

# HAWTHORNE ELEMENTARY PTA

## STANDING RULES

Approved *date of membership meeting*

<b>1. Name and Identity</b>	<ul style="list-style-type: none"> <li>The name of this PTA is Hawthorne Elementary, Washington State PTA number: 7.3.15. It was chartered on 10/24/1985. Its National PTA number is 23317.</li> </ul>
<b>2. PTA Purpose and Community</b>	<ul style="list-style-type: none"> <li>This PTA serves the children in the Hawthorne Elementary school community, which includes the residences and businesses in the Hawthorne Elementary school enrollment area.</li> </ul>
<b>3. Incorporation</b>	<ul style="list-style-type: none"> <li>This PTA was incorporated on 10/24/1985 and assigned UBI 601 279 175. The treasurer is responsible for filing the annual corporation report. The registered agent for this corporation is Washington State PTA. The Employer Identification Number (EIN) is kept in the legal documents notebooks in the custody of the PTA president and secretary.</li> </ul>
<b>4. Charitable Solicitations</b>	<ul style="list-style-type: none"> <li>This PTA is registered under the Charitable Solicitations Act, registration number 91-1691921. The treasurer is responsible for filing the annual registration by May 31 to avoid penalties.</li> </ul>
<b>5. Tax-exempt Status</b>	<ul style="list-style-type: none"> <li>This PTA was granted tax exempt status under section 501(c)(3) of the Internal Revenue Code on December 29, 2018. A copy of the letter of determination is filed in the legal documents notebooks maintained by the president and secretary.</li> </ul>
<b>6. IRS Filing</b>	<ul style="list-style-type: none"> <li>The treasurer is responsible for filing the appropriate federal informational return prior to November 15 and providing a copy to the board of directors no later than November 1. Copies of the current and past years' returns are kept in the legal documents notebooks maintained by the president and secretary.</li> </ul>
<b>7. Registered Agent</b>	<ul style="list-style-type: none"> <li>This PTA has designated Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the Internal Revenue Service. Copies of the signed documents making such designation are available in the legal documents notebooks maintained by the president and secretary.</li> </ul>
<b>8. Standards of Affiliation</b>	<ul style="list-style-type: none"> <li>Per the Washington State PTA Uniform Bylaws, we will annually complete the Washington State PTA Standards of Affiliation agreement in its entirety, and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.</li> </ul>
<b>9. Membership</b>	<ul style="list-style-type: none"> <li>Membership in Hawthorne PTA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members, and any other persons that support and encourage the purposes of PTA.</li> </ul>
<b>10. Membership Dues and Council Fees</b>	<ul style="list-style-type: none"> <li>The dues for Hawthorne PTA shall not exceed \$10 dollars per individual adult membership. All paid members have a voice and vote at Hawthorne PTA membership meetings.</li> </ul>
<b>11. Membership Meetings and Quorum</b>	<ul style="list-style-type: none"> <li>Adoption of the budget, adoption of standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at membership meetings. There shall be an annual meeting of the members to be held at a time and place decided on by the board of directors for the purpose of conducting business. Each member will receive written notice of the place, date, and time of the meetings not less than ten nor more than fifty days prior to the date of the meeting. Meeting notice will be given on the PTA website. At least 10 members must be present to conduct business.</li> </ul>
<b>12. Board of Director Meetings</b>	<ul style="list-style-type: none"> <li>Meeting dates and times shall be set by the executive committee. Each board member shall receive written notice of the place, date, and time of the meetings not less than ten nor more than fifty days prior to the date of the meeting. Quorum for meetings is a majority of the sitting board.</li> </ul>

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<b>13. Elected Officers, Co-officer and training requirements</b>	<ul style="list-style-type: none"> <li>The elected officers of this PTA shall be president, vice president, secretary, and treasurer.</li> <li>Any elected position may be held jointly by two people. Each co-position holder shall be entitled to voice and vote at the board of directors meeting. In the event of co-treasurers, one of the treasurers may not be a signer on the bank account.</li> <li>This PTA will ensure that each executive committee member attends a minimum of one WSPTA-approved training during the fiscal year. At least one member of the executive committee will attend PTA and the Law during the fiscal year.</li> </ul>
<b>14. Board of Directors</b>	<ul style="list-style-type: none"> <li>The board of directors of this PTA shall consist of the elected officers and the chairs of the following standing committees: Nomination Committee and Financial Review Committee. The board of directors will meet monthly, on a date and time to be determined by the board.</li> </ul>
<b>15. Officer Election Process</b>	<ul style="list-style-type: none"> <li>Voting for officers or nominating committee may take place at a meeting, by mail, or by electronic transmission. If voting takes place by mail or electronic transmission, the name of each candidate is to be contained in the notice of the meeting and the vote cast must be received within the timeframe identified in the notice of the meeting.</li> </ul>
<b>16. Committees</b>	<ul style="list-style-type: none"> <li>Committees shall be established by the executive committee and committee chairpersons shall be appointed by the board of directors. All committee chairpersons must be current members of this PTA.</li> </ul>
<b>17. Awards</b>	<ul style="list-style-type: none"> <li>Golden Acorn, Outstanding Advocate, and Outstanding Educator Award(s) may be awarded annually. The President appoints the awards committee, per <i>WSPTA Uniform Bylaws</i>. The awards committee will determine the number of recipients and whether other awards will be considered on an annual basis, based on the yearly awards budget.</li> </ul>
<b>18. Budget</b>	<ul style="list-style-type: none"> <li>This PTA shall approve an annual operating budget in the spring of each year. The board of directors has the authority to reallocate up to \$ 300.00 budgeted for one purpose to another purpose.</li> </ul>
<b>19. Legal Documents</b>	<ul style="list-style-type: none"> <li>The PTA shall maintain a safe deposit box at the bank where its checking is maintained. The original copy of any legal document shall be kept in the safe deposit box. Copies are to be made for the president and secretary and kept in legal document notebooks. All elected officers shall have access to the contents of the safe deposit box.</li> </ul>
<b>20. Financial Review</b>	<ul style="list-style-type: none"> <li>A financial review committee with a minimum of three members appointed by the president will review the financial records of this PTA 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. The report of the committee will be presented at the regularly scheduled membership meeting immediately following the review.</li> </ul>
<b>21. Bank Account</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>

