

# **Standing Rules**

## **Fall City Elementary School PTSA 2.18.15**

### **2015–2016 School Year**

#### **Section A: Name and Identifications**

##### **1.WA PTSA Charter**

The name of this PTA local unit is the Fall City Elementary School PTSA 2.18.15. It was chartered on October 3, 1985. The PTSA's purpose is to support the academic goals of FCES, while also fostering strong family and community engagement, through the provision of programs, events, funding, and volunteer contributions. Our primary goal is to positively impact the children's educational success, while remaining accountable to the principles upon which our association was founded. This PTSA serves all children in the Fall City Elementary School attendance area.

##### **2.Non-Profit Status**

This unit is a non-profit corporation recognized by the State of Washington on October 21, 1985. The incorporation number is 2-366750-4. The registered agent for this corporation is the Washington State PTA. The tax registration number (issued by the state of Washington) or the UBI number is #601013139. It is the responsibility of the Treasurer to file the Nonprofit Corporation Annual Report prior to October 31<sup>st</sup>.

##### **3.Federal, IRS status**

The IRS recognized this unit as a non-profit tax-exempt organization on November 30, 1993 under the Section 501-C(3). This unit's EIN (Employer Identification Number) is on file. Contributions to this unit are tax deductible as of July 1, 1991, in accordance with federal and state law. The Treasurer is responsible for filing IRS Form 990EZ, assuming the gross annual receipts of the PTSA exceed \$50,000 and are less than \$200,000, prior to November, 15<sup>th</sup> each year. Revenue *not of tax-exempt status* must be reported via the 990T if total non-exempt receipts will exceed the IRS minimum, regardless of how those receipts were designated

The PTSA bank and financial accounts shall not be used to funnel money through despite what the purpose. FCES PTSA must file and send 1099 tax forms for contractors based upon prior CALENDAR year total payments made to any independent contractor that total \$600 or more. The PTSA must send out Donor Letters to any Donor that donated \$250 or more during the prior CAL year, after totaling the donation made by each Donor

#### **4. State, Charitable Operations and Gambling**

This unit is registered with the Secretary of State under the Charitable Solicitations Act, #1560. The Treasurer is responsible to file the Charitable Operations Report / Renewal

#### **5. Legal Documents**

This unit shall keep two copies of each of its legal documents in two separate locations. The Secretary shall maintain one copy of all legal documents in the legal documents notebook. The original copy of all legal documents shall be kept in a safe or safe deposit box. All elected officers shall have access to the contents in the safe or safe deposit box.

#### **6. Fiscal Year**

This local unit's fiscal year is July 1st through June 30<sup>th</sup>.

### **Section B: Membership and Fees**

#### **1. Member Fees**

The membership fee of this unit shall not exceed: \$10.00 Faculty membership; \$13.00 Individual membership; \$18.00 Family membership. These amounts include the fees for membership in the National PTA, the Washington State PTA, and the local PTSA Council. All individual and faculty paid memberships receive one (1) vote and all paid family memberships receive two (2) votes.

#### **2. Who is eligible for membership**

Any individual supporting the purpose of the PTSA may become a member of the PTSA by paying the annual membership fee. FCES parents and families may request a membership scholarship from the PTSA if needed. Students of Fall City Elementary School shall be considered honorary members with this unit, with voice, but without vote or privilege of holding office.

### **Section C: Officers and Elections**

#### **1. Executive Committee**

The Executive Committee shall consist of the following elected officers: President Or two Co-Presidents, up to three (3) Co-Vice Presidents, Secretary, and Treasurer and an assistant treasurer. Each of the Executive Committee officers shall be entitled to voice and vote.

#### **2. Officer elections, term, and vacancy**

Each elected officer of this local unit shall be a member of the FCES PTSA prior to taking office. The officers shall be elected at a General Membership meeting in March For a term of one (1) year. No person shall serve in the same office for more than two (2) consecutive terms. Officers shall assume their

duties on July 1<sup>st</sup>. All officers shall perform the duties outlined in the WSPTA Uniform Bylaws upon assuming office. An office on the Executive Committee shall be declared vacant if the person holding that position is absent three(3)consecutive meetings, unless previously excused by the President(s). Elected officers shall shadow their new role starting May of the prior school year and the last board meeting shall be run by the new executive team, allowing training, questions and concerns that may arise.

