

Einstein Middle School PTSA 6.12.75  
Standing Rules  
2023-2024 FINAL  
(Approved Sept 2023)

The name of this PTSA is Einstein Middle School PTSA 6.12.75. Its National PTA number is 23288. This PTSA serves the Einstein Middle School community which includes the residences and businesses in the Einstein Middle School enrollment area. The Einstein Middle School PTSA shall be governed by and conform to the Bylaws for Local Units of the Washington Congress of Parents and Teachers.

**Corporate Status**

The PTSA's corporate status must be renewed annually with the Washington State Secretary of State's office by filing an Annual Incorporation Report no later than November 1st. The Unit's incorporation number is 2-304812-7. The Federal Employer Identification Number (EIN) issued by the Internal Revenue Service (IRS) is held by the Treasurer.

**Charitable Solicitations**

This PTSA is registered under the Charitable Solicitations Act, registration number SHO-P88-320. The Treasurer is responsible for filing the annual registration renewal by May 31 to avoid penalties.

**Tax Exempt Status**

This PTSA was granted tax exempt status under Section c3 of the Internal Revenue Code on August 4, 1982. A copy of the Letter of Determination is available from the Treasurer.

**Tax Returns**

The Treasurer is responsible for filing the appropriate Federal tax return 990 or 990EZ or Form 990-N prior to November 15 and providing a copy to the Board of Directors no later than November 1. Copies of the current and past year's returns are located in the Legal Documents Binder maintained by the Treasurer.

**Registered Agent**

The Einstein Middle School 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 maintained by the Treasurer.

**Compliance with Standards of Affiliation**

Per the Washington State PTA Uniform Bylaws, we will annually review and complete the WSPTA Standards of Affiliation agreement.

**Membership**

Membership at this PTSA shall be available to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members and any other persons that support and encourage the purpose of this PTSA. The membership service fees for this PTSA, which include local, council, state and national fees, shall be \$15 per person or \$25.00 for two (2) people. All paid members have a voice and vote at Einstein Middle School PTSA general membership meetings.

## **Meetings**

Adoption of the budget, adoption of standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at general membership meetings. There shall be monthly meetings of the board members (all members are welcome to attend), to be held at a time and place fixed by the board of directors for the purpose of conducting business. Each member will receive written notice of the place, day and time of the meetings not less than ten days prior to the date of the meeting. Meeting notice will also be given on the PTSA website.

*Quorum for the board meetings is a majority of the board.* All board meetings are open to the membership unless previously advertised.

Special meetings of the board may be called by the president(s) or upon written request of the majority of all members of the board. Written notice stating date, time, place, and purpose of the meeting shall be delivered to each member of the board at least ten (10) days prior to the special meeting. If less than 10 days' notice is given, documentation of each member's consent to conduct business must be obtained in writing or via email. A quorum of the board must be present to conduct business.

## **Elected Officers**

The elected officers of this PTSA shall be President, Secretary and Treasurer. Any elected position may be held jointly by two (2) people, with the exception of Treasurer. Each co-position shall be entitled to one (1) vote per position at a Board of Directors' meeting. Elected officers comprise the Executive Committee, which has the responsibility of reviewing the standing rules and budget annually, and making recommendations to the Board of Directors. Officers are elected for a term of one (1) year and shall not serve in the same office for more than two (2) consecutive terms.

## **Training**

Our PTSA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Standards of Affiliation Agreement. Our PTA will make sure that each executive committee member attends a minimum of one WSPTA-approved training during the PTA year. Further, at least one member of the executive committee will attend PTA and the Law during the PTA year.

## **Elections**

Voting for officers or nominating committee positions may take place at a meeting or by electronic transmission. Voting by electronic means is only acceptable if deemed absolutely necessary; in-person voting is preferred. If voting takes place by 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.

## **Board of Directors**

The Board of Directors of the PTSA shall consist of the Elected Officers and the Standing Committee Chairs. All non-elected positions are appointed by the President and approved by the Executive Committee. Any Standing Committee Chair or director position may be held by two (2) people. Standing Committees shall be reviewed by the executive committee no less than annually and updated as necessary. See List of Standing Committees in the last section of this document.

*The Executive Committee consists of the President(s) Treasurer, and Secretary(s). The Board of Directors consists of the Executive Committee and the Standing Committee chairs. See List of Standing Committees in the last section of this document.*

A Committee Chair may be removed from their position by a vote of the board of directors.

Each Board member shall be a member in good standing prior to assuming the roles and responsibilities of their position.

### **Voice and Vote at Board of Directors Meetings**

Voice and vote at Einstein Middle School PTSA Board of Directors' meetings shall be limited to elected board members, filled Standing Committee Chairs and PTSA Members in attendance.

### **General Membership Meetings**

The Unit shall hold at least three (3) general membership meetings a year to adopt the budget and approve the Standing Rules, elect a Nominating Committee, and elect officers. Absentee, proxy or mailing ballots are prohibited. *A quorum at a general membership meeting shall be no less than 10 (ten) members of the general membership.* Meetings will be held in a specified location OR through one or more means of remote communication through which members not physically present may participate in the meeting substantially concurrently, vote on matters submitted to the members, pose questions, and make comments. For any meeting at which one or more members may participate by means of remote communication, the PTSA shall deliver notice of the meeting to each member by a means which the member has authorized and provide complete instructions for participating in the meeting by remote communication. Standing Rules and Budget can be amended at any General Membership Meeting by a majority vote.

### **Budget Approval**

This PTSA shall approve its annual operating budget in the spring of each year. The Board of Directors has authority to reallocate funds budgeted for one purpose to another purpose by a two-thirds vote.

### **Legal Documents**

The Treasurer and Secretary are responsible for maintaining the Legal Documents Notebook and its backup. This binder contains original copies of the annual renewal of the incorporation status and the Charitable Solicitations document. The Secretary shall maintain a complete backup copy. All notebooks are to be updated annually. There is an online copy of documents held in the Einstein PTSA google drive.

### **Financial Reviews**

The PTSA may conduct a financial review of its books and records midyear of each year in addition to the required financial review at the close of the fiscal year. A financial review committee, minimum of three (3) members appointed by the President, will perform this review. The committee may 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.

### **Bank Accounts**

The PTSA shall maintain a bank account in a financial institution as determined by the Board of Directors. Any such account 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. If two elected officers live in the same household, they cannot both be signers. The PTSA's monthly bank account statements shall be collected online and uploaded to the Treasurer google file. A PTA member will also double check the statement. A member 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 upload the double checked statement online in the Treasurer file.

### **Finances**

All reimbursement requests for authorized expenses must include a receipt and be submitted to the Treasurer within 60 days of purchase. All requests for reimbursement must be received by June 15 or they will be considered a donation to the PTSA. Should the PTSA receive an NSF check, a service fee in the amount of \$35 will be charged in addition to any fees imposed by the PTSA's bank. If the NSF check or checks are not paid for by June 1 or three (3) NSF checks, then the PTSA will not accept any check from this individual in the future.

### **Logins and Passwords**

A list of all active online accounts and programs is kept with the President(s). The President will reset all the passwords upon assuming office. The logins and passwords used will be kept in a password protected file.

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.

### **Insurance**

Einstein PTSA shall maintain liability insurance at an amount commensurate with current market conditions to adequately cover liability costs. Einstein PTSA shall also maintain a fidelity bond (commercial crime) at an amount at least equal to the current annual budget, and Directors and Officers insurance.

### **Recognition of Individual Volunteers with Washington State PTA Awards**

One or more Golden Acorn, Outstanding Educator, and Outstanding Advocate Awards may be presented annually to an outstanding nominee. A committee appointed by the President shall select the recipient(s). The committee shall determine the number of recipients based on nominations and budget.

### **Voting Delegates to Council**

This PTSA is a member of the Shoreline Council and has one vote on Council business. The President shall be the voting delegate, but shall also submit to the Council the names and positions of the two (2) alternate delegates, as determined by the Board of Directors.

### **Voting Delegates to State PTA Convention**

Einstein Middle School PTSA may send as many voting delegates as allowed by the WSPTA Uniform Bylaws and as budgeted. All delegates for the WSPTA convention shall be approved by the Board of Directors. Registration and any pre-approved expenses shall be paid for by Einstein Middle School PTSA. The person attending convention paid for by the unit will disseminate information obtained as a report back to the Board of Directors. Voting delegates shall be allowed to vote their conscience.

### **Voting Delegates to State PTA Legislative Assembly**

The Einstein Middle School PTSA may send as many voting delegates to the WSPTA Legislative Assembly as allowed by the WSPTA Uniform Bylaws and as budgeted. Registration and any pre-approved expenses shall be paid for by the Einstein Middle School PTSA. The Legislative Director will be one of the voting delegates representing the PTSA at the Legislative Assembly. Voting delegates shall be allowed to vote their conscience.

### **Working with ASB**

Einstein Middle School PTSA may collaborate with other non-PTA organizations (including but not limited to ASB and booster clubs). The PTSA will only handle PTA funds and will sign a contract with the other organization to clearly establish whether it is a PTA activity or the other organization's activity.

### **Standing Rules Approved at General Meeting September 19, 2022.**

#### **2023-2024 Executive Board Members**

President(s): Courtney Shuey

Secretary: Malika Johnson

Treasurer: Denise Suhadolnik

#### **2023-2024 Committees**

<b>Standing Committees</b>	<b>Ad-Hoc Committees</b>
Membership	Website
FACE/DEI	Volunteer Coordinator
Reflections	Fundraising
Legislative	Special Education PTSA Representative
Family Services	Staff Appreciation
Member-at-large	Financial Review Committee
	Nominating Committee