

Juanita High School PTSA 2.8.90 Standing Rules
2020-2021
Approved at 9/23/2020 General Meeting

1. Name

1.1 The name of this PTSA shall be Juanita High School PTSA 2.8.90. It will be referred to as the **JHS PTSA** throughout this document.

1.2 The JHS PTSA was chartered by the Washington State PTA and serves the students, staff and parents of the Juanita High School community without discrimination or regard to physical location.

2. Legal Status

2.1 The JHS PTSA was incorporated as a non-profit corporation in the State of Washington on December 17, 1979. The incorporation number (**UBI**) is **2-95261-8**. It is the responsibility of the Treasurer to annually renew the Articles of Incorporation prior to March 1.

2.2 The JHS PTSA's **National PTSA Identification number** is **023129**.

2.3 The current Treasurer is responsible for filing the **Annual Corporation Report, due December 31st** annually.

2.4 The JHS PTSA will comply with the **Washington Charitable Solicitations Act** and is registered with the Secretary of State. The registered number is **2396**. The Treasurer is responsible for **filing prior to May 31** to avoid penalties.

2.5 The JHS PTSA was granted federal tax-exempt status by the IRS on June 26, 1980 under section 501c(4) and later was granted 501 (c) (3) status as of January 2006. **Our EIN (Employee Identification Number) number can be found by contacting our Treasurer.** A copy of the letter of determination is filed with legal documents by the Treasurer.

2.6 The current Treasurer along with the past Treasurer will file a **Federal Income Tax return form 990** with the IRS **by November 15** or an extension by February 15. Copies of the current and past years' returns are filed with legal documents by the Treasurer.

2.7 The JHS PTSA has designated the Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the United States Internal Revenue Service. Copies of the signed documents making such designation are available in the legal documents file maintained by the Treasurer.

2.8 The Treasurer shall be responsible for maintaining all original legal documents including contracts and will provide updated copies to the Secretary. All contracts shall be signed by the President and an additional elected Officer.

2.9 The JHS PTSA shall comply with all requirements outlined in the WSPTA Standards of Affiliation Agreement in order to remain a PTA in good standing. The JHS PTSA will also comply with National PTA guidelines.

3. Membership

3.1 Membership in the JHS PTSA is open to all parents, teachers, staff, grandparents, guardians,

students, community members, and any other person that supports and encourages the mission of our PTSA.

3.2 The JHS PTSA annual membership dues shall not exceed \$15.00 for individuals and \$25.00 for a dual membership and \$10.00 for JHS staff. Dues shall be determined by the Board of Directors at the beginning of the new fiscal year and shall not be less than the council and state dues.

3.3 All paid members shall have a voice and a vote at JHS PTSA General meetings. All students of Juanita High School shall be considered honorary members of this PTSA, which grants them a voice to participate in general meetings and events, but not the privileges of voting or of holding office. Membership extends through October 31 of the ensuing year.

4. Officers & Elections

4.1 The elected Officers of this PTSA shall be: The **President, Vice President, Secretary and Treasurer**, these Officers are known as the **Executive Committee**. All positions besides Treasurer may be held jointly by two people. Each Executive Committee member regardless of shared role shall be entitled to a voice and vote at meetings.

4.2 To be elected as an **Officer**, a person must have been a member of a local PTA for at least 15 days before the election.

4.3 Voting for Officers or Nominating Committee positions may take place at a meeting, 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 time frame identified in the note of the meeting.

4.4 The Executive Committee shall be elected at a General Membership meeting by June 30 and shall assume their offices on July 1 of the new fiscal year. Elected Officers shall **serve for one year with a maximum of two consecutive years** in accordance with the Washington State Uniform Bylaws.

4.5 The **Nominating Committee** consists of **at least three current PTSA members**. Committee members shall be elected at least 30 days prior to the election of Executive Committee officer successors according to the bylaws of the WSPTA.

4.6 The Nominating Committee shall submit to the members a signed report **at least 15 days prior to the election** stating the name of one or more candidates for each office to be elected. Additional nominations may be made from the floor with the consent of the nominee only when the election is held during a meeting, The **Board of Directors** shall consist of the **Executive Committee and the Chairs of the following standing committees: Fundraising, Advocacy, Staff Appreciation, Newsletter, Emergency Prep, Volunteer Coordinator, Membership, Special Needs Liaison, Senior Celebration and Webmaster** and other Board Members approved by the Executive Committee.

4.7 All committee chairs shall be current JHS PTSA members.

4.8 Executive Committee members have care and duty to the organization and their office shall be **declared vacant if the position holder has three consecutive unexcused absences** at a Board of Directors meeting.

4.9 Each Executive Committee member must attend at least one WSPTA approved training event during the PTA year AND at least one Executive Committee member and the Senior Celebration chair must attend **PTA & the Law** each year. The **"PTA year"** begins immediately after the WSPTA state convention.

4.10 If a member of the Board of Directors has a real or perceived potential for benefiting financially from the actions of the Board, this Board member shall make this **conflict of interest** known and abstain from discussion and voting in the matter. The conflict of interest and the member's abstention shall be documented in the Meeting Minutes. The mere existence of a conflict of interest does not require the Board to forgo an opportunity, if it is otherwise in the best interest of the Board to take that action.

5. Meetings

5.1 Membership meetings of this PTSA shall be held on a designated Wednesday, unless changed by the Board, with a minimum of three (3) meetings per year. Meeting in-person is the preferred manner of conducting business; however, when circumstances prevent in-person meetings long enough to impede accomplishing essential PTSA business, alternative methods of meeting (conference calls, online platforms, etc.) may be used.

