

West Seattle High School PTSA 6.15.510
Standing Rules
2023-2024

Name

The name of this local unit is West Seattle High School PTSA 6.15.510. The Washington State PTA chartered it on October 17, 2001.

Community Served

This PTSA serves the West Seattle High School community.

Corporate Status

This PTSA was incorporated as a non-profit corporation in the State of Washington on April 10, 2002. It was assigned UBI number 602-197-699. The Treasurer is responsible for filing the annual corporation report. The registered agent for this corporation is the Washington State PTA.

Compliance with the Charitable Solicitations Act

This PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 9801. The Treasurer is responsible for filing the annual registration (must be filed by May 31 to avoid penalties).

Employer Identification Number

This PTSA's Federal Employer Identification Number (EIN) is on file with the IRS.

Tax-Exempt Status

This PTSA was granted tax-exempt status under Section 501(c)(3) in August 2003.

Filing IRS Form 990

If this PTSA's revenue is less than \$50,000, then the PTA will be required to file an IRS Form 990-N, which must be filed electronically. If this PTSA's gross annual income exceeds \$50,000, the filing of IRS Form 990EZ is required. The current Treasurer is responsible for filing Form 990-N or Form 990EZ prior to November 15th and showing a copy to the board before filing. If the PTSA's gross annual income exceeds \$200,000, the PTSA must file IRS Form 990. The treasurers may work with an accountant to complete these forms. Often a community volunteer accountant has donated their time for this work. If no volunteer accountant is available, the board may allocate funds to pay an accountant to complete the form.

Compliance with the WSPTA Standards of Affiliation

No standing rule of the WSHS PTSA shall be in conflict with the Uniform Bylaws of the Congress of Parents and Teachers of the Washington State PTA. Any standing rule found to be in conflict with the Uniform Bylaws shall be considered null and void. Per the Washington State PTA Uniform Bylaws, we will annually complete 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.

Amending Standing Rules

Standing rules can be amended at any general membership meeting. If the membership has been given proper notice prior to the date of the meeting of the intended change, then the change can be approved by a majority vote of the members present (if a quorum of a minimum of 10 has been established). If no notice was given prior to the meeting, a 2/3 vote of the members present is required (if a quorum has been established).

Membership Fees

The membership fees for each WSHS PTSA member shall be: \$15 for an individual membership, \$25 for a household membership, \$50 for a community business membership. Up to ten (10) scholarships will be offered, if requested.

For the purposes of voice and vote, membership for a given school year extends to October 1 of the following school year. Ex officio membership without a vote shall be conferred upon all currently enrolled students of West Seattle High School, all parents and guardians of currently enrolled student of West Seattle High School, all teachers, faculty, and staff of West Seattle High School, the current President of the West Seattle High School Foundation and the current President of the West Seattle High School Alumni Association.

Membership Meetings and Establishing a Quorum

Adoption of the budget, adoption of standing rules, report of the financial review committee, and election of officers shall take place at membership meetings. There shall be, at a minimum, an annual meeting of the members to be held at a time and place fixed by the board of directors for the purposes of conducting PTSA business. Meeting notice will be given on the PTA website and in the weekly newsletter. At least 10 members must be present to conduct business.

Elected Officers

The following elected officers shall constitute the Board of Directors Executive Committee of this PTSA:

- President
- Vice President
- Secretary
- Treasurer

Each elected position is for a one (1) year term and is voted in by the same rules for amending standing rules (described above). A student, teacher, faculty, or staff member of WSHS may not hold the office of Treasurer.

Co-Positions on the Board of Directors Executive Committee

Any elected position may be jointly held. Each co- position holder shall be entitled to voice and vote at a board of directors meeting.

Board of Directors

The Board of Directors of WSHS PTSA shall consist of the elected officers in the Executive Committee, and any Board of Director appointed positions. The President shall make appointments to the Board of Director appointed positions with approval of the Executive Committee, for a term of one (1) year.

The Board of Director appointed positions can include:

- Up to two (2) Building Leadership Team (BLT) Members (it is recommended that the BLT members serve two terms (2 years total) on a staggered schedule with two positions)
- Legislative Chair
- Membership Chair
- Communications Chair
- English Language Learner (ELL) Chair
- Special Education Chair
- And/or other positions as determined by the Executive Committee each year

The Board of Directors is the main decision-making body and legal representative of the PTSA. Board members are expected to be involved and contribute to the tasks and decision making associated with the PTSA, including recruiting members, budgeting and spending, the general meetings and other priorities as identified by the Board. Board members are expected to attend board meetings and conduct business and complete tasks between meetings as needed. All members of the Board of Directors must be members of the WSHS PTSA.

