

## **Everett High PTA Standing Rules**

### **Article 1 – General Information**

The name of this association shall be Everett High PTA 7.3.85. (Service area 7, Council Area 3, Local Unit 85). It is a local PTA unit organized under the authority of the Washington Congress of Parents and Teachers. It was chartered on June 17, 2009.

This PTA serves the students, parents and staff in the Everett High School community.

Everett High PTA was incorporated as a non-profit corporation in the state of Washington on September 25, 2009. Our assigned UBI number, corporation number and EIN are on file and located in the Legal Documents Binder in the custody of the Treasurer. The registered agent for the corporation is the Washington State PTA. The treasurer is responsible for filing the Annual Corporation Report by September 30.

This PTA is registered under the Charitable Solicitations Act, registration number 1502. The treasurer is responsible for filing the annual registration by May 31<sup>st</sup>. Washington State PTA is the registered agent for this PTA.

This PTA was granted tax-exempt status under section 501c(3) of the internal revenue code on August 29<sup>th</sup>, 2013. A copy of the letter of determination is filed in the legal documents binder maintained by the treasurer.

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 15<sup>th</sup>.

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

Per the Washington State PTA Uniform Bylaws, we will annually complete the *Washington State PTA Standards of Affiliation* agreement in its entirety, and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.

This PTA unit shall keep three copies of its legal documents in two separate locations. The treasurer shall be responsible for keeping the original version. The president and secretary shall be responsible for maintaining their copies.

### **Article 2 – Membership and Fees**

The membership fees for this PTA shall be Fifteen Dollars (\$15.00) per person or Twenty-five Dollars (\$25.00) per 2 member family. The fees shall include the portions payable as determined by the National PTA, the WSPTA and the Everett Council PTSA.

Membership at this PTA shall be open to all people without discrimination. All paid members have a voice and vote at PTA general membership meetings. Students of Everett High may join this PTA. Each student membership is entitled to a voice and vote. Students who are eighteen years of age or older may hold elected positions. All other students of Everett High School shall be considered honorary members of the Everett High PTA without voice, vote, or the privilege of holding 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.

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

No person shall be eligible to serve two (2) consecutive years on this committee.

The nominating 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. If a vacancy on the nominating committee occurs, the board of directors of this PTA may appoint a replacement.

#### **Article 4 – Officers and Their Election**

Officers shall be elected at a general membership meeting by ballot prior to April 30<sup>th</sup> for a term of one (1) year. The election may be by voice if only one candidate is nominated for an office.

The elected officers, known as the Executive Committee, shall at least be President, Vice 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 1<sup>st</sup>.

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

An officer of this PTA maybe removed from office, with or without cause, by a two thirds vote of the membership present at a regularly scheduled meeting or at a meeting called for such purpose. Best practices for officer removal can be found in current WSPTA Policy.

If a vacancy occurs, the executive committee may appoint a member to fill the vacancy until the next membership meeting. At the next membership meeting, nominations shall be made from the floor with the consent of the nominee. The election shall be by ballot vote. A majority vote is necessary to elect. The election may be by voice vote if only one candidate is nominated for an office. The newly elected officer shall immediately assume the duties of the officer.

#### **Article 5 – Board of Directors**

The Board of Directors of this PTA shall consist of the Executive Committee and the chairs of the following committees: Membership, Auction, Volunteer Coordinator, and Staff Appreciation. Also included shall be the Principal, and teacher representative(s).

An office/chair shall be considered vacant if that person misses three consecutive meetings, unless excused by the president.

In addition to the board of directors, ad hoc committees shall include but not be limited to: Bingo Night, Blue and Gold Liaison, Hospitality, Tail Gate party, Reflections, Newsletter/Web Page. and Auction Committee.

A list of online passwords will be updated and maintained annually by the President and Secretary. With any changes of the Executive Committee, passwords will be revised and Executive Committee notified.

#### **Article 5.1 Voting**

Voting for officers, nominating committee, or budget may take place at a meeting or by electronic submission. If voting takes place by electronic transmission, the names of each candidate or the proposed budget must be contained in the notice of the meeting and any vote cast must be received within the time frame identified in the notice of the meeting.

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 to the State PTA Legislative Assembly shall be the Legislative chairperson, unless otherwise delegated by the board of directors.