### **3.Training requirement**

Our unit will make sure that each Executive Committee member attends a minimum of one (1) WSPTA approved training during the year. At Least one(1)member of the Executive Committee will attend PTA & the Law during the year. Elected officers and committee chairs shall read the handbook provided for them on the WAPTA website and local chapter bylaws and standing rules after being voted into office

### **4.Nominating Committee**

The Nominating Committee will be elected in accordance with the Washington State PTA Uniform Bylaws by February 1 of that year. The Nominating Committee shall consist of at least three (3) members and two (2) alternates. In the absence or inability of a committee member to serve, the alternates, in their order, will be called to serve and will replace that committee member moving forward. Nominees not present for the election, may accept a nomination in writing, by phone, text, or email.

## **Section D: Board of Directors**

### **1.Board of Directors**

The PTSA Board of Directors shall consist of the Executive Committee officers,all Standing Committee Directors, a teacher representative, and the school principal. The principal shall serve as an *ex officio member* of the board and shall not have a vote.

### **2.Appointment and term**

Board members are appointed by the Executive Committee for a term of one (1) year and must be a FCES PTSA member in good standing with this local unit prior to assuming their roles and responsibilities of the position. Board members will disclose and avoid any conflict of interest with the PTSA.

### **3.Quorum**

A quorum of the board must be present to conduct business. Aquorumfor Board of Directors meetings shall consist of a simple majority (50% plus one). For example, if there are 20 people on the board, then 11 would be a quorum. Each board member has one voice and vote. If an individual is serving on the board in two different roles (i.e.,President and Community Outreach Director), that individual is counted as a single board member.

#### **4.Meetings**

Board members shall attend all scheduled meetings unless proper notice is given to the President. The Board of Directors will Meet Bi-monthly at a date and time to be determined by the board. In the months a General Membership meeting is being held, a board meeting is not required to take place. Ten (10) calendar days' notice of all meetings is required.

#### **5.Fiduciary Responsibility**

Every board member has the individual responsibility to make sure the PTSA is operating in a sound legal and fiscal manner. Some of these responsibilities include, but are not limited to: Assuring that appropriate insurance (liability insurance at a minimum) is purchased for the PTSA, reviewing the budget prior to its annual submission to the General Membership, approving committee plans on an ongoing basis based on budget and financial conditions, and ensuring an annual financial review is done at the end of each fiscal year. The Board of Directors will report the results of the financial review and any actions taken to the General Membership in September.

### **Section E: Standing Committees**

#### **1. Standing Committees**

The Executive Committee shall establish various standing committees to assist with fulfilling the PTSA's mission and purpose, for example : Communications, Community Outreach, Curriculum Enhancement, Volunteer and Staff Support, and Legislative and Advocacy.

#### **2.Appointment and term**

A director shall be appointed by the Executive Committee for each standing committee. Directors shall serve a term of one (1) year and must be FCES PTSA member in good standing prior to assuming their roles and responsibilities of the position.

#### **3.SubCommittees**

Each director of a standing committee will oversee a set of sub committees and maintain regular contact with the subcommittee chairperson(s) to ensure consistency with the goals and objectives of the standing committee. Subcommittee chairperson(s) shall submit an oral or written report to the standing committee Director when their committee is on the agenda of a scheduled board meeting.

#### **4.Plan and Budgets**

Each standing committee is responsible for formulating a plan and budget of expenditures for the school year. The plan and budget shall be reviewed and approved by the Board of Directors In April and again in September prior to its execution. Committees will adhere to their budgets. Expenditures beyond budgeted amounts, not approved in advance, shall be considered a donation to the PTSA. Directors and subcommittee chairs are to submit all files and records to the President by June 30<sup>th</sup>.

## **Section F: Budget and Finance**

### **1. Bank Statements**

The Board of Directors shall appoint an Executive Committee Officer who does not have signature authority on the PTSA bank accounts to review for accuracy and sign each unopened monthly bank statement prior to providing to the Treasurer. The reviewer shall promptly report any concerns or discrepancies to the Executive Committee.

