

DOROTHY FOX PTA

MISSION/STANDING RULES

2023/2024

Vision:

Build Our School Community

Mission:

Dorothy Fox PTA is a dynamic organization of parents and teachers committed to making our school exceptional

We Endeavor To:

Create, staff, and fund fun events that connect school families

Support school administration and teacher's goals

Clearly establish standing rules of operation

Effectively train and support volunteers

Create communications that work

Mission Statement:

Dorothy Fox PTA is a group of parents, teachers, staff, and community members who want the best for students at Dorothy Fox Elementary School. We are dedicated to enriching students' education and experiences through many different methods including curriculum enhancements, special programs, arts, fun family events, and helping to support our dedicated teachers and staff.

We also provide different opportunities for volunteering and lending support because we know that when parents, school staff, and the community work together, the students win and excel.

THE STANDING RULES OF DOROTHY FOX PTA

Local Unit 3.6.9

2023-2024

Approved in general PTA meeting on _5/18/2023

1. The name of this local unit #3.6.9 shall be Dorothy Fox Parent Teacher Association (PTA). It was chartered by the Washington State PTA on August 28, 1995.
2. The Dorothy Fox PTA serves the children and families of Dorothy Fox Elementary in Camas, Washington.
3. **BYLAWS:**
The current Bylaws of the Washington Congress of PTA's shall govern this PTA in all matters to which they pertain.
4. **STANDING RULES:**
The Board of Directors shall review and present the general membership with the standing rules for approval

prior to May 31st each year.

5. CORPORATE STATUS:

The registered agent for this PTA is: Washington State PTA. This PTA is tax exempt under section IRS 501(c)(3)

6. LEGAL DOCUMENTS:

The Dorothy Fox PTA will keep a copy of its legal documents with the President(s), Secretary(ies), and Treasurer(s).

The original copies will be kept secured and monitored by the Dorothy Fox PTA executive board.

The Treasurer(s) shall be responsible for maintaining the original copies and providing updated copies to the President(s).

The Secretary(ies) shall keep a copy of the minutes in the PTA Minutes Folder, which shall be kept on the Dorothy Fox PTA Google Drive.

Documents will be retained in accordance with the Washington State PTA's Documents Retention Schedule published in the WSPTA Policy Manual.

The Dorothy Fox PTA will follow the Washington State PTA's *Money Matters* in conjunction with Washington State PTA's publications: *PTA and the Law* and the Washington State PTA *Uniform Bylaws*.

Per the Washington State PTA Uniforms Bylaws, we will annually review, complete, sign, and submit the WSPTA Standards of Affiliation Agreement by the required deadline.

The/A President(s) must be the primary signer for this PTA.

In addition to the President, one elected officer must sign legal documents.

No signer will sign a check written to him or her.

7. BANK SIGNATURE CARDS:

The signatures of the President(s), only one Treasurer, and at least one additional elected officer, for a total of 4, should be on this PTA's authorization card.

The bank accounts (checking/savings/safe deposit box) for Dorothy Fox PTA are located at Riverview Community Bank.

New signature cards should be signed for all accounts after July 1st of each year.

8. MEMBERSHIP:

The individual membership fees for the Dorothy Fox PTA shall be decided by the Board of Directors but shall be no more than \$2.00 in addition to the state and national membership fee amount collected.

Membership fees for an individual member shall cover membership for 1 school year and extend until October 31st of the ensuing year.

Student members are entitled to voice and vote; however, students under the age of 18 are not allowed to hold elected office within the PTA.

9. NOMINATING COMMITTEE:

The Nominating Committee will be nominated by the general membership and elected at the next membership meeting, if possible, otherwise the elected officers can nominate and elect.

Nominating Committee members must be PTA members in good standing for at least 30 days prior to the formation of the committee.

The Nominating Committee must be in place at least 30 days prior to a scheduled election.

Nominating Committee members may not serve more than two consecutive years.

The Nominating Committee members shall select a Chairperson from within their committee.

Neither President nor Principal may be part of the Nominating Committee, nor should they seek to influence the Nominating Committee in any way.

The Nominating Committee must adhere to the guidelines set forth by the WSPTA Nominating Committee Leadership Packet.

10. ELECTED OFFICERS:

Any elected position may be held jointly by two persons.

If the position of Treasurer is held jointly, only one officer will be a signer on the bank accounts.

