



Academics
Activity
Advocacy

Pleasant Valley PTA 3.6.30
Standing Rules
2020-2021

1. The name of this unit shall be Pleasant Valley PTA. The local unit number is 3.6.30. Washington State PTA chartered this unit in November 1976.
2. This PTA serves the children in the Pleasant Valley School community, which includes the residences and businesses in the Pleasant Valley elementary and middle school enrollment area.
3. Pleasant Valley PTA became incorporated on September 24, 1979 (file #D292795) as a non-profit organization in the state of Washington. The treasurer will file an annual corporation report and renewal fee before September 30th.
4. The registered agent for this corporation is Washington State PTA. The Employer Identification Number is located in the legal documents binder in the custody of the Secretary.
5. Pleasant Valley PTA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is PVL-A89-018. The treasurer is responsible for filing the annual registration prior to November 15th.
6. Pleasant Valley PTA received tax-exempt status under section 501 (c) (4) on May 13, 1982. Status changed to 501 (c) (3) on April 17, 1998. A copy of the Letter of Determination is filed in the legal documents binder, which is maintained by the Secretary.
7. The treasurer is responsible for filing the appropriate federal tax return form 990, 990 EZ or 990-N prior to November 15th. The treasurer will provide a copy to the board no later than November 1st. Copies of the current and past years' returns are located in the legal documents binder maintained by the Secretary.
8. The Pleasant Valley PTA has designated the Washington State PTA as its registered agent with the Washington Secretary of the State's office, the Washington Department of Revenue, and the United States Internal Revenue Service.
9. Membership at this PTA shall be open to all people without discrimination. Membership is open to all parents, community members, teachers, staff, grandparents, guardians, students and any other persons that support and encourage the purpose of PTA.
10. The dues of this unit shall be Guilt Free - \$200, Individual- \$12, Student- \$9, Family- \$32 (includes 4 members. Additional members may be added for \$9). These dues include portions payable to the state and national PTAs.

11. The officers of this unit shall be President, Vice-President, Vice-President of Communications, Secretary and Treasurer. Two (2) people may hold elected positions jointly. Each co-position holder shall be entitled to voice and vote at a Board of Directors' meeting.
12. Our PTA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Bylaws.
13. Voting for officers or nominating committee positions may take place at a meeting, by mail, online voting tool, or by electronic transmission. If voting takes place by mail, online voting tool, or electronic transmission, the name of each candidate is to be contained in the notice of the meeting and any vote cast must be received within the time frame identified in the notice of the meeting.
14. Any individual interested in running for PTA President must have held at least one other Executive Committee position for at least one year and must take PTA & the Law.
15. The Board of Directors shall consist of the elected officers (Executive Committee) and the Chairpersons of the Standing Committees. All members of the Board of Directors must be PTA members by no later than September 30. The Standing Committees will be as follows: Grant Writer, Hospitality, Membership, Membership Database, Teacher Rep PVP, Teacher Rep PVM, Volunteer Coordinator, Newsletter. This Board of Directors will meet monthly, on a date and time to be determined by the Board.
16. Adoption of the budget, adoption of standing rules, election of the nominating committee, and election of officers shall take place at general membership meetings. Quorum at all general membership meetings shall be 10 members to conduct business. Meetings shall be held at the direction of the Board of Directors.
17. This PTA shall approve its annual budget in the spring of each year. The Board of Directors may reallocate funds budgeted for one purpose to another purpose by a majority vote.
18. The PTA shall maintain a safe deposit box at the bank where its checking account is maintained. The original copy of any legal documents shall be kept in the safe deposit box. Copies are to be made for the President and Secretary and kept in a legal documents notebook. All elected officers shall have access to the contents of the safe deposit box.
19. A financial review committee, minimum of three (3) members appointed by the President, will review the financial books twice a year. Members of this committee shall not include the Treasurer or any person authorized to sign on the PTA bank accounts for the period that is being reviewed or any individuals living in their households. Financial records must be submitted to the financial review committee by January 31 and July 31.
20. This 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.
21. All but two of the elected Executive Committee members may be authorized signers on the signature card for this unit's bank account.

