



**Prune Hill Elementary  
PTA**

**Officer Duties and Standing Rules**

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Board Approved: 4/20/2020

General Membership Approved: 6/8/2020

## **Prune Hill Elementary PTA Officers' Duties**

### **EXECUTIVE COMMITTEE**

The executive committee shall consist of the elected officers; President/Co-President, Vice President/Co-Vice President, Treasurer/Co-Treasurer and Secretary/Co-Secretary. A majority of those on the committee shall constitute a quorum.

The executive committee shall:

- Appoint and/or approve appointments by the President of members of the Board of Directors; Review the standing rules annually; and Refer recommendations to the Board of Directors and/or General Membership for action.
- Have at least one (1) member attend "PTA and the Law" training during the PTA year.
- Attend at least one (1) WSPTA approved training during the PTA year.

### **PRESIDENT**

The President shall:

1. Understand the law, bylaws and non-profit organization tax implications as it pertains to the PTA and ensure the PTA organization is in compliance.
2. Guide the structure of the PTA organization and present it to the Board of Directors for approval.
3. Disseminate and communicate all information received pertinent to the PTA.
4. Schedule and call all Executive Committee, Board of Directors and General Membership meetings.
5. Preside at Executive Committee, Board of Director and General Membership meetings.
6. Make appointments to positions and committees as designated in the standing rules, with approval of the Executive Committee, for a term of one (1) year.
7. Disseminate and communicate or approve dissemination and communication of all information received pertinent to PTA/PTSA programs.
8. Perform all duties pertaining to the office as specified in the Uniform Bylaws and the standing rules.
9. Ensure positions and programs are documented so that transition between officers, chairpersons and other PTA volunteers is simple and smooth.
10. Update WSPTA membership website with the names and addresses of the newly elected officers for the upcoming year immediately upon election but no later than May 1.
11. Attend the region meetings or send designated alternatives when possible.
12. Participate in the election of the region director, and cooperate, when requested, with the region director in establishing new units.

### **VICE PRESIDENT**

The Vice President shall:

1. Perform the duties of the President in the absence or inability of that officer to serve, and shall assist the President when called upon.

2. Temporarily assume the duties of the President in the case of a vacancy in the office of President; the first Vice President or Vice Presidents in their order shall temporarily assume the duties until the vacancy is filled.
3. Attend all Executive Committee, Board of Director and General Membership meetings.
4. Ensure positions and programs are documented so that transition between officers, chairpersons, and other PTA volunteers is simple and smooth.
5. Oversee and assist with the implementation of the designated programs for the PTA year.
6. Be a member of the programs committees and present programs status at the Executive Committee meetings.
7. Present to the Board of Directors proposed new programs or removal of programs for approval.

## **TREASURER**

The Treasurer shall:

1. Attend all Executive Committee, Board of Director and General Membership meetings.
2. Lead the budgeting process working directly with the Executive Committee first, present the budget to the Board of Directors for approval, then present the budget to the membership.
3. Keep accurate and detailed records at all times.
4. Receive, issue receipts, and deposit promptly in an authorized account all monies and disburse same according to the approved yearly budget and authorized limits.
5. Follow up on, and to resolution, all bank errors, billing errors, Non-Sufficient Funds (NSF) checks, credit card transaction errors and other financial errors as they occur.
6. Provide a budget to actual report each month to the executive committee and at all Board of Directors meetings.
7. Present a written financial statement at each General Membership meeting and such other times as required by the President.
8. Provide all financial records if requested by the President or Board of Directors members.
9. Close the books on June 30<sup>th</sup> and submit the books and records for financial review to a financial review committee of no fewer than three (3) members appointed by the President or to a qualified accountant. The financial review committee shall not include the people who were authorized to sign or individuals living within the same household as those authorized to sign on the bank account for the period being reviewed.
10. Provide the reviewed books to the approved PTA accountant for completion of tax returns no later than August 31.
11. Ensure expense reports for PTA member reimbursement are completed with prior approval and paid in a timely manner.
12. Ensure financial procedures are applied and as defined in the standing rules or PTA guidelines.
13. Complete or require completion of the due diligence on costs of supplies, copies and other PTA costs associated with being a non-profit business.
14. Ensure positions and fundraising events and programs are documented so that transition between officers, chairpersons and other PTA volunteers is simple and smooth.
15. Oversee and assist with the implementation of the designated fundraising events and programs for the PTA year.

