

Hamilton International Middle School PTSA Standing Rules

Article I NAME

The legal name of this local unit is the Hamilton Middle School PTSA, Seattle Council Local Unit No. 6.15.385, a unit of the Washington Congress of Parents and Teachers (also known as the Washington State PTA or WSPTA). It was originally chartered on April 1, 1985. This PTSA is also known as the Hamilton International Middle School (HIMS) PTSA.

Article II PURPOSES AND LEGAL STATUS

Section 1

HIMS PTSA supports the global purposes of the WSPTA: "To work for the health, welfare, safety, education, care, and protection of children in the home, school, community, and place of worship." This PTSA serves the children of the Hamilton International Middle School community.

Section 2

- a) HIMS PTSA was originally incorporated under the name of Hamilton Middle School PTSA as a nonprofit corporation in the State of Washington on April 1, 1985 (corporation #2359220-7). On September 29, 1995, it was reinstated as a non-profit corporation (UBI 601-529-004). The Treasurer is responsible for filing the Annual Corporation Report is filed by February 28th.
- b) HIMS PTSA is registered under the Charitable Solicitations Act (registration #HAM-1 96-129). The Treasurer is responsible for filing updates and/or annual registration under the Act.
- c) HIMS PTSA is organized exclusively for charitable and educational purposes, within the meaning of Section 501(c)(3) and 509(a)(2) of the internal revenue code. It was granted tax-exempt status under 501(c)(3) on November 17, 1998. The Treasurer, with assistance from the immediate past treasurer, is responsible for filing IRS Form 990, Form 990EZ or Form 990-N prior to November 15th, or in a timely manner to avoid penalties. Copies of the current and past years' returns are located the Treasurer's files. The Employer Identification Number can be found in the bank deposit box maintained by the HIMS PTSA.
- d) The registered agent for HIMS PTSA is the Washington State PTSA.

Article III MEMBERSHIP AND SERVICE FEES

Section 1

Membership at this PTA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members and any other persons that support and encourage the purpose of this PTA.

Section 2

HIMS PTSA's membership service fees for individuals, families and staff members are set annually by the Board by July 1, and are adjusted in accordance with State, National and Seattle Council PTSA

dues. For the 2014-15 academic year, the Membership Fee for this unit will be \$15.00 per individual adult membership, or \$25 for two adults within a household. Upon payment of the fee, membership is effective through October 31 of the following academic year.

Section 3

- *Only members of the unit who have paid membership service fees for the current membership year shall be entitled to a voice and one (1) vote on each matter in the business of the local unit. UB5.3(f)*
- *To be elected to office a person must be a member of a PTA local unit, but not necessarily the local unit being elected to, at least thirty (30) days preceding the election. UB5.3(g).*

Section 4

HIMS Students are honorary members of the HIMS PTSA, without vote or the privilege of holding office.

Article IV NOMINATING COMMITTEE

The HIMS PTSA Nominating Committee shall be elected at a general membership meeting no later than March 30th. Upon completion of its work, the Nominating Committee shall report to the general membership with a list of (at least one) candidate(s) for each office to be filled.

Voting for Nominating Committee positions may take place at a meeting, by mail and/or by electronic transmission as determined by the Board of Directors. If voting takes place by mail or electronic transmission, the name of each candidate shall be contained in the notice of the meeting. Votes cast by mail or electronic transmission must be received by the date set forth in the notice of the meeting.

Any person casting a vote by electronic transmission or mail is considered present for the purpose of a quorum for the vote. [UB 5.3(h)]

Article V OFFICERS AND THEIR ELECTION

Section 1

- a) The elected officers of the PTSA are: President, Vice-President(s), Secretary and Treasurer. Any position may be held as a co-position, in which case each co-officer has both voice and vote.
- b) The officers are elected at a general membership meeting prior to April 30 for a term of one year or until their successors are elected.
- c) Officers begin their term on July 1. No person can serve in the same office for more than two consecutive years. A term of at least eight months counts as a full year in office.
- d) An office is considered vacant if an officer is absent three consecutive meetings, unless previously excused by the President. If a vacancy occurs, the Executive Committee may appoint an acting officer [UB 5.6e] until the next general membership meeting, at which time nominations shall be made from the floor.

Section 2

Voting for officers may take place at a meeting, by mail and/or by electronic transmission as determined by the Board of Directors. If voting takes place by mail or electronic transmission, the

name of each candidate shall be contained in the notice of the meeting. Votes cast by mail or electronic transmission must be received by the date set forth in the notice of the meeting. Election is by majority vote of all votes cast.

Section 3

Any person casting a vote by electronic transmission or mail is considered present for the purpose of a quorum for the vote.

