FELIDA PTA STANDING RULES for 2026-2027

*Updated**

1) **ORGANIZATION AND UNIT STATUS:**
   a) The name of this local unit shall be Felida PTA, Vancouver Council 3.7.13, as stated in our **Articles of Incorporation.** It was chartered on October 17, 1978. Its National PTA local unit number is 12657.
   b) This PTA serves all children without regard for physical location or school attendance. The students of Felida Elementary shall be considered honorary members without voice, vote or privilege of holding office in order to participate in gaming activities.
   c) This PTA was **incorporated** on May 3, 1982 and assigned a UBI # that can be obtained when needed from the Treasurer. Treasurer is responsible for filing the Annual Corporation Report prior to May 31st to avoid penalties or as early as November 15th when taxes are completed. The Unit's Federal Employer Identification Number **(EIN)** is located in the Legal Documents Notebook in the PTA safe.
   d) This PTA is registered with the Secretary of State under the **Charitable Solicitations Act**; registration # is 1617. The Treasurer is responsible for filing the Annual Registration by May 31 to avoid penalties.
   e) Felida PTA was granted **tax-exempt status** under section 501(a) of the Internal Revenue Code as an organization described in section 501(c) (3) on August 31, 1999. A copy of the letter of determination is filed in the Legal Documents Notebook in the PTA safe.
   f) The Treasurer is responsible for filing the appropriate Federal Tax Return Form 990, Form 990EZ or Form 990-N prior to Nov. 15th. Copies of the current and past three year's returns are located in the Legal Documents Binder located in the PTA safe. All other returns are located in a permanent records bin by the Treasurer or Secretary.
   g) The Felida PTA has designated the Washington State PTA as its **Registered Agent** with the Washington Secretary of State's Office, the Washington Department of Revenue, and the U.S. Internal Revenue Service. Copies of the signed documents making such designation are available in the Legal Documents Notebook in the PTA safe.
   h) Per the WSPTA Uniform PTA Bylaws, we will annually review, complete, sign and submit the WSPTA Standards of Affiliation Agreement in accordance by the required deadline.

2) **MEMBERSHIP FEES:**
   a) Membership at this PTA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, community members and any other persons age 18 and above that support and encourage the purpose of PTA.
   b) **The Membership Fees** of this unit shall be $13.00 for one membership or $25 for two memberships (parents, teachers or staff members). Service fees for this unit are: Washington State PTA $5.75; National PTA $2.25; and Vancouver PTA Council $2.00. Any remaining balance shall go to Felida PTA. All paid members have a voice and vote at Felida PTA General Membership meetings.

3) **OFFICERS, BOARD OF DIRECTORS, & COMMITTEES:**
   a) **The Executive Committee** of this unit shall consist of the following **Elected Officers**: President, Vice-President, Secretary, and Treasurer. Potential Officers (includes self-nominations) must have been a member of the PTA for at least 15 days preceding the election. Officers must be elected by April 30th at a General Membership meeting for a term of one (1) year or until a successor is elected at the next General Membership meeting. They shall assume the duties of

their office on July 1. No member shall serve as an elected official in the same position for MORE THAN two (2) consecutive years.

i) Two (2) people may hold any elected position jointly. Each co-position holder shall be entitled to voice and vote at a Board of Directors' meeting. Any Co-Position Officer Duties will be clearly defined at first Board of Director's and General Membership meetings. In the event of Co-Treasurers, only one can be a signer on the bank accounts. Two Elected Officers that live in the same household cannot both be signers on the bank accounts.

ii) Current year's Officers must pass on any Notebooks, Documentation, Minutes, Safe Keys, etc. prior to school closing for the summer or before June 30th, whichever date occurs first.

b) **The Board of Directors** shall consist of the Executive Committee and the chairs of the following Standing Committees: Newsletter, Volunteer Coordinator, Membership, and Website. The School Principal (or if he/she cannot attend, his or her delegate) shall be a non-voting member of the Board and shall be counted for purposes of establishing a quorum. All members of the Board must be PTA members by no later than October 30th of the current year. The PTA's Board of Directors shall plan to meet bi-monthly during the school year, on a date and time to be determined by the Board of Directors. **A voting quorum** for meetings is a majority of the Board.

i) The **Board of Directors** shall review the Articles of Incorporation, Standing Rules, Mission Statement and Annual Operating Budget each year for vote at the first Gen. Membership meeting.

