

2014-2015 STANDING RULES
Fidalgo Elementary PTA

1. The name of this unit shall be Fidalgo Elementary PTA, local #8.2.20
2. This unit is a non-profit corporation recognized by the State of Washington. It is the responsibility of this unit to annually renew the Articles of Incorporation prior to March 1st. The incorporation number is 2-373-165-0.
3. This unit's Employer's TIN number is 91-1524533.
4. This unit was recognized by the IRS as a non-profit tax exempt organization, under Section 501(C) under (3).
5. The membership service fees of this unit shall be \$12.00 for an individual, \$20.00 for a family of 2 or more.
6. This unit shall keep at least two copies of each of its legal documents in two separate locations, one with the president and one with the treasurer.
7. The students of Fidalgo Elementary School shall be considered honorary members of this unit without voice, vote or privilege of holding office.
8. a.) The Executive Committee of this unit shall consist of the elected officers. These officers will be President, Vice-President, Treasurer, and Secretary.
b.) Two people may share a position. (Co-president, etc.) Both officers shall be entitled to voice and vote.
c.) Election of officers shall be prior to May 30th for a minimum term of one year and shall assume office July 1. An elected officer is recommended to serve two years in the same position. An elected officer must seek a different position after two years (an officer may however, serve as a contingent in that position until the position can be filled by the Nominating Committee.)
9. The Board of Directors shall consist of the elected officers, Committee Chairpersons, and the Principal. Board Meetings of this unit should be held monthly on annually agreed upon monthly date unless deemed unnecessary by the Executive Committee.
10. General Membership meetings of this unit will be held at least 3 times a year. Adoption of standing rules, adoption of budget, election of nominating committee, and election of officers must be done during the General Meetings.
11. Courtesy seats are open to anyone at General Membership Meetings, but voice and vote are a privilege of the membership.

12. The President and Vice-President shall appoint committee Chairpersons with the approval of the executive committee.
13. Standing Committee Chairpersons may include but are not limited to: Membership, Fund raising, Hospitality, Programs, Health/Safety, Memory Book, Legislation, Labels for Education, Box Tops for Education, Friday Sales, Halloween Carnival, I Love to Read, Spiritwear, Teacher/Staff Representative, Room Parent Representative, Reflections, and Bulletin Board.
14. Reporting Committee shall be Nominating, Audit, and Budget and Special Projects.
15. All committee chairpersons shall be current members in good standing.
16. Budget committee consisting of at least three members (one being the Treasurer as Chairperson), shall prepare and present the new budget for approval to the Executive Committee. The Executive Committee will present the budget to the Board of Directors for approval and then to the General Membership for approval by May 30.
17. Requests up to \$75 must be approved by two members of the Executive Committee. President and/or Vice-President must be one of the two to approve. The current and past year's Treasurer are responsible for filing IRS Form 990EZ prior to November 15th.
18. All PTA funds shall be managed according to the guidelines written in the National PTA Money Matters Financial Handbook.
19. This unit is responsible for the selection of at least one recipient a year for the Golden Acorn Award.
20. Voting Delegate(s) to the annual State PTA Convention shall be either incoming or outgoing president of a duly appointed alternate. All others attending will be visiting delegates.
21. The budget will allow for registration, accommodations, 1 meal per day and mileage for driver, to the State PTA Convention.
22. The voting delegate to the Legislative Assembly shall be the Legislation Chairperson, unless otherwise designated by the Board of Directors.
23. Should the PTA receive a NSF check, a \$10.00 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 within 60 days, then the PTA will not accept any checks from this individual in the future.
24. All reimbursement requests shall include a receipt and shall be submitted to the Treasurer within 60 days of purchase. All requests must be received by June 1st.

25. Special Project requests may be made by PTA members and Fidalgo Elementary School staff. Requests are submitted to the Special Projects Committee who will submit for approval to the General Membership prior to May 30th.