



North Whidbey Middle School PTA Standing Rules 2016-2017



A. General Information

- **Identification:** The name of this PTA local unit is North Whidbey Middle School Parent Teacher Association 8.7.43. It was chartered on 5/16/2001 by Washington State PTA.
- **Mission Statement:** North Whidbey PTA shares the National PTA's mission to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. NWMS PTA primary serves the children and families of North Whidbey Middle School, though it advocates for all children in Oak Harbor.
- **Corporate Status:** NWMS PTA was incorporated on 10/03/2001. The PTA Treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA. NWMS PTA's corporation number is available upon request.
- **Charitable Solicitation Status:** NWMS PTA is registered under the Charitable Solicitations Act. The PTA Treasurer is responsible for filling the annual registration by November 15th of each year. NWMS PTA's registration number available upon request.
- **Tax-Exempt Status:** NWMS PTA was granted tax-exempt status under section 501(c)(3) on 2/20/2004. The PTA Treasurer is responsible for filing IRS 990EZ prior to November 15th, if the gross annual income of the PTA exceeds \$50,000 but is less than \$200,000. NWMS PTA's IRS Employer Number is available upon request.
- **Legal Documents:** This local unit maintains a Legal Documents Notebook, in which all original legal and important documents are logged. The PTA Secretary is responsible for the updating and keeping the Legal Documents Notebook and provides a copy of the notebook to all elected officers. All original legal and important documents are safeguarded in the PTA safe.

B. Membership and Dues

- NWMS PTA will conduct membership drives at school registration, the first general membership meeting, and mid-year. As well as make membership available throughout the school year.
- Each member shall pay annual dues of \$10.00 per person. These dues include a portion payable to National PTA (\$2.25) and Washington State PTA (\$5.75).
- All members of a current school year will be entitled to a voice and vote, or be able to hold any elected or appointed position on the NWMS PTA Board of Directors.
- All NWMS students are recognized as honorary members, with a voice, but not a vote.
- Any NWMS student wishing to have a voice AND a vote, must pay annual dues.

C. Duties and Responsibilities

Executive Committee consists of Elected Officers

Board of Directors consists of the Elected Officers, Principal, Vice Principal, NWMS Staff Representatives, and Committee Chairman

- Executive Committee members are expected to attend all regular and special meetings of the Board of Directors, assigned committee meetings, and general membership meetings. Committee Chairmen are not required to attend to represent their committee when needed.
- Any Board of Directors member who misses three (3) or more consecutive meetings, without notification, is grounds for removal from the Board of Directors with a 2/3's majority vote. Member will still have full voting rights as a general member, but not as a Board of Directors member.
- All Board of Directors members must have dues paid before accepting the position.
- A procedure book must be kept for all officer positions as well as all committees. The procedure book will be turned over to the board at the June meeting with the exception of the Treasurer if the member will be continuing the position the following year.
- All procedure books will contain a current copy of the bylaws, standing rules, all meeting minutes, and any other information pertaining to their position or duties.
- Per the Washington State PTA Uniform Bylaws, NWMS PTA will annually review, complete, sign, and submit the WSPTA Standards of Affiliation agreement by the required deadline.

- **Duties of Executive Committee:**

(These are in addition to what is stated in the bylaws)

1. **President** – The PTA President and Treasurer must sign all contracts. Contracts will be authorized through the budget or by approval of the Executive Board.
2. **Vice President** – The Vice President may be called upon at any time to temporarily assume the duties of the president. The Vice President represents the president upon request. In the event of the president's resignation, the Vice President assumes the president's duties until the position is filled in accordance with the local unit bylaws.
3. **Secretary** – The Secretary will email all PTA meeting minutes from all board meetings as well as general membership meetings to board members within 48 hours. A paper copy shall be posted on the school bulletin board within 72 hours and emailed to all members.
4. **Treasurer** – The Treasurer will ensure that the following procedures are followed:
 - **Monthly Reconciliation:** *A bank reconciliation will be performed each month. The reconciliation will be reviewed by a board member not listed on the bank account. This board member will sign the bank statement upon completion.*
 - **Reimbursement Requests:** *PTA will only reimburse expenses that have been approved through the budget, with prior notification to the President and Treasurer. All requests for reimbursement must include a receipt with items highlighted on the receipt, and a reimbursement request form approved by the President and Treasurer. All reimbursement requests must be submitted within 2 weeks of date of purchase. Anything over \$100 must be preapproved at a board meeting prior to purchase. To request a check to pay a vendor directly, fill out a PTA expense explanation form and attach an invoice or bill. The check can be given to the person making the request or mailed directly to the vendor. No reimbursements for the current year will be made after the 15th of June.*
 - **Turning over Cash/Checks to Treasurer (not occurring at a function):** *All funds must be counted by the Committee Chairman responsible for the funds and turned over to the Treasurer **within 24 hours** following the event. The Treasurer will provide a written receipt to the Committee Chairman acknowledging receipt of the funds **within 48 hours of having the funds in hand**. Exception to this rule is in the event that the Committee Chairman is unable to count funds. In this situation, all monies will be counted by the President or Treasurer.*
 - **Handling Money at a Function:** *All cash boxes will be maintained by an officer or a Committee Chairman. The individual responsible for the cash box will sign a receipt accepting responsibility for the start-up funds and all money collected. A separate cash box will be maintained for separate items, (i.e. spirit-wear, concessions, & membership) that are all occurring on the same evening. All money collected will be counted by two members working the event, one of whom must be the individual responsible for the cash box, and a cash verification form must be signed by both individuals counting the money. Money shall be given to the Treasurer or placed in the PTA safe immediately following counting.*
 - **Depositing funds:** *All funds will be deposited within 1 week of receipt by an officer listed on the bank account. If funds are not deposited by Treasurer, the deposit form will be given to the Treasurer within 48 hours of deposit. **Deposits in the amount of \$300 or more MUST be deposited within 72 hours.***
 - **Writing checks:** *There will be dual unrelated signatures on all outgoing checks. The President and Treasurer will have signatory authority. Pre-Signing of checks will be avoided unless absolutely necessary. The payee cannot be the first signatory of any checks.*
 - **Accepting Checks:** *All checks **MUST** include current address and phone number.*

