

**Evergreen Middle School PTSA, 2.8.68**  
**Standing Rules 2019-2020**

**Article 1: Unit Name**

The name of this unit shall be Evergreen Middle School (EMS) PTSA. Our local unit number is 2.8.68. Date of Charter was given on April 15<sup>th</sup> 1983. EMS PTSA serves the students, staff, and parents of Evergreen Middle School.

**Article 2: Articles of Incorporation**

EMS PTSA is a Washington State nonprofit corporation, approved by the IRS on March 15, 1983. File No. 2-331426-3. (The Washington State UBI# is 601-860-774.) The EMS 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.

**Article 3: Charitable Solicitations**

EMS PTSA is a duly qualified 501(c) 3 organization, approved by the IRS on June 24, 1993. This PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is Washington State UBI 601-860-774. The treasurer is responsible for filing the annual registration prior to November 15<sup>th</sup>.

**Article 4: IRS Form 990**

The treasurer is responsible for filing IRS Form 990, if that filing is required, by Nov. 15.

**Article 5: Membership and Dues**

Membership in EMS PTSA shall be open to all people without discrimination. Membership is open to all parents, community members, teachers, staff, grandparents, guardians, and any other persons that support and encourage the purpose of PTSA. Students shall be honorary, non-voting members. The membership fees for the unit shall be set by the Board of Directors and approved by the General Membership as part of the annual budget. The dues for this organization shall be \$17.00 per person or \$28.00 per family (two members). Only members will have access to a student directory.

**Article 6: Elected Officers**

The elected officers of this unit shall be President(s), Vice-President(s), Secretary(s), Treasurer(s), and Advocacy Representative(s). Any elected position may be held jointly by two (2) people. Each co-

position holder shall be entitled to voice and vote at a board of directors' meeting. These elected officers shall constitute the Executive Committee.

The board may also include up to two members-at-large, as appointed by the president(s) and approve by the executive committee.

#### **Article 7: Election Process**

Officers shall be elected at a General Membership Meeting prior to the end of the fiscal year. Officers shall assume office on July 1<sup>st</sup> and serve for a one year term in accordance with the Washington State PTA Uniform Bylaws. To be eligible for election to an office, a person must be 18 years of age and a member of a PTSA in good standing for at least 15 days prior to election. If the person does not yet have a student attending EMS, then within 15 days of the start of the upcoming school year, the person must become an EMS PTSA member. No person shall serve in the same office more than two (2) consecutive terms.

#### **Article 8: Submission of Officer List**

The President(s) is responsible to send the WSPTA office the names and addresses of the newly elected officers for the upcoming year immediately upon election but no later than the end of the fiscal year.

#### **Article 9: Interim President**

The Secretary shall perform all duties of the President in the absence or inability of that officer(s) to serve, and shall assist the president(s) when called upon. In the case of a vacancy in the office of President(s), the Secretary shall take the position of interim President in the event the President(s) is no longer able to continue holding office until an election can be held to fill the position at the next General Membership meeting.

#### **Article 10: Board of Directors**

The Board of Directors shall be current members of EMS PTSA, and consist of the Executive Committee and up to three appointed representatives from current standing committee chairpersons. The Principal and Staff Representative are ex-officio members of the Board without a vote.

#### **Article 11: Officer Duties**

Each member of the Board of Directors shall perform their duties as specified in the job description given to them by the President(s).

The Board of Directors will comply with the training requirements necessary to remain in good standing as specified in the most current WSPTSA Standard of Affiliation Agreement.

Per the Washington State PTA Uniform Bylaws, the unit will annually review, complete, sign, and submit the WSPTA Standards of Affiliation agreement by the required deadline.

**Article 12: Unexcused absences**

An office or chairmanship shall be declared vacant if the person misses three (3) consecutive meetings, unless excused by the President(s) in accordance with the WSPTA Bylaws.

**Article 13: General Membership and Board of Directors Meetings**

General Membership meetings of this unit shall be held a minimum of three (3) times during the school year, and scheduled on Wednesdays, unless otherwise scheduled by the Board of Directors. Board of Directors meetings will be scheduled monthly on the second Wednesday, unless otherwise scheduled by the Board of Directors. The quorum for the EMS PTSA General Membership meetings shall be a minimum of ten (10) members. The quorum for the EMS PTSA Board of Directors meetings shall be a minimum of 50% of the board members, plus one.

