

## Washington Middle School PTSA Standing Rules

Approved [DATE]

### 1. Name and Identity

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. PTA Purpose and Community

This PTSA serves the children and families in the Washington Middle School community, which includes the residences and businesses in the Washington Middle School enrollment area.

### 3. Incorporation

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. 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.

### 4. Charitable Solicitations

This PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The Treasurer is responsible for filing the annual registration renewal prior to May 31 or other applicable deadline.

### 5. Tax-exempt Status

This PTSA was granted tax-exempt status under section 501(c)(3) on April 10, 1989. A copy of the letter of determination is filed in the legal document notebooks maintained by the president and secretary.

### 6. IRS Filing

The Treasurer is responsible for filing IRS Form 990 or 990EZ for their year of service, if that filing is required, and providing a copy to the board of directors no later than December 1. Copies of the current and past years' returns are kept in the legal document notebooks maintained by the president and secretary.

### 7. Registered Agent

The registered agent for this corporation is the Washington State PTA. It is registered with the Washington Secretary of State's office, the Washington Department of Revenue, and the Internal Revenue Service. Copies of the signed documents making such designation are available in the legal document notebooks maintained by the president and secretary.

### 8. Standards of Affiliation

Per the *Washington State PTA Uniform Bylaws*, this PTSA will annually complete the *Washington State PTA Standards of Affiliation* agreement in its entirety, and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTSA.

### 9. Membership

Membership in WMS PTSA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members and any other persons that support and encourage the purposes of PTSA.

## **10. Membership Dues and Council Fees**

The membership dues of WMS PTSA shall be set by the Board, not to exceed Twelve Dollars (\$12) per person. Upon request, parents/guardians of WMS students who are not able to pay this amount may be granted membership free of any dues. A Membership Fees Assistance budget item, funded solely by donations to the PTSA, shall pay state and national dues costs incurred by free memberships. Upon student request, WMS students shall be honorary members and pay no dues, with no vote.

## **11. Membership Meetings and Quorum**

Adoption of the budget, adoption of standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at membership meetings.

A calendar of membership meetings adequate to accomplish the business of the association shall be determined by the board of directors.

Each member will receive notice of the place, date, and time of the meetings not less than ten nor more than fifty days prior to the date of the meeting. A quorum of at least 10 members must be present to conduct business.

## **12. Board of Director Meetings**

The executive committee shall set a calendar of regular board meeting dates and times. Special meetings of the board of directors may be called by the president or upon written request of the majority of members of the board of directors. Notification of place, date, time, and purpose of the meeting shall be delivered to each member of the board of directors via email at least five days prior to the special meeting. Quorum for board meetings is a majority of the sitting board.

The right to make motions, participate in debate, and vote at PTA board of directors' meetings shall be limited to members of the board of directors, unless a motion to suspend the rules is approved by a two-thirds vote.

## **13. Elected officers, co-officers, standards of affiliation, and training requirements**

The elected officers of this PTSA shall be President, Vice President, Secretary and Treasurer.

The President, Vice-President, and Secretary positions may be held jointly by two people. Each co-position is entitled to one vote per position at a board of directors meeting, with the individual holders rotating voting privileges (every other meeting).

This PTA will review the WSPTA Standards of Affiliation yearly. A member of the Executive Committee is responsible for filing required documentation in the Legal Binder.

This PTA will ensure that each executive committee member attends a minimum of one WSPTA-approved training during the fiscal year. At least one member of the executive committee will attend PTA and the Law during the fiscal year.

## **14. Board of Directors**

The Board of Directors of WMS PTSA shall consist of the Executive Committee; chairpersons of committees; the Teacher Liaison; and other members at large as designated by the Executive Committee during the academic year. The Board shall also include the school's Principal and Technology Access Foundation Director as ex officio members without voting privileges.

A majority of the voting members of 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.

All members of the Board of Directors and all Committee Chairs must be members of the WMS PTSA.

#### **15. Officer election process**

Voting for officers or nominating committee may take place at a meeting and shall be conducted according to the process described in the Bylaws of the Washington State PTA.

#### **16. Business voting policy**

WMS PTSA business is normally voted on during meetings. 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.

#### **17. Committees**

The executive committee shall establish committees. Committee chairpersons shall be appointed by the president and approved by the executive committee for a term of one year. All committee chairpersons must be current members of this PTA.

Committee chairs shall be appointed annually for a one-year term.

A committee chair may be removed from their position by a vote of the board of directors.

#### **18. Meetings**

General meetings, also known as Community Meetings, shall be held to enable the PTSA's membership to adopt the annual budget, approve changes to 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.

The WMS PTSA's Board of Directors shall meet monthly during the school year and as necessary during the summer.

#### **19. Budget and Financial Reports**

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. The Board has authority, by a two-thirds majority vote, to reallocate funds without membership approval, such that within a fiscal year such reallocations in total do not exceed 25% (twenty-five percent) of the currently approved total of expenses. The Board shall provide notice of reallocation actions to the membership.

The treasurer will submit a monthly financial report to the board of directors.

#### **20. Legal Documents**

This PTSA shall keep a copy of each of its legal documents with the Treasurer and at the school. That Treasurer shall be responsible for maintaining the original copies and providing updated copies as required.

## **21. Insurance**

At a minimum, this PTSA shall purchase General Liability, Property, Officers' Liability, and Fidelity Bond Insurance every year.

## **22. Financial Review**

This PTSA shall conduct a review 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 review shall be presented to the Board before November 30 of the following school year. Interim reviews may be conducted at the discretion of the Board of Directors.

## **23. Bank Account and Signers**

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).

## **24. Voting Delegates**

Voting delegates to the Seattle Council PTSA shall be a President, Vice-President, Secretary, and Treasurer.

The vote of this PTSA for the position of the Washington State PTSA Region Director shall be determined by the Executive Committee.

The Executive Committee shall determine who shall represent this PTSA as voting delegates and as visiting delegates of the annual PTA convention.

The voting delegate to the State PTA Legislative Assembly shall be the Advocacy Chair. The alternate shall be an elected officer. The Executive Committee shall determine who shall represent this PTSA as visiting delegates.

## **25. Investments**

It is not the intent of this PTA to hold securities for investment purposes. Accordingly, the Treasurer 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.

## **26. Standing Rules**

The standing rules of this PTA shall be adopted annually by majority vote at the first membership meeting of the school year. The standing rules may be amended at a membership meeting by majority vote if previous notice of the meeting was given. If no previous notice was given, then a two-thirds (2/3) vote is required.

## **27. 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 Opportunity Grants 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 Grants Committee shall consist of no fewer than two members to include the Opportunity Grants Committee Chair and the school Principal or their designee. 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.

The Committee is permitted to use electronic means to report its recommended decision to the full Board and seek members' advice. If a majority of the Board is recorded as expressing approval of the recommendation, the Committee may immediately issue its decision. If majority approval is not attained, the Committee must either issue a decision that follows this advice or seek a formal vote on the request at the next Board meeting. All grants shall be evaluated by the Opportunity Grants 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 is 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 midyear, 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 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 \_\_, by the Membership of the Washington Middle School PTSA

These Standing Rules were last modified: \_\_