

**Article I. Name –**

The name of this PTA local unit shall be Sunnycrest Elementary PTA. Our unit number is 7.6.42. Sunnycrest PTA was chartered by the Washington State PTA on April 27, 1993. Its National PTA local unit number is 00031467.

**Article II. Service Area –**

1. The mission of the Sunnycrest PTA is to support the education and well-being of Sunnycrest Elementary children by encouraging family, school, and community involvement.
2. This PTA serves the families in the Sunnycrest Elementary school community, which includes the residences and businesses in the Sunnycrest Elementary school enrollment area.

**Article III. Corporate Status –**

This local unit was incorporated May 25, 1993 and assigned the UBI# 601 471 875. The Treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA.

**Article IV. Charitable Solicitations Act –**

The PTA is registered with the Secretary of State under the Charitable Solicitations Act, registration number 4638. The treasurer is responsible for filing the annual registration, or using the optional registration process, by May 25<sup>th</sup> to avoid penalties.

**Article V. Tax Exempt Status –**

1. Sunnycrest PTA is a non-profit organization and was granted tax-exempt status under section 501 (c)(3) of the Internal Revenue Code on September 12, 1993. The PTA's EIN and a copy of the Letter of Determination can be found in the PTA's legal documents binder maintained by the president.
2. The Treasurer is responsible for filing the appropriate Federal tax return 990, Form 990 EZ, or Form 990-N (for the fiscal year July 1 to June 30<sup>th</sup>) prior to November 15<sup>th</sup>. A copy should be provided to the Board of Directors no later than November 1<sup>st</sup>. Copies of the current and past years' returns can be found in the PTA's legal documents binder maintained by the President.

**Article VI. Registered Agent –**

The Sunnycrest PTA has designated the Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the United States Internal Revenue Service. Copies of signed documents making such designations can be found in the PTA's legal documents binder maintained by the president.

**Article VII. WSPTA Standards of Affiliation –**

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

**Article VIII. Membership –**

1. Membership at the Sunnycrest PTA shall be open to all people without discrimination. It is open to any and all persons that support and encourage the purpose of Sunnycrest PTA.
2. The students of Sunnycrest Elementary School shall be considered honorary members of this PTA without voice, vote, or privilege to hold office.
3. The membership service fee of the Sunnycrest PTA shall not exceed fourteen dollars (\$14.00) per individual, twenty dollars (\$20.00) per couple, and twenty-five dollars (\$25.00) per business/other organization representative.
4. All paid members of Sunnycrest PTA shall have a voice and a vote at Sunnycrest PTA general membership meetings.

**Article IX. Executive Committee and Election of Officers –**

1. The Executive Committee of this organization shall consist of the following elected officers: president, vice president, secretary and treasurer.
2. Any elected position, with the exception of the treasurer, may be held by up to three (3) people. Each co-position holder shall be entitled to voice and vote at all Executive Committee and Board of Directors' meetings.
3. The vice president(s) of Sunnycrest PTA shall be the Membership Chairperson and the Volunteer Coordinator.
4. Sunnycrest PTA will comply with the training requirements necessary to remain in good standing, as specified by the current WSPTA Uniform Bylaws.
5. A nominating committee of at least three (3) not to exceed five (5) members shall be established by the president for the purpose of identifying Executive Committee candidates. This committee must submit a written report to the president and general membership fifteen (15) days prior to the elections meeting in written form.
6. Officers shall be elected at a general membership meeting prior to April 30<sup>th</sup>. The new officers shall assume office on July 1<sup>st</sup>. Officers are elected by majority ballot vote. Voting may be by voice vote if only one (1) candidate is nominated for an office.
7. An Executive Office shall be declared vacant if an elected officer is absent from three Board meetings, unless excused by the president. If the position of president becomes vacant then the vice president will hold office until the president can be replaced.
8. All outgoing Executive Officers are required to go over materials and duties with incoming Executive Officers.

**Article X.** The Board of Directors –

1. The Board of Directors of the Sunnycrest PTA shall consist of elected officers and chairs of the committees created by the elected officers and membership.
2. This PTA's Board of Directors will meet on a date and time to be determined by the Board.
3. All members of the Board of Directors must be paid members of the PTA.

**Article XI.** General Membership Meetings –

1. There shall be a minimum three (3) general membership meetings per year. Meeting dates and times shall be set by the Executive Committee and announced by special notice within 10 days prior to date of the meeting.
2. Meetings must be held to adopt the annual budget, approve the standing rules, approve the results of the financial review, elect a nominating committee, and elect officers.
3. A legal quorum shall be met at a general membership meeting if there are ten (10) PTA members present. Members may participate in membership meetings via speaker phone with the consent of all members present at the meeting.

**Article XII.** Budget –

1. This PTA shall approve its annual operating budget in May/June of each year.
2. A review of the budget shall be conducted by the Budget Committee. The Sunnycrest PTA Budget Committee shall consist of all outgoing and incoming Executive Committee members and is chaired by the current treasurer.
3. The Board of Directors may reallocate funds, not to exceed the amount of five hundred dollars (\$500.00), budgeted for one purpose to another purpose by a majority vote.
4. Reallocation of any amount exceeding five hundred dollars (\$500.00) must be approved by general membership vote.

