

**2020-2021 STANDING RULES  
HIGHLAND MIDDLE SCHOOL PTSA 2.3.120**

**ARTICLE I: NAME**

- Section 1      The name of this association is the *Highland Middle School Parent Teacher Student Association* (“HMS PTSA”). The HMS PTSA has the local number 2.3.120 of the Bellevue PTSA Council, Region 2, a unit of Washington State Congress of PTA and National PTA, and governed by the Uniform Bylaws of Washington State PTA.
- Section 2      This association is a volunteer membership organization concerned with the welfare and benefit of children and youth.
- Section 3      The Internal Revenue Service (IRS) granted this association a tax exempt, not-for-profit corporation status on June 3, 1982, under section 501(c)(4) and changed in December 1995 to a status of 501(c)(3). A copy of the letter of determination is available from the treasurer.
- Section 4      This association was incorporated in the State of Washington on March 4, 1980; File No: D-297542. The treasurer is responsible for filing the annual corporation report. The Highland Middle School PTSA has designated the Washington State PTA as its registered agent with the Washington State Secretary of State’s Office, the Washington Department of Revenue and the Internal Revenue Service. Copies of the documents making such designation are available in the legal documents binders in the custody of the Secretary and Treasurer.
- Section 5      The Federal Employer Identification Number (EIN) is available in the legal documents binders in the custody of the Secretary and Treasurer.
- Section 6      The Highland Middle School is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 1102079. The Treasurer is responsible for filing the annual registration by May 31<sup>st</sup> to avoid penalties.

**ARTICLE II: MEETINGS**

- Section 1      General membership meetings shall be held at least three (3) times per year, unless otherwise specified by the Board of Directors.
- Section 2      General membership meetings shall be called for the following purposes:
- (A) To conduct business
  - (B) In September to:
    - 1. Review and approve standing rules
    - 2. Review and approve budget
  - (C) In January/February to elect nominating committee
  - (D) In April/Late Spring: this meeting shall be an annual meeting for the purpose of electing officers as outlined in the WSPTA Uniform Bylaws, and approving a budget for the next fiscal year (July 1-June 30).
- A quorum for a general membership shall be considered 10% of the General Membership or 10 PTSA members present, whichever is smaller.

- Section 3 Board of Directors meetings shall include all elected officers and chairpersons of standing committees, and shall meet when necessary to conduct business, at least 1 time year. Board of Directors meetings may also be called by the (co)president(s) or by a majority of the Board of Directors according to WSPTA Bylaws. A quorum for a meeting is a majority of the board.
- Section 4 Special meetings of the board of directors may be called by the president or a majority of the board of directors. Notification of place, date, time and purpose of meeting shall be provided to members at least five days before the special meeting via e-mail. If less than five days' notice is given, documentation of each member's consent to conduct business shall be obtained in writing or by e-mail.  
Special meetings of the General Membership may be called by the president, a majority of the board of directors, or by ten percent of the voting body. Notification of place, date, time and purpose of the meeting shall be provided to members at least ten days before the special meeting via e-mail.
- Section 5 Executive Committee  
(A) The Executive Committee shall consist of all elected officers.  
(B) Each committee shall have one voice and vote. Committees with more than one member shall elect a chairperson responsible for communication with the Board of Directors. The committee chair or a designated alternate will have the vote for the committee.  
(C) Ad hoc committees, sub-committee chairpersons, and liaisons shall be conference members of the Board of Directors, with no vote.  
For issues before the Executive Committee (all of the elected officers), a majority vote shall be considered a quorum.

### **ARTICLE III: FINANCES**

- Section 1 Annual membership fees for the association shall be \$12.00 per Single Membership, \$20.00 per Family/Couple Membership, and \$12 per HMS Staff Membership.
- Section 2 Service fees shall be forwarded to the Bellevue PTSA Council and to WSPTA by the HMS PTSA Treasurer.
- Section 3 Sustaining memberships are available to organizations and businesses supporting the objectives of the PTSA and the policies and bylaws of the WSPTA. Sustaining memberships shall be a minimum of \$25 and do not include voice or vote.
- Section 4 The students of Highland Middle School shall be considered honorary members of this unit without vote or privilege of holding office.
- Section 5 The Treasurer, with assistance from the immediate past Treasurer, is responsible for filing IRS Form 990, Form 990 EZ, or form 990-N prior to November 15<sup>th</sup>. Copies of the current and past years' returns are located in the legal documents binders in the custody of the Secretary and Treasurer.
- Section 6 The HMS PTSA shall approve its annual operating budget in the spring of each year. The board of directors may allocate up to \$500 budgeted for one purpose to another purpose by majority vote. The budget shall

include a line item for the Discretionary Fund under Administrative Expenses. This fund shall be used for expenses that arise between meetings and which the Executive Committee agrees to fall within the scope and mission of the HMS PTSA. The amount of this fund shall be \$250.00. Reallocation and expenditures from the Discretionary Fund shall be presented to the General Membership at the next meeting.