**Article 14: Nominating Committee**

The Nominating Committee shall be elected at a General Membership meeting. To be eligible for election to the Nominating Committee, a person must be a member of this PTSA in good standing for at least thirty (30) days prior to the election. The committee shall consist of at least three (3) members. No member can serve two (2) consecutive years. The President and school principal are not eligible to serve on the Nominating Committee. (WSPTS Bylaws Article 5)

**Article 15: Standing Rules**

The Standing Rules shall be adopted annually by a majority vote at either the last General Membership meeting in the spring or the first General Membership Meeting of the school year. The Standing Rules may be amended at any General Membership meeting by a two-thirds vote, or if previous notice is given, by a majority vote.

**Article 16: Budget**

EMS PTSA shall approve its annual operating budget by the general membership in the spring of each year. The PTSA Treasurer has the authority to make payments of up to \$100 more than the budget line item. The Board of Directors may reallocate or approve budgeted line item overages up to \$500. Budgeted line item overages of more than \$500 will need approval at a General Membership meeting.

**Article 17: Legal Documents**

The EMS PTSA shall keep a copy of each of its legal documents with the Secretary and the Treasurer. The Secretary shall be responsible for maintaining a Legal Documents notebook as required by the Washington State PTA.

#### **Article 18: Financial Review**

The EMS PTSA unit shall conduct an annual review of its financial books and records at the end of the school year.

The President(s) shall appoint a Financial Review Committee by June. The Financial Review Committee shall consist of at least three (3) PTSA members of good standing. Financial Review Committee members must not have had signature authority on PTSA accounts during the period to be reviewed. Financial Review Committee members should always be impartial and cannot be related by blood or marriage nor reside in the same household as the President, Treasurer or any account signer who served during the period to be reviewed.

The Treasurer shall close the books by June 30 and submit the books and records for review by the Financial Review Committee. The completed Financial Review Checklist shall be submitted and presented into record at the first General Membership meeting of the year.

If the office of Treasurer changes before the end of the fiscal year, this PTSA shall conduct a financial review audit. If the office of Secretary changes before the end of the fiscal year, this PTSA shall conduct a legal documents review audit.

#### **Article 19: Signature Cards**

The signatures of the EMS PTSA Treasurer, President(s), and Secretary, if deemed necessary, shall be on the authorized signature card for the PTSA bank account. Vice President(s) may also be authorized signers. Two authorized signatures shall appear on all checks. Authorized signers may not sign checks to themselves, a spouse, or relative.

#### **Article 20: Bank Statements**

Bank statements shall be mailed to the Treasurer and a copy given to the President(s) and reconciled by the Treasurer within 30 days; and shall be reviewed and initialed by an EMS PTSA Board member, who is a non-signer of the account(s).

#### **Article 21: Reimbursements**

All reimbursement requests shall include a receipt and be submitted to the Treasurer within 60 days of purchase or subject to the discretion of the Treasurer. All requests for reimbursement must be signed by the overseeing elected officer and received by the last day of school.

**Article 22: Financial Fees**

Any bank or electronic payment system fees incurred due to NSF (Not Sufficient Funds) or shall be charged back to the individual. If a NSF check is not paid for within ten (10) days of notification or by June 1, whichever comes first, the PTSA shall not accept any future checks from this individual. If a check written by the PTSA is lost or stolen, the recipient must notify the Treasurer immediately. The Treasurer shall contact the bank and place a stop payment order on the check. A check will be reissued in the original amount minus the stop payment fee imposed by the bank. Exceptions to these policies shall be brought before and voted on by the Board of Directors.

**Article 23: Awards**

EMS PTSA may annually award the Golden Eagle, Golden Acorn, Outstanding Educator and the Walter J. Ferguson Award. The number of recipients shall be determined by the Awards Committee.

**Article 24: Council Delegates**

Voting Delegates to the Lake Washington PTSA Council shall be the President(s) and up to three (3) designated delegates.

**Article 25: Region Director Vote**

The EMS PTSA vote for the position of Washington State PTA Region Director shall be determined by the Board of Directors.

**Article 26: State Convention Delegates**

Voting Delegates to the Washington State PTA Convention shall be the newly elected President(s) for the upcoming school year and/or other PTSA members designated by the Board of Directors.

**Article 27: Legislative Assembly Delegate**

Voting Delegate to the Legislative Assembly shall be the Advocacy Representative, unless otherwise designated by the Board of Directors.