

# **SOMERSET ELEMENTARY PTSA STANDING RULES 2015-2016**

## **I. NAME**

The name of this local PTSA is Somerset Elementary PTSA, Washington Congress of Parents and Teachers/Washington State PTA (WSPTA) # 2.3.80. It was chartered on \_\_[fill in date]\_ National PTA #TBD

## **II. LEGAL STATUS**

- A. The PTSA was recognized by the IRS as a tax-exempt organization on October 27, 1981, under Section 501(c)4. Effective August 29, 1994, the PTSA was recognized by the IRS as a tax-exempt organization under Section 501(c)3. Donations made to the PTSA are generally tax deductible.
- B. This PTSA was incorporated May 3, 1978. It is the responsibility of the treasurer of this PTSA to file an Annual Corporation Report. The PTSA's incorporation number is 2-2786024. The registered agent for this corporation is the Washington State PTA.
- C. This PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is SOP-T88-336. The treasurer is responsible for filing the annual registration.
- D. This PTSA's Federal Employer Identification Number (EIN) is located in the records binder kept by this local PTSA treasurer.
- E. The treasurer of this local PTSA is responsible for filing the appropriate Federal tax return Form 990, Form 990EZ, or Form 990-N, and/or other appropriate tax-related forms prior to November 15<sup>th</sup>. Copies of current and past years' returns are located in the legal documents binder maintained by this PTSA's president or treasurer.
- F. Per the WSPTA Uniform Bylaws, this local PTSA will annually review, complete, sign, and submit the WSPTA Standards of Affiliation Agreement by the required deadline.
- G. The WSPTA Uniform Bylaws shall govern all matters not listed in these Standing Rules.
- H.

## **III. MEMBERSHIP**

- A. This PTSA serves the children in the Somerset Elementary School community. The elementary school community includes all faculty, staff, parents, residences and businesses in the Somerset Elementary School enrollment area.
- B. The students of Somerset Elementary School shall be considered honorary members of this PTSA, without vote or the privilege of holding office.
- C. The membership fees of this association shall be \$25.00 per family (which covers the cost of up to 2 adults) and \$10.00 for all faculty and staff members.
- D. The membership campaign shall be ongoing through the school year, and shall include at least three different written requests to parents, one in each trimester.

## **IV. ELECTED OFFICERS/EXECUTIVE COMMITTEE**

- A. The elected officers shall be the members of the Executive Committee (EC) of this PTSA. There shall be a President, Vice President Ways & Means, Vice President Programs, Vice President Communications, Secretary, and Treasurer. Officers must meet requirements for office as stated in the WSPTA Uniform Bylaws. All elected positions may be shared as “co-positions.” Co-positions shall be entitled to one voice or written vote at all Board of Directors meetings, although each member shall be entitled to his/her own vote at a meeting of the General Membership. A majority of those voting positions on the Executive Committee shall constitute a quorum.
- B. The new officers shall take office on June 30 of the year in which they are elected; and
- C. The Vice Presidents shall determine among themselves an order of seniority. If no determination is made by the Vice Presidents, seniority shall be in the following order: Vice President Communications, Vice President Ways & Means, and Vice President Programs.
- D. If a vacancy occurs in the office of President, Vice President Ways & Means, Vice President Programs, Vice President Communications, Secretary, or Treasurer, the Executive Committee shall appoint an acting officer to serve until the next General Membership meeting, at which time an election will be held to fill the office. Each elected officer may serve up to two years consecutively in one Executive Committee position.
- E. The executive committee shall:
  1. Appoint members of the Board of Directors (BOD) for a term of one (1) year;
    - a. Appointments shall be posted on the website and announced at the first general membership meeting;
    - b. New BOD members will not be appointed after the September BOD meeting unless a vacancy occurs, or is approved by 2/3 of the existing BOD;
    - c. Appointed directors shall not also hold elected office in this local PTSA at the time of appointment.
  2. Review the standing rules annually;
  3. Refer recommendations to the BOD and/or general membership for action; and
  4. Provide the BOD at the first meeting of the school year with a comprehensive checklist of the status of all legal documents, filings, permits, and insurance required for the maintenance of this local PTSA; and provide subsequent updates throughout the year.
- F. The duties of the Executive Committee, in addition to those set forth above, shall be to approve routine bills within the limits of the budget, and to oversee day-to-day functioning of the PTSA between meetings, as directed by the Board of Directors;
- G. Each year, all members of the Executive Committee must attend a WA State PTA training, and at least one member must attend PTA & the Law, as set forth in the WA State PTA Uniform Bylaws; and
- H. The duties of elected officers shall include the following based on WA State PTA Uniform Bylaws:
  1. President. The President shall:
    - a. Preside at all meetings (see meetings);
    - b. Be an ex-officio member of all committees except the Nominating Committee and may designate a liaison;
    - c. Sign all binding agreements;
    - d. Disseminate and communicate all information received pertinent to PTSA programs;
    - e. Perform all duties pertaining to the office as specified in the Uniform Bylaws of the Washington State PTA;