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<b>22. Bank Account Signers</b>	<ul style="list-style-type: none"> <li>The board of directors shall determine which officers shall have signing authority on the PTA bank account.</li> <li>A maximum of three Executive Committee members may be signers on the bank signature card, as determined by the board of directors. In the event of co-Treasurers, one will be a signer on the account and the other will have access to online banking for review. If there is one Treasurer, a board member that is not a signer may be assigned to do the online banking review. No authorized signer will sign a check to her or himself. All PTA checks must be signed by two authorized signers.</li> </ul>
<b>23. Bank Statements</b>	<ul style="list-style-type: none"> <li>The PTA's monthly bank account statements shall be provided unopened to a person appointed by the board of directors. This person will be appointed by the board at the beginning of the fiscal year and shall not be a signer on the account. The reviewer shall promptly report to the executive committee any concerns or discrepancies identified in the review. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer.</li> </ul>
<b>24. Reimbursements</b>	<ul style="list-style-type: none"> <li>All reimbursement requests shall include a receipt and should be submitted to the treasurer within 60 days of expenditure. Any requests for reimbursement not submitted prior to the date determined by the treasurer prior to the end of the school year, will be considered a donation to the general fund of this PTA.</li> </ul>
<b>25. NSF Checks</b>	<ul style="list-style-type: none"> <li>Should the PTA receive an NSF check, a service fee in the amount of \$ 0.00 will be charged, in addition to any fees imposed by the PTA's bank. If the NSF check is not paid by June 1; the PTA will not accept any checks from this individual in the future. If more than two checks are received from the same individual during the fiscal year, the PTA will not accept further checks from the individual responsible.</li> </ul>
<b>26. Gambling Activities</b>	<ul style="list-style-type: none"> <li>Students of Hawthorne Elementary shall be considered honorary members of Hawthorne Elementary PTA without voice, vote, or the privilege of holding office, to participate in gambling activities.</li> </ul>
<b>27. Voting Delegates</b>	<ul style="list-style-type: none"> <li>This PTA will send as many voting delegates to the WSPTA convention as the budgeted amount for convention can support. All delegates for the WSPTA convention shall be selected by the board of directors. Registration and hotel shall be paid by Hawthorne Elementary PTA. Persons attending convention paid for by the PTA will submit to the board of directors a summary of classes and general sessions attended.</li> <li>This PTA will send as many voting delegates to the WSPTA Legislative Assembly as the budgeted amount for legislative assembly can support. Registration, hotel, and fees for included meals shall be paid by Hawthorne Elementary PTA. The legislative chair for Hawthorne Elementary PTA will be one of the voting delegates representing the PTA at the legislative assembly; the rest of the voting delegates will be determined by the board of directors. Individuals attending the assembly paid for by Hawthorne Elementary PTA will submit to the board a report about WSPTA Legislative Assembly.</li> </ul>
<b>28. Voice and Vote</b>	<ul style="list-style-type: none"> <li>Voice and vote at Hawthorne Elementary PTA board of directors' meetings shall be limited to elected board members and standing chairs, unless an individual is recognized and granted voice by the meeting chair.</li> </ul>
<b>29. Term Limits</b>	<ul style="list-style-type: none"> <li>Committee chairs shall be appointed annually for a one-year term.</li> </ul>
<b>30. Policy Review</b>	<ul style="list-style-type: none"> <li>This PTA shall maintain policies for money handling, online banking, and after-school classes. These policies shall be reviewed and approved yearly by the board of directors. These policies shall reside with the secretary.</li> </ul>

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<b>31. Student Council</b>	<ul style="list-style-type: none"><li>This PTA may collaborate with non-PTA organizations (including but not limited to ASB and booster clubs). The PTA will handle only PTA funds and will have in place a signed contract with the other organization to clearly establish whether it is a PTA activity or the other organization's activity.</li></ul>
<b>32. Code of Conduct and Social Media Use</b>	<ul style="list-style-type: none"><li>This PTA follows a code of conduct and adheres to the Hawthorne Elementary School District's Volunteer Handbook policies.</li><li>Members of Hawthorne Elementary PTA shall not use their own personal social media platforms to cyberbully, insult, embarrass, target, or post threats of physical or verbal abuse towards any individuals, including school board officials, school administrators, teachers, PTA members, volunteers, or other individuals that are associated with Hawthorne Elementary School.</li><li>Hawthorne Elementary PTA shall have a social media policy which shall be reviewed yearly by the board of directors.</li></ul>
<b>33. Standing Rules</b>	<ul style="list-style-type: none"><li>The standing rules of Hawthorne Elementary PTA shall be adopted annually by majority vote at the first membership meeting of the school year. The standing rules may be amended at a membership meeting by majority vote if previous notice of the meeting was given. If no previous notice was given, then a two-thirds (2/3) vote is required.</li></ul>