

# Meeker PTA Standing Rules

Approved 9/13/16

1. The name of this local unit shall be Ezra Meeker Elementary School Parents and Teachers Association of Puyallup, Washington, hereafter known as Meeker PTA, Local Unit 5.7.30.
2. This PTA serves the children in the Ezra Meeker Elementary School community, which includes the residences and businesses in the Meeker School enrollment area.
3. Meeker PTA was incorporated as a non-profit corporation on October 23, 1981 and assigned a corporation number. It was also assigned a UBI number. The Treasurer or President is responsible for filing the "Non Profit Annual Report" before October 31<sup>st</sup> of each year.
4. This PTA is registered under the Charitable Solicitations Act. The Treasurer or President is responsible for filing the annual registration before May 15<sup>th</sup> of each year to avoid penalties.
5. 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.
6. Meeker PTA was granted tax-exempt status under Section 501(c) 3 on March 3, 1982.
7. The current Treasurer with the assistance of the outgoing Treasurer is responsible for filing the IRS Form 990 or Form 990EZ prior to November 15<sup>th</sup>.
8. The President shall appoint a Financial Review Committee upon approval by the Executive Board. Said committee has the responsibility of conducting at least one (1) Financial Review; one immediately following the end of the fiscal year (June 30<sup>th</sup>) in compliance with WSPTA Uniform Bylaws. This may also be required if a new PTA member assumes the Treasurer position or whenever there is a question about the financial well-being or performance of the PTA. Another is recommended mid-year, by January 15<sup>th</sup>.
9. The Financial Review committee shall consist of at least three (3) current PTA members who are not signers on the bank account.
10. The Membership Services Fees for Meeker PTA shall be \$12 for a single membership and \$20 for a two-person membership. "Specials" may be used by the Membership Committee on a year-to-year basis with board approval.
11. The elected officers of the Meeker PTA shall be President, Vice President(s) of Programs, Vice President(s) of Events, Vice President of Membership, Treasurer and Secretary(s). This constitutes the Executive Board.
12. Any elected position may be held jointly by two (2) people. Each co-position holder shall be entitled a voice and a vote at all board of directors meetings and are members of the Executive Board
13. The Meeker PTA Board of Directors shall consist of the members of the executive board, chairperson of the standing committees and any Ad Hoc committee chairperson. The Board of Directors shall meet every month unless otherwise ordered by the Executive Board or President.
14. At least one membership meeting for adoption of the standing rules and election of the nominating committee shall take place in the fall and at least one membership meeting will take place in the spring for the election of officers and adoption of the annual operating budget.
15. For membership meetings, ten (10) members will be considered quorum.
16. There shall be one (1) legal documents binder, which will be held and updated by the Treasurer. The President shall retain a copy of all documents for Meeker PTA, including separate monthly bank statement to be received at a location other than Meeker Elementary. Permanent records such as those kept by the secretary shall be held in a designated safe place for future reference.

17. The President and a second PTA member shall review the monthly bank statement, sign said statement, and forward it to the Treasurer for filing.
18. The signatures of at least three (3) elected officers shall be on the signature card for Meeker PTA's authorized bank account.
19. The students of Meeker Elementary shall be honorary members of Meeker PTA without a vote.
20. One (1) or more Golden Acorn awards shall be presented annually to recognize individuals who have given exceptional service to children and youth. The nominating committee for this award will consist of at least one (1) past recipient and no more than four (4) other members appointed by the President.
21. One (1) or more Outstanding Advocate awards shall be presented annually to recognize advocacy work on behalf of children and youth. A nominating committee consisting of a past recipient and at least two other members, to be appointed by the President shall select the recipient.
22. There will be one voting delegate from this PTA at council meetings. The delegate shall be President unless the President is holding a council office or the President is unable to attend a meeting. In which case the President shall appoint an alternate in accordance with the council standing rules.
23. The vote of Meeker PTA for the position of Washington State PTA Director shall be determined by the Board of Directors.
24. The voting delegates to the State PTA shall be the incoming President, and other eligible delegates and an alternate, to be voted on by the Board of Directors.
25. The voting delegates to the WSPTA Legislative assembly shall be selected by the Board of Directors.
26. With regard to purchases made by the PTA, the President along with one other board member may approve purchases of less than \$50. Purchases between \$50 and \$200 require majority approval of the Executive Board. Purchases of over \$200 outside of the approved budget require the majority approval of the PTA membership quorum.
27. The Meeker PTA Executive Committee shall have approval to reallocate up to \$500 from one line item on the approved budget to another without General Membership vote. Reallocations may not exceed \$500 in any 30 day period without General Membership approval.