

Standing Rules
Mount Si High School PTSA 2.18.60
2017-2018

SECTION A: NAME AND IDENTIFICATIONS:

1.WA PTSA Charter Identification

The name of this PTSA unit shall be "Mount Si High School Parent Teacher Student Association" (MSHS PTSA), 2.18.60.

2.Charter Date

It was chartered by the Washington State PTA on April 14, 2008.

3.Definition

This PTSA serves the students, parents and teachers in the Mount Si High School community, which includes the residences and businesses in the MSHS enrollment area.

SECTION B: LEGAL COMPLIANCE:

1.Non-Profit Status

This unit (originally formed as W.I.N.; aka Wildcat Inspiration Network) was incorporated as a nonprofit 501c (3) corporation in the State of Washington on September 15, 1993. The name was changed to "Mount Si High School PTSA" on May 21, 2008 with the Secretary of State.

2.State, Charitable Operations Reporting

The Treasurer is responsible for filing the Annual Corporation Report. The filing date for renewal of the Annual Corporation Report is September 30th. The registered agent for this corporation is the Washington State PTA. This PTSA will file the Charitable Solicitations Report upon reaching a gross income of \$50,000 or more. The Treasurer is responsible for filing the annual registration. (Registration must be filled out by May 31st to avoid penalties.)

3.Federal, IRS Status and Reporting

The PTSA's Federal Employer Identification Number (EIN) and the Unified Business Identifier (UBI) are available upon request through the PTSA Treasurer. This PTSA was granted tax-exempt status under the section 501c(3) on April 11, 1994.

The current Treasurer (with the assistance of the outgoing Treasurer) is responsible for filing the appropriate IRS tax forms (Form 990N or Form 990EZ or Form 990 in a timely manner no later than November 15 of each year.

4.Legal Documents

This PTSA shall keep all original legal documents in a safe location accessible by the Board of Directors. The Secretary and President shall keep a copy of the legal documents in their respective notebooks. The Secretary shall be responsible for maintaining the original copies.

SECTION C: MEMBERSHIP:

1.Membership Fees

The annual membership fee for this PTSA may not exceed \$15 per MSHS Staff member/student or \$15 per individual or \$25 per family (includes 2 adults/2 votes). Members are considered in good standing through October of the following year. The membership fees shall be sufficient to cover current fees for National PTA, State PTA, and the PTSA Council.

2.Students

The students of Mount Si High School shall be considered honorary members of this unit without voice, vote or privilege of holding office. Mount Si High School students who pay the membership fee are considered members in good standing with voice, and, if 18 years of age, may vote and hold elected office.

SECTION D: BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE OFFICERS:

1.Executive Committee Officers

The Elected Officers of the PTSA Executive Committee shall be President, Vice President, Secretary and Treasurer. All elected officer positions, except for Treasurer, may be held as co-positions and shall be entitled to voice and vote at a Board of Directors meeting.

2.Officer elections, term and vacancy

Each elected officer of this local unit shall be a member of the Mt. Si. High School PTSA at least 15 days prior to being elected. The officers shall be elected at a General Membership meeting by the end of the school year. The term of office commences on July 1st and concludes June 30th of the following year. No person shall serve in the same office for more than (2) two consecutive years. An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer.

3.Board of Directors

The Board of Directors shall consist of the Executive Committee officers, all Standing Committee chairs, and the school principal. The principal shall serve as an ex officio member of the board and shall not have a vote. Every board member has the individual responsibility to make sure the PTSA is operating in a sound legal and fiscal manner. The Board of Directors will report the results of the financial review and any actions taken to the General Membership.

4.Nominating Committee

The Nominating Committee will be elected in accordance with the Washington State PTA Uniform Bylaws. The Nominating Committee shall be appointed by the Board and shall serve until the election of new officers but not more than 2 years in a row. Election of new officers shall be held prior to the end of the fiscal year. Nominees not present for the election, may accept a nomination in writing, by phone, text or email.

5.Voting

Voting for officers or nominating committee positions may take place at a meeting, by phone, by mail, or by electronic transmission. If voting takes place by mail or electronic transmission, the name of each candidate is to be contained in the notice of the meeting

and any vote cast must be received within the timeframe identified in the notice of the meeting.

