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## *Ella Baker Elementary PTSA Standing Rules*

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*EBEPTSA follows the WSPTA Bylaws. See [www.wastatepta.org](http://www.wastatepta.org)*

## Article I. IDENTIFICATION

Section I.1 The name of this local PTSA shall be Ella Baker Elementary PTSA, 2.8.28. It was chartered May 2018. PTSA will be referred to hereafter as EBEPTSA.

Section I.2 Ella Baker Elementary PTSA is a non-profit organization recognized by the State of Washington. EBEPTSA was incorporated on June 27, 2018. The Treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA. The President and Secretary (shall receive and keep a copy of the report. The report will be kept in the Legal Documents. The annual renewal date is in June. The EIN will be located in the Legal Documents. This unit serves children in the Ella Baker Elementary community.

## Article II. PURPOSE

### Section II.1 Section 1: Purpose

- (a) To promote the welfare of children and youth in home, school, community, and place of worship;
- (b) To raise the standards of home life;
- (c) To secure adequate laws for the care and protection of children and youth;
- (d) To bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the education of children and youth; and
- (e) To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

### Section II.2 Section 2: IRS status

- (a) Tax-exempt status by the IRS under section 501(c)(3) has been granted.
- (b) EBEPTSA is registered with the Secretary of State under the Charitable Solicitations Act. The Treasurer is responsible for filing the annual registration prior to May 15. The President and Secretary shall receive a copy of the report and it will be kept in the Legal Documents.
- (c) The current treasurer is responsible for filing IRS Form 990 or 990EZ. The president and secretary shall receive a copy of the report and it will be kept in the Legal Documents. This annual filing is to be completed by November 15. The letter of determination will be kept in the PTSA's Legal Documents.

## Article III. FINANCIAL POLICIES

- (a) The EBEPTSA shall approve its annual operating budget in the spring for the following year.
- (b) A financial review committee, minimum of three (3) members appointed by the president, shall conduct a report of its books and records at the close of the fiscal year, which is June 30th of each year. Mid-year review encouraged.
- (c) The signatures of the President(s) and a Treasurer shall be on the authorized signature card for this unit's bank account.
- (d) The unit shall keep at least two copies of each of its legal documents. One copy of the Legal Documents will be a binder in the care of a Treasurer of a President. A second copy of the Legal Documents will be maintained on the PTSA's secure electronic document storage. A President and a Treasurer shall maintain the documents.
- (e) EBEPTSA will follow the financial policy for refunds and NSF checks.
- (f) There will be bank account(s). There will also account(s) for online payments.
- (g) The Board of Directors may reallocate budgeted line items between pre-existing budget line items up to two thousand dollars per line. Adding budget line items may occur at a membership meeting by way of majority vote.

### Section III.2 Section 1: Membership

- (a) The dues for membership of this unit shall be \$17 per individual member, \$27 per two individual membership and \$12 per staff member.
- (b) All students in the EBE Community are honorary, non-voting members of the EBEPTSA. (Section 8)
- (c) Any community member (individual with no children in the EBE Community) wishing to join our PTSA will pay \$17.
- (d) Honorary members of this PTSA do not have voice, vote, or the privilege of holding office.
- (e) Businesses that sponsor the EBEPTSA are considered non-voting honorary PTSA members.
- (f) Memberships may be subsidized by PTSA funds if membership subsidies are included in the annual budget.
- (g) EBEPTSA shall pay annual dues reflecting the number of registered memberships.

### Section III.3 Section 2: Membership term

- (a) Upon payment of dues membership extends through October 31 of the ensuing year.

## Article IV. ELECTED OFFICERS

- (a) The officers of EBEPTSA shall be
  - 1) President(s),
  - 2) Vice President(s) of Communications,
  - 3) Vice President(s) of Enrichment,
  - 4) Vice President(s) of Fundraising,
  - 5) Vice President(s) of Community Events,
  - 6) Secretary and
  - 7) Treasurer(s). These elected officers shall constitute the Executive Committee.
- (b) The Executive Committee might be shared by two to three people as “Co’s”.
- (c) Officers shall be elected by end of fiscal year for a term of one year and serving not more than two years consecutively in the same position and must be elected each year. Each elected officer shall be entitled to voice and vote at a Board of Directors or Executive Committee meeting.
- (d) Each officer shall be a member of EBEPTSA.
- (e) All elected officers shall complete the training requirements during their term as mandated by the Washington State PTA Standards of Affiliations Agreement. Training is necessary to keep our unit in good standing with the Washington State PTA.
- (f) EBEPTSA will annually review and complete all required WSPTA standards of Affiliation Agreement and documentation by Oct 31st, the required deadline.
- (g) The President(s) will maintain a list of all online accounts and passwords. It will be the responsibility of each officer who controls online accounts and passwords to obtain login and password information from their predecessor upon taking office. The officer will change the password(s) and provide the updated account access information to the president(s).

## Article V. BOARD OF DIRECTORS

- (a) The Board of Directors of this unit shall consist of the Executive Committee and Board Appointed Liaisons. The Director of Advocacy, The Director of Volunteers.
- (b) The Board must appoint all Liaisons.
- (c) The Board of Directors may vote to create additional Liaisons to address the needs of specific groups in the EBE Community.
- (d) All members of the Board of Directors shall be members of our EBEPTSA.
- (e) Each elected officer gets one vote. Appointed Directors will get one vote for the position. The Board of Directors shall be entitled to voice and one vote at a Board of Directors meeting.
- (f) An office shall be declared vacant if an officeholder misses three consecutive meetings unless previously excused by the president(s).

- (g) If a vacancy occurs on the board, the executive committee may appoint a member to fill the vacancy until the next membership meeting, as specified in the WSPTA Uniform Bylaws Article 5, Section 6.
- (h) The executive committee may remove from office any member of the board of directors by a two-thirds vote of the executive committee.
- (i) In the event that the president(s) is unable to serve, the following vice presidents shall serve in their place. In order of succession: Vice President(s) of Communication, Vice President(s) of Fundraising, Vice President(s) of Enrichment and Vice President(s) of Community Events.

## Article VI. MEETINGS

### Section VI.1 Section 1: General Membership meetings

- (a) This unit shall have at least three (3) General Membership meetings per school year with additional meetings being held at the direction of the Board of Directors.
- (b) General membership meetings shall be held for the purpose of adopting the annual budget, approving the standing rules, electing a Nominating Committee, Financial Review Committee and electing officers.
- (c) First regular meeting shall be designated as the annual meeting.
- (d) The quorum during a Membership meeting shall be 10.
- (e) A President can call a general membership meeting at any time if membership is given at least 10 days' notice of the intended date but not more than 50 days advance notice. The PTSA newsletter will be EBEPSTA's primary method of meeting notices.
- (f) All people attending the membership meetings shall adhere to EBEPSTA's Membership Conduct Policy.

### Section VI.2 Section 2: Board meetings

- (a) We follow Roberts Rules of Order Newly Revised.
- (b) The Board of Director's meetings shall be once a month as voted by the Board of Directors during the school year.
- (c) The quorum for a Board of Directors meeting shall be more than half.
- (d) Meeting notices will be emailed as to dates and times.
- (e) All elected members shall have voice and vote.
- (f) Any guest and /or board member in attendance shall follow the EBEPSTA Guest & Conduct Policy as to voice and vote.

### Section VI.3 Section 3: Absentee, mail or electronic voting and meetings

- (a) Absentee, mail or electronic ballots are allowed as long as the content of each proposal is contained in the notice of the meeting. Advance notice is required of the board member and is at the discretion of the President(s).
- (b) While in person voting during membership meetings is preferred, should circumstances prevent in person meetings from being held, voting for essential business may take place via email.
- (c) Meeting in person is the preferred manner of conducting business; however; when circumstances prevent in person meetings long enough to impede accomplishing essential PTSA business, alternative methods of meeting (conference call, online platforms, etc.) may be used.

## Article VII. WSPTA LEGISLATIVE ASSEMBLY

The voting delegate(s) to the WSPTA Legislative Assembly (fall) shall be determined in the following order: Legislative Chair, President, Secretary, and Treasurer. The Board of Directors will determine the number of delegates to be funded by the PTSA.

## Article VIII. WSPTA CONVENTION

- (a) The voting delegates to the annual WSPTA convention (spring) shall be determined in the following order: Incoming President, Incoming Vice President, Incoming Secretary, Incoming Treasurer, Ongoing President, Ongoing Vice President, Ongoing Secretary, Ongoing Treasurer. The Board of Directors will determine the number of delegates to be funded by the PTSA.

## Article IX. LWPTSA COUNCIL

- (a) Voting delegates to the Lake Washington PTSA Council shall be a President and three authorized delegates according to the WSPTSA Bylaws.

## Article X. RECOGNITION OF VOLUNTEERS

- (a) One or more Golden Acorn Awards may be presented annually to an outstanding volunteer(s)

## Article XI. AMENDMENTS TO THE EBPTSA STANDING RULES

- (a) The standing rules shall be reviewed and approved annually by the membership. This review and adaptation is done at the first general membership meeting of the school year.

- (b) If the membership has been given proper notice (more than 10 days but not more than 50 days) prior to the date of the meeting of the intended change, then the change can be approved by a majority vote of the members present; if proper notice was not given prior to the meeting, a 2/3 vote of the members present is required (if a quorum has been established). EBEPTSA will use their weekly newsletter to communicate all meeting dates and times.