



## Standing Rules for Evergreen Middle School

PTSA 2.8.68

Updated 10/3/23

### 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, 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 May 31<sup>st</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 membership fee will cover the National, State and Council fees at the minimum. The dues for this organization shall be \$17.00 for an individual membership or \$28.00 for a dual membership. The dues for any faculty or staff member of the school is \$15.00. Only members will have access to a student directory. All board members, chairs and coaches, not including students, are required to be PTSA members.

### Article 6: Elected Officers

The elected officers of this unit shall be President(s), Executive Vice President, Secretary, Treasurer, Vice-President(s) Enrichment, Vice-President(s) of **Family and Community Engagement (FACE)**, Vice-President(s) Fundraising, Vice-President(s) Communications, **Vice-President(s) of Membership and Vice President(s) of Advocacy**. Any elected position may be held jointly by two (2) people. Each co-position holder shall be entitled to a voice and vote at a board of directors' meeting. These elected officers shall constitute the Executive Committee.

The board of directors may also include up to two members-at-large, as appointed by the president(s) and approved by the executive committee, also entitled to a voice and vote.

### 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 1st and serve for a one-year term in accordance with the Washington State PTA Uniform



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Bylaws. To be eligible for election to an office, a person must be 18 years of age and a member of this PTSA in good standing for at least 15 days prior to election. If the candidate does not yet have a student attending EMS, they must be a member of their current PTA in good standing for at least 15 days prior to election and become an EMS PTSA member within 15 days of the start of the upcoming school year. No person shall serve in the same office more than two (2) consecutive terms.

Voting for officers or the nominating committee may take place at a meeting, by mail, or by electronic transmission. If voting takes place by mail or electronic transmission, it will be done in accordance with the procedures specified in the Washington State PTA 'Mail, Email, and Electronic Voting' Guide.

### **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 Executive Vice President 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 Executive Vice-President 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. If there is no Executive Vice President, the duties of the President shall be shared by the elected Vice Presidents.

### **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 two (2) appointed representatives from current standing committee chairpersons. The Principal and Staff Representative are ex-officio members of the Board without a vote. The Board of Directors shall coordinate the ongoing operation of the EMS PTSA and help decide which issues are brought to the general membership meeting. All members of EMS PTSA are encouraged to attend and participate in Board of Directors Meetings.

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

Each member of the Board of Directors shall perform the duties as specified in their job descriptions. ~~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 WSPTA Standard of Affiliation Agreement).

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

The President(s) will maintain a list of all online accounts and passwords. It will be the responsibility of each officer who controls online accounts and passwords to obtain login and password information from their predecessor upon taking office. The officer will change the password(s) and provide the updated account access information to the president(s).



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### **Article 12: Removal of Officers**

An office or chairmanship shall be declared vacant if the person misses two (2) consecutive meetings, unless excused by the President(s) in accordance with the WSPTA Bylaws.

The executive committee may remove from office any member of the board of directors by a two-thirds vote of the executive committee, in accordance with the Washington State Uniform 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 Tuesdays, unless otherwise scheduled by the Board of Directors. Board of Directors meetings will be scheduled monthly. 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.

The meetings may be conducted in-person, which is the preferred mechanism, or through virtual means using proven platforms for video or audio conferencing. For meetings not held in person, any vote may be taken by an electronic media polling feature such as by a show of hands (using the “raise hand” feature), by a vote in the “chat” tool or by oral confirmation at the discretion of the presiding officer.

### **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 Board of Directors may reallocate up to \$1000 between existing budget line items per year. Reallocations exceeding \$1000 will need approval of the general membership. Any new budget line items added during the year must also be approved by the general membership.

### **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.



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### Article 18: Financial Policies

EMS PTSA defers to the WA State PTA and LWPTSA Council's financial policies unless otherwise specified in our **Financial Policies**.

### Article 18a: 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. 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.

During the financial review any or all persons authorized to sign on PTSA bank accounts shall be available to the committee either through virtual means, on phone or in person.

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 18b: Signature Cards

The signatures of the EMS PTSA Treasurer(s), President(s), and another elected officer as approved by the board, if deemed necessary, shall be on the authorized signature card for the PTSA bank account. These officers shall sign all checks. There must be two signatures on all checks, **however, checks shall not be signed by two treasurers simultaneously**. Authorized signers may not sign checks to themselves, a spouse, or relative.

### Article 18c Contracts

All contracts must be signed by 2 board members, including the overseeing elected officer for the event, program or service.

### Article 18d: Bank Statements

Bank statements shall be mailed to or downloaded by the Treasurer; reconciled by the Treasurer within 30 days; and reviewed and initialed by the Secretary or **appointed** Board member, who is a non-signer of the account(s).

### Article 18e: Reimbursements/Payments

All reimbursement and payment 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 or payment must be signed by the overseeing elected officer and received by the last day of school.



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### **Article 18f: Financial Fees**

Any bank or electronic payment system fees incurred due to NSF (Not Sufficient Funds) 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 19: Awards**

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

### **Article 20: Council Delegates**

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

### **Article 21: 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 22: State Convention Delegates**

Voting Delegates to the Washington State PTA Convention shall be the newly elected President(s) for the upcoming school year and up to three (3) additional PTSA members designated by the Board of Directors, for a total of four (4) representatives.

### **Article 23: Legislative Assembly Delegate**

Voting Delegates to the Legislative Assembly shall include the **Vice President of Advocacy** and up to three (3) additional PTSA members designated by the Board of Directors, for a total of four (4) representatives.