

Inglemoor High School PTSA (6.10.75)

2020-2021 Standing Rules

Section 1 – Name and Purpose: The name of this PTSA local unit is: Inglemoor High School PTSA 6.10.75, also referred to as IHS PTSA. Its National PTA number is 00027091. This PTSA serves the Inglemoor High School community

(i.e., students, parents, guardians, teachers and businesses.)

Section 2 – Corporate Status: This PTSA was incorporated April 26th, 1978. The Treasurer is responsible for filing the Annual Corporation Report before the last day in April. The registered agent for this corporation is the Washington State PTA (WSPTA). This PTSA's UBI and Federal Employer Identification (EIN) numbers can be found in the IHS PTSA 6.10.75 Legal Documents Binder.

Section 3 – Charitable Solicitations: This PTSA is registered under the Charitable Solicitations Act with the Secretary of State. The Treasurer is responsible for filing the annual registration by May 31st of each year to avoid penalties.

Section 4 – Tax Exempt Status: This PTSA was granted tax-exempt status under section 501(c)(3) of the Internal Revenue Code on August 2nd, 2002. Prior to this date, IHS PTSA was exempt under section 501(c)(4). Two copies of each legal document will be kept in two separate locations. The President or Co-Presidents and Secretary shall maintain these documents. The Secretary has the responsibility of maintaining and updating the documents annually.

Section 5 – Responsibility for Filing IRS Tax Returns: The Treasurer is responsible for filing the appropriate federal informational form prior to November 15th. The Treasurer is responsible for providing a copy of the appropriate federal informational form to the IHS Board of Directors no later than November 1st. Copies of current and past year's returns are in the Legal Documents Binder.

Section 6 – Registered Agent: The IHS PTSA has designated the Washington State PTA as its registered agent with the Washington State Secretary of State's office, the Washington Department of Revenue, and the Internal Revenue Service. Copies of the signed documents making that designation are available in the Legal Documents Binder kept by the IHS PTSA President and Secretary.

Section 7 – Standards of Affiliation: In accordance with 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.

Section 8 – Membership: Membership of this PTSA shall be open to all people without discrimination. Membership of this PTSA shall be open to all people without regard to race, color, religion, sex, national origin, sexual orientation, gender, gender identity, disability status, protected veteran status, marital status or any other characteristic protected by law. Membership is open to all parents, teachers, staff, grandparents, guardians, and students, and any other persons who support and encourage the vision and mission of PTA. The students of Inglemoor High School are considered honorary members of IHS PTSA without voice, vote, or the privilege of holding office. Any student wishing to become a full member may do so on payment of the appropriate membership fee. Paid student members have voice and vote but not the

privilege of holding office

All Membership Fees include dues paid to National PTA, Washington State PTA, and Northshore Council PTSA. No Individual Membership will exceed \$25.00.

Section 9– Community Sponsorships: Community Sponsorships are provided by IHS PTSA to promote community engagement. Community Sponsorships are not members and do not have voice or vote.

Four levels of sponsorship are:

- **Viking** at the \$500 level
- **Gold** at the \$250 level
- **Silver** at the \$100 level
- **Bronze** at the \$50 level

Section 10– Membership Meetings: Adoption of the budget, standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at membership meetings.

- General Membership meetings: Five (5) meetings will be scheduled each academic year.
- Board of Directors meetings: shall meet as needed.
- Special meetings: may be called as provided in the Washington State PTA By-Laws. Each member must receive written notice of the place, day, and time of the meetings not less than ten (10) nor more than fifty days prior to the date of the meeting. Meeting notice will be sent to PTA members via email.
- Quorum for General Membership meetings shall be ten (10) members.
- Meetings can be conducted in-person, via phone, or via video call.

Section 11 – Elected Officers: The elected officers of this PTSA will be President/Co-President, Vice President of Grants, Vice President of Family and Community Engagement (FACE), Secretary and Treasurer. The elected officers will constitute the Executive Committee. Elected positions can be held jointly by two (2) members. Each co-position holder shall be entitled to voice and vote at Board of Directors meetings, except the President, which vote is used as a tie breaker.

