

Standing Rules

Fall City Elementary School PTSA 2.18.15

2017–2018 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.

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 31st.

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 91-1318714. 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 all required documents. The PTSA bank and financial accounts shall not be used to funnel money through despite what the purpose. The PTSA must send out Donor Letters to any Donor that donated \$250 or more during the prior calendar 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 30th.

7. Per the Washington State PTA Uniform Bylaws, we will annually review, complete, sign, and submit the WSPTA Standards of Affiliation agreement by the required deadline.

Section B: Membership and Fees

1. This Chapter 2.18.15 serves the Fall City Elementary School teachers, staff, families and community members.

2. The membership fee of this unit shall not exceed: \$10.00 Faculty membership; \$13.00 Individual membership; \$20.00 for 2 memberships bought together. Each paid membership is entitled to 1 vote.

3. 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 four (4) Co-Vice Presidents, Secretary, and Treasurer and an assistant treasurer.

2. Officer elections, term, and vacancy

Each elected officer of this local unit shall be a member of the FCES PTSA and have been a member, of any PTA, for 15 days prior to being elected. The officers shall be elected at a General Membership meeting by the end of the school year. No person shall serve in the same office for more than two (2) consecutive terms. Officers shall assume their duties on July 1st. All officers agree to 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).

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 agree to follow the Washington State By-Laws.

4. Nominating Committee

The Nominating Committee will be elected in accordance with the Washington State PTA Uniform Bylaws. The Nominating Committee shall be appointed by the Board and shall serve until the election of new officers but not more than 2 years in a row. Election of new officers shall be held prior to the end of the fiscal year. 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 President(s) and approved 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.

Section E: Meetings

1. Quorum

A quorum of the board must be present to conduct business. A quorum for Board of Directors meetings shall consist of a simple majority (50% plus one). For example, Executive team plus. Quorum can be established by phone, Facetime or Skype.

2. Meetings

The Board of Directors will meet not less than 4 times per year at a date and time to be determined by the board. 10 (10) calendar days' notice of all meetings is required. Notice

shall be given to the General Membership by a posting in the school, our website, and via email for all meetings.

3. Fiduciary Responsibility

Every board member has the individual responsibility to make sure the PTSA is operating in a sound legal and fiscal manner. The Board of Directors will report the results of the financial review and any actions taken to the General Membership.

Section F: Standing Committees

1. Standing Committees

The Executive Committee shall establish various standing committees to assist with fulfilling the PTSA's mission and purpose.

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. 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 by June and again in October prior to its execution. Committees will adhere to their budgets. Directors and subcommittee chairs are to submit all files and records to the President by June 30th.

Section G: Budget and Finance

1. Bank Statements

The Board of Directors shall appoint an PTSA member in good standing 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. 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 last General Membership meeting of the school year.

5. Approval of Budget

This PTSA's budget shall be approved by the end of each year at a General Membership meeting.

6. Financial Review

The Treasurer's Books must be submitted for Financial Review no later than 30 days after the close of the fiscal year.