

STANDING RULES FOR MT. ERIE ELEMENTARY PTA
Effective September 27, 2012

1. The name of this PTA local unit is Mt. Erie Elementary PTA 8.2.37. It was chartered on November 10, 1992
2. This PTA serves all children without regard to physical location or school attendance. Specifically this unit will focus on the children, families and businesses in the Anacortes community.
3. This PTA was incorporated on January 25, 1993 and assigned corporation number 2-468310-4. The Treasurer is responsible for filing the annual corporation report. The registered agent for this corporation is the Washington State PTA.
4. This PTA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 3037. The Treasurer is responsible for filing the annual registration.
5. This PTA was granted tax exempt status under section 501(c) (3) on April 1, 1993.
6. The current Treasurer is responsible for filing IRS Form 990 or Form 990-EZ prior to November 15th if required.
7. The membership service fee of Mt. Erie Elementary PTA shall be Ten Dollars (\$10.00) per person or Sixteen Dollars (\$16.00) per family.
8. The students of Mt. Erie Elementary School shall be considered honorary members of this PTA without voice, vote or the privilege of holding office.
9. The elected officers of this PTA shall be President, Vice President, Secretary and Treasurer. These elected officers shall constitute the Executive Committee.
10. Two (2) people may hold any position, jointly. With regard to Treasurer, there will be one signer and one non-signer. Each elected co-position holder shall be entitled to voice and vote at the board of director's meetings.
11. Standing committees shall be those where the chair's position continues throughout the year.
12. The board of directors of Mt. Erie Elementary PTA shall consist of the elected officers; the principal, as an ex-officio member; and the Team Leaders of the following standing committees: Family Nights, Newsletter/communications, Volunteer Coordinator, Safety Committee, Watch DOGS, Legislative/Advocacy, Staff Appreciation/Hospitality, Membership and Fundraising. The Principal shall have the right to voice and vote at the board of director's meetings.
13. Ad hoc committees may be formed as deemed necessary by the board of directors. These committees will be formed to accomplish a specific objective, task or project. They will work under the direction of designated elected officer. When the specific purpose is accomplished the ad hoc committee will disband.
14. Adoption of the annual budget, approval of the standing rules, election of the nominating committee and the election of officers shall be done at a general membership meeting.
15. This PTA's board of directors will meet monthly during the school year. With additional meetings as deemed necessary, on a date and time to be determined by the board.
16. This PTA shall approve its annual operating budget prior to July 1st of each year.
17. This PTA shall keep original copies of any legal documents in the safe located in the PTA office. Each elected officer shall keep a copy of each of this PTA's legal documents with their handbooks.
18. The PTA shall conduct an audit of its books and records in January of each year in addition to the required audit at the dose of the fiscal year.

19. The signatures of all elected officers shall be on the authorized signature card for this PTA's bank account. Each check issued shall include two signatures of any of the elected officers. However, no officer shall sign a check issued to him or herself.
20. All reimbursement requests shall include a receipt and shall be submitted to the treasurer within 60 days of purchase (except for staff grants, which may be submitted all at once for reimbursement). All requests for reimbursements must be received by June 10th.
21. Should this PTA receive a NSF check, a \$15.00 service fee may be charged in addition to any bank penalties the PTA may accrue. If the NSF check or checks are not paid for by June 1st, then the PTA will not accept any checks from this individual in the future. However, the debt is still expected to be repaid.
22. 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.
23. 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.
24. 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.
25. The board of directors shall determine the vote of this PTA for the position of Washington State PTA Region Director.
26. The voting delegate(s) to the annual State PTA convention shall be determined in the following order: Incoming President, Ongoing President, Incoming Vice President, Incoming Secretary and Incoming Treasurer, Ongoing Vice President, Ongoing Secretary, Ongoing Treasurer. The board of directors shall determine who shall represent the PTA as visiting delegates.
27. The voting delegate to the State PTA Legislative Assembly shall be determined in the following order: Legislation Chairman, President, Vice President, Secretary, Treasurer. The board of directors shall determine who shall represent the PTA as visiting delegates.
28. The Budget and Finance Committee will be appointed by the outgoing President in March to develop next year's budget. The committee shall consist of at least three (3) members. The incoming and outgoing Treasurer and at least one appointee. The current Treasurer shall assume the position of the chairperson of this committee. The budget will be presented to the general membership for approval on or before June 15th.
29. The board of directors can reallocate funds up to \$250.00 without the vote of the general membership.
30. The president, vice president, treasurer and secretary (and any co-elected leaders) will be expected to attend WSPTA approved training during their one-year term as specified in the most current WSPTA bylaws.