- Any Executive Committee position will be declared vacant if the holder misses three (3) consecutive General Membership meetings and/or Board of Directors meetings, unless excused by the President or Co-Presidents.
- All Executive Committee members, Board of Director members and Committee Chairs shall be current members of IHS PTSA.
- The Ad Hoc Committee Chairs are appointed for a one-year term by the President and approved by the Executive Committee. Ad Hoc Chairpersons will not have a vote and will not be expected to attend Board of Director meetings unless a report is required or requested by the President. Per appointment an Ad Hoc Committee Chair position may be held jointly by two (2) members (co-chair). Ad Hoc Committees can be added or removed during the year by vote of the Board of Directors. Ad Hoc Committees are the following chairs: Awards, Emergency Prep, Financial Review, and Grant Team, Hospitality, Pass the Hat, Reflections, Spirit Display Coordinator, Staff Appreciation, and Valentine Cupcakes. To improve connections with community, HiCap Liaison, Natural Leader Liaison, Kenmore Middle Liaison, Northshore Middle Liaison, POGS Liaison, SPED Liaison have been added.
- Quorum for the Board of Directors meetings will be a majority of members.

Section 12 – Board of Directors: The members of the Board of Directors are expected to attend all

Board of Directors meetings. Appointments to these positions are for a one-year term by the President and are approved by the Executive Committee. Per appointment to the Board of Directors, a position may be held jointly by two (2) members. Whether held jointly (co-chair) or individually (chair) each committee chair shall be entitled to one voice and vote at each Board of Directors meeting. The Board of Directors shall consist of the Executive Committee and the following chairs:

- Legislation
- Membership
- Communications
- Volunteer Coordinator

· The Board of Directors responsibilities include transacting business between General Membership meetings. Decisions can be made via mail, phone, or by electronic transmission.

Section 13 – Election Process: Voting for officers or Nominating Committee positions may take place at a General 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 notice of the meeting.

· The Nominating Committee shall be elected in accordance with the Washington State PTA Uniform Bylaws, Article 5, Section 5(a), at a General Membership meeting to be held no later than January 31st.

Section 14 – Finances: The Treasurer is the chair of the budget committee; they shall meet and establish a budget to be adopted in the spring of each year.

· The Board of Directors has the authority to re-allocate non-restricted funds from one line item to another by a majority vote.

· The Student Enrichment Grant Request Committee shall consist of at least three (3) members and shall evaluate requests for funds for IHS programs, teachers and students.

· All reimbursement requests for authorized expenses must include a receipt and be submitted to the Treasurer before June 15th.

Section 15 – Legal Documents: All general legal documents are kept with the Secretary; copies are with the President. The Treasurer shall keep all financial legal documents in a separate notebook.

Section 16 – Financial Review: A Financial Review Committee, at least two (2) members appointed by the President/Co-Presidents, will review the IHS PTSA financial records twice a year. Members of this committee shall not include the current Treasurer, or any person authorized to sign on IHS PTSA's bank accounts for the period that is being reviewed, or any individuals living in the same households. One financial review shall be completed mid-year, and the other after the June 30th end of the fiscal year.

Section 17 – Bank Accounts: The IHS PTSA shall establish one or more accounts in a financial institution determined by the Board of Directors. Any such account(s) shall require the signatures of at least

two (2) elected officers to make a withdrawal.

- The IHS PTSA's monthly bank 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 initial and date the account statements and provide them to the Treasurer.
- All contracts and binding agreements shall require the signatures of two (2) elected officers, one of which must be the President.
- The Board of Directors shall determine which officers shall have signing authority of the PTSA bank account.

Section 18 – Delegates: Delegates to represent IHS PTSA will be identified in accordance with the policy in place for each organization or event.

- Northshore Council PTSA delegates shall be the President and up to three (3) delegates authorized by the Board of Directors.
- Washington State PTA Legislative Assembly delegates shall be the legislative chair(s). Additional delegates will be considered to meet the WSPTA delegate authorization. The IHS PTSA will provide allowance for student delegates to attend. The President will approve the delegates to Legislative Assembly.
- Voting delegates to the annual Washington State PTA Convention shall be designated from the incoming officers by the President. Consideration will be given in priority order to incoming elected officers, then incoming board members, then incoming Ad Hoc Committee chairs.
- Delegates to the National PTA Convention shall be the incoming President(s) or alternates as determined by the Board of Directors. Consideration will be given in priority order to incoming elected officers, then incoming board members, then incoming Ad Hoc Committee chairs. Funds may be shared among multiple members.

Section 19 – Political Activities:

Any member running for public office must abstain from using the Inglemoor High School PTSA name in any campaign material. Campaigning cannot take place at any PTSA event or on school property.

Section 20 - Online Passwords.

Usernames and passwords for all online services currently used by this PTA, including but not limited to online banking, financial management software, cloud storage sites, websites, and social media sites, shall be kept in each of the legal document notebooks. Login information shall be changed at the beginning of each fiscal year (July 1). Online banking and financial management login information shall be changed any time there is a change of Treasurer. Login information for other pertinent sites shall be changed any time there is a change of officer who has access to such information."

Approved by: PTSA Membership

Date: 11/19/2020