

# **Green Gables PTA**

## **Standing Rules 2007 – 2008**

### **Approved 23 May 2007**

1. The name of this PTA local unit is Green Gables PTA 9.4.17. The Washington State PTA chartered it on June 14, 1993.
2. Green Gables PTA serves all children without regard to physical location or school attendance within the Federal Way, Washington community.
3. Green Gables PTA is registered with the Secretary of State under the Charitable Solicitation Act. The registration number is FEW-A88-322. The Treasurer is responsible for filing the annual registration by November 15th.
4. Green Gables PTA was incorporated on September 10, 1993. The assigned corporation account number is 2-479492-7. The Treasurer is responsible for filing the annual corporation report. The registered agent for the corporation is the Washington State PTA. Green Gables PTA's federal employer identification number (EIN) is on file.
5. Green Gables PTA was granted tax-exempt status under Internal Revenue Code section 501(c)(3), by an Internal Revenue Service (IRS) letter, dated December 9, 1998.
6. The current Treasurer, with assistance from the out-going treasurer, is responsible for filing IRS Form 990 or 990 EZ, if that filing is required, prior to November 15<sup>th</sup>.
7. All reimbursements shall include a receipt and shall be submitted to the treasurer within 60 days of purchase. All requests for reimbursement must be received by June 20th.
8. Should Green Gables PTA receive an NSF check, a (\$15) service fee will be charged in addition to any bank penalties Green Gables PTA may accrue. If the NSF checks are not paid for by June 1<sup>st</sup>, then Green Gables PTA will not accept any checks from this individual in the future.
9. The membership service fee of Green Gables PTA shall be ten dollars (\$10.00) per person. The students of Green Gables Elementary shall be considered honorary members of Green Gables PTA without voice, vote or the privilege of holding an office.

10. The elected officers of Green Gables PTA shall be President(s), 1<sup>st</sup> Vice President and/or 2<sup>nd</sup> Vice President, Treasurer, Secretary and Legislative Representative. These elected officers are the “Executive Committee”. Two (2) or more people may hold the positions of President or Vice-President. Each co-position holder shall be entitled to voice and vote at all Board of Directors meetings.
11. The Board of Directors of Green Gables PTA shall consist of the Executive Committee, faculty representative(s) and the following Committee Chairs –Newsletter, Science Support, Literacy Support, and Auction. Members of the Board of Directors must be members of the Green Gables PTA. Members of the Executive Committee must attend the class “PTA and the Law” after elections or during their term of office. A majority of those on the Board shall constitute a quorum.
12. Green Gables PTA Board of Directors will meet once a month, September through June. Notice of the meeting will be given prior to each meeting. The president(s) may call additional meetings with notice as needed. Meeting date and time may be changed at the discretion of the Board.
13. All committee chairpersons are to be current PTA members. The President(s) shall appoint committee chairpersons with approval of the Board. Co-Chairs are entitled to a combined one vote. Committee chairpersons shall keep their procedure books up-to-date, and turn them in by the end of June.
14. Green Gables PTA shall hold three General Membership Meetings to adopt the budget, approve the standing rules, elect a nominating committee, elect officers, and to report audit findings. Additional meetings shall be held at the discretion of the Board of Directors. A quorum is met by the attendance of 10 current members.
15. Green Gables PTA shall approve its annual operating budget for the following year, prior to June 15. The Board of Directors is authorized to re-allocate funds up to an aggregate amount of \$2,000.00, without General Membership approval for existing or new programs. All re-allocations must be accounted for and reported at the next General Membership meeting.
16. Green Gables PTA will keep a legal documents book containing all original legal documents. The President(s) will maintain the legal documents book and store it in the locked cabinet in the Green Gables PTA resource room. The Green Gables PTA Secretary will maintain a copy of the legal documents book.
17. The standing rules shall be reviewed and presented to the general membership for adoption at the last meeting each year. Incoming and outgoing officers shall serve as review committee. Standing rules may be amended at any general membership meeting by a two-thirds favorable vote, or, if previous notice is given, by a simple majority vote.

18. Green Gables PTA shall conduct an audit of its books and records in January of each year, in addition to the required audit at the close of each year. A professional auditor or an auditing committee of at least three (3) Green Gables PTA members will conduct the audit. No elected officers or their spouses shall serve on this committee. The auditing committee shall be selected and approved by September 30th of each year, at the general membership meeting.
19. The signatures of up to five (5) elected officers shall be on the authorized signature card for Green Gables PTA's bank account(s). Two elected officers must sign each check. Duplicate copies of the monthly bank statement must be presented to the President and one officer who is not a signer on the account. The Treasurer needs itemized receipts for approved expenditures for reimbursement.
20. At least one, and no more than three, Golden Acorn Awards shall be presented annually to an outstanding volunteer(s). The President(s) shall appoint a committee of three (3) PTA members before the Spring general membership meeting. The committee shall select the recipient(s). Award(s) will be presented at the Volunteer Recognition Luncheon in the spring.
21. Up to two Honorary Life Membership Awards may be presented annually to an outstanding volunteer(s). The President(s) shall appoint a committee of three (3) PTA members before the Spring general membership meeting.
22. Green Gables PTA's voting delegates to the Federal Way PTSA Council 9.4 shall be the President or Co-Presidents, 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President. The alternate(s) shall be Secretary and Legislative Representative.
23. Green Gables PTA's vote for the position of Washington State PTA Region Nine (9) Director shall be the Presidents(s) and 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents.
24. The voting delegate(s) of Green Gables PTA to the WSPTA Convention shall be determined in the following order: Outgoing President(s), Incoming President(s), Incoming Officers in the following order: 1<sup>st</sup> and 2<sup>nd</sup> Vice-President(s), Secretary, Treasurer, and Legislative Chair. The Board of Directors shall appoint visiting delegate(s) as the needs and funds allow. An amount shall be budgeted for delegate registration(s), travel and accommodations at the WSPTA Convention.
25. The Green Gables PTA voting delegate to the WSPTA Legislative Assembly shall be the Legislative Chair. The alternate shall be a designated member of the Board of Directors. The Board of Directors shall appoint visiting delegate(s) as the needs and funds allow. An amount shall be budgeted for delegate registration(s), travel and accommodation(s) at the WSPTA Legislative Assembly.