

Standing Rules for Timber Ridge Elementary School PTSA

A Washington Non-Profit Corporation

Adopted by the General Assembly on October 4, 2016

Article I. IDENTITY

- Section 1 The name of this local PTSA is: Timber Ridge Elementary School PTSA 2.18.10. It was chartered on March 16, 2016. Its local PTA number is 2.18.10. Its National PTA number is 4498847.
- Section 2 This PTSA serves the children in the Snoqualmie Valley school community which includes the residences and businesses in the Timber Ridge elementary school enrollment area.

Article II. COMPLIANCE

- Section 1 This PTSA was incorporated on 5/31/2016 and assigned UBI 604-000-047. The treasurer is responsible for filing the annual corporation report. The Employer Identification Number (EIN) is located in the legal documents binder in the custody of the secretary.
- Section 2 This PTSA is registered under the Charitable Solicitations Act, registration number TBD. The treasurer is responsible for filing the annual registration by May 31 to avoid penalties.
- Section 3 This PTSA was granted tax-exempt status under section TBD of the internal revenue code on TBD (date). A copy of the letter of determination is filed in the legal documents binder maintained by the secretary.
- Section 4 The treasurer, with assistance from the immediate past treasurer, is responsible for filing IRS Form 990, Form 990 EZ, or Form 990-N prior to November 15. Copies of the current and past years' returns are located in the legal documents binder maintained by the secretary.
- Section 5 The Timber Ridge Elementary School 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. Copies of the signed documents making such designation are available in the legal document binder maintained by the secretary.
- Section 6 This unit shall keep at least two copies of its legal documents in separate locations. The Treasurer shall retain the original copies of any legal documents in a safe or safe deposit box, and the Secretary shall maintain a copy of all legal documents in a legal documents notebook. All elected officers shall have access to the legal documents notebook upon request.
- Section 7 These Standing Rules shall not be in conflict with the WSPTA Uniform Bylaws. The Standing Rules may be amended at any regular general membership meeting by a majority vote.
- Section 8 Per the Washington State PTA Uniform Bylaws, we will annually review, complete, sign, and submit the WSPTA Standards of Affiliation (SOA) Agreement by the required deadline.

Article III. MEMBERSHIP

- Section 1 The dues for this PTSA shall not exceed \$20 per individual adult membership. All paid members have a voice and vote at Timber Ridge Elementary School PTSA membership meetings.

- Section 2 The students of Timber Ridge Elementary School shall be considered honorary members of this unit without voice, vote, or privilege of holding office.
- Section 3 Membership at this local PTA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members, and any other persons that support and encourage the purpose of this local PTA.

Article IV. OFFICERS AND BOARD OF DIRECTORS

- Section 1 A Nominating Committee shall be elected, in accordance with the WSPTA Uniform Bylaws, at least 30 days prior to the election of officers and shall consist of at least three (3) members.
- Section 2 The elected officers of this PTSA shall be president, vice president, secretary, and treasurer. The elected officers shall constitute the Executive Committee.
- Section 3 Any elected position may be held jointly by two people. Each co-position holder shall be entitled to voice and vote at the board of directors meetings. In the event of co-treasurers, one treasurer can NOT be a signer on the bank account.
- Section 4 The Board of Directors of this PTSA shall consist of the elected officers and the chairs of the following standing committees: Membership, Fundraising, Volunteers, Enrichment, Staff Liaison/Appreciation, and F.A.C.E. - Family and Community Engagement. Non-elected officers are appointed by the president with the approval of the executive committee. This PTSA’s board of directors will meet monthly on a date and time to be determined by the board.
- Section 5 Per WSPTA Standards of Affiliation (SOA) Agreement, our PTSA will ensure that each executive committee officer attends a minimum of one WSPTA-approved training opportunity during the PTSA year. Further, at least one member of the executive committee will attend *PTA and the Law* during the PTA year.

Article V. MEETINGS

- Section 1 There shall be at least three annual meeting of the members to be held at a time and place fixed by the board of directors for the purpose of conducting business. Adoption of the budget, adoption of standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at a membership meeting. Written notice of the place, day and time of the meetings shall be delivered not less than ten (10) days prior to the date of the meeting to each member.
- Section 2 Accurate meeting attendance will be kept for the purpose of determining voting and quorum. A quorum of at least 10 members must be present at a General Membership Meeting in order to conduct business.
- Section 3 A special meeting of the members may be held at a time and place fixed by the board of directors for the purpose of conducting business. Written notice of the place, day, and time of the meetings shall be delivered not less than five days prior to the date of the meeting to each member via email. The email address used for notification shall be that indicated on the yearly membership form.
- Section 4 There shall be a minimum of one board of directors meeting per month. Meeting dates and times shall be set by the executive committee. Written notice of the place, day and time of the meetings shall be delivered not less than ten days prior to the date of the meeting to each member. Quorum for meetings is a majority of the sitting board.