- f. Notify WSPTA the names and addresses of newly elected officers for the upcoming year upon election but no later than May 1;
  - g. Participate in the election of the region director;
  - h. Assure local PTSA representation to council meetings with report back to BOD;
  - i. Create and send the agenda for the meetings to the Secretary for distribution;
  - j. Coordinate all General Membership Meetings including Fall, Winter, and Spring meetings;
  - k. Verify that every board member has submitted to a background check and received satisfactory results; and
  - l. Conduct surveys of the membership and publish results as available.
2. Vice President Ways & Means. The VP Ways & Means shall:
- a. Manage and serve as an ex-officio member of all Fundraising committees;
  - b. Present a master fundraising calendar for the school year to the BOD in September and at other such times as required by the President or BOD. The calendar shall include recommended fundraisers with target goals to achieve budget goals;
  - c. Recruit and support committee chairs for each fundraiser;
  - d. Update the BOD after each fundraiser;
  - e. Maintain a fundraising log to facilitate long-term strategic planning;
  - f. Assist the President when called upon;
  - g. Perform the duties of the President in the absence or inability of that officer to serve according to the designated order of Vice-President seniority determined for that executive committee term; and
  - h. Participate in the January mid-year and July year-end financial review as requested.
  - i. Shall be responsible for working to implement any financial review findings.
3. Vice President Programs. The VP Programs shall:
- a. Manage and serve as an ex-officio member of all Programs committees;
  - b. Present a master programs (events/activities) calendar for the school year to the BOD in September and at other such times as required by the President or BOD;
  - c. Recruit and support committee chairs for each Program committee;
  - d. Coordinate the following yearly activities: Welcome Coffee for parents the first day of school and a Back to School Event the first week of school.
  - e. Update the BOD after each Program event/activity;
  - f. Maintain a Program log to facilitate long-term strategic planning;
  - g. Assist the President when called upon;
  - h. Perform the duties of the President in the absence or inability of that officer to serve according to the designated order of Vice-President seniority determined for that executive committee term; and
  - i. Participate in the January mid-year and July year-end financial review as requested.
4. Vice President Communications. The VP Communications shall:
- a. Manage and serve as an ex-officio member of all Communications committees;
  - b. Relay to the BOD and all committee chairs the protocol for communicating to the membership and school community;
  - c. Recruit and support committee chairs for each Communications committee;

