

## **West Seattle High School PTSA 6.15.510**

### **Standing Rules**

10/19/10

#### **Name**

The name of this local unit is **West Seattle High School PTSA 6.15.510**. The Washington State PTA chartered it on October 17, 2001.

#### **Community Served**

This PTSA serves the West Seattle High School community.

#### **Compliance with the Charitable Solicitations Act**

This PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 9801. The treasurer is responsible for filing the annual registration (must be filed by May 31<sup>st</sup> to avoid penalties).

#### **Corporate Status**

This PTSA was incorporated as a non-profit corporation in the State of Washington on April 10, 2002. It was assigned UBI number 602-197-699. The treasurer is responsible for filing the annual corporation report. The registered agent for this corporation is the Washington State PTA.

#### **Employer Identification Number**

This PTSA's Federal Employer Identification Number (EIN) is on file with the IRS.

#### **Tax-exempt Status**

This PTSA was granted tax-exempt status under section 501(c)(3) in August 2003.

#### **Filing IRS Form 990**

If this PTSA's gross annual income exceeds \$25,000, the filing of IRS Form 990EZ is required. The current treasurer is responsible for filing Form 990 or Form 990EZ prior to November 15<sup>th</sup> and showing a copy to the board before filing. When required, the filing deadline is November 15<sup>th</sup>.

#### **Conflicts with Uniform Bylaws**

No standing rule of the WSHS PTSA shall be in conflict with the Uniform Bylaws of the Congress of Parents and Teachers of the Washington State PTA. Any standing rule found to be in conflict with the Uniform Bylaws shall be considered null and void.

#### **Amending Standing Rules**

Standing rules can be amended at any general membership meeting. If the membership has been given proper notice prior to the date of the meeting of the intended change, then the change can be approved by a majority vote of the members present (if a quorum has been established). If no notice was given prior to the meeting, a 2/3 vote of the members present is required (if a quorum has been established).

### **Membership Fees**

The membership fees for each WSHS PTSA member shall be equivalent to the current PTA membership fee that the WSHS PTSA is required to pay, rounded up to the closest dollar. Up to ten (10) scholarships will be offered, if requested.

Ex officio membership without a vote shall be conferred upon all currently enrolled students of West Seattle High School, all parents and guardians of currently enrolled students of West Seattle High School, all teachers, faculty and staff of West Seattle High School, the current President of the West Seattle High School Foundation and the current President of the West Seattle High School Alumni Association.

### **Elected Officers**

The following elected officers shall constitute the Executive Committee of this PTSA:

President,  
Vice President,  
Secretary,  
Treasurer, and  
Two (2) Building Leadership Team (BLT) Members

Each elected position is for a one (1) year term. It is highly recommended that the BLT members serve two terms (2 years total) on a staggered schedule with two positions. A student, teacher, faculty, or staff member of WSHS may not hold the office of Treasurer.

### **Co-positions**

Any elected position, other than the BLT positions, may be jointly held by two (2) people. Each co-position holder shall be entitled to a voice and vote at a board of directors' meeting.

### **Board of Directors**

The Board of Directors of WSHS PTSA shall consist of the elected officers in the Executive Committee, and the Board of Director appointed positions. The president shall make appointments to the Board of Director appointed positions with approval of the Executive Committee, for a term of one (1) year.

The Board of Director appointed positions shall include:

Membership Chair  
Newsletter Editor Chair  
Communications Chair  
English Language Learner (ELL) Chair  
Legislative Chair

The Board of Directors is the main decision-making body and legal representative of the PTSA. All members of the Board of Directors must be members of the WSHS PTSA and are entitled to a voice and a vote at Board of Director meetings.

### **Board of Directors' Meetings**

This PTSA's board of directors will meet on a monthly basis during the school year, or as otherwise approved by the board members. A simple majority of the board members with voice and vote shall constitute a quorum.

### **General Membership Meetings**

Adoption of the annual budget, approval of the standing rules, election of the nominating committee, and election of officers shall be done at general membership meetings. Standing rules can be amended at any time. All meetings shall be at the direction of the board of directors. A minimum of ten (10) dues paying members shall constitute a quorum.

### **Budget Approval**

This PTSA shall approve its annual operating budget in the spring of each year, no later than the last general meeting of the fiscal year.

### **Legal Documents**

The PTSA shall maintain a notebook of legal documents in the PTSA file cabinet located at West Seattle High School with the original copy of any legal documents. Copies are to be made for the president and secretary. Only elected officers shall have access to the original legal document notebook.

### **Audits**

The PTSA shall conduct an audit of its books and records at the close of the fiscal year (June 30), as required by the Uniform Bylaws.

### **Bank Signature Cards**

The signatures of all elected officers shall be on the authorized signature card for this PTSA's bank account. Two signatures are required on each check. Only elected officers can sign checks. Two members of the same household may not be authorized to sign checks. In the event that two members of the same household serve as elected officers to this PTSA, only one of them may be on the authorized signature card for this PTSA's bank account.

### **PTSA Finances**

All reimbursement requests shall include a receipt and shall be submitted to the treasurer within 60 days of purchase. All requests for reimbursement must be received by June 1<sup>st</sup>.

### **Awards**

One or more Golden Acorn Awards shall be presented annually to an outstanding volunteer(s). One or more Outstanding Educator Awards shall be presented to an outstanding West Seattle High School staff member. A committee appointed by the President shall solicit nominations from the membership, then the committee shall select the recipient(s). The board of directors shall determine the number of recipients.

### **Council Voting Delegates**

Voting delegates to the Council shall be the President, one additional delegate and two (2) alternates, as voted by the Board.

**Vote for Region Director**

The vote of this PTSA for the position of Washington State PTA Region Director shall be determined by the board of directors.

**Voting Delegates to the State PTA Convention**

The voting delegates to the annual State PTA convention shall be determined in the following order: Outgoing President, Incoming President, Outgoing Vice President, Incoming Vice President, Outgoing Secretary, Incoming Secretary, Outgoing Treasurer, Incoming Treasurer. If two persons hold an eligible office in common, then lot will determine the order for the individuals holding such a position. The board of directors shall determine who shall represent the PTSA as visiting delegates.

**Voting Delegates to the State PTA Legislative Assembly**

The voting delegate to the State PTA Legislative Assembly shall be determined in the following order: President, Vice President, Secretary, and Treasurer. If two persons hold an eligible office in common, then lot will determine the order for the individuals holding such a position. The board of directors shall determine who shall represent the PTSA as visiting delegates.