

BRIARWOOD PTA 2.6.5 2018/19 Standing Rules

1. The name of this PTA local unit is Briarwood PTA 2.6.5. It was chartered by the Washington State PTA in 1963.
2. This PTA serves the children in the Briarwood School community, which includes, but is not limited to, the residences and businesses in the Briarwood Elementary School enrollment area.
3. The PTA is registered with the Secretary of State under the Charitable Solicitations Act. This registration number may be found in the legal documents notebook.
4. This PTA was incorporated on January 9, 1978. The corporation number may be found in the legal documents notebook.
5. This PTA's Federal Employer Identification Number (EIN) may be found in the legal documents folder.
6. This PTA was granted tax-exempt status under section 501c(3) on April 3, 1996.
7. The current Treasurer is responsible for filing IRS Form 990EZ following current PTA guidelines. The Treasurer is also responsible for maintaining the legal records notebook with the help of the secretary.
8. **The membership service fees of Briarwood PTA shall not exceed \$20.00 per family (2 people, same household) or \$12 for school staff and community members. The enrollment period is July 1-June 30**
9. The elected officers of this PTA shall be President, Vice Presidents, Secretary and Treasurer.
10. Any elected positions may be held jointly by two (2) people or more as deemed necessary with the exception of the position of treasurer. Each co-position shall be entitled to voice and vote at a board of directors meeting. **A board member will serve a term of one year from July until June. A board member may serve only two consecutive years in the same position.**
11. The Board of Directors of the Briarwood PTA shall consist of the elected officers, the chairs of committees who commit at the beginning of the year to attend all the meetings and up to three (3) members at large appointed by the President. If a board member has two unexcused absences from meetings they will be dropped from the Board. All members of the Board of Directors must be members of the PTA. A quorum for the board shall be 50% of the board plus one (1).
12. General membership meetings shall be held to adopt the annual budget and approve the standing rules in the spring, elect a nominating committee in the fall, and will elect executive officers no later than April. If membership has been given notice prior to the date of the meeting then elections and votes can be approved by a majority of members present (if a quorum has been established). If no notice was given prior to the meeting, a 2/3 vote of the members present is required (if a quorum has been established). Additional meetings shall be held at the direction of the board of directors. (A quorum is 10 members).

13. This PTA's board of directors will meet at least five times during the year and on a date and time to be determined by the board, or when necessary at the call of the president.
14. Our PTA will comply with the training requirements necessary to remain in good standing, as specified in the current WSPTA bylaws.
15. This PTA shall keep a copy of each of its legal documents with each elected President. The Treasurer will be responsible for maintaining original copies and providing updated copies to the other officers. The Secretary will be responsible for maintaining and distributing the Standing Rules.
16. The PTA shall conduct a financial review of its books and records in midyear and at the close of the fiscal year. Officers who are check signers may not serve on the financial review committee when the books are being reviewed for the period in which they were signers. Additionally, a non-signer will review and sign the bank statement on a monthly basis. All receipts for reimbursement shall be turned into the treasurer by the last day of school. Reimbursements will not be made after the books are closed for the year.
17. The signatures of 3-5 elected officers shall be on the authorized signature card for this PTA's bank account. Two signatures are required on every check. Use of a PTA debit card, credit card, ATM card, or online banking to disburse PTA funds is not permitted.
18. The students of Briarwood Elementary School shall be considered honorary members of this PTA, without vote or the privilege of holding office.
19. One or more Golden Acorn Awards shall be presented annually to an outstanding volunteer(s). One or more Outstanding Educator Awards may be presented annually to an outstanding staff member(s). A committee appointed by the President shall select the recipient(s). The committee shall determine the number of recipients, and follow the procedures as outlined by the Washington State PTA.
20. Voting delegates to the council shall be the President, Vice President(s) and Secretary. The alternates shall be the Treasurer and the Chair of the Membership Committee.
- ~~21. The vote of this PTA for the position of Washington State PTA Region Director shall be determined by the board of directors. Strike-add~~

The President and Treasurer shall each keep and protect a copy of all online logins and passwords used for PTA business. Access information to these websites shall be included: Our School Pages, PayPal, Money Minder, PT Avenue, Scholastic Book Fair, SignUp Genius for all ongoing programs or events (Staff Appreciation, Vision and Hearing)), Facebook,. The President shall grant Admin access to other board members, as needed, to fulfill the duties of their positions.

22. Voting delegates to the annual State PTA convention shall be determined by the current elected officers and should include incoming officers and can include outgoing officers. The board of directors shall determine who shall represent the PTA as visiting delegates if the budget provides.
23. The voting delegate to the State PTA Legislative Assembly shall be determined in the following order: Advocacy Chair, President, Vice President(s), Secretary(s), and Treasurer. The board of directors shall determine who shall represent the PTA as visiting delegates if the budget provides.

24. Offices of this PTA shall be declared vacant by the majority of the Executive Committee if the officer has two unexcused absences from Executive Committee, Board or General meetings.
25. Any youth group sponsorship must be approved by a majority of the board of directors. A Youth Group Sponsorship Agreement must be signed each year. Any sponsorship that requires a monetary donation must be approved in the budget. Any youth group that is excluded from PTA insurance coverage will not be eligible for sponsorship.
26. This PTA shall prohibit any for-profit organizations from “doing business” at any PTA function.
27. This PTA shall allow, but not endorse, a non-profit to have a presence at approved PTA events so long as their mission aligns with that of our PTA--children and their social and academic development.
28. This PTA shall ensure adequate funding for a Fifth Grade Learning Experience. This experience must fall within district guidelines, hold educational value, and be approved by the Board of Directors. Any changes to funding must be voted on by the General Membership with a majority vote of the members present (if a quorum has been established).
29. Funds not allocated or spent at the end of the fiscal year will be carried over to the next year’s budget.
30. Enrichment grants will be reviewed by the Board of Directors. Briarwood PTA 2.6.5 recommends any recipient of a grant be a Briarwood PTA 2.6.5 member.
31. The Board of Directors will approve committee plans on an ongoing basis based on current budget forecasts and financial conditions.
32. The Board may authorize budget reallocations up to but not in excess of \$500.00 without the approval of the general membership, with a majority vote of the board members present (if a quorum has been established).
33. The Facebook page will be administered in compliance with the guidelines suggested by State PTA and there will be at least two administrators to update and monitor the site. At least one of the administrators will be a board member.