

# Spiritridge PTSA Standing Rules 2015-2016 (Approved)

## ARTICLE 1—NAME

Section 1. The name of this local PTA is Spiritridge PTSA (Parent Teacher Student Association).

Section 2. This unit is a non-profit organization incorporated April 19, 1982; incorporation number 2-3-320512-3. It is the responsibility of this local unit to file an annual incorporation report by April 30 each year.

Section 3. This unit was recognized as a tax-exempt organization on June 30, 1995, under Section 501(c)3 of the US Internal Revenue Code. Our Federal Employer Identification number is on file in the legal notebook. Our charitable Solicitations number is SPE L88-322, as assigned by the State of Washington. The Treasurer is responsible for filing a Charitable Solicitations Report by May 31 each year. Liability insurance is purchased each Fall.

Section 4. This unit shall keep a copy of its legal documents in two separate locations. One copy is to be kept by the Treasurer and one in the Spiritridge PTSA files.

Section 5. The current Treasurer is responsible for filing IRS Form 990, if that filing is required.

## ARTICLE II—MEETINGS

Section 1. The dates and times of General Membership meetings for this unit shall be determined by the PTSA Board of Directors at the beginning of each school year. At least three General Membership meetings shall be held per year.

Section 2. General Membership meetings shall be called for the following purposes: Conduct PTSA business; adopt the budget; approve standing rules; elect the nominating committee, officers, and convention delegates.

Section 3. A quorum of the PTSA Board of Directors shall consist of a majority of Board members. A motion must pass with a majority vote of the quorum.

Section 4. A quorum for the General Membership meetings shall be no less than 10 members. A motion must pass with a majority vote of quorum. Absentee, proxy, mail-in, or email votes are prohibited.

Section 5. The Board of Directors and Executive Committee meetings may be called at the discretion of the President or Co-Presidents.

## **ARTICLE III – SERVICE FEES**

Section 1. Membership dues shall be \$25.00 per two-adult household, or \$15.00 per individual. Spiritridge staff dues shall be \$10. Dues include Unit, Council, State and National dues. The Washington State PTA per capita membership fee shall be \$5.75, the National PTA per capita membership fee shall be \$2.25, and the Bellevue Council per capita fee shall be \$1.50. Increases in the State PTA membership fee shall be determined at the State PTA Convention.

Section 2. Membership service fees for the State, National and Council expenses shall be sent to the State PTA office who shall forward the Council and National service fees to the appropriate offices.

## **ARTICLE IV OFFICERS**

Section 1. The elected officers shall be the President, VP of Fundraising, VP of Volunteers, VP of Programs, VP of Communications, Treasurer, and Secretary. Each of these positions may be co-positions. These officers will constitute the Executive Committee. The Executive Committee will determine at the beginning of each school year which VP will assume the role of President in the event of an emergency. A term shall be one year, and no longer than two consecutive years in the same Executive Committee position. All officers must be members of the Spiritridge PTSA.

Section 1.1 Each Board member is entitled to a vote at a Board of Directors meeting, regardless of whether or not they hold a co-position, except for the office of President, which is entitled to only one vote. Each voting individual Board member is counted for quorum.

Section 1.2 If the Treasurer is a co-position, only one treasurer will be a signer on the PTSA's bank account.

Section 2. A Nominating Committee of three members shall be elected at least 30 days preceding the election of officers according to Article 5, Section 5 WSPTA. Officer nominations must be published in the school newsletter or on the school website 15 days before the elections.

Section 3. Elections for Executive Committee positions shall be held at a General Membership meeting prior to the end of the fiscal year with the new officers assuming office July 1. In the event of a tie vote, the matter shall be decided by lot (drawing straws, etc.).

Section 4. If a vacancy occurs in an office, the Executive Committee may appoint a member to fill the vacancy until the next General Membership meeting, at which time nominations shall be made from the floor with the consent of the nominees.

Section 5. The names and addresses of the newly elected officers shall be sent to the Washington State PTA and the Bellevue PTSA Council each spring, following the elections at the General Membership meeting.

Section 6. Our PTSA will comply with the training requirements necessary to remain in good standing by meeting the criteria in the standards of affiliation agreement as prescribed by WSPTA policy.

