

Jenkins Creek PTA

Standing Rules 2016 – 2017

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 2016/2017 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.

35. Per the Washington State PTA Bylaws, we will annually review, complete, sign, and submit the WSPTA Standards of Affiliation agreement by the required deadline.