16. Be a member of the fundraising events and programs committees and present fundraising status at the Board of Directors meetings.
17. Present to the Board of Directors proposed new programs or removal of programs for approval.
18. Perform such other duties as may be provided for in the standing rules.
19. Utilize the WSPTA Website - Membership program for remitting WSPTA and National PTA portions of the membership service fees. Remaining balance is paid to the Prune Hill PTA. All dues are now managed and tracked through WSPTA Membership program.

## **SECRETARY**

The Secretary shall:

1. Attend all Board of Directors and General Membership meetings and take meeting minutes.
2. Provide the Board of Directors and General Membership meeting minutes to the President, Vice President and Treasurer for review and approval.
3. Save all meeting minutes into the appropriate folder on Google Drive.
4. Provide the previous General Membership meeting minutes during the following General Membership meeting for review and approval by membership.
5. Maintain the yearly schedule and store in the appropriate folder on Google Drive.
6. Maintain the list of Committee Chairs and Internal Contacts and store in the appropriate folder on Google Drive.
7. Provide copies of all documents to any member when requested.
8. Provide a summary of General Membership meeting minutes to the Website Chair for posting to the website.
9. Be responsible for correspondence as designated by the President.
10. Ensure positions and services are documented so that transitions between officers, chairpersons and other PTA volunteers is simple.
11. Perform such other duties as provided for in the Bylaws or standing rules.
12. Maintain an up-to-date roster of current members.

**2019-2020 Standing Rules**  
**Prune Hill Elementary PTA-Local Unit #03.06.32**

1. The name of this local unit is Prune Hill Elementary (PHE) Parent Teacher's Association (PTA) and the local unit number is available upon request. It was chartered by the Washington State PTA on June 28, 2001, as such follow the bylaws of Washington State PTA.
2. This PTA serves the Community and children of Prune Hill Elementary.
3. **BYLAWS:** The current Bylaws of the Washington Congress of PTA's shall govern this PTA in all matters to which they pertain.
4. **STANDING RULES:** The Board of Directors shall review and present the General Membership with the standing rules for approval prior to October 30 each year.
5. **CHARITABLE SOLICITATIONS:** This PTA is registered with the Secretary of State under Charitable Solicitations Act. The Vice President is responsible for filing the annual registration prior to May 21<sup>st</sup> each year.
6. **CORPORATE STATUS:** This PTA is incorporated as a nonprofit corporation. The Vice President is responsible for filing the annual corporation report prior to October 1 each year. The registration agent for this corporation is the Washington State PTA.
7. **CORPORATE IDENTIFICATION:** This PTA's Federal Employer Identification Number (EIN) is available upon request. The Treasurer is responsible for filing the annual registration and IRS form 990 or form 990EZ prior to November 15<sup>th</sup> each year.
8. **TAX STATUS:** This PTA is tax exempt under section 501(c)(3).
9. **FISCAL YEAR:** This PTA's fiscal year is July 1 through June 30.
10. **LEGAL DOCUMENTS:** The PTA shall keep the original legal documents in the legal documents binder, which will be kept in the locked cabinet inside the locked PTA office.
11. **BANK SIGNATURE CARDS:** The signatures of the Executive Committee (President, VP and Treasurer) should be on this PTA's authorization signature card. The bank accounts (checking/money market) for PHE PTA are located at Columbia Credit Union. New signature cards should be signed for all accounts during the month of July for the newly elected officers and no longer than two (2) weeks after a newly elected officer takes office during the year.
12. **MEMBERSHIP:** The membership fees of the Prune Hill PTA shall be \$12 for an individual membership. This price includes \$5.75 WSPTA and \$2.25 NPTA dues. All members with current annual dues paid are considered general members and eligible to vote at General Membership meetings. The students of Prune Hill Elementary shall be considered honorary members of this PTA without a voice, vote or privilege of holding office.