c) **General Membership Meetings:** Adoption of Budget & Standing Rules, Election of the Nominating Committee, Election of Officers and reporting of the Financial Review Committee shall take place at General Membership Meetings. Meetings shall be held as directed by the Board of Directors but not less than three times per year. **A voting quorum** for the General Membership is defined as ten (10) PTA members. Written notice of the place, day and time of the meetings shall be delivered not less than ten (10) nor more than fifty (50) days prior to the date of the meeting to each member.

d) **Conflict of Interest**: Every Executive Officer and Board Member shall sign a Conflict of Interest form at the beginning of each school year. Please see attachment at end of Standing Rules.

e) **Committee Chairs of Events or Programs**: Committee Chairs shall be appointed by the Executive Committee. All Committee Chairs shall obtain Board approval for any increase in their budgeted amount. This should be done in person or via email to the Board at least one month BEFORE their event. See also under **Section 6) BUDGET: paragraph d.** They shall also submit an 'After the Event' Report to present at the next Board of Directors meeting or General Membership meeting after their event.

f) **Co-Chairs of Committees** are permitted. However, one person shall be designated as the official person for all lines of communication via email, website, newsletters, flyers, etc.

g) **School Closure:** In the event that there is a school closure (pandemic/natural disaster, etc): PTA may meet virtually online to conduct business.

h) <u>All committee chairs and co-chairs shall be members in active standing of the Felida PTA.</u>

4) <u>ELECTION PROCESS & VOTING</u>

a) **The Nominating Committee (NC)** members shall be elected at a General Membership meeting at least thirty (30) days preceding the election of officers and shall consist of at least three (3) members. The NC members shall be declared elected if there are no more than three (3) nominees. The members of the NC shall have been members in good standing for at least thirty (30) days preceding their election. No person shall be eligible to serve two (2) consecutive years on this committee. The President and Principal are not eligible to be elected to or serve on the NC. A list of duties for the NC is located in the WSPTA Leadership packets.

b) **Voting:** Voting will take place at Board meetings and General meetings when quorum is met. Each Board Member, with voting privileges, shall have one vote regardless of the number of Chair positions held.

i) **Email Voting:** Over the summer, if a vote by email is needed by Board Members, only the motion to be made may be contained in the email document with the quorum's vote of 'Yes' or 'No.' The email vote is then printed out and presented at the next Board of Directors Meeting for approval. Any discussion regarding the motion needs to be in a separate email.
ii) **Web Voting:** If not able to meet in person, voting for officers, Nominating Committee, Budget or other items should take place with votes being recorded in the chat box of the meeting or President can call for a roll call vote. No meetings will be recorded. But the chat box will serve as role call.

c) **The Number of Voting Delegates** from Felida PTA for **WSPTA Legislative Assembly and Convention** shall be based off of the total number of current PTA members. Four (4) votes: 0-200 members, and one (1) additional vote for each additional 100 members. The Board of Directors will appoint the voting delegates for the WSPTA Legislative Assembly and annual WSPTA Convention. First consideration in appointment will be given to current and incoming officers. Registration, hotel and WSPTA meal fees shall be paid for by Felida PTA. Individuals attending the assembly paid for by Felida PTA will submit a board report/summary about the assembly or convention.
d) This PTA is a member of the Vancouver Council and has **one (1) vote on Vancouver Council business**, per council standing rules. The President shall submit to the council, the name and position of one (1) voting delegate and one (1) alternate, as determined by the Board of Directors.
e) The vote of this PTA for the position of Washington State PTA Region 3 Director shall be by the Board of Directors.

5) LEGAL DOCUMENTS NOTEBOOK:

a) **All Legal Documents** are to be kept in the Legal Documents Notebook and kept in the PTA safe at school. A current list of the necessary documents is found in PTA & the Law. The Treasurer shall be responsible for updating the Legal Documents Notebook each year.
b) The Treasurer will be in charge of receiving all Legal Documents for the maintenance of the Permanent Records.
c) The Membership Chair will give the current membership list to the Treasurer for the mid-year review and at the end of the school year for the Permanent Records and audit purposes.