- d. Manage databases (collect, input, and update data) for communications including eBlast and eNews, as well as class specific contacts and Student Directory information;
  - e. Keep the PTSA website updated (in conjunction with website administrator);
  - f. Assist the Advocacy Chair in reporting on key issues and events;
  - g. Conduct and publish surveys of the membership in conjunction with the President;
  - h. Assist the President when called upon;
  - i. Perform the duties of the President in the absence or inability of that officer to serve, according to the designated order of Vice-President seniority determined for that executive committee term; and
  - j. Participate in the January mid-year and July year-end financial review as requested.
5. Secretary. The Secretary shall:
- a. Keep accurate records of meetings with the school Principal, executive committee meetings and meetings of the Board of Directors;
  - b. Notify the President of any unfinished business;
  - c. Be responsible for correspondence as designated by the President;
  - d. Keep a complete roster of the membership of all standing and special committees;
  - e. Maintain a complete roster of all members;
  - f. Serve as an ex-officio member of the Membership committee;
  - g. Perform such other duties as directed by the President;
  - h. Distribute agenda to the Board of Directors prior to each meeting;
  - i. Distribute meeting minutes within one week of each meeting;
  - j. Have available all relevant paperwork at Executive Committee, Board of Directors, and General Membership meetings;
  - k. Maintain the master Somerset PTSA Calendar or designate another PTSA member to do so;
  - l. Provide a preliminary master calendar at the May BOD meeting of the upcoming year's school-wide activities/events, fundraisers, EC meetings, BOD meetings and relevant school district events;
  - m. Update the bulletin boards at the school; and
  - n. Compile the documents needed to meet the WA State PTA Standards of Excellence and submit the entry forms.
6. Treasurer. The Treasurer shall:
- a. Serve as chair of the budget committee;
  - b. Present the budget to the membership;
  - c. Keep accurate records at all times;
  - d. Provide a quarterly backup of records on disc (or other storage media) to the President;
  - e. Receive, issue receipts and deposit promptly in an authorized account all monies, and disburse according to the approved yearly budget;
  - f. Present a written financial statement at each executive and BOD meeting and at such other times as required by the President or board of directors;
  - g. Close all books as of December 31 and submit the books and records to a mid-year financial review in January of each year. The review committee will include no fewer than three (3) members appointed by the President; or the review may be

- done by an external qualified accountant. The review committee will not include persons authorized to sign on the PTSA bank account, or living within the same household as those authorized to sign, for the period being reviewed;
- h. Close all books as of June 30 and submit the books and records to a financial review committee in July of each year with the same provisions as the mid-year financial review listed above.
  - i. Perform such other duties as directed by the President;
  - j. Work with the VP Ways & Means and Fundraising committees and serve as an ex-officio member of those committees;
  - k. Maintain the credit card machine and associated accounts;
  - l. File IRS Form 990 or Form 990EZ or Form 990-N, and/or other appropriate tax-related forms prior to November 15th and provide a copy to the Board of Directors by November 1st of each year;
  - m. File annually for licenses required to run PTSA activities such as resellers permit, gambling license, etc; and
  - n. Maintain an updated calendar for the timing/deadlines of these treasurer/financial related applications and renewals.

## **V. ELECTIONS**

- A. Election of the nominating committee and nominating committee procedures shall follow provisions in the WA State PTA Bylaws.
- B. The nominating committee shall post a slate of candidates fifteen (15) days before the election date.
- C. Candidates may be nominated or declared from the floor during the meeting at which the election takes place.
- D. Election of nominating committee members and officers must occur in person at a designated general or special membership meeting.
- E. Voting shall be by ballot unless there is only one candidate or set of co-candidates in which case the presiding officer may allow election by voice. Tellers, appointed by the president, shall tally ballots and present a report to the presiding officer who then announces the results by the end of the meeting.
- F. A majority of those voting is necessary to elect.

## **VI. BOARD OF DIRECTORS**

- A. The PTSA Board of Directors (BOD) will include all elected officers and appointed Directors. Appointed Directors shall number no fewer than the number of elected officers and should be no greater than twice that number.
- B. Appointed Directors shall be appointed by the president with the approval of the EC.
- C. Each Board member shall be a Somerset PTSA member in good standing, including a satisfactory background check as required of school volunteers.
- D. A Board member is expected to act as a fiduciary for the PTSA membership.
- E. A Board member unable to fulfill his/her obligations must submit a resignation in writing to the Executive Committee (a resignation via email sent to the President is acceptable); or may be removed from the BOD by a 2/3 vote of the BOD.

