

## Standing Rules for Ella Baker Elementary PTSA

Approved by Membership on September 28, 2023

### 1. Name and Identity

The name of this PTSA is Ella Baker Elementary PTSA 2.8.28. It was chartered on May 1, 2018.

### 2. PTSA Purpose and Community

This PTSA serves the children in the Ella Baker Elementary school community, which includes the residences and businesses in the enrollment area. The purposes of this PTSA align with the purposes outlined in [WSPTA Uniform Bylaws](#) Article 1.

### 3. Incorporation

This PTSA was incorporated on June 27, 2018, and assigned UBI 604304740. The treasurer is responsible for filing the annual corporation report. The Employer Identification Number (EIN) is kept in the legal document notebooks in the custody of the PTSA president and secretary.

### 4. Charities program

This PTSA is registered with the Washington Secretary of State Charities program, registration number 2002312. The treasurer is responsible for filing the annual renewal by May 31 to avoid penalties.

### 5. Tax-exempt Status

This PTSA was granted tax exempt status under section 501(c)(3) of the Internal Revenue Code on December 3, 2018. 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 the appropriate federal informational return prior to November 15 and providing a copy to the PTSA 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

This PTSA has designated Washington State PTA as its registered agent 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, abide by all requirements therein, and uphold the ethics, policies, and principles of PTA.

## 9. Membership

Membership in this PTSA shall be open to all people without discrimination. Membership is open to parents, teachers, staff, grandparents, guardians, students, and community members, and any other persons that support and encourage the purposes of PTSA. All paid members may make motions, participate in debate, and vote at PTSA membership meetings.

- a. **Honorary Members** - All students in the Ella Baker Elementary community and businesses that sponsor this PTSA are considered honorary members. Honorary members do NOT have a voice, vote, or the privilege of holding office.
- b. **Dues** - The dues for membership *shall not exceed* \$30 for two individual memberships, \$20 per individual membership, and \$15 per staff membership.
- c. **Subsidies** – This PTSA may offer full or partial membership subsidies to persons requesting them if membership subsidies are included in the annual budget.
- d. **Terms** - Upon payment of dues, membership extends through October 31 of the ensuing year.
- e. **Fees** – This PTSA shall pay annual fees to Washington State PTA and Lake Washington PTSA Council reflecting the number of registered memberships.

## 10. Membership Meetings

The adoption of the annual budget, approval of adding budget line items, adoption of standing rules, election of the nominating committee, election and report of financial review committee, and election of officers, all by majority vote, shall take place at membership meetings.

- a. **Calendar** - A calendar of membership meetings adequate to accomplish the business of the PTSA shall be determined by the board of directors. This PTSA 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. The first regular meeting shall be designated as the annual meeting.
- b. **Notice** – A president can call a membership meeting at any time if each member is given a notice of the place, date, and time of the meeting not less than ten (10) nor more than sixty (60) days prior to the date of the meeting. The PTSA newsletter will be the primary method of providing notice.
- c. **Location** - Membership meetings may be held in person or by remote communications where all participants may hear one another and participate fully.
- d. **Quorum** - A quorum of at least ten (10) members must be present to conduct business. If a quorum is not met, the meeting can take hold, but a vote cannot be taken.
- e. **Voting** - While in-person voting is preferred, voting may take place via electronic transmission as long as the content of each proposal and/or the name of each candidate

is contained in the notice of the meeting and adequate notice of the meeting is provided in accordance with Section 10(b).

- f. **Conduct** - All people attending the membership meetings shall act respectfully, be prepared and fully present at meetings, respect differences in opinion, work toward seeing agreeable options, and encourage and appreciate the work done by PTSA volunteers.

## 11. Board of Directors (Executive Committee)

The board of directors of this PTSA shall consist of the following elected officers: President, Vice President of Communication, Vice President of Enrichment, Vice President of Fundraising, Vice President of Community Engagement, Vice President of Advocacy, Vice President of Volunteers, Secretary, and Treasurer. All elected officers shall be part of the executive committee.

- a. **Co-Positions** – An elected position may be held jointly by two to three people as “Co’s”. Each elected position has the right to voice and one vote, with the exception of the president who cannot vote. In the event of co-treasurers, one of the treasurers may not be a signer on the bank account.
- b. **Qualifications** – Elected officers shall be members of this PTSA and LWSD-approved volunteers.
- c. **Terms** - Elected officers shall be elected by the 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.
- d. **Succession** – In the event 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 Enrichment, Vice President(s) of Fundraising, Vice President(s) of Community Engagement.
- e. **Training** - Each elected officer must attend a minimum of one WSPTA-approved training during the fiscal year in order to keep the PTSA in good standing with WSPTA. At least one officer will attend *PTA and the Law* during the fiscal year.
- f. **Attendance** – Elected officers are expected to attend PTSA membership meetings and meetings of the board of directors as outlined in the Attendance Policy.
- g. **Vacancy** – In the event of a vacancy in any elected office, the board of directors may appoint a PTSA member to fill the vacancy until the next membership meeting, as specified in the [WSPTA Uniform Bylaws](#) Article 5, Sec 6.
- h. **Removal** - Any member of the board of directors may be removed from office by a two-thirds vote of the board of directors.

## 12 Board of Director Meetings

The role of the president(s) is to remain impartial and preside over meetings. The right to make motions, participate in debate, and vote at board of directors’ meetings shall be limited to the remaining members of the board of directors, unless a motion to suspend the rules is approved by a two-thirds vote.

- a. **Calendar** - The board of directors shall set a calendar of regular, preferably monthly, board meeting dates and times.
- b. **Notice for Special Meetings** - 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 any special board meeting shall be emailed to each member of the board at least five (5) days prior to the meeting.
- c. **Location** - Board meetings may be held in person or by remote communications where all participants may hear one another and participate fully.
- d. **Quorum** - Quorum for board meetings is a majority of the sitting board. If a quorum is not met at a meeting, the meeting can take hold, but a vote cannot be taken.
- e. **Vote** – While in person voting is preferred, voting may take place by electronic transmission as long as the content of each proposal to be voted on is provided to each board member when the vote is requested.
- f. **Conduct** - This PTSA follows *Roberts Rules of Order Newly Revised*. The board of directors shall follow the Code of Ethics and Conduct policy. Any guest and/or board member in attendance shall follow the Guest Policy.

### 13 Committees

The board of directors may establish committees. Committee chairpersons shall be appointed by the president and approved by the board of directors for a term of one year. All committee chairpersons must be current members of this PTSA. A committee chair may be removed from their position by a vote of the board of directors.

### 14. Awards

One or more Golden Acorn Awards may be awarded annually to outstanding volunteer(s). The president shall appoint the awards committee, with the approval of the board of directors. The Vice President(s) of Volunteers shall chair the awards committee. The awards committee will determine the number of award recipients and whether other awards will be considered on an annual basis, based on the yearly awards budget.

### 15. Budget and Monthly Financial Reports

This PTSA shall approve its annual operating budget in the spring for the following year. The board of directors has authority to reallocate any funds budgeted for one purpose for another purpose by a two-thirds vote of the board of directors. Adding a new budget line item to an approved budget may only occur at a membership meeting by way of majority vote.

- a. **Monthly Reports** - The treasurer will submit a monthly financial report to the board of directors.
- b. **Reserves** - This PTSA will maintain a year-end cash balance of unallocated reserves equal to \$25,000.

### 16. Legal Documents

This PTSA shall maintain two copies of its legal documents, one copy may be in secure online storage. An original or hard copy of any legal document shall be kept in the legal document's

binder in a secure location accessible to at least one of the following officers: president, treasurer or secretary. All elected officers shall have access to the contents of online legal document storage.

#### **17. Financial Review**

A financial review committee with a minimum of three (3) members appointed by the president will review the financial records of this PTSA at the close of the fiscal year (June 30). A mid-year review is highly encouraged but is not required. The report of the committee will be presented at the regularly scheduled membership meeting immediately following the review. Members of this committee shall not include the treasurer, any person authorized to sign on the PTSA bank accounts for the period that is being reviewed, or any individuals living in their households.

#### **18. Bank Account & Signers / Financial Accounts**

This PTSA shall establish one or more accounts in financial institutions as determined by the board of directors. The PTSA shall require the approval of at least two elected officers to make a withdrawal. The signature of the president(s) and a treasurer shall be on the authorized signature card for this unit's bank account.

In addition to bank account(s), there will also be account(s) for online payments.

#### **19. Independent Review of Bank Statements**

The PTSA's monthly bank account statements shall be provided to a person appointed by the board of directors. This person will be appointed by the board at the beginning of the fiscal year and shall not be a signer on the account. The reviewer shall promptly report to the board of directors any concerns or discrepancies identified in the review. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer.

#### **20. Payments & Reimbursements**

All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the treasurer within 60 days (about 2 months) of expenditure. Any requests for reimbursement not submitted prior to the date determined by the treasurer prior to the end of the school year, will be considered a donation to the general fund of this PTSA. No authorized signer will sign a check to her or himself. Two authorized signers must sign all PTSA checks. Review Payment Policy.

#### **21. NSF Checks (Not Sufficient Funds)**

Should the PTSA receive a NSF check, the PTSA will charge a fee to the NSF check signee in the amount of any service fees charged by the bank. If the NSF check is not paid by June 1, this PTSA will not accept any checks from this individual in the future. If more than 2 NSF checks are received from the same individual during the fiscal year, this PTSA will not accept further checks from the individual responsible.

#### **22. Voting Delegates for Legislative Assembly (fall)**

The voting delegate(s) shall be determined in the following order: Legislative Chair, Vice President of Advocacy, President(s), Secretary, and Treasurer. The board will determine the number of delegates to be funded by the PTSA.

### **23. Voting Delegates for WSPTA Convention (spring)**

This PTSA may send as many voting delegates to the WSPTA Convention as allowed by the [WSPTA Uniform Bylaws](#). The voting delegate(s) shall be determined in the following order: incoming President(s), incoming Secretary, incoming Treasurer, ongoing President(s), ongoing Secretary, and ongoing Treasurer. The board will determine the number of delegates to be funded by the PTSA.

### **24. Voting Delegates for LWPTSA Council**

Voting delegates shall be a President and up to three (3) authorized delegates according to the Standing Rules for the Lake Washington PTSA Council 2.8. The voting delegate(s) shall be determined in the following order: President, Secretary, Treasurer, and Vice President of Communications.

### **25. Online Accounts, Password Protection, and Transition Procedures**

A list of all active online accounts and programs is kept with the president. A transition policy and list of active accounts must be provided to the financial review committee, minus passwords and account numbers. A list of current passwords will be transitioned to the incoming president after June 30, at which time all passwords will be changed and provided to any other board members whose role requires access.

### **26. Policy Review**

This PTSA shall maintain a Code of Ethics and Conduct Policy, an Attendance Policy, a Payment Policy, an After-School Enrichment Policy, and a Guest Policy. These policies shall be reviewed and approved yearly by the board of directors. These policies shall be saved online, and a hard copy kept in the legal documents binder.

### **26. Standing Rules and Amendments**

The standing rules of this PTSA shall be reviewed and approved 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.