### **2. Check signing**

The Board of Directors shall determine who the signers on the PTSA bank accounts shall be. Every check requires the signature of two (2) elected officers.

### **3. Contracts**

All contracts must be signed by two(2) Executive Committee officers, one of which must be the President. Contracts shall be no more than 12 consecutive months. Officers must sign with their name and title. All vendors must complete a background check, be approved by the Snoqualmie Valley School District, provide certificate of insurance, and become PTSA members in advance of starting their work.

### **4. Cash management**

The General Membership shall approve the amount of cash to be carried over from one school year to the next school year at the May General Membership meeting.

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All PTSA income shall be carefully counted and reported on PTSA approved forms prior to being removed from school property. When the income received includes cash or change, or when the income is being received as part of a significant fundraiser regardless of form, two Members shall participate in the counting and sign the appropriate forms prior to any funds (or checks) being taken from school property.

Excess cash that is not allocated to a specific program on the budget may be transferred to the PTSA savings account and/or invested in a certificate of deposit "CD" with approval of the General Membership.

PTSA members or volunteers shall not handle their own financial transactions. For example: cashiers at the Book Fair may not ring up their own sales.

The PTA may not use a debit card, credit card, ATM card, or PayPal Account to disperse PTA funds. All disbursements of PTA funds must be by check with the exception of petty cash for PTA events and refunds for online payments.

## **5.Expenditure approval**

Any action taken on behalf of FCES PTSA by an officer, board member, or subcommittee chair that results in expenditures of money beyond amounts already previously budgeted for said item, requires:(1)the approval of the President for expenditures of \$100 or under,(2)approval by the Board of Directors for expenditures of \$101 to \$1000,and(3)approval of the General Membership for expenditures over \$1000. The Board of Directors has authority to reallocate up to \$1000 budgeted for one purpose to another purpose. Unapproved expenditures shall be considered a donation to the PTSA. All requests for unbudgeted funds must be submitted in writing to the President for review by the Executive Committee 3 days prior to the motion being voted.

## **6.Reimbursement of expenses**

Reimbursement of expenditures by the Treasurer shall be granted with a completed and signed reimbursement form and with receipt attached. Invoices To and from outside vendors will be handled in the same manner. Reimbursement forms for committee expenses must be signed by the subcommittee chairperson and the Standing Committee Director.

All reimbursement requests must be received by the last day of school. Once the school year is complete, any specific budgeted funds not spent shall become unavailable. Funds remaining unspent from designated grants from third parties to fund a specific program may be transferred over in the exact amount unspent and placed into the started income account budget for that designated program (i.e., a Rotary Grant awarded by a specific PTSA sponsored program).

## **7.Approval of Budget**

The PTSA's budget shall be approved in May of each year at a General Membership meeting.The Treasurer will chair the Budget Committee and this committee shall be formed of incoming and outgoing officers. The Budget Committee shall evaluate new budget requests, review programs, and make recommendations to the Board of Directors and General Membership throughout the school year. The proposed budget will be presented for approval to the Board of Directors at the April board meeting and to the General Membership at the May meeting. Once approved, local unit general operating business can be conducted throughout the summer months. A copy of the approved budget shall be available on the PTSA website and on the PTSA bulletin board.

## **8.Financial Review**

The Financial Review Committee is appointed by the President and must consist of no less than three (3) members of the PTSA or a qualified accountant. The Treasurer's Books must be reviewed immediately following each fiscal year end in June. A mid-year review in January is also recommended.

No member of the committee may be a signer on the bank account or serve on the Financial Review Committee for more than two (2) consecutive years. This review must follow the procedures outlined in the WSPTA Money Matters Handbook.

## **9. PayPal accounts**

Paypal transfers must be made by a PTSA executive team officer or PTSA board member other than the treasurer. All PayPal funds should be transferred consistently on a biweekly basis. The paypal account balance should be reviewed monthly, at a minimum, by two PTSA executive team officers or board members. The paypal account may not be used to make payments for supplies for PTSA related events and activities. All payments for PTSA supplies must be made by check.