- F. A Board member is required to attend at least 6 BOD meetings during the school year, and not be absent for more than 2 consecutive meetings, and must also attend all Somerset PTSA General Meetings (generally 3 per year). The president may allow, with advance notice, a board member to participate via phone or video conference, if necessary, and all board members can hear each other simultaneously. A board seat shall be declared vacant through resignation, removal or absence from three (3) consecutive meetings unless previously excused by the presiding officer.
- G. The BOD will review the master calendar of events for this PTSA as presented by members of the Executive committee at each BOD meeting.
- H. No member of the PTSA BOD or any of its Committees shall derive any personal profit or gain by reason of his or her participation in the PTSA. Each individual shall disclose to the PTSA any personal interest which s/he may have in any matter pending before the PTSA and shall refrain from participation in any decision on such matter.
- I. Every effort shall be made to have a teacher or teachers serve on the Board of Directors.

**VII. COMMITTEES**

- A. All committee chairs shall be current PTSA members in good standing, including a satisfactory background check as required of school volunteers.
- B. The duties of committee chairs shall include the following.
  - 1. Communicate regularly with the appropriate Vice-President;
  - 2. Provide written reports to the BOD including:
    - a. At the beginning and end of the year;
    - b. One month prior to an event and after an event;
    - c. At BOD meetings as appropriate or requested
  - 3. Follow budget request guidelines;
  - 4. Serve as an advisory council to the BOD;
  - 5. Provide volunteer support for PTSA activities;
  - 6. Assist in disseminating information to the general membership; and
  - 7. Keep or update a notebook of activities and recommendations pertaining to the committee. This notebook shall be turned over to the successor or to the President at the end of the term.
- C. New PTSA Committees may be created with a majority vote by the BOD.
- D. For the 2015 - 2016 school year, the following committees and liaisons are planned, but are subject to change as determined by the BOD, for reasons including, but not limited to, volunteer availability, resource allocation, and legal or insurance compliance:

**Communication**

Advocacy Director	Historian/Photographer
Bellevue Schools Foundation Ambassador	Membership
Database/Directory	New Families
eBlast/eNews	Room Parents
FACE (Family & Community Engagement)	PTSA Website
Green Team	Social Media
	Survey

### **Programs**

Art Imagination  
Back-to-School Event  
Book Fair  
Care & Share  
Chess Club  
Child Safety/Emergency Prep  
Choir  
Festival of Cultures  
Field Day  
Fifth Grade Activities  
Fifth Grade Drug & Alcohol Education  
GAMES  
Health Room  
Library Volunteers

Math Adventures  
Math Olympiad  
Movie Nights  
PhD (Parenthood Development)  
Playground Planning  
Recess Volunteers  
Reflections  
Science Week  
Staff Appreciation  
Talent/Variety Show  
Traffic and Safety  
Welcome Coffee  
Wellness/Walk-to-School  
Young Authors

### **Fundraising**

Auction  
Boxtops/Labels  
Corporate Donations/Sponsorships  
Winter Fundraiser  
Grant Writing  
Pizza and Bingo  
Rummage Sale

School Pictures  
School Supplies  
Spring Fundraiser  
Walkathon  
Superstar Spiritwear  
Yearbook

## VIII. PTSA ACTIVITIES & EVENTS

- A. Somerset PTSA activities/events are those that are voted on and approved by the general membership or BOD, funded through monies from the PTSA treasury either collected for the activity or allocated in the budget, and scheduled and organized by a PTSA member, usually under the auspices of a PTSA committee.
- B. The majority of volunteers organizing or assisting at any PTSA activity, event, or function, must be members of this or another Washington State PTSA.