6) BUDGET:

a) **The Annual Operating Budget** for the next fiscal year shall be approved in the last General Membership meeting, prior to July 1st of each year, allowing the incoming Board of Directors the legal authority to spend funds past the end of the current fiscal year. The Annual Operating Budget is also voted on again in the first General Meeting of the new school year.
b) The **Budget** may be changed (amended or reallocated) by a vote of the Board of Directors acting on behalf of the membership, between meetings of the General Membership, if the amount considered is $500 or less, or if the change is the treasurer's monthly adjustment to reflect actual activity in the account. If more than $500, the budget may be changed (amended or reallocated) by a vote of the General Membership.
c) **Funds Requested:** In order to provide sufficient notification to all PTA members, any person or committee requesting $500 or more from Felida PTA must submit a "Funds Request" form to the Executive Committee at least two weeks prior to the General Meeting at which the request will be considered.
d) **Committee Plan of Action Report (CPAR)**: The Board of Directors shall approve committee plans on an ongoing basis reflecting current budget forecasts and financial conditions. Each Committee Chair is responsible for submitting a CPAR form and obtaining Board approval for the budget amount requested. This should be done in person at a Board of Directors meeting or by

email to the Board at least one month BEFORE their event. If funds are spent before receiving budget approval, all unapproved expenses will be considered a donation to the PTA.

7) FINANCIAL REVIEWS:

a) **A Financial Review** of the books shall be performed twice yearly before the end of January and at the close of the fiscal year, after June 30th. A financial review is also required should there be a change in Treasurer(s) during the school year. Both reviews are presented at the final General Meeting.

b) **Financial Review Committee:** The Board of Directors shall appoint a committee with a minimum of three (3) current PTA members or a CPA to conduct the Financial Review(s). Members of this committee shall not include the Treasurer(s) or any person authorized to sign on the PTA Bank Accounts for the period that is being reviewed or any individuals in their households. No member shall serve on the financial review committee for MORE THAN two (2) consecutive years.

8) FISCAL PROCEDURES:

a) The signatures of three (3) Elected Officers shall be on the Signature Card for this PTA's bank accounts unless there is deemed to be a conflict of interest.

b) Two signatures will be required on all checks written for withdrawals from the PTA bank accounts. Online banking using auto payment of invoices from Washington State Parent Teacher Association (WSPTA) is allowed, without two signature requirements. All other online banking requires board approval. The Board of Directors shall determine which Elected Officers shall have signing authority on the PTA Bank accounts. One member of the Board of Directors, who is a non-signer, will be appointed to review, date and sign the monthly bank statements to fulfill Aim insurance requirements. The reviewer shall promptly report any concerns or discrepancies identified in the review to the Executive Committee. If there are no concerns, the reviewer shall provide the bank statements with their initials and date to the Treasurer.

c) PTA Safe: The PTA shall maintain a dual-control PTA safe at Felida Elementary. Only Elected Officers. The treasurer will have the ability to open the safe independently; all other access must be with two officers.

d) **PTA Monies:** All deposits & withdrawals from the safe must be counted by two current PTA Members per WSPTA Bylaws, in each other's presence and deposited in the PTA safe on the same day as collected. All monies received must be deposited into the PTA Bank Account within three (3) business days. Deposits must be made either by the Treasurer(s) or an Elected Officer on the Signature Card.

e) **Reimbursement Requests** shall include an ORIGINAL receipt and shall be submitted to the Treasurer using a Check Reimbursement Request Form. All requests for reimbursement must be received by June 1st, unless an extension has been previously arranged and agreed upon by the Executive Committee or they will be considered a donation to the PTA.

f) **NSF Checks:** If the PTA receives a NSF (insufficient funds) check, or if a stop payment is placed on a PTA check due to no fault of the PTA, the following protocol is used. No additional payments by check by this person shall be accepted until cash or Money Order payment for the NSF check and bank fees have been made.

   i. **1st Offense:** Requires reimbursement of the original cost of the check AND Bank Penalties accrued by the PTA.
   ii. **2nd Offense:** Requires a reimbursement of Check Cost, Bank Penalties, PLUS a $10 fee.
   iii. **3rd Offense:** Requires a reimbursement of Check Cost, Bank Penalties, PLUS a $10 fee. The PTA will not accept any checks from this/these individuals(s) in the future.

g) **CONTRACTS:** All contracts for PTA sponsored events/fundraisers/business contracts must be signed by two (2) Elected Officers and not the Committee Chair.

h) Felida PTA will maintain a file with all online login and passwords**.** This file will be updated by the President each year, with a backup copy on Money Minder.

9) FUNDRAISING:

a) Felida PTA will only utilize fundraising opportunities that are not affiliated with the Felida school community (i.e., parents and / or teachers),-unless ALL profits are donated to the Felida PTA or the Board of Directors have been presented with at least two (2) bids from similar businesses and after consideration of the business has been selected as the preferred vendor by the Board of Directors by a majority, plus one vote.

b) The Felida PTA shall inform parents, teachers and children of proper safety protocols when fundraising in the community. Children should not solicit door to door without adult supervision.

