

**Standing Rules  
Mount Si High School PTSA 2.18.60  
2021-2022**

**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. The assigned UBI number is available on request from the Treasurer.

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 31<sup>st</sup> 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 copies of legal documents in a safe location accessible by the Board of Directors. The Secretary and Treasurer shall keep a copy of the legal documents in their respective notebooks.

## **SECTION C: MEMBERSHIP:**

### 1.Membership Fees

Membership in the MSHS PTSA shall be open to all parents, teachers, staff, grandparents, guardians, students, community members, and any other persons that support and encourage the purposes of the PTSA. 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

All paid members, regardless of age, can vote. The only thing restricted to members 18 or younger is holding 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, may be held as co-positions and shall be entitled to voice and vote at a Board of Directors meeting, with the exception of co-president in which case the president presiding over the meeting shall have a vote only in the case of a tie.

### 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 1<sup>st</sup> and concludes June 30<sup>th</sup> 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, and may include Standing Committee chairs, Membership, and the school principal/vice principal. The principal/vice principal shall serve as an ex officio member of the board and shall not have a vote. Membership and Committee Chairs can have co-officers. Each co-chair holder shall be entitled to voice and share one 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. The final slate of elected and appointed officers shall be submitted to WSPTA no later than the deadline imposed by the WSPTA.

## 5.Voting

Voting for officers, nominating committee positions, budget approvals, amendments, standing rules and other motions 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. Board meetings can be conducted (and quorum met) in person, in an online meeting such as Zoom or on a conference call (or any combination thereof), but all official business such as voting has to be conducted in real-time because members must be able to hear and respond to each other.

### 2.General Membership Meetings

A calendar of membership meetings adequate to accomplish the business of the association shall be determined by the board of directors.

Election the Nominating Committee, election of officers, report of the financial review committee, approve and adopt the annual budget, and approve and adopt the Standing Rules shall take place at membership meetings.

Each member will receive notice of the place, date and time of the meetings not less than ten nor more than fifty days prior to the date of the meeting.

A quorum for General Membership meetings shall be no less than ten (10) members. Absentee or mail in proxy ballots are prohibited.

Standing Rules shall be reviewed and/or revised annually. They shall be adopted by the last or first General Membership meeting of each school year by a quorum vote.

The MSHS PTSA shall be governed by the Washington State PTSA uniform Bylaws. If there is an inconsistency between the MSHS PTSA Standing Rules and the Washington State Bylaws, where these Standing Rules are less restrictive than the State Bylaws, shall prevail. The Standing Rules may be amended by a majority vote of its members at any regular General Membership meeting.

### 3. Notice of Meetings

Five (5) calendar days' notice of all meetings is required other than the General Membership. 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 1<sup>st</sup>. Committees will adhere to their budgets. Chairs and Co-chairs are to submit all files and records to the President by June 30<sup>th</sup>.

### 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 1<sup>st</sup>.

## 2.Financial Review

At least (3) PTSA members appointed by the PTSA President, one of whom will be a Board member, shall review the Treasurer's books by August 31st. None of them can be bank signers, or anyone living in the same household as a bank signer, for the period being reviewed. 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 over \$100 for non-budget items, approval by the Board of Directors for expenditures over \$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 submitted to the Treasurer within 60 days of purchase and must include receipts and a reimbursement form. All expenses must be submitted for reimbursement no later than June 1<sup>st</sup> or they will be considered a donation to the PTSA.

## 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.