SEAVIEW HEIGHTS ELEMENTARY PTA

Standing Rules

2026-2027 School Year

Proposed October 2026

1. The name of this PTA local unit shall be Seaview Heights Elementary, Local Unit number 7.2.105.

2. This PTA serves the children enrolled in Seaview Elementary School.

3. This PTA was incorporated on November 16, 1983 and assigned UBI 2-338306-0. The Treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA. The Employer Identification Number is located in the legal documents binder in the custody of the Secretary.

4. This PTA is registered under the Charitable Solicitations Act, registration number 4246. The Treasurer is responsible for filing the annual registration by Nov 30th to avoid penalties.

5. This PTA was granted tax-exempt status under section 501-C-3 of the Internal Revenue Code on May, 1999. A copy of the Letter of Determination is available from the Treasurer.

6. The Treasurer is responsible for filing the appropriate federal tax return 990 or Form 990EZ or Form 990-N five months after the fiscal year ends. Copies of the current and past years' returns are located in the Legal Documents Binder maintained by the President.

7. The Seaview Heights PTA has designated the Washington State PTA as its registered agent with the Washington Secretary of State's Office, the Washington Department of Revenue, and the United States Internal Revenue Service.

8. Our PTA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Bylaws.

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

10. The dues for this PTA shall not exceed $27.00 per individual adult membership, $17.00 per additional adult household member. All paid members have a voice and vote at Seaview Heights PTA general membership meetings.

11. The elected officers of this PTA shall be President, Vice President, Secretary, and Treasurer. These elected officers shall constitute the Executive Committee. Co-positions may be held. In the event of a co-treasurer they will not have check signing ability. . Any position, including co-positions, cannot hold the same office longer than 3 consecutive years or special circumstances of which would leave the position vacant this can be amended. Each position is entitled to one vote at the Board of Directors meeting with the co-positions rotating voting privileges.

12. A general membership meeting, a Nominating Committee of 3 members shall be elected in accordance with the Washington State PTA Bylaws (Article V, Section 1).

13. The Nominating Committee will submit to the members a signed report stating the name(s) of one or more candidates for each office to be elected. This report must be submitted at least 15 days prior to the election.

14. PTA Board elections will take place at a general membership meeting. The election procedure will follow the Washington State PTA Bylaws (Article V).

15. Voting for officers or nominating committee positions may take place at a meeting, by mail, or by electronic position. 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..

16. Adoption of the budget, adoption of standing rules, election of the nominating committee, and election of officers shall take place at general membership meetings. Quorum at all General Membership Meeting shall be 10 members to conduct business. The Quorum will include electronic communications or votes by proxy from members that are unable to attend. Information regarding business to be conducted will be communicated to the membership via email 3 days in advance of meeting times. Meetings shall be held at the direction of the Board of Directors. Upon the request of one or more members, they may participate in general meetings of the PTA by phone. Requests must be made at least 7 days in advance of the meeting so the necessary arrangements can be made.

17. The Standing Rules shall be adopted annually by a majority vote at the first General Meeting and revised at any time throughout the school year.

18. The Standing Rules shall be amended at any regular general membership meeting by a two-thirds (2/3) vote; if previous notice is given, by a majority vote.

19. This PTA shall approve its annual operating budget in the spring of each year. The Board of Directors may reallocate funds budgeted for one purpose to another purpose by a majority vote.

20. The Board of Directors shall have the power to re-allocate monies within the limits of the budget adopted by the general membership. All grant requests or proposals must be received five days before the Board meeting for review at that time.

21. All funds raised under the name of Seaview PTA shall be put into the budget. If items are needed specifically from fundraising efforts those specifics are to be voted on before fundraising occurs.

22. The Executive Committee shall have permission to spend up to and including $350 per request, within budget, without membership approval. All Executive Committee-approved spending is reported on the budget.

23. The financial records of this unit shall be kept electronically and reviewed once during the school year by a PTA non-executive committee of at least three or by a qualified public accountant. The financial records shall be presented to the incoming treasurer no later than July 1.

24. This PTA shall keep duplicate copies of its "Legal Documents" in two separate locations. The Treasurer and Secretary shall maintain these documents. The original shall be kept in the PTA locked filing cabinet.

25. The PTA shall establish one or more accounts in financial institutions as determined by the Board of Directors. Any such account shall require the signature of at least two elected officers to make a withdrawal.

26. The Seaview PTA Board of Directors shall determine who the signers on the PTA bank account shall be. It is recommended to be the treasurer and president.

27. The PTA's 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.

28. All reimbursement requests for authorized expenses must include a receipt and be submitted via a Check Request Form to the Treasurer within the budgeted year. All requests for reimbursement must be received by the Monday before the last day of school or they will be considered a donation to the PTA.

29. All requests for teacher grants must be submitted via a Teacher Grant Form to the Treasurer within 60 days of purchase and must include a receipt. Teacher grants are calculated on a per FTE allocation, which is determined at the conclusion of the annual Donation Drive. Requests for reimbursement may be submitted once the per FTE allocation is confirmed, and must be received by June 1st or they will be considered a donation to the PTA.

30. Should the PTA receive an NSF check, a service fee may be charged to cover any bank penalties the PTA may accrue. If the NSF checks are not paid for by June 1st, then the PTA will not accept any checks from this individual in the future.

31. The students of Seaview Heights Elementary School shall be considered honorary members of this PTA without voice, vote, or the privilege of holding office.

32. One or more Golden Acorn 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.

33. One or more Outstanding Advocate Awards may be presented annually to recognize advocacy work on behalf of children and youth. A committee appointed by the President shall select the recipient. The Board of Directors shall determine the number of recipients.

34. PTA staff Support Awards may be presented annually to an outstanding teacher or educator. A committee appointed by the President shall select the recipient. The Board of Directors shall determine the number of recipients.

35. An Honorary Life Membership Award may be presented annually to an individual who has made a significant contribution to the growth and development of the PTA. A committee appointed by the President shall select the recipient.

36. This PTA is a member of the Edmonds Council and has two (2) votes on Council business. The President shall submit to the council names and positions of the two voting delegates and two (2) alternates, as determined by the Board of Directors.

37. The vote of this PTA for the position of Washington State PTA Region Director shall be determined by the board of directors.

38. Seaview Heights PTA will send as many voting delegates and as many visiting delegates to the WSPTA convention as the budgeted amount for the convention can sustain. All delegates for the WSPTA convention shall be selected by the Board of Directors. Registration, hotel and meals not exceeding $20 per meal shall be paid for by Seaview Heights PTA. Persons attending convention paid for by the unit will submit a summary on notes and handouts from the classes and general sessions attended to the Board of Directors.

39. Seaview Heights PTA will send as many voting delegates and as many visiting delegates to the WSPTA Legislative assembly that the budgeted amount will sustain. Registration, hotel and WSPTA meal fees shall be paid for by Seaview Heights PTA. The Legislative Chair for Seaview Heights PTA will be one of the voting delegates representing Seaview Heights PTA at the Legislative Assembly.