## IX. MEETINGS

- A. Regular meetings of the Board of Directors shall be held once each month from September through June, unless otherwise ordered by the Executive Committee. The date of each meeting will be determined by the incoming Executive Committee. Board of Directors' meetings shall be open to observation by the general membership and shall be so stated in the newsletter.
- B. A quorum for Board of Directors meetings shall be a majority of the members of the Board of Directors, as required by the WSPTA Uniform Bylaws.
- C. There shall be at least three General Meetings each year for the express purpose of:
  - 1. Approval of changes to the Standing Rules, Election of the Nominating Committee, Review of the budget, and Approval of the financial review (in the Fall)
  - 2. Election of the officers (no later than April 30)
  - 3. Approval of the budget (in the Spring)
- D. One general meeting shall be designated as the annual meeting.
- E. A quorum for General Membership meetings shall be 15.
- F. Notice of the general meetings time, place, and agenda items, including proposed changes to the Standing Rules and the proposed budget, shall be given not less than 14 days prior to the general meeting via electronic news bulletin and posting at the local PTSA office.
- G. Notice for a special membership meeting shall be not less than five days by the same means and include place, date, time and purpose. A special membership meeting may be called by the president, a majority of the board of directors, or five percent of this local PTSA's membership.
- H. The presiding officer
  - 1. Shall be the President, although the Vice-Presidents, in order of succession may preside as needed, including when the President is absent or wishes to partake in debate. A Chair pro tem may also be appointed by the President or elected by the assembly by majority vote.
  - 2. Determine and explain the level of formality of Roberts Rules of Order Newly Revised to be used to conduct a meeting, unless there is objection, in which case the formal rules of conduct shall be used.
  - 3. May only vote when the vote is by ballot or whenever his/her vote will affect the result.
- I. Should business arise needing attention prior to the next scheduled BOD meeting, A Special Meeting may be called for such purpose.
  - 1. For business that is urgent/time sensitive and limited in scope the President may ask the Secretary to email the motion to be adopted to each BOD member. The BOD will have two days to discuss and vote. A hard copy of the motion will be provided the same to those BOD members without email access and the two day response time will remain applicable.
    - i. A motion may be adopted via email once seconded and with a majority vote of the BOD;



- ii. In keeping with Roberts Rules of Order Newly Revised, actions taken on the basis of this type of individual/personal approval will be ratified at the next regular meeting;
    - iii. A live meeting will be arranged for further discussion if a Board member makes a formal request to the Secretary within the two-day discussion/voting time period, and may be subject to waiver of notice and consent to hold meetings.
  - 2. For business that does not meet the criteria stated in IX.I.1 above, notice for special BOD meetings shall be not less than 5 days, and include the place, date, time and purpose of the meeting.
- J. Waiver of Notice and Consent to Hold Meetings. The transactions of any meetings of the BOD are as valid as though the meeting had been held after proper call and notice, provided a quorum of BOD members is present and that each BOD member not present provides a waiver of notice, a consent to holding the meeting, or an approval of the minutes. All such waivers, consents, or approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Waiver of notice of a meeting of the BOD shall be deemed the equivalent of proper notice. Any BOD member may, in writing, waive notice of any BOD meeting, either before or after such meeting. Attendance at a meeting by a BOD member shall be deemed waiver by such member of notice of the time, date, and place thereof unless such member specifically objects to lack of proper notice at the time the meeting is called to order. Attendance at a special meeting shall also be deemed waiver of notice of all business transacted at such meeting unless objection to lack of notice is raised before the business, of which proper notice was not given, is put to a vote.

## **X. VOTING DELEGATES**

- A. Voting delegates to the Bellevue PTSA Council shall include the President. Additional delegates and alternates shall be appointed by the President with the approval of the EC.
- B. Voting delegates for the Legislative Assembly shall be appointed by the President with the approval of the EC, with preference given in the following order: to the Advocacy Director, elected officers, board of directors, other members of this local PTSA.
- C. Voting delegates to the WSPTA annual meeting shall be appointed by the President with the approval of the EC, with preference given in the following order: to the outgoing president, incoming president, other elected officers, Advocacy Director, board of directors, other members of this local PTSA.
- D. The vote of this PTSA for the position of Washington State PTA Region Director shall be determined by the Board of Directors.
- E. Voting delegates must do their best to represent the interests and views of this local PTSA. A report of the activities and outcomes of meetings shall be presented to the next BOD meeting.

