



SAMANTHA SMITH PTSA 2.8.57 STANDING RULES

Last Approved 6/12/2025

Next Approval 10/25

1. The name of this local Unit is Samantha Smith PTA, Lk. Wash. Council, 2.8.57. It was chartered on August 29, 1988.
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 must file the Annual Corporation Report before 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 May 31. 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.
9. Per the Washington State PTA Uniform Bylaws, we will annually review the Washington State PTA Standards of Affiliation agreement in its entirety, and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.

MEMBERSHIP

10. 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.
11. PTSAs cannot require membership for participation in any events, clubs or other activities. However, after/before school clubs volunteers (at least 2 per club) are required to be members.
12. The students and staff at Samantha Smith Elementary School shall be considered honorary members of this Unit, without voice, vote or privilege of holding office to participate in gambling activities.
13. The membership dues for this Unit shall be fifteen Dollars (\$15.00) per individual, twenty-five Dollars (\$25.00) per family, or ten Dollars and fifty cents (\$10.50) 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 Membership meetings. Individual members have one (1) vote, family members allow for two (2) votes, teacher/staff members will have a voice, but no vote.

OFFICERS

14. The elected officers of this Unit shall be:
President (2 positions*)
Secretary
Treasurer
VP Fundraising (2 positions*)
VP Communications
VP Events
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.
15. Any elected position may be held jointly by up to two (2) persons. Each person shall be entitled to one voice and vote at Board Meetings.
16. Officers shall be elected at a 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.
17. 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. An officer having served eight or more months shall be considered to have served a full term
18. An elected Board Position shall be declared vacant if a Board Member misses two (2) consecutive meetings unless excused by the President.
19. An officer may be removed from office, with or without cause, by a two-thirds vote of the membership present at a regularly scheduled meeting or at a special membership meeting called for such purpose, should there be cause for removal, such as violation of the ethics, policies, or principles of PTA. Best practices for officer removal can be found in current WSPTA Policy.

20. The treasurer will be known as Co-Secretary for the purposes of all transactions carried out through Chase Bank.

21. Order of Succession: President, VP of Events, VP Fundraising, VP Communications

BOARD OF DIRECTORS

22. The Board of Directors shall consist of the elected officers and at least two (2), but not more than ten (10), members-at-large all of which are appointed by the Board and shall be entitled to one voice and vote at Board Meetings. The Membership Chair, Co-Tech Chairs, Volunteer Coordinator and Clubs Chair shall be members-at-large. The school principal shall be an honorary member. Each member-at-large position is limited to one vote regardless of whether the position is shared by multiple people.

23. The Board of Directors should attend all Board and Membership Meetings, unless excused by the President

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

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

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

27. All Board members must be current members of Smith PTSA.

28. This Unit will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Bylaws.

29. This PTA shall maintain policies for conflict of interest, money handling, social media, code of conduct, etc. These policies shall be reviewed and approved yearly by the board of directors. These policies shall reside with the secretary.

MEETINGS

30. Board meetings of this Unit shall be held monthly during the school year unless otherwise indicated. The quorum shall be a simple majority of the members currently serving on the Board of Directors (i.e. elected plus members-at-large)

31. Membership meetings of the Unit shall be held as needed. There shall be at least three (3) meetings annually. Notification of place, date, and time of the membership meeting shall be provided to members at least 10 but not more than 50 days before the meeting, by either school calendar, email, newsletter, bulletin board, social media, or other forms of communication.

32. Quorum at all Membership meetings shall be 10 paid members to conduct business (in person or via real-time audio communications). Teachers and Staff, as non-voting memberships (see Membership #12), do not count towards quorum.
33. Meeting in person (including conference calls, online platforms, etc.) is the preferred manner of conducting business; however, when circumstances prevent meeting long enough to impede accomplishing essential PTSA business, alternative methods of meeting may be used. The way meetings will take place shall be at the discretion of the Board of Directors.
34. If the membership has been given proper notice of business to be conducted, then the business can be approved by a simple majority vote of the members present; if no notice of the item of business was given prior to the meeting, a 2/3 vote of the members present is required.
35. Voting for officers or nominating committee positions may take place at a membership meeting, by mail, or by electronic transmission, as outlined in Smith PTSA policy. If voting takes place by mail or electronic transmission, the name of each candidate is to be contained in the voting notice and any vote cast must be received within the timeframe identified in the voting notice.
36. While in person voting is the preferred manner of conducting business, alternative methods of voting (e-mail, mail, etc.) may be used.
37. The Unit budget and standing rules shall be adopted annually by a simple majority vote at the first Membership Meeting.
38. Special meetings may be called by the President, a majority number of the Board of Directors, or by five percent of the membership currently enrolled in the WSPTA membership database. Notification of place, date, time, and purpose of the meeting shall be given to members at least 5 days before, as stated above.

