

**Edmonds Elementary PTA  
Standing Rules  
Adopted September 18, 2009.**

**Section I – Organization**

- a) The name of this PTA local unit shall be Edmonds Elementary Local Unit # 7.2.37.
- b) The Edmonds Elementary PTA shall serve the children attending Edmonds Elementary School.
- c) The Edmonds Elementary PTA was incorporated on September 13, 1990 and assigned corporation number 2-432822-1. It was assigned UBI # 601-274-062. The Treasurer shall be responsible for filing the Annual Corporation Report prior to March 1. The registered agent for this corporation is the Washington State PTA.
- d) The Edmonds Elementary PTA is registered under the Charitable Solicitations Act, registration number 1414. The Treasurer shall be responsible for filing the annual registration.
- e) The Edmonds Elementary PTA is recognized as a non-profit and granted tax-exempt status under section 501(c)(3). The Treasurer is responsible for filing IRS Form 990 or Form 990 EZ prior to November 15<sup>th</sup>.

**Section II – Membership and Officers**

- a) The membership service fees for Edmonds Elementary PTA shall be twelve (12) dollars per person, twenty (20) dollars per family. A family membership shall allow for two adult voting members.
- b) The elected officers of Edmonds Elementary PTA shall be President, Vice President, Secretary and Treasurer.
- c) The elected officers form the “Executive Committee”.
- d) Any elected position may be held jointly by two (2) people. Each co-position is entitled to one (1) vote at a Board of Directors’ meeting. Any elected officer may only serve two (2) consecutive terms in the same office.
- e) The teachers of Edmonds Elementary shall be considered to be ex-officio members of the Edmonds Elementary PTA without voting rights and shall be able to receive funds administered by the PTA. Teacher membership fees will be the amount required to pay the individual annual membership dues remitted to the WSPTA and will be required for full voting membership in PTA.
- f) The students of Edmonds Elementary shall be considered honorary members of this PTA without voice, vote or the privilege of holding office.

**Section III – Board of Directors**

- a) The Board of Directors for Edmonds Elementary PTA shall consist of the elected officers and the chairs of all standing committees, included but not limited to: Membership; Fundraising; Communications.
- b) Officers shall serve for a term of one year and shall assume office on the last day of June and shall serve until their successors assume office on the following first day of July.
- c) If a vacancy occurs in an elected office, the Executive Committee may appoint a replacement to complete the term.
- d) An office/chair shall be declared vacant if that person misses three (3) consecutive meetings, unless excused by the President.
- e) Board meetings shall be held on the second Tuesday of each month at 6:30 p.m.
- f) All directors and committee chairs must be members of the unit.

**Section IV – Regular Committees**

- a) The Fundraising Committee shall be chaired by the Vice President of the PTA and will supervise the annual fund drive.
- b) The Communications Committee shall be responsible for maintaining the website, distributing

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information to members and the school community.

- c) The Membership Committee shall run the Fall membership drive, track and report all members, issue membership cards and information on the benefits of membership.

**Section V – Ad hoc Committees**

- a) The Nominating Committee shall be elected by the Board and consist of at least 3 PTA members. The President is not eligible to serve on the nominating committee.
- b) Award Committees shall be appointed by the President and will recommend recipients for annual awards.
- c) The Budget Committee shall consist of the current Treasurer, the incoming Treasurer and one other elected officer.

**Section VI – General Membership Meetings**

- a) Adoption of the budget, adoption of standing rules and election of officers shall take place at general membership meetings. Meetings shall be held at the direction of the Board of Directors.
- b) General Membership Meetings will be held monthly. A schedule of the full years' meetings will be available at the first general meeting.
- c) The Standing Rules will be adopted annually by a majority vote at the first general meeting.
- d) The Standing Rules may be amended at any regular General Membership meeting by a majority vote.

**Section VII – Finances**

- a) The Budget Committee shall prepare an annual operating budget to be presented to the Board in July, approved in August and ratified by General Members at the first General Meeting in September.
- b) The Edmonds Elementary PTA shall conduct an audit of its books and records at the close of each fiscal year (June 30).
- c) The signatures of no less than two elected officers shall be on the signature card for the Edmonds Elementary PTA authorized bank account.
- d) The Treasurer shall receive all monies of the PTA, issuing a receipt for each sum received and keeping accurate records.
- e) All reimbursement requests shall include a receipt and shall be submitted to the Treasurer within 60 days of purchase. All requests for reimbursement must be received prior to the end of that fiscal year. All reimbursement requests must be approved by two Board members.
- f) The Board of Directors has established an Internal Financial Control policy that is available for all members to review.

**Section VIII – Awards**

- a) One or more Golden Acorn Awards *may be* presented annually to an outstanding volunteer(s). A committee appointed by the President shall recommend the recipient(s) to the Board and membership. The recipient(s) will be selected by a majority vote at a general membership meeting.
- b) One or more Outstanding Advocate Awards *may be* presented annually to recognize advocacy work on behalf of children and youth. A committee appointed by the President shall recommend the recipient(s) to the Board and membership. The recipient(s) will be selected by a majority vote at a general membership meeting.
- c) One or more Outstanding Educator Awards *may be* presented annually to an outstanding teacher or educator. A committee appointed by the President shall recommend the recipient(s) to the Board and membership. The recipient(s) will be selected by a majority vote at a general membership meeting.
- d) An Honorary Life Membership Award *may be* presented annually to an individual who has made a

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significant contribution to the growth and development of PTA. A committee appointed by the President shall select the recipient.

**Section IX – WSPTA delegates**

- a) The voting delegates to the annual WSPTA convention shall be selected by the Board of Directors. The Board of Directors shall determine the number of delegates to be funded by the PTA.
- b) The voting delegates to the WSPTA Legislative Assembly shall be selected by the Board of Directors. The Board of Directors shall determine the number of delegates to be funded by the PTA.

**Section X – Elections**

- a) The Nominating Committee shall be elected by the Board in accordance with the Washington State PTA Uniform By-Laws, by February of each year. The Nominating Committee will present its report no later than fifteen (15) days prior to the election of officers.
- b) A quorum must be present in order to hold elections. A quorum shall be defined as no fewer than ten (10) members.
- c) Elections will be held at the General Membership meeting prior to April 30. Officers will take office on July 1<sup>st</sup>.

Voted and accepted with included changes, September 18, 2009.

Adopted this 18<sup>th</sup> day of September, 2009.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Co-Secretary

\_\_\_\_\_  
Co-Secretary

\_\_\_\_\_  
Treasurer