

## **WMS PTSA Standing Rules**

1. The name of this PTA local unit is Washington Middle School PTSA 6.15.390 (also referred to as WMS PTSA). It was chartered by the Washington State PTA on November 15, 1974.
2. This PTSA serves the children and families in the Washington Middle School community.
3. This PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 5110. The treasurer is responsible for filing the annual registration renewal prior to November 15.
4. This PTSA was incorporated in the State of Washington as a non-profit corporation on November 9, 1983. Its corporation number is on file and available for public inspection. This PTSA's Treasurer is responsible for filing the annual corporation report prior to November 30. The registered agent for this corporation is the Washington State PTA.
5. This PTSA's Federal Employer Identification Number (EIN) was obtained from the IRS on May 18, 1984. It is on file and available for public inspection.
6. This PTSA was granted tax-exempt status under section 501(c)(3) on April 10, 1989.
7. The Treasurer is responsible for filing IRS Form 990 or 990EZ for her/his year of service, if that filing is required.
8. The membership service fees of WMS PTSA shall be Eleven Dollars (\$11) per person. Upon student request, WMS students shall be honorary members and pay no dues, with no vote.
9. These Standing Rules, together with the Uniform Bylaws of the Washington Congress of Parents and Teachers, shall govern this PTSA. These Standing Rules shall be reviewed annually. The PTSA Secretary is responsible for conducting the review.
10. The elected officers of this PTSA shall be a minimum of President, Secretary, Treasurer, and the chairpersons of the Events, Communications, and Finance committees. These officers shall comprise the Executive Committee.
11. Any elected officer's position may be held jointly by up to three (3) people. The co-holders of each position shall be entitled to voice and shall each have one vote at an Executive Committee or Board meeting. When needed for expediency, a vote may be conducted via e-mail subject to standard quorum requirements, and votes so cast shall be deemed legitimate and binding. All cast votes are to be sent to all voting members for transparency. The Secretary shall record the motion and the outcome of emailed votes with the minutes of the next Board meeting.
12. The Board of Directors of WMS PTSA shall consist of the Executive Committee; the school principal; chairpersons of committees including, but not limited to: Outreach and Special Projects; and other members at large as designated by the Executive Committee during the academic year. A majority of those on the Board shall constitute a quorum. Any jointly held position for which no vote has been cast shall be counted as a single potential vote in the quorum calculation.
13. All members of the Board of Directors and all Committee Chairs must be members of this PTSA. (This is required for events and officers to be properly covered by PTSA umbrella insurance.)

14. General membership meetings shall be held to adopt the annual budget, approve the standing rules, and elect officers. A minimum of three (3) general meetings shall be held during the school year. Additional meetings shall be held at the direction of the Executive Committee.
15. This PTSA's Board of Directors shall meet monthly during the school year and as necessary during the summer.
16. This PTSA shall approve its annual operating budget for the next school year in the spring of each year. Supplemental budgets may be approved at subsequent general membership meetings.
17. This PTSA shall keep a copy of each of its legal documents with one Treasurer and at the school. That Treasurer shall be responsible for maintaining the original copies and providing updated copies as required.
18. At a minimum, this PTSA shall purchase General Liability, Property, Officers' Liability, and Fidelity Bond Insurance every year.
19. This PTSA shall conduct an audit of its books and records at the close of the fiscal year, which ends on June 30 of that school year. The results of the annual audit shall be presented to the Board before Nov 30 of the following school year. Interim audits may be conducted at the discretion of the Board of Directors.
20. The signature of at least three of the elected officers, including one Treasurer and one President, shall be on the authorized signature card of this PTSA's bank account(s).
21. Voting delegates of the Seattle Council PTSA shall be a President, Secretary, Treasurer, and the Outreach Committee chair.
22. The vote of this PTSA for the position of the Washington State PTSA Region Director shall be determined by the Executive Committee.
23. The Executive Committee shall determine who shall represent this PTSA as voting delegates and as visiting delegates of the annual PTA convention.
24. The voting delegate to the State PTA Legislative Assembly shall be the Outreach Chair. The alternate shall be an elected officer. The Executive Committee shall determine who shall represent this PTSA as visiting delegates.
25. Outreach Chair is responsible for soliciting membership and maintaining an accurate membership roster and member remittance records for the current school year, including Local Unit Remittance forms required by the Treasurer(s). These records shall be provided to the Treasurer(s) before June 30 of the current school year in support of the annual financial audit.
26. It is not the intent of this PTA to hold securities for investment purposes. Accordingly, the Treasurer(s) shall take the necessary actions to cause all donations to the PTA of securities to be sold and the proceeds deposited into the PTSA's bank account as expeditiously as possible.
27. Substitute Grant Policy

Each year, the WMS PTSA will endeavor to dedicate a pool of funds to pay for substitutes for WMS Teachers (Subject to budget constraints, as determined by the Board).

