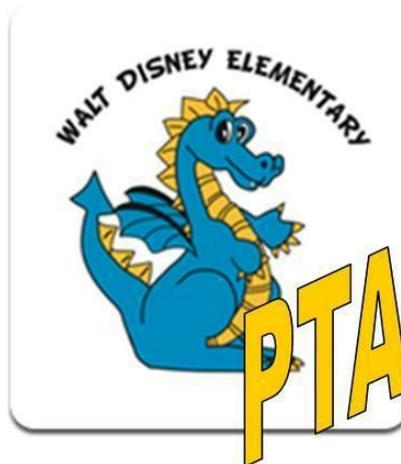


WALT DISNEY ELEMENTARY PTA STANDING RULES 2015 - 2016

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I. NAME

The name of this organization shall be Walt Disney Elementary PTA, National PTA ID#00008660, California State PTA ID # 2737

II. LEGAL STATUS

A. The unit was recognized by the IRS as a tax-exempt organization under Section 501(c)3.

Donations made to the PTA are generally tax deductible and the WD PTA is not to undertake any political lobbying.

B. This unit was incorporated September 29, 1971. It is the responsibility of the treasurer of this unit to file an Annual Corporation Report.

C. This PTA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number at registry of Charitable Trust is CT0187712. The treasurer is responsible for filing the annual registration.

D. This PTA's Federal Employer Identification Number (EIN) is located in the records binder kept by the treasurer.

III. BASIC POLICIES

This PTA follows the basic policies of the National and California state PTA as stated in the bylaws.

A. PTA members shall not engage in commercial activities at PTA events and school for individual gain.

B. Any non-PTA material to be distributed at an association meeting must be approved by the Executive board and the principal prior to the meeting.

C. The membership list/directory of this association shall be for the exclusive use of the organization and shall not be available for distribution or purchase by any other organization.

D. All members of this association own the right to one full vote at the General meeting.

IV. MEMBERSHIP

A. This PTA serves the children in the Walt Disney Elementary School community. This PTA serves the children in the Walt Disney Elementary School community which includes all faculty, staff, parents, residences and businesses in the WD enrollment area.

- B. The students of Walt Disney Elementary School shall be considered honorary members of this PTA unit, without vote or the privilege of holding office.
- C. The membership fee of this association shall be \$18 for an individual, \$30 for a family membership.
- D. All dues paid to council, district, state and national are kept in good standing by the treasurer.
- E. All members have the right to vote at the general meeting.
- F. At least fourteen (14) days notice, in writing, must be given to the president in order to have an item of business or an announcement placed on the association agenda.
- G. A recommendation/business/announcement that has not had prior consideration by the executive board might be referred to a committee or the board for further study.

V. OFFICERS AND THEIR ELECTION

- A. The elected officers shall be the members of the Executive Committee (EC) of this PTA. There shall be a President, Executive Vice President [two-year commitment with second year as President], Vice President Programs, Vice President Communications, Secretary, Treasurer, financial secretary and Parliamentarian. All positions are elected, except for the Parliamentarian. All elected positions may be shared as "co-positions." Co-positions shall be entitled to one voice or written vote at all meetings. A majority of those voting positions on the committee shall constitute a quorum.
- B. The new officers shall take office on July 1 of the year in which they are elected;
- C. If a vacancy occurs in the office of President, Vice President Programs, Vice President Communications, Secretary, Treasurer or financial secretary, the shall hold a majority vote of the exec board after at least ten (10) days' notice to fill the office. Each elected officer may serve up to two years consecutively in one Executive Committee position, however can take another position in the EC.
- D. Officers in the EC shall not hold office in the Executive committee of DESEF, however a chair position either in a PTA program or DESEF program is allowed.
- E. Nominating committee procedures shall follow provisions in the CA State PTA Bylaws.
- F. Directors to the Executive Board (EB) are appointed by the EC for a term of one (1) year and the appointment of directors to the EB shall be ratified by majority vote at the first general membership meeting in September. New EB directors will not be appointed after the September General meeting unless a vacancy occurs, and is approved by 2/3 of the existing EB; Appointed EB directors shall not also hold elected office in this unit at the time of appointment.
- G. Directors of the Executive Board may hold office in the Executive committee of DESEF, as well as a chair position either in a PTA program or DESEF program.
- H. At the beginning of each term all members of the Executive board shall be given a copy of these bylaws, and are responsible for thorough study. A copy of these bylaws shall be made available to any member.