Any person elected must be a Dorothy Fox PTA member.

Members of the new cabinet shall serve a minimum term of one year.

Elected officers must each attend one PTA leadership or training workshop given by the Washington State PTA.

At least one elected officer must attend PTA & the Law and the Washington State PTA *Money Matters* training.

If a motion to remove an elected officer is made and seconded during a general membership meeting, the maker of the motion shall be allowed to present his or her arguments in favor of the motion and the motion shall be immediately tabled until the next general membership meeting.

If the next general membership meeting is more than 30 days from date of the motion, then a special general membership meeting shall be held within 30 days of the motion.

In the event that an elected office is vacant a special election shall be held within 30 days to fill the vacant office.

11. EXECUTIVE COMMITTEE:

The Executive Committee of this PTA shall consist of President, Vice President, Secretary, and Treasurer.

It is recommended that Executive Committee members may serve in their position for no more than two consecutive years.

Each co-position holder shall be entitled to a voice at any Executive Committee meeting.

For the purposes of making decisions, if a position is held jointly, and both co-officers are present, they are each entitled to one vote.

If a position is held jointly, and only one co-officer is present, that officer is entitled to one vote.

12. CHAIRPEOPLE:

All Chairpersons will be appointed by the current PTA President with the exception of the chair of the Nominating Committee.

All Chairpersons must be a Dorothy Fox PTA member.

It is recommended that Chairpersons may serve in their position for no more than two consecutive years unless no other member is willing to serve in the chair position.

It is the Chairperson's responsibility to ensure that any individual handling money during a PTA sponsored event is a current PTA member.

Chairpersons must submit an event plan prior to events to the board for approval. All flyers or promotional material should be submitted to the/a PTA President(s) and school principal prior to distributing. Flyers must contain chair contact email or the general PTA email.

Event Plans are to include: an outline of the event, procedures, supplier names and contracts, and budget.

At the conclusion of events all event materials and equipment are to be organized, cleaned/repaired, and stored for future use.

A complete summary, complete with final expense and budget report, and event details must be turned in to the Board upon the completion of the event or school year.

It is recommended that at least 2 co-chairs, or a committee, be in place for each chair position (for events or programs).

13. BOARD OF DIRECTORS:

The Board of Directors of this PTA shall consist of the elected officers and no more than five chairpersons as appointed by the President.

Any Chairperson without a suitable appointment shall remain vacant.

All Board members must be PTA members.

For the purposes of making decisions, each elected position and chairperson is entitled to one vote.

If a position is held jointly, and both position holders are present, they are each entitled to one half (1/2) vote.

If a position is held jointly, and only one position holder is present, that individual is entitled to one vote.

The PTA Board of Directors will meet once a month or at the call of the President.

14. MEETINGS:

There is to be a minimum of 4 general membership meetings each school year.

The purpose of these meetings is to conduct business of the PTA, including, but not limited to: adopt the budget, elect the nomination committee, elect officers, and approve the standing rules.

Additional meetings shall be held at the discretion of the Board of Directors.

The Board of Directors will make available to the membership activities of the PTA including a Treasury report consisting of 1) Year-To-Date Report, 2) Monthly Report, 3) Reconciliation Report for checking, savings, and cash-on-hand.

Any person is permitted to place proposals on the agenda after consultation with the President to determine appropriateness in fulfilling the PTA mission.

Any person with current annual dues paid are considered members and eligible to vote at all general membership meetings.

The President may also call an emergency meeting of the Executive Committee to be held in closed or open session, as needed.

In the event that an in-person meeting cannot be conducted, a virtual meeting via conference call or video conferencing is allowed.

15. QUORUMS:

A general membership quorum is a minimum of 10 PTA members per WSPTA Uniform Bylaws.

A Board of Directors and an Executive Committee quorum is a majority of those currently serving on the Board (50% plus one).

All motions to remove an elected officer from office requires 2/3 vote of members present.

16. ELECTIONS:

Voting for board members/officers and the 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, election policy and procedures will be followed as outlined in the Washington State PTA electronic voting guidelines.

17. BUDGET:

The Budget Committee shall be made up of chairpersons, general members and chaired by the treasurer.

The Budget Committee shall submit a budget to be presented to the President by May 1.

The annual budget shall be submitted to the general membership for approval.

The budget may be amended (i.e., changed, or reallocated) by the general membership on advice by the Board of Directors.

