

Nathan Eckstein Middle School PTSA Standing Rules 2019-2020

A. Community Served

The Nathan Eckstein Middle School PTSA ("Eckstein PTSA" or "PTSA") serves all children, but primarily the children of the Nathan Eckstein Middle School community, as defined by the objectives of the state and national PTA organizations.

B. Organization

Corporate Status. The Eckstein PTSA, Local Unit #6.15.380, was incorporated November 9, 1979. The Treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington Congress of Parents and Teachers, hereinafter the Washington State Parent Teacher Association ("WSPTA"). The PTSA Federal Identification Number is 91-1104211. The State UBI# is 601-496-567.

Conformance with WSPTA Uniform Bylaws. These Standing Rules are in addition to the current WSPTA Uniform Bylaws. Nothing stated in these Standing Rules may override any requirement of the WSPTA Uniform Bylaws.

Compliance with Charitable Solicitations Act. The PTSA is registered under the Charitable Solicitations Act; registration number 3099. The Treasurer is responsible for filing the annual registration prior to May 31st.

Tax Exempt Status. The PTSA was granted tax-exempt status by the IRS in August 1998, under Section 501(c)(3). The Treasurer is responsible for filing IRS Form 990, if that filing is required, prior to November 15th of each year.

Compliance with Standards of Affiliation. The PTSA will annually complete, sign and submit the Standards of Affiliation as required by the WSPTA by the required deadline.

Records. The PTSA shall keep two (2) copies of its legal documents in two (2) separate locations. The Secretary shall maintain the documents and notify the Board of Directors as to their locations.

B. General Membership

PTSA Membership. Membership at this PTSA shall be open to all people without discrimination. Membership is open to all parents, guardians, teachers, staff, grandparents, students and community members that support and encourage the purpose of PTSA.

Student Membership. Eckstein Middle School students, that are members of the PTSA, have a voice and may vote, but do not have the privilege of holding office. Students that are not PTSA members may attend meetings and have a voice, but do not have voting privileges.

Membership Service Fees. The PTSA membership service fee shall be voted on as part of the annual budget process. All paid members have a voice and vote at PTSA general membership meetings.

C. PTSA Board

Elected Officers. The elected officers of the PTSA shall include: President, Vice President, Secretary and Treasurer. These elected officers shall constitute the Executive Committee. Other voting members include: Legislative Chair, Eckstein Annual Campaign Chair(s), Membership Chair, and the Building Leadership Team Representative. Any elected position may be held jointly by two (2) people. Each co-position holder shall be entitled to a voice and vote at a Board of Director's

meeting. If the position of Treasurer is a co-position, or if two members of the same household hold a co-position, only one may be a signer on PTSA accounts and legal documents.

Board of Directors. The PTSA Board of Directors shall consist of the elected officers and any appointed committee chairs, which may include, but are not limited to, any of the following: Legislative Chair, Communications Chair, Eckstein Annual Campaign Chair(s), Membership Chair, Building Leadership Team Representative, Webmaster, Landscape Chair, Staff Appreciation Chair, and Fundraising Chair. Any chair position may be held jointly by two (2) people.

Membership Requirement. All members of the Board of Directors, as well as committee chairs, must be members of the PTSA. Chairs who are not members of the Board of Directors shall be required to attend certain Board meetings at the request of the President to provide progress reports. Any position may be excused from the Board (with the exception of officers) by a majority vote of the Board of Directors.

Voting Positions. The Board of Directors and certain PTSA chair positions shall have a vote. Those chair positions that have a vote include: Legislative Chair, Eckstein Annual Campaign Chair(s), Membership Chair, and Building Leadership Team Representative.

D. PTSA Meetings

PTSA Meetings. The Board of Directors will meet on the second Monday of every month, dates and time to be determined by the Board prior to the first meeting following the start of school. A quorum at a Board meeting shall be a simple majority of the Executive Committee. Any general member may attend a Board of Directors meeting but shall not have a vote.

Attendance. An office/chair shall be considered vacant if that person misses three (3) consecutive meetings unless excused by the President.

General Membership Meetings. General membership meetings will be held at least three (3) times a year. General Membership meetings will be held to adopt the annual budget, approve the standing rules, elect the nominating committee, and elect officers. Additional meetings may be held at the direction of the Board of Directors. A quorum at a General membership meeting shall be 10.

Nominating Committee. The nomination committee shall be elected, in accordance with the WSPTA Uniform Bylaws, at least thirty (30) days prior to the election of officers.

Elections. The officers shall be elected at a spring general membership meeting 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, unless voted on by the Board of Directors. An officer having served eight (8) or more months shall be considered to have served a full term. Officers shall assume their duties on July 1st.

Voting Methods. Votes can be counted in person or by electronic transmission. If by electronic transmission, votes must be received by the date set forth in the notice of the meeting. Any person casting a vote by electronic transmission is considered present for the purpose of a quorum.

Volunteer Recognition. One or more Golden Acorn, Volunteer Extraordinaire, Unsung Hero, or other awards may be presented annually to an outstanding volunteer(s). A committee appointed by the President shall select the recipient(s). The Board of Directors shall determine the number of recipients.

E. Financial & Legal Records

Budget Approval. The PTSA shall approve its annual operating budget in the spring of each year. The Board of Directors retains the authority to reallocate budgeted funds as needed, consistent with the goals and purposes of the PTSA.

Bank Signature Card. The signatures of at least three (3) of the elected Executive Board shall be on the authorized signature card(s) for PTSA bank account(s). The President, Vice President, and the Treasurer must sign all signature cards. All checks/withdrawals shall require two (2) signatures.

Independent Review of Bank Statements. The PTSA's monthly bank account statements shall be provided unopened to a person appointed by the Board of Directors. This 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 discrepancies identified in the review to the Executive Committee. If there are no concerns or apparent discrepancies, the reviewer shall provide the bank account statements to the Treasurer. The Treasurer can receive the bank statement online.

Financial Reviews. A financial review committee consisting of three (3) members appointed by the President, and approved by the Executive Committee, will review the financial books twice a year. Members of this committee shall not include the Treasurer, any person authorized to sign the PTSA bank accounts for the period being reviewed, or any individuals living in the same household as an authorized PTSA signor.

F. Local & State PTSA Representation

Voting Delegates to Seattle City Council. The PTSA shall have one (1) voting delegate to the Seattle Council PTSA. That voting member could be one of these four officers: President, Vice President, Secretary, and Treasurer(s). The alternates shall be the Legislative and Membership chairs.

Vote for Region Director. The Board of Directors shall determine the vote of the PTSA for the position of WSPTA Region Director.

Voting Delegates to the WSPTA Convention. The voting delegates to the annual WSPTA convention shall be elected from the following: Outgoing president, remaining president, incoming president, outgoing secretary, incoming secretary, outgoing treasurer, remaining treasurer, and incoming treasurer. The Board of Directors shall determine who, if any, shall represent the PTSA as visiting delegates.

Voting Delegates to the State PTSA Legislative Assembly. The voting delegate to the WSPTA Legislative Assembly shall be the Legislative chair. If the Legislative chair is not available, the delegate shall be one of the elected officers as determined by the Board of Directors. The Board of Directors shall determine if a representative will be sent to the Legislative Assembly.

G. Dissolution Statement

In the event that the Eckstein PTSA should dissolve, after paying or adequately providing for the debts and obligations of the PTSA, any PTSA funds remaining on deposit and any accounts receivable shall go to any 501(c)(3) organization with a similar mission as determined by the Executive Committee and whose purposes are in accordance with those of the WSPTA.

Note: Standing Rules approved June 2019