Board of Directors' Meetings

This PTSA's Board of Directors will meet on a monthly basis during the school year, or as otherwise approved by the board members. All WSHS PTSA members are welcome at board meetings. Voice and vote at WSHS PTSA Board of Directors' meetings shall be limited to elected and appointed board members and any individual that is recognized and granted voice by the meeting chair. Each co- position holder shall be entitled to voice and vote at a board of directors meeting. For any votes, a simple majority of sitting board members shall constitute a quorum and only sitting board members that are present shall vote.

The Board will endeavor to debate and vote on most matters in person. As needed, the Board may conduct an email vote on motions. The motion must be simple, the voting choices made clear and a minimum of 48 hours to respond allowed. Board members with voice and vote (i.e. sitting board members) will be sent the email. A simple majority of board members must respond in order to constitute a quorum. A simple majority of respondents will determine the result of the vote.

Budget Approval

This PTSA shall approve its annual operating budget in the Spring of each year, no later than the last general meeting of the fiscal year.

Legal Documents

The PTSA shall maintain a notebook of legal documents in the PTSA file cabinet located at West Seattle High School with the original copy of any legal documents. Copies are to be made for the President and Secretary. Only elected officers shall have access to the original legal document notebook.

Financial Review

Annual Review: A financial review committee with a minimum of three members appointed by the president will review the financial books between June 30 and August 31 each 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, or any individuals living in their households.

Monthly Review: The PTSA's monthly bank account statements shall be provided unopened to a person appointed by the board of directors. This 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 to the executive committee any concerns or discrepancies identified in the review. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer

Bank Accounts and Signature Cards

The PTSA shall establish one or more accounts in financial institutions as determined by the board of directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal.

The signatures of all elected officers shall be on the authorized signature card for this PTSA's bank account. Two signatures are required on each check. Only elected officers can sign checks. Two members of the same household may not be authorized to sign checks. In the event that two members of the same household serve as elected officers to this PTSA, only one of them may be on the authorized signature card for this PTSA's bank account.

Reimbursement Requests

All reimbursement requests to the PTSA for authorized expenses shall include a receipt and shall be submitted to the Treasurer within 60 days of purchase. All requests for reimbursement must be received by June 1st. Any expenditures over the budgeted amount must receive prior approval from the Board of Directors for reimbursement to occur. The Board may reallocate up to \$4,000 between line items in the budget.

Policies

The PTSA shall maintain policies for online logins and passwords. This policy shall be reviewed and approved yearly by the executive board elected officers. All direct communications from the WSHS PTSA shall be in accordance with communication policies and codes of conduct, reviewed annually with the Executive Committee to ensure consistent, appropriate communication.

If contacted by reporters or any kind of press, PTSA members shall not speak on behalf of the board or the PTSA without consulting with school administrators and receiving approval from the executive committee of the board.

Awards

One or more Golden Acorn Awards shall be presented annually to an outstanding volunteer(s). One or more Outstanding Educator (a.k.a. Golden Apple) Awards shall be presented to an outstanding West Seattle High School member. A committee appointed by the President shall solicit nominations from the membership, then the committee shall select the recipient(s). The Board of Directors shall determine the number of recipients.

Council Voting Delegate

Voting delegates to the Council shall be the President, one additional delegate and two (2) alternates, as voted by the Board.

Vote for the Region Director

The vote of this PTSA for the position of Washington State PTA Region Director shall be determined by the Board of Directors.

Voting Delegates to the State PTA Convention

The voting delegates to the annual State PTA convention shall be determined in the following order: Outgoing President, Incoming President, Outgoing Vice President, Incoming Vice President, Outgoing Secretary, Incoming Secretary, Outgoing Treasurer, Incoming Treasurer. If two persons hold an eligible office in common, the lot will determine the order for the individuals holding such a position. The Board of Directors shall determine who shall represent the PTSA as visiting delegates.

Voting Delegate to the State PTA Legislative Assembly

The WSHS PTSA will send as many voting delegates to the WSPTA Legislative Assembly as the budgeted amount or in-kind donations by PTSA volunteers will sustain. When possible, registration, hotel, and WSPTA meal fees shall be paid by WSHS PTSA. The legislative chair for WSHS PTSA will be one of the voting delegates representing the PTA at the legislative assembly; the rest of the voting delegates will be determined by the board of directors. Individuals attending the assembly paid for by WSHS PTA will share with the board a report about the WSPTA Legislative Assembly.