10) AWARDS:

a) The **Executive Committee** will appoint the selection committee(s) for PTA sponsored awards such as the Golden Acorn Award and the Outstanding Educator Award. The Executive Committee will determine the number of recipients presented in April.

11) STANDING RULES:

a) **The Standing Rules** shall be reviewed annually by the Executive Committee and presented for approval to the general membership no later than the first General Membership Meeting.

b) **The Executive Committee** may amend the Standing Rules at any time. Amendments must be approved at a General Membership meeting, with a voting quorum, by a simple majority vote of members present, provided advance notice of the proposed amendments and the General Membership meeting has been given. If no advance notice is given prior to the meeting, a 2/3-majority vote of members present, as well as quorum is required.

Felida PTA Board of Directors - Conflict of Interest Policy Statement

1. The purpose of this policy is to protect the FELIDA PTA's interest when decisions are made that might benefit the private interests of an officer, member of the board or other person authorized to make purchases on behalf of the PTA. This policy is in addition to any applicable state and federal laws governing conflict of interest.

2. This policy applies to all officers or member of the FELID PTA's Board of Directors and to other persons who have been authorized to make purchases on behalf of the PTA.

3. Any person covered by paragraph 2 who has a direct or indirect interest in a business with which the PTA is or may do business has a duty to disclose such interest to the Board of Directors.

4. After disclosure of the financial interest and making any statement that s/he desires, such person should leave the meeting while the remaining Board members discuss the circumstances and determine whether in fact there is a conflict of interest.

5. The remaining Board members will decide if a conflict of interest exists by a majority vote that will be recorded in the minutes of the meeting.

6. If the Board determines that a conflict of interest exists, it will then determine whether the PTA can obtain a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

7. If a more advantageous transaction or arrangement from a different person or entity is not reasonably possible, the board shall determine by a majority vote of the disinterested members of the board whether the proposed transaction or arrangement is in the PTA's best interest and whether the terms are fair and reasonable. If so, the PTA may proceed with the transaction.

8. Any member of the board who believes that a person covered by paragraph 2 has failed to disclose an actual or possible conflict of interest shall inform that person of the basis for such belief and afford the person an opportunity to respond. If the person's response does not eliminate the potential conflict of interest, the board member may bring a motion to have the Board determine how to proceed following the process outlined in paragraphs 4 through 7 above.

9. The minutes of meetings of the Board of Directors shall include a summary of all discussions of potential or actual conflicts of interest, including the names of persons making a disclosure as required by paragraph 3 or making a motion under paragraph 8, the nature of the potential, alleged or actual conflicts, and records of the actions taken by the board, including vote totals on any motions.

10. A voting member of the board who receives compensation from funds provided by FELIDA PTA is precluded from voting on matters pertaining to such funding. This does not apply to reimbursement of allowable expenses.

11. If the board of directors has reason to believe that a person covered by Paragraph 2 above has violated this policy, the person shall be notified and given an opportunity to respond to the allegation. After reviewing the response, the Board shall determine whether in fact the policy has been violated, and shall take appropriate corrective action.

12. At the beginning of each fiscal year, all members of the board shall sign a statement confirming that they:

a. Have received a copy of the conflicts of interest policy,
b. Have read and understands the policy;
c. Agreed to comply with the policy; and
d. Understand that FELIDA PTA is a tax-exempt association and that to maintain its federal tax exemptions it must engage primarily in activities, which accomplish one or more of its tax-exempt purposes.

13. To ensure that FELIDA PTA does not engage in activities that could jeopardize its tax-exempt status, the PTA's annual financial review will include a review of business arrangements to determine whether the terms, including the price paid for goods and services, were reasonable.

This policy was adopted by the Board of Directors of the FELIDA PTA on _____, 20 ____

Attest: _____, Secretary

Acknowledgment of Conflict of Interest Policy

As members of the Board of Directors of the FELIDA PTA, we confirm the following:

1. We have received a copy of the conflicts of interest policy;
2. We have read and understand the policy;
3. We agree to comply with the policy; and
4. We understand that FELIDA PTA is a tax-exempt association and that to maintain its federal tax exemptions it must engage primarily in activities, which accomplish one or more of its tax-exempt purposes.

Signature: _____, President Date: _____

Signature: _____, Vice President Date: _____

Signature: _____, Secretary Date: _____

Signature: _____, Co-Treasurer Date: _____

Signature: _____, Board Member Date: _____

Signature: _____, Board Member Date: _____

Signature: _____, Board Member Date: _____

Signature: _____, Board Member Date: _____

Signature: _____, Board Member Date: _____