**Article XIII.** Legal Documents –

This PTA shall keep at least two (2) copies of its legal documents in two (2) separate locations. One location being a legal documents binder maintained by the president and the second being a legal documents binder maintained by the treasurer.

**Article XIV. Financial Review –**

1. This PTA shall conduct at least, the required financial review of its books at the close of the fiscal year.
2. A financial review committee, minimum of three (3) members appointed by the president, will conduct this audit. Members of this committee shall not include the treasurer or any person authorized to sign on the PTA bank account(s) for the time period that is being reviewed.

**Article XV. Bank accounts and Signature Cards –**

1. The signatures of the president, vice president, and treasurer shall be on the authorized signature card for the PTA bank account(s).
2. In the event of co-officers, a maximum of four (4) signatures shall be placed on the account. The Treasurer shall be authorized with the remaining three (3) signatures to be determined by the Board of Directors.
3. Any Sunnycrest PTA bank account shall require the signatures of two (2) officers, with signing authority, to make withdrawals from the account.
4. This PTA's monthly bank statements shall be provided, unopened, to a person appointed by the Board of Directors. Such person will be appointed at the beginning of the fiscal year, and shall not be a signer on the account. The reviewer shall promptly report discrepancies or concerns identified in the monthly statement review to the Executive Committee. If there are no concerns, the reviewer shall initial and date the statements and provide them to the Treasurer.

**Article XVI. PTA Finances –**

1. Reimbursements: All reimbursement requests for authorized expense must include a receipt and be submitted to the Treasurer within sixty (60) days of purchase. All requests for reimbursement must be received by the last day of the school year or they will be considered a donation to the PTA.
2. NSF Checks: In the event of an NSF check, any fees incurred by Sunnycrest PTA will be the responsibility of the check writer.

**Article XVII. Gambling Activities –**

Students of Sunnycrest Elementary shall be considered honorary members of the PTA without voice, vote, or privilege of holding office in order to participate in gaming activities such as bingo, raffles, etc.

**Article XVIII. The Golden Acorn Award**

1. The Golden Acorn Award shall be presented annually to an outstanding volunteer, or volunteers, recognizing exceptional service to children in the Sunnycrest community.
2. The recipient(s) shall be selected from among nominations sent in from the Sunnycrest community.
3. Article XIX. Outstanding Educator Award The same person can receive it more than once if the general membership agrees by a majority vote.

**Article XIX. Outstanding Educator Award**

1. An Outstanding Educator Award may be presented annually to an outstanding Teacher or Educator within Sunnycrest Elementary.
2. The recipient(s) shall be selected from among nominations sent in from the Sunnycrest community.
3. The same person can receive it more than once if the general membership agrees by a majority vote.

**Article XX. Vote for Regional Director –**

The Sunnycrest PTA vote for the position of Washington State PTA Director shall be determined by the Board of Directors.

**Article XXI. WSPTA Convention –**

1. The voting delegates to the annual State PTA Convention shall be determined in the following order: incoming president(s), outgoing president(s), incoming vice president(s), incoming treasurer, incoming secretary, outgoing vice president(s), outgoing treasurer, and outgoing secretary.
2. The cost of attending the State PTA convention including: registration, hotel (if it is deemed necessary) and banquet fees for the voting delegates shall be paid for by the Sunnycrest PTA if funding exists.
3. Persons attending the convention paid for by the PTA will submit a summary, or brief oral report, on classes and general sessions attended to the Board of Directors.

**Article XXII. WSPTA Legislative Assembly –**

1. The total number of voting delegates Sunnycrest PTA may send to the Legislative Assembly will be based on the previous year end membership totals. (See chart in the WSPTA Bylaws)
2. Registration and hotel (if it is deemed necessary) shall be paid for by the Sunnycrest PTA.
3. The voting delegate to the State PTA Legislative Assembly shall be as follows: Legislative Chair, president(s), vice-president(s), secretary, and treasurer.
4. The Board of Directors shall determine who will represent the PTA as visiting delegates.

**Article XXIII. Standing Rules –**

1. The Bylaws of the Washington State PTA shall be deemed as part of these Standing Rules.
2. The Standing Rules may be amended at any general membership meeting by two-thirds vote, or with ten (10) day notice, a simple majority.

**Article XXIV. Contracts –**

1. All contracts should be in writing and should be signed by two (2) elected officers including the titles of the officers on the signature line.
2. All contracts, including the terms and conditions of the contract, must be fully understood and agreed upon by the Sunnycrest PTA Executive Committee.
3. A copy of the signed contract must be provided for the legal documents binder maintained by the President and the Treasurer.
4. A multi-year contract may only be entered into with the approval of the general membership.

**Article XXV. Committees –**

1. The President of the PTA shall appoint the committee chairs, with approval of the Executive Committee.
2. A Sunnycrest PTA Chairperson's term shall be limited to two (2) years, unless an exception is made by the Executive Board.