

# Carnation Elementary School PTSA

## Standing Rules 2016-2017

Revised and Approved 10.3.2017

### ***Legal Information***

1. The name of this local PTSA is: Carnation Elementary School (CE) PTSA 2.16.5. It was chartered on January 28, 1981 by the Washington State PTA. Its National PTA local PTA identification number is: 00023079.
2. This PTSA serves the children and families in the CE community, including the residents and businesses in the CE enrollment area.
3. This PTSA was incorporated on September 14, 1984 and assigned a UBI Number, by Washington State Department of Revenue. The UBI Number is available upon request. The Treasurer is responsible for filing the Annual Corporation Report by September 30<sup>th</sup> to avoid penalties. The Employer Identification Number is located in the legal documents binder in the custody of the Treasurer.
4. This PTSA is registered under the Charitable Solicitations Act, with Washington State Secretary of State. The registration number is 656. The Treasurer is responsible for filing the annual registration by May 31<sup>st</sup> to avoid penalties.
5. This PTSA was granted tax-exempt status under section 501(c) (3) of the Internal Revenue code in January of 1985. A copy of the determination letter is available from the Treasurer.
6. The Treasurer is responsible for filing the appropriate Federal Tax Return Form 990, Form 990EZ or Form 990-N prior to November 15<sup>th</sup> and providing a copy to the Board of Directors no later than November 1<sup>st</sup>. Copies of the current and past years' returns are located in the legal documents binder in the custody of the Treasurer.
7. This 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 documents binder in the custody of the Treasurer. Originals are kept in the PTSA safety deposit box.

### ***Membership Information***

8. Membership at this 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 who support and encourage the purpose of PTSA.
9. All CE students shall be honorary members, with a voice, but without vote or the privilege of holding office.

Approved 10/3/2017

10. The dues for this PTSA shall be as follows: \$15.00 per individual adult membership, and \$10.00 per additional adult household member per year. Corporate membership dues for this PTSA shall be \$35.00 per year. All paid members have a voice and vote at CE PTSA General Membership Meetings.

***Board of Directors and Elections***

11. The elected officers of this PTSA shall be President(s), Vice President(s), Secretary(s), and Treasurer. These elected officers shall be known as the Executive Committee. The President, Vice President, and Secretary positions may be held jointly by two (2) people. All elected officers have a voice and a vote. Candidates are required to be a PTSA member (of any local PTSA) at least 15 days prior to elections. Elected officers shall be current Carnation Elementary PTSA members during their time of service and shall remain in compliance with Washington State PTA bylaws, and shall abide by standard best practices. The President(s) shall be ex-officio member(s) of all committees except the Nominating Committee.
12. In order to maintain "PTA in Good Standing Status," our PTSA will make sure that each Executive Committee member attends a minimum of one (1) WSPTA-approved training course during the PTA year. Further, at least one member of the Executive Committee will attend PTA and the Law during the PTA year. Per the WSPTA Uniform Bylaws, a local PTA or council in good standing is one that meets the criteria in the Standards of Affiliation agreement checklist. The checklist is for your internal monitoring purposes only and does not need to be turned in to the WSPTA, unless your council is selected for periodic review.
13. Voting for officers or Nominating Committee positions may take place at a meeting, by mail, or by electronic transmission. If voting takes place by mail or electronic transmission, the name of each candidate is to be contained in the notice of the meeting and any vote cast must be received within the time frame identified in the notice of the meeting. All nominees for office must also be current CE PTSA members.
14. The Nominating Committee shall have at least three (3) CE PTSA persons, elected by the membership. Each person may serve no more than two (2) consecutive terms on the Nominating Committee. The Nominating Committee serves until all officers have been elected.
15. Officers shall be elected no later than June 30<sup>th</sup> for a term of one (1) year, and shall assume office on July 1<sup>st</sup>. If an officer resigns, the remaining Executive Committee will determine who will assume the duties of that office until the position can be filled otherwise by a vote of the general membership.
16. The Board of Directors of this PTSA shall consist of the Executive Committee and other appointed committee chairpersons (which may include positions such as Membership Committee Chair, FACE Committee Chair, Legislative Chair, Volunteer Coordinator, Reflections Chair, Communication Chair etc.) Monthly financial reports must be reviewed and approved by the Board of. All must be current CE PTSA members in good standing. This PTSA's Board of Directors shall have at least five (5) board meetings per PTA year Directors for accuracy.
17. There must be at least half plus one members of the Board of Directors present in order to conduct business (quorum).

18. An elected office or chairmanship shall be declared vacant if that person misses three (3) consecutive meetings, unless previously excused by the President(s).
19. An officer of a local PTA or council may be removed from office by a two-thirds vote of the membership present at a regularly scheduled meeting or at a meeting called for such purpose, should there be cause for removal, such as violation of the ethics, policies, or principles of PTA.

### ***General Membership Meetings***

20. Adoption of the budget, adoption of standing rules, election of the Nominating Committee, and election of officers shall take place at General Membership Meetings (GMMs). There must be at least ten (10) members present in order to conduct business (quorum). Meetings shall be held at the direction of the Board of Directors, not less than three (3) times per PTA year.
21. The date, time and location of General Membership Meetings (GMMs) shall be determined by the Board of Directors. Written or electronic notice of GMMs and Special Membership Meetings shall be made not less than ten (10) nor more than fifty (50) days prior to a GMM.
22. One or more WA State PTA award(s) may be presented annually to an outstanding volunteer(s) and educator(s). A committee appointed by the president(s) shall select the recipient(s). The Board of Directors shall determine the number of recipients.

### ***Financial Information***

23. The CE PTSA shall approve its annual operating budget prior to June 1<sup>st</sup> of each year. The Board of Directors has authority to reallocate up to \$500 budgeted for one purpose to another purpose. The Board of Directors is authorized to spend up to \$500 per expenditure not included in the budget.
24. A Financial Review Committee, minimum of three (3) members appointed by the President(s), will review the financial records at least once per year, no later than July 31<sup>st</sup>. Members of this Committee shall 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.
25. This PTSA maintains a bank checking account with the Bank of America. This and any other banking accounts shall require the signatures of at least two (2) elected officers to make a withdrawal. The Board of Directors shall determine which officers shall have signing authority on the PTSA bank account.
26. The PTSA's monthly bank account statements shall be provided unopened to a person appointed by the Board of Directors. Such 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 any concerns or discrepancies identified in the review to the Executive

Committee. If there are no concerns or apparent discrepancies, the reviewer shall initial and date the account statements and provide them to the Treasurer.

27. All contracts for service shall require the signatures of two (2) elected officers. All notices, flyers and correspondence shall be reviewed by one (1) elected officers AND by the school principal or school secretary prior to distribution to the general membership.
28. All reimbursement requests for authorized expenses must include a receipt or invoice and be submitted to the Treasurer by June 15<sup>th</sup> or they will be considered a donation to the CE PTSA.
29. Donations shall be accepted by this PTSA, and allocated as directed by the donor, or if not restricted, as determined by the Board of Directors. The Treasurer shall issue a receipt for all donations received.

***Delegate Information***

30. The one (1) voting delegate from CE PTSA to the Riverview PTSA Council 2.16 shall be the President(s). The President(s) may appoint one (1) alternate delegate if unable to attend.
31. The vote of this PTSA for the position of Washington State PTA Region 2 Director shall be determined by the Board of Directors.
32. CE PTSA will send up to four (4) voting delegates for up to 200 members, and one (1) more for each additional 100 members and as many visiting delegates to the **WSPTA Annual Convention** as the budgeted amount for convention can support. All delegates for the WSPTA Annual Convention shall be appointed by the President(s). Registration and hotel shall be paid for by CE PTSA. Persons attending convention paid for by this PTSA will submit a summary of notes and handouts from the classes and general sessions attended to the Board of Directors.
33. CE PTSA will send up to four (4) voting delegates for up to 200 members, and one (1) more for each additional 100 members and as many visiting delegates to the **WSPTA Legislative Assembly (LA)** as the budgeted amount for convention can support. All delegates for the LA shall be appointed by the President(s). Registration and hotel shall be paid for by CE PTSA. The Advocacy/Legislative chair for CE PTSA will be one of the voting delegates representing the PTSA at the LA. Persons attending LA paid for by this PTSA will submit a summary of notes and handouts from the classes and general sessions attended to the Board of Directors.

***Standing Rules Information***

34. These standing rules shall be adopted at the first General Membership Meeting in the fall by majority vote. These standing rules may be amended at any General Membership Meeting by a 2/3 vote, or if notice is given previously, by a majority vote.