



## RECOMMENDATION FOR NOMINATION for Sacajawea Elementary PTA Executive Committee Officers

**DEADLINE: February 20, 2015**

Nominations are now being accepted for Sacajawea PTA Executive Committee positions for the 2015-2016 school year. (Term of one year is from July 1, 2015 through June 30, 2016.)

At the March 11, 2015 General Meeting, Sacajawea PTA will be electing the 2015-2016 officers for the following positions: **President, Vice President, Secretary, Treasurer**. (To be eligible for election nominees need to be a Washington State PTA member for at least 30 days prior to being elected.)

If you or someone you know would like to be considered for nomination to the Sacajawea PTA Executive Committee, please fill out and return this form in an envelope marked ATTN: PTA Nominating Committee to PTA, teachers, or the school office. (*Ask your current PTA board, PTA members, teachers, and staff for recommendations!*)

**Recommendation for the Office of** \_\_\_\_\_ **. (Turn over for Duties.)**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **PTA Member:** ☐ Yes ☐ No

- **Qualifications for this office:**
- **PTA/PTSA service and experience:**
- **Community Service/Other Activities:**

Recommended by: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ PTA Member: ☐ Yes ☐ No

**Don't forget:** Individuals are welcome to recommend themselves! Thank you for your participation in this important process. Please do not hesitate to contact anyone of the following Nominating Committee members with questions or concerns:

Angela Arnett, [angela\\_arnett@hotmail.com](mailto:angela_arnett@hotmail.com), 360-571-9081  
Zuka Haarberg, [zuka5neal@hotmail.com](mailto:zuka5neal@hotmail.com), 360-574-4266  
Brianna Welburn, [bwelburn@hotmail.com](mailto:bwelburn@hotmail.com), 360-695-6699  
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## **WSPTA Bylaws - 2014-15 Washington State PTA Leadership Packet**

<http://www.wastatepta.org/resources/bylaws/index.html>

### **Article 5 Local Unit Section 7**

#### **Duties of Officers**

##### **(a) GENERAL**

(1) Upon assuming office, the officers shall be empowered to honor expenditures that have been provided for in the approved budget. All books, funds, and supplies belonging to the PTA/PTSA shall be relinquished by the retiring officers immediately upon leaving office to the new officers or the Executive Committee.

(2) All financial matters and binding agreements shall require two (2) signatures; only elected officers shall have the authority to sign.

(3) WSPTA requires two (2) signatures on every check. Use of a PTA debit card, credit card, ATM card and online banking to disburse PTA funds is not permitted.

(4) In the event two (2) or more members of the same household hold offices in the same local unit, only one (1) shall co-sign financial matters.

(5) An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer.

##### **(b) PRESIDENT - The president shall:**

(1) Preside at all meetings;

(2) Serve as spokesperson for the local unit;

(3) Make appointments to positions and committees as designated in the standing rules, with approval of the executive committee, for a term of one (1) year;

(4) Be an ex-officio member of all committees except the nominating committee;

(5) Disseminate and communicate all information received pertinent to PTA/PTSA programs;

(6) Perform all duties pertaining to the office such as specified in these WSPTA Uniform Bylaws and the standing rules;

(7) Send to the WSPTA Office the names and addresses of the newly elected officers for the upcoming year immediately upon election but no later than May 1;

(8) Participate in the election of the region director; and

(9) Assure local unit representation at council meetings if the local unit is a member of a council.

##### **(c) VICE PRESIDENT**

The vice president shall perform the duties of the president in the absence or inability of that officer to serve, and shall assist the president when called upon. In the case of a vacancy in the office of president, the first vice president or vice presidents in their order shall temporarily assume the duties until the vacancy is filled.

##### **(d) SECRETARY - The secretary shall:**

(1) Keep accurate records of all meetings;

(2) Notify the president of any unfinished business;

(3) Be responsible for correspondence as designated by the president;

(4) Keep a complete roster of the membership of all standing and special committees;

(5) Perform such other duties as provided for in the WSPTA Uniform Bylaws or standing rules; and

(6) Maintain a complete roster of all members.

##### **(e) TREASURER - The treasurer shall:**

(1) Serve as chair of the budget committee; present the budget to the membership; keep accurate records at all times; receive, issue receipts, and deposit promptly in an authorized account all monies and disburse same according to the approved yearly budget;

(2) Present a written financial report every month and at such other times as required by the president; provide all financial records if requested by the president or board of directors members; and close the books on June 30 and submit the books and records for financial review;

(3) Perform such other duties as may be provided for in the standing rules; and

(4) Keep a record of membership service fees, transmitting same accompanied by membership lists bearing the names and addresses of members to the council treasurer. Local units not affiliated with a council shall transmit same to the WSPTA Office. A duplicate membership list shall be provided to the local unit secretary.

### **Article 5 Local Unit Section 8**

#### **Executive Committee**

(a) The executive committee shall consist of the elected officers. A majority of those on the committee shall constitute a quorum.

(b) The executive committee shall:

(1) Appoint members of the board of directors for a term of one (1) year;

(2) Attend appropriate training as detailed in Section 2 (a)(5);

(3) Appoint a non-signer to review and sign the monthly bank statement;

(4) Review the standing rules annually; and

(5) Refer recommendations to the board of directors and/or general membership for action.