5.2 Any vote may be taken by an electronic media polling feature, by a show of hands (using the "raise hand" feature), by a vote in the "chat" tool, at the discretion of the presiding Officer and must be documented in the Meeting Minutes by the Secretary or a delegate

5.3 A **quorum** at General Membership meetings will be at least **ten (10) current PTSA members**. Upon the request of one or more members, they may participate in a General Meeting of the PTSA by speaker phone or online meeting.

5.4 Adoption of a budget, adoption of Standing Rules, election of the Nominating Committee, reports of the Financial Review Committee and the election of Officers shall take place at General Membership meetings.

5.5 The Standing Rules shall be adopted by a majority vote at the first Membership Meeting.

5.6 The Standing Rules may be amended at any General Membership meeting by a **2/3 majority vote** or, if previous notice is given by a majority vote.

5.7 The Board of Directors will meet at the discretion of the Executive Committee. **Written notice of the place, day and time of the meetings shall be delivered not less than ten (10) nor more than fifty (50) days prior to that of the meeting to each member.** All board meetings are open to the JHS PTSA membership, unless previously advertised.

5.8 Special Board meetings require a **five day published notice** either by printed or electronic transmission and include the place, day, time and purpose of the meeting.

5.9 A **quorum** at Board meetings will be **half plus one (majority) of the number of Board Members**, including those held jointly.

6. Financial

6.1 The succeeding year's operating budget shall be **approved by June 30th** at a general membership meeting by a majority vote and reapproved at the beginning of the following budget year.

6.2 Reallocations of budgeted funds in amounts up to \$1,000.00 may be approved by a majority vote of the Board of Directors. Reallocations exceeding \$1,000.00 must be approved by a majority vote of the Membership in attendance.

6.3 The Treasurer shall provide a financial report each month, within 10 days following the end of the month.

- 6.4 The JHS PTSA shall maintain one or more accounts in financial institutions as determined by the Board of Directors.
- 6.5 The signatures of the President(s), Treasurer and at least one additional Officer shall be on the signature card for the authorized bank account. **All JHS PTSA checks require two signatures.** If two elected Officers live in the same household, they cannot both be signers on the account.
- 6.6 The **JHS PTSA's monthly bank account statements shall be provided unopened** to a person appointed by the Board of Directors to serve as a Reviewer. The **Reviewer** 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 initial and date the account statements and provide them to the Treasurer.
- 6.7 **All reimbursement requests must include a receipt** for authorized expenses. All requests for reimbursement must be received by June 15th or they will be considered a donation to the JHS PTSA.
- 6.8 Should the JHS PTSA receive an NSF check, the fee imposed by the PTSA's bank will be charged to the check writer.
- 6.9 The JHS PTSA shall conduct one **Financial Review** at the close of the fiscal year (June 30) and a mid-year review by January 30. A minimum of three but not more than five PTSA members shall comprise the **Financial Review Committee** as appointed by the President. Members serving on this committee shall not be the Treasurer or have signing authority on the PTSA bank accounts or any person living in their households during the time being reviewed.
- 6.10 For its annual budget the PTSA shall establish a **minimum carryover of 50%** of the operating budget.
- 6.11 All grant applications shall be reviewed by the **Grant Review Committee** and brought to the Board of Directors for discussion. The **Grant Review Committee** shall consist of at least three members, including a chair. Committee members shall be designated by the Executive Board. The General Membership shall ultimately vote on distribution of Grant Funding.
- 6.12 All Senior Celebration income will be kept in a restricted fund for Senior Celebration contractual obligations and budgeted Senior Celebration costs. One-quarter (25%) of the budgeted costs will be held in reserves. Other use of these funds will require approval by the Board.
- 6.13 The standing committee **Senior Celebration is required to generate their own income and be financially self-sustaining.** Budgets shall be set accordingly, and any fees sustained by the JHS PTSA shall be reimbursed by the committee.
- 6.14 The JHS PTSA shall pay for the **Founders Day Luncheon** for the President(s), the Principal and guest(s) as invited.
- 6.15 The JHS PTSA shall pay for expenses incurred by delegates attending both the Washington State PTA Convention and the Legislative Assembly as the budget allows.
- 6.16 Expenditures exceeding 8% of a total line item annual budget will need to be approved at a Membership meeting with 10% of the total JHS PTSA membership in attendance. There must be public written notice of this vote 10 days before the meeting via the JHS PTSA website or electronic newsletter.
- 6.17 The PTSA shall not volunteer, nor promote for volunteers a non-PTSA event /program which

solely involves money handling (such as counting funds for a school ASB fundraiser or ticket sales). A PTSA member may volunteer with said other non-PTSA organizations on their own, not representing the PTSA.

6.18 The President(s) shall maintain a list of all online accounts and passwords. It will be the responsibility of each Officer or member of the Board of Directors to obtain any relevant login and password information from the predecessor upon taking office, change the password(s), and provide the updated account access information to the President(s).

7. Voting

7.1 JHS PTSA is a member of the Lake Washington PTSA Council and is entitled to a maximum of four votes on council business.

7.2 Voting delegates to the annual Washington State PTA Convention shall be the newly elected President or Co-President and or delegates appointed by the President or Co-President with the approval of the Executive Committee. The number of delegates is representative of the number of members enrolled in the JHS PTSA by the end of January preceding the convention.

7.3 The voting delegate attending the annual Legislative Assembly will be the Advocacy Chair and/or other appointees. The number of delegates is representative of the number of members enrolled in the JHS PTSA in May of the prior year.

7.4 At least one delegate attending the Washington State Convention and/or the Legislative Assembly shall submit a report/summary to the Board regarding the business conducted.

8. Recognition

8.1 The Golden Acorn, Outstanding Educator, Outstanding Citizen, and Outstanding Staff awards shall be given out at the end of the year. Other awards shall be at the discretion of the Board. An awards committee approved by the executive board will select the recipients.