



Standing Rules

2017-2018

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1 MISSION

We want to enhance the educational experience of the children and their families by working in partnership with the teachers, educational staff and local community.

Our mission is to be:

- A powerful voice for all children,
- A trusted, relevant resource for families and communities; and
- A strong advocate for the academic, social and emotional well-being of every child.

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2 GENERAL

2.1 ASSOCIATION NAME:

- 2.1.1 The name of this association shall be Tyee Middle School PTSA.
- 2.1.2 This association may also be known as Tyee Middle School PTSA 2.3.145 which includes our Washington State PTA local PTSA number.

2.2 INCORPORATION DATE: This PTSA was incorporated on May 24, 1976.

2.3 WASHINGTON STATE STATUS AND NUMBER

- 2.3.1 ASSOCIATION'S STATE INCORPORATION NUMBER: #2.256640-0
- 2.3.2 The Treasurer is responsible for filing the annual corporation report. 2016: \$10 Annual Fee)
- 2.3.3 Washington Charitable Solicitations Act
 - A. This PTSA will comply with the Washington Charitable Solicitations Act through renewing, if required.
 - B. The treasurer is responsible for determining whether renewal is required and for filing the annual renewal by May 31 to avoid penalties. (2016: \$40 Annual Fee)

2.4 FEDERAL TAX-EXEMPT STATUS AND EIN#

- 2.4.1 *This PTSA was granted tax-exempt status by the IRS as a 501(c)3 on November 7, 1995 and given a new tax-exempt number.*
- 2.4.2 *This PTSA's Federal Employer Identification Number (EIN) and letter of designation from the IRS can be found in the Legal notebook maintained by the Treasurer and are available upon request.*
- 2.4.3 *The treasurer, with assistance from the immediate past treasurer if possible, is responsible for filing IR form 990, Form 990 EZ or Form 990-N prior to November 15.*
- 2.4.4 Copies of the current and past years' returns are located in the Legal notebook maintained by the Treasurer.

3 REVIEW, UPDATE AND ACKNOWLEDGEMENT

- 3.1 These standing rules shall be reviewed, modified and adopted annually at the first General Membership Meeting by a majority vote.
- 3.2 These standing rules may be amended at any regular General Membership meeting by a majority vote with advanced notice (15 days ahead) or 2/3 without advanced notice.
- 3.3 The Standing Rules must be read and acknowledged by the Executive Committee and the Board of Directors.

4 NPTA, WA STATE PTA and BELLEVUE PTA COUNCIL

- 4.1 This PTSA is governed by the Washington State PTA Uniform Bylaws with which these standing rules cannot conflict.
- 4.2 The Tye PTSA has designated the Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the United States Internal Revenue Service. Copies of the signed documents making such designation are available in the legal document binder maintained by the Treasurer.
- 4.3 Our PTSA will comply with the training requirements necessary to remain in good standing, as specified in the most current WA State PTA Uniform Bylaws.
- 4.4 The Standards of Affiliation (SOA) must be completed, signed, and submitted annually by the deadline provided by Washington State PTA.
- 4.5 The vote of this PTSA for the position of Washington State PTA Area B Vice President shall be determined by the Board of Directors.
- 4.6 WA STATE PTA CONVENTION.
 - 4.6.1 Delegates to the State Convention shall not exceed the number designated by the State PTSA guidelines and shall consist of the newly elected President or Co-Presidents and other delegates as presented for Board of Directors' approval by the Executive Committee.
 - 4.6.2 All WA State PTA Convention voting delegates shall be selected by Board of Directors.
 - 4.6.3 Tye PTSA will send as many voting delegates and as many visiting delegates to the WA State PTA Convention as the budgeted amount for convention can support.
 - 4.6.4 Persons attending convention paid for by the Tye PTSA will submit a board report or summary about the WA State PTA Convention.
- 4.7 WA STATE LEGISLATIVE ASSEMBLY
 - 4.7.1 Representation at the Legislative Assembly shall be the Director of Advocacy, unless otherwise designated.
 - 4.7.2 All voting delegates for the WA State PTA Legislative Assembly shall be selected by the Board of Directors.
 - 4.7.3 Tye PTSA will send as many voting delegates and as many visiting delegates to the WA State PTA Legislative Assembly as the budgeted amount can support.
 - 4.7.4 Persons attending the assembly paid for by the Tye PTSA will submit a board report or summary about the WA State PTA Legislative Assembly.
- 4.8 BELLEVUE PTSA COUNCIL

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- 4.8.1 Tyee PTSA is a member of the Bellevue PTSA Council and has four (4) votes on Council business.
- 4.8.2 The President shall designate delegates and alternatives to the Bellevue Council with preference to select from Executive Committee members first, then Board of Directors, then General Membership.
- 4.8.3 Delegates will be approved by the Board of Directors

5 RECORDS AND RETENTION

- 5.1 The Treasurer will maintain the original copy of all legal documents in the Legal Documents Notebook(s).
- 5.2 Original Legal Documents Notebook(s) will be stored in a fire-safe box when available.
- 5.3 A complete duplicate Legal Documents Notebook(s) will be made and held by the current President. All elected officers shall have access to the Legal Documents Notebook(s).

