

# Eisenhower Middle School PTSA 7.3.65

## Standing Rules

### 2023-2024

- Local Unit Name:** Eisenhower Middle School Parent Teacher Student Association (PTSA) 7.3.65.
- Mission:** Our mission as the Eisenhower PTSA is to serve, strengthen, & support the students, teachers, & community of Eisenhower Middle School.
- State of Washington:** This PTSA is registered with the Secretary of State under the Charitable Solicitations Act. This PTSA was incorporated on February 21, 1979. The incorporation number is available upon request.
- IRS Status:** This PTSA was granted tax-exempt status on May 5, 1980. This PTSA was recognized as a 501(c)3 tax-exempt organization on February 12, 1999. The Employer Identification Number is available upon request. The Treasurer is responsible for filing the appropriate tax return prior to November 15th.
- Service Fees:** The membership service fees shall be as follows: \$30.00 for a Family Membership which includes 2 adults and 1 student; \$15.00 for a single adult membership; \$10.00 for a staff membership and \$10.00 for a student membership. Students paying membership service fees shall have voice and vote. Non-paying students are recognized as honorary members without voice or vote.
- Elected Officers:** The elected officers of this PTSA shall be President (s), Vice President (s), Secretary, and Treasurer. The elected officers shall constitute the Executive Committee. The Executive Committee may recommend reallocation of funds as necessary to the Board of Directors for approval. The Treasurer or other appointed officer will publish a monthly financial report.
- Board of Directors:** The Board of Directors will consist of the Executive Committee of the Association and at least one member from the general membership. At-large members will be approved by the Executive Committee, have full voice and vote, and shall serve for a term of one year. The Board of Directors will meet once per semester, on a date and time determined by the Board, either in person or by electronic means. A majority of the Board of Directors will constitute a quorum. A special meeting of the Board of Directors may be called by the president or a majority of the Board of Directors per the guidelines set forth in the Washington State PTA Bylaws.
- Nominating Committee:** Shall be elected at a general membership meeting of the council at least thirty (30) days preceding the election of officers and shall consist of at least three (3) members and two (2) alternates. The committee shall select its chair at its first meeting. All members of the Nominating Committee shall have been members in good standing for at least thirty (30) days preceding their election. No person shall be eligible to serve two (2) consecutive years on this committee. The President is not eligible to serve on this committee. No school district administrator can serve on the Nominating Committee for the council within the district where he/she is employed.
- Membership Meetings:** At least three Membership Meetings shall be held to adopt the annual budget, approve the standing rules, elect a nominating committee and elect officers. Additional general meetings shall be held at the direction of the Board of Directors. Ten members shall constitute a quorum.
- Voting:** For officers or nominating committee positions voting may take place at a meeting, by mail, or by electronic ballot. 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. Any member casting a vote by electronic transmission or mail is considered present for the purpose of a quorum.

11. **Budget:** A Budget Committee consisting of at least the incoming and outgoing president(s), treasurer and the vice president with input from appropriate Board of Directors members will prepare a preliminary budget for the coming year. This budget will be presented to the general membership for approval in the spring, prior July 1st of each year.
12. **Legal Documents:** This PTSA shall keep a copy of each of its legal documents with the President, Secretary, and Treasurer. The Treasurer shall be responsible for maintaining the original copies in the Eisenhower Middle School PTSA Legal Document Notebook and providing copies upon request to any current PTSA member.
13. **Standards of Affiliation:** 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.
14. **Financial Reviews:** This PTSA shall conduct two financial reviews a year of its books. A year-end financial review shall be conducted at the close of the books of the fiscal year, which runs from July 1 through June 30th. A mid-year review may be conducted at the discretion of the Executive Board. The Financial Review Committee will consist of 3 committee members who are current PTSA members and not current check signers.
15. **Banking and Check Writing:** The signatures of a minimum of two elected officers shall be on the authorized signature card for this PTSA's bank account. In the event that the PTSA has more than 2 elected officers, a minimum of 3 shall be on the authorized signature card. Two signatures are required on each check. All bank statements need to be signed and dated by the Treasurer and one authorized non-signer. All signers and the non-signer reviewer shall have access to print online statements. The PTSA shall accept electronic deposits including, but not limited to: Amazon Smile, Fred Meyer Community Rewards, PayPal and eScrip. Outgoing payments may not be done online, with the exception of membership dues owed to the Washington State PTA.
16. **NSF Checks:** Should the Eisenhower PTSA receive a NSF check, a \$10 service fee will be charged. If the NSF check or checks and fees are not paid in a timely fashion, the PTSA reserves the right not to accept any check(s) from said/same individual(s) in the future.
17. **Square/PayPal:** This PTSA shall use the services of Square and/or PayPal to accept donations and other payments. All service fees shall be incorporated into the price of each item. The PTSA may not use PayPal services for the disbursement of payments. All payments must be made using the check writing procedures outlined in Section 15. Only bank signers will have authorized access.
18. **Awards:** The PTSA will recognize outstanding work by participating in the WSPTA Individual Awards Program. Nominations will be solicited from the membership and awards may be given in any of the available categories stated on the WSPTA website, funds permitting. If needed, the Board of Directors will select the winners in each category.
19. **Council:** This unit may have up to three (3) voting delegates to the Everett PTSA Council, one being the President.
20. **Region Director Elections:** The Board of Directors shall determine the vote of this PTSA for the position of the WSPTA Region 7 Director.

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21. **Convention:** Voting and/or visiting delegates to the WSPTA Annual Convention shall be determined by the Board of Directors. Voting and visiting delegates' expenses to the convention shall be paid, upon request, funds permitting.
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22. **Legislative Assembly:** The voting delegate to the WSPTA Legislative Assembly shall be the Advocacy Chair, or an alternate. The Board of Directors will determine the visiting delegate(s). Visiting delegate(s) may be students. Expenses for voting and visiting delegates shall be paid, upon request, funds permitting
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23. **Documentation:** All Board members and Committee Chairs shall keep updated process documents, budget notes and contacts either as electronic files or in a binder. If a chair is not continuing into the following year, all files are to be transferred by June 30<sup>th</sup> of the current school year. All updated binders are to be placed in the PTSA cabinet in the school workroom.
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Revised Standing Rules Approved at the October 3rd, 2022 Membership Meeting by the Eisenhower Middle School PTSA Membership.

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