

Fairmount Park Elementary PTA Standing Rules 2014-2015

1. Identity

1.1 Name and Affiliation: Fairmount Park Elementary Parent Teacher Association 6.15.10 (FPEPTA) is a local unit of the Washington State PTA (WSPTA). FPEPTA was chartered on May 3, 2014.

1.2 Community: FPEPTA serves the children attending Fairmount Park Elementary School and all children in its enrollment area.

1.3 Corporate Status: FPEPTA was incorporated on April 23, 2014. The Unified Business Identification (UBI) number is 603-396-908. The treasurer shall be responsible for filing the annual corporation report. The Employer Identification Number (EIN) shall be kept in legal documents binders maintained by the president and secretary.

1.4 Registration as a Washington Charity: FPEPTA shall comply with the Washington Charitable Solicitations Act by registering, if required, or by using the optional registration process if registration is not required. The treasurer shall be responsible for determining whether registration is required and for filing the annual renewal by May 31 to avoid penalties.

1.5 Tax Exempt Status: FPEPTA shall apply for tax-exempt status under section 501(c)(3) of the internal revenue code in 2014. The FPEPTA executive committee shall be responsible for completing this task. A copy of the letter of determination shall be filed in the legal documents binders.

1.6 IRS Tax Returns: The treasurer shall be responsible for filing the appropriate federal tax return Form 990, Form 990 EZ, or Form 990-N prior to November 15 and for providing a copy to the board of directors no later than November 1. Copies of current and past years' returns shall be kept in the legal documents binders.

1.7 Registered Agent: FPEPTA shall designate 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 these designations shall be kept in the legal documents binders.

2. Membership

2.1 Members: Membership in FPEPTA shall be open to all people without discrimination. Membership is open to parents, teachers, staff, grandparents, guardians, students, and community members who support and encourage the purpose of PTA. All paid members are entitled to a voice and a vote at FPEPTA general membership meetings.

2.2 Honorary Members: The students of Fairmount Park Elementary shall be honorary members of FPEPTA without fees, voice, or vote.

2.3 Membership Service Fees: Charter memberships shall be available for \$25.00 per individual. After the charter membership period, an annual membership fee shall be determined by the board of directors. This fee shall include the Seattle Council PTSA, Washington State PTA, and National PTA assessment for each member.

3. Leadership

3.1 Officers: The elected officers of the FPEPTA shall be president, first vice president, second vice president, secretary, and treasurer. These officers make up the FPEPTA Executive Committee. Any elected position may be held jointly by two people. Each co-position holder shall be entitled to a voice and a vote at board meetings. A majority of those on the executive committee shall constitute a quorum.

3.2 Officer Qualifications: Officers must be PTA members for at least 30 days prior to their election. Only FPEPTA members over the age of 18 may hold elected positions. No person shall serve more than two consecutive 1-year terms in the same office except for the allowance of one elected interim term of less than 8 months. Officers shall comply with the training requirements necessary to remain in good standing as specified in the most current *WSPTA Uniform Bylaws*.

3.3 Elections of Officers and Nominating Committee Members: Voting for officers shall take place at general FPEPTA meetings. Elections for 1-year officer terms shall be preceded by the election of a nominating committee at a general FPEPTA meeting at least 30 days prior to the election. The nominating committee shall include at least three members and two alternates. The nominating committee shall recommend officer candidates for 1-year terms using the procedures in the *WSPTA Nominating Committee Handbook*.

3.4 Committees: All committee chairs, except for the executive committee and nominating committee, shall be appointed by the president with the approval of the executive committee. Each standing committee chair shall be entitled to a voice and a vote at board meetings.

3.5 Board of Directors: The board of directors shall consist of the elected officers, standing committee chairs, and a representative of staff/teachers chosen by the staff/teachers group. The staff/teacher representative may be a rotating position. The principal of Fairmount Park Elementary shall be an ex-officio, non-voting board member.

4. Meetings

4.1 Board Meetings: Board of directors' meetings shall be called by the president or upon written or electronic request by the majority of all members of the board. At least ten days written notice shall be required prior to a board meeting. A monthly meeting time may be established by each year's board. A majority of the sitting board positions shall constitute a quorum.

4.2 General Meetings: Adoption of a budget, approval of standing rules, election of a nominating committee, and election of officers shall take place at general membership meetings. A quorum of ten voting members must be present in order to conduct business. General meetings shall be held at the direction of the board of directors who shall notify the FPEPTA members at least ten days prior to the meeting. The minutes from each general meeting shall be posted on the FPEPTA website within two weeks by the secretary and webmaster.

4.3 Regional Meetings: The FPEPTA board of directors shall select voting and visiting delegates to the Seattle Council PTSA, WSPTA Legislative Assembly, and the annual WSPTA Convention. The vote of FPEPTA for the position of Washington State PTA Region 6 Director shall be determined by the board of directors.

5. Budget

5.1 Annual Budget: The treasurer shall prepare the annual budget for presentation at a FPEPTA general membership meeting. An operating budget shall be approved by the FPEPTA before each fiscal year begins in July. Reallocation of funds over \$500.00 shall be made by a budget amendment at a general meeting.

5.2 Reallocation of Funds of \$500 or Less: A majority vote of the board of directors shall be required to reallocate funds for \$500.00 or less from one budget line item to another. The reallocation information shall be shared with the general membership at the next general FPEPTA meeting. The board prefers requests for funds or reallocation of funds to come as an official proposal placed on the agenda of board meetings.

5.3 Financial Review: A financial review committee, minimum of three members appointed by the president, shall review the financial books twice a year. Members of this committee shall not include the treasurer or any person authorized to sign on the FPEPTA bank accounts for the period that is being reviewed or any individuals living in households of any signatories.

6. Banking

6.1 Bank Accounts: FPEPTA shall establish one or more accounts in financial institutions determined by the board of directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal. The board shall determine which officers shall have signing authority on each bank account.

6.2 Review of Bank Statements: All FPEPTA monthly bank account statements shall be provided unopened to a FPEPTA member who is not a signer on the account. This reviewer shall be appointed by the board of directors. The reviewer shall promptly report any concerns or discrepancies identified in the review to the executive committee. If there are no concerns or apparent discrepancies, the reviewer shall sign and date the account statements and provide them to the treasurer.

6.3 Safety Deposit Box: FPEPTA shall maintain a safety deposit box at the bank where its checking account is established. The original copy of any legal documents shall be kept in the safety deposit box. Copies of all legal documents shall be made for the president and secretary and shall be kept in their legal documents binders. The board of directors will determine which elected officers shall have direct access to the safety deposit box.

Note on the FPEPTA Standing Rules:

These standing rules are conditions or rules that FPEPTA chooses to impose upon itself in addition to the *WSPTA Uniform Bylaws*. Standing rules may be amended by the FPEPTA general membership, but cannot be in conflict with the *WSPTA Uniform Bylaws*.

Adopted _____