

Evergreen Middle School PTA
Standing Rules 2023-2024

Article 1 – General Information

The name of this association shall be Evergreen Parent Teacher Association 7.3.70. (Service area 7, Council Area 3, Local PTA 70). It is a local PTA organized under the authority of the Washington Congress of Parents and Teachers.

This PTA serves the students, their families and the staff of Evergreen Middle School.

Evergreen PTA was incorporated as a non-profit corporation in the state of Washington on June 22, 1979. Our corporation number is 2-290046-8. Our assigned UBI number is 601-811-705. Our assigned EIN is on file with the treasurer. The treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA.

This PTA is registered under the Charitable Solicitations Act, registration number 6353. The treasurer is responsible for filing the annual registration.

This PTA was granted tax-exempt status under section 501(c)(3) on September 21, 1982.

The current treasurer, with assistance from the outgoing treasurer, is responsible for filing IRS Form 990EZ, Form 990 or Form 990-N (e-postcard), as required, prior to November 15th.

It is the responsibility of the current treasurer to renew the liability policy for this PTA by December 1st.

This PTA unit shall keep two copies of its legal documents in two separate locations. The treasurer shall be responsible for updating and maintaining the original version. The secretary shall be responsible for maintaining the copy which will be loaded in the Google Drive.

Evergreen PTA shall maintain policies for online logins and passwords. This policy shall be reviewed and approved yearly by the Evergreen PTA board of directors. This policy shall reside with the treasurer.

Article 2 – Membership Dues

The membership *dues* for this PTA shall be Ten Dollars (\$10.00) per person. Such annual dues shall include a portion determined by and payable to the Local Council, State and National PTA. All memberships must be uploaded into MemberPlanet within 30 days of payment.

The students of Evergreen Middle School shall be considered honorary members of this PTA, without voice, vote, or privilege to hold office.

Article 3 – Nominating Committee

The Nominating Committee shall be elected at a general membership meeting by January of each year and at least 30 days preceding the election of officers. *The Nominating Committee serves until they submit their committee report.*

Members of the nominating committee shall have been PTA members for at least 30 days preceding election.

A member may serve no more than two (2) consecutive years on this committee.

The committee shall consist of at least three (3) members. The nominating committee shall be elected by voice vote if there are no more than three nominees and by ballot if there are more than three nominees.

The Board of Directors may appoint a replacement nominating committee member if needed.

Article 4 – Officers and Their Election

Officers shall be elected at a general membership meeting *by the end of the fiscal year (June 30)* for a term of one (1) year.

The elected officers, known as the Executive Committee, shall at least be President, Secretary and Treasurer. Two people may hold any elected position, other than Treasurer. Each co-position shall be entitled to voice and vote at a Board of Director's meeting. No elected officer shall serve in the same office for more than two consecutive terms. Officers shall assume their offices on July 1st.

To be elected to office, a person must be a member of a *local PTA* at least fifteen (15) days preceding the election.

Article 5 – Board of Directors

The Board of Directors of this PTA shall consist of the Executive Committee with a minimum of 3 and a maximum of 5 committee chairs.

Voting delegates to the Council shall be an Executive Committee Member.

The voting delegates to the annual State PTA convention shall be determined in the following order: Incoming President, Ongoing President, Incoming Vice President, Incoming Secretary, Incoming Treasurer, Ongoing Vice President, Ongoing Secretary, and Ongoing Treasurer. The board of directors shall determine who shall represent the PTA as a visiting delegate.

The voting delegate(s) to the State PTA Legislative Assembly shall be the Legislative chairperson, unless otherwise delegated by the Executive Committee.

Local PTA's are entitled to four voting delegates for up to 200 members and one more for each additional 100 members.

Article 6 – Recognition

One or more Golden Acorn Awards and Outstanding Educator Awards may be presented annually to recognize outstanding volunteers and educators. A committee appointed by the president (to include the previous year's recipients) shall organize the selection process.

Article 7 – Meetings

This PTA's board of directors may meet monthly, on a date and time to be determined by the board. There shall be at least two (2) membership meetings annually to elect officers, approve standing rules, approve budget, elect nominating committee and conduct other business.

No fewer than ten (10) members are needed for a quorum, per WSPTA Uniform Bylaws, Article 5, section 10.

Members may be notified of any special board and membership meetings via e-mail.

Article 8 – Budget and Fiscal Matters

The PTA shall conduct a financial review of its books and records at the close of the fiscal year. The financial review committee shall consist of no fewer than three (3) members appointed by the president. The financial review committee shall not include the people who were authorized to sign or individuals

living within the same household as those authorized to sign for the period being reviewed. *Records must be submitted for financial review no later than 30 days after the end of the fiscal year.*

This PTA's budget shall be voted upon by the membership prior to the end of the fiscal year.

This PTA requires two signatures from the Executive Committee for withdrawal of any funds. The Board of Directors shall determine who the signers on the PTA bank account shall be.

The PTA's monthly bank account statements shall be provided, unopened to a person appointed by the Board of Directors. Such person will be appointed at the beginning of the fiscal year and shall not be a signer on the account. The reviewer shall report any concerns directly to the Executive Committee. If there are no issues, the reviewer shall provide the bank statements to the Treasurer.

All reimbursement requests for authorized expenses must include a receipt and be submitted to the Treasurer. All requests for reimbursement must be received by June 25th or they will be considered a donation to the PTA.

The board of directors has permission to reallocate funds up to \$1000 throughout the fiscal year and report it to the general membership.

Article 9 – Compliance with the WSPTA Standards of Affiliation

Per the Washington State PTA Uniform Bylaws, we will annually review, complete, and sign the WSPTA Standards of Affiliation Agreement by the required deadline. Our PTA will make sure that each executive committee member attends a minimum of one WSPTA approved training during the PTA year (July – June) or at the previous year's WSPTA Convention. Further, at least one member of the executive committee will attend PTA & the LAW during the year.

Article 10 – Standing Rules

The standing rules shall be presented and adopted at the first general membership meeting of the school year. The Washington State PTA By-Laws supplement these standing rules.