

# **Rosa Parks PTSA Elementary (Local Unit 2.8.43) Standing Rules**

## **Article 1 Unit Name**

The name of this local unit is Rosa Parks Elementary PTSA, a unit of the Washington State PTA and subject to their bylaws. The local unit number is 2.8.43 and was chartered on April 28, 2006.

## **Article 2 Articles of Incorporation**

This PTSA was incorporated in Washington state on June 12, 2006. It was assigned UBI# 602-623-065. The Treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA. This PTSA was granted tax-exempt status under IRS section 501(c)(3) on June 12, 2006 and was assigned a Federal Employer Identification Number found in the Legal Documents binder.

## **Article 3 Charitable Solicitations**

This PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 25183. The Treasurer is responsible for filing the annual registration prior to November 15.

## **Article 4 IRS Form 990**

The current Treasurer, with assistance from the outgoing Treasurer, is responsible for filing IRS Form 990 or Form 990 EZ prior to November 15, if required.

## **Article 5 Membership Dues**

The membership fees for the unit shall be set by the Board of Directors and approved by the General Membership as part of the annual budget. Membership fees are \$14 for individual membership and \$22 for family membership (defined as two members per household). Upon payment of membership fees, members are considered in good standing through October of the ensuing year.

## **Article 6 Election of Officers**

Officers shall be elected at a General Membership meeting prior to April 30 for a term of one (1) year or until their successors are elected. Incoming officers shall assume their duties on July 1. Voting may be by voice vote if only one (1) candidate is nominated for an office. Absentee or mail-in proxy ballots are prohibited. To be eligible for election to an office, a person must be a member of this PTSA in good standing for at least thirty (30) days prior to the election. No person shall serve in the same office for more than two (2) consecutive terms. An officer having served eight (8) or more months shall be considered to have served a full term.

## **Article 7 Executive Committee**

The Executive Committee of this PTSA shall consist of the following elected officers:

- President
- Secretary
- Treasurer
- Vice President Communication
- Vice President Fundraising
- Vice President Community
- Vice President Education & Enrichment
- Vice President Student Programs
- Vice President Volunteers & Service

Any elected position may be held jointly by two (2) people. Election of officers shall take place at a General Membership meeting.

The Vice President Communication shall take the position of interim President in the event the President is no longer able to continue holding office until an election can be held to fill the position at the next General Membership meeting.

## **Article 8 Board of Directors**

The Board of Directors of this PTSA shall consist of the members of the Executive Committee and the chairpersons of Standing Committees. All board members must be members in good standing of this PTSA. The principal and teacher representatives are ex-officio members of the board without a vote.

Each co-officer shall be entitled to voice and one (1) vote at Board of Directors meetings. Each co-chair shall be entitled to voice, but only one (1) vote is granted per Standing Committee. Co-

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chairs shall agree prior to each Board of Directors meeting as to which individual shall cast the committee vote.

In the event that the office of President is called upon to cast the tie-breaking vote, the Co-Presidents shall agree prior to the meeting which individual shall cast such vote.

An office or board position can be declared vacant if that person or their representative misses three (3) consecutive Board of Directors meetings unless excused by the President. If a vacancy occurs in an office, the Executive Committee shall appoint an acting officer to serve until an election can be held to fill the position at the next General Membership meeting.

### **Article 9 Standing Committees**

This PTSA's Standing Committees are:

1. Art Smart
2. Legislation & Advocacy
3. Math Adventures
4. Membership
5. Special Needs

The Standing Committee chairs shall be appointed by approval of the Executive Committee for a term of one (1) year. Any Standing Committee chair position may be held jointly by two (2) people.

### **Article 10 Legal Documents**

This PTSA shall keep at least two (2) copies of each of its legal documents in two (2) separate locations. The Secretary shall maintain these Legal Documents binders. One (1) copy shall be kept by the Secretary, and one (1) shall be kept by the President.

### **Article 11 Meetings**

The Board of Directors shall meet monthly, unless the board determines it is not necessary for that month. Meeting dates and times shall be set by the Board of Directors and be announced ten (10) days prior to meeting date. The quorum for Board of Directors meetings shall be a simple majority of the board members.

There shall be at least three (3) General Membership meetings during the year. Meeting dates and times shall be set by the Board of Directors and be announced ten (10) days prior to meeting date. The quorum for General Membership meetings shall be fifteen (15) members.

### **Article 12 Standing Rules**

These Standing Rules may be amended at any General Membership meeting by two-thirds (2/3) vote, or with ten (10) day notice, by a simple majority vote provided quorum has been established. The Standing Rules shall be reviewed annually by the Board of Directors.

### **Article 13 Nominating Committee**

The Nominating Committee shall be elected at a General Membership meeting, in accordance with the WSPTA Uniform Bylaws, Article 5, Section 5 by February 1. To be eligible for election to the Nominating Committee, a person must be a member of this PTSA in good standing for at least thirty (30) days prior to the election. The committee shall consist of at least three (3) members and two (2) alternates. No member can serve two (2) consecutive years. The President and school principal are not eligible to serve on the Nominating Committee.

### **Article 14 Budget**

The Board of Directors shall prepare and present an annual operating budget for General Membership approval by June 5. The fiscal year shall run from July 1 to June 30.

The Board of Directors, upon majority vote, has the authority to reallocate expenses within the budget up to \$1000.00.

This PTSA shall hold over a minimum of \$30,000 from one budget year to the next to ensure solvency.

### **Article 15 Bank Signature Cards**

The signatures of President, Treasurer and Secretary shall be on the signature card for this PTSA's authorized bank and investment accounts. Two authorized officers' signatures shall

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appear on all checks. Authorized officers may not sign checks written to themselves, a spouse or relative.