- Section 7 Two signatures are required on all contracts and one signature must be the president's. Only elected officers may sign contracts according to the WSPTA Uniform Bylaws. School district building use requests must be signed by one elected officer with direction from the President.
- Section 8 Highland PTSA shall conduct an annual financial review at the end of the fiscal year and may conduct a midyear audit in January.
- Section 9 Signatures of elected officers shall be updated annually or as needed on the authorized signature card for the HMS PTSA's bank account(s). The Board of Directors shall determine which officers shall have signing authority on the HMS PTSA bank account. Two authorized signatures are required on checks and for withdrawals.
- Section 10 Online access to banking, websites, e-mail address, MemberPlanet and social shall be reviewed by the board of directors and changed at least once a year upon the installation of new officers on/or about July 1. The HMS PTSA's monthly bank account statements shall be provided unopened to a non-signer board member. The reviewer will report promptly any concerns or discrepancies to the Executive Committee. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the Treasurer.
- Section 11 The annual budget of the HMS PTSA shall have as a line item a carry forward income (the "Rainy Day" fund) of no less than \$5000.00 as operating reserves for period of unexpected shortfalls.
- Section 12 All reimbursement requests for authorized expenses must include a receipt and be submitted to the Treasurer by June 20<sup>th</sup> or they will be considered a donation to the PTSA.
- Section 13 NSF checks will be charged a service fee for the amount charged by our bank. If the check is not paid by June 1, the PTA will not accept any checks from this individual in the future.
- Section 14 The HMS PTSA may collaborate with other non-PTA organizations. The PTA will handle PTA funds only and will sign a contract if necessary, with the other organization to establish clearly whether it is a PTA activity or the other organization's activity.
- Section 15 All monies shall be counted by a minimum of two (2) committee members and promptly turned in to the treasurer for deposit within 72 hours of the event, along with receipts and documents.
- Section 16 Teacher grant documentation and receipts for the current school year must be submitted promptly, no later than June 20<sup>th</sup>, or purchases may not be reimbursed.

#### **ARTICLE IV: OFFICERS**

- Section 1 There shall be at least three (3) officers for the Highland Middle School PTSA unit, to include the following:

(Co) President(s),  
 Vice President  
 Treasurer, and  
 Secretary.

- Section 2 See Bellevue PTSA Standing Rules for specific job descriptions for Executive Committee officers.
- Section 3 Officers shall be elected at a General Membership meeting each spring, generally in April (by April 30<sup>th</sup> per WSPTA Bylaws, and will assume office on July 1.
- Section 4 A quorum must be present in any election or for any vote of the Highland Middle School PTSA membership. A majority of all votes is necessary to elect.
- Section 5 Terms of Office: The term of office shall be one year, or until successors are elected. An officer serving for eight (8) months shall be said to have served a full term. No person shall serve in the same office for more than two consecutive years. All officers shall read and adhere to the Uniform Bylaws and Standing Rules of the Unit and the WSPTA, and shall attend workshops as required by WSPTA Uniform Bylaws.
- Section 6 Two (2) people may hold all elected positions other than Treasurer as a Co-Position. A Co-Treasurer is allowed as a Trainee. Each Co-Position/Trainee is entitled to a voice and vote at all Board of Directors meetings. Any person holding the position of Vice President/President should be considered for the office of President by the Nominating Committee but the nomination for President is at the discretion of the Nominating Committee.
- Section 7 All elected officers, the Board of Directors, and Committee Chairpersons must be members of the HMS PTSA local unit in good standing with all membership fees having been paid.
- Section 8 If a vacancy arises in an office, the Executive Committee may appoint an acting officer to serve until the next general membership Meeting when nominations may be taken from the floor with the consent of the nominee.
- Section 9 An office/chairmanship shall be declared vacant if that person misses three (3) consecutive meetings, unless previously excused by the presiding officer, and shall forfeit their office. Meetings shall be interpreted to mean Executive Committee, Board of Directors, and General Meetings during the fiscal year.
- Section 10 The following standing committees may exist within the HMS PTSA but not be limited to:

Fundraiser	Music Boosters	Spiritwear
Multi-Cultural Potluck	Volunteer Coordinator	Membership
8 <sup>th</sup> Grade Coordinator/Party	Reflections Arts Program	ASB Liaison
Staff Appreciation	Communications	Advocacy
Welcome Back Event	All School Walk-a-thon	BSF Liaison
Health & Wellness	Community Outreach	Family Engagement

Committees with more than one member shall elect a chairperson who is responsible for communication with the Board of Directors. The committee chair or its alternate is responsible for the vote of the

- committee and shall be a voting member of the Board of Directors of the HMS PTSA.
- Section 11 A Nominating Committee shall be elected at the February, or first General Membership meeting of the new calendar year, or at least 30 days prior to the election of officers. The Nominating Committee shall consist of at least three (3) but not more than five (5) members, nominated from the floor based on WSPTA Uniform Bylaws.
- Section 12 The Nominating Committee shall submit a written, signed list of candidates at least 15 days prior to the election of officers.
- Section 13 The (Co) President(s) is/are ex-officio member(s) of every committee, except the Nominating Committee.
- Section 14 The WSPTA Convention voting delegate, or additional delegates as determined by unit membership numbers as of January 25<sup>th</sup>, shall be elected, or may be appointed by the Board of Directors if there are limited candidates.
- Section 15 The Legislative chair shall be the first voting delegate at the WSPTA Legislative Assembly. Additional voting delegates to which HMS PTSA may be entitled, as determined by unit membership numbers as of January 25<sup>th</sup>, shall be elected or may be appointed by the Board of Directors if there are limited candidates.
- Section 16 The Board of Directors may select replacement voting delegates in the event an elected delegate cannot attend.
- Section 17 Four (4) voting delegates from HMS PTSA are allowed to represent the HMS PTSA at the Bellevue PTSA Council. The four voting delegates shall consist of the (Co) President(s) and two (2) authorized delegates. The (Co) Presidents and the authorized delegates shall select two (2) alternates (WSPTA Article IV, Section 2d).
- Section 18 The President is authorized to communicate publicly, representing the PTSA on actions proposed or approved. Communication on behalf of the PTSA and its Board of Directors must be reviewed in advance by the President, including information posted via website, social media, e-mail, correspondence and text.
- Section 19 An officer of the PTSA 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. Best practices for current officer remotely can be found in WSPTA policy.

## **ARTICLE V: ORGANIZATION**

- Section 1 Legal Documents
- (A) The Legal Documents Notebooks shall include incorporation documents, tax documents, insurance documents, all financial documents including budgets and banking records, annually updated Standing Rules, and minutes from each meeting, any contract documents, and/or other relevant documents.
- (B) The Legal Documents Notebooks shall be maintained on a school year basis and stored at Highland Middle School indefinitely. All original incorporation and tax documentation regarding the existence of this HMS PTSA shall be retained permanently. Legal Documents

notebooks materials are not to be discarded, except for records that fall under the Internal Revenue Service's guidelines for retention of tax documents.

- (C) Legal and financial documents are available for review by members only on request to the Executive Committee and review shall take place in the company of an Executive Officer.
- (D) HMS PTSA will keep at least three (3) copies of its Legal Documents Notebook. The Secretary reviews and maintains the Legal Documents Notebooks. The original copy of all documents is to remain with the Treasurer. Copies are to be made for the Secretary and an additional copy will be kept in the PTSA office at Highland Middle School.

- Section 2 Parliamentary authority shall be Roberts Rules of Order, Newly Revised.
- Section 3 The Uniform Bylaws of WSPTA shall govern all matters not listed in these Standing Rules. The WSPTA Uniform Bylaws shall override any discrepancies between the Highland Middle School PTSA Standing Rules and the WSPTA Uniform Bylaws.
- Section 4 The Standing Rules shall be reviewed each year and may be amended by a two-thirds (2/3) vote of the members at any General Membership Meeting or by a majority if sufficient notice is given. The Standing Rules should be generally published to membership by a minimum of two (2) weeks before the scheduled amendment vote.
- Section 5 To raise an issue for consideration, a request may be submitted in writing or by e-mail to the Executive Committee or Board of Directors at least two (2) days prior to the next Board of Directors Meeting. Upon the Board of Director's approval, the issue will be presented to the General Membership meeting for a majority vote. Issues may also be introduced for consideration during the New Business segment of any meeting.
- Section 6 Information in directories, newsletters, membership lists, or other materials by Highland Middle School PTSA may not be used for purposes of solicitation, either commercially, politically, or ideologically, or any other purpose not consistent with the WSPTA Uniform Bylaws.
- Section 7 HMS PTSA will reward its volunteers by giving awards in as many PTSA categories as possible, following the guidelines offered at the WSPTA website.