

BLACK DIAMOND PTO

Standing Rules

Organization

1. The name of the organization will be Black Diamond PTO. It was changed from a PTA to a PTO in August 2020. This unit shall be referred to as 'the PTO' or 'PTO' in the remainder of this document.
2. The Black Diamond PTO's mission is to support our school, staff, children and community by providing programs, supplies, and funding.
3. This unit is a non-profit corporation recognized by the state of Washington.
4. The IRS recognized this unit as a tax-exempt organization under section 501c3.
5. This PTO is registered with the Secretary of State under the Charitable Solicitations Act form (990EZ). The registration number is 601750968. The treasurer is responsible for filing the annual registration prior to November 15th. (Required only if \$50,000 or more is earned per year)
6. This PTO serves the people of Black Diamond Elementary School community, which includes the residences and businesses in the Black Diamond Elementary School enrollment area.

Membership

1. The membership service fees for the PTO cannot exceed \$50 per person. The executive board (President, Vice-President, Secretary, and Treasurer) determine the membership service fees each year. Fees can be tiered, flat rate, or not charged.
2. The students of Black Diamond Elementary shall be considered honorary members of the PTO without voice, vote, or the privilege of holding office. This statement relates to PTO events.

Business and Non-Profit Supporters

1. The PTO can offer a business/non-profit support (or sponsorship). The cost can be negotiated for individual businesses and non-profit groups. The benefits to the PTO Supporter may include recognition in newsletters, flyers and/or at selected events. The advertising will be: Name of Business \$ Contact, Telephone Number and Website. The PTO will list the business as a Supporter on the PTO website and provide a link to their

website if requested. Businesses and Nonprofits who have purchased a “supportership” have no voting rights.

Board and Officers

1. The elected officers of the PTO shall be the President, Vice President, Secretary and Treasurer. These positions will make up the Board of Directors. Offices may be held by two people if those individuals agree to share the position. Each co-position is entitled to one (1) vote per position at a board of directors’ or general membership meeting, with the individual holders rotating voting privileges every other meeting.
2. The Board of Directors will have the authority to make decisions for the general membership and to issue checks, debit purchases, or other monetary values for PTO business, not exceeding \$200, when the timing does not permit a vote at a regular meeting. This is done by majority vote for the Board of Directors. Decisions made by the Board will be recorded by the Treasurer and shared with the membership at the next general membership meeting.
3. Any Board position will be declared vacant if that person misses three consecutive scheduled meetings, unless excused by the President.
4. Officers will be elected by the end of the school year for the term of one year and shall assume office July 1st.

Meetings/Finance

1. The Board will generate a schedule for general membership meetings to be held during the school year. There must be at least ten (10) members present in order to conduct business. Meetings shall be held at the discretion of the Board. There will be a minimum of 3 general membership meetings per school year. All meetings will be given 10 days written notice - via take home flyer, social media, and email when possible.
2. Adoption of the annual budget, approval of standing rules, and election of officers shall be done at general membership meetings. All meetings shall be held under the direction of the Board.
3. Any bills and receipts must go through the committee chair for any PTO event. A signature signing off on expenses (by the committee chairperson) is required and needs to be turned in with a reimbursement voucher form.
 - o When the membership approves the PTO’s budget, it is authorizing the Executive Board to spend the PTO funds. This is not a blanket authorization for a committee to spend funds.

- It is common practice for each committee to formulate its own plan and budget and present these to the Board. The board will review these plans and the committee's budget in relation to the entire PTO budget and will approve, modify, or disapprove the committee's plans or budget.
 - No committee chair or committee member can obligate the PTO to a program, project, activity, plan or any obligation, financial or otherwise, without approval of the Board of Directors.
 - If contracts are to be signed, only elected officers may sign them.
4. All mini grant applications need to be filled out prior to any requests. The applicant must be a current PTO member. Part A is to be turned into the Mini Grant Coordinator (usually the Treasurer) no later than the 1st of each month and Part B no later than two (2) weeks prior to the event. Part B of the mini grant application needs to be specific, or the board has the right to deny any extra expenditure not noted.
 - In order for a mini grant to be considered and voted on at a membership meeting, the requester, or someone sent on their behalf, should be in attendance.
 5. All receipts must be submitted no later than 30 days after an event takes place and 7 days before the last day of school.
 6. Requests for specific need grants from outside vendors/non PTO members need to be discussed and approved by the PTO Board and presented to the general membership at the next scheduled meeting for a vote, before any representation is made.
 7. The Board of Directors has authority to reallocate budget funds up to \$500 as deemed necessary.
 8. The general membership shall approve the annual budget prior to the end of the school year. This approval provides the legal authority to spend funds past the end of the current fiscal year. Without an approved budget, no funds can be spent or disbursed after June 30th or until a budget is approved. When the membership approves the PTO's budget, it is authorizing the Board to spend PTO funds. This is not an authorization for a committee to spend funds.
 9. The PTO shall conduct an audit of its financial books and records annually at the end of the fiscal year (July 1st-June 30th).
 - The PTO books shall be audited each time a change in Treasurer occurs.

10. The signatures of at least two (2) elected officers shall be on the authorized signature card for the Black Diamond PTO's bank account.
11. Only funds under complete control of this PTO, and with the capacity to be voted on for expenditures, may be kept in the PTO bank account. Two officers shall be required to sign all PTO checks.

Committees and Documentation

1. The PTO shall keep a copy of each of its legal documents, either in a designated folder or online using the designated Google Drive. The Secretary shall be responsible for maintaining the original copies and providing updated copies to other officers.
2. Event chairs must communicate with the Executive Board one (1) month prior to the event and present any outline of their plan for the event as well as how the budget will be spent. Expenses incurred beyond the approved budget without prior approval from the Executive Board may become a personal expense and not be reimbursed by the PTO.
3. A person must be a current member of the PTO in order to chair an event.

PTO Property

1. Any and all PTO property is maintained and secured by the Board.
2. No PTO property shall be used for any purposes other than school or community events that are directly related to the students at Black Diamond Elementary.
3. All events must have Executive Board approval

Standing Rules

1. The standing rules shall be adopted annually by a majority vote before September 30th at a General Membership Meeting. The standing rules may be amended or resigned by a 2/3 vote at any general membership meeting. If notice of the proposed action is given before the meeting, they may be amended or resigned by majority vote. A quorum of the membership must be present to make any business decisions. A quorum constitutes 10 members.
2. The standing rules shall be posted on the PTO website and distributed to the membership as requested.

STANDING RULES APPROVED BY THE GENERAL MEMBERSHIP ON:

President, Melanie Harrington

Secretary, Mo Tuttle