6 MEMBERSHIP

- 6.1 Membership of this PTSA shall be open to all people without discrimination.
- 6.2 Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members and any other persons that support and encourage the PTSA's purpose.
- 6.3 Student representatives shall be considered to have honorary membership status and as such will not be required to pay fees and will have no voting or delegate privileges.
- 6.4 No one under the age of 18 may hold an elected position within this PTSA.
- 6.5 The annual dues for this PTSA shall not exceed \$15.00 per individual membership, \$25.00 per family membership (up to 2 members), and \$15 for staff and faculty membership.
- 6.6 Each paid membership will receive all benefits offered by the WA State PTA and a Tyee Student directory.
- 6.7 All paid members have a voice and vote at Tyee PTSA general membership meetings.

7 ELECTED POSITIONS, VOTING and BOARD OF DIRECTORS

7.1 OFFICERS (EC)

7.1.1 The elected officers of this PTSA shall be:

- President(s)
- ~~Treasurer(s)~~
- Secretary(s)
- ~~VP-Communication~~
- ~~VP-Program~~
- ~~VP-Ways and Means~~

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~~7.1.2~~ Any elected officer position may be held jointly by two (2) people ~~except Treasurer.~~

7.1.3 Each position holder shall be entitled to voice and one vote at all meetings.

7.1.4 Officers for the next fiscal year must be elected no later than June 30.

7.2 NOMINATING COMMITTEE (NC)

- 7.2.1 The Executive Committee will submit names for the Nominating Committee.
- 7.2.2 Nominations can be made from the membership at large.

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- 7.2.3 It will consist of three (3) members. Every effort shall be made to include at least one (1) member from each feeder school.
- 7.2.4 NC shall be elected at the Winter General Membership Meeting
- 7.2.5 The NC will serve until election of the officers takes place.
- 7.2.6 The Board may appoint a replacement Nominating Committee member.
- 7.2.7 A member may serve no more than two consecutive terms on the Nominating Committee.

7.3 VOTING

Voting for officers or nominating committee positions may take place by at a meeting, by e-mail, on-line voting tool and/or by mail according to WA State PTA guidelines. The decision to use electronic or mail voting along with a timeline for meetings and deadlines will be made by the Fall General Meeting.

7.4 BOARD OF DIRECTORS (BoD)

7.4.1 The BoD shall consist of:

- all elected officers
- the appointed chairs of the following committees:
 - Grant making
 - Membership
 - Advocacy
 - 2-6 at-large members.
- the 2-6 at-large members will be appointed by the EC and ratified at the first General Meeting.
- it is strongly encouraged that the school principal and one teacher be included in the at-large members.

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7.4.2 Additional board members may be added by a vote of the Board of Directors.

8 MEETINGS

8.1 GENERAL MEMBERSHIP MEETINGS (General Meeting)

8.1.1 There shall be at least three (3) General Membership meetings each year.

A. Fall: This meeting must include:

- i. Adoption of the budget
- ii. Adoption of standing rules
- iii. The report on the Year-End Financial Review which was conducted after the closing of the books from the previous school year.

B. Winter: This meeting must include:

- i. Election of the nominating committee
- ii. *Creation of Budget Committee*
- iii. *Report by Financial Review Committee re: Mid-Year Financial Review*

C. Spring (May and/or June): This meeting must include:

- i. Election of incoming officers

8.1.2 The date, time and location of general membership meetings will be fixed by the BoD.

8.1.3 Written notice of the place, day and time of the meetings shall be delivered not less than five (5) days prior to the meeting date.

8.1.4 There must be at least ten (10) members present in order to conduct business.

8.2 BOARD OF DIRECTORS (BoD)

- 8.2.1 There shall be a monthly ~~minimum of three (3)~~ Board of Director meetings during the school year.
- 8.2.2 Meeting dates and times shall be set by the Executive Committee.
- 8.2.3 Written notice of the place, day and time of the meetings shall be delivered not less than five (5) days prior to the meeting date to each member.
- 8.2.4 Quorum for meetings is a majority of the board.
- 8.2.5 All board meetings are open to the membership unless previously advertised.

8.3 EXECUTIVE COMMITTEE

- 8.3.1 There is not set number of meetings required.
- 8.3.2 Meeting dates and times shall be set by the Executive Committee.

9 BUDGET AND FINANCIAL

9.1 BUDGET

- 9.1.1 This PTSA shall approve its annual operating budget prior to July 1 of each year.
- 9.1.2 The budget committee will be formed of the outgoing Tyee PTSA President and Treasurer, the incoming PTSA Executive Committee and any other appointed PTSA members.
- 9.1.3 The board of directors has authority to reallocate any funds budgeted for one purpose to another purpose by a majority vote.