The Board of Directors may approve changes to the names of budget items that clarify by category but do not significantly alter their nature, without requiring membership approval.

The Board of Directors may authorize funds up to \$500.00 per expense category without membership approval. However, the general membership must be informed of all authorizations at the general meeting following the authorization.

In-kind donations (i.e., Scholastic Dollars®) shall be reported to the Executive Committee to be allocated at their discretion.

The PTA must end each fiscal year with a minimum bank balance of \$3,500.

18. RETURNED CHECKS:

If a check is returned to the PTA for non-sufficient funds, the Treasurer shall send a letter to the issuer requesting reimbursement of any bank fees caused by the return.

If the check was written for a service, the letter shall also request re-payment for the service; checks returned for donations in which no goods or services were exchanged shall not request repayment.

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.

19. PAYMENTS AND REIMBURSEMENTS:

All payment and reimbursement requests shall include a reimbursement submission form and an invoice or a receipt and should be submitted to the treasurer within 60 days of expenditure. Purchases made during the summer will have 90 days from the first day of the school year to turn in reimbursement submission forms with receipts.

Any requests for reimbursement not submitted prior to the date determined by the treasurer prior to the end of the school year may be considered a donation to the general fund of this PTA.

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

20. FINANCIAL REVIEW:

An annual review of the financial activities of the PTA is required by the WSPTA Uniform Bylaws at the end of the fiscal year, June 30th.

Dorothy Fox PTA will also conduct a mid-year financial review to be completed by February 28th for the period of July-January. Individuals that were signers on the account for the time period that is being reviewed may not serve on this committee.

All signers on the account must be available to answer questions that may arise during the review.

21. GAMBLING ACTIVITIES:

Under Washington law, activities such as bingo, raffles, or carnivals are considered gambling, and must be conducted in strict compliance with detailed rules. Certain activities by nonprofit organizations are allowed only if all participants are members of the organization.

Students of Dorothy Fox Elementary School shall be considered honorary members of Dorothy Fox PTA without voice, vote, or the privilege of holding office, to fully participate in gambling activities. Note: This clause is different than student membership (see #8) and is necessary to conduct any gaming activities where students will be involved.

22. USE OF PTA SPONSORED MEDIA:

Content placed on a website maintained by the Dorothy Fox PTA, or distributed through PTA sponsored resources (i.e., Fox Newsletter, weekly emails, social media, and printed material) shall be directly related to Dorothy Fox PTA, Dorothy Fox Elementary School, Camas Community Ed, Camas Education Foundation, or otherwise approved by the President or General Membership.

Extraneous information not directly associated with the aforementioned parties may be distributed only after approval by the general membership.

Content placed on a website maintained by the Dorothy Fox PTA, or distributed through PTA sponsored

resources (i.e., Fox Newsletter, weekly emails, social media, printed material) cannot be used to promote individual businesses, their services, or goods unless the PTA provides the opportunity for all business to participate, such as a PTA fundraising auction or similar event and promotion is a result of a direct donation or participation in such events.

Political communications directly impacting Dorothy Fox Elementary may be distributed only if informational in nature.

Communication intended to guide or persuade decision making may not be distributed unless approved by the general membership.

23. USE OF PTA LOGOS/GRAPHICS:

Dorothy Fox Elementary School and PTA logos are to be used directly by the PTA and school only. Businesses and individuals may not use these images on their products or other means. This includes, but is not limited to, items for craft fairs, Etsy shops, resale items, promotion, fundraising, etc. Any images created for Fox PTA become part of the PTA property. Logos/graphics may include, but are not limited to, images used for Fox Spirit Gear, Fox PTA Website, and event promotion.

24. FUNDRAISING

All fundraisers shall be approved by the PTA Executive Committee and will be assessed each year. Fundraisers will be chosen and conducted to raise funds for PTA to use towards enriching students' education and experiences and also supporting teachers and staff. Dorothy Fox PTA may partner with vendors and businesses strictly for fundraising event purposes. Dorothy Fox PTA strives to achieve fairness to all, due to the large number of requests received annually, the PTA does not typically enter into fundraising projects with multi-level-marketing consultants/salespersons.

25. POLITICAL ENDORSEMENT:

This PTA shall in no way endorse a candidate for public office. If a candidate for any political office is allowed to participate in a PTA sponsored event, equal opportunity must be provided for competing candidates.