**13. NOMINATING COMMITTEE:** The Nominating Committee's purpose is to recognize and recruit the most qualified people available for PTA positions. The Committee shall solicit for and make nominations for the Executive Committee of this PTA for the following school year. The Nominating Committee shall be elected by the General Membership during a general meeting prior to January 30<sup>th</sup> each year.

The Nominating Committee will consist of three (3) members and up to two (2) alternates who have not served on the previous year's Executive Committee and/or nominating committee and will not serve or intend to serve on the next year's Executive Committee. The slate of prospective elected officers will be announced to the General Membership 30 days prior to the March or April election meeting.

Up to five (5) PTA members shall be nominated by the Board of Directors or nominated from the floor during a General Membership meeting. The Nominating Committee shall be elected by the General Membership during a general meeting using ballot voting prior to January 30<sup>th</sup> each year. The three (3) PTA members who receive the highest number of votes will be the elected members of the Nominating Committee. The PTA member who receives the highest number of votes of the three (3) elected Nominating Committee members is the Chairperson of this committee and is responsible for reporting back to the Executive Committee, Board of Directors and the General Membership. The members who were nominated but not elected will serve as alternates in the event one of the Nominating Committee Members is unable to complete their term. The alternate order will be determined by the number of votes received during the election.

**14. ELECTED OFFICERS:** This PTA's elected officers shall be President, Vice President, Treasurer and Secretary, each elected office has the option of an elected co-officer. The elected officers of this PTA shall form the executive committee. Each co-position holder shall be entitled to a voice at a Board of Directors meeting. All elected officers must attend PTA and the Law at least once, one PTA leadership workshop given by the State PTA, and/or Washington State PTA Convention in May. The PTA will pay for workshop and convention fees. During the convention the PTA will pay for one meal per day per officer attending the Convention and one room at the Convention site.

All elected officers must be PTA members.

Elected Officers shall not miss more than (2) meetings unless excused by the President.

**15. ELECTED OFFICER TERMS:** Elected officers will serve in their position for a term of one (1) year and may be re-elected for one (1) additional year with a maximum two (2) years served. Elected officers will be elected in March or April and installed into office by July 1<sup>st</sup> of the same year.

**16. BOARD OF DIRECTORS/CHAIRPERSONS:** The Board of Directors (BOD) of the Prune Hill PTA shall consist of the elected executive committee, and the committee chairpersons appointed by the President. In addition, the President can submit for approval by executive committee up to 4 additional board members, who must hold a team position.

All board members must be PTA members.

Board of Directors shall not miss more than (3) meetings unless excused by the President. All Chairpersons must be PTA members and will be appointed by the President and/or the Executive Committee and approved by the Executive Committee before August 30 each year and as needed throughout the year if chairs are left vacant.

Chairpersons may serve in their position for one (1) year and be reappointed for an additional (1) year for a maximum term as chair of two (2) years. The maximum rule may be waived if no other member is willing to serve in the chair position and the extension is approved by the General Membership. Extension may be granted in one (1) year increments.

Chairpersons will submit written procedures after their event(s) is (are) completed to the Executive Committee and place copy into their notebook following the event.

If funds are generated from a PTA sponsored event the disbursement of the funds will be presented as designated prior to the event or in the annual budget for approval by the General Membership for its use. It is the Chairperson's responsibility to ensure that all individuals handling money during a PTA sponsored event are current PTA members.

17. **MEETINGS:** Adoption of the budget, adoption of the standing rules, election of the nominating committee, and election of officers shall take place at a minimum of 3 membership meetings.

General Membership meetings may be cancelled at the direction of the President with approval from the Board of Directors if the PTA status and voting needs do not warrant the assembly of the PTA's membership.

Board of Directors will meet monthly as outlined in the PTA calendar at least one week prior to the General Membership meeting. Check website for current PTA calendar.

Board of Directors meetings can be called as needed by the President with at least 10 days' notice prior to the meeting.

Executive Committee meetings will be called as needed with at least 10 days' notice prior to the meeting.

