**Standing Rules for Cedar Valley PTA 9.7.5**

**2021-2022 School Year**

* **Name and Identity**

The name of this PTA is Cedar Valley PTA 9.7.5 . It was chartered in February 1970 . Its National PTA number is .

* **PTA Purpose and Community**

This PTA serves the children in the Kent School District, which includes the residences and businesses in the Cedar Valley Elementary enrollment area.

* **Incorporation**

This PTA was incorporated on 3/27/1981 and assigned UBI #601 273 768 . The treasurer is responsible for filing the annual corporation report. The registered agent for this corporation is Washington State PTA. The Employer Identification Number (EIN) is kept in the legal document notebooks in the custody of the PTA president and secretary.

* **Charitable Solicitations**

This PTA is registered under the Charitable Solicitations Act, #601 273 768. The treasurer is responsible for filing the annual registration by May 31 to avoid penalties.

* **Tax-exempt Status**

This PTA was granted tax exempt status under sections 501(c)(4) and 501(c)(3)of the Internal Revenue Code on May 31, 1988 and in 2015, respectfully . A copy of the letter of determination is filed in the legal document notebooks maintained by the president and secretary.

* **IRS Filing**

The treasurer is responsible for filing the appropriate federal informational return prior to November 15 and providing a copy to the board of directors no later than December 1. Copies of the current and past years’ returns are kept in the legal document notebooks maintained by the president and secretary.

* **Registered Agent**

This PTA has designated Washington State PTA as its registered agent with the Washington Secretary of State’s office, the Washington Department of Revenue, and the Internal Revenue Service. Copies of the signed documents making such designation are available in the legal document notebooks maintained by the president and secretary.

* **Standards of Affiliation**

Per the *Washington State PTA Uniform Bylaws*, this PTA will annually complete the *Washington State PTA Standards of Affiliation* agreement in its entirety, and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.

* **Membership**

Membership in Cedar Valley PTA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members, and any other persons that support and encourage the purposes of PTA.

* **Membership Dues and Council Fees**

The dues for Cedar Valley PTA shall not exceed $12.00 per individual membership or $20 for two members. All paid members may make motions, participate in debate, and vote at PTA membership meetings.

* **Membership Meetings and Quorum**

Adoption of the budget, adoption of standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at membership meetings.

A calendar of membership meetings adequate to accomplish the business of the association shall be determined by the board of directors.

Each member will receive notice of the place, date, and time of the meetings not less than ten nor more than fifty days prior to the date of the meeting. A quorum of at least 10 members must be present to conduct business.

* **Board of Director Meetings**

The executive committee shall set a calendar of regular board meeting dates and times. Special meetings of the board of directors may be called by the president or upon written request of the majority of members of the board of directors. Notification of place, date, time, and purpose of the meeting shall be delivered to each member of the board of directors via email at least five days prior to the special meeting. Quorum for board meetings is a majority of the sitting board.

The right to make motions, participate in debate, and vote at PTA board of directors’ meetings shall be limited to members of the board of directors, unless a motion to suspend the rules is approved by a two-thirds vote.

* **Elected officers, co-officers, standards of affiliation, and training requirements**

The elected officers of this PTA shall be: President, Vice President, Secretary and Treasurer.

Any elected position may be held jointly by two people, other than treasurer. Each co-position holder shall be entitled to make motions, participate in debate, and vote at a meeting of the executive committee or board of directors.

This PTA will review the WSPTA Standards of Affiliation yearly. The Cedar Valley PTAis responsible for filing required documentation.

This PTA will ensure that each executive committee member attends a minimum of one WSPTA-approved training during the fiscal year. At least one member of the executive committee will attend PTA and the Law during the fiscal year.

* **Board of Directors**

The board of directors of this PTA shall consist of the elected officers, the principal of the school, a teacher liaison and the chairs of the following standing committees: Fundraising, Staff Appreciation, Legislation and Membership.

* **Officer election process**

Voting for officers or nominating committee may take place at a meeting.

* **Committees**

The executive committee shall establish committees. Committee chairpersons shall be appointed by the president and approved by the executive committee for a term of one year. All committee chairpersons must be current members of this PTA.

Committee chairs shall be appointed annually for a one-year term.

A committee chair may be removed from their position by a vote of the board of directors.

