elected executive board positions.
- C. Officers for the following term shall be elected from the slate of candidates recommended by the Nominating Committee, and upon open nominations from the floor, provided that the consent of the nominee is confirmed prior to the vote.
- D. Two (2) people may hold any elected position jointly. Each co-position holder shall be entitled to voice and vote at a board of directors' meeting.

Section 4

All members of the Board must be members in good standing of this unit.

Section 5

It is recommended that all nominees for the office of President shall have served on the Board or chaired a committee for the term immediately preceding their nomination, or if doing a co-position, it is recommended that at least one of the co-Presidents must have served on the Board or chaired a committee for the term immediately preceding their nomination.

Section 6

No Board member may serve in the same position for more than two (2) consecutive terms, unless approved by the general membership.

Article V – Voting

Section 1

All members in good standing are entitled to vote at all general meetings.

Section 2

The President or Board shall appoint voting delegates to the Washington State PTA Convention.

Section 3

Electronic voting by e-mail, on-line voting tool, phone and/or by mail, is allowable in accordance with the Uniform Bylaws (Article 5, Sec. 3 (h)). Members voting electronically and/or by mail are deemed present for all purposes of quorum, count of votes, and percentage of total voting power present. One person will be designated to receive electronic votes.

Article VI – Committees

Section 1

This unit shall maintain the following standing committees: Programs, Fundraising; Membership; Publicity; Volunteer Coordination; Hospitality; and Legislative Liaison.

Section 2

Committees may be formed by the Board, at any time, at the Board's discretion.

Section 3

Any member in good standing of this unit is eligible to serve on one or more of its committees.

Section 4

Committee Chairs may serve in the same position for more than two (2) consecutive terms.

Article VII – Standing Rules; Procedure

Section 1

Standing Rules shall be adopted by the general membership at its first meeting of the new year.

Section 2

The Standing Rules may be amended by the membership at any regularly scheduled meeting, upon the motion of any member in good standing and approved by two-thirds (2/3) majority vote of the members present.

Article VIII – Finances and Audits

Section 1

All reimbursement requests shall include a receipt and shall be submitted to the treasurer within 60 days of purchase. All requests for reimbursement must be received by June 1.

Section 2

The Board has permission to reallocate funds in order to best meet the needs of the PTA’s service.

Section 3

- A. The signatures of the President, Treasurer and one (1) other Executive Officer shall be on the signature card for this PTA’s authorized bank account.
- B. The President or an appointed non-signing member will open each month’s banking statement and review for deposits and drafts before turning over to Treasurer.

Article VIII- PTA Website

Section 3

- A. The PTA website, although independent of Pioneer Elementary, needs the approval of the Pioneer Elementary School Principal because the PTA Web site is linked to the Pioneer Elementary School Web site. Therefore, if PTA is going to change the functions of the Web site, we will need to get the approval of the current principal at Pioneer Elementary School in order to remain linked to the school Website. If the PTA Web site is posting items that are in conflict with the mission of the elementary school, then the current Principal has the option to discontinue the school’s link to the PTA Web site.

Revised 9/27/11

Signature, Secretary _____

Name _____