The President shall establish an agenda for each scheduled meeting.

The agenda shall be provided on the PTA website by the webmaster for General Membership meetings or sent via email to the Executive Committee and/or Board of Directors for Executive and BOD meetings and printed for the meeting by the Secretary.

Meeting minutes will be captured for all meetings; a summary of the General Membership meeting minutes will be posted on the PTA website within a 1 week of the meetings; meeting minutes for Executive Committee and BOD meetings will be sent to the BOD via email to the BOD only.

Request to add agenda items to the meeting can be requested of the BOD by sending an email to [prunehillpta2@gmail.com](mailto:prunehillpta2@gmail.com) at least forty-eight (48) hours prior to the beginning of the meeting. Any item received after deadline will not be added to the agenda but may be addressed during the open floor portion of the agenda if it exists or will be added for the next meeting's agenda.

An item brought before the Board or General Membership of action may be approved by an affirmative vote from a majority of the quorum present; provided, however, any motion or resolution relating to the budget, or the Bylaws shall require an affirmative vote from a majority of all members of the Board qualified to serve and vote at the time the vote is taken.

**18. BUDGET:** The membership will vote on the budget for the next school year by May 31 of each year. The budget committee of the outgoing Executive Committee and the newly elected officers, will work on the budget and Standing Rules jointly to facilitate a smooth transition. The budget may be amended (I.E., changed or reallocated) by the Board of Directors between membership meetings and presented to the General Membership as a change at the next general meeting. The Board of Directors may authorize funds up to \$500 without membership approval. However, the General Membership must be informed of all budget alterations at the general meetings following the change.

The PTA must have a bank account that carries a minimum balance of \$7000 to cover the next year's operating expenses by the end of each fiscal year.

**19. RETURNED CHECKS:**

If a check is returned to the PTA for non-sufficient funds (NSF), the Treasurer shall:

Notify the issuer of any bank fees caused by the return and request payment of original amount owed in addition to bank fee, to receive intended services or goods.

All NSF's shall be handled quickly. Any uncollected NSF shall be debited back out of the account it was credited to.

Any check for membership that is an uncollected amount due to NSF, will void that person's membership and then will not have a vote at membership meetings.

**20. FINANCIAL REVIEW**

This PTA will conduct a financial review of its books and records at the close of the fiscal year by the audit committee, consisting of no less than three (3) PTA Members, with a current Treasurer available for questions.

Financial review finding will be documented and sent to the Executive Committee and BOD.

The Secretary will keep a copy of the financial review findings in the Secretary Notebook. The Treasurer will keep a copy in the Treasurer's Notebook.

Financial review findings should include the names of reviewers, addresses, phone numbers, and email addresses as well as the method used to complete the review and all findings. It should include a recommendation to continue with PTA business or a more in depth analysis by a professional audit firm.

**21. PRIVACY OF INFORMATION POLICY:**



This PTA collects personal information such as names, contact information (addresses, email addresses, phone numbers, etc.), family information and financial information during transactions and as such should be protected and not used for any other purpose outside of the PTA.

PTA BOD, past, current or present, volunteers temporary or ongoing, school faculty or others handling PTA information shall not use this information to solicit non-PTA business or events such as marketing for personal businesses, invitations and marketing for other non-profit events (unless specifically approved by the PTA BOD), etc.

At the end of the fiscal year, during any board member transitions, Log-in and Password information for all PTA programs/websites will be changed/updated to protect members' privacy.

Log-in information, including passwords, for PTA programs should not be shared beyond the executive committee or chairpersons that are approved to have that information by the executive committee.

This PTA takes personal information privacy seriously and as a result will enforce the following:

- The violation of the use of private information can result in the immediate cancellation of the PTA membership without ability to renew.
- If the violation is by a BOD officer or chairperson, it can result in the immediate removal from office or chaired position as well as their membership to the PTA.

**22. STANDARDS OF AFFILIATION:** Per the Washington State PTA Uniform Bylaws, we will annually review, complete, sign, and submit the WSPTA Standards of Affiliation Agreement by the required deadline.