



## 2019-2020 STANDING RULES

### Sunset Elementary School PTA (dba Puesta del Sol Elementary PTA) 2.3.95

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#### **Article I – NAME**

- Section 1: The name of this unit shall be: Sunset Elementary School PTA (doing business as Puesta del Sol Elementary PTA, 2.3.95) in the Bellevue School District (hereinafter referred to as Sunset/Puesta del Sol PTA). This PTA was chartered in 1994. This PTA serves the children in the Puesta del Sol Elementary School community of Bellevue, WA.
- Section 2: Sunset/Puesta del Sol PTA is registered with the Secretary of State under the Charitable Solicitations Act. The Treasurer is responsible for filing the Nonprofit Corporation Annual Report no later than the last day of the incorporation anniversary month and the Charitable Organization Registration/Renewal Report by May 31 to avoid penalties.
- Section 3: Sunset/Puesta del Sol PTA was incorporated on January 18, 1985 and assigned UBI # 601 616 433. The registered agent for this corporation is the Washington State PTA.
- Section 4: Sunset/Puesta del Sol PTA was granted tax-exempt status under Section 501 (C) (3) of the IRS Code on January 27, 1995. The Treasurer is responsible for making sure IRS Form 990, Form 990 EZ, Form 990-N or extension are filed prior to November 15th.–Copies of the current and past years' returns are located in the locked filing cabinet in the PTA office and are maintained by the Treasurer.
- Section 5: The original State Registration, State Corporation, and Federal Employer Identification forms are located in the Legal Documents Notebook held and maintained by the Treasurer. Copies or numbers are available upon request.
- Section 6: Per the Washington State PTA (WSPTA) Uniform Bylaws, this PTA will annually review, complete, sign, and submit the WSPTA Standards of Affiliation Agreement by the required deadline.
- Section 7: Disaffiliation
- A. Should the Sunset/Puesta del Sol PTA wish to disaffiliate with WSPTA, the Board of Directors shall notify the WSPTA office and the Sunset/Puesta del Sol PTA membership at least 30 days prior to the meeting at which members consider disaffiliating the PTA. The region director or an alternate appointed by the region director shall be present at the meeting.
  - B. Upon disaffiliation of the local PTA, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established tax-exempt status under section 501 (c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of WSPTA.
  - C. The local PTA shall be considered disaffiliated when the membership has approved the disaffiliation and the manner in which assets shall be distributed, or when the PTA fails for two consecutive years to either enroll 25 members or submit a request for an annual waiver to the 25 member minimum to the WSPTA executive committee before February 1.
  - D. Upon disaffiliation, the PTA shall surrender to the WSPTA office all PTA-branded property along with documents pertaining to the legal status of the disaffiliated PTA.

## **Article II – MEMBERSHIP DUES**

- Section 1: The membership service fees shall be up to \$15.00 per member and up to \$27.00 for two members from the same family. Upon payment of membership service fees, members are considered in good standing through October of the ensuing year. Each paid member has a voice and one vote at the PTA General Membership meetings. All students are honorary members of the PTA without voice, vote, or the privilege of holding offices.
- Section 2: Membership at this PTA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, community members and any other persons that support and encourage the purpose of PTA.

## **Article III – MEETINGS**

- Section 1: General meetings shall be called at least three times per year to conduct necessary business which will include, but not be limited to 1) approve Standing Rules; 2) approve budget; 3) elect Nominating Committee; 4) election of officers, and 5) report of the financial review committee.
- Section 2: The quorum for general membership meetings shall be no less than 10 PTA members. Absentee or mail-in or proxy ballots are prohibited, with the exception of the election of officers and nominating committee positions.
- Section 3: The Board of Directors shall call each General Membership Meeting and shall provide written notice of same with 10 or more days' notice; an agenda for said meeting will be provided at the beginning of said meeting. These meetings are open to all interested parties but the privilege of making motions, debating, and voting shall be limited to current members of this PTA. Voice may be granted to anyone in attendance by the presiding officer in accordance with parliamentary rules.
- Section 4: Board of Directors meetings shall be called by the President and shall be held once a month from September to June. Additional meetings may be held as are deemed necessary by the President with 10 or more days' notice to the Board of Directors. A majority of those currently serving on the Executive Committee shall constitute a quorum. All PTA board meetings are open to the membership unless previously advertised. The Vice President of Membership may preside over a Board or General Membership Meeting in the absence of the President.
- Section 5: Special membership meetings may be called by the president, a majority of the board of directors, or by ten percent of the voting body currently enrolled in the WSPTA membership database. Notification of place, date, time and purpose of the meeting shall be provided to members at least ten days before the special meeting in writing.