22. Two persons appointed by the Board of Directors shall print the PTA's monthly bank account statements. Such persons will be appointed by the Board at the beginning of the fiscal year, and shall not be signers on the account. The printed copy shall be signed and dated by these persons. The reviewer shall promptly report any concerns or discrepancies identified in the review to the Executive Committee. If there are no concerns or apparent discrepancies, the reviewer shall provide the bank account statements to the Treasurer.
23. 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 June 15th or they will be considered a donation to the PTA.
24. The process for submitting grant requests is as follows: 1) The requestor will submit grant proposals to the principal for review, 2) The principal will prioritize grant requests and submit them to the Board of Directors and 3) The Board of Directors may approve a grant request for up to \$1000 by a majority vote. Requests exceeding \$1000 must be approved by a vote of the Membership.
25. Should the PTA receive a NSF check, a service fee will be charged to cover any fees imposed by the PTAs bank. If the NSF check or checks are not paid for by June 15th, then the PTA will not accept any checks from this individual in the future.
26. The students of Pleasant Valley Primary and Middle Schools shall be considered honorary members of this PTA without voice, vote or the privilege of holding office. If the student has paid to become a member, they will have a voice and vote but not the privilege of holding office.
27. One or more Golden Acorn, Outstanding Advocate, and Outstanding Educator Awards may be presented annually. A committee appointed by the President shall select the recipient (s). The Board of Directors shall select the number of recipients.
28. The board of directors shall determine the vote of this PTA for the position of Washington State PTA Region Director.
29. The voting delegates to the annual WSPTA convention shall be determined in the following order: Incoming President, Ongoing President, Incoming Vice President, Incoming Secretary, Incoming Treasurer, Incoming Legislative Chair, Ongoing Vice President, Ongoing Secretary, Ongoing Treasurer, Ongoing Legislative Chair. Pleasant Valley PTA will send as many voting delegates and as many visiting delegates to the WSPTA convention as the budgeted amount for convention can sustain.
30. The voting delegate(s) to the WSPTA Legislative Assembly shall be determined in the following order: Legislation chair, President, Vice President, Secretary, Treasurer, or any other delegate as assigned by the Board of Directors. The Board of Directors shall determine the number of delegates to be funded by PTA.
31. Officers will be elected at either the winter or spring general membership meeting, be installed at the spring general membership meeting, and will assume office on July 1st. The unit President or Secretary shall deliver written notice of the place, day and time of the general membership meetings not less than ten (10) nor more than fifty (50) days prior to the date of the annual meeting to each member of the local unit. Their term of office shall be one year.

32. In the event a President is unable to perform their duties, a Vice President will fill the role of President for the remainder of the year. Should any other elected position become vacant, the position can be appointed by the President until officially elected at the next scheduled Membership meeting.
33. Notice of regular meeting shall be made by providing each member with an adopted schedule of the regular meetings at any time after the first Membership meeting of the year and before ten (10) days prior to the next succeeding regular meeting, and at any time requested by a member, or by such other notice as may be prescribed in the standing rules.
34. Special Membership meetings may be called by the president, a majority of the board of directors, or by five (5%) percent of the local unit membership enrolled in the PVPTA membership database. The person calling a special meeting shall provide notification in accordance with state law to all members of the local unit, not less than five (5) nor more than fifty (50) days before the date of the special meeting, stating the place, date, time, and purpose of the special meeting. Upon receipt of a request for special meeting from person(s) authorized to call a special meeting under this section, the PVPTA President shall provide information necessary for the required notice.
35. At the end of a school year, any surplus cash balance beyond the prior year's carry forward balance may be assigned to the future year's budget as defined by the current Mission and Goals Statement.
36. Two elected officers must sign all contracts for PTA sponsored events/fundraisers.
37. Long distance travel (exceeding 25 miles from PV campus) will be reimbursed at the current Federal reimbursement rate.