9.2 BANK ACCOUNT

- 9.2.1 The PTSA shall establish one (1) or more accounts in financial institutions as determined by the Board of Directors.
- 9.2.2 Any such account shall require the signatures of at least two elected officers to make a withdrawal. Note: 3 are recommended.
- 9.2.3 The Board of Directors shall determine which officers shall have signing authority on the PTSA bank account(s).
- 9.2.4 The PTSA's monthly bank account statements shall be provided unopened to a person appointed by the Board of Directors.
 - A. Such person will be appointed by the Board of Directors at the beginning of the fiscal year and shall not be a signer on the account.
 - B. The reviewer shall promptly report any concerns or discrepancies identified in the review to the Executive Committee.
 - C. If there are no concerns or apparent discrepancies, the reviewer shall initial and date the account statements and provide them to the treasurer.

10 COMMITTEES

10.1 FINANCIAL REVIEW COMMITTEE will:

- 10.1.1 consist of three (3) members, appointed by the president
- 10.1.2 review the financial books twice a year.

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10.1.3 not include the treasurer or any person authorized to sign on the PTSA bank accounts for the period that is being reviewed or any individuals living in their households.

10.2 AWARDS COMMITTEE.

10.2.1 This committee shall be chaired by the President and Vice President or their designated representatives.

10.2.2 Annual Awards given may include:

- Golden Acorn Award
- Outstanding Educator
- Outstanding Advocate
- Honorary Life Membership
- Outstanding Student Advocate

10.2.3 The nomination period will be publicized in the Tye Times, on the PTSA website and through the principal at least one (1) month before the nomination due date.

10.2.4 The Board of Directors shall determine the number of recipients based on recommendation of the award committee.

10.2.5 Awards shall be presented at the final General Membership Meeting or during the last Tye Middle School Assembly.

10.3 PROGRAMS/COMMITTEES:

10.3.1 NOTEBOOK: Each committee chair shall keep a notebook of activities and recommendations pertaining to his/her office of chairmanship. The accumulated material and notebook shall be turned over to the successor or the President.

10.3.2 PLAN OF ACTION: Treasurer will provide all chairs a Plan of Action (POA) form at the beginning of the school year or when a chair is determined.

- A. The chair will need to complete and submit their form to the Treasurer prior to the next EC or BoD meeting.
- B. The program will not be authorized to raise or spend money until the plan has been presented and approved by the EC or BoD
- C. Committees or Programs whose total budget was previously approved by general membership will still need to obtain approval of their POA to the BoD for final approval prior to spending any funds.
- D. Any changes to projected expenses outside of budget must be reviewed and approved by the Executive Committee even if the committee expects additional income to cover the change in expense.

10.3.3 CONTRACTS/AGREEMENTS: Committee chairs do not have the authority to sign any contract or agreement for services or goods from any vendor or independent contractor.

- A. Any agreement with non-PTSA companies or vendors must be in writing.
- B. Two members of the Executive Committee must sign any contract or agreement.
- C. In addition, when hiring independent contractors all necessary tax forms must be completed prior to undertaking the assignment.
- D. Forms must be given to the Treasurer.
- E. If a vendor or independent contractor is hired without all the necessary paperwork, payment may be delayed.

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- 10.3.4 FUNDRAISING. All proposals to raise funds on behalf of the Tyee PTSA must be presented in writing to the Executive Committee prior to being presented at a Board of Directors meeting.
- 10.3.5 REIMBURSEMENTS. Committees must operate within an established budget item in the TYEE PTSA Budget.
- A. Procedures for handling reimbursements for expenditures are as follows:
- i. within budget and less than \$500 may be approved and signed by the Committee Chair, Treasurer and President without additional approval.
 - ii. within budget and more than \$500 must be presented to Executive Committee for approval. EC may require check payable directly to vendor to cover expense.
 - iii. outside of budget and less than \$250 must be presented in writing with explanation of overage to the Executive Committee for approval.
 - iv. outside of budget and more than \$250 must be presented in writing with explanation of overage to the BoD for approval before funds are even spent.
- B. Any unbudgeted expenditure that has not been approved prior to the purchase has a possibility of not being reimbursed and could be treated as a donation to the PTSA. To avoid the chance that a purchase will not be reimbursed, approval must be received prior to the purchase.
- C. ▾

Deleted: <#>IN-AND-OUTS. This type of committee/program (also known as pass-through) will have an authorized budget equal to the amount that committee has raised for the given academic year. ¶
 <#>The PTSA will make every attempt to not carry an in-and-out program. Exception: a program is started mid-year and there are no funds available for its use during this academic year. If the program continues the next academic year, some funds will be provided to help its goal. ¶
 <#>All expenditures for these programs will be authorized up to the income raised. ¶
 <#>During summer months, any expenditure over the limits listed above will be authorized if the program has raised the funds to cover the expenditures. ¶
 <#>If an in-&-out program who has an approved plan of action and needs to make an approved budget expenditure prior to the fund raising opportunity, they will need to present their request for review and final approval per the limits listed in 11.3.5.