

Northshore Middle School PTSA

Standing Rules

2017-2018

Amended 9/20/17

A. Identity & Status

1. The name of this PTSA local unit shall be Northshore Middle School PTSA, Local Unit #6.10.67. It was chartered in November 1977.
2. Northshore Middle School PTSA serves the youth, staff, and families in the NMS community.
3. This PTSA is a non-profit corporation recognized by the State of Washington on June 9, 1980. It is the responsibility of the Treasurer to annually renew the Articles of Incorporation prior to May 31. The corporation number can be found in our legal notebook. The registered agent for the corporation is the Washington State PTA.
4. The PTSA is registered with the Secretary of State under the Charitable Solicitations Act #NOJ-U88-31S. The Treasurer is responsible for filing the annual registration prior to May 31.
5. The PTSA's Employer Identification Number is kept with the unit's legal documents and is available upon request.
6. This PTSA was recognized by the IRS as a non-profit tax-exempt organization in April 1989, under section 501(c) (3).
7. 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.

B. Finance

1. The current Treasurer is responsible for filing or coordinating the filing by an independent accountant, of IRS Form 990 or 990EZ prior to November 15th of each year. The Treasurer is responsible for filing an extension or to coordinate the filing of an extension by an independent accountant, if the November 15th date cannot be met. The Board of Directors must approve the hiring of an independent accountant.
2. This PTSA shall keep three (3) copies of its legal documents: one in the PTSA safe at school, one in the possession of the Treasurer and one in the possession of the Secretary. The Secretary shall be responsible for maintaining the original copies and providing updated copies for each notebook.
3. The PTSA's monthly bank account statements shall be provided unopened to a person appointed by the Board of Directors. Such person will be appointed by the Board at the beginning of the fiscal year, and shall not be a signer on the account. The reviewer shall promptly report any concerns or apparent discrepancies, the reviewer shall initial and date the account statements and provide them to the Treasurer.
4. A financial review of this PTSA's books shall be conducted semi-annually by a committee of no less than 2 but preferably 3 PTSA members appointed by the President. An account signer cannot be a member of the financial review committee nor can the Treasurer. No financial review committee member should conduct more than two consecutive reviews.
5. The signature of three or more elected officers shall be on the authorized signature card for this PTSA's bank account. Two authorized signatures are required on each check that this PTSA writes and on each contract this PTSA enters into.
6. A signer on the PTSA bank account may not sign a check that is payable to himself/herself.
7. The board, at its discretion, may approve without further approval by the general membership, spending in excess of budgeted line items by 10% or \$100.00, (whichever is greater), as long as total expenses are not \$500.00 greater than that approved by the general membership.

8. The Board of Directors may reallocate funds budgeted for one purpose to another by a majority vote.
9. When any requests are being made of this unit for funds, the requester must first bring a written proposal to the general meeting or give the proposal to an executive board member. The Executive Board and or special projects committee will review the proposal and then bring it to the board for discussion and vote. Decisions will not be made the same day as the proposal, unless it is deemed necessary by the Executive Board.
10. All requests for reimbursement shall include a receipt and shall be submitted with an Expense Reimbursement form to the Treasurer within sixty (60) days of purchase.
11. This PTSA shall approve its annual budget no later than June 30th of the preceding year.
12. Any single expense or category of expense exceeding \$500.00 shall have its own line item.

C. Membership

1. Membership shall be open to all people without discrimination.
2. The membership fees of this PTSA shall be \$15.00 for an individual member, \$25.00 for a couple (any 2 people), \$10.00 for a staff member and \$50.00 for a patron membership.
3. Couple Membership grants two voting members, provided both members are in attendance.
4. All Executive, Board of Directors, and Committee Chairpersons must be current NMS PTSA members.
5. The students of NMS shall be considered honorary members of this PTSA without voice, vote, or privilege of holding office but are encouraged to actively participate.

D. Officers and Directors

1. The elected officers of this PTSA shall be President or Co-Presidents, three (3) Vice Presidents (Vice President of Moorlands, Vice President of Arrowhead, & Vice President of Woodmoor), Secretary, Treasurer and Member-at-Large. The officers shall be elected at a general membership meeting before June 30 for a one-year term. No person shall serve in the same office for more than two consecutive terms. Officers assume their offices July 1st. These elected officers shall constitute the Executive Committee.
2. Any elected position, excluding Treasurer, may be held jointly by two (2) people. Each co-position holder shall be entitled to voice and vote at Board of Directors' meetings.
3. The Board of Directors shall consist of the elected officers and filled chairpersons of the following committees. Members of the board will be expected to attend Board of Director's meetings. The quorum for Board of Directors meetings shall be a majority of the members. Each holder of a co-position shall have one voice and one vote at Board of Directors' meetings:

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|-------------------------|------------------------|
| • Membership | • Grants |
| • Legislation | • Fund Raising/Auction |
| • Volunteer Coordinator | • |

4. NMS PTSA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Uniform Bylaws.

5. Standing committees perform a continuing function for the ongoing unit or council. Chairpersons of these committees will not be expected to attend Board of Directors meetings. Committees may include but are not limited to the following:

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| • Community Service | • Natural Leaders |
| • Directory | • Parent Partners |
| • Emergency Preparedness | • Special Ed Liaison |
| • Health and Prevention | • Staff Appreciation |
| • Honor Society | • Care Committee |
| • Library Volunteer Coordinator | |

6. Ad Hoc committees shall be established each year to coordinate local unit events and activities that may occur during the year. They may or may not be organized under committee chairs that are not expected to attend Board of Director’s meetings. Ad hoc committees may include but are not limited to the following:

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| • Field Day | • PTSA Awards |
| • Eighth Grade Party | • Reflections |

E. Meetings

1. All PTSA meetings from September through June shall be General Membership meetings, including specific meetings to conduct the following business: adopt the Standing Rules, elect a Nominating Committee, elect new officers, and adopt the annual budget.
2. This PTSA shall meet in September, October, November, January, March and May. Additional PTSA General Membership meetings may be scheduled by the PTSA President(s) as required, for voting purposes or any other purpose deemed necessary.
3. A quorum for all meetings shall be 10 members to conduct business.

F. Voting Delegates

1. Voting delegates to the Northshore PTSA Council shall be the President(s) and any appointed delegates.
2. The Board of Directors shall determine the PTSA vote for the position of Region Director.
3. Voting delegates to the Washington State PTA Convention shall be elected by majority vote, with preference given to incoming officers.
4. Voting delegates to the WSPTA Legislative Assembly shall vote their conscience, in the following order: Legislation Chairperson, President(s) and Vice-President(s).

G. Other

1. The Golden Acorn Award shall be presented at the last PTSA meeting. The committee appointed by the President shall select the recipient(s). The number of Golden Acorn recipients should be one (1) to three (3) annually.
2. One or more Outstanding Educator Awards shall be presented at the last PTSA meeting. A committee appointed by the President(s) shall select the recipient(s). The Board of Directors shall determine the number of recipients.