

**THE CUBS' CLUB**  
**Tahoma Elementary School**  
**Parent Teacher Organization**

**Standing Rules**  
**Established on January 17<sup>th</sup>, 2017**  
**Amended March 4<sup>th</sup>, 2024**

**2023-2024**

1. The name of the organization shall legally be THE CUBS' CLUB – Tahoma Elementary School PTO.
2. The organization incorporated as a 501c3 non profit on January 17, 2017. The articles of incorporation were amended in January 2017 to reflect the change of purpose of the organization and distribution of assets to match the standards required by the IRS for 501c3.
3. This organization's federal employer identification number is 81-5001412.
4. This unit was recognized by the Internal Revenue Service as a tax-exempt organization on January 17, 2017, under Section 501(C) 3.
5. Parliamentary authority shall be Robert's Rules of Order, Newly Revised.
6. This unit shall keep three copies of its legal documents: the president, the secretary and one set to be kept in the file cabinet in the PTO closet at Tahoma Elementary School.
7. The membership dues of the organization shall be established prior to each school year by the Board of Directors.
8. Regular meetings of the organization shall be once bi-monthly, at a time to be determined. Meeting times may be changed for facility or event conflict. Notice shall be given at least 30 days prior to the meeting.
9. The board of directors meeting of the organization shall be held on the Sunday before the second Thursday of every month, at a time decided by the board. Meeting times may be changed for facility or event conflict.
10. The Nomination Committee shall be elected in accordance with the Bylaws of THE CUBS' CLUB – The Tahoma Elementary School PTO.

11. The Executive Officers of this unit shall be: President, Vice-President, Fundraising, Secretary, Treasurer. They will be elected on or before the last general meeting of the year in May. It is acceptable to elect Co/Assistants to serve in each of the offices.
12. The Executive Committee will be required to be insured.
13. The Board of Directors shall consist of the Executive Committee (5 members) and the following Committee Chairs (4 members) to equal 9 votes:

|          |            |
|----------|------------|
| Yearbook | Cashier    |
| Popcorn  | Membership |

- a. To avoid conflict of interest Board members may not be “family members”.  
A “family member” is defined as:
  - i. Spouse or Domestic partner
  - ii. Child, stepchild, parent or sibling of board of director member
  - iii. Any other relative currently living with a board of director member
14. Each member of the Board of Directors will be allowed one (1) vote, regardless of the number of committees he/she chairs. Co-chairpersons of a committee will share one vote.
15. Executive Officers positions shall be declared vacant if that member misses three (3) consecutive meetings of any kind, unless excused by the President.
16. Chairpersons are required to attend the general meetings prior to and following their committee’s event or events to update the Board of Directors. Written reports are an acceptable substitute with the President’s approval.
17. The Board of Directors and all committee chairpersons must be current members by October 30th of each school year. Mid-year replacement positions will be required to attain membership prior to accepting the position. Failure to renew/purchase membership by October 30<sup>th</sup> will cause forfeiture of your position.
18. The students of Tahoma Elementary School shall be considered honorary members of the PTO, but without vote or privilege of holding office.
19. The Standing Rules may be amended at any regular general membership meeting by a two-thirds (2/3) vote or, if given previous notice, by a majority vote.
20. The Treasurers at no time will make reimbursements over the sum of \$200 from a single budget line without the approval of the Executive Committee.

21. In the case of non-sufficient funds received, the treasurer shall confidentially contact the individual to notify them of the NSF. Individuals owing more than \$20.00 will be asked to make payment with cash. With first incidence, the individual will not be charged the NSF fee. An additional incidence will result in the individual paying associated NSF fees and they will have to proceed on a cash only basis with the organization.
22. To protect privacy, any individual desiring a PTO related scholarship must request one in writing from the counselor of Tahoma Elementary at least one (1) month prior to the date the funds are needed. Each scholarship will be reviewed on an individual basis with the Board of Directors making the final decision.
23. The Cub of the Year award (or similar) may be presented in June to one or more outstanding volunteers.
24. The treasurer shall prepare a financial statement and present books for audit once per year at end of year, to be reviewed by two non officer volunteers.
25. An executive officer shall be second signature on any contractual agreement between Tahoma Elementary PTO and any other outside party. The first signature may be the committee chair.
26. The Board of Directors shall determine which officers shall have signing authority on the PTO bank account(s).
27. All checks written shall require two signatures of at least two elected board members. One of the board members shall be the Treasurer.