# Section 1: Organization Purpose and Association

1. The name of this PTA local unit is Moorlands PTA 6.10.35. PTA is a constituent organization of the Washington State PTA. The Uniform Bylaws for Local PTA Units in effect for 2022-2023 apply to this organization. The purposes and basic policies of the Washington State PTA shall be the purposes and basic policies for this organization.
2. Per the Washington State PTA Uniform Bylaws, we will annually review, complete, sign, and submit the WSPTA Standards of Affiliation Agreement by the required deadline.
3. This PTA serves the children in the Moorlands Elementary School community, which includes the residences and businesses located in the Moorlands Elementary School enrollment area.
4. Membership at this PTA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, student’s community members and any other persons that support and encourage the purpose of PTA.
5. The students of Moorlands Elementary School shall be considered honorary members of this PTA without vote or the privilege of holding office.

# Section 2: State and Federal Status

1. This PTA is registered with the Washington Secretary of State under the Charitable Solicitations Act. The registration number is 3000. The PTA Treasurer is responsible for filing the annual registration with the Secretary of State prior to May 31st.
2. This PTA was incorporated on December 5th, 1977. It was assigned corporation number 2‐274372-8. The PTA Treasurer is responsible for filing the annual corporation report with the Secretary of State prior to May 31st.
3. The Moorlands 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 the signed documents making such designation are available in the Legal Document binder maintained by the Treasurer.

1. This PTA’s Federal Employer Identification Number (EIN) is on file with the Executive Committee.
2. This PTA was granted tax-exempt status under section 501(c)3 on May 1st, 1993.
3. The Treasurer is responsible for filing IRS Form 990 or 990 EZ by November 15th each year.

# Section 3: Legal Requirements and Membership

1. This PTA shall keep a copy of its legal documents with the Treasurer and the President. The Treasurer shall be responsible for maintaining the original copies and providing a duplicate copy to the President.
2. The membership fee of this PTA for 2022-2023 school year shall be $10.00 for school staff members and $20.00 per individual adult membership and $10.00 per additional adult household member. All paid members have a voice and a vote at the Moorlands PTA General Membership Meetings.

# Section 4: Officer’s

1. The elected officers (the Executive Committee) of this PTA shall be President, Vice President, Secretary, and Treasurer.
2. The position of President and Secretary may not be the same person.
3. The position of VP can be shared by up to eight people.
4. Any elected position, except for treasurer, can be shared by two people, provided the number of executive committee members does not exceed 25% of the total voting membership.
5. Each co-position holder shall be entitled to a voice and vote at the Executive Committee meetings.
6. Purpose of the Executive Committee is to have an elected set of people who will become educated about the PTA organization, its programs and policies, to run an effective and successful organization, to ensure that organization adheres to National PTA, State PTA and non‐profits organization requirements and laws.
7. Executive Committee of this PTA shall consist of the elected officers.
8. All committee chairperson and co-chairperson(s) shall be current members of this PTA.
9. Executive Committee Organization, Roles and Responsibilities will be kept in a separate document by the President.

# Section 5: Meetings, Quorum and Voting

1. The PTA’s Executive Committee will meet at least six times during each academic year cycle to prepare the annual budget recommendation, prepare the school calendar and plan for Executive Committee commitments. The quorum for the Executive Committee meetings will be majority.
2. The PTA’s General Membership meeting will be held a minimum of 3 times during each academic year to adopt the annual budget, approve the standing rules, approve the goals and objectives, elect officers, elect a nominating committee, report results of Financial reviews and to conduct other business.
3. Adoption of the budget, adoption of standing rules, election of the nominating committee, and election of officers shall take place at general membership meetings.
4. The voting body of this PTA will consist of the Executive Committee, committee chairs and the membership. There must be at least 10 members present to conduct business.
5. Each elected officer, except for the meeting facilitator (usually the President), has one vote at the Executive Committee meetings. Absentee, mail-in or proxy ballots are prohibited.
6. Amending / Approving Motions and PTA Executive Committee elections requires a minimum of 10 members for quorum. PTA president, Co-President/President Elect may not vote at elections and nominees cannot vote for themselves.
7. Voting for officers or nominating committee positions may take place at a meeting, by mail, or by electronic transmission, as outlined in policy. If voting takes place by mail or electronic transmission, the name of each candidate is to be contained in the notice of the meeting and any vote cast must be received within the timeframe identified in the notice of the meeting.

# Section 6: Budgeting and Finance

1. This organization will operate in a fiscally responsible manner.
2. This PTA shall conduct an audit of its books and records in January of each year, in addition to the required audit at the close of the fiscal year end June 30th.
3. This PTA shall not financially sponsor any organization outside of the PTA. Specifically, the Moorlands PTA shall not assume responsibility for or finance a project or event carried out by another organization.
4. The PTA shall reserve organization funds for the use of operations and other approved budget items in the following academic, Fiscal and operating year up to total amount of annual approved budget.
5. The PTA shall approve its annual operating budget prior to July 1st of each academic year. The Executive Committee has authority to reallocate up to $1000.00 budgeted for one purpose to another purpose.
6. All reimbursement requests for authorized expenses (via an approved plan of work) must include a receipt and be submitted to the Treasurer within 30 days of purchase. (Moor Monies are excluded from the 30 days of purchases). All requests for reimbursements (including Moor Monies) must be received by May 31st or they will be considered a donation to PTA. All expenses incurred between May 15th and the last day of school must be submitted by June 30th or the last day of school, whichever is later.
7. The Treasurer is responsible for providing current pertinent information, including a current mailing address, to the Washington Secretary of State’s Office, the Washington Department of Revenue, and the United States Internal Revenue Service.

# Section 7: Bank Account, Contracts, and Signers

1. The PTA shall establish one or more accounts in financial institutions as determined by the Executive Committee. Any such account shall require the signature of at least two elected officers to make a withdrawal.
2. The WSPTA Uniform bylaws require two signatures on each PTA Check, and only elected officers can be authorized to sign checks. Two signatures are required on financial matters and binding agreements (includes checks). The elected officers may be signers.
3. Signers on the account should avoid signing checks made out to themselves or their family members.
4. If two board members live in the same household, they cannot both be signers on the account.
5. If elected officers are sharing a board position (example President and Co‐President) they both cannot sign the check.
6. The PTA’s monthly bank account statements shall have online viewing access, with viewing privileges only, to a person appointed by the Board of Directors. Such person will be appointed by the Executive Committee at the beginning of the fiscal year and shall not be a primary signer on the account. The reviewer shall promptly report any concerns or discrepancies identified in the review to the Executive Committee. If there are no concerns or apparent discrepancies, the reviewer shall initial and date the account statement and provide them to the Treasurer.
7. All contracts and binding agreements require the signatures of two elected officers. One of which must be the President.
8. The PTA will operate according to the procedures in the online banking/electronic resources policy which will be reviewed by the board annually.
9. Passwords shall be kept in accordance with the Moorlands PTA Password and Banking Best Practice.

# Section 8: Conferences, Assemblies and Representation

1. Voting delegates to the Northshore PTA council shall be the President, Vice President, Secretary or Treasurer.
2. The voting delegates to the annual Washington State PTA convention shall be determined in the following order: Vice President of Advocacy (Lead delegate), Incoming President, Incoming Vice

President (other than advocacy), Incoming Secretary and Incoming Treasurer. The Executive Committee shall determine who shall represent the PTA as voting and visiting delegates.

1. The voting delegates to the Washington State PTA legislative Assembly shall be determined in the following order: VP of Advocacy, Advocacy Committee Chairperson, Advocacy Committee Member, President, Vice President, Secretary and Treasurer. The Executive committee shall determine who shall represent the PTA as voting and visiting delegates
2. The Executive Committee shall determine the vote of this PTA for the position of Washington State PTA Region Director.
3. Executive Committee Members will attend a minimum of one WSPTA approved training in accordance with the Standards of Affiliation.

# Section 9: Awards

1. One to three Golden Acorn Awards shall be presented in the spring to an outstanding volunteer or volunteers. A committee appointed by the President shall select the recipient(s).
2. One Outstanding Educator Award shall be presented in the spring to an outstanding volunteer or volunteers. A committee appointed by the President shall select the recipient(s).
3. One Lifetime PTA Membership Award shall be presented in the spring to an outstanding volunteer or volunteers. A committee appointed by the President shall select the recipient(s).
4. One Outstanding Student Advocate Award shall be presented in the spring to an outstanding volunteer or volunteers. A committee appointed by the President shall select the recipient(s).