

MOUNTAIN MEADOW ELEMENTARY PTA (Unit 5.9.15)  
STANDING RULES  
2017-2018

1. The name of the PTA shall be Mountain Meadow Elementary PTA (MME PTA)-Local Unit Number 5.9.15.
2. MME PTA serves the children in the Mountain Meadow Elementary school community.
3. The dues for MME PTA shall be set annually by the Executive Committee and at least cover the cost of membership dues to be paid out to State and National organizations. All paid members have a voice and vote at MME PTA General Membership meetings.
4. The students of Mountain Meadow Elementary shall be considered honorary members of this unit without voice, vote, or privilege of holding office.
5. Students of Mountain Meadow Elementary may join MME PTA. Each student membership is entitled to a voice and vote. However, they may not hold an elected position.
6. The status of MME PTA is a Non-Council PTA Unit.
7. This unit was incorporated as a non-profit corporation in the state of Washington on August 13, 1990. It is the responsibility of this unit to file an Annual Corporation Report prior to August 31st of each year.
8. This unit's Federal Employer Identification Number and Unit Corporation Number can be found in the legal documents folder.
9. This unit was recognized by the IRS as a tax-exempt organization on January 31, 1991 under section 501 C3.
10. MME PTA is registered with the Secretary of State under the Charitable Solicitations Act, registration number WIE-L90-292. The Treasurer is responsible for filing the annual registration.
11. The unit shall keep at least two copies of its legal documents in two separate locations. The Treasurer and the Secretary shall maintain the documents. One copy will be kept in the MME PTA office at Mountain Meadow Elementary and one will be kept at the residence of a Vice President.
12. There must be at least ten members (quorum) present at General Membership meetings to conduct business.
13. The Standing Rules shall be adopted annually by the majority vote of the quorum at the first General Membership meeting of the current year.
14. The Standing Rules may be amended at any regular General Membership meeting by a two-thirds (2/3) vote of the quorum.
15. A minimum of six General Membership meetings shall be held during the school year.
16. The Nomination Committee shall be elected in accordance with the bylaws by January 20th.
17. The Executive Officers of this unit shall consist of a President and/or Co-President, Vice President and/or Co-Vice President, Secretary and Treasurer. These elected officers shall constitute the Executive Committee.
18. Each elected term is one year. No person shall hold the same office for more than two consecutive years.
19. Elected Executive Officers are required to attend at least one Washington State PTA training course, workshop or convention during the year of their elected term.
20. The Board of Directors shall consist of the elected Executive Officers and two or more members who hold a Standing Committee chairperson position and have been appointed by the Executive Committee. Each Board Member has their own vote with equal voice (when appropriate). MME PTA's Board of Directors will meet monthly on a date and time to be determined by the board.
21. Any person chairing a MME PTA committee or event of any kind must be a member of Mountain Meadow Elementary PTA as per Washington State PTA law.
22. The Executive Officers shall appoint the voting delegate(s) to the annual Washington State PTA Convention by April 1st.
23. The Executive Officers shall appoint the voting delegate(s) to the Washington State PTA Legislative Assembly by October 1st.
24. The Executive Officers shall determine the vote of this PTA for the position of Washington State PTA Region Director.

25. The MME PTA budget shall reflect a carryover minimum of \$8,000 in June to be used for start-up monies for the next fall. The balance should never fall under \$1000.00 at any time during the school year except for Executive Officer's approved emergencies.
26. The current Treasurer is responsible for filing the appropriate IRS Form 990 or an extension by November 1<sup>st</sup>. Final return must be filed by February 1<sup>st</sup>.
27. The current Treasurer is to provide the current PTA Board of Directors with a copy of the completed 990/990EZ form by November 1st. If an extension has been filed, a copy of the extension must be available and a finalized return be presented to the board by February 1<sup>st</sup>.
28. MME PTA shall approve its annual operating budget by May 31st of the current school year.
29. Any expenditure not previously approved with the budget as a Line Item over \$250 shall be brought before a quorum (no less than 10 members) of the General Membership for discussion and approval/disapproval by a majority vote. Any expenditure under \$250 can be approved by simple majority vote of the Executive Committee.
30. For reimbursement of any funds, a receipt must accompany a completed reimbursement voucher. No funds will be reimbursed or dispensed without appropriate receipts. All receipts must be submitted within 30 days.
31. The signature of up to four elected Executive Officers shall be on the authorized signature card for the MME PTA's bank account. All checks must have two authorized signatures before it can be issued.
32. Only authorized MME PTA Members may participate in the proper handling of PTA funds. Funds must be verified by two MME PTA members. Funds must be deposited into the MME PTA bank account in a timely manner by the Treasurer or President(s).
33. Mountain Meadow Teachers will be provided a MME PTA Lockbox for collection of funds directed to MME PTA. MME PTA directed funds are to be put into the provided MME PTA Lockbox. An authorized MME PTA member will go to the classrooms to collect the funds from Lockboxes.
34. All binding contracts must be signed by two Executive Officers.
35. Requested funds for scholarships, grants, teacher requests and any other miscellaneous items will only be considered if an application for funds is submitted.
36. One or more Golden Acorn Award(s) may be presented annually to an outstanding volunteer(s). A committee appointed by the president shall select the recipient(s). The Board of Directors shall determine the number of recipients.
37. Solicitation for donations on behalf of MME PTA must receive prior approval by the Executive Committee.
38. Any donations given on behalf of the Mountain Meadow Elementary PTA should be sent directly to the MME PTA Post Office Box (P.O. Box 2321 Buckley, WA 98321), to Mountain Meadow Elementary (11812 Mundy Loss Rd. Buckley, WA 98321) to the attention of MME PTA, or be made through our website.
39. If an elected Executive Officer misses more than two meetings without excuses approved by the Executive Committee, they may be asked to resign their position.

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Mountain Meadow Elementary PTA  
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