Distribution of Substitute Grants will be on an equitable basis across the various departments and academic programs.

In order to access this pool, Teachers will submit Substitute Grant request forms to the WMS PTSA Treasurer(s).

The WMS PTSA Treasurer(s) will ensure that grant requests meet grant guidelines and then award grants on a first-come, first-served basis until the pool of money is depleted.

Guidelines:

- a. The need for a substitute must arise from a school-related field trip. For example, a science class trip to a water treatment plant or a language arts class trip to a play are acceptable. A substitute while a teacher is pursuing professional development is not.
- b. Trips that involve WMS students but are not run through the school will not be granted Substitute Grant funds. For example, voluntary trips offered to WMS students often chaperoned by teachers but not sponsored by the school do not qualify.
- c. The request must be made prior to the event and at least 2 weeks before the teacher needs an approval decision.

The PTSA Treasurer(s) are responsible for allocating the funds and informing the Teacher of the approval decision in a timely manner.

The PTSA Treasurer(s) are responsible for stocking and maintaining the Substitute Grant forms.

Once a request has been granted, the Treasurer(s) must write a letter to the school district authorizing the expenditure. This letter needs to be addressed to the district and given to the assistant to the principal.

The PTSA should inform the Teachers at the beginning of the year of the amount of funds in the Substitute Grant pool and the policy for submitting grants. When the pool is depleted, the staff should be informed. If the pool is not depleted by mid-year, the Treasurer(s) should update Teachers regarding remaining funds.

## 28. Opportunity Grant Policy

Each year, the WMS PTSA will endeavor to dedicate a pool of funds to pay for Opportunity Grants (subject to budget constraints, as determined by the Board).

Distribution of Opportunity Grants will be on an equitable basis across the various departments and academic programs.

In order to access this pool, staff or community members will submit Opportunity Grant request forms to the WMS PTSA Opportunity Grants Committee Chair.

The WMS PTSA Opportunities Grant Committee will ensure that each grant meets Opportunity Grant guidelines and will then approve or recommend approval to the Board on a first-come, first-served basis until the pool of money is depleted.

The Opportunity Grant Committee shall consist of no fewer than three members to include the Opportunity Grant Committee Chair, the school Principal, and one additional PTSA member.

Requests submitted by the first of each month that meet the guidelines outlined below shall be approved by the committee or brought to the Board for a vote on at that month's Board meeting unless clarifications are required. Requests that are neither approved nor held for clarifications, are deemed to be denied.

Grant requests that are less than the greater of: (a) \$700 or (b) 7% of the total current year Opportunity Grant budget may be approved by the Opportunity Grant Committee consistent with the guidelines below. Opportunity Grant requests that exceed the annual threshold amounts shall be considered by the entire Board for approval.

All grants shall be evaluated by the Opportunity Grant Committee and reported back to the Board at the first Board meeting following the executed grant activity.

Guidelines:

- a. Grants shall seek to benefit multiple classes and programs and be consistent with the mission of the WMS PTSA.
- b. Grants shall directly benefit student and/or families or further the mission and vision of the WMS PTSA. (e.g. materials for classes and special presentations, parent education, community events)

Grant requests for expenses previously incurred shall be denied unless extenuating circumstances cause the condition (e.g. PTSA grant processing delay).

The PTSA Treasurer(s) are responsible for allocating the funds and the PTSA Opportunity Grant Committee is responsible for informing the Requestor of the approval decision in a timely manner.

The PTSA should inform staff at the beginning of the year of the amount of funds in the Opportunity Grant pool and the policy for submitting grants. When the pool is depleted, the staff should be informed. If the pool is not depleted by mid-year, the Treasurer(s) should update Teachers regarding remaining funds.

The PTSA Opportunity Grants Committee Chair is responsible for maintaining grant request and approval records. These records shall be provided to the Treasurer(s) before June 30 of the current school year in support of the annual financial audit. The PTSA Opportunity Grants Committee is responsible for maintaining and stocking copies of the Opportunity Grant request form and evaluation form.

Approved May 21, 2014

Marya McCabe, WMS PTSA Secretary

This page last modified: May 21, 2014