

**Parkwood PTA
Standing Rules
2020-2021**

1. The name of this PTA local unit is Parkwood PTA, Inc. 6.12.55.
2. This PTA serves the children in the community that includes the residences and businesses in the Parkwood Elementary School enrollment area.
3. This PTA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 1139376. The Treasurer is responsible for filing the annual registration.
4. This PTA was incorporated as a non-profit corporation on March 11, 1980. It was assigned corporation number 2-297558-5. The Treasurer is responsible for filing the annual corporation report. The registered agent for this corporation is the Washington State PTA.
5. This PTA's Federal Employer Identification Number is located in the legal documents maintained by the Secretary.
6. This PTA was granted tax-exempt status under Section 501(c)(3) on December 20, 1999.
7. The Treasurer is responsible for filing IRS Form 990 if that filing is required.
8. The membership service fees for Parkwood PTA shall be fifteen dollars (\$15.00) per person or twenty five dollars (\$25.00) per family.
9. Non-voting memberships will be offered to local businesses.
10. The students of Parkwood Elementary shall be considered honorary members of this unit without voice, vote or privilege of holding office.
11. The elected officers of this PTA shall be the President(s), Vice President(s), Secretary(s), and Treasurer. These elected officers shall constitute the Executive Committee.
12. Any elected position other than Treasurer may be held by multiple people. Each co-position holder shall be entitled to voice and vote at a Board of Directors meeting.
13. This PTA's annual meeting will be held in the spring, but before June 30 for the purpose of electing the officers for the following year. (See Article XII, Section 1(a) of the Bylaws.)
14. The Board of Directors of Parkwood PTA shall consist of the elected officers, Principal(s), Teacher Representative(s), and the Chairperson(s) of Membership, Performing Arts, Classroom Communities, Participation, Fundraising and Enrichment committees. All members of the Board of Directors must be members of the PTA organization. The Principal(s) is a nonvoting member of the Board of Directors.
15. The General Membership meetings of this unit shall be held in Fall (to adopt the annual budget and approve the Standing Rules), Winter (to approve the nominating committee and review the budget) and Spring (to install officers and vote on interim budget).
16. Parkwood PTA Board of Directors will meet every month or every other month throughout the fiscal year (from July through June). Quorum at these meetings shall be the majority of the Board of Directors.
17. This PTA shall keep at least two (2) copies of its legal documents in separate locations: one with the Treasurer and one with the Secretary. The Treasurer will be responsible for maintaining the original copies and providing updated copies to the Secretary.

18. The annual budget shall be prepared by the Treasurer and Executive Committee and presented to the membership at the first general meeting of the year. The financial records shall be audited at the close of each PTA year by a committee appointed by the President. An interim budget shall be approved at the close of each PTA year and will be in effect until the new year's budget can be approved in September.
19. Allocations within approved budget lines for \$500 or less may be authorized by two (2) Board members no more than two times outside of Board meetings. Board approvals shall be documented in the minutes of the next regularly scheduled Board meeting.
20. The signatures of the Treasurer and either the President(s) or Board Members, as approved by the membership, shall be on the authorized signature card for this PTA's bank account.
21. One or more Golden Acorn Award(s) shall be presented annually to an outstanding volunteer(s). A committee appointed by the President(s) shall select the recipient(s). The Board of Directors shall determine the number of recipients.
22. Voting delegates to the Shoreline PTA/PTSA Council shall be the President and three (3) authorized delegates of this unit, two (2) of whom may be represented by alternates. (See Article V, Section 6(d) of the Bylaws.)
23. The vote of this PTA for the position of Washington State Region Director shall be determined by the Board of Directors.
24. The voting delegate to the annual State PTA convention shall be chosen by the Executive Committee upon election of the new officers. (See Article XIII, Section 2(b) of the Bylaws.)
25. The Board shall designate a voting delegate to the Legislative Assembly.
26. The Standing Rules shall be adopted annually by a majority vote at the first general membership meeting of the year.
27. The Standing Rules may be amended by a quorum at any regular general membership meeting. The quorum for general membership meetings shall be ten (10). (See Article XII, Section 1(c) of the Bylaws.)
28. In the event that voting cannot be accomplished at an in-person membership meeting, the Parkwood Elementary PTA shall allow for voting to take place via electronic methods as defined in our E-Voting Policy.
29. Parliamentary authority shall be "Robert's Rules of Order Newly Revised."