VI. DUTIES OF OFFICERS

1. Review of bylaws and the standing rules.
2. Appoint directors to executive board.
3. Refer recommendations to the EB and/or general membership for action
4. Provide at the first meeting of the school year with a comprehensive checklist of the status of all legal documents, filings, permits, and insurance required for the maintenance of this PTA unit as well as provide subsequent updates throughout the year.

G. The duties of the Executive Committee, in addition to those set forth above, shall be to oversee day-to-day functioning of the PTA between meetings, as directed by the Executive Board of Directors;

H. The duties of elected officers shall include the following as specified in the Uniform Bylaws of the CA State PTA.

1. The President shall:

- a. Perform all duties pertaining to the office conform the Bylaws of the CA State PTA.
- b. Participate in the election of the region director;
- c. Create and send the agenda for the meetings to the Secretary for distribution;
- d. Verify the submitted background check of every board member with satisfactory results
- e. Assist with the recruiting of members for committee chair positions
- f. Appoint the Parliamentarian

2. The President-elect shall:

- a. Perform all duties pertaining to the office conform the Bylaws of the CA State PTA.
- b. Assist the President and the Vice-Presidents when called upon.
- c. Assist with the recruiting of members for committee chair positions;
- d. Provide, in conjunction with the Executive committee-elect, a preliminary master calendar at the May BOD meeting of the upcoming year's school-wide activities/events,, meetings, and relevant school district events;
- e. Participate in the January mid-year and July year-end financial review.

3. The VP Programs shall:

- a. Manage and serve as an ex-officio member of all Programs committees;
- b. Present a programs events and activities calendar for the school year at September meeting
- c. Recruit and support committee chairs for each Program committee;
- d. Update on each relevant Program event/activity at the general meeting if the chair is not able

4. The VP Communications shall:

- a. Manage and serve as an ex-officio member of all Communications committees;
- b. Relay the protocol for communicating to the membership and school community;
- c. Recruit and support committee chairs for each Communications committee;
- d. Conduct surveys of the membership and publish results as available.
- e. Assist the Legislative Committee Chair in reporting on key issues and events;
- f. Update the bulletin boards at the school

5. The Secretary shall:

- a. Perform all duties pertaining to the office conform the Bylaws of the CA State PTA.
- b. Serve as an ex-officio member of the Membership committee;
- c. Maintain the master Walt Disney PTA Calendar or designate another PTA member to do so;
- d. Compile the documents needed to meet the CA State PTA Standards of Excellence and submit the entry forms.

6. The Treasurer shall:

- a. Perform all duties pertaining to the office conform the Bylaws of the CA State PTA.
- b. Provide a quarterly backup of records to the President;
- c. Work closely with the Financial secretary and the Auditor.

- d. Maintain an updated calendar for the deadlines of treasury and finance related applications and renewals. (insurance, association fees and dues, tax returns, audits, etc.)
- e. Take care of the reimbursement request signed by the president.
- f. Host the Budget; Budgeted expenditures must be presented in writing and proposals in excess of \$500 will be presented in advance to the meeting in the agenda. Proposals for unbudgeted expenditures must be presented in writing and proposals in excess of \$300.00 will be presented and approved by a majority vote at the meeting of the Board of Directors. In addition, the membership can reallocate the budget at any time. The Budget Committee is composed of all of the current and incoming Executive Committee Members. The budget shall be proposed by motion to the general membership at the spring general meeting
- g. The Treasurer shall be responsible for maintaining the original legal documents.

