



## Standing Rules for Lawton Elementary School PTA

Approved March 31st, 2024

### **1. Name and Identity**

The name of this PTA is the Lawton Elementary School PTA (“Lawton PTA”), Washington State PTA number 6.15.205. Its National PTA number is 00023313.

### **2. PTA Purpose and Community**

This PTA serves the children in the Lawton Elementary school community, which includes the residences and businesses in the Lawton Elementary school enrollment area.

### **3. Incorporation**

This PTA was incorporated on November 12, 1986 and assigned UBI 601 270 613. 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 Board.

### **4. Charitable Solicitations**

This PTA is registered under the Charitable Solicitations Act, registration number 1102639. The treasurer is responsible for filing the annual registration by May 31 to avoid penalties.

### **5. Tax-exempt Status**

This PTA was granted tax exempt status under section 501(c)(3) of the Internal Revenue Code on November 16, 1992. A copy of the letter of determination is filed in the legal document notebooks maintained by the president and secretary.

### **6. 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 or electronic files maintained by the PTA Board.

### **7. 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 PTA Board.

## **8. 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.

## **9. Membership**

Membership in the Lawton 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.

## **10. Membership Dues and Council Fees**

The dues for the Lawton PTA shall not exceed \$15 per individual adult membership, \$10 per staff membership, and \$25 per family membership. All paid members may make motions, participate in debate, and vote at PTA membership meetings. Upon payment of membership fees, members are considered in good standing through October 31 of the ensuing school year.

## **11. 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. Membership meetings or electronic communication in lieu of meetings may be held virtually at the discretion of the PTA Board.

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.

## **12. 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 three 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.

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

The elected officers (executive committee) of this PTA shall be: President, Treasurer, and Secretary. These officers will be elected by the general PTA members and will generally serve a two year term.

The president and vice president positions may be held jointly by two people. 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 Recording Secretary is 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.

### **14. Board of Directors**

The board of directors of this PTA shall consist of the elected officers and the chairs (or co-chairs) of the following standing committees: Advocacy, Communications, Fundraising, Membership, Staff Liaison, Technology, Vice President (Events), and Vice President (Room Parent Coordinator). These chairs shall be selected by the elected officers of the board and will serve a two-year term. Each chair shall be entitled to make motions, participate in debate, and vote at a meeting of the board of directors.

### **15. Officer election process**

Voting for officers or nominating committee may take place at a meeting, by mail, or by electronic transmission. If voting takes place by mail or electronic transmission the Lawton PTA election policy and procedure will be followed.

### **16. Lawton PTA Election Policy**

The executive committee shall be elected at a general membership meeting or by electronic transmission prior to the end of the fiscal year to a term of two years. When possible, it is the practice of the board of directors for presidents and vice presidents to serve two year terms, one incoming and one outgoing, to allow for incoming directors to be trained in the position. No person shall serve in the same office for more than two consecutive terms. Officers shall assume their duties on July 1.

A quorum being present (or participating in electronic voting), a majority of all votes shall elect. Voting may be done by voice vote if only one candidate is nominated for office. Proxy voting is not allowed.

If a vacancy occurs in an office, the executive committee may fill the vacancy until the next general meeting, at which time nominations shall be made from the floor with the consent of the nominee.

If the Board deems it appropriate to utilize electronic (e-mail) voting, each member in good standing with an email on record will be emailed a ballot, including the deadline to submit their vote. Electronic voting records shall be maintained by the PTA Board, and will keep such records confidential. Blank ballots shall be counted towards quorum.

## **17. Committees**

The executive committee shall establish annual committees (separate from the standing committees in Section 14 above). These may include, but are not limited to committees for school events, community outreach and other committees as determined by the board of directors. Committee chairpersons shall be appointed by the presidents or vice-presidents and approved by the executive committee for a term of one year.

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

## **18. Awards**

Golden Acorn and Outstanding Educator Award(s) may be awarded annually. The Board of Directors shall vote on these awards each spring. The Golden Acorn award will typically be awarded to a parent/guardian volunteer who has gone above and beyond to provide volunteer assistance to the school and is in their last year at Lawton.

## **19. Budget and Monthly Financial Reports**

This PTA shall approve its annual operating budget in the spring of each year. The board of directors has authority to reallocate any funds budgeted for one purpose for another purpose by a two-thirds vote. Any changes to the budget which create a new line item or change an existing line item by greater than 10% will require approval by the PTA membership.

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

## **20. Legal Documents**

The original copy of any legal document shall be kept in a safe location as determined by the board of directors. All elected officers shall have access to legal documents.

## **21. Financial Review**

The PTA is required to conduct a financial review of its books at the close of the fiscal year. (June 30.) Once complete, the financial review report will be presented at the next general membership meeting. The financial review may be conducted by a CPA or accountant hired by the board of directors.

## **22. 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.

## **23. Bank Account Signers**

The Co-Presidents and Treasurer shall have signing authority on the PTA bank account. In cases of only one President, a Vice-President will be selected as a signer of the bank account and voted on by the Board of Directors.

#### **24. Independent Review of Bank Statements**

The PTA's monthly bank account statements shall be provided to a person appointed by the board of directors (typically the membership chair). 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.

#### **25. Payments and Reimbursements**

All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the treasurer within 60 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.

#### **26. NSF Checks**

Should the PTA receive an NSF check, a service fee in the amount of \$10 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 two NSF checks are received from the same individual during the fiscal year, the PTA will not accept further checks from the individual responsible.

#### **27. Gambling Activities**

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

#### **28. 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 Executive Committee.

This PTA may send as many voting delegates to the WSPTA Legislative Assembly as allowed by the *WSPTA Uniform Bylaws*. All delegates shall be selected by the Executive Committee.

#### **29. Standing Rules**

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