Section 5 A special meeting of the board of directors may be held at a time and place fixed by the board of directors for the purpose of conducting business. Written notice of the place, day, and time of the meetings shall be delivered not less than five days prior to the date of the meeting to each board member via email. The email address used for notification shall be that recorded on the board of directors' roster.

Article VI. BUDGET/FINANCIAL

Section 1 This PTSA shall approve its annual operating budget in the spring of each year.

Section 2 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 (June 30th). Records shall be submitted for review no later than 30 days after the end of the fiscal year.

Section 3 The PTSA shall establish one or more accounts in financial institutions as determined by the board of directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal.

Section 4 The board of directors shall determine which officers shall have signing authority on the PTSA bank account and shall be a minimum of 3 officers.

Section 5 The PTSA's monthly bank account statements shall be provided unopened to a person appointed by the board of directors. Such person will be appointed by the board at the beginning of the fiscal year, shall be a Board Member, and shall not be a signer on the account. The reviewer shall promptly report any concerns or discrepancies identified in the review to the executive committee. If there are no concerns or apparent discrepancies, the reviewer shall initial and date the account statements and provide them to the treasurer.

Section 6 The PTSA shall allow online banking within the rules and guidelines established by WSPTA policy and the board of directors.

Section 7 All reimbursement requests for authorized expenses must include a receipt and be submitted to the treasurer within 60 days of purchase. All requests for reimbursement must be received by June 1st or they will be considered a donation to the PTSA.

Section 8 Should the PTSA receive an NSF check, a service fee in the amount of \$20 will be charged in addition to any fees imposed by the PTSA's bank. If the NSF check or checks are not paid for by June 1, then the PTSA will not accept any checks from this individual in the future. If more than 2 NSF checks are received from the same individual during the fiscal year, the PTSA will not accept further checks from the individual responsible.

Section 9 Limits to the spending powers of the Board of Directors:

- a) The Board of Directors may, at properly advertised and convened meetings, without a vote of the General Membership, make financial decisions affecting up to \$500.
- b) Reallocations to the budget in amounts up to \$500 may be approved by a majority vote of the Board of Directors. Reallocations exceeding \$500 must be approved by a majority vote of the General Membership.
- c) If financial matters come up that are outside the limits in this section, the President(s) may call a General Membership Meeting for the purpose of discussing and voting on the financial issue, or they may wait until the next scheduled General Membership Meeting to discuss and vote on the issue.

Article VII. GAMBLING ACTIVITIES

Section 1 Students of Timber Ridge Elementary School shall be considered honorary members of this PTSA without voice, vote, or the privilege of holding office in order to participate in gambling activities such as bingo, raffles, or carnivals.

Article VIII. VOLUNTEER RECOGNITION

Section 1 One or more Golden Acorn awards may be presented annually to an outstanding volunteer(s). A committee appointed by the president shall select the recipient(s). The board of directors shall determine the number of recipients.

Section 2 One or more Outstanding Advocate awards or Outstanding Student Advocate awards may be presented annually to recognize advocacy work on behalf of children and youth. A committee appointed by the president shall select the recipient(s). The board of directors shall determine the number of recipients.

Section 3 One or more Outstanding Educator awards may be presented annually to an outstanding teacher or educator. A committee appointed by the president shall select the recipient(s). The board of directors shall determine the number of recipients.

Section 4 An Honorary Life Membership award may be presented annually to an individual who has made a significant contribution to the growth and development of PTSA. A committee appointed by the president shall select the recipient.

Article IX. VOTING DELEGATES

Section 1 This PTSA is a member of the Snoqualmie Valley Council and has 4 votes on council business. The president shall submit to the council the names and positions of the voting delegates and alternates, as determined by the board of directors.

Section 2 Timber Ridge Elementary School PTSA will send as many voting delegates and as many visiting delegates to the WSPTA convention as the budgeted amount for convention can support. All delegates for the WSPTA convention shall be selected by the board of directors. Registration shall be paid for by Timber Ridge Elementary School PTSA. Persons attending convention paid for by the PTSA will submit to the board of directors a summary on notes and handouts from the classes and general sessions

Section 3 The Timber Ridge Elementary School PTSA will send as many voting delegates and as many visiting delegates to the WSPTA legislative assembly as the budgeted amount will sustain. Registration shall be paid for by Timber Ridge Elementary School PTSA. Individuals attending the assembly paid for by Timber Ridge Elementary School PTSA will submit a board report about the legislative assembly.