

Grass Lake Elementary PTA
Standing Rules
2021-2022

Identification and Definition

1. The name of this unit is Grass Lake Elementary PTA. The local unit number assigned by the Washington State PTA is 9.7.20. The National PTA number is 023102.
2. Grass Lake Elementary PTA serves all students in attendance at Grass Lake Elementary and in the surrounding community.
3. Grass Lake Elementary PTA was incorporated on April 11, 1977, and assigned UBI number 601827887. It shall be the responsibility of the Treasurer to annually renew the Nonprofit Corporation Annual Report (formerly the Annual Incorporation Report) prior to March 31st of each year.

Legal Compliance

4. Grass Lake Elementary PTA is registered under the Charitable Solicitations Act, registration number 1909. The Treasurer is responsible for filing the annual registration by May 31st to avoid penalties.
5. Grass Lake Elementary PTA was granted tax-exempt status under 501(c)(3) of the IRS Tax Code on July 23, 1985. A copy of the Letter of Recognition is located in the Legal Documents Notebook. Grass Lake Elementary is not exempt from payment of sales tax.
6. Grass Lake Elementary PTA shall keep and update at least two copies of a Legal Documents Notebook. The Treasurer is responsible for filing the appropriate federal tax return (990, 990EZ, or 990N) prior to November 15th and providing a copy to the board of directors no later than December 1st. Copies of the current and past years' returns are located in the Legal Documents Notebook.
7. Grass Lake Elementary PTA has designated the Washington State PTA as its registered agent with the Washington Secretary of State Office, the Washington State Department of Revenue, and the US Internal Revenue Service. Copies of documents stating such, as well as the PTA's Employer ID Number (EIN) is located in the Legal Documents Notebook.
8. Per the Washington State PTA Uniform Bylaws, Grass Lake Elementary PTA will annually review and comply with the WSPTA Standards of Affiliation Agreement.

Membership

9. Membership at Grass Lake Elementary PTA shall be open to all people without discrimination. Membership is open to all parents, community members, staff, teachers, grandparents, guardians, students, and any other persons who support and encourage the purpose of the PTA. The 2021-2022 membership fees shall be no more than \$3.00 per individual or family over the combined national, state, and council PTA fee requirements. Upon payment of fees, a member is considered in good standing through October 2022 and shall be entitled to voice one vote on all matters of business at Grass Lake Elementary PTA meetings. The students of Grass Lake Elementary and surrounding community shall be honorary members of the PTA without voice, vote, or the privilege of holding office.
10. General Membership meetings of this unit will be scheduled by the President or Board of Directors. The President shall notify the membership when a meeting will be held no less than 10 days prior by flyer, newsletter, or email. There shall be at least 3 general membership meetings during the school year. General membership meetings require a quorum of no less than 10 PTA members in order to conduct business. Adoption of Standing Rules, Annual Budget, election of the Nominating Committee, and the election of Officers shall take place at general membership meetings.

Elected Officers

11. The elected officers shall constitute the Executive Committee. The Executive Committee shall be the President, Vice President of Programs, Vice President of Membership, Secretary, and Treasurer. Any elected position, other than Treasurer, may be held jointly by 2 people. Each officer will be entitled to one vote. Officers shall be elected at a general membership meeting for a term of 1 year and shall assume office on July 1st. To be eligible to be elected to office, a person must have been a member at least 30 days prior to the election. A person shall not be elected to serve more than two consecutive terms in the same office.
12. Each executive committee member shall attend a minimum of one WSPTA-approved training during the year. Additionally, at least one executive committee member will attend PTA and the Law during the year.
13. The executive committee shall meet a minimum of once per month. Quorum for meetings is the majority of the sitting committee.
14. If there is a temporary or permanent absence of the President, the Vice President of Programs will assume the role of acting president. Should the standing Vice President of Programs be unable to serve, the back-up appointee is the Vice President of Membership.

15. A Nominating Committee for the election of officers shall be elected according to the WSPTA Bylaws, Article 5, Section 5. Election of the Nominating Committee shall take place prior to February 28th at a general membership meeting.
16. The Board of Directors shall consist of the Executive Committee and the Standing Committee Chairs. Board members must be PTA members of this unit. Standing Committee Chairs shall be appointed by the President, with approval of the Executive Committee, for the term of one year. Standing Committees include but are not limited to: Advocacy, Art Docent Program, Box Tops, Bulletin Board, Cashier, Communications, Facebook Administrators, Reading Incentives, Nature Program, Pizza with the Principal, Popcorn, Staff Appreciation, and Volunteer Coordinator. Committee chairs must be PTA members of this unit.
17. The Board of Directors shall meet a minimum of two times per year. Quorum for meetings is a majority of the sitting board.
18. If circumstances prevent the general membership from meeting in person, the election of officers or nominating committee positions may take place by electronic transmission, as outlined in policy. If voting takes place by electronic transmission, the name of each candidate is to be contained in the notice of the meeting and any vote cast must be received within the timeframe identified in the notice of the meeting.

Finance

19. This PTA shall approve its annual operating budget for the next school year prior to June 30 of the current school year. The Board of Directors has the authority to reallocate funds within the budget up to \$500. Reallocations exceeding \$500 require approval of the General Membership.
20. Legal documents for this PTA shall be kept in Legal Documents Notebooks. At least two copies of the legal documents shall be kept by the President, Secretary, and/or Treasurer.
21. Grass Lake Elementary PTA shall conduct a financial review of its books and records in January or February and at the close of the fiscal year. The Financial Review Committee will be appointed by the President and consist of no fewer than 3 Grass Lake Elementary PTA members who are not current check signers or members of check signers' households.
22. Grass Lake Elementary PTA shall maintain checking, savings, and certificate of deposit accounts at Chase Bank. Three elected officers, including the treasurer and president, shall be authorized to sign checks on behalf of the PTA.
23. Authorized check signers must be elected officers of this unit. All checks must have 2 signatures, and the payee shall not be a signer of any check issued. All binding agreements require the signatures of two elected officers, one of which is the President's. No committee chair or

committee member should ever obligate the Grass Lake Elementary PTA to a program, project, or activity – financial or otherwise – without the approval of the Executive Committee.

24. The PTA's monthly bank account statements shall be provided unopened 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. If there are no concerns, the reviewer shall initial and date the statements and provide them to the treasurer.
25. Online access to PTA financial accounts shall be held by the bank signers, with other elected officers granted access as financial institution policies allow.
26. Committee chairpersons must submit a Committee Plan of Action Report and receive approval from the Board of Directors before the committee is authorized to spend money. All reimbursement requests for authorized expenses require a receipt and must be signed and submitted by the committee chairperson. Requests for reimbursement must be received by June 15 or the purchase will be considered a donation to the PTA.
27. Should the PTA receive a check that is returned as NSF by the bank, the check writer shall be obligated to pay any bank fees incurred by the PTA, as well as the original check amount. No further checks will be accepted from individuals who fail to do so.

Voting Delegates

- ~~28. Voting delegates to the Kent Area Council (KAC) shall be determined by the President and consist of 2 authorized delegates and 2 alternates. A person must have been a member at least 30 days prior to be eligible to vote.~~
29. The vote of this unit for the Region 9 Director (Washington State PTA) will be held by Board action.
30. The Board of Directors shall determine voting delegates to the Annual State PTA Convention. See Article 10, Section 2 of the WSPTA Uniform Bylaws for the number of eligible delegates. Main consideration must be given to the incoming and outgoing Presidents, then the newly elected Executive Committee. Grass Lake Elementary PTA shall pay for the registration of the voting delegates. Grass Lake Elementary shall use any remaining budgeted funds to pay all or part of the registration of visiting delegates.
31. The voting delegates for the Legislative Assembly shall be the Legislative or Advocacy Chair and others designated by the Board of Directors. See Article 9, Section 2 of the WSPTA Uniform Bylaws for the number of eligible delegates.

32. The Executive Committee and all committee chairs shall keep a Procedure Notebook of the activities, examples, and recommendations pertaining to their office or committee. Notebooks and accumulated material shall be turned over to the President by June 30th of the current year. Notebooks shall be kept in the PTA cabinet in the PTA room, the "Swamp."
33. An Executive Office or Standing Committee Chair position must be declared vacant if 3 consecutive meetings are missed, unless excused by the President.

Additional Rules

34. The President will appoint Special/Ad Hoc Committee Chairs, with the approval of the Executive Committee. Attendance at Board meetings is only required at the request of the President. Special Committees include but are not limited to: Book Fair, Carnival, Clothing Bank, Fitness Fridays, Pictures, Reflections, Spirit Wear Sale, and Yearbook.
35. The Golden Acorn Award shall be presented annually to an individual who has given outstanding volunteer service to children and youth. A committee appointed by the President shall select the recipient. The Board of Directors shall determine the number of recipients. Grass Lake Elementary shall contribute annually to the Washington State PTA Financial Grant Program in the name(s) of the Golden Acorn Award recipient(s).
36. The Outstanding Educator Award shall be presented annually to an individual who has demonstrated significant contributions that enhance the education of children. The Outstanding Advocate Award shall be presented annually to an individual who is committed to creating strong policies relating to the health, welfare, safety, and education of children and youth. A committee appointed by the President shall select the recipients of these awards. The student body of Grass Lake Elementary may participate in the nominations.
37. Grass Lake Elementary PTA shall pay for the President and/or Executive Officer, the Principal, and the Golden Acorn, Outstanding Advocate, and Outstanding Educator Award recipients and award recipients' guests to attend the Kent Area Council PTA Founder's Day event.
38. Money collected for Grass Lake Elementary PTA shall be counted by 2 PTA members, not of the same household, and given to the Treasurer immediately. The Treasurer shall recount the money before depositing.
39. The popcorn machine will not be loaned out to any other organization on or off its premises, unless voted by a majority of the Board of Directors. Grass Lake Elementary PTA must operate the popcorn machine.
40. Keys to the PTA lock boxes, cabinet, and safe will be held by the President and the Treasurer. Two additional sets of keys will be stored in the PTA safe. These may be signed out to the Cashier or a committee chairperson as needed, using the log sheets posted inside the locked PTA cabinet.

41. Keys to the Nature Space shall be held by the Nature Program chair and/or president, with an extra set stored in a communal space for teacher accessibility. This set may be signed out by teachers and PTA members on a first come first serve basis, using the sign-up sheet.
42. Online access to the PTA's social media, email accounts, Google Drive admin, and Wix website shall be held by the Communications chair, the President, and other chairpersons or officers as designated by the President.
43. Online access to the PTA's PayPal account shall be held by the Treasurer, the President, and other chairpersons as designated by the President.
44. Grass Lake Elementary PTA's Reflections program number is 023102.
45. These Standing Rules shall be reviewed by the Board of Directors and adopted by the General Membership annually. These Standing Rules may be amended at any general membership meeting by a 2/3 majority vote of the membership; or, if ample notice is given, by a majority vote. These Standing Rules shall not conflict with the current Uniform Bylaws of the Washington State PTA.

Approved on 10/6/21 at a General Membership Meeting.