

2019-2020 STANDING RULES Fidalgo Elementary PTA

NAME

A. The name of this local unit shall be the Fidalgo Elementary Parent Teacher Association (PTA); the local unit number is 8.2.20.

LEGAL STATUS

A. The Fidalgo Elementary PTA is a non-profit corporation with a tax-exempt status, Section 501(c)(3), granted May 31. A Letter of Determination will be made available upon request. The current Treasurer (s) with the assistance of the immediate past Treasurer(s) shall be responsible for filing required tax forms in accordance with federal and state guidelines.

B. This unit's Federal Employer Identification Number (EIN) is located in the Legal Documents Binder maintained by the Secretary and is available upon request.

C. The PTA was incorporated on February 27, 1992. The corporation number is available upon request. The Treasurer(s) will annually renew the Articles of Incorporation prior to the unit's anniversary date. The registered agent for this corporation is the Washington State PTA.

D. This unit shall keep at least two (2) copies of its legal documents in separate locations. The President and Treasurer shall be responsible for maintaining these documents.

MEMBERSHIP AND SERVICE FEES

A. This PTA serves the children in the Fidalgo Elementary school community.

B. Membership in this PTA shall be open to all people without discrimination. Membership is open to all parents, grandparents, guardians, teachers, staff, students, community members and other persons that support the purpose of the PTA.

C. The membership fees shall be \$12 for a single membership, and \$20 for a dual/family membership (2 adults).

D. The voting body of the Fidalgo Elementary PTA shall be those who have paid membership dues for the current year.

E. The students of Fidalgo Elementary School shall be considered honorary members of the PTA without voice, vote, or the privilege of holding office.

F. All Elected Officers and Committee Chairs must be members of the PTA.

MEETINGS

A. Dates and times of the meetings of this unit shall be established by the Executive Committee at the beginning of each school year. General membership meetings shall be held to adopt the annual budget, approve the standing rules, review and approve the financial audit, elect a Nominating Committee and elect officers. Additional meetings shall be held at the direction of the Board of Directors.

B. A quorum is established at a General Membership Meeting when at least ten (10) members are present. A quorum must be present to conduct any business (this includes voting as well as discussions).

Motions are passed by a majority vote so long as a quorum is present. Members and any committee of members may participate in meetings by conference telephone or similar communications equipment so that all persons participating in the meeting can hear each other at the same time. Participation by this method constitutes presence in person at the meeting.

C. A quorum is established at a Board of Directors meeting when a majority of all BOD members are present. A quorum must be present to conduct business. Motions are passed by a majority vote so long as a quorum is present.

D. This PTA can conduct business via email for announcements, reminders, and the transferring or sharing of information among Board members and the General Membership. Voting must be done in person, with two exceptions. The election of officers and the election of nominating committee members may be conducted by absentee, mail, or electronic ballots in compliance with the "Uniform Bylaws of the Washington State PTA" procedures governing such balloting. Members will be notified of General Membership meetings via email and/or PTA newsletter.

E. Courtesy seats are open to anyone at General Membership Meetings, but voice and vote are privilege of the membership.

EXECUTIVE COMMITTEE (EXC)

A. The Nominating Committee shall be elected according to the "Uniform Bylaws of the Washington State PTA."

B. The elected officers shall be the President, Vice President, Secretary, and Treasurer. These officers shall constitute the Executive Committee. Any elected position may be held jointly by two (2) people. Each member will have an equal vote.

C. These officers shall be elected at a General Membership meeting in accordance with PTA uniform bylaws before May 30, and will assume their duties on July 1st.

D. Elected officers shall serve a term of one (1) year and may serve no more than two (2) consecutive years in the same position. After two years in the same position, they may not serve in that same position for at least one (1) year.

E. Our PTA will make sure that each Executive Committee member attends a minimum of one WSPTA- approved training session during the PTSA year. Further, at least one member of the Executive Committee will attend PTA & the Law during the PTA year, as specified in the Washington State PTA Standards of Affiliation.

F. In the absence of a President, the Vice President followed by the Treasurer, shall perform all duties of the President.

BOARD OF DIRECTORS (BOD)

A. The Board of Directors shall consist of the Executive Committee, Three (3) Standing Committee Chairpersons, and the Principal.

B. Committee Chairs will be appointed by the Executive Committee.

C. Board Meetings will be held monthly or annually on agreed upon date unless deemed unnecessary by the Executive Committee.

BUDGET

A. The board shall approve a proposed annual operating budget for the upcoming school year each spring.

- B. The PTA shall re-approve the annual operating budget at the first General Membership meeting of the year.
- C. The Board of Directors may approve unbudgeted (new) expenditures of \$150 per item or less, (not to exceed a total of \$1,000 per year) without General Membership approval.
- D. The Board of Directors may approve reallocation of budgeted funds of \$500 or less, (not to exceed a total of \$1,000 per year) without General Membership approval.
- E. Changes to the current, approved budget of \$1,000 or more require notice to General Membership 7 calendar days in advance of a vote.