7. The Financial Secretary shall:

- a. Perform all duties pertaining to the office conform the Bylaws of the CA State PTA.
- b. Keep track of the number of paid membership in communication with the membership chair.
- c. Take responsibility for cash register at events and supervise dual counting at opening and closing.
- d. Work closely with the Treasurer and the Auditor.
- e. File IRS Form 990 or Form 990EZ or Form 990-N, and/or other appropriate tax-related forms prior to November 15th and showing a copy to the Board by November 1st of each year; f. File annually for licenses required to run PTA activities such as resellers permit, gambling license, etc;
- g. The Financial Secretary shall give notice of the proposed budget via posting the proposed budget in front of the PTA office and other appropriate means not less than 14 days prior to the spring general meeting.
- h. Supervise Corporate Donations/Sponsorship Chair

8. The parliamentarian.

- a. Perform all duties pertaining to the office conform the Bylaws of the CA State PTA.

VIII. MEETINGS

A. Association meetings are meetings of the general membership and shall be held on the last Friday, that school is in session, in September, October, November, January, February, March, April May and June in the Library at Walt Disney Elementary School between 7 and 8 pm, unless communicated differently.

B. The Executive Board of Directors shall meet once each month from September through May, unless otherwise ordered by the Executive Committee, set for 6:30 to 7 pm prior to the general membership meeting.

C. Association meetings are to be held according to the bylaws of the CA state PTA. A quorum is reached by twelve (12) members at the general meetings.

D. The General Meetings express purpose of:

- 1. Approval of changes to the Standing Rules and Ratification of Executive Board of Directors and Parliamentarian (Fall)
- 2. Election of the Nominating Committee and Election of the officer's (Winter)
- 3. Approval of the budget and event calendar for next year (Spring)

E. Executive board meetings are to be held according to the bylaws of the CA state PTA. A quorum for Executive board meetings shall be six (6).

F. Notice of the general meetings and agenda items, including proposed changes to the Standing Rules and the proposed budget, shall be given not less than fourteen (14) days prior to the general meeting.

G. The presiding officer shall be the President, although the Vice-Presidents, in order of succession may preside as needed, including when the President is absent or wishes to partake in debate. A Chair may also be appointed by the President or elected by the assembly by majority vote.

H. VOTING

1. Motions may be adopted at meetings by a majority vote.

2. The presiding officer may only vote when the vote is by ballot or whenever his/her vote will affect the result.

3. In keeping with Roberts Rules of Order Newly Revised, actions taken on the basis of this type of individual/personal approval will be ratified at the next regular meeting;

4. Voting by proxy is PROHIBITED.

VIII. EXECUTIVE BOARD OF DIRECTORS

A. The PTA Board of Directors will include all elected officers and appointed directors. Appointed Directors shall number no greater than twice the number of elected officers.

B. Each Board member shall be a Walt Disney PTA member in good standing, including a satisfactory background check as required of school volunteers.

C. A Board member is expected to act as a fiduciary for the PTA membership and act according to the CA state PTA bylaws.

D. A Board member unable to fulfill his/her obligations must submit a resignation in writing to the Executive Committee (a resignation via email sent to the President is acceptable); or may be removed from the BOD by a 2/3 vote of the BOD. A board seat shall be declared vacant through resignation, removal or absence from three (3) consecutive meetings unless previously excused by the presiding officer.

E. A Board member is required to attend meetings during the school year, and not be absent for more than 2 consecutive meetings,

F. The Executive Board will review the master calendar of events for this PTA as presented by the Executive committee.

G. No member of the PTA EB or any of its Committees shall derive any personal profit or gain by reason of his or her participation in the PTA. Each individual shall disclose to the PTA any personal interest which s/he may have in any matter pending before the PTA and shall refrain from participation in any decision on such matter.

H. Preferably, a teacher shall serve on the EB, as well as the principal.

IX. COMMITTEES

A. All committee chairs shall be current PTA members in good standing, including a satisfactory background check as required of school volunteers.

B. The duties of committee chairs shall include the following.

1. Communicate regularly with the appropriate Vice-President;

2. Provide written reports to the general membership

3. Follow budget request guidelines;

4. Serve as an advisory council to the Executive Board

5. Provide volunteer support for PTA activities;

6. Keep and update a notebook of activities and recommendations pertaining to the committee and handing this to the Records Chair.

