

Jefferson PTA Standing Rules for 2012-2013

To be used in conjunction with the Uniform Bylaws, Washington Congress of Parents, Teachers, and Students

1. The name of this unit shall be Jefferson, PTA, Inc. 12.5.5. This PTA serves the students and population in and around the Jefferson enrollment area.
2. Jefferson PTA, Inc. is recognized under the laws of Washington State as a nonprofit organization (501C-3). This status was granted on January 25, 2000.
3. This local unit is registered as a charitable organization by the State of Washington. It is the responsibility of the Treasurer of this unit to file this registration prior to November 15th.
4. Jefferson PTA, Inc. was incorporated under the laws of Washington State on March 31, 1978. The annual renewal date is March 31st of each year. It is the responsibility of the Treasurer to file the annual registration before March 31.
5. The assigned Corporation Number, UBI and Charitable Solicitation Registration Numbers can be found in the Legal Documents Notebooks.
6. The Jefferson PTA Executive Committee is responsible for filing the IRS form 990 or 990 EZ prior to November 15th each year if required.
7. The dues of this unit shall be \$10.00 per single membership. All registered PTA members have voice and vote at PTA general meetings.
8. All students of Jefferson Elementary School are honorary members of the Jefferson PTA without vote, voice or privilege of holding office.
9. The elected officers of this unit shall be a President, Vice-President, Secretary, and Treasurer. Two (2) people may hold any elected position jointly. Each co-position holder shall be entitled to voice and vote except the presiding officer who shall vote only in the case of a tie. The presiding officer may vote if voting is done by ballot or if the presiding officer passes the gavel to another officer.
10. Officers shall be elected in the spring for a term of one year and shall assume office on July 1st. No officer shall serve in the same office for more than two consecutive years.
11. In accordance with the Washington State PTA Bylaws: A Legislative Representative may be voted into office as an officer. If voted in as an officer this person will be included in the Executive Committee. As with other elected offices this position may not be held for more than 2 consecutive years.
12. The Executive Committee of this unit shall consist of the elected officers. A quorum will be a majority of the committee members.
13. The Board of Directors of this unit shall consist of the Executive Committee and at least six (6) other Board members -- appointed by the Executive Committee. Each member of the Board of Directors must be a PTA member. A quorum is a majority of the Board of Directors.
14. A minimum of three General Membership Meetings will be held during the school year to approve Budget, Standing Rules, elect the Nominating Committee, and elect Executive Officers. A quorum is 10 members. Meetings shall be held at the discretion of the Board of Directors.

15. Board of Director's meetings of this unit shall be held monthly September through May, except when holding General meetings. Dates and times of the meetings will be determined by the Board.
16. The PTA shall approve its Annual Operating Budget and Standing Rules in the spring of each year. The budget committee will consist of the incoming officers and the outgoing officers, with input from the fundraising chair.
17. The PTA shall keep three notebooks of each of its legal documents. An Executive Board member shall be responsible for maintaining the original copies and providing updated copies to the other officers. A copy of the notebooks shall be kept by the President, Secretary, and Treasurer.
18. The PTA shall conduct an audit of its books and records twice each year with one of them being at the close of the fiscal year. The audit committee will be appointed by the President with approval from the Board of Directors.
19. The signature of all elected officers who choose to be signers on the bank account must be on the authorization card for the PTA's bank account. In the event that officers reside in the same household, only one shall be allowed to sign legal documents.
20. Standing Committees shall be: Newsletter, Membership, Legislation and Volunteer Coordinator. Other ad hoc committees with plan activities and service projects.
21. Committee Chairpersons shall be approved by the Executive Committee. All committee chairpersons shall be PTA members.
22. The Golden Acorn Award will be given in the spring at a General PTA meeting or PTA event. A committee appointed by the President shall select the recipient. The Board of Directors shall determine the number of recipients.
23. The Executive Committee shall recommend the voting delegates to the Richland PTA Council and PTA Convention. Voting delegates will be directed by the Executive Committee before casting their votes.
24. The voting delegate to the Legislative Assembly shall be the Legislative chairperson/ Representative or an alternate chosen by the Executive Committee.
25. The Executive Committee shall determine the vote of the PTA for the position of the Washington State PTA Region Director.
26. The Nominating Committee shall be elected at a General Membership Meeting during the winter.
27. All reimbursement requests shall include a receipt and be received by the Treasurer before June 15.
28. The approval of the budget by the general membership includes authorization for expenditure of funds by the committees up to the amount listed on each line item. However, this authorization does not include the projects line item. The Board of Directors must approve each project.
29. These Standing Rules may be amended at any General PTA meeting by a 2/3 vote or if prior notice is given, by a majority vote.