## **Article IV – NOMINATING COMMITTEE**

- Section 1: The Nominating Committee shall be comprised of at least three (3) members and not to exceed five (5). The Nominating Committee shall be elected by voice vote no later than the winter general membership meeting to serve beginning immediately through the spring election. If there are more than five (5) nominees, vote will be by ballot. The designated number of candidates receiving the highest number of votes shall be declared the nominating committee. No member shall be eligible to serve two (2) consecutive years on this committee. The committee shall select its chair at its first meeting. The PTA president and the school principal are not eligible to serve on this Committee. The members of the nominating committee shall have been members in good standing for at least thirty (30) days preceding their election.
- Section 2: A member of the nominating committee may be considered as a candidate for a position as long as all other qualified candidates are evaluated by the nominating committee as well.

## **Article V – ELECTED AND APPOINTING OFFICERS AND COMMITTEES**

Section 1:

The Executive Committee shall be the President, Payables Treasurer, Deposits Treasurer, Secretary, and the elected Vice President of Membership. The Board of Directors shall be the Executive Committee and the following appointed positions: Member-at-Large, Director of Communications, Director of Special Events, Director of Educational Enhancement, Director of Fundraising, and Director of School Relations. These appointments shall be made by the Executive Committee. All Board of Director representatives, both elected and appointed, must be members of Sunset/Puesta del Sol PTA.

Section 2:

Two (2) people may hold any elected positions except Payables Treasurer and Deposits Treasurer. Each co-position is entitled to voice and vote at all Executive Committee and Board meetings. The purpose of the Executive Committee and the Board of Directors is to ensure all requirements as outlined in our Standing Rules and Bylaws of the Sunset/Puesta del Sol PTA, the state, and national PTA are strictly adhered to.

Section 3:

Officer election, appointment, and removal

- A. To be elected to executive office in the Sunset/Puesta del Sol PTA, a person shall be at least 18 years of age. The person shall have been a member of any local PTA for at least 15 days preceding the election. Officers shall assume office July 1. Election of officers shall be held no later than April 30. The term of office for all officers shall be one year. A majority vote is necessary to elect. The election may be a voice vote if only one candidate is nominated for an office. No person may hold the same elected office for more than 2 consecutive years. In accordance with State PTA requirements; all elected Board members will attend at least one State PTA approved training session. At least one elected officer is required to attend PTA & the Law. It is recommended for the Secretary to attend as well. It is also required that the Payables and Deposits Treasurers attend a Treasurer-specific training class.
- B. If a vacancy occurs on the PTA Executive Committee, the executive committee may appoint a member to fill the vacancy until the next membership meeting. At the next membership meeting nominations shall be made from the floor with the consent of the nominee. The election shall be by ballot vote. A majority vote is necessary to elect. The election may be by voice vote if only one candidate is nominated for an office. The newly elected officer shall immediately assume the duties of the office.

If a vacancy occurs in one of the appointed Board of Directors positions, the executive committee will appoint a member to fill the vacancy.

- C. An officer, elected or appointed, of the PTA may be removed from office by a two-thirds vote of the membership present at a regularly scheduled meeting, or at a meeting called for such purpose, should there be cause for removal such as violation of the ethics, policies or principles of the PTA.

Section 4:

Committee Chairs shall be appointed annually by the appropriate Vice President. The term of office for such Committee Chairs shall be one year. All Committee Chairs must be members of Sunset/Puesta del Sol PTA. Additional committees may be formed as needed and determined by the Board of Directors. All Committee Chairs and committee members are bound by the Standing Rules and Bylaws of the Sunset/Puesta del Sol PTA, the state, and national PTA.

Section 5:

No Committee Chair or committee member may obligate the PTA to a program, project, activity or plan, or any obligation, financial or otherwise, without the approval of the President or a member of the Executive Committee. Any contracts must be approved and signed by two (2) Board members, one of which will be the overseeing Vice President, Treasurer, or President. Any written materials to be disseminated by the Committee to the general membership (other than general notifications of events) must first be reviewed and

approved by the appropriate Vice President or PTA President. Committee Chairs and committee members must keep the appropriate Vice President/President reasonably informed of the committee's activities.

