



William Wiley PTA 12.5.27

Approved 9/15/2016

Standing Rules 2016-2017

The name of this PTA local unit is: William Wiley Parent Teacher Association (PTA) 12.5.27. It was chartered September 2010.

1. This PTA serves the children in the William Wiley Elementary School community, which includes the residences and businesses in the William Wiley Elementary School enrollment area.
2. The Standing Rules shall be reviewed and modified as necessary by the Board of Directors according to Article 3 Section 6 of the Uniform By-Laws and submitted for annual approval by a majority vote at the first general membership meeting in September.

Legal Status & Finances

3. This PTA is incorporated as a non-profit corporation recognized by the State of Washington on October 18, 2000. The unit's incorporation number can be found in the legal binder. The registered agent for this corporation shall be the Washington State PTA. The treasurer is responsible for filing the annual corporation report prior to October 31st.
4. This unit is registered with the Secretary of State under the Charitable Solicitations Act. The registration number can be found in the legal binder. The treasurer is responsible for filing the annual registration prior to May 31st.
5. This unit is recognized by the Internal Revenue Service as a non-profit, tax-exempt organization. The 501(C)(3) number can be found in the legal binder. The treasurer is responsible for filing IRS Form 990 prior to November 15th. The registered agent for this unit with the IRS shall be the Washington State PTA.
6. This unit shall keep at least two copies of each of its legal documents in two separate locations. The treasurer shall be responsible for maintaining the original copy and providing an updated copy to the President.
7. All Contracts shall be issued to the William Wiley PTA, and not to individuals. They will be presented to the Board of Directors for review. Contracts shall contain the signatures of the PTA President and event chair or board member for a total of two signatures. All payments issued towards a contract must be made using the PTA checking account with a formal check request or invoice. William Wiley PTA is not obligated to reimburse an individual for unauthorized contract payments. A copy of all signed contracts must be provided to the PTA Treasurer for auditing purposes.
8. The 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.
9. The Board of Directors shall determine who the signers on the PTA bank account shall be. As per the Washington State Uniform By-Laws, two signers will be required on any check. At no time will an officer sign a check made out to themselves.



10. The PTA's monthly bank account statements shall be provided unopened to a person (reviewer) appointed by the Board of Directors and shall not be a signer on the account. The reviewer shall promptly report any concerns or discrepancies identified in the review to the Executive Board. If there are no concerns or apparent discrepancies, the reviewer shall initial and date the account statement and provide them to the Treasurer within five days.
11. All reimbursement requests for authorized expenses must include a receipt and be submitted to the Treasurer within 60 days of purchase. All requests for reimbursement must be received by seven (7) days after the last day of school or they will be considered a donation to the PTA.
12. Any non-budgeted expenditure from unit funds in excess of \$500.00 must be approved by the general membership by a majority vote.
13. Should the PTA receive an NSF check, a service fee equivalent to the amount the unit is charged by the bank will be added to the amount of the check. If the NSF check or checks are not paid for by June 1st, then the PTA will not accept any checks from this individual in the future.

Membership

14. Membership at this PTA shall be open to all people without discrimination. Membership is open to all Parents, Community members, Teachers, Staff, Grandparents, Guardians and any other persons that support and encourage the purpose of PTA. Wiley Elementary Students are considered honorary members without voice or vote.
15. The dues for this PTA shall be determined annually by the sitting Board of Directors
16. Included in all dues is a \$5.75 per capita to Washington State PTA & \$2.25 per capita to National PTA and \$1 per capita to the Richland PTA Council.

Officers, Committees, Elections & Awards

17. Any elected position may be held jointly by two people, with the exception of Treasurer. Each co-position holder shall be entitled to voice and vote at a Board of Directors' meeting.
18. The elected officers of this unit shall be President, Vice President, Secretary and Treasurer. The officers elected must be members of William Wiley PTA and will constitute the Executive Committee.
19. Officers shall be elected by the April general meeting for a term of one year, shall assume office July 1 and no person shall serve in the same office for more than two consecutive terms, according to Article 5 Section 6(C) of the Uniform By - Laws. Officers are encouraged to attend the Washington State PTA Convention.
20. The Board of Directors of this PTA shall consist of the elected officers (Executive Committee), Chairs of Standing Committees, and any ex-officio appointments as appointed by the Executive Committee.
21. The Board of Directors will meet regularly as determined by the Board.
22. All Board of Directors and committee chairs must be current members of William Wiley PTA.
23. All PTA correspondence must be routed through and approved by the Board of Directors prior to its distribution.
24. Our PTA will make sure that each executive committee member attends a minimum of one WSPTA approved training opportunities during the PTA year. Further, at least one executive



committee member will attend PTA & the Law during the PTA year. All will be encouraged to attend PTA & the Law.

25. The Nominating Committee shall be elected according to the Washington State Uniform Bylaws, Article 5 Section 5, by the January general meeting. No person shall be eligible to serve two (2) consecutive years on this committee.
26. Voting for officers or nominating committee positions may only take place in person.
27. One or more Golden Acorn Awards may be presented annually to an outstanding volunteer(s). A committee appointed by the president shall select the recipient. The Board of Directors shall determine the number of recipients.
28. 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 select the recipient. The Board of Directors shall determine the number of recipients.
29. One or more Outstanding Educator Awards may be presented annually to recognize advocacy work on behalf of children and youth. A committee appointed by the president shall select the recipient. The Board of Directors shall determine the number of recipients.
30. An Honorary Life Membership Award may be presented annually to an individual who has made a significant contribution to the growth and development of PTA. A committee appointed by the President shall select the recipient.

Meetings & Delegates

31. The Board of Directors meetings will be held monthly, at a time and location determined by the Board of Directors. The time and location of each meeting shall be posted by the September general membership meeting.
32. General Membership Meetings of this unit shall be held at least 4 times per year. The purpose of these meetings is to adopt the annual budget, approve the standing rules, elect the nominating committee, and elect officers in accordance with the WSPTA By-laws.
33. The quorum for general membership meetings shall be at least 10 members.
34. The proposed annual budget shall be submitted by the Board of Directors to the Membership for approval at the last General Membership meeting of the school year by a majority vote of PTA members. The Board of Directors may reallocate funds budgeted for one purpose to another purpose by a majority vote.
35. Voting delegates from the William Wiley PTA to the Richland PTA Council shall be the President, Vice President, Secretary and Treasurer.
36. The vote of this PTA for the position of Washington State PTA Region Director shall be determined by the board of directors.
37. The voting delegates to the annual WSPTA convention shall be determined in the following order: Incoming President, Incoming Vice President, Incoming Secretary, Incoming Treasurer, Outgoing President, Outgoing Vice President, Outgoing Secretary, and Outgoing Treasurer. The Board of Directors shall determine the number of delegates to be funded by the PTA.
38. The voting delegate(s) to the WSPTA Legislative Assembly shall be determined in the following order: Legislation chair, President, Vice President, Secretary, Treasurer. The Board of Directors shall determine the number of delegates to be funded by the PTA.