## **XI. BUDGET**

- A. Budgeted expenditures must be presented in writing to the Executive Committee. Budgeted proposals in excess of \$500 will be presented and approved in advance by a majority vote at the meeting of the Board of Directors. New proposals within a Budgeted Category in excess of \$1,000 must be presented in writing and at least 24 hours prior to any requested Board of Directors vote for approval.
- B. Proposals for unbudgeted expenditures must be presented in writing to the Executive Committee. Unbudgeted proposals in excess of \$300.00 will be presented and approved by a majority vote at the meeting of the Board of Directors. In addition, the BOD can reallocate the budget at any time.

- C. The Budget Committee is composed of all of the current and incoming Executive Committee Members.
- D. The budget shall be proposed by motion to the general membership at the spring general meeting.
- E. The Secretary shall give notice of the proposed budget via posting the proposed budget in front of the PTSA office and other appropriate means not less than 14 days prior to the spring general meeting.
- F. The Budget Committee should make their best efforts to propose a budget that provides that net proceeds from the Auction be spent as follows: no more than 25% in the academic year of the auction; 50% during the following academic year (non-Auction year); and 25% in the next following academic year. Any proposed budget should provide that the remaining balance of Auction net proceeds be spent within the time prior to the next following Auction. Auction funds raised with a designated purpose, such as Raise the Paddle funds, shall be considered separate from general Auction proceeds, and shall be distributed at the discretion of the BOD.

## **XII. ORGANIZATION**

- A. Contracts pertaining to this PTSA association must be signed by two elected officers not living in the same household, one of whom must be the President, and are subject to the approval of the majority of the Executive Committee.
- B. Any contracts extending beyond the fiscal year must be approved by the general membership.
- C. All checks for payment made on behalf of this PTSA must include the signatures of two members of the Executive Committee, preferably with one signature being the President and the other being the Treasurer. Any check for payment that does not include a signature of a President must be photocopied and be immediately provided to the President.
- D. Payment to a vendor in excess of \$200 must be paid directly from the Somerset PTSA bank account. An advance approval by the Executive Committee is required if for any reason the committee member needs to use his/her personal account for the payment.
- E. All proposals to raise funds or collect goods on behalf of Somerset PTSA must be presented in writing to the Executive Committee prior to being presented and approved by a majority vote at a meeting of the Board of Directors.
- F. The payor of any returned check to the PTSA for NSF (non-sufficient funds) will be liable for the amount of the original check plus the returned check fee.
- G. The PTSA shall keep a copy of each of its legal documents available for each elected officer. The Treasurer shall be responsible for maintaining the original documents and providing updated copies to the other officers.
- H. The Executive Committee shall have the discretion to determine which officers shall be included on the authorized signature card for this PTSA's bank account. No more than one member from a household or family may be a signatory. In the event of co-treasurers, only one treasurer can be a signer on this local PTSA's bank account. Monthly bank statements must first be reviewed by a non-signatory officer.

## **XIII. AWARDS**

One or more Golden Acorn and Crystal Apple awards shall be presented annually to an outstanding volunteer(s). An Outstanding Educator award shall also be presented. A Selection Committee appointed by the Executive Committee shall select the recipients. The Selection Committee shall determine the number of recipients. Nominations shall be made by the membership at large. Nomination forms shall be available at the Winter General Membership meeting and in the Superstar eNews. The Selection Committee should include prior recipients, if possible, and a staff representative.

#### **XIV. STANDING RULES**

These Standing Rules shall be reviewed by each incoming Executive Committee and presented for adoption annually at the first General Membership meeting, by a majority vote of those attending, if a quorum is present. These Standing Rules may be amended at any General Membership meeting by a two-thirds (2/3) vote, or if previous notice (not less than 14 days) is given, by a majority vote.

Rev. 10/15