

## **Roosevelt Elementary School PTA Standing Rules 2022-2023**

- 1.** The name of this PTA local unit is: ROOSEVELT ELEMENTARY PTA, THURSTON COUNTY 4.5.55. We were incorporated March 9, 1983. We were founded by Roosevelt Mother's Circle in 1911
- 2.** This PTA serves the children in the Roosevelt Elementary school community which includes the residences and businesses in the Roosevelt Elementary school enrollment area.
- 3.** This PTA was incorporated on March 9, 1983 and assigned UBI 601 423 274. The Secretary is responsible for filing the Annual Corporation 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 Secretary.
- 4.** This PTA is registered under the Charitable Solicitations act, registration number 4022. The Secretary is responsible for filing the annual registration by May 31<sup>st</sup> to avoid penalties.
- 5.** This PTA was granted tax-exempt status under section 501-C-3 of the Internal Revenue Code on September 13, 2007. A copy of the Letter of Determination is filed in the Legal Documents Binder maintained by the Secretary.
- 6.** The Secretary is responsible for filing the appropriate federal tax return 990 or Form 990EZ or Form 990-N prior to November 15<sup>th</sup> and providing a copy to the board no later than November 1<sup>st</sup>. Copies of the current and past year's returns are located in the Legal Documents Binder maintained by the Secretary.
- 7.** The Roosevelt Elementary 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
- 8.** Membership at this PTA shall be open to all people without discrimination. Membership is open to all parents, community members, teachers, staff, grandparents, guardians, students and any other persons that support and encourage the purpose of the PTA. Students of Roosevelt Elementary school may join the PTA. Student members are entitled to voice and vote; however students under the age of 18 are not allowed to hold elected positions within the PTA. The students of Roosevelt Elementary School shall be considered honorary members of this PTA without voice, vote or the privilege of holding office unless they have paid a membership fee.
- 9.** The membership service fees for this PTA shall be Ten Dollars (\$10.00) per person.
- 10.** The elected officers of this PTA shall be President, Vice President, Secretary, and Treasurer. These are referred to as the Executive Committee.
- 11.** Any elected position other than the Treasurer may be held jointly by two (2) people. Each co-position holder shall be entitled to voice and vote at all PTA meetings.
- 12.** Our PTA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Bylaws.
- 13.** Voting for officers or nominating committee positions may take place at a 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.
- 14.** The Board of Directors of this PTA shall consist of the Executive Committee (elected officers). The Executive Board will meet monthly with the general membership on a date and time to be determined by the Executive Committee.
- 15.** Adoption of the budget, adoption of the standing rules, election of the nominating committee and election of officers shall take place at general membership meetings. Quorum at all General Membership Meetings shall be 10 members to conduct business. Meetings shall be held at the direction of the Executive Committee.

- 16.** This PTA shall approve its annual operating budget prior to July 1<sup>st</sup> of each year. The Executive Committee has authority to reallocate funds for one purpose to another purpose.
- 17.** The PTA shall maintain a safe location for all legal documents. The original copy of any legal documents shall be kept with the Secretary. All elected officers shall have access to the contents of this binder as well as access to a shared drive. Electronic copies shall be stored in a secure, shared drive.
- 18.** A financial review committee, a minimum of three (3) members appointed by the President, will review the financial books once a year. 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.
- 19.** The PTA shall establish one checking account in one financial institution as determined by the Executive Committee. Any such account shall require the signatures of at least two elected officers to make changes within the account.
- 20.** The PTA may establish accounts for accepting electronic payments to the PTA bank account.
- 21.** The Executive Committee shall determine who the signers on the PTA bank account shall be. The signatures of three elected officers shall be on the authorized signature card for the PTA's bank account.
- 22.** The PTA's monthly bank statements shall be provided unopened to a person appointed by the Executive signer on the account. 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 review shall provide the bank account statements to the Treasurer.
- 23.** The treasurer, or another officer, will reconcile the budget within 30 days of the end-of-month bank statement. The reconciled budget will be distributed to the officers and members by posting on the PTA web site, or another means of public distribution.
- 24.** All reimbursement requests for authorized expenses must include a receipt and be submitted to the Treasurer within 60 days of purchases excluding Roosevelt Staff. All requests for reimbursement must be received by June 1<sup>st</sup> or they will be considered a donation to the PTA.
- 25.** Should the PTA receive a NSF check, all service fees will be charged that are imposed by the PTA's bank. If the NSF check or checks are not paid for by June 1<sup>st</sup>, then the PTA will not accept any checks from this individual in the future. A record of these individuals will be stored by the Treasurer.
- 26.** Each member of the Executive Committee is expected to attend all PTA meetings unless extenuating circumstances prevent attendance. If any of the above mentioned is unable to attend a meeting, the other members of the Executive Committee will represent the absent officer.
- 27.** Each member of the Executive Committee and Committee Leads shall keep a record of activities and recommendations pertaining to their position committee. This information should be kept organized. This information will be turned over to the President by June 30<sup>th</sup> of the current school year.
- 28.** At least \$500.00 shall be left for next year's PTA for start up monies. It is recommended that budget planning strives to maintain a balance of \$20,000 in the PTA checking account in order to accommodate the potential for lower-than-planned fundraising and unanticipated timing in cash flow. We recommend that the PTA plans to spend reserves larger than \$20,000.
- 29.** Contracts must be signed by an Executive Committee Officer.
- 30.** These standing rules may be amended or rescinded by a quorum vote at any meeting.