

MLK Dreamkeepers PTA Standing Rules



Approved [\[click or tap to enter the date of membership meeting.\]](#)

1. Name and Identity

The name of this PTA is [\[enter legal name of PTA, Washington State PTA number\]](#). It was chartered on [\[click or tap to enter date of charter\]](#). Its National PTA number is [\[click or tap here to enter National PTA number\]](#).

2. PTA Purpose and Community

This PTA serves the children in the Martin Luther King Jr. Elementary school community, which includes the residences and businesses in the Martin Luther King Jr. Elementary school enrollment area.

3. IRS Filing

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 December 1. Copies of the current and past years' returns are kept in the legal document notebooks maintained by the secretary.

4. Registered Agent

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 document notebooks maintained by the secretary.

5. Standards of Affiliation

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.

6. Membership

Membership in MLK Dreamkeepers 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.

7. Membership Dues and Council Fees

The dues for MLK Dreamkeepers PTA shall not exceed \$20 per individual adult membership. All paid members have a voice and vote at MLK Dreamkeepers PTA membership meetings.

8. Membership Meetings and Quorum

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.

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A calendar of membership meetings adequate to accomplish the business of the association shall be determined by the board of directors.

Each member will receive 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. A quorum of at least 10 members must be present to conduct business.

9. Board of Director Meetings

The executive committee shall set a calendar of regular board meeting dates and times. Special meetings of the board of directors may be called by the president or upon written request of the majority of members of the board of directors. Notification of place, date, time, and purpose of the meeting shall be delivered to each member of the board of directors via email at least five days prior to the special meeting. Quorum for board meetings is a majority of the sitting board.

Voice and vote at name 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.

10. Elected officers, co-officers, standards of affiliation, and training requirements

The elected officers of this PTA shall be: President, Vice President, Secretary and Treasurer.

Any elected position may be held jointly by two people. Each co-position holder shall be entitled to voice and vote at a board of directors' meeting. In the event of co-treasurers, one of the treasurers may not be a signer on the bank account.

This PTA will review the WSPTA Standards of Affiliation yearly. The Secretary is responsible for filing required documentation.

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.

11. Board of Directors

The board of directors of this PTA shall consist of the elected officers.

12. Officer election process

Voting for officers or nominating committee may take place at a meeting, or in the event of a formidable challenge, may take place by mail or by electronic transmission. If elections take place by mail or electronic transmission the MLK Dreamkeepers PTA election policy and procedure will be followed.

13. Committees

The executive committee shall establish committees. Committee chairpersons shall be appointed by the president and approved by the executive committee for a term of one year. All committee chairpersons must be current members of this PTA.

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Committee chairs shall be appointed annually for a one-year term.

A committee chair may be removed from their position by a vote of the board of directors.

14. Budget and Monthly Financial Reports

This PTA shall approve its annual operating budget in the spring of each year. The board of directors has authority to reallocate any funds budgeted for one purpose for another purpose by a two-thirds vote.

The treasurer will submit a monthly financial report to the board of directors.

15. Legal Documents

The PTA shall maintain two notebook containing all legal documents. 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 notebook.

16. Financial Review

The PTA is required to conduct financial reviews of its books in January and July of each year. The financial review report will be presented at the next following membership meeting.

17. Bank Account

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.

18. Bank Account Signers

The board of directors shall determine which officers shall have signing authority on the PTA bank account. The board President and Treasurer shall have signing authority on the PTA bank account. 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, another board member that is not a signer may be assigned to do the online banking review.

19. Independent Review of Bank Statements

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.

20. Payments and Reimbursements

All payment and reimbursement requests shall include an invoice or 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.

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No authorized signer will sign a check to her or himself. Two authorized signers must sign all PTA checks.

21. NSF Checks

Should the PTA receive an NSF check, a service fee in the amount of \$25 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 NSF checks are received from the same individual during the fiscal year, the PTA will not accept further checks from the individual responsible.

22. Gambling Activities

Students of Martin Luther King Jr. Elementary school shall be considered honorary members of name PTA without voice, vote, or the privilege of holding office, to participate in gambling activities.

Note: This clause is different than student membership (see #10) and is necessary to conduct any gaming activities where students will be involved.

23. Voting Delegates

This PTA may send as many voting delegates to the WSPTA Convention as allowed by the *WSPTA Uniform Bylaws*. All delegates shall be selected by the President.

This PTA may send as many voting delegates to the WSPTA Legislative Assembly as allowed by the *WSPTA Uniform Bylaws*. All delegates shall be selected by the President.

24. Collaboration with Other Organizations

This PTA may collaborate with non-PTA organizations. 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.

25. Standing Rules

The standing rules of this 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.