## **ARTICLE V – ORGANIZATION**

Section 1. The PTSA Board of Directors shall include the Executive Committee and at least two representatives of the Membership-at-Large. The Board shall also include at least one representative in each of the following areas: membership, legislative representative and curriculum enrichment. Other committee chairpersons shall report to the Board, as their committee's activities require.

Section 2. A Board member is required to attend at least 6 Board meetings during the school year, and not be absent for more than 2 consecutive meetings, and must also attend all PTSA General Membership meetings (generally 3 per year) unless previously excused by the presiding officer. A Board seat shall be declared vacant through resignation, removal or absence from three (3) consecutive meetings unless previously excused by the presiding officer.

Section 2.1 Board members and Committee Chairs are expected to adhere to Standards of Conduct and Fiduciary Responsibilities as outlined in the Standards of Conduct document. A Board member or Committee Chair may be removed from his or her position by a 2/3 majority vote of the Board for failing to adhere to the Standards of Conduct and/or failing to fulfill his or her responsibilities. The President will handle any inquiries related to this action.

Section 3. The Board of Directors shall advise the Executive Committee on financial and operating decisions. Thus they shall review the following as part of their responsibilities as Board Members: creation & operation of committees, including reports filed by committees; the preparation, revision, and submission of an annual budget to the General Membership; financial statements prepared by the Treasurer; and they shall approve or disapprove routine bills within the limits of the budget.

Section 4. All Board members and Committee Chairpersons shall be current Spiritridge PTSA members.

Section 5. The standing rules shall be reviewed each year by the Executive Committee and then be adopted annually by a majority vote at the first General Membership meeting of the school year.

Section 6. The standing rules may be amended at any regular General Membership meeting by a 2/3 majority vote, or if previous notice is given to the General Membership, by a majority vote.

Section 7. The voting body of the Spiritridge PTSA shall consist of the members of the Executive Committee, the Board of Directors, and any member who has paid dues for the current membership year.

Section 8. One or more Golden Acorn Awards shall be presented annually to an outstanding volunteer(s). In addition, one or more Outstanding Advocate Awards may also be presented. Nominations shall be made by the membership at large. Nominees may include parents, community members, educators and staff members. A Selection Committee appointed by the Executive Committee shall select the recipients from the nominations made by the membership at large. The Selection Committee shall include prior recipients, when possible, and a staff representative. These awards shall be presented before the close of the current school year.

Section 9. Parliamentary Authority shall be "Robert's Rules of Order Newly Revised."

Section 10. Spiritridge students are honorary members of the Spiritridge PTSA.

## **ARTICLE VI – OTHER**

Section 1. The Treasurer and President shall keep a copy of all financial documents, and the Secretary and President shall keep a copy of all minutes and legal documents, and a current list of all Executive Committee and Board members for transfer to the new officers on July 1 of each year.

Section 2. Should the PTSA receive Non-Sufficient Funds (NSF) checks, the Treasurer shall send notification in writing to the offending party outlining costs including amount owed and any banking fees incurred by Spiritridge PTSA. The offending party shall be responsible for any fees incurred as a result of NSF. Failure to comply may result in cash-only transactions thereafter.

Section 3. Extra-budgetary fund allocations up to \$500 may be approved by the Board of Directors at a Board Meeting with a majority vote. Extra-budgetary fund allocations greater than \$500 must be approved at a General Membership meeting. The Board of Directors has the power to reallocate funds as deemed necessary in an amount not to exceed \$1000, with any such fund reallocation presented to the General Membership as soon as possible for review.

Section 4. Information contained in directories or newsletters for membership lists published by Spiritridge PTSA may not be used for purposes of solicitation, commercial, political, or ideological or any other purpose not consistent with the WSPTA Uniform Bylaws.

Section 5. State Convention voting delegates shall be designated by the Executive Committee according to Article 10, Section 2 WSPTA.

Section 6. The Legislative Assembly delegate shall be the Legislative Representative or a delegate who has been approved by the Executive Committee.

Section 7. Receipts or invoices are *required* for reimbursement and must be submitted to the Treasurer within 60 days of purchase. Chairperson signature or email verification is also required to process reimbursement. If the budget for an event is exceeded without prior Board approval, reimbursement is *not* guaranteed. All requests for reimbursement must be received by June 1, with the exception of events occurring in June.