## **Article VI – BUDGET & RESERVE**

- Section 1: Sunset/Puesta del Sol PTA General Membership shall approve the annual operating budget in the spring of each year. The budget will be amended and re-approved by the General Membership in the fall of each school year.
- Section 2: A President, Treasurer, and one other board member (recommend the Director overseeing the Committee requesting additional money), together, may authorize expenses that exceed individual budget line items, up to 10% of the individual budget line item not to exceed \$250.00. The Board is required to communicate the changes to the membership at the next General Membership meeting.
- Section 3: The Board of Directors, acting on behalf of the membership, may increase expenses up to \$500 per existing line item via amendment. Total increase to the budget shall not total more than \$2,000 between meetings of the membership. Amounts in excess of this require general membership approval. The board is required to communicate the changes to the membership at the next General Membership meeting.
- Section 4: The Board of Directors, acting on behalf of the membership, may reallocate up to \$2,000 for each period between meetings of the general membership. Amounts in excess of \$2,000 require general membership approval. The board is required to communicate the changes to the membership at the next General Membership meeting.
- Section 5: All expenditures must fall within the approved budget plan with the exception of two types of accounts: “sustaining” accounts and restricted accounts.
- Expense lines shall be designated “sustaining” only when the expense is proportional to the related income earned (e.g., classes or camps where the instructor fees are calculated on a per-student basis, yearbook sales and expenses that change with the number of yearbooks sold, etc.) The “sustaining” designations shall require board approval for every line item so designated. In order to designate an expense line “sustaining,” the board must also identify and designate a corresponding “sustaining” income line.
- Restricted accounts are funds that have been set aside because of limitations in their use placed upon them by the Board or PTA General Membership. Income and expenditures for restricted accounts are segregated at the bottom of the monthly financial report, separate from a PTA’s unrestricted income and expenses. Restricted income and expenditure accounts must have a corresponding restricted equity account; the restricted equity account reflects the accumulated restricted income and expenditures. Spending from restricted accounts is limited to the balance in the restricted equity account, not the budget.
- Section 6: The Board of Directors, acting on behalf of the membership, may spend up to \$5,000 to fund unique opportunities if all attempts to fund the opportunity from available funds have been exhausted. To be considered for approval, unique opportunities must 1) align with Sunset/Puesta del Sol PTA’s mission, 2) be appropriate for the majority of students in the school, 3) emphasize Spanish culture, 4) be approved by the Principal, and 5) time does not allow for a General Membership meeting to be called. Unique opportunities cannot constitute a new ongoing program of the Sunset/Puesta del Sol PTA.
- Section 7: Reserve Funds are an integral part of prudent money management practices to: (a) provide funds for unanticipated and unbudgeted expenses, (b) provide funds for emergencies, and (c) allow the organization to be financially and fiscally responsible at all times. On May 14, 2015, the General Membership approved a reserve calculation policy; this policy may be reviewed and updated periodically by the General Membership. The policy is maintained in the legal documents notebook maintained by the Treasurer. At the end of each fiscal year (June 30th), the Treasurer will calculate the current Reserve in accordance with the

most recent reserve calculation policy. If the total of the cash and savings accounts is less than the reserve required, the Board will consider modifying the budget for the fiscal year beginning July 1st to bring the financials into compliance by the end of the fiscal year (June 30th); if this is not feasible, the Board should communicate the lack of compliance with the policy at the next General Membership meeting.

## **Article VII – HANDLING OF FUNDS & FINANCIAL CONTROLS**

- Section 1: All expenditures must fall within the approved budget plan. All persons requesting repayment of expenses shall give an itemized statement to the Treasurer, with receipts, for any approved expenditures. All requests for reimbursement must be received by June 30th or they will be considered a donation to the PTA.
- Section 2: Monies received in the course of a fundraising activity shall be counted and recorded by at least two PTA members immediately after the close of such activity.
- Section 3: The signatures of three (3) or more elected officers shall be on the authorized signature card for Sunset/Puesta del Sol PTA's bank account. President(s), Treasurer(s) and 2 other assigned Board members if needed. The signatures of at least two elected officers will be required to make a withdrawal from any such account.
- Section 4: Sunset/Puesta del Sol PTA shall conduct a financial review of its books and records at the close of the fiscal year and at any time during the year if requested by the Board of Directors. A financial review committee, with a minimum of three (3) members appointed by the president, will review the financial records. 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.
- Section 5: The PTA's monthly bank account statements shall be provided unopened to a Board member who is not a signer on the account. The reviewer will 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 sign and date the account statements and provide them to the Treasurer.
- Section 6: All efforts will be made to collect on NSF checks, fees charged by the bank will be charged to the original check issuer. Once two (2) NSF checks are received from the same issuer, checks will no longer be accepted from said account/issuer.

## **Article VIII – RECORDS**

- Section 1: All PTA permanent records are kept either in a legal documents notebook or in a locked filing cabinet, safe or safety deposit box with copies maintained by the treasurer. Copies of all records are to be made for the President and kept in a legal documents notebook.

## **Article IX – CONVENTIONS**

- Section 1: Delegates from the Sunset/Puesta del Sol PTA to the Washington State convention shall be agreed upon by the Board of Directors.

## **Article X – COUNCIL VOTING DELEGATES**

- Section 1: Voting delegates to the Bellevue Council PTSA shall be the President and three (3) additional authorized delegates appointed by the President.

## **Article XI – VOTE FOR REGION DIRECTOR**

- Section 1: By majority vote, the Board of Directors shall determine the vote of Sunset/Puesta del Sol PTA for the position of Washington State PTA Region Director.

## **Article XII – AMENDMENTS**

Section 1: These Standing Rules shall be reviewed each year and may be amended at any scheduled general membership meeting by a two-thirds (2/3) vote or, if previous notice is given, by a majority vote.

**Approved: September 25, 2019**

**President(s): Anne Wilson**