Jenkins Creek PTA

Standing Rules 2015 – 2016

1. The name of this unit shall be Jenkins Creek PTA, Local Unit # 9.7.22,

Washington State PTA # 11446, National PTA # 010990.

2. Jenkins Creek PTA serves the children in the Covington community which

includes the residences and businesses in the Jenkins Creek Elementary

School service area.

3. This Unit is a non-profit corporation recognized by the State of Washington on

July 31, 1987. The incorporation number is 610 038 717. 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 Washington Secretary of State under the

Charitable Solicitations Act. The Treasurer is responsible for filing the annual

registration.

5. This unit was recognized by the IRS as a non-profit tax exempt organization on

December 25th, 1987, under section 501(c)(4). The Internal Revenue Service

amended its recognition on December 14, 1999, by designating the unit as tax

exempt under Section 501(c)(3) of the Internal Revenue Code. The current

Treasurer is responsible for filing all required Federal Tax returns.

6. This Unit shall keep at least two (2) copies of each of its legal documents in two

separate locations, the original in the Treasurer’s files and a copy in the

Secretary’s files.

7. The membership fees for this PTA for 2014/2015 school year shall be: $12.50

for individual adult membership; $23 per couple membership and $25 for a no

contact membership. All paid members have a voice and a vote at all General

Membership PTA meetings. The annual membership service fees of this unit

shall be determined by a majority vote at the last General Membership meeting

of the fiscal year. The individual membership fee must be equal to or greater

than the total amount collected by Washington State PTA, National PTA and

Kent Area PTA council.

8. The students of Jenkins Creek Elementary School shall be considered honorary

members of this PTA without voice, vote or privilege of holding office.

9. The nominating committee of at least three (3) persons shall be elected

according to the State PTA bylaws, Article V, prior to March 1st of each fiscal

year.

10. The elected officers of this PTA shall serve for a one (1) year term or until his/

her successor is elected. The elected officers of this PTA shall be President or

Co-Presidents, Secretary and Treasurer. They may also include Vice President

or Co-Vice Presidents of Volunteers,Vice President or Co-Vice Presidents of

Fundraising and Vice President or Co-Vice Presidents of Membership. They

shall constitute the Executive Committee. If Co-Presidents and/or Co-Vice

Presidents are elected, each of these persons shall have a voice and a vote.

Regular meetings of the Executive Committee shall be every month **or** as

deemed necessary by the Executive Committee. The Executive Committee

elections shall be held prior to June 1st.

11. The Board of Directors shall consist of the elected officers, committee

chairpersons, Jenkins Creek Elementary School Principal and a Jenkins Creek

Elementary Faculty representative. Regular meetings of the Board shall be

every month or as deemed necessary by the Executive Committee.

12. All members of the Board of Directors must be current members of the Jenkins

Creek PTA.

13. An Office/Chairperson shall be declared vacant if the person holding the

position misses three (3) consecutive meetings without providing a written

update on their committee to the VP of Volunteers.

14. A quorum of membership shall consist of at least ten (10) members as stated in

the Washington State PTA bylaws. A quorum is needed for the adoption of the

annual budget, election of the audit committee, approval of the standing rules,

election of the nominating committee, and election of officers; all of which shall

be completed at General Membership meetings.

15. General Membership meetings of this PTA will meet a minimum of three times

per year. Additional meetings shall be held at the discretion of the Executive

Committee.

16. The annual budget of this unit shall be prepared by the Treasurer with the input

of the Board of Directors and submitted to the membership for adoption at a

General Membership meeting prior to June 30th of each fiscal year.

17. The PTA shall conduct an audit of its books and records mid-year, in addition to

the required audit at the close of the fiscal year.

18. Jenkins Creek PTA shall have at least three (3) elected officers authorized to

sign checks. All checks must be signed by two authorized signers. Elected

officers cannot sign checks issued to themselves or to their family members.

19. One or more Golden Acorn Awards shall be given annually to an outstanding

volunteer(s). A committee of at least three (3) members appointed by the

President shall select the recipient (s). The Executive committee, with input

from the Golden Acorn Award Committee, shall make the decision as to the

number of recipients,

20. Voting delegates to the Kent Area PTA Council shall consist of two (2)

authorized delegates. The delegates shall be the President or Co-Presidents

and one (1) other member of the executive committee as appointed by the

President(s).

21. The vote for this unit for Region 9 Director shall be by Executive Committee

action.

22. Voting delegates to the annual State PTA Convention shall be determined by

the Executive Committee, with preference given to the incoming elected

officers.

23. The voting delegate to the Washington State PTA Legislative Assembly shall be

determined by the Executive Committee. However, preference will be given to

the Legislative Chairperson. The Executive committee shall determine who

represents our PTA as a visiting delegate.

24. The standing rules shall be reviewed annually and adopted by a majority vote at

a General Membership meeting. The standing rules may be amended at any

regular General membership meeting by a 2/3 vote if a quorum is established,

or, if previous notice is given, by a majority vote if a quorum is established.

25. Students who live in the Jenkins Creek Elementary School service area who

are being home schooled are welcome to participate in Jenkins Creek PTA

events and programs.

26. This unit may offer Business Memberships to businesses. Business

Memberships will be sold for an amount determined by the Executive

Committee. The Business Membership will be an honorary membership

without voice, vote, or privilege of holding office.

27. The Executive Committee or Board of Directors has the authority to move up to

$350.00 within budgeted categories as deemed necessary. The transfer of

budgeted allotments shall be made in the best interest of Jenkins Creek PTA

membership.

28. A Chairperson will be provided a budget for the fiscal year to be used for that

specific Committee/event (budgeted amount). The budgeted amount shall not

be exceeded. In the event that the Chairperson believes that he/she will need

an increase to the budgeted amount, the Chairperson MUST obtain PRIOR

approval from the Executive Board BEFORE exceeding the budgeted amount.

Failure to obtain prior approval of any expense beyond the budgeted amount

may make such expense non-reimbursable and said expense would be

considered a donation.

29. All expense reimbursements must be turned in to the Treasurer within 30 days

of the expenditure but no later than the last day of school each fiscal year.

30. All contracts must be signed by two (2) Executive Board members. This

includes Building Use Forms, which must be submitted at least 10 days prior to

the event.

31. Committee chairs and volunteers must complete a reimbursement form to

receive compensation for expenses. Committee volunteers must have their

reimbursement forms initialed by the committee chair

32. All items purchased for PTA and PTA events must be kept at the school. If

ordering items from a company that requires shipment, the items must be

shipped to the school address. Under no circumstances can a private address

be used for shipping purposes.

33. All proceeds from items or services sold at PTA sponsored events are

considered PTA monies/funds. A vendor may be contracted to sell items or

services independently only when an "independent contract" has been mutually

agreed upon and signed by both parties. Please see #30 for contract

information.

34. Jenkins Creek PTA will comply with the training requirements necessary to

remain in good standing, as specified in the most current WSPTA Bylaws.