- **Duties of Committee Chairman:**

Standing committees have an ongoing purpose throughout the school year. (Example: Membership)

Special committees work is for a specific purpose/event. When the event is completed the committees' work is done. (Example: Staff Appreciation Weeks)

- Committee Chairman must be a current PTA member and be appointed by the President.
- Coordinate with the Treasurer to verify funds available prior to any purchases for their event/committee.
- Committee Chairmen of large events and programs must provide an outlined budget to the Executive Committee two months prior to their event for approval, before items can be purchased or contracts be negotiated.
- Special committee chairman will provide a report at the board meeting beginning at least 2 months prior to their event, and standing committee chairman will provide a regular report to the board each month. A report shall be presented to the President no later than **24 hours prior** to a meeting if the chairman will not be in attendance.
- All Committee Chairman will keep a procedure book and turn over all materials to the board at the completion of their event or to the newly elected Chairman at completion of the June meeting.
- All events must be mentioned in the PTA Newsletter no later than 1 month prior to the event date. It is the responsibility of the Committee Chairman to provide the Secretary with information for the newsletter.

D. Nominating Committee

- It is the responsibility of the nominating committee to recognize and seek qualified nominees for the elected leadership of the PTA. The members of the committee, therefore, have tremendous influence on the future of the PTA and should themselves be carefully elected at least thirty (30) days preceding the election of officers.
- The nominating committee members need a broad acquaintance with the membership and an understanding of the organizations functions and its purpose.
- The nominating committee shall consist of at least three (3) members
- The election of officers will take place by April 30th, unless the present membership has a minimal participation then it will be extended to the following school year.
- The term for officers coincides with the fiscal year, July 1st through June 30th.
- The elected officers of NWMS PTA shall be President, Vice President, Secretary, and Treasurer. All positions, with the exception of Treasurer, may be jointly help by two people.
- At minimum, NWMS PTA can function with only a President, Secretary, and Treasurer, until the position of Vice President is filled.

E. Budget and Audits

- **Fiscal Year:** July 1st through June 30th
- **Budget Committee:** The Budget Committee must consist of at least three (3) members and be chaired by the Treasurer. The committee will create a budget for the upcoming school year and submit it to the general membership for approval prior to the end of the school year. Board of Directors may re-allocate budgeted funds up to \$299.00 as deemed necessary. Any adjustment in the amount of 300.00 or more must have a general membership vote of approval.
- **Audit Committee:** The Audit Committee must consist of at least three (3) members, who do not have account signatory authority. The committee must conduct an audit of the books at least once per year. An audit must also be done within fourteen (14) days of the resignation or end of term end of the Treasurer.

F. Meetings

- **General Membership Meetings:** a minimum of three (3) meetings each school year.
- A quorum for general membership meetings will consist of 10% of members in attendance, but no fewer than two (2) Board of Directors members for the following purposes:
 1. Adopt the Budget
 2. Adopt Standing Rules
 3. Elect a Nominating Committee
 4. Elect Officers
- **Board of Directors Meetings:** a minimum of nine (9) meetings each school year.
- Meetings will begin promptly and will try to remain within a one hour timeframe. Any business not covered in that timeframe will carry over to the following meeting.
- All motions/agenda points must be submitted to the Secretary no later than the Thursday before the scheduled meeting.

G. Policies Pertaining to Home-Based Businesses/Fundraisers/Vendor Events

- The term NWMS community refers to all parents, students, and staff members, as well as the PTA's members, Executive Committee, and Board of Directors.
- It is the position of this PTA not to sponsor any fundraisers that are operated through home-based business opportunities. To do so would place the PTA in a position that may indicate favoritism to a particular individual, team, or company.
- ALL individuals wishing to present their home-based business opportunities to the NWMS community for any reason, must request a meeting with the principal through the school secretary. Permission to present any aspect of a home-based business to the NWMS community will be at the sole discretion of the NWMS Principal. Only during events featuring multiple vendors simultaneously (i.e. vendor event) shall the PTA have permission to grant participation.
- The NWMS PTA presents the opportunity for home based business owners to participate in our vendor events, as well as various other opportunities from time to time. The opportunity to participate in a given event will first be presented to the current members of the NWMS PTA, with at least one week's notice being given to respond. The first business owner from any given company who satisfies the conditions of the event contract shall secure the spot for their company. After one week's time has passed, the opportunity to participate will be shared with participants from previous events and will be opened to the general public. Only one representative per company will be permitted to participate in any event to which vendors are invited.
- NWMS PTA Executive Committee and Board of Director Members shall be permitted to participate in any events in which vendors are invited to participate. PTA Executive Committee and Board of Directors Members must wait until after the 1-week notice to current members, before signing up to participate. It is permissible for a member of the board member's business team to participate in the event following the standard procedures detailed above. No special notice will be given to a board member's teammates prior to the notification of PTA members and the general public.