The Board of Directors may choose who will represent this PTSA and serve as voting delegates for State PTA Convention and Legislative Assembly.

6. Training and Awards

All elected officers will complete training as required in the WSPTA Bylaws and agree to the duties outlined in those bylaws.

This PTSA may award Golden Acorn and Outstanding Educator awards annually. Other awards may be considered with the approval of the Board of Directors.

SECTION E: MEETINGS:

1. Board of Director Meetings

The PTSA's Board of Directors may meet monthly, on a date and time to be determined by the Board.

A quorum of the board must be present to conduct business. A quorum for Board of Directors meetings shall consist of a majority of the sitting board. A quorum can be established by phone, by mail, or by electronic transmission.

2. General Membership Meetings

This PTSA shall hold at least four (4) general membership meetings each year in order to elect the Nominating Committee, elect officers, approve and adopt the annual budget, and approve and adopt the Standing Rules. Additional meetings may be held at the direction of the Board of Directors.

A quorum for General Membership meetings shall be no less than ten (10) members.

3. Notice of Meetings

Five (5) calendar days' notice of all meetings is required. Notice may be given to the General Membership by a posting in the school, the school and PTSA websites, and via email for all meetings.

SECTION F: STANDING AND AD HOC COMMITTEES:

1. Standing Committees

The Executive Committee shall establish various standing committees to assist with fulfilling the PTSA's mission and purpose. The PTSA President shall be considered an ex-officio member of all committees except for the Nominating Committee. Standing committees may consist of, but are not limited to, the following: Communications, Fundraising, Grad Night, Legislative, Membership, Staff Appreciation, Student Welfare, Teacher Grants, and Website. These committees may vary year to year based on the PTSA's needs

2.Appointment and term

A chair shall be appointed by the Executive Committee for each standing committee. Chairs shall serve a term of (1) year and must be a Mt. Si High School PTSA member in good standing prior to assuming their roles and responsibilities of the position.

3.Plan and Budgets

Each standing committee is responsible for formulating a plan and budget of expenditures for the school year. The plan and budget for the school year shall be reviewed and approved by the Board of Directors on or before April 1st. Committees will adhere to their budgets. Chairs and Co-chairs are to submit all files and records to the President by June 30th.

4.Adhoc Committees

The Executive Committee may establish various Ad hoc committees to assist with fulfilling a specific PTSA task or objective during the fiscal year. The Executive committee will appoint a chair for each Ad hoc committee to serve in this role through completion of the specific PTSA task or objective, or until Executive committee removal, whichever comes first. Each Ad hoc committee is responsible for formulating and adhering to a plan and budget of expenditures to be approved by the Board of Directors. Ad hoc committee chairs must be a current member of the MSHS PTSA.

SECTION G: BUDGET AND FINANCE:

1.Approval of Budget

This PTSA shall review and approve its annual operating budget for the next school year at a General Meeting prior to July 1st.

2.Financial Review

Three (3) PTSA members appointed by the PTSA President, one of whom will be a Board member, shall review the Treasurer's books by July 30th. It is recommended that the incoming Treasurer be included on this committee. Financial Review documents shall be retained for a period of ten (10) years in the Legal Document files as outlined by the National PTA Bylaws.

3.Expenditures

All actions taken on behalf of the Mount Si High School PTSA by any committee or members that results in expenditures of money and/or any type of sponsorship or endorsement by this PTSA needs approval by the President for expenditures for \$50.00 or under for non-budget items, approval by the Board of Directors for expenditures of \$50.01 to \$1,500.00 for non-budget items, and approval of the General Membership for expenditures over \$1,500.00 for non-budget items. The Board of Directors may re-allocate monies within the approved budget during the year.

4.Rembursements

All reimbursement requests for approved budget line items should be received by the Treasurer within four (4) weeks of the expenditure and must include receipts.

5.Check signing, bank statements and contracts

The signatures of three (3) of the Elected Officers, including the President and Treasurer, shall be on the authorized signature card for this PTSA's bank account. Two (2) officer signatures shall be required on each check and on each contract. The President shall be one of the signers

on contracts. The signature card shall be updated annually. A non-signer on the bank account shall open and review the bank statements and any other financial statements on a monthly basis and will note this with their signature and date.