FINANCES

- A. The Treasurer shall keep Fidalgo Elementary PTA money in FDIC insured banking Institutions in accordance with current FDIC insurance limits to the best of their ability.
- B. Any such accounts shall require the signatures of at least two (2) elected officers to make a withdrawal.
- C. The signatures of at least (2) elected officers shall be on the Authorized Signature Card for the PTA bank accounts. Newly elected officers will commence the right to be placed on the Authorized Signature Card of any PTA bank accounts when their term begins. The previous year's officers will be removed as authorized signers for any PTA bank accounts when their term ends. Only one (1) member per household may be an authorized signer.
- D. Should the PTA receive an NSF check, it may require the issuer to reimburse any bank penalties the PTA may incur. If the NSF check is not paid, including any accrued bank penalties, within 60 calendar days of notification of insufficient funds, the PTSA will no longer accept checks from the issuer.
- E. The PTA shall conduct the required financial review of its books and records at the close of the fiscal year (June 30) and in January (mid-year audit). These financial reviews shall be presented to and approved by the General Membership.
- F. Requests for reimbursement or payment from the PTA must be in writing and include original receipts and/or invoices for goods or services purchased. All current fiscal year (July 1 to June 30) requests for reimbursements or payments from the PTA must be submitted by June 1st.
- G. The monthly banking statements shall be provided unopened to a person appointed by the Board of Directors. Such a person shall be appointed at the beginning of the fiscal year, and shall not be a signatory on the account. This person shall promptly report any concerns or discrepancies identified in a review to the Executive Committee. Each monthly statement shall be signed and dated by this person and kept as financial records.

AWARDS

- A. The following awards may be presented annually in June:
 - One or more Golden Acorn Award(s) to an outstanding PTA volunteer(s).
- B. A Committee appointed by the Board of Directors shall select the recipients. The Committee, with the approval of the Board, will determine the number of recipients.

DELEGATES

- A. The voting delegate(s) to the annual State PTA Convention shall be elected officers and/or individuals appointed by the Board of Directors.

B. The voting delegate(s) to the WSPTA Legislative Assembly shall be the Legislative Director and/or delegates appointed by the Board of Directors.

STANDING RULES

A. These Standing Rules shall be adopted each year at the first General Membership Meeting.

B. These Standing Rules may be amended at any time. If the membership has been given five days' notice to the date of the meeting and the intended change, then the change can be approved by a majority vote of the members present (if a quorum has been established.) If no notice was given prior to the meeting, then 2/3 vote of the members present is required (if a quorum has been established).

C. These Standing Rules shall be in compliance with the Washington State PTA Bylaws. If there is a conflict between the two, the Washington State PTA Bylaws shall be the authority.

STANDARDS OF CONDUCT

D. Fidalgo PTA shall maintain a policy for board standards of conduct. This policy shall be reviewed and signed yearly by members of the board of directors. Signed copies of this policy shall reside with the secretary. Board members in violation of this policy may be subject to board action, up to and including removal from office with a three-quarters vote of the executive committee.

APPENDIX
Fidalgo Elementary PTA Board Standards of Conduct

The Fidalgo Elementary PTA has established the following Standards of Conduct which board members can expect of one another.

Integrity

- I will act and speak with honesty and care for others.
- I will keep confidential matters confidential.
- I will maintain balance and perspective by only committing to what I know I can deliver.
- I will ask for help from my fellow board members if I feel I have taken on too much.

Respect

- I will work to ensure all viewpoints are heard and given due consideration.
- I value those I work with and will approach them with a positive attitude and good faith.
- I avoid gossip and will address issues with those who are best equipped to address or solve the issue.
- I will not use my personal social media platforms to cyberbully, insult, embarrass, target, or post threats of physical or verbal abuse towards any individuals, including school board officials, school administrators, teachers, PTA members, volunteers, or other individuals that are associated with Fidalgo Elementary

Commitment

- I believe in the mission of the Fidalgo Elementary PTA, and I will demonstrate loyalty to our association and its members.
- I will respond to others in a timely fashion. Emails and phone calls will be responded to within 2 days.
- I will be prepared for, and attend, meetings and be informed on issues that affect our organization. I may be removed from my position (elected or otherwise) if I fail to attend 3 or more board and/or general meetings in a given year.
- I will work with other board members and staff in a collaborative manner recognizing that I have assets that others may not have, and I will use these assets to enrich any project I am part of. I also acknowledge that others have assets that I may not have, and I will not let this make me feel inadequate and I will work to develop the team.

Accountability

- I have agreed to work as a volunteer, without monetary compensation, but having been elected to this position, will enact my work to the same standards as paid staff.
- I am open minded, adaptable, and flexible when change is called for.
- I will adhere to the Anacortes School District Volunteer Policies.

These standards will be reviewed annually at the board retreat, and board members will be asked to sign a written agreement to adhere to these standards as follows:

By signing this document, I commit to adhering to the standards of conduct established for all members of the Washington State PTA board of directors.

Signatures:

Date: