

Einstein Middle School PTSA 6.12.75

Standing Rules

2018-19

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 \$20.00 per person or \$35.00 for two (2) people. All paid members have a voice and vote at Einstein Middle School PTSA general membership meetings.

Meetings and Quorum

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 members 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 be given on the PTA website.

Elected Officers

The elected officers of this PTSA shall be President, Vice 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. All non-elected positions are appointed. 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.

Each Board member shall be a member in good standing prior to assuming the roles and responsibilities of their position. The board of directors of Einstein Middle School PTSA shall meet every second Tuesday of the month in the staff lounge at 6:30 pm. Quorum for the 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.

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. 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 and reconciled annually.

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 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.

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 \$10 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.

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.

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.

Vote for Area Vice President

The vote of this PTSA for the position of Washington State PTA Area Vice President shall be determined by the Board of Directors.

Voting Delegates to State PTA Convention

Einstein Middle School PTSA will send as many voting delegates and as many visiting delegates to the WSPTA convention as the budgeted amount for convention can support. 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 will send as many voting delegates and as many visiting delegates to the WSPTA Legislative Assembly that the budgeted amount will sustain. 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.

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, standing chairs, elected teacher representatives, and the principal of Einstein Middle School, unless that individual is recognized and granted voice by the meeting chair.

Working with ASB

Einstein Middle School PTSA may collaborate with other non-PTA organizations (including but not limited to ASB and booster clubs). The PTA 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.