Voting delegates to the Council shall be the President, Vice President, Secretary and Treasurer. The alternates shall be the chairperson for the Membership Committee.

The vote of this PTA for the position of Washington State PTA Area Vice President shall be determined by the board of directors.

### **Article 6 – Recognition**

One or more Golden Acorn Awards and Outstanding Educator Awards may be presented annually to recognize outstanding volunteers and educators who are current PTA members. 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 will meet monthly, on a date and time to be determined by the board. A December monthly meeting will only be scheduled if there is a need by the Board.

There shall be at least two (2) general membership meetings annually to elect officers, approve standing rules, approve budget, elect nominating committee, elect officers, to approve the results of the financial review, and conduct other business. Written notice of the place, day and time of the meetings shall be delivered not less than ten (10) nor more than fifty (50) days prior to the date of the meeting to each member.

Special membership meetings may be called by the president, a majority of the board of directors, or by five percent of the local PTA membership currently enrolled in the WSPTA membership database. Notification of place, date, time and purpose of the meeting shall be provided to members at least ten days before the special meeting by email to the membership roster.

The Executive Committee or board of directors may call a Special Board meeting by giving 5 days notice via email to all members.

No less than ten (10) members of the general membership are needed for a quorum, per WSPTA Uniform Bylaws, Article 5, Section 10.

### **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.

This unit's upcoming fiscal year's budget shall be voted upon by the general membership prior to the end of the fiscal year (June 30<sup>th</sup>).

This unit requires two signatures from the Executive Committee for withdrawal of any funds. The signatures of the President, the Treasurer and at least one additional executive board member (chosen by the Board of Directors), shall be on the authorized signature card for this PTA's bank account.

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 original bank statements to the Treasurer and a copy to the President.

Reimbursement Policy: All reimbursement requests shall include a receipt, and shall be submitted to the treasurer by June 1<sup>st</sup>, unless prior approval from the treasurer. All requests for reimbursement must be received by June 20<sup>th</sup> or they will be considered a donation to the PTA. Reimbursements will only be made on approved purchase, as outlined in the budget. Reimbursement checks will be voided if not cashed within 90 days of receipt.

The board of directors has permission to reallocate funds up to \$1000 budgeted for one purpose to another purpose throughout the fiscal year.

NSF checks: Should the PTA receive an NSF check, a \$20 service fee will be charged in addition to any bank penalties the PTA may accrue. If the NSF check or checks are not paid for by June 1<sup>st</sup>, then the PTA will not accept any checks from this individual in the future.

All records must be submitted for financial review no later than 30 days after the end of the fiscal year.

The PTA shall maintain a Conflict of Interest Policy which shall apply to all officers, chairpersons, and to other persons who have been authorized to make purchases on behalf of the PTA. This policy shall be reviewed annually by the board of directors.

### **Article 9 – Required Training**

Our PTA will make sure that each executive committee member attends a minimum of one WSPTA approved training during the PTA year (July – June). Further, at least one member of the executive committee will attend "PTA & the Law" during the PTA year.

### **Article 10 – Grant Review Committee**

When fundraising activities raise enough money for staff grant requests, the PTA president will establish a grant review committee of three to five PTA members who will review requests submitted on an official grant request form. The committee will submit recommendations to be voted on for final approval at a regularly scheduled PTA meeting.

### **Article 11 – Standing Rules**

The standing rules shall be reviewed annually, updated if necessary and presented for adoption at a Fall General Membership PTA meeting.

The Washington State PTA By-Laws supplement these standing rules.

### **Article 12 - Code of Conduct and Social Media Use**

Elected officers of this PTA shall follow a board code of conduct. Officers, chairpersons, and volunteers shall adhere to the Everett School District Volunteer Manual policies.

Members of this PTA shall not use their own personal social media platforms to cyberbully, insult, embarrass, target, or post threats of physical or verbal abuse towards any individuals, including school board officials, school administrators, teachers, PTA members, volunteers, or other individuals that are associated with Everett Public Schools.

The PTA shall have a social media policy which shall be reviewed yearly by the board of directors.

Revised November 2019 by; Randy Johnson, Barb Lawrence, and Vicki and Alan Dorway Standing Rules Committee

Approved at General Membership Meeting January 16, 2020.