## **Article 16 Bank Statements**

Bank statements shall be mailed to the Treasurer and a copy given to the President. The Treasurer shall reconcile the bank account(s) within seven (7) days of bank statement receipt. The bank statement(s) shall also be reviewed and initialed by an Executive Committee member who is a non-signer of the account(s).

## **Article 17 Reimbursements**

All reimbursement requests shall include a receipt and be submitted to the Treasurer within 30 days of purchase or subject to the discretion of the Treasurer. All requests for reimbursement must be signed by the overseeing elected officer and received by the last day of school.

## **Article 18 Finance Fees**

Any bank or electronic payment system fees incurred due to NSF (Not Sufficient Funds) or shall be charged back to the individual. If a NSF check is not paid for within ten (10) days of notification or by June 1, whichever comes first, the PTSA shall not accept any future checks from this individual.

The individual is responsible for any PayPal fees assessed on transactions between the individual and the PTSA. Any PayPal fees paid by the PTSA shall be charged back to the individual.

If a check written by the PTSA is lost or stolen, the recipient must notify the Treasurer immediately. The Treasurer shall contact the bank and place a stop payment order on the check. A check will be reissued in the original amount minus the stop payment fee imposed by the bank.

Exceptions to these policies shall be brought before and voted on by the Board of Directors.

## **Article 19 Audits**

This PTSA unit shall conduct an annual audit of its financial books, legal documents records and Standing Rules compliance at the end of each school year.

The President(s) shall appoint an Audit Committee by June 5. The Audit Committee shall consist of at least three (3) PTSA members of good standing. Audit Committee members must not have had signature authority on PTSA accounts during the period to be audited. Audit Committee members should always be impartial and cannot be related by blood or marriage nor reside in the same household as the President, Treasurer or Secretary who served during the period to be audited.

The Treasurer shall close the books by June 30 and submit the books and records for financial review by the Audit Committee. The Secretary shall close the Legal Documents binders by June 30 and submit one copy for review by the Audit Committee.

The audit shall be completed and presented into record at the first Board of Directors meeting of the year. Following BOD review, the audit shall be formally adopted into record at the first General Membership meeting of the year.

If the office of Treasurer changes before the end of the fiscal year, this PTSA shall conduct a financial review audit. If the office of Secretary changes before the end of the fiscal year, this PTSA shall conduct a legal documents review audit.

## **Article 20 Money Handling**

The PTSA shall only handle funds for PTSA sponsored events, programs and activities. The PTSA shall not handle funds for PTSA partnerships. All incoming funds must be counted and verified by two (2) PTSA members of whom at least one (1) is an elected officer. A receipt of both counting members' signatures shall accompany the cash and checks. Money shall be counted in a secure location, out of public view, immediately following the event. In the case of an evening event, monies shall be counted immediately following the event, placed in a locking deposit bag, and placed in the bank's night deposit box.

## **Article 21 Contracts**

This PTSA shall not enter into any financial obligations extending beyond the fiscal year (July 1 to June 30) except as approved by the General Membership. All contracts must be in writing

*Approved by General Membership May 20, 2010*

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and shall be signed by two (2) elected officers and indicating their respective officer titles. All contract terms and conditions shall be fully understood and approved by the Board of Directors.

### **Article 23 Student Programs – PTSA Sponsored & PTSA Partnership**

A student program is considered PTSA sponsored if all the following criteria are met:

1. The program is approved annually by the PTSA Board of Directors;
2. The VP Student Programs determines program dates, times and building space;
3. The PTSA determines, collects and manages all program funds;
4. The VP Student Programs manages student registration; and
5. The instructor(s) are hired by the PTSA as Independent Contractors and are paid directly by the PTSA.

An outside company is eligible to provide a student program via PTSA Partnership if all the following criteria are met:

1. The company and program literature is approved by LWSD;
2. The company is approved annually by the PTSA Board of Directors;
3. The VP Student Programs determines program dates, times and building space;
4. The company determines, collects and manages all program funds;
5. The company manages student registration; and
6. All program staff are provided, hired and paid directly by the company.

Rosa Parks Elementary School students will be given first priority for openings in PTSA sponsored student programs. Programs will be opened to other children in the community at the discretion of the Board of Directors.

### **Article 24 Awards**

The President shall appoint an Awards Committee to select award recipients by June 1. The Awards Committee shall consist of at least three (3) PTSA members of good standing, of which at least one is a Rosa Parks staff member and at least one is a prior Golden Acorn Award recipient.

One or more Golden Acorn Award shall be presented annually to a volunteer who has given outstanding, above and beyond service to the Rosa Parks school community. One or more Purple Paw Award shall be presented annually to a volunteer who works behind the scenes providing invaluable contributions to the Rosa Parks school community. Active Rosa Parks staff members are not eligible to receive the Golden Acorn or the Purple Paw awards.

### **Article 25 Council Delegates**

Voting delegates to the Lake Washington PTSA Council shall be the President and three (3) delegates determined in the following order: Secretary, Treasurer and incoming Vice Presidents.

### **Article 26 Washington State PTA Election**

The vote of this PTSA for the position of Washington State PTA Director shall be determined by the Board of Directors.

### **Article 27 WSPTA Convention**

The voting delegates to the annual WSPTA convention shall be determined in the following order: Incoming President, Incoming Secretary, Incoming Treasurer and Incoming Vice President(s). Delegates shall be appointed by March 15.

### **Article 28 WSPTA Legislative Assembly**

The total number of voting delegates from this PTSA to the WSPTA Legislative Assembly shall be based on the previous year end membership totals as set in the WSPTA Bylaws. The voting delegate(s) shall be the Legislation & Advocacy Chair and others as appointed by the Board of Directors.