The Committees shall be:

Book Fair

* **Awards**

Golden Acorn, Outstanding Advocate, Outstanding Student Advocate, and Outstanding Educator Award(s) may be awarded annually. The president shall appoint the awards committee, with the approval of the executive committee. The awards committee will determine the number of award recipients and whether other awards will be considered on an annual basis, based on the yearly awards budget.

* **Budget and Monthly Financial Reports**

This PTA shall approve an annual operating budget in the spring of each year. The board of directors has the authority to reallocate funds budgeted for one purpose to another purpose.

The treasurer will submit a monthly financial report to the board of directors.

* **Legal Documents**

The PTA shall maintain a safe deposit box at the bank where its checking account is maintained. The original copy of any legal document shall be kept in the safe deposit box. Copies are to be made for the president and secretary and kept in legal document notebooks. All elected officers shall have access to the contents of the safe deposit box.

* **Financial Review**

The PTA is required to conduct a financial review of its books at the close of the fiscal year. (June 30.) A financial review committee with a minimum of three members appointed by the president will review the financial records of this PTA twice a year. The report of the committee will be presented at the regularly scheduled membership meeting immediately following the review.

Members of this committee shall not include the treasurer, or any person authorized to sign on the PTA bank accounts for the period that is being reviewed, or any individuals living in their households.

* **Bank Account**

This PTA shall establish one or more accounts in financial institutions as determined by the board of directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal.

* **Bank Account Signers**

The board of directors shall determine which officers shall have signing authority on the PTA bank account. .

* **Independent Review of Bank Statements**

The PTA’s monthly bank account statements shall be provided to a person appointed by the board of directors. This person will be appointed by the board at the beginning of the fiscal year and shall not be a signer on the account. The reviewer shall promptly report to the executive committee any concerns or discrepancies identified in the review. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer.

* **Payments and Reimbursements**

All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the treasurer within 30 days of expenditure. Any requests for reimbursement not submitted prior to the date determined by the treasurer prior to the end of the school year, will be considered a donation to the general fund of this PTA.

No authorized signer will sign a check to her or himself. Two authorized signers must sign all PTA checks.

* **NSF Checks**

Should the PTA receive an NSF check, a service fee in the amount of $25 will be charged, in addition to any fees imposed by the PTA’s bank. If the NSF check is not paid by June 1, the PTA will not accept any checks from this individual in the future. If more than NSF checks are received from the same individual during the fiscal year, the PTA will not accept further checks from the individual responsible.

* **Gambling Activities**

Students of Cedar Valley Elementary shall be considered honorary members of ]Cedar Valley PTA without voice, vote, or the privilege of holding office, to participate in gambling activities.

**Note:** This clause does not grant the privileges of making motions, participating in debate, voting, or any other benefits of PTA membership. It is necessary to conduct any gaming activities where students will be involved.

* **Voting Delegates**

This PTA may send as many voting delegates to the WSPTA Convention as allowed by the *WSPTA Uniform Bylaws*. All delegates shall be selected by the board of directors .

* **Policy Review**

This PTA shall maintain policies for . *Suggestions include: board standards of conduct, money handling, social media, online banking, after school activities, password transition and mail or electronic voting.* These policies shall be reviewed and approved yearly by the board of directors. These policies shall reside with the secretary.

* **Collaboration with Other Organizations** *(optional)*

This PTA may collaborate with non-PTA organizations. The PTA will handle only PTA funds and will have in place a signed contract with the other organization to clearly establish whether it is a PTA activity or the other organization’s activity.

* **Code of Conduct and Social Media Use***(optional)*

Elected officers of this PTA shall follow a board code of conduct. Officers, chairpersons, and volunteers shall adhere to the Volunteer Handbook policies.

Members of this PTA shall not use their own personal social media platforms to cyberbully, insult, embarrass, target, or post threats of physical or verbal abuse towards any individuals, including school board officials, school administrators, teachers, PTA members, volunteers, or other individuals that are associated with .

This PTA shall have a social media policy which shall be reviewed yearly by the board of directors.

* **Standing Rules**

The standing rules of this PTA shall be adopted annually by majority vote at the first membership meeting of the school year. The standing rules may be amended at a membership meeting by majority vote if previous notice of the meeting was given. If no previous notice was given, then a two-thirds (2/3) vote is required.