C. New PTA Committees may be created with a majority vote by the EB.

D. The Auditor is an independent chair working closely with the Treasurer and the Financial Secretary, with its main responsibility to:

Close all books as of December 31 and submit the books and records to a mid-year financial audit in January of each year. The review committee will include no fewer than three (3) members appointed by the President; or the review may be done by an external qualified accountant. The review committee will not include persons authorized to sign on the PTA bank account, or living within the same household as those authorized to sign, for the period being reviewed; Close all books as of June 30 and submit the books and records to a financial review committee in July of each year with the same provisions as the mid-financial review listed below.

E. For the 2014 - 2015 school year, in addition to those set-forth in the rules and bylaws, the following committees and liaisons are planned, but are subject to change as determined by the EB, for reasons including, but not limited to, volunteer availability, resource allocation, and legal or insurance compliance:

Chairs under VP Communications

Health & Wellness

Legislative Affairs

Parent & Student Education

Records*

Room Parent Coordinator

Social Media

Special Needs

Survey

Technology

Website*

Yearbook

Chairs under VP Programs

Art-a-palooza (even years) & Field Day (odd years)

Bike Rodeo

Breakfast Book Club

Fall Festival / Carnival

Family fun night

Friends of the Garden

Hospitality

Inclusion & Diversity/Diversity Fair

Run for Education

Sister school

Variety Show

Young Scientist Week & Science fair

Chairs under Financial Secretary

Boxtops/Labels

Grant Writing / Corporate Donations

Membership

Chairs under Secretary

K/TK Meet & Greets
Reflections
Run Club
Staff Appreciation

Treasurer

5th Promotion
Audit
Book Fair
Spirit Wear
Registration

*Chair positions Cross shared with equal chair position at DESEF

XI. ORGANIZATION

- A. Contracts pertaining to this PTA association must be signed by two elected officers not living in the same household, one of whom must be the President, and are subject to the approval of the majority of the Executive Board.
- B. All checks for payment made on behalf of this PTA must include the signatures of two members of the Executive Committee, preferably with one signature being the President and the other being the Treasurer. Any check for payment that does not include a signature of a President must be photocopied and be immediately provided to the President.
- C. Payment to a vendor in excess of \$200 must be paid directly from the Walt Disney PTA bank account. An advance approval by the Executive Committee is required if for any reason the committee member needs to use his/her personal account for the payment.
- D. All proposals to raise funds or collect goods on behalf of Walt Disney PTA must be presented in writing to the Executive Committee prior to being presented and approved by a majority vote at a meeting of the Board of Directors.
- E. The payor of any returned check to the PTA for NSF (non-sufficient funds) will be liable for the amount of the original check plus the returned check fee of \$12.00 assessed by this PTA.

AWARDS

Golden Oak Service Award recognizes an individual that has made a significant contribution and shall be presented annually to an outstanding volunteer(s). Honorary Service Award (max. 2) recognized volunteers for ongoing outstanding service to children behind the scenes, quietly and efficiently. Both awards honors the individual though donations in the program fund in the California State PTA scholarship and grant program. Blue Dragon Awards (up to 5) is presented to the volunteer shown exceptional commitment to volunteerism which benefited all children attending Walt Disney Elementary. We want particularly recognize those who work exceptionally hard and go above and beyond what is expected from them. A Selection Committee appointed by the Executive Committee shall select the recipients. The Selection Committee shall determine the number of recipients. Nominations shall be made by the membership at large. Nomination forms shall be available at the Winter General Membership meeting, on the Website and in the Newsletter. The Selection Committee should include prior recipients, if possible, and a staff representative.

STANDING RULES

These Standing Rules shall be reviewed by each incoming Executive Committee and presented for adoption annually at the first General Membership meeting, by a majority vote of those attending, if a quorum is present. These Standing Rules may be amended at any General Membership meeting by a two-thirds (2/3) vote, or if previous notice (not less than 14 days) is given, by a majority vote.

***The Bylaws for the local units are published by the California Congress and shall govern all matters not listed in these Standing Rules.**