

SAMANTHA SMITH PTSA 2.8.57
2015 - 2016
STANDING RULES

1. The name of this local Unit is Samantha Smith PTA, Lk. Wash. Council, 2.8.57.
2. This PTSA serves the children in the Samantha Smith school community, which includes the residences and businesses in the Samantha Smith school enrollment area.

LEGAL STATUS

3. This Unit is a non - profit corporation, recognized by the State of Washington on August 29, 1988.
4. It was assigned UBI 601 104 840. The current treasurer is responsible for filing the Annual Corporation Report prior to August 31. The registered agent for this corporation is the Washington State PTA.
5. This Unit must renew its charitable organization registration with the state by November 15. The registration number is 4086.
6. This Unit was recognized by the Internal Revenue Service as a non-profit, tax-exempt organization on October 31, 1995, under Section 501(c)(3).
7. This Unit's Federal Employer Identification Number can be found in the legal documents folder.
8. The current treasurer is responsible for filing IRS form 990 or Form 990EZ prior to November 15, if required.

MEMBERSHIP

9. Membership for this Unit shall be open to all people without discrimination. Membership is open to all parents, community members, teachers, staff, grandparents, guardians, and any other persons that support and encourage the purpose of PTSA.
10. The students of Samantha Smith Elementary School shall be considered honorary members of this Unit, without voice, vote or privilege of holding office.
11. The membership dues for this Unit shall be fifteen Dollars (\$15.00) individual, twenty-five Dollars (\$25.00) per family, or ten Dollars (\$10.00) for Teacher/Staff Membership. This includes fees paid to National, State and Local Council PTA's. All

paid members have a voice at Smith PTSA General Membership meetings. Individuals members have one (1) vote, family members allow for two (2) votes, teacher/staff members will have a voice, but no vote.

OFFICERS

12. The elected officers of this Unit shall be President; 1st Vice President (Programs) – 2 positions; 2nd Vice President - 2 positions (Fundraising); 3rd Vice President (Expenditures); 4th Vice President (Communications); Recording Secretary and Treasurer.

The officers elected must be members of a PTA Unit, at least fifteen (15) days preceding the election. These officers will constitute the Executive Committee.

13. Any elected position, may be held jointly by two (2) people. Each position holder shall be entitled to one voice and vote at Board Meetings.

14. Officers shall be elected at a General Membership meeting in the spring for a term of one (1) year and shall assume office on July 1, according to Washington State PTA Bylaws.

15. All Executive Committee and Board of Directors members shall hold any one position for a maximum of two consecutive years, as stated in the Washington State PTA Bylaws.

16. An elected office shall be declared vacant if the officer misses two (2) consecutive meetings unless excused by the President.

BOARD OF DIRECTORS

17. The Board of Directors shall consist of the elected officers and at least two, but not more than 10, committee chairpersons/members-at-large and the Community Liaison, all of which are appointed. The school principal shall be an honorary member.

18. The Board of Directors should attend all Board and General Membership meetings.

19. This Unit's vote for Regional Director shall be determined by the Board.

20. Voting delegates to the Lake Washington PTSA Council and the annual Washington State PTA Convention shall be determined by the Board.

21. The voting delegate(s) to the Legislative Assembly shall be the Legislative chairperson(s), unless otherwise indicated by the Board.

22. All Board members must be current members of Smith PTSA.
23. This Unit will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Bylaws.

MEETINGS

24. Board meetings of this Unit shall be held monthly during the school year unless otherwise indicated. The quorum shall be two-thirds (2/3) of the board.
25. Quorum at all General Membership meetings shall be 15 members to conduct business.
26. Business may be amended at any 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).
27. General Membership meetings of the Unit shall be held on an as needed basis. There shall be at least three (3) meetings annually.
28. The adoption of the budget, adoption of standing rules, election of the nominating committee, and election of officers shall take place at general membership meetings. The budget, and standing rules, shall be adopted annually by majority vote at the first General Membership meeting.

FINANCES

29. This Unit shall approve its annual budget in the spring of each year.
30. This Unit shall conduct an audit of its books and records in January of each year in addition to the required audit at the close of the fiscal year. The audit must be conducted by 3 people who were not authorized to sign on the bank account for the year being audited.
31. The signatures of three(3) elected officers shall be on the signature card for this Unit's authorized bank account. The offices shall be the Treasurer and 2 designated officers. The officer who is responsible for receiving the unopened bank statement from the bank (see #33) cannot be a signer on the bank account.
32. This Unit shall keep two (2) copies of each of its legal documents in two (2) separate locations. The Treasurer shall be Responsible for maintaining the original copy and providing an updated copy to the secretary. The Secretary will keep the updated copy in the PTSA room at Samantha Smith Elementary.
33. The Units monthly bank account statements shall be provided, unopened, to a person appointed by the Board of Directors. Such 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.

34. The board of directors may reallocate any one budget item by no more than \$1,000 from the amount previously approved by the membership. Any change greater than this amount must be approved by a majority during a general membership meeting after first being approved by the board of directors.

35. Any use of funds greater than \$1,000.00 must be approved by a majority vote during a general membership meeting after first being approved by the Board of Directors. General Membership must receive a minimum of 10-calendar days notice stating the business to be conducted.

36. All reimbursement requests for authorized expenses must include a receipt and be submitted to the Treasurer within 60 days of purchase. All requests for reimbursement must be received one week prior to the end of the school year or they will be considered a donation to the Unit.

37. The Spirit of Samantha Smith Fund (SSSF) is a separate fund that is granted monies by the Board and/or General Membership, as appropriate, to further the educational needs of the majority of our students in relation to the overall goals of the Smith PTSA. The SSSF is managed under the leadership of the Vice President, Expenditures. Prior to the commitment or payment from SSSF, expenditures require the approval of the VP, Expenditures and the Principal. ~~And one other authorized signer on the bank account.~~

COMMITTEES

38. The committee chairs of this Unit may include, but not be limited to: Back 2 Business; Community Service; Emergency Preparedness; Environmental Education; Explore Art/Art Walk; Health Screening; International Night; Parent Development; Reflections; Room Parent Coordinator; School Pictures; Science Fair/Math Event; Shirt Sales; Special Needs; Spelling Bee; Student Directory; Staff Appreciation; WatchDOGS; Social Events; Legislative Assembly; Welcome Committee; Winter Wonderland; Yearbook.

39. All committee chairs must be current Smith PTSA members.

40. All committee chairpersons shall submit a final report to the President(s) at the May General or Board meeting, and all committee files and records shall be handed to the President by June 15.

41. The Nominating Committee shall be elected according to the State PTA Uniform Bylaws at a General Membership meeting at least thirty (30) days preceding the election of officers. No person shall be eligible to serve two (2) consecutive years on this committee.

42. One or more awards may be presented annually to an outstanding volunteer(s). A committee appointed by the president shall select the recipient. The Board of Directors shall determine the number of recipients. Awards may include, but are not limited to: Golden Acorn, Dolphin and Apple.

43.

The after-school programs offered by this Unit may include, but are not limited to: Non-competitive physical activities, the arts, language, math, science, computer and life skills.

44.

Parents of kids who participate in after-school programs offered by this Unit must be current Smith PTSA members.