FINANCES

39. The Board and Chairs will review and follow the detailed **Money Handling Policy** in addition to the rules listed here wherever applicable.
40. This Unit shall approve its annual budget at a regularly scheduled Membership meeting in the spring of each year. (Reference rules in Meeting Section)
41. This Unit shall audit its books and records in January of each year and 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.
42. The signatures of three (3) elected officers shall be on the signature card for this Unit's authorized bank account. The officers shall be the Treasurer and 2 designated officers. The person who is responsible for receiving the unopened bank statement from the bank (see Finances #39) cannot be a signer on the bank account.

43. 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 and storing the original copy and providing an updated copy to the secretary. The Secretary will keep the updated copy in the PTSA cabinets at Samantha Smith Elementary.
44. The Unit's monthly bank account statements shall be provided, unopened, to a person appointed by the Board of Directors. Digital statements are also allowed. Such a 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 review the statements, monthly and fill in the associated form. He/she will 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.
45. Reallocations of funds in the budget of less than \$1000 must be approved by majority vote of the Board of Directors. Any change to a budget line item \$1000 or more per fiscal year must be approved by the Board of Directors and also by a majority vote during a Membership meeting.
46. Creation of a new budget line item of less than \$1,000 must be approved by majority vote of the Board of Directors. Any new budget line item \$1000 or more must be approved by the Board of Directors and also by a majority vote during a Membership meeting.
47. All reimbursement requests for authorized expenses must include a receipt and are to be submitted to the Treasurer **within 60 days of purchase**. The treasurer needs to be notified in advance to get approval for reimbursement requests submitted beyond 60 days. All reimbursement requests **must be received one week prior to the end of the school year** without exception, or they will not be reimbursed and will be considered a donation to the Unit.
48. Prior to the commitment or payment from the Spirit of Samantha Smith Fund (SSSF), the approval of the President and Treasurer are needed for any reimbursement requests less than \$1000 and the Board of Directors for reimbursement requests of more than \$1000, provided the expenditure is accepted by the school.
49. Should the PTA receive an NSF check, a service fee may be imposed, in addition to any fees imposed by the PTA's bank. If the NSF check is not paid by June 1, the PTA will not accept any checks from this individual in the future. If more than two NSF checks are received from the same individual during the fiscal year, the PTA will not accept further checks from the individual responsible.
50. A copy of all Logins and passwords will be kept offsite in an envelope with the Tech Admin and another copy with the Co-Presidents and Treasurer.
51. The Board will maintain an access document which lists ownership to important websites and tools.

COMMITTEES

52. 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;

Student Events, Watch DOGS; Social Events; Legislative Assembly; Welcome Committee; Winter Wonderland; Yearbook, Family and Community Engagement (FACE)

53. All committee chairs must be current Smith PTSA members. Committee Chairs shall be appointed by the President and voted on by the Board of Directors.
54. All committee chairpersons shall submit a final report to the President(s) at the Board meeting immediately following the event, and all committee files and records shall be handed to the President/VP Events at that time.
55. The Nominating Committee shall be elected according to the Washington State PTA Uniform Bylaws at a Membership meeting at least thirty (30) days preceding the election of officers. No person shall be eligible to serve more than two (2) consecutive years on this committee. Members serving on the nomination committee cannot be comprised of the current or future co-presidents.
56. 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.

AFTER SCHOOL CLUBS

57. All before/after school clubs at Smith will be managed by Smith PTSA.
58. For PTSA Insurance to cover our clubs-
 - All before/after school clubs shall be organized and supported by Smith PTSA and overseen by Clubs Chair/VP Clubs.
 - Each club will be required to have at least one PTSA member volunteer to be present at each session for the entire duration.
 - Volunteer sign-up sheets will need to be completely filled in before registration is accepted.
 - No-show of volunteers will result in class cancelation without refund.
59. The associated vendors will be required to sign a contract outlining the terms and conditions of the school and PTSA.
60. Club selection will be done based on a regular interest survey and feedback from membership.
61. Vendor selection will be made on affordable, equitable and inclusive criteria to be determined after consulting the Board.