

# LEOTA MIDDLE PTSA

## Standing Rules

### 2017-2018

These standing rules shall be in compliance with the Washington State PTA Uniform Bylaws.

1. The name of this unit shall be the Leota Middle School Parent Teacher Student Association, local unit number 6.10.65: National PTSA ID NUMBER 00023198.
2. This PTSA serves all children and youth in the Leota Middle School community.
3. This unit is a non-profit corporation recognized by the State of Washington on November 14, 1977. The incorporation number is 2-273766-2. The treasurer is responsible for filing the annual corporation report prior to November 30<sup>th</sup>.
4. This unit is registered with the Secretary of State under the Charitable Solicitations Act. The Treasurer is responsible for filing the annual registration prior to May 31<sup>st</sup>. This unit's Employer Identification Number is on file. The registered agent for this corporation is Washington State PTA.
5. This unit was recognized by the IRS as a non-profit, tax-exempt organization in March 2006 under section 501c(3). A copy of the Letter of Determination is filed in the Legal Documents notebooks maintained by the Secretary.
6. The current Treasurer is responsible for coordinating preparation and filing IRS form 990, if required, by November 15<sup>th</sup>.
7. This unit shall keep two copies of its legal documents. The official Legal Documents notebook will be kept by the current Secretary and the Legal Documents notebook #2 will be kept in the PTSA safe in Room 611. The current Secretary shall be responsible for updating both Legal Documents notebooks.
8. The membership fees of this unit shall be \$14.00 per member and \$12.00 per teacher/staff member. Starting August 2018, fees shall be \$15.00 for individual, \$28.00 for two person, and \$12.00 for teacher/staff memberships.
9. Students may also purchase individual memberships and in doing so, shall enjoy voting privileges and the right to standing and/or special committee memberships. Students are not allowed to hold elected positions within the PTSA.
10. The elected officers of this unit shall be a President and Co-President, Vice President, Secretary, and Treasurer. These elected officers shall constitute the Executive Committee. A Leota Middle School administrative representative will be invited to attend the Executive Committee Meetings.
11. Any elected position or committee chair, other than Treasurer, may be held jointly by two (2) people. Each elected position or standing committee is entitled to one vote, shared among any co-position holders or co-chairs.
12. During the PTSA year, at least one member of the Executive Committee must attend PTA & the Law training, and all elected Executive Committee Members must attend at least one WSPTA approved training.
13. The President and co-president shall be responsible for filing the Standards of Affiliation Agreement with WSPTA by the due date, per the Washington State PTA Bylaws. The original SOA form shall be kept in the legal binder.

14. The Board of Directors of Leota PTSA shall consist of the elected officers, the standing committee chairs, and the Leota Middle School administrative representative. When a quorum (the majority of the elected officers and standing committee chairs) is present at a Board of Directors Meeting, a motion may be passed by a majority vote.

15. This unit's Standing Committees shall be:

AAP Liaison	Social Events	Student Store
Emergency Preparedness	Special Education Representative	Volunteer Coordinator
Honor Society	Staff Appreciation	Watch D.O.G.S.
Newsletter		

16. Any person serving on the executive or standing committees or as a committee chair must be a member of Leota Middle School PTSA. All other Volunteers are encouraged to be Leota PTSA Members.

17. General Membership Meetings of this unit shall be held at least three (3) times during the school year between September and June at the Board's discretion, with a minimum of ten (10) calendar days' notice to the local unit's members stating business to be conducted. When a quorum of ten (10) members is present at a General Membership Meeting, a motion may be passed by a majority vote.

18. The annual General Membership Meeting to elect officers will be held in the spring. The Executive Committee will set the date.

19. The Leota PSTA shall approve a proposed operating budget for the next fiscal year during the final General Membership Meeting in the spring. A draft of the final budget will be presented for review at the first Board Meeting of the school year, prior to the first General Membership Meeting. The final budget shall be approved at the first General Membership Meeting of the new fiscal year, with permission to allow the Board of Directors to reallocate funds from one budget line to another line and allocate future donations as needed throughout the year.

20. The PTSA shall conduct a financial review of its books and records in January of each year in addition to the required financial review at the close of the fiscal year.

21. The signatures of three elected officers shall be on the authorized signature cards for the PTSA account. Two (2) signatures are required on every PTSA check. The PTSA's monthly bank account statements shall be received, unopened, by a non-signing Executive Committee Member for review. The reviewer shall promptly report any concerns or discrepancies to the Executive Committee. If there are no concerns or apparent discrepancies, the reviewer shall initial and date the account statement, and provide it to the Treasurer.

22. All reimbursement requests for authorized expenses must include a receipt and be submitted to the Treasurer within 60 days of purchase. Any requests for reimbursement must be received no later than 10 days before the last day of school. Reimbursements for events that occur after the deadline must be received by the last day of school. Any reimbursements requests not received by the deadline will be considered a donation to the PTSA.

23. Request for funds that exceed a committee's budget by **\$300 or less**, must be approved by the PTSA Executive Committee. Any amount exceeding the budgeted amount **by more than \$300** must be approved by the PTSA Board of Directors. A request to exceed a committee budget must be submitted in writing to the Treasurer. Approval/non-approval will be communicated to the committee chairperson as soon as possible.

24. A minimum carryover for the following year shall be \$5,000.

25. PTSA funds will not be used to purchase thank you gifts for volunteers or monetary recognition (such as gift cards) for students participating in a PTSA supported activity or program. Presentations to Golden Acorn recipients are an exception to this, and are accounted for in the yearly budget.
26. Should the PTSA receive an NSF check, the writer of the check is responsible to pay any incurred bank fees to the PTSA within thirty (30) days of written notice by the Treasurer.
27. One or more Golden Acorn Award shall be awarded to an outstanding volunteer or volunteers. An award committee, chaired by the Vice President, shall consist of a minimum of three (3) members.
28. Voting Delegates for the Northshore PTA Council shall be the President(s), and three (3) delegates.
29. The voting delegate to the State PTA Legislative Assembly shall be the Legislative Chairman, unless otherwise designated by the Board of Directors.
30. The voting delegates to the annual Washington State PTA Convention shall be approved by the Board of Directors.
31. Only currently enrolled Leota Middle School Students are eligible to attend Leota PTSA sponsored events (such as social events, or 8th Grade Party). The Leota Registrar will determine who is currently enrolled at Leota.
32. The Standing Rules shall be adopted annually by a majority vote at the first General Meeting. The Secretary holds the official copy and is responsible for incorporating updates each year.