Article VI DUTIES OF ELECTED OFFICERS

General duties of the officers:

- a) All financial matters require the signatures of two elected officers. If two or more members of the same household hold office, only one can cosign.
- b) Each member of the Executive Committee should attend a minimum of one WSPTA-approved training opportunity during the *period between their election and the end of their elected term*. Further, at least one member of the executive committee will attend PTA and the Law during the PTA year. UB5.2(a)(5).

Specific duties of the officers: see UB 5.7.

Article VII EXECUTIVE COMMITTEE (Elected Officers)

The HIMS PTSA Executive Committee consists of the elected officers. A majority of the Executive Committee constitutes a quorum.

The Executive Committee:

- a) appoints members of the Board of Directors (Board) for a term of one year
- b) reviews the standing rules annually
- c) refers recommendations to the Board or the general membership for action
- d) chooses one of the Board members to serve as the voting delegate for the Region Director and to the State PTA Legislative Assembly
- a) chooses one or more (depending on the number of members - see UB 10.2(b)) of the elected or appointed Board members to serve as voting delegate(s) to the State PTA Convention.

Article VIII BOARD OF DIRECTORS

The HIMS PTSA corporate affairs are managed and administered by a Board of Directors (Board) comprised of the elected officers and appointed positions designated by the Executive Committee. One or more HIMS staff member(s) will be solicited to attend Board meetings as a staff representative(s).

All elected and appointed board members, as well as staff representative(s), are eligible to vote. A quorum of the Board is a majority of the voting Board members. [UB 5.9(c)] All Board members must be PTSA members in order to vote.

The Board will meet at least monthly or as needed; date and time to be published at least ten days in advance. The Associated Student Body President is invited to attend Board meetings as a non-voting guest (not counted towards a quorum).

In addition to the elected officers, appointed positions to the Board may include:

- HIMS Principal
- HIMS Staff Representative
- Legislative Chair
- Membership Chair
- Volunteer Coordinator
- At-Large Positions (Past President, Newsletter or Committee Chairs)

Article IX GENERAL MEMBERSHIP MEETINGS

Section 1

The HIMS PTSA holds an annual spring general membership meeting to elect officers for the following year. In addition, the HIMS PTSA holds regular general membership meetings to adopt the budget, approve/amend the Standing Rules, elect a nominating committee and conduct other business. The schedule of meetings is determined by the Board. All meeting times must be published between ten and fifty days before the meeting. [UB 5.10(c)]

Section 2

A general membership meeting quorum consists of 10 individuals who are members in good standing of the HIMS PTSA. Meetings are open to all, but only HIMS PTSA members can make motions, debate, or vote.

Article X BASIC POLICIES

Section 1

HIMS PTSA abides by the basic policies outlined in the WSPTA Uniform Bylaws (UB) and by these Standing Rules.

- Standing Rules cannot conflict with the UB. Standing Rules can be amended at any general membership meeting in which a quorum (10 members) is present. If timely notice was provided to the membership about a vote on amending the Standing Rules, the change can be approved by majority vote. If no notice was given prior to the meeting, a 2/3 vote is required. HIMS PTSA reviews the UB annually and either re(adopts) or amends its Standing Rules.

Section 2

- The HIMS PTSA general membership votes to adopt the next year's budget prior to July 1. Financial obligations beyond the June 30 end of the fiscal year must be approved by the general membership.
- The Board of Directors has authority to reallocate any funds budgeted for one purpose to another purpose by a two-thirds vote.

Section 3

- HIMS PTSA keeps records of the number of members, the dues collected from members, and the amount of dues sent to the WSPTA.

Section 4

- Permanent books of account and records are kept of gross income and disbursements.
- At least two elected officers are listed on the signature cards for HIMS PTSA's bank accounts, and each check written from the PTA bank account must be signed by two elected officers.
- The PTA'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 will not be 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.

Section 5

The HIMS PTSA maintains a safe deposit box at the bank where its checking account is maintained. At least two elected officers should have access to the safe deposit box.

The HIMS Treasurer is responsible for maintaining the following legal documents in the safe deposit box:

- a) Articles of Incorporation
- b) Certificate of Incorporation
- c) PTA Charter
- d) Standing Rules
- e) Form 1023 application for Tax Exempt status
- f) Letter of Determination (Recognition) of tax-exempt status and assigning the organization an Employer Identification Number
- g) Letters of registration as a charitable organization

Copies of these documents will also be maintained by the Treasurer in a "Legal Documents Binder."

Section 6

- a) A Financial Review Committee (consisting of no fewer than three members to be appointed by the president) will review the financial books at the close of each fiscal year. Members of this committee shall not include the treasurer or any person authorized to sign on the PTA bank accounts for the period that is being reviewed. [UB 5.11]
- b) The Board must report the findings of the Financial Review to the general membership, along with any actions that will be taken in response to the Review.