

# **Tesla STEM PTSA 2.8.105**

## **2017-18 Standing Rules**

Approved October 4, 2017

### **Name**

1. The name of this PTSA local unit is Tesla STEM PTSA 2.8.105. It was chartered by the Washington State PTA on June 13, 2012 and serves the students, staff, teachers, and families of the Lake Washington School District STEM School.

### **Membership and Fees**

2. The membership services fee shall be set by the Executive Committee and approved by General Membership as part of the annual budget. The minimum membership fee will cover the National, State and Council fees. Membership fees shall be \$25.00 for one adult membership, \$40.00 for two adult memberships, and \$10.00 for teacher/staff/student membership. Membership shall be open to any student, staff, teacher, and family member of the Lake Washington School District STEM School.

### **Legal Status**

3. This PTSA has been assigned tax-exempt status under Section 501(c)(3). This PTSA has been assigned a Federal Employer Identification Number. Documentation of this number will be kept in the legal documents notebook.
4. This unit is a non-profit corporation recognized by the State of Washington on July 31, 2012. The Corporation UBI number can be found in the legal documents notebook. It is the responsibility of the PTSA Treasurer to annually renew the articles of incorporation prior to the unit's anniversary date.
5. This PTSA will be registered under the Charitable Solicitations Act, registration number 33046. The Treasurer is responsible for filing the annual registration prior to the date specified by the Washington State Charities Program.
6. The current Treasurer, with assistance from the outgoing Treasurer, is responsible for filing IRS Form 990, Form 990EZ or Form 990N prior to November 15<sup>th</sup>, if required.
7. This unit shall keep at least two (2) copies of each of its legal documents in two separate locations. The President and Secretary shall maintain the documents.

### **Executive Committee, Elections, Legislation**

8. The elected offices of this PTSA shall be President(s), Treasurer(s), Secretary(ies), Vice President Programs and Vice President Community. These elected officers shall constitute the Executive Committee. All elected officers will attend an applicable training per the WSPTA Bylaws. Further, at least one member of the Executive Committee will attend PTA & the Law during the PTA year.
9. The positions of President, Secretary, Treasurer and Vice-President may each be held jointly by two (2) people. Each co-position holder shall be entitled to voice and vote at a Board of Director's Meeting. In the event that there are Co-Presidents, one will be designated as the meeting facilitator and will cast any tie-breaking vote.
10. Voting delegates to the Lake Washington PTSA Council shall be the President and three (3) delegates. The Board of Directors will designate the officers who will be the voting delegates to Council for this local unit.
11. The voting delegates to the annual WSPTA Convention shall be determined by the Board of Directors and may include incoming officers. Delegates shall be appointed by March 15.
12. The voting delegate(s) to the WSPTA Legislative Assembly shall be Legislation Chair/Vice President or designated by the Board of Directors.
13. These Standing Rules may be amended at any regular General Membership Meeting by a two-thirds (2/3) vote, or if previous notice is given, by a majority vote (if a quorum has been established).

## **Board of Directors**

14. The Board of Directors of this PTSA shall consist of the elected officers and the appointed chairs for the following standing committees:

Membership	Grants
Communications	Volunteer Coordinator
Graduation Night	

All board members must be members of this PTSA. A quorum for Board of Director's meeting is 50%+1.

## **Meetings**

15. The Board of Directors will meet monthly, unless the Board decides it is not necessary for that month. The date and time for the meetings is to be determined by the Board. Financial reports will be presented and shared with the board on a monthly basis.
16. The officers shall be elected at a General Membership Meeting prior to April 30 for a term of one (1) year or until their successors are elected. No person shall serve in the same office for more than two (2) consecutive terms. An officer having served (8) or more months shall be considered to have served a full term. Officers shall assume their duties on July 1.
17. An office or board position can be declared vacant if that person or their representative misses three (3) consecutive Board of Director's Meetings unless excused by the President or if an officer does not adhere to the Code of Conduct signed at the beginning of their term.
18. There shall be at least three (3) General Membership Meetings during the year. Adoption or changes of the budget, adoption of Standing Rules, election of the Nominating Committee and election of officers shall take place at General Membership Meetings. The time and place for the meetings shall be set by the Board of Directors.
19. The quorum for General Membership Meetings shall be 10 members.

## **Financial**

20. The Board of Directors, upon majority vote, has the authority to reallocate funds, up to \$1000, within the budget.
21. This PTSA shall approve its annual operating budget in the spring of each year.
22. For its annual budget, the PTSA shall establish a minimum carry-over of 10% of the previous budget or the minimum bank balance required, whichever is less.
23. This PTSA unit shall conduct a financial review of its books and records at the close of the fiscal year and at the mid-year point.
24. The signatures of President, Treasurer and Secretary shall be on the signature card for this PTSA's authorized bank and investment accounts. At least three executive board members should be on the signature card at the bank including secretary and treasurer.
25. All reimbursement requests shall include a receipt and shall be submitted to the Treasurer within 60 days of purchase (subject to the discretion of the Treasurer). All requests for reimbursement must be received by June 30<sup>th</sup>.
26. Should the PTSA receive a NSF check, any bank penalties will be charged back to the individual who wrote the check. If the NSF check(s) are not paid within 10 days of notification or by June 1<sup>st</sup>, then the PTSA will not accept any checks from this individual in the future.

## **Committees/Standing Committees**

27. The Nominating Committee shall be elected, in accordance with the Washington State PTA Uniform Bylaws, by February 1.
28. Each committee will submit a Plan of Action committee report to the Board of Directors for approval per WSPTA Bylaws.
29. The number of recipients for WSPTA recognition awards will be determined by the Board of Directors. Awards that will be considered include: Golden Acorn, Outstanding Educator, and a STEM School-specific award to be determined later. A committee appointed by the President shall solicit for nominations and select recipients.

## **Standards of Affiliation Agreement**

30. Per the WSPTA Uniform Bylaws, we will annually review, complete, sign and submit the WSPTA SOA agreement by the required deadline.