

# Standing Rules for Somerset Elementary PTSA

**2022-2023**

**Approved 10/20/2022**

## **I. NAME AND IDENTITY**

- A. The name of this local PTSA is Somerset Elementary PTSA, Washington Congress of Parents and Teachers/Washington State PTA (WSPTA) # 2.3.80. It was chartered on May 3, 1978. Its National PTA number is #23049.

## **II. PTA PURPOSE AND COMMUNITY**

- A. This PTSA serves the children in the Somerset Elementary School community. The elementary school community includes all faculty, staff, parents, residences, and businesses in the Somerset Elementary School enrollment area.

## **III. LEGAL STATUS**

### **A. Incorporation**

- 1. This PTSA was incorporated May 3, 1978 and assigned UBI number 601 805 776. It is the responsibility of the treasurer of this PTSA to file an Annual Corporation Report.

### **B. Charities Program**

- 1. This PTSA is registered as Somerset Parent Teacher Association (also known as Somerset PTSA) with the Secretary of State under the Charitable Solicitations Act. The registration number is SOP-T88-336. The treasurer is responsible for filing the annual registration.

### **C. Tax-Exempt Status**

- 1. The PTSA was recognized by the IRS as a tax-exempt organization on October 27, 1981, under Section 501(c)4. Effective August 29, 1994, the PTSA was recognized by the IRS as a tax-exempt organization under Section 501(c)3. Donations made to the PTSA are generally tax deductible. A copy of the letter of determination is filed in the legal document notebooks maintained by the treasurer.

### **D. IRS Filing**

- 1. This PTSA's Federal Employer Identification Number (EIN) is located in the records binder kept by the treasurer. This PTSA has filed federal tax returns under the name Somerset Parent Teacher Association with the IRS.
- 2. The treasurer of this local PTSA is responsible for filing the appropriate Federal tax return Form 990, Form 990EZ, or Form 990-N, and/or other appropriate tax-related forms prior to November 15. Copies of current and past years' returns are located in the legal documents binder maintained by this PTSA's president or treasurer.

### **E. Registered Agent**

- 1. This PTA has designated Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the Internal Revenue Service. Copies of the signed documents making such designation are available in the legal document notebooks maintained by the president and secretary.

### **F. Standards of Affiliation**

1. Per the Washington State PTA Uniform Bylaws, we will annually review 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..

G. The WSPTA Uniform Bylaws shall govern all matters not listed in these Standing Rules.

#### **IV. MEMBERSHIP**

- A. Membership 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 purposes of PTSA.
- B. The students of Somerset Elementary School shall be considered honorary members of this PTSA, without vote or the privilege of holding office.
- C. The membership fees of this association shall be \$25.00 per dual household (2 adults), \$15.00 per single household (1 adult), and \$10.00 for all faculty and staff members.

#### **V. ELECTED OFFICERS/EXECUTIVE COMMITTEE**

- A. The elected officers shall be the members of the Executive Committee (EC) of this PTSA. There shall be at least a President, Secretary, and Treasurer to operate. Vice President Communications, Vice President Programs, and/or Vice President Ways & Means may be additional positions.
  1. Elected officers must meet requirements for office as stated in the WSPTA Uniform Bylaws.
  2. All elected positions may be shared as "co-positions." Co-positions shall be entitled to only one vote (i.e. a joint vote, not one per officer) at all Board of Directors meetings, however each officer shall be entitled to his/her own vote at a General Membership meeting.
  3. A majority of those voting positions on the Executive Committee shall constitute a quorum.
- B. The new officers shall take office on June 30 of the year in which they are elected;
- C. The Vice Presidents shall determine among themselves an order of seniority. If no determination is made by the Vice Presidents, seniority shall be in the following order: Vice President Communications, Vice President Ways & Means, and Vice President Programs.
- D. If a vacancy occurs in the office of President, Secretary, Treasurer, Vice President Communications, Vice President Programs, and/or Vice President Ways & Means, the Executive Committee shall appoint an acting officer to serve until the next General Membership meeting, at which time a vote or election will be held to fill the office. Each elected officer may serve up to two years consecutively in one Executive Committee position.
- E. The Executive Committee shall:
  1. Appoint members of the Board of Directors (BOD) for a term of one (1) year;
    - a) Appointments shall be posted on the website and announced at the first General Membership meeting;
    - b) New BOD members will not be appointed after the September BOD meeting unless a vacancy occurs, or is approved by 2/3 of the existing BOD;
    - c) Appointed Directors (ADs) shall not also hold elected office in this local PTSA at the time of appointment.

2. Review the WSPTA Standards of Affiliation annually. The Secretary is responsible for filing required documentation;
  3. Review the Standing Rules to be adopted by the General Membership annually;
  4. Refer recommendations to the BOD and/or General Membership for action; and
  5. Provide the BOD at the first meeting of the school year with a comprehensive checklist of the status of all legal documents, filings, permits, and insurance required for the maintenance of this local PTSA; and provide subsequent updates throughout the year.
- F. The duties of the Executive Committee, in addition to those set forth above, shall be to approve routine bills within the limits of the budget, and to oversee day-to-day functioning of the PTSA between meetings, as directed by the Board of Directors;
- G. Each year, all members of the Executive Committee must attend a WA State PTA training, and at least one member must attend PTA & the Law, as set forth in the WA State PTA Uniform Bylaws; and
- H. Keep/maintain information pertaining to activities/documents in the PTSA Board shared Google Drive for future EC's reference

## **VI. ELECTIONS**

- A. Election of the nominating committee and nominating committee procedures shall follow provisions in the WSPTA Bylaws.
- B. The nominating committee shall post a slate of candidates fifteen (15) days before the election date.
- C. Candidates may be nominated or declared from the floor during the meeting at which the election takes place.
- D. Election of nominating committee members and officers must occur at a designated general or special membership meeting.
- E. Voting shall be by ballot unless there is only one candidate or set of co-candidates in which case the presiding officer may allow election by voice. Tellers, appointed by the president, shall tally ballots and present a report to the presiding officer who then announces the results by the end of the meeting.
- F. A majority of those voting is necessary to elect.

## **VII. BOARD OF DIRECTORS**

- A. The Board of Directors (BOD) will include all elected officers (Executive Committee) and Appointed Directors (ADs). The number of ADs shall be no fewer than the number of elected officers and should be no greater than twice that number.
- B. Appointed Directors shall be appointed by the president with the approval of the EC.
- C. Each BOD member shall be a Somerset PTSA member in good standing, have an approved Bellevue School District (BSD) background check, and meet all other requirements (e.g. COVID vaccination) as required of school volunteers.
- D. BOD members are expected to act as a fiduciary for the PTSA membership.
- E. A Board member unable to fulfill his/her obligations must submit a written resignation to the Executive Committee (a resignation via email sent to the President is acceptable); or may be removed from the BOD by a 2/3 vote of the BOD.
- F. BOD members are required to attend at least 2/3 of the regularly-scheduled BOD meetings during the school year, may not be absent for more than 2 consecutive BOD meetings, and

must also attend all Somerset PTSA General Membership meetings (3 per year). The President may allow, with advance notice, a BOD member to participate via phone or video conference, if necessary. If virtual participation is permitted, all BOD members must be able to see and hear each other simultaneously (per best-practices guidance from National PTA) A BOD seat shall be declared vacant through resignation, removal or absence from three (3) consecutive meetings unless previously excused by the presiding officer.

- G. The BOD will review the master calendar of events as presented by the Executive Committee at each BOD meeting.
- H. No member of the PTSA BOD or any of its Committees shall derive any personal profit or gain by reason of his or her participation in the PTSA. Each individual shall disclose to the PTSA any personal interest which s/he may have in any matter pending before the PTSA and shall refrain from participation in any decision on such matter. Each member of the Board of Director, elected or appointed, shall sign a Conflict of Interest form, to be returned to the Secretary for recordkeeping.
- I. If there are unfilled BOD positions at the beginning of the school year, then interested members of the community may apply for the open position(s). Having a child enrolled in Somerset Elementary is not required but the applicant must be approved by vote of the BOD, be a Somerset PTSA member, and have an approved BSD background check.
- J. Every effort shall be made to have a teacher or teachers serve on the Board of Directors.

#### **VIII. COMMITTEES**

- A. All committee chairs shall be current PTSA members in good standing, must have a valid, completed BSD background check, and meet all other requirements (e.g. COVID vaccination) as required of school volunteers.
- B. The executive committee shall establish committees. Committee chairpersons shall be appointed by the EC for a term of one year. All committee chairpersons must be current members of this PTSA.
- C. A committee chair may be removed from their position by a vote of the board of directors.

#### **IX. MEETINGS**

- A. The Presiding Officer
  - 1. Shall be the President, although the Vice Presidents, in order of succession may preside as needed, including when the President is absent or wishes to partake in debate. A Chair pro tem may also be appointed by the President or elected by the assembly by majority vote.
  - 2. Determine and explain the level of formality of Robert's Rules of Order to be used to conduct a meeting, unless there is objection, in which case the formal rules of conduct shall be used.
  - 3. May only vote when the vote is by ballot or whenever his/her vote will affect the result.
- B. Board of Director Meetings
  - 1. Regular meetings of the Board of Directors shall be held at least once every two months from September through June, unless otherwise ordered by the Executive Committee. The date of each meeting will be determined by the incoming Executive Committee. BOD meetings shall be open to observation by the general membership and shall be stated in the newsletter and/or website.

2. A quorum for BOD meetings shall be a majority of the members of the Board of Directors; the number of ADs in attendance must be at minimum equal to the number of attending Elected Officials, as required by the WSPTA Uniform Bylaws.
3. The right to make motions, participate in debate, and vote at PTA board of directors' meetings shall be limited to members of the board of directors, unless a motion to suspend the rules is approved by a two-thirds vote.
4. Should business arise needing attention prior to the next scheduled BOD meeting, a Special Meeting may be called for such purpose.
  - a) For business that is urgent/time sensitive and limited in scope the President may ask the Secretary to email the motion to be adopted to each BOD member. The BOD will have two days to discuss and vote. A hard copy of the motion will be provided the same to those BOD members without email access and the two-day response time will remain applicable.
    - (1) A motion may be adopted via email once seconded and with a majority vote of the BOD;
    - (2) In keeping with Roberts Rules of Order Newly Revised, actions taken on the basis of this type of individual/personal approval will be ratified at the next regular meeting;
    - (3) A live meeting will be arranged for further discussion if a Board member makes a formal request to the Secretary within the two-day discussion/voting time period, and may be subject to waiver of notice and consent to hold meetings.
  - b) For business that does not meet the criteria stated above, notice for special BOD meetings shall be not less than 5 days, and include the place, date, time and purpose of the meeting. If less than five days' notice is given, documentation of each member's consent to conduct business shall be obtained in writing or by email.

C. General Membership Meetings

1. There shall be at least three General Membership Meetings (GMs) each year for the express purpose of:
  - a) Fall: Approval of changes to the Standing Rules, Announcing Appointed BOD members, Review of the budget, and Approval of the financial review
  - b) Winter (no later than April 30): Election of the Nominating Committee, Election of the officers (as applicable)
  - c) Spring: Approval of the budget, Election of the officers (as applicable)
2. One GM shall be designated as the annual meeting.
3. A quorum for GMs shall be 10.
4. Notice of the GM time, place, and agenda items, including proposed changes to the Standing Rules and the proposed budget, shall be given not less than 14 days prior via electronic news bulletin and/or posting at the local PTSA office.
5. Notice for a Special Meeting shall be not less than five days by the same means and include place, date, time and purpose. A special membership meeting may be called by the President, a majority of the BOD, or five percent of this local PTSA's membership.

- D. All members may attend and participate in a virtual meeting format such as live teleconference tools such as but not limited to Zoom, Skype, and Microsoft Teams. Virtual attendance will be considered equivalent to in-person attendance for purposes of participation and/or voting.

## **X. VOTING DELEGATES**

- A. Voting delegates to the Bellevue PTSA Council shall include the President. Additional delegates and alternates shall be appointed by the President with the approval of the EC.
- B. Voting delegates for the Legislative Assembly shall be appointed by the President with the approval of the EC, with preference given in the following order: to the Advocacy Director, elected officers, board of directors, other members of this local PTSA.
- C. Voting delegates to the WSPTA annual meeting shall be appointed by the President with the approval of the EC, with preference given in the following order: to the outgoing president, incoming president, other elected officers, Advocacy Director, board of directors, other members of this local PTSA.
- D. The vote of this PTSA for the position of Washington State PTA Area B Vice President shall be determined by the Board of Directors, if the President is unable to fulfill this duty.
- E. Voting delegates must do their best to represent the interests and views of this local PTSA. A report of the activities and outcomes of meetings shall be presented at the next BOD meeting.

## **XI. BUDGET**

- A. Budgeted Expenditures
  - 1. Expenditures over budget of more than \$500 must be approved by a majority vote of the BOD
  - 2. New proposals within a Budgeted Category in excess of \$1,000 must be presented in writing (via submitted Plan of Action form) and at least 24 hours prior to any requested BOD vote for approval.
- B. Unbudgeted Expenditures
  - 1. Proposals for unbudgeted expenditures under \$300 must be presented in writing (via submitted Plan of Action form) and approved by a majority vote by the BOD.
  - 2. Unbudgeted proposals in excess of \$300 will be presented in writing (via submitted Plan of Action form) and approved by a majority vote at the meeting of the Board of Directors. In addition, the BOD can reallocate the budget at any time.
- C. The Budget Committee is composed of all of the current and incoming Executive Committee Members.
- D. The budget shall be proposed by motion to the general membership at the spring general meeting.
- E. The Secretary shall give notice of the proposed budget via posting the proposed budget in front of the PTSA office or other appropriate means not less than 14 days prior to the spring General Membership meeting.

## **XII. PTSA ACTIVITIES & EVENTS**

- A. Somerset PTSA activities/events are those that are voted on and approved by the BOD or general membership, funded through monies from the PTSA treasury either collected for the activity or allocated in the budget, and scheduled and organized by a PTSA member, usually under the auspices of a PTSA committee.

- B. The majority of volunteers organizing or assisting at any PTSA activity, event, or function, must be members of this or another Washington State PTSA.

### **XIII. COLLABORATION WITH OTHER ORGANIZATIONS**

- A. This PTSA may collaborate with non-PTSA organizations. The PTSA will handle only PTSA funds.
- B. Contracts pertaining to Somerset PTSA must be signed by two elected officers not living in the same household, one of whom must be the President, and are subject to the approval of the majority of the Executive Committee.
- C. Any contracts extending beyond the fiscal year must be approved by the General Membership.
- D. All checks for payment made on behalf of Somerset PTSA must include the signatures of two members of the Executive Committee, preferably with one signature being the President and the other being the Treasurer. Any check for payment that does not include a signature of a President must be photocopied and be immediately provided to the President.
- E. Payment to a vendor in excess of \$200 must be paid directly from the Somerset PTSA bank account. An advance approval by the Executive Committee is required if for any reason the committee member needs to use his/her personal account for the payment.
- F. All proposals to raise funds or collect goods on behalf of Somerset PTSA must be presented in writing to the Executive Committee prior to being presented and approved by a majority vote at a meeting of the Board of Directors.

### **XIV. PAYMENTS AND REIMBURSEMENTS**

- A. All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the treasurer within 60 days of expenditure. Any requests for reimbursement not submitted prior to the date determined by the treasurer prior to the end of the school year, will be considered a donation to the general fund of this PTA.
- B. No authorized signer will sign a check to her or himself. Two authorized signers must sign all PTA checks.
- C. Should the PTA receive an NSF (non-sufficient funds) check, the payor will be liable for the amount of the original check plus any fees imposed by the PTA's bank.
- D. If the NSF check is not paid by June 1, the PTA will not accept any checks from this individual in the future. If more than [choose a number] NSF checks are received from the same individual during the fiscal year, the PTA will not accept further checks from the individual responsible

### **XV. LEGAL DOCUMENTATION**

- A. The PTSA shall keep a copy of each of its legal documents available for each elected officer. The Treasurer shall be responsible for maintaining the original documents and providing updated copies to the other officers.

### **XVI. BANK ACCOUNT SIGNERS**

- A. The Executive Committee shall have the discretion to determine which officers shall be included on the authorized signature card for this PTSA's bank account. A President and a Treasurer must be bank signatories, with a strong recommendation for at least one additional EC member signatory. No more than one member from a household or family may be a signatory. In the event of co-positions, only one person from each position can be a signer on the Somerset PTSA's bank account. Monthly bank statements must first be reviewed by a non-signatory officer.

## **XVII. AWARDS**

- A. At the beginning of the school year, the EC shall review, choose, and assign responsibility for any WSPTA awards they wish to pursue. One or more Golden Acorn awards may be presented annually to an outstanding volunteer(s). An Outstanding Educator award may also be presented. A Selection Committee appointed by the Executive Committee shall select the recipients. The Selection Committee shall determine the number of recipients. Nominations shall be made by the membership at large. Nomination forms shall be available at the Winter General Membership Meeting and in the Superstar eNews. The Selection Committee should include prior recipients, if possible, and a staff representative.

## **XVIII. STANDING RULES**

- A. These Standing Rules shall be reviewed by each incoming Executive Committee and presented for adoption annually at the first General Membership Meeting, by a majority vote of those attending, if a quorum is present.
- B. These Standing Rules may be amended at any General Membership Meeting by a two-thirds (2/3) vote, or if previous notice (not less than 14 days) is given, by a majority vote.