

Standing Rules  
Kent Prairie Elementary  
2015-2016

**A. Legal Information-**

1. The name of this PTA unit shall be Kent Prairie PTA, 7.1.23
2. This PTA serves the children and families enrolled at Kent Prairie Elementary.
3. This PTA was Incorporated on November 17<sup>th</sup> 1993 and assigned corporation #2-482186-0. 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 under the Charitable Solicitations Act, registration #KEP-A93-321. The treasurer is responsible for filing the annual registration.
5. This PTA was granted tax-exempt status under section 501© (3) on July26, 1994. The current treasurer, with assistance from the outgoing treasurer, is responsible for filing IRS Form 990 or 990EZ prior to November 15<sup>th</sup> if required.
6. This PTA shall purchase liability insurance each year. Additional coverage may be purchased at the discretion of the Board of Directors.
7. This PTA shall maintain at least two copies of its legal documents in separate locations. The Treasurer and the Secretary shall maintain the documents.
8. No PTA property may be borrowed without the proper form completed and approval by a majority of the Executive Board members
9. A Conflict of Interest Policy needs to be signed by each member of the Executive Board each year.
10. A Convention Policy needs to be signed by all incoming Executive board members at the spring General Meeting after being elected.

**B. Membership and Dues-**

1. The Membership fee for this PTA shall be \$12.00 per person. This fee may be changed by a majority vote of the units Board of Directors.
2. The students of Kent Prairie Elementary shall be considered honorary members of this PTA without voice, vote, or the privilege of holding office.

**C. Officers and their Election**

1. The elected Officers of the PTA shall be President, Vice President, Secretary, and Treasurer. Two people, with the exception of the Treasurer and President positions, May hold a position jointly. Each Co-position holder shall be entitled to voice and vote at a Board of Directors' Meeting.
2. There may be two Vice Presidents in one year. One Vice President will be Communications Chair. The second Vice President will be Membership Chair.
3. The office or chair shall be declared vacant if that person misses three consecutive meetings unless excused by the President.

**D. Executive Committee and Board of Directors**

1. The Executive Committee shall consist of the elected officers.
2. The Board of Directors of the PTA shall consist of elected officers and any others who are appointed. This PTA's Board of Directors will meet at least six times a year, on a date and time to be determined by the Board.

3. The vote for this PTA for the position of Washington State PTA Regional Director, delegates to the State Legislative Assembly and State Convention shall be determined by Executive Board action.

**E. Committee Chairs**

1. Committee Chairpersons shall be appointed by the Board of Directors as needed. All Committee Chairpersons shall be current PTA members.

**F. Budget and Finance**

1. This PTA shall approve its annual operating budget in the Spring of each year.
2. Adoption of the budget, adoption of the standing rules, election of the nominating committee, and election of the officers shall take place at general membership meetings. Meetings shall be held at the direction of the Board of Directors with their being at least three meetings per year.
3. This PTA shall conduct an annual financial review of its books and records in June or July, at the close of each fiscal year, with an option to financial review at any time if decided by the Board of Directors.
4. The signatures of four elected officers shall be on the signature card for this PTA's authorized bank account.
5. All reimbursement requests shall include a receipt and shall be submitted to the Treasurer within sixty days of purchase. All requests must be received by June 10<sup>th</sup>.
6. Should the PTA receive a NSF check, any and all bank fees will be charged, not to exceed \$10.00. If the check(s) are not paid for within sixty days of notification then the PTA will not accept any checks from this individual in the future.

**G. Standing Rules**

1. The standing rules shall be adopted annually at the first General Meeting by majority vote of the members present. Standing rules may be amended at any General Meeting by reaching quorum and majority vote.

**H. Meetings**

1. For General Membership Meetings a quorum shall be defined as ten members of the general membership as of that meeting. This is the minimum number of members who must be present at a meeting for business to be legally transacted.

Approved September 14, 2015