**GRASS VALLEY PTA 3.6.65**

**2017-2018 Standing Rules**

**Approved by the PTA Board on January 24, 2018**

The Grass Valley Parent Teacher Association (PTA) is a local, self-governing membership association whose activities and functions are planned and overseen by the board of directors. Grass Valley PTA operates in compliance with the Washington State PTA (WSPTA) Uniform Bylaws. The WSPTA’s main purpose is to serve the needs and desires of its members in promoting the health, welfare, safety, and education of children and youth in the home, school, and community.

Standing rules are the specific conditions or rules a PTA local unit chooses to impose upon itself within the scope of the WSPTA Uniform Bylaws. Standing rules cannot be in conflict with the WSPTA Uniform Bylaws. While the WSPTA Uniform Bylaws define a local PTA unit with the Washington State PTA, standing rules give identity to and define each PTA and its relationship with its members. Standing rules should reflect the most important conditions that a PTA wishes to impose on itself; conditions that would, generally speaking, be consistent over time. The Grass Valley PTA standing rules are reviewed, updated (if necessary), and approved annually by the board of directors and the general membership.

**Identification:**

The name of this PTA local unit is: Grass Valley PTA 3.6.65. It was chartered on November 21, 1996. Its National PTA local unit number is 00009923.

**Community Served:**

This PTA serves the children in the Grass Valley school community which includes the residences and businesses in the Grass Valley Elementary School enrollment area.

**Corporate Status:**

This PTA was incorporated on November 21, 1996 and assigned UBI 601 753 891. The Treasurer is responsible for filing the annual incorporation report. The registered agent for this corporation is the Washington State PTA. The Employer Identification Number is located in the legal documents binder in the custody of the Treasurer.

**Compliance with the Charitable Solicitations Act:**

This PTA is registered under the Charitable Solicitations Act, registration number 2340. The Treasurer is responsible for filing the annual registration by May 31st to avoid penalties.

**Reseller Permit:**

This PTA was granted permit number A21 7130 16. This permit is valid for four years, effective September 22, 2012 and expiring September 22, 2016. The Treasurer is responsible for the renewal of this permit when necessary. A copy of the Reseller Permit is filed in the legal documents binder in the custody of the Treasurer.

**Tax-Exempt Status:**

This PTA was granted tax-exempt status under section 501(c)(3) of the internal revenue code on November 21, 1996. A copy of the letter of determination is filed in the legal documents binder in the custody of the Treasurer.

**Responsibility for Filing IRS Tax Returns:**

The Treasurer is responsible for filing the appropriate Federal tax return Form 990EZ or Form 990 prior to November 15th and providing a copy to the board of directors no later than November 1st. Copies of the current and past years’ returns are located in the legal documents binder maintained by the Treasurer.

**Registered Agent:**

This PTA has designated the Washington State PTA as its registered agent with the Washington Secretary of State’s office, the Washington Department of Revenue, and the United States Internal Revenue Service. Copies of the signed documents making such designation are available in the legal documents binder in the custody of the Treasurer.

**Potential Membership:**

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

**Membership Service Fees:**

The membership service fees for this PTA shall be determined by the executive board. The fees shall be ten dollars ($10.00) per person for a PTA membership and a discounted rate of eight ($8.00) per Teacher or Staff PTA membership.

**Elected Officers:**

The elected officers of this PTA shall be President, Vice President, Secretary, and Treasurer. Any elected position, other than Treasurer, may be held jointly by two (2) people. Each co-position holder shall be entitled to voice and vote at all board of directors’ meetings. The elected officers are considered the Executive Board.

**Training Compliance:**

This PTA will make sure that each executive board member attends a minimum of one of the WSPTA-approved training opportunities during the PTA year. Further, at least one member of the executive board will attend PTA and the Law during the PTA year.

**Election Process:**

Voting for officers or nominating committee positions may take place at a general membership meeting, by mail, or by electronic transmission. If voting takes place by mail or 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 time frame identified in the notice of the meeting.

**Board of Directors:**

The board of directors of this PTA shall consist of the elected officers and the chairpersons for the following standing committees: Membership, Fundraising, Volunteer, and Newsletter. This PTA’s board of directors must be current PTA members and will meet monthly on a date and time to be determined by the board of directors.

Interested persons for the standing committees shall submit their names to the nominating committee. Names of interested persons will be given to the executive board. The chairpersons will be announced after voting on these positions by the executive board. Any standing committee chairmanship may be held jointly by two (2) people. Each co-position holder shall be entitled to voice and vote at all board of directors’ meetings.

**Selection of Committee Chairpersons:**

Interested persons for committees shall submit their names to the board of directors. Any committee chairmanship may be held jointly by two (2) people. The chairpersons will be announced by the board of directors.

Each committee will receive a budget. The committee is accountable for spending these monies responsibly and in keeping with the goals of the project at hand. Committees may be required to submit in writing a proposal of planned expenditures to the PTA board of directors for approval and/or may be required to submit in writing a monthly financial report to the PTA board of directors for review.

**General Membership Meetings:**

Adoption of the budget, adoption of standing rules, election of the nominating committee, and election of officers shall take place at general membership meetings. There must be at least 10 members (quorum) present in order to conduct business. Meetings shall be held at the direction of the board of directors. All paid members have a voice and vote at Grass Valley PTA general membership meetings.

**Budget Approval:**

This PTA shall approve its annual operating budget prior to July 1st of each year. Without an approved annual operating budget, no funds can be spent or disbursed after October 31st or until the budget is approved.

The board of directors has authority to reallocate up to $750 budgeted for one purpose to another purpose. Any reallocation of funds over $750.00 must be approved by the board of directors and the general membership.

The board of directors will review any previously restricted and/or designated funds earmarked by a specific fundraiser or donation.  Any reallocation of the restricted and/or designated funds must be approved by the board of directors and the general membership.

**Legal Documents:**

This PTA shall maintain a copy of each of its legal documents in a secure location. This location will be maintained by the President or Treasurer. The Treasurer shall be responsible for maintaining all important original documents in this location, as detailed in PTA and the Law under the subtitle legal Documents and Records.

**Financial Reviews:**

A financial review committee, minimum of three (3) PTA members appointed by the President, will review the financial books after the fiscal year and in January, if deemed necessary. 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 Accounts:**

This PTA shall establish accounts in a financial institution as determined by the board of directors. Such accounts shall require the signatures of at least two elected officers to make a withdrawal. All PTA funds shall be deposited only into the authorized PTA bank accounts and shall be kept separate from personal, school district, or any other funds.

This PTA shall maintain a savings account with $5,000 general reserve money to be carried over each year. In the event of unanticipated expenses, the board of directors may vote to use these general reserve funds as needed.

**Signature Cards:**

The board of directors shall determine which officers shall have signing authority on the PTA bank accounts. For this PTA, the Treasurer, President, and one other elected officer shall have signing authority on the PTA bank accounts. No PTA checks are ever signed without payee and amount filled in.

**Independent Review of Bank Statements:**

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

**PTA Finances:**

The Treasurer and two other elected officers shall have a key to the PTA lock box located in the staff work room at Grass Valley Elementary School.

All reimbursement requests for authorized expenses must include a receipt and be submitted to the Treasurer. All requests for reimbursement must be received by the last day of the school year or they will be considered a donation to the PTA.

Should the PTA receive an NSF check, the individual will be responsible for covering the amount of the check in addition to any fees imposed by the PTA’s bank. If the NSF check or checks are not paid for by the last day of the school year, then the PTA will not accept any checks from this individual in the future. If more than two (2) NSF checks are received from the same individual during the fiscal year, the PTA will not accept further checks from the individual responsible.

Only PTA members shall handle PTA funds. Money shall always be counted by at least two (2) PTA members. All PTA funds must be deposited promptly into the authorized PTA bank account.

The Treasurer shall prepare detailed monthly financial reports and shall provide the reports to the board of directors. The board of directors shall carefully review the bank statement and each of the financial reports.

All PTA contracts shall be signed by two elected officers (not of the same household), one of whom is the President.

**Gambling Activities:**

This PTA shall comply with all local and state laws and regulations concerning gambling activities.

**Recognition Awards:**

One or more WSPTA awards may be presented annually to an outstanding volunteer(s). A committee appointed by the President shall select the recipient(s). The board of directors shall determine the number of recipients.

**Vote for Region Director:**

The vote of this PTA for the position of Washington State PTA Region 3 Director shall be determined by the board of directors.