

Ward Traditional Academy PTA Standing Rules

State Affiliation

Ward Traditional Academy PTA is affiliated with National PTA and chartered under Arizona PTA. This unit is governed by the Unified Local PTA/PTSA Unit Bylaws, the local unit's Standing Rules, and the Arizona PTA Bylaws. Our Unit ID is 00732327.

Definition of Standing Rules

These Standing Rules are an extension of our Unified Local PTA Unit Bylaws. They define the procedures and relate the details of the administration of our 501(c)(3) non-profit association. Standing Rules cannot conflict with the Bylaws.

Membership & Dues

Individual annual membership dues for WTA-PTA are \$ 5.00.

Teacher/staff annual membership dues for WTA-PTA are \$4.00

As per our bylaws the total dues amount remitted to Arizona PTA shall be four dollars (\$4.00) for each local PTA Unit voting member. Arizona PTA will remit the portion belonging to National PTA. The school **may** award one service hour per family for PTA membership, if the member joins before the Winter Break. The service hour is awarded after November 1 when WTA PTA reports membership to the school (no stamp is given). However, this is a school policy and should be confirmed with the school before each new school year.

Officers

The officers in WTA-PTA are the President, Vice-President, Secretary, and Treasurer. Election of officers is held at the May meeting, and the officers assume their duties on July 1, although transition activities can start right after the election.

Executive Board & Standing Committees

The Executive Board consists of the officers, principal (non-voting) and chairs of five standing committees. The current WTA-PTA standing committees are:

1. **Membership**
2. **Fundraising**
3. **Events**
4. **Publicity**
5. **Projects**

Meetings

General Membership Meetings

Meetings are normally held on the third Wednesday of the month, with changes as the school calendar requires from 6:30 p.m. to 8 p.m. in the WTA library. Dates will be approved with the calendar at the August meeting. Meetings are announced in the school newsletter and on the website. The President shall provide an agenda to the principal in advance. WTA-PTA has traditionally provided

Summer Executive Board Meeting

A team building session for the new officers and executive board to establish goals for the year and to be ready for the new school year. The Executive Board must also approve the preliminary budget and calendar.

Other Executive Board Meetings

Other Executive Board meetings can be held as called for in the bylaws.

Calendar

The WTA-PTA calendar is prepared in May in cooperation with the principal. It is approved by the general membership at the Summer Executive Board meeting.

Insurance

WTA-PTA receives insurance through Arizona PTA. Each officer and committee chair should read the Risk Management Guide.

Banking

All Bank signatory cards need to be kept up-to-date with the signatures of the Treasurer, President and Vice-President. Chase Bank also needs the name of the secretary. Up-to-date includes changing the signatures upon resignation, leave of absence, in-active officer or upon the expiration of the term of office. *Note: No two members of the same family, by blood or marriage, may preside on the signature card for the WTA PTA bank account.*

Non-profit status

WTA-PTA's EIN number is 90-0309942, but are exempt from federal taxes as a subordinate of Arizona PTA. We have a copy of the IRS determination letter that states that Arizona PTA is tax exempt along with its subordinates. We have a cover letter to go with the IRS determination letter that clarifies our subordinate status and provides the AZ-PTA contact info in case it is needed.

Annual Budget

The annual budget is proposed by the officers, and approved by the Executive Committee in the summer meeting. It is adopted by the general membership in the September meeting.

Filing Tax Returns

We must file a form 990-EZ with the IRS by November 15. Failure to file by that date will result in high financial penalties. If an extension must be filed, it has to be filed by November 15.

Audit

PTA bylaws require that an audit committee examine the accounts before new officers are installed, upon resignation of the treasurer or as deemed necessary by the executive board. Each year the audit committee meets in April.

Arizona PTA Requirements

To stay in compliance with Arizona PTA membership WTA PTA must have current copies of the following items on file annually at the Arizona PTA office:

- Current Officers List due by June 1
- General liability insurance payment and form by June 1
- Approved annual budget due by November 1
- Copy of Annual Audit report due by November 1
- Membership lists and dues payment by November 1, January 15, and March 1
- Copy of the completed report which was submitted to the IRS (Internal Revenue Service), i.e., variations of the 990, Schedule A etc., by December 1 and Meets other criteria as may be prescribed in the Arizona PTA Bylaws.

District Requirements

The school district requires the following at the beginning of the school year:

- Fundraising forms for each fundraiser
- Facilities Use forms for each meeting and event
- Copy of Insurance policy showing the district as a certificate holder, meaning that they are an additional insured for General Liability only.
- Gift form for any equipment we buy for the school (e.g. water fountain, copier or any Gift to School).

Amendments

Standing Rules may be amended or suspended by a two- thirds (2/3) vote at any General Meeting. As per the PTA bylaws, Standing Rules must be reviewed annually by the Executive Committee. Amendments must be adopted by general membership.

WTA-PTA President

WTA-PTA Secretary

Date

Date

A copy of the minutes for the meeting at which these or any Standing Rules were adopted must accompany a copy of the Standing Rules to the Arizona PTA office. The Arizona PTA office can be contacted at (602) 279-1811 or at office@azpta.org.

Arizona PTA
Attention: Bylaws